CITY OF HOLLY HILL, FLORIDA

CITY COMMISSION

AGENDA ● SEPTEMBER 23, 2025

City Commission ChamberSecond Public Hearing Budget & Millage Rate Mtg **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
John Penny

District 1 - Commissioner
Debra Snow

District 2 – Commissioner
Penny Currie

District 3 – Commissioner
Jeffrey DeLanoy

District 4 – Commissioner
Roy Johnson

CITY MANAGER
Joseph Forte

CITY CLERK
Valerie Manning

1. CALL TO ORDER

a. Roll Call
b. Invocation by City Commissioner Debra Snow
c. Pledge of Allegiance

2. PUBLIC HEARINGS - BUDGET & MILLAGE RATE - SECOND HEARINGS

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

1. Resolution –2025-R-70 PUBLIC HEARING - SECOND READING - a Resolution of the City Commission of the City of Holly Hill, Volusia County, Florida, Adopting the Final Levying of Ad Valorem Taxes for the City of Holly Hill for Fiscal Year 2025-2026; Providing for Severability; and Providing for an Effective Date.

   (Requested by Michele Moore, Finance)

2. Resolution –2025-R-71 PUBLIC HEARING - SECOND READING - a Resolution of the City Commission of the City of Holly Hill, Volusia County, Florida, Adopting the Final Budget for the City of Holly Hill for the Fiscal Year 2025-2026; Providing for Severability; and Providing for an Effective Date.

   (Requested by Michele Moore, Finance)

3. PRESENTATIONS

1. Early Learning Coalition of Flagler & Volusia - "Born Learning Trail" at Sunrise Park

   (Requested by Valerie Manning, City Clerk)

2. Hispanic Heritage Month

   (Requested by Valerie Manning, City Clerk)

4. PUBLIC COMMENTS

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

5. APPROVAL OF MINUTES

1. Minutes - September 8, 2025, Regular City Commission & First Public Hearing on Budget FY25-26

   (Requested by Valerie Manning, City Clerk)

6. CONSENT AGENDA - ITEMS (1 - 10)

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

1. Resolution –2025-R-72 A Resolution of the City Commission of the City of Holly Hill, Florida, Providing for the City of Holly Hill to Become a Member of the American Flood Coalition (AFC); Providing for Severability; and Providing for an Effective Date.

   (Requested by Valerie Manning, City Clerk)

2. Resolution –2025-R-73 A Resolution of the City of Holly Hill, Florida, Adopting a Fine for Violating Ordinance 2025-O-3090 PROHIBITING SMOKING AND VAPING IN CITY PARKS; Providing for Severability; and Providing for an Effective Date.

   (Requested by Joseph Forte, City Manager)

3. Resolution –2025-R-74 A Resolution of the City of Holly Hill, Florida, Adopting a Fine for Violating Ordinance 2025-O-3091 PROHIBITING ELECTRIC BIKES, MOBILITY DEVICES AND MOTORIZED VEHICLES FROM SIDEWALKS; Providing for Severability; and Providing for an Effective Date.

   (Requested by Joseph Forte, City Manager)

4. Resolution –2025-R-75 A Resolution of the City Commission of the City of Holly Hill, Florida, Authorizing the Use of Pace Analytical Services, Inc., for Various Water and Waste Water Laboratory Testing as a Sole Source Provider, Providing for Severability; and Providing for an Effective Date.

   (Requested by Michele Moore, Finance)

5. Resolution –2025-R-76 A Resolution of the City Commission of the City of Holly Hill, Florida, Approving Price Agreements for the Purchase of the Fiscal Year 2025-2026 Supply of Water and Wastewater Treatment Chemicals for the Public Works Department and Authorize the City Manager to Execute Any Necessary Price Agreements; Providing for Severability; and Providing for an Effective Date.

   (Requested by Michele Moore, Finance)

6. Resolution –2025-R-77 A Resolution of the City Commission of the City of Holly Hill, Florida, Approving Price Agreements for the Purchase of Fiscal Year 2025-2026 Supply of Water and Wastewater Treatment Chemicals for the Public Works Department by Waiving Formal Bidding Requirements; Approving the Use of Existing Piggyback Contracts; and Authorizing the City Manager to Execute Any Necessary Price Agreements; Providing for Severability; and Providing for an Effective Date.

   (Requested by Michele Moore, Finance)

7. Resolution –2025-R-78 A Resolution of the City Commission of the City of Holly Hill, Volusia County, Florida, Amending the Fee Schedule for the Fiscal Year 2025-2026; Providing for Severability; and Providing for an Effective Date.

   (Requested by Michele Moore, Finance)

8. Uncollectible Utility and Miscellaneous Account Adjustments

   (Requested by Michele Moore, Finance)

9. Package Insurance Policy Renewal for FY2026

   (Requested by Michele Moore, Finance)

10. Halifax Humane Society Contract Renewal - FY26

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

7. REGULAR AGENDA

1. Resolution –2025-R-79 A Resolution of the City Commission of the City of Holly Hill, Florida, Approving a Wastewater Facility Plan for Incorporation into the City's SRF-SAHFI Grant Application as Prepared by Mead & Hunt; Providing for Severability; and Providing an Effective Date.

   (Requested by Josef Grusauskas, Public Works)

2. Resolution –2025-R-80 A Resolution of the City Commission of the City of Holly Hill, Florida, Approving a Water Facility Plan for Incorporation into the City's SRF - SAHFI Grant Application as Prepared by Mead & Hunt

   (Requested by Josef Grusauskas, Public Works)

8. PUBLIC HEARINGS

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

1. 817 Center Avenue - Special Exception Request

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

2. 1539 Center Avenue Nuisance Abatement

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

9. COMMUNICATIONS

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

10. ADJOURNMENT

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

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



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



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

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

HOLLY HILL
FLORIDA

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Resolution

MEETING DATE: **September 23, 2025**
FROM: **Michele Moore**
SUBJECT: **PUBLIC HEARING - SECOND READING - a Resolution of the City Commission of the City of Holly Hill, Volusia County, Florida, Adopting the Final Levying of Ad Valorem Taxes for the City of Holly Hill for Fiscal Year 2025-2026; Providing for Severability; and Providing for an Effective Date.**
NUMBER: **2025-R-70**
APPLICANT:
PLANNER:

DISCUSSION:

Florida Statute requires the City to hold a Public Hearing to adopt a final millage rate for the upcoming fiscal year, 2025-2026. The City Commission adopted the tentative millage rate of 5.8 at the tentative public hearing at a meeting on September 8, 2025.

Before the adoption of the final millage rate, the Notice of Proposed Property Taxes, otherwise known as TRIM (Truth in Millage) notice, was prepared and mailed to taxpayers by the County Property Appraiser. Printed on the TRIM notice is the date of the first scheduled public hearing to adopt the tentative budget and the tentative millage rate which was approved September 8, 2025. The City is required to provide notice of the final hearing with an advertisement containing the summary budget information along with the final millage rate and the final approved budget. This was published Friday, September 19, 2025 in the Daytona Beach News-Journal.

The purpose of the final public hearing is to once again give the general public an opportunity to speak for or against the budget and millage rate. At this meeting the Commission will adopt the final budget and millage rate.

FISCAL ANALYSIS:

The City Commission is hereby being requested to set the final millage rate at the proposed millage rate of 5.8. The proposed budget for the Fiscal Year 2025-2026 Budget is based on this millage rate which is 5.49% above the rolled back rate of 5.4981 mills.

STAFF RECOMMENDATION:

Approve the Resolution adopting the final millage rate of 5.8 mills.

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 RESOLUTION ADOPTING THE FINAL MILLAGE RATE OF 5.8 MILLS.

Resolution No. 2025-70

PUBLIC HEARING - SECOND READING - A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, VOLUSIA COUNTY, FLORIDA, ADOPTING THE FINAL LEVYING OF AD VALOREM TAXES FOR THE CITY OF HOLLY HILL FOR FISCAL YEAR 2025-2026; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, VOLUSIA COUNTY, FLORIDA, ADOPTING THE FINAL LEVYING OF AD VALOREM TAXES FOR THE CITY OF HOLLY HILL FOR THE FISCAL YEAR 2025-2026; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The City of Holly Hill of Volusia County, Florida, on September 8, 2025, adopted a Fiscal year 2025-2026 tentative millage rate following a public hearing as required by Florida Statute 200.065; and

WHEREAS, The City of Holly Hill of Volusia County, Florida, on September 23, 2025, adopted a Fiscal year 2025-2026 final millage rate following a public hearing as required by Florida Statute 200.065; and

WHEREAS, the City of Holly Hill of Volusia County Florida, held a public hearing as required by Florida Statute 200.065; and

WHEREAS, the gross taxable value for operating purposes not exempt from taxation Volusia County has been certified by the County Property Appraiser to the City of Holly Hill as $1,041,771,537.

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

SECTION 1. The FY 2025-2026 final operating millage is 5.8 mills, which is greater than the rolled-back rate of 5.4981 mills by 5.49%

SECTION 2. The Final Public Hearing was held on September 23, 2025 at 6:00pm.

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 23th day of SEPTEMBER, 2025 for final reading.

HOLLY HILL
FLORIDA

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Resolution

MEETING DATE: **September 23, 2025**
FROM: **Michele Moore**
SUBJECT: **PUBLIC HEARING - SECOND READING - a Resolution of the City Commission of the City of Holly Hill, Volusia County, Florida, Adopting the Final Budget for the City of Holly Hill for the Fiscal Year 2025-2026; Providing for Severability; and Providing for an Effective Date.**
NUMBER: **2025-R-71**
APPLICANT:
PLANNER:

DISCUSSION:

Florida Statute requires the City to hold a Public Hearing to adopt a final budget for the upcoming fiscal year, 2025 - 2026. State law requires that two formal public hearings be held in September and the first hearing date cannot conflict with the hearing dates established by the County School Board or the County Commission.

The first hearing to adopt a tentative budget was on September 08, 2025. September 23, 2025 is the second hearing to adopt the Final Budget.

The purpose of the final public hearing is to give the general public an opportunity to speak for or against the budget. At this meeting the Commission will adopt the final budget.

FISCAL ANALYSIS:

Dependent upon City Commission action.

STAFF RECOMMENDATION:

Approve the Resolution and the Final budget.

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 RESOLUTION ADOPTING THE FINAL BUDGET FOR THE CITY OF HOLLY HILL FOR THE FISCAL YEAR 2025 - 2026.

ATTACHMENTS:

- COHH Adopted Budget FY26 Attachment A (PDF)
- FY2026 COHH Summary Adopted Budget by Fund (PDF)

Resolution No. 2025-71

PUBLIC HEARING - SECOND READING - A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, VOLUSIA COUNTY, FLORIDA, ADOPTING THE FINAL BUDGET FOR THE CITY OF HOLLY HILL FOR THE FISCAL YEAR 2025-2026; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, VOLUSIA COUNTY, FLORIDA, ADOPTING THE FINAL BUDGET FOR THE CITY OF HOLLY HILL FOR THE FISCAL YEAR 2025 - 2026; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The City of Holly Hill of Volusia County, Florida, on September 08, 2025, held a public hearing for the tentative budget as required by Florida Statute 200.065; and

WHEREAS, The City of Holly Hill of Volusia County, Florida, on September 23, 2025, held a public hearing for the final budget as required by Florida Statute 200.065; and

WHEREAS, the City of Holly Hill of Volusia County Florida, set forth the appropriations and revenue estimate for the Budget for Fiscal Year 2025-2026.

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, Florida pursuant to the Charter of the City of Holly Hill and Chapter 166, Florida Statutes, does hereby adopt the Final General, Enterprise and all other related Fund Budgets, which are attached hereto and incorporated herein as Exhibit "A", which may later be amended by the City Commission.

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 23th day of SEPTEMBER, 2025 for final reading.



FY 2025-2026

Adopted Budget

Attachment: COHH Adopted Budget FY26 Attachment A (2025-R-71 : Final Budget Fiscal Year 2025 2026

Attachment: COHH Adopted Budget FY26 Attachment A (2025-R-71 : Final Budget Fiscal Year 2025 2026

HOLLY HILL
FLORIDA

FY 2025-2026

General & Special Revenue Funds

Adopted Budget

HOLLY HILL FLORIDA Holly Hill, FL

Budget Worksheet

Account Summa

For Fiscal: 2025-2026 Period Ending: 09/30/2(

Attachment: COHH Adopted Budget FY26 Attachment A (2025-R-71 : Final Budget Fiscal Year 2025 2026

				Defined Budgets			
		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Fund: 001 - GENERAL FUND							
Division: 0000 - UNDESIGNATED							
001-0000-311-1000	AD-VALOREM TAXES	3,585,407.35	3,468,759.93	3,946,290.00	3,684,958.67	4,111,749.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	5.8 MILS PER $1,000 @ 95% COLLECTION			0.00	0.00	-4,111,749.00	
001-0000-311-2000	DELINQUENT AD-VALOREM TAX	5,000.00	229,898.52	5,000.00	263,942.63	5,000.00	0.00
001-0000-312-4100	1ST LOCAL OPTION FUEL TAXES	183,326.00	204,185.51	201,128.00	152,547.67	201,128.00	0.00
001-0000-312-5100	FIRE INS/FIRE PENSION	49,814.00	97,568.14	105,789.00	69,519.40	97,568.00	0.00
001-0000-312-5200	INS TAX/POLICE PENSION	146,676.00	183,588.44	166,619.00	181,809.91	183,588.00	0.00
001-0000-314-1000	ELECTRICITY UTILITY SERVICE T...	1,219,000.00	1,349,470.95	1,230,000.00	1,084,525.25	1,272,000.00	0.00
001-0000-314-3000	WATER UTILITY TAX	398,000.00	393,214.20	398,000.00	364,229.56	381,000.00	0.00
001-0000-314-4000	NATURAL GAS UTILITY TAX	16,000.00	17,909.38	12,000.00	17,135.20	16,000.00	0.00
001-0000-314-8000	PROPANE UTILITY TAX	18,000.00	16,881.19	16,000.00	15,145.40	16,000.00	0.00
001-0000-315-1000	COMMUNICATIONS SERVICE T...	406,184.00	335,479.62	391,607.00	293,384.78	370,896.00	0.00
001-0000-316-0000	LOCAL BUSINESS TAX	191,000.00	186,078.38	191,000.00	267,564.48	201,000.00	0.00
001-0000-323-1000	FRANCHISE FEES-ELECTRICITY	828,633.00	928,570.96	800,000.00	663,037.62	844,000.00	0.00
001-0000-323-4000	FRANCHISE FEES - GAS	23,000.00	29,757.76	23,000.00	28,587.92	26,000.00	0.00
001-0000-323-9100	TOWING SERVICE	24,065.00	24,064.92	24,065.00	22,059.51	21,607.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	TOWING CONTRACT			0.00	0.00	-21,607.00	
001-0000-329-1000	OTHER PERMITS AND FEES	3,400.00	750.00	3,400.00	0.00	1,000.00	0.00
001-0000-329-1010	GARAGE SALE PERMITS	800.00	730.00	800.00	625.00	700.00	0.00
001-0000-329-1020	APPLICATION FEE-BOPA	50.00	0.00	50.00	0.00	25.00	0.00
001-0000-329-1030	GOLF CART REGIST-RESIDENT	25.00	75.00	25.00	0.00	25.00	0.00
001-0000-329-1040	APPLICATION FEE-BTR(OL)	5,000.00	5,522.00	5,000.00	5,120.00	5,000.00	0.00

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
001-0000-329-1050	FOOD TRUCK DAILY PERMIT	200.00	275.00	200.00	62.50	100.00	0.00
001-0000-329-2000	FIRE INSPECTION FEES	46,000.00	35,200.48	46,000.00	53,334.54	41,000.00	0.00
001-0000-329-4010	HERA REGISTRY	10,000.00	5,400.00	10,000.00	6,640.20	6,300.00	0.00
001-0000-331-2410	FEDERAL GRANTS	2,577.00	2,577.00	7,855.00	0.00	0.00	0.00
001-0000-331-2425	VOCA GRANT	50,590.00	50,590.00	40,472.00	37,938.87	40,472.00	0.00
001-0000-331-2500	US DOT/FL DOT	65,000.00	37,704.38	56,000.00	39,778.44	56,000.00	0.00
001-0000-331-5200	FEMA - REIMBURSEMENT	0.00	597,294.23	0.00	0.00	0.00	0.00
001-0000-334-2400	STATE GRANTS	0.00	0.00	44,190.00	44,190.00	0.00	0.00
001-0000-334-4950	FDOT HVE GRANT	0.00	0.00	5,000.00	187.78	5,547.00	0.00
001-0000-334-5200	FEMA - HURRICANE REIMB	0.00	4,653.62	0.00	0.00	0.00	0.00
001-0000-335-1200	STATE SHARED REVENUES	616,653.00	629,769.62	615,452.00	577,609.45	631,410.00	0.00
001-0000-335-1400	MOBILE HOME LICENSES	16,000.00	14,320.06	16,000.00	13,537.62	14,000.00	0.00
001-0000-335-1500	ALCOHOL BEVERAGE TAX	11,000.00	11,516.12	11,000.00	9,260.90	7,000.00	0.00
001-0000-335-1800	LOCAL GOVT 1/2 CENT TAX	900,112.00	852,352.60	871,987.00	641,873.85	839,082.00	0.00
001-0000-335-2100	FIREFIGHTER SUPPL. COMP.	5,000.00	5,876.67	5,000.00	3,240.00	5,000.00	0.00
001-0000-338-2000	SHARED REV/OTHER LOCAL UN	10,000.00	1,038.82	10,000.00	0.00	0.00	0.00
001-0000-341-0130	COST ALLOCATION-CRA	98,893.00	98,893.00	112,522.00	112,522.00	105,150.00	0.00
001-0000-341-0400	COST ALLOCATION-W&S	1,195,636.00	1,195,636.00	1,262,699.00	1,262,699.00	1,294,502.00	0.00
001-0000-341-0460	STORMWATER	154,214.00	154,214.00	142,420.00	142,419.00	151,463.00	0.00
001-0000-341-0495	SOLID WASTE	339,748.00	339,748.00	323,783.00	323,783.00	341,822.00	0.00
001-0000-342-1010	COPIES/PD RPTS/PUBLIC RECO...	1,700.00	1,418.20	1,700.00	3,334.76	1,000.00	0.00
001-0000-342-1020	FINGERPRINTS/FALSE ALARMS	10,300.00	10,541.00	10,300.00	10,555.00	10,000.00	0.00
001-0000-342-2010	FALSE FIRE ALARMS	300.00	4,525.00	300.00	5,625.00	5,000.00	0.00
001-0000-342-2020	FIRE PLAN REVIEW FEES	2,000.00	15,177.99	2,000.00	7,930.25	4,500.00	0.00
001-0000-344-9010	FDOT MEDIAN MAINT	34,502.00	34,882.54	34,503.00	25,877.25	34,502.00	0.00
001-0000-344-9012	TRAFFIC SIGNAL MAINT-DOT	27,692.00	27,692.00	0.00	42,184.00	0.00	0.00
001-0000-344-9015	HWY LIGHTING MAINT - DOT	42,794.00	117,730.62	44,382.00	-30,555.40	44,382.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	BASED ON CONTRACT	0.00	0.00	-44,382.00

001-0000-347-2100	CULTURE/RECREATION	4,200.00	3,640.95	4,200.00	5,974.58	3,500.00	0.00

Attachment: COHH Adopted Budget FY26 Attachment A (2025-R-71 : Final Budget Fiscal Year 2025 2026

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
001-0000-347-4300	PROMOTIONAL ACTIVITY	300.00	667.83	300.00	390.00	200.00	0.00
001-0000-347-5300	SICA HALL REVENUES	13,000.00	19,265.00	13,000.00	17,960.50	12,000.00	0.00
001-0000-349-2000	LAND DEV (BOPA)	800.00	250.00	800.00	250.00	50.00	0.00
001-0000-349-2010	COMP PLAN AMENDMENTS	4,500.00	4,000.00	4,500.00	2,000.00	2,500.00	0.00
001-0000-349-2020	REZONING	5,500.00	7,940.00	5,500.00	8,737.38	5,500.00	0.00
001-0000-349-2050	SUBDIVISION	0.00	1,250.00	0.00	0.00	0.00	0.00
001-0000-349-2071	RESIDENTIAL VARIANCE	700.00	1,050.00	700.00	700.00	50.00	0.00
001-0000-349-2080	ZONING VERIFICATION LETTR	1,000.00	1,700.00	1,000.00	3,325.00	1,000.00	0.00
001-0000-349-2100	PASS-THRU LEG.ADS,ADV,LEG	500.00	0.00	500.00	0.00	50.00	0.00
001-0000-349-4000	CERTIFICATN/COPIES/RESRCH	12,400.00	21,786.68	12,400.00	24,253.00	12,400.00	0.00
001-0000-349-4010	CERTIFICATN/COPIES/RESRCH /...	400.00	127.03	400.00	0.00	400.00	0.00
001-0000-349-5030	LAND DEVELOPMENT	2,000.00	48,932.48	2,000.00	6,100.00	2,000.00	0.00
001-0000-349-5040	SPECIAL EXCEPTION	0.00	1,755.00	0.00	3,000.00	0.00	0.00
001-0000-349-5060	STREET VACATIONS	0.00	325.00	0.00	0.00	0.00	0.00
001-0000-351-2000	CIRCUIT COURT-CRIMINAL	9,900.00	19,361.70	9,900.00	12,992.00	9,900.00	0.00
001-0000-351-2030	POLICE EDUCATION - CRIME	200.00	352.00	200.00	256.00	200.00	0.00
001-0000-351-5000	TRAFFIC COURT	16,600.00	20,335.54	16,600.00	15,236.18	15,500.00	0.00
001-0000-351-5030	POLICE EDUCATION - TRAFFIC	2,000.00	2,812.00	2,000.00	1,812.00	1,500.00	0.00
001-0000-351-9000	OTHER	0.00	857.64	0.00	952.40	0.00	0.00
001-0000-354-0000	LOCAL ORDINANCE VIOLATION	1,300.00	26,584.59	1,300.00	48,245.00	15,000.00	0.00
001-0000-354-1010	CODE VIOLATION FEES	35,000.00	14,442.92	35,000.00	44,316.39	35,000.00	0.00
001-0000-354-1020	PER DAY FINES	5,000.00	99,600.42	5,000.00	41,599.36	5,000.00	0.00
001-0000-354-1030	SPECIAL MASTER FEE	5,000.00	11,845.34	5,000.00	10,774.05	5,000.00	0.00
001-0000-354-1035	RENTAL HOUSING INSPECTION	97,438.00	0.00	55,842.00	0.00	0.00	0.00
001-0000-361-1000	INTEREST & OTHER EARNINGS	2,660.00	69,960.14	52,932.00	77,035.90	55,000.00	0.00
001-0000-361-1500	INVESTMENT EARNINGS	73,217.00	168,241.38	115,500.00	242,699.61	131,950.00	0.00
001-0000-361-3010	INCR/DECR FAIR VAL-INVEST	0.00	51,214.76	0.00	0.00	0.00	0.00
001-0000-362-5000	RENTS & LEASE	0.00	1.00	0.00	1.00	0.00	0.00
001-0000-364-4100	DISPOS. OF FIXED ASSETS	0.00	3,787.00	0.00	0.00	0.00	0.00
001-0000-366-9000	CNTRB & DON/PRIV SOURCE	2,405.00	3,405.00	7,543.00	11,848.25	2,500.00	0.00
001-0000-366-9040	SAFETY GRANT-INS SPONSR'D	5,000.00	3,812.50	5,000.00	7,563.00	5,000.00	0.00

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Budget Worksheet

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Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
001-0000-366-9050	SPONSORSHIPS-LOCDINNER	11,040.00	11,040.00	0.00	0.00	0.00	0.00
001-0000-369-1010	CONVENIENCE FEES	95,000.00	95,858.98	114,000.00	130,262.40	123,000.00	0.00
001-0000-369-2010	COLLECTION FEES ADMIN	0.00	35.00	0.00	35.00	0.00	0.00
001-0000-369-2020	COLLECTION AGENCY FEES	0.00	47.69	0.00	293.15	0.00	0.00
001-0000-369-3030	SETTLEMENTS	0.00	52,893.51	147,542.40	164,023.65	0.00	0.00
001-0000-369-8010	REBATES,REFUNDS,DISCOUNTS	7,500.00	12,959.18	10,000.00	10,749.27	10,000.00	0.00
001-0000-369-9000	MISC REVENUES	2,000.00	20,966.83	2,500.00	31,695.63	2,000.00	0.00
001-0000-381-0101	TRANSFER-LAW ENF IMPACT F...	0.00	0.00	18,527.00	18,527.00	0.00	0.00
001-0000-381-0130	TRANSFER FRM COMM REDEV...	9,923.00	9,923.00	9,915.00	0.00	9,915.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	FLEET	1.00	-9,915.00	-9,915.00

001-0000-389-1000	PRIOR YEAR CARRYOVER	169,068.58	0.00	1,320,390.58	0.00	612,398.00	0.00
	Division: 0000 - UNDESIGNATED Total:	**11,339,842.93**	**12,534,559.94**	**13,173,529.98**	**11,391,828.71**	**12,471,031.00**	**0.00**

Division: 1101 - COMMISSION

001-1101-511-1200	REGULAR SALARIES	44,000.00	44,120.66	62,388.00	58,313.81	70,202.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	COMMISSIONERS 4	4.00	0.00	0.00
ORIGINAL ADOPTED	GOVERMENT OFFICIALS REGULAR SALARIES TOTAL	0.00	0.00	70,202.00
ORIGINAL ADOPTED	MAYOR 1	1.00	0.00	0.00

001-1101-511-2100	FICA/MEDICARE TAXES	3,400.00	1,525.03	4,820.00	3,840.95	5,370.00	0.00
001-1101-511-2300	LIFE & HEALTH INSURANCE	47,510.00	35,162.11	46,980.00	21,296.63	50,720.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	HEALTH INSURANCE	5.00	10,080.00	50,400.00
ORIGINAL ADOPTED	LIFE INSURANCE	0.00	0.00	320.00

001-1101-511-2400	WORKERS COMP INSURANCE	440.00	432.42	610.00	51.94	110.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	WORKERS COMP	0.00	0.00	110.00

001-1101-511-4001	TRAVEL & PER DIEM	4,200.00	1,249.96	4,800.00	682.29	4,800.00	0.00

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	FLC CONFERENCE			0.00	0.00	4,800.00	
001-1101-511-4200	POSTAGE, FRT, EXPRESS	100.00	0.00	100.00	0.00	100.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	CARDS AND LETTERS			0.00	0.00	100.00	
001-1101-511-4500	INSURANCE/NON-EMPLOYEE	29,232.00	29,228.44	31,892.00	31,260.95	33,238.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	BROWN & BROWN PACKAGE POLICY			0.00	0.00	33,238.00	
001-1101-511-4700	PRINTING & BINDING	500.00	0.00	1,050.00	918.00	100.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	BUSINESS CARD, NEWLY ELECTED PHOTO			0.00	0.00	100.00	
001-1101-511-4901	OTHER CHARGES	200.00	0.00	410.00	409.65	200.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	MISC, CHARGES			0.00	0.00	200.00	
001-1101-511-5205	MEETING EXPENSE	860.00	858.80	500.00	500.09	600.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	REFRESHMENTS COMMISSION MEETINGS AND WORK SESSIONS			0.00	0.00	600.00	
001-1101-511-5220	CLOTHING & EQUIPMENT	650.00	0.00	650.00	466.75	650.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	COMISSION POLO SHIRTS			0.00	0.00	650.00	
001-1101-511-5400	BOOKS/PUBL/SUBSCR/MEMBE...	5,500.00	4,771.00	6,500.00	5,268.00	5,500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	FLORIDA LEAGUE OF CITIES			0.00	0.00	2,000.00	
ORIGINAL ADOPTED	LEAGUE OF MAYORS			0.00	0.00	500.00	
ORIGINAL ADOPTED	R2C TPO			0.00	0.00	2,000.00	

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
ORIGINAL ADOPTED	VOLUSIA LEAGUE OF CITIES			0.00	0.00	1,000.00	
001-1101-511-5501	TRAINING & EDUCATION COST	2,000.00	785.00	1,240.00	1,950.00	2,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	VOLUSIA DAYS			0.00	0.00	800.00	
ORIGINAL ADOPTED	VOLUSIA LOC DINNERS			0.00	0.00	1,200.00	
001-1101-511-8200	GRANTS & AID	40,000.00	25,000.00	40,000.00	21,029.00	40,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	FIRST STEP SHELTER			0.00	0.00	25,000.00	
ORIGINAL ADOPTED	HOPE PLACE			0.00	0.00	15,000.00	
	Division: 1101 - COMMISSION Total:	**178,592.00**	**143,133.42**	**201,940.00**	**145,988.06**	**213,590.00**	**0.00**
Division: 1201 - CITY MANAGER							
001-1201-512-1200	REGULAR SALARIES & WAGE	244,515.00	248,454.00	306,228.00	288,232.10	342,886.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	CITY CLERK			1.00	0.00	0.00	
ORIGINAL ADOPTED	CITY MANAGER			1.00	0.00	0.00	
ORIGINAL ADOPTED	CITY MGR & PERSONNEL REG SALARIES & WAGES TOTAL			0.00	0.00	262,969.00	
ORIGINAL ADOPTED	LEAVE PAYOUT			0.00	0.00	79,917.00	
001-1201-512-1400	OVERTIME	0.00	0.00	0.00	1,527.70	0.00	0.00
001-1201-512-1510	INCENTIVE PAY - CELL	600.00	601.79	600.00	560.71	600.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	CELL PHONE ALLOWANCE			24.00	25.00	600.00	
001-1201-512-1520	UNIFORM ALLOWANCE	200.00	200.00	200.00	200.00	200.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	CITY CLERK			0.00	0.00	200.00	
001-1201-512-1540	AUTO ALLOWANCE	6,000.00	6,035.71	6,000.00	5,714.29	6,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	CITY MANAGER - CELL/AUTO			12.00	500.00	6,000.00	

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001-1201-512-2100	FICA/MEDICARE TAXES	19,230.00	18,360.32	23,960.00	21,445.83	26,751.00	0.00
001-1201-512-2200	RETIREMENT CONTRIBUTION	69,420.00	70,750.30	90,020.00	83,473.02	100,740.00	0.00
001-1201-512-2300	LIFE & HEALTH INSURANCE	19,590.00	18,408.86	19,450.00	20,149.91	20,870.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	HEALTH INSURANCE	2.00	10,080.00	20,160.00
ORIGINAL ADOPTED	LIFE INSURANCE	0.00	0.00	710.00

001-1201-512-2400	WORKERS COMP INSURANCE	2,430.00	2,419.75	2,920.00	254.39	390.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	WORKERS COMP	0.00	0.00	390.00

001-1201-512-3150	LEGAL/OFFICIAL ADVERTISNG	12,000.00	8,433.13	12,000.00	11,864.79	12,000.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	CLERK OF COURT	0.00	0.00	4,000.00
ORIGINAL ADOPTED	NEWS JOURNAL ADVERTISING	0.00	0.00	8,000.00

001-1201-512-3400	OTHER SERVICES	15,000.00	13,242.53	15,000.00	12,406.28	15,000.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	IRON MOUNTAIN	0.00	0.00	10,000.00
ORIGINAL ADOPTED	MUNICODE	0.00	0.00	5,000.00

001-1201-512-4001	TRAVEL & PER DIEM	2,000.00	0.00	2,000.00	970.73	3,650.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	FCCMA	0.00	0.00	1,000.00
ORIGINAL ADOPTED	FLC ANNUAL CONFERENCE MILAGE PLUS 3 NIGHTS	0.00	0.00	1,000.00
ORIGINAL ADOPTED	ICMA CONFERENCE MILEAGE PLUS 5 NIGHTS	0.00	0.00	1,650.00

001-1201-512-4200	POSTAGE, FRT, EXPRESS	600.00	405.76	600.00	483.64	600.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	PITNEY BOSE, FREIGHT & EXPENSES	0.00	0.00	600.00

001-1201-512-4400	RENTALS & LEASES	700.00	498.48	504.00	498.46	500.00	0.00

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	COPIER LEASE			12.00	41.67	500.00	
001-1201-512-4500	INSURANCE/NON-EMPLOYEE	5,581.00	5,576.24	6,084.00	6,273.42	6,716.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	BROWN & BROWN PACKAGE POLICY			0.00	0.00	6,716.00	
001-1201-512-4600	REPAIRS & MAINTENANCE	500.00	0.00	500.00	0.00	500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	SERVICE PITNEY BOWES ENVELOPE MACHINE			1.00	500.00	500.00	
001-1201-512-4611	MAINTENANCE CONTRACTS	700.00	422.68	0.00	0.00	700.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	COPIER LEASE			1.00	700.00	700.00	
001-1201-512-4700	PRINTING & BINDING	1,000.00	999.00	1,420.00	1,151.03	1,200.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	STATIONARY, ENVELOPES, BUSINESS CARDS, PLANNER			0.00	0.00	1,200.00	
001-1201-512-4800	PROMO.ADVERTISING ACTIV.	1,000.00	0.00	1,000.00	0.00	500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	MISC. PROMOTIONAL			0.00	0.00	500.00	
001-1201-512-4810	PROMO ACT.-SPECIAL EVENTS	15,058.35	15,052.95	1,200.00	0.00	7,200.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	INFLATABLE PARADE BALLOONS			0.00	0.00	6,000.00	
ORIGINAL ADOPTED	SPECIAL EVENTS - CHRISTMAS, HALLOWEEN, EASTER,			0.00	0.00	1,200.00	
001-1201-512-4901	OTHER CHARGES	6,500.00	6,437.03	8,500.00	7,554.97	8,000.00	0.00

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	EMPLOYEE APPRECIATION DAY			0.00	0.00	1,500.00	
ORIGINAL ADOPTED	EMPLOYEE APPRECIATION HOLIDAY GIFT CARD			0.00	0.00	6,500.00	
001-1201-512-4960	ELECTION EXPENSE	12,000.00	360.00	12,000.00	0.00	12,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	ELECTION EXPENSE			0.00	0.00	12,000.00	
001-1201-512-5100	OFFICE SUPPLIES	1,425.00	1,424.99	1,200.00	569.23	1,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	OFFICE SUPPLIES			0.00	0.00	1,000.00	
001-1201-512-5205	MEETING EXPENSE	300.00	0.00	300.00	0.00	300.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	STUDENT GOVERMENT DAY			0.00	0.00	300.00	
001-1201-512-5400	BOOKS/PUBL/SUBSCR/MEMBE...	3,045.00	2,937.61	3,045.00	2,910.96	3,165.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	FACC - CITY CLERK			0.00	0.00	75.00	
ORIGINAL ADOPTED	FCCMA - CITY MANAGER			0.00	0.00	500.00	
ORIGINAL ADOPTED	FLORIDA NOTARY ASSC. - CITY CLERK			0.00	0.00	100.00	
ORIGINAL ADOPTED	ICMA DUES - CITY MANAGER			0.00	0.00	1,200.00	
ORIGINAL ADOPTED	IIMC - CITY CLERK			0.00	0.00	170.00	
ORIGINAL ADOPTED	NEWS JOURNAL			0.00	0.00	120.00	
ORIGINAL ADOPTED	VOLUSIA LEAGUE OF CITIES			0.00	0.00	1,000.00	
001-1201-512-5501	TRAINING & EDUCATION COST	1,915.00	465.00	2,040.00	2,005.00	2,990.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	FCCMA CONFERENCE			0.00	0.00	500.00	
ORIGINAL ADOPTED	FCCMA SYMPOSIUM; FCCMA WINTER INST; DISTRICT CLASS			0.00	0.00	500.00	
ORIGINAL ADOPTED	FLC CONFERENCE REGISTRATION			0.00	0.00	500.00	
ORIGINAL ADOPTED	FLORIDA ASSC. OF CITY CLERK WEBINARS			0.00	0.00	200.00	
ORIGINAL ADOPTED	ICMA CONFERENCE			0.00	0.00	890.00	

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ORIGINAL ADOPTED	IIMC - ONLINE COURSES FOR MCC CERTIFICATION			0.00	0.00	200.00	
ORIGINAL ADOPTED	VLC/VCARD DINNERS & MISC EVENTS			0.00	0.00	200.00	
001-1201-514-3101	PROFESSIONAL SERVICES	134,980.00	119,801.59	150,000.00	132,271.29	150,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	LEGAL - SCOTT SIMPSON			0.00	0.00	100,000.00	
ORIGINAL ADOPTED	LOBBYIST - $40k ANNUAL CONTRACT, $10K EXPENSES			0.00	0.00	50,000.00	
	Division: 1201 - CITY MANAGER Total:	**576,289.35**	**541,287.72**	**666,771.00**	**600,517.75**	**724,458.00**	**0.00**
Division: 1301 - ACCOUNTING							
001-1301-513-1200	REGULAR SALARIES & WAGE	449,195.00	308,952.69	474,877.00	342,559.56	498,617.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	ACCOUNTANT			1.00	0.00	0.00	
ORIGINAL ADOPTED	ASSISTANT FINANCE DIRECTOR			1.00	0.00	0.00	
ORIGINAL ADOPTED	FINANCE CLERK II			1.00	0.00	0.00	
ORIGINAL ADOPTED	FINANCE DIRECTOR			1.00	0.00	0.00	
ORIGINAL ADOPTED	FINANCE REGULAR SALARIES & WAGES TOTAL			0.00	0.00	498,617.00	
ORIGINAL ADOPTED	PAYROLL COORDINATOR			1.00	0.00	0.00	
ORIGINAL ADOPTED	PURCHASING AGENT			1.00	0.00	0.00	
ORIGINAL ADOPTED	SENIOR ACCOUNTANT			1.00	0.00	0.00	
001-1301-513-1300	OTHER SALARIES & WAGES	2,000.00	2,000.00	0.00	0.00	0.00	0.00
001-1301-513-1400	OVERTIME	1,015.00	1,014.76	701.00	504.29	247.00	0.00
001-1301-513-1510	INCENTIVE PAY - CELL	1,200.00	601.79	1,200.00	560.71	1,200.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	CELL PHONE			2.00	600.00	1,200.00	
001-1301-513-1520	UNIFORM ALLOWANCE	1,400.00	1,000.00	1,400.00	1,000.00	1,400.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	CLOTHING ALLOWANCE			7.00	200.00	1,400.00	
001-1301-513-2100	FICA/MEDICARE TAXES	35,270.00	23,628.11	36,610.00	25,557.40	38,362.00	0.00
001-1301-513-2200	RETIREMENT CONTRIBUTION	86,150.00	64,827.69	90,210.00	70,461.16	93,130.00	0.00

Attachment: COHH Adopted Budget FY26 Attachment A (2025-R-71 : Final Budget Fiscal Year 2025 2026

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
001-1301-513-2300	LIFE & HEALTH INSURANCE	67,950.00	36,528.95	67,350.00	44,064.01	72,470.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	HEALTH INSURANCE			7.00	10,080.00	70,560.00	
ORIGINAL ADOPTED	LIFE INSURANCE			0.00	0.00	1,910.00	
001-1301-513-2400	WORKERS COMP INSURANCE	4,580.00	3,094.50	4,550.00	296.47	570.00	0.00
001-1301-513-3200	ACCOUNTING & AUDITING	79,300.00	66,500.00	91,700.00	72,920.00	88,700.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	ANNUAL AUDIT AND FIN CONSULT SERV			0.00	0.00	62,700.00	
ORIGINAL ADOPTED	FOSTER & FOSTER OPEB REPORT			1.00	5,500.00	5,500.00	
ORIGINAL ADOPTED	GFOA CERTIFICATE OF AWARD			0.00	0.00	500.00	
ORIGINAL ADOPTED	OTHER SERVICES			0.00	0.00	5,000.00	
ORIGINAL ADOPTED	SINGLE AUDIT			3.00	5,000.00	15,000.00	
001-1301-513-3400	OTHER SERVICES	2,500.00	6.54	2,500.00	0.00	1,500.00	0.00
001-1301-513-4001	TRAVEL & PER DIEM	2,315.00	2,139.47	4,160.00	3,081.54	5,400.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	FGFOA CONFERENCE			2.00	1,200.00	2,400.00	
ORIGINAL ADOPTED	SCHOOL OF GOVT FINANCE - 1 ACCOUNTANT			1.00	1,200.00	1,200.00	
ORIGINAL ADOPTED	TYLER CONNECT USER CONFERENCE			1.00	1,800.00	1,800.00	
001-1301-513-4200	POSTAGE, FRT, EXPRESS	2,130.00	2,125.57	1,600.00	1,710.33	1,600.00	0.00
001-1301-513-4400	RENTALS & LEASES	2,170.00	996.96	1,008.00	996.96	997.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	COPIER LEASE			12.00	83.08	997.00	
001-1301-513-4500	INSURANCE/NON-EMPLOYEE	19,519.00	19,516.88	19,359.00	21,956.96	23,506.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	BROWN & BROWN PACKAGE POLICY			0.00	0.00	23,506.00	
001-1301-513-4611	MAINTENANCE CONTRACTS	1,400.00	1,380.17	0.00	0.00	0.00	0.00
001-1301-513-4700	PRINTING & BINDING	1,300.00	1,210.15	1,120.00	1,106.02	1,240.00	0.00

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Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	ANNUAL FINANCIAL REPORT COVERS			0.00	0.00	100.00	
ORIGINAL ADOPTED	COPY CHARGES - RICOH			12.00	95.00	1,140.00	
001-1301-513-4901	OTHER CHARGES	210.00	207.26	100.00	116.39	100.00	0.00
001-1301-513-5100	OFFICE SUPPLIES	2,690.00	2,512.21	2,700.00	2,202.93	3,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	MICR TONER			0.00	0.00	700.00	
ORIGINAL ADOPTED	OTHER			0.00	0.00	2,300.00	
001-1301-513-5201	OPERATING SUPPLIES	550.00	216.56	700.00	921.93	1,400.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	CHECK STOCK			1.00	1,100.00	1,100.00	
ORIGINAL ADOPTED	W2 FORMS			1.00	300.00	300.00	
001-1301-513-5400	BOOKS/PUBL/SUBSCR/MEMBE...	1,474.00	1,474.00	1,535.00	1,005.00	1,620.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	CMA MEMBERSHIP			1.00	340.00	340.00	
ORIGINAL ADOPTED	FGFOA MEMBERSHIP (3)			0.00	0.00	240.00	
ORIGINAL ADOPTED	GAAFR E-VERSION			0.00	0.00	140.00	
ORIGINAL ADOPTED	GFOA MEMBERSHIP			0.00	0.00	500.00	
ORIGINAL ADOPTED	GFOA PUBLICATIONS			0.00	0.00	200.00	
ORIGINAL ADOPTED	MISC PUBLICATIONS			0.00	0.00	200.00	
001-1301-513-5501	TRAINING & EDUCATION COST	3,205.00	2,865.00	5,130.00	1,658.17	5,265.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	FGFOA CONFERENCE			2.00	550.00	1,100.00	
ORIGINAL ADOPTED	FGFOA REVIEW, TESTING (ACCOUNTANT)			1.00	425.00	425.00	
ORIGINAL ADOPTED	NIGP WEB BASED CLASSES			3.00	80.00	240.00	
ORIGINAL ADOPTED	SCHOOL OF GOVERNMENTAL FINANCE			1.00	360.00	360.00	
ORIGINAL ADOPTED	TYLER CONNECT CONFERENCE REGISTRATION			0.00	0.00	1,300.00	
ORIGINAL ADOPTED	TYLER TUTORING			2.00	320.00	640.00	
ORIGINAL ADOPTED	WEB BASED TRAINING (6 CLASSES)			0.00	0.00	1,200.00	
	Division: 1301 - ACCOUNTING Total:	**767,523.00**	**542,799.26**	**808,510.00**	**592,679.83**	**840,324.00**	**0.00**

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Budget Worksheet

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Division: 1303 - CUSTOMER SERVICE							
001-1303-513-1200	REGULAR SALARIES & WAGES	170,165.00	168,478.36	185,902.00	170,790.93	184,207.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	CUSTOMER SERVICE SUPERVISOR	1.00	0.00	0.00
ORIGINAL ADOPTED	FINANCE CLERK I	2.00	0.00	0.00
ORIGINAL ADOPTED	FINANCE CLERK IV	1.00	0.00	0.00
ORIGINAL ADOPTED	UTILITY BILLING REGULAR SALARIES & WAGES TOTAL	0.00	0.00	184,207.00

001-1303-513-1400	OVERTIME	1,847.00	33.16	1,516.00	290.28	1,212.00	0.00
001-1303-513-1510	INCENTIVE PAY	0.00	0.00	0.00	50.00	0.00	0.00
001-1303-513-1520	UNIFORM ALLOWANCE	400.00	300.00	400.00	400.00	400.00	0.00
001-1303-513-2100	FICA/MEDICARE TAXES	13,210.00	12,565.18	14,390.00	12,651.55	14,215.00	0.00
001-1303-513-2200	RETIREMENT CONTRIBUTION	23,360.00	22,874.04	25,570.00	23,388.25	25,690.00	0.00
001-1303-513-2300	LIFE & HEALTH INSURANCE	40,880.00	39,853.27	38,150.00	39,355.56	41,060.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	HEALTH INSURANCE	4.00	10,080.00	40,320.00
ORIGINAL ADOPTED	LIFE INSURANCE	0.00	0.00	740.00

001-1303-513-2400	WORKERS COMP INSURANCE	1,730.00	1,667.98	1,800.00	133.09	230.00	0.00
001-1303-513-3400	OTHER SERVICES	282,020.00	241,979.66	213,764.49	171,243.25	201,220.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	ENCO LATE NOTIFICATIONS FEES	12.00	425.00	5,100.00
ORIGINAL ADOPTED	GLOBAL CREDIT CARD FEES	12.00	12,450.00	149,400.00
ORIGINAL ADOPTED	LANGUAGE LINE - OVER THE PHONE INTERPRETATION	12.00	20.00	240.00
ORIGINAL ADOPTED	TYLER NOTIFICATION CALLS	0.00	0.00	1,600.00
ORIGINAL ADOPTED	TYLER TRANSACTION FEES	33,600.00	1.25	42,000.00
ORIGINAL ADOPTED	UTILITY CREDIT CHECKS	12.00	200.00	2,400.00
ORIGINAL ADOPTED	WELLS FARGO	12.00	40.00	480.00

001-1303-513-4200	POSTAGE, FRT, EXPRESS	29,500.00	26,076.98	29,500.00	25,984.45	27,000.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	UTILITY BILLING MAILINGS	12.00	2,250.00	27,000.00

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
001-1303-513-4400	RENTALS & LEASES	2,600.00	1,347.92	1,748.00	1,847.54	1,872.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	BARCODE SCANNER ANNUAL			1.00	375.00	375.00	
ORIGINAL ADOPTED	COPIER LEASE			12.00	83.08	997.00	
ORIGINAL ADOPTED	PO BOX RENTAL			0.00	0.00	500.00	
001-1303-513-4500	INSURANCE/NON-EMPLOYEE	11,162.00	11,152.52	11,062.00	12,546.83	13,432.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	BROWN & BROWN PACKAGE POLICY			0.00	0.00	13,432.00	
001-1303-513-4611	MAINTENANCE CONTRACTS	1,600.00	1,367.90	1,600.00	0.00	0.00	0.00
001-1303-513-4700	PRINTING & BINDING	10,565.00	9,804.44	8,950.00	12,713.39	12,800.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	DOOR KNOCKERS			0.00	0.00	500.00	
ORIGINAL ADOPTED	UTILITY STATEMENT PROCESSING			12.00	1,025.00	12,300.00	
001-1303-513-4959	BAD DEBT EXPENSE	0.00	5,447.98	0.00	0.00	0.00	0.00
001-1303-513-5100	OFFICE SUPPLIES	1,000.00	985.24	1,000.00	444.91	750.00	0.00
001-1303-513-5201	OPERATING SUPPLIES	1,135.00	1,131.38	411.57	820.63	1,000.00	0.00
001-1303-513-5220	CLOTHING & EQUIP	500.00	422.92	523.94	523.94	440.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	UNIFORM SHIRTS			4.00	110.00	440.00	
001-1303-513-5501	TRAINING & EDUCATION COST	600.00	299.00	600.00	0.00	600.00	0.00
	Division: 1303 - CUSTOMER SERVICE Total:	**592,274.00**	**545,787.93**	**536,888.00**	**473,184.60**	**526,128.00**	**0.00**
Division: 1306 - ADMIN SVCS/IT							
001-1306-516-1200	REGULAR SALARIES	94,164.00	94,404.38	100,866.00	94,381.67	103,951.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	REGULAR SALARIES & WAGES IT			1.00	103,951.00	103,951.00	
001-1306-516-1510	INCENTIVE PAY - CELL	600.00	601.79	600.00	560.71	600.00	0.00

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Budget Worksheet

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Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	CELL PHONE ALLOWANCE			24.00	25.00	600.00	
001-1306-516-1520	UNIFORM ALLOWANCE	200.00	100.00	100.00	100.00	100.00	0.00
001-1306-516-2100	FICA/MEDICARE TAXES	7,270.00	6,596.99	7,770.00	6,856.70	8,006.00	0.00
001-1306-516-2200	RETIREMENT CONTRIBUTION	12,780.00	12,824.72	13,750.00	12,953.78	14,270.00	0.00
001-1306-516-2300	LIFE & HEALTH INSURANCE	9,830.00	9,098.15	9,780.00	9,973.63	10,480.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	HEALTH INSURANCE			1.00	10,080.00	10,080.00	
ORIGINAL ADOPTED	LIFE INSURANCE			0.00	0.00	400.00	
001-1306-516-2400	WORKERS COMP INSURANCE	940.00	923.10	960.00	81.52	120.00	0.00
001-1306-516-3400	OTHER SERVICES	82,810.00	81,646.66	99,596.00	105,158.44	132,688.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	ACCELLA			0.00	0.00	6,700.00	
ORIGINAL ADOPTED	ADOBE CREATIVE CLOUD			0.00	0.00	4,000.00	
ORIGINAL ADOPTED	AMAZON WEB SERVICES			0.00	0.00	6,000.00	
ORIGINAL ADOPTED	ANTIVIRUS SOFTWARE			0.00	0.00	3,000.00	
ORIGINAL ADOPTED	ANYDESK			0.00	0.00	500.00	
ORIGINAL ADOPTED	CANVA			0.00	0.00	120.00	
ORIGINAL ADOPTED	CISCO HARDWARE SUPPORT			0.00	0.00	9,000.00	
ORIGINAL ADOPTED	CIVICPLUS AMM			0.00	0.00	13,900.00	
ORIGINAL ADOPTED	CODEJOCK			0.00	0.00	200.00	
ORIGINAL ADOPTED	Cyber Security PEN Testing			0.00	0.00	3,000.00	
ORIGINAL ADOPTED	DUO MFA			0.00	0.00	5,000.00	
ORIGINAL ADOPTED	ESO Software Solutions(FD RMS)			0.00	0.00	4,200.00	
ORIGINAL ADOPTED	ESRL-AESRL-ARCVIEW			0.00	0.00	1,200.00	
ORIGINAL ADOPTED	EXAGRID (DISC BACKUP APPLIANCE HW MAINT.)			0.00	0.00	5,000.00	
ORIGINAL ADOPTED	GO DADDY			0.00	0.00	600.00	
ORIGINAL ADOPTED	GOOGLE APPS			0.00	0.00	14,000.00	
ORIGINAL ADOPTED	HOSTGATOR WEB HOSTING			0.00	0.00	500.00	
ORIGINAL ADOPTED	HP MSA Maintenance			0.00	0.00	6,000.00	
ORIGINAL ADOPTED	INDIGO ROSE			0.00	0.00	200.00	
ORIGINAL ADOPTED	IPAD RMS MAINTENANCE			0.00	0.00	225.00	
ORIGINAL ADOPTED	NEXT REQUEST			0.00	0.00	10,788.00	
ORIGINAL ADOPTED	PORTER LEE CORPORATION			0.00	0.00	1,000.00	

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ORIGINAL ADOPTED	RMS			0.00	0.00	8,500.00	
ORIGINAL ADOPTED	RUCKUS WIRELESS			0.00	0.00	1,200.00	
ORIGINAL ADOPTED	SMARTSHEET			1.00	3,300.00	3,300.00	
ORIGINAL ADOPTED	SOFTWARE HOUSE INTERNATIONAL(SHI)			0.00	0.00	16,000.00	
ORIGINAL ADOPTED	SPORTSMAN PEAK SOFTWARE - FACILITY RENTALS			0.00	0.00	3,870.00	
ORIGINAL ADOPTED	VEAM BACKUP			0.00	0.00	2,000.00	
ORIGINAL ADOPTED	WASP BARCODE			3.00	895.00	2,685.00	
001-1306-516-4001	TRAVEL & PER DIEM	2,300.00	104.41	2,300.00	115.13	2,300.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	FLGISA CONFERENCE			0.00	0.00	1,300.00	
ORIGINAL ADOPTED	TRAVEL PER DIEM			0.00	0.00	1,000.00	
001-1306-516-4100	COMMUNICATION SERVICES	55,400.00	50,926.15	55,400.00	43,630.82	55,400.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	DEPT. OF MANAGEMENT SERVICES			0.00	0.00	1,200.00	
ORIGINAL ADOPTED	PUBLIC WIFI			0.00	0.00	2,200.00	
ORIGINAL ADOPTED	SPECTRUM			0.00	0.00	37,000.00	
ORIGINAL ADOPTED	VERIZON			0.00	0.00	15,000.00	
001-1306-516-4200	POSTAGE, FRT, EXPRESS	200.00	0.00	200.00	0.00	200.00	0.00
001-1306-516-4400	RENTALS & LEASES	1,200.00	870.24	1,200.00	435.12	1,200.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	PITNEY BOWES MACHINE			12.00	100.00	1,200.00	
001-1306-516-4420	OPERATING LEASE EXP	41,510.00	41,505.08	40,000.00	44,802.74	40,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	PHONE SYSTEM LEASE			0.00	0.00	40,000.00	
001-1306-516-4500	INSURANCE/ NON EMPLOYEE	2,790.00	2,788.12	3,042.00	3,136.73	3,358.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	BROWN & BROWN PACKAGE POLICY			0.00	0.00	3,358.00	
001-1306-516-4601	REPAIRS & MAINTENANCE	4,975.00	4,310.99	5,000.00	4,165.37	5,000.00	0.00

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Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
001-1306-516-4602	COMPUTERS/ACCESSORIES	3,000.00	101.65	3,000.00	957.40	2,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	Peripherals			0.00	0.00	2,000.00	
001-1306-516-4611	MAINTENANCE CONTRACTS	112,352.00	109,267.85	91,352.00	70,133.53	68,309.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	TYLER TECHNOLOGIES			0.00	0.00	68,309.00	
001-1306-516-5100	OFFICE SUPPLIES	500.00	85.46	500.00	120.16	500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	Office Supplies			0.00	0.00	500.00	
001-1306-516-5201	OPERATING SUPPLIES	249.00	192.90	249.00	755.73	249.00	0.00
001-1306-516-5202	COMPUTERS/ACCESSORIES	6,400.00	6,222.61	14,400.00	8,905.02	21,500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	MONITORS, MISC COMPUTER SUPPLIES			0.00	0.00	3,000.00	
ORIGINAL ADOPTED	NEW SOFTWARE			0.00	0.00	4,000.00	
ORIGINAL ADOPTED	PD CAR PRINTERS			0.00	0.00	1,300.00	
ORIGINAL ADOPTED	SECOPS Password Reset, Password Policy, Breached P			0.00	0.00	7,200.00	
ORIGINAL ADOPTED	UPS			0.00	0.00	3,000.00	
ORIGINAL ADOPTED	UPS BATTERIES			0.00	0.00	3,000.00	
001-1306-516-5219	UNIFORM EXPENSE	200.00	0.00	200.00	0.00	200.00	0.00
001-1306-516-5400	BOOKS/PUBL/SUBSCR/MEMBE…	300.00	0.00	300.00	0.00	300.00	0.00
001-1306-516-5501	TRAINING & EDUCATION COST	3,100.00	300.00	3,100.00	300.00	3,100.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	FLGISA REGISTRATION			0.00	0.00	300.00	
ORIGINAL ADOPTED	TRAINING			0.00	0.00	2,800.00	
001-1306-516-6400	MACHINERY & EQUIPMENT	139,600.00	115,218.50	143,200.00	56,203.60	60,900.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	GIS Desktop			1.00	3,500.00	3,500.00	
ORIGINAL ADOPTED	PC DESKTOP REPLACEMENT			18.00	1,300.00	23,400.00	

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Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
ORIGINAL ADOPTED	Security Camera Replacement			1.00 25,000.00	25,000.00		
ORIGINAL ADOPTED	Watchguard Firewall			1.00 9,000.00	9,000.00		
	Division: 1306 - ADMIN SVCS/IT Total:	**582,670.00**	**538,089.75**	**596,865.00**	**463,727.80**	**534,731.00**	**0.00**
Division: 1310 - PERSONNEL							
001-1310-513-1200	REGULAR SALARIES	90,953.00	91,203.45	97,364.00	91,432.28	100,483.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	REGULAR WAGES & SALARY HUMAN RESOURCES			1.00	100,483.00	100,483.00	
001-1310-513-1510	INCENTIVE PAY - CELL	600.00	601.79	600.00	560.71	600.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	CELL PHONE ALLOWANCE			48.00	12.50	600.00	
001-1310-513-1520	UNIFORM ALLOWANCE	200.00	200.00	200.00	200.00	200.00	0.00
001-1310-513-2100	FICA/MEDICARE TAXES	7,020.00	6,854.61	7,510.00	6,851.03	7,748.00	0.00
001-1310-513-2200	RETIREMENT CONTRIBUTION	31,400.00	31,483.43	33,610.00	31,274.81	33,670.00	0.00
001-1310-513-2300	LIFE & HEALTH INSURANCE	9,820.00	9,077.87	9,770.00	9,985.49	10,480.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	HEALTH INSURANCE			1.00	10,080.00	10,080.00	
ORIGINAL ADOPTED	LIFE INSURANCE			0.00	0.00	400.00	
001-1310-513-2400	WORKERS COMP INSURANCE	910.00	893.64	930.00	78.73	120.00	0.00
001-1310-513-2500	UNEMPLOYMENT COMP	20,000.00	3,850.00	20,000.00	0.00	20,000.00	0.00
001-1310-513-3101	PROFESSIONAL SERVICES	60,400.00	59,734.73	50,000.00	38,622.83	50,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	BROWN & BROWN ANNUAL CONSULTING FEE			0.00	0.00	35,000.00	
ORIGINAL ADOPTED	DRUG/ALCOHOL TESTS			0.00	0.00	3,000.00	
ORIGINAL ADOPTED	FD STRESS EKG TESTS			0.00	0.00	1,000.00	
ORIGINAL ADOPTED	MEDICAL EXAMS			0.00	0.00	7,000.00	
ORIGINAL ADOPTED	PD PSYCH & POLYGRAPH TESTS			0.00	0.00	4,000.00	
001-1310-513-3400	OTHER SERVICES	6,225.00	6,210.00	500.00	51.12	0.00	0.00
001-1310-513-3430	EMPLOY ADS/JOB OPPORTUNIT	1,000.00	400.00	1,000.00	625.00	1,000.00	0.00

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	ADD'L JOB POSTING COSTS IN AUTHORIZED PUBLICATIONS			1.00	1,000.00	1,000.00	
001-1310-513-4001	TRAVEL & PER DIEM	2,000.00	245.49	2,000.00	57.12	200.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	TRAVEL & PER DIEM COSTS FOR HR MANAGER TRAININGS			1.00	200.00	200.00	
001-1310-513-4200	POSTAGE, FRT, EXPRESS	500.00	26.24	100.00	27.36	100.00	0.00
001-1310-513-4400	RENTALS & LEASES	700.00	498.48	504.00	498.48	500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	COPIER LEASE			12.00	41.67	500.00	
001-1310-513-4500	INSURANCE/NON-EMPLOYEE	2,791.00	2,788.12	2,766.00	3,136.73	3,358.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	BROWN & BROWN PACKAGE POLICY			0.00	0.00	3,358.00	
001-1310-513-4611	MAINTENANCE CONTRACTS	4,650.00	465.81	0.00	0.00	0.00	0.00
001-1310-513-4700	PRINTING & BINDING	0.00	132.47	600.00	543.07	0.00	0.00
001-1310-513-4929	OTHER CHARGES / OTHER PER...	1,550.00	700.38	1,550.00	533.30	1,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	EMPLOYEE/CORPORATE/CITIZEN OF THE YEAR PICTURES			0.00	0.00	400.00	
ORIGINAL ADOPTED	EMPLOYEE/CORPORATE/CITIZEN OF THE YEAR PLAQUES			0.00	0.00	300.00	
ORIGINAL ADOPTED	WELLNESS EVENTS			0.00	0.00	300.00	
001-1310-513-5100	OFFICE SUPPLIES	725.00	141.28	500.00	201.66	500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	GENERAL OFFICE SUPPLIES			1.00	500.00	500.00	
001-1310-513-5400	BOOKS/PUBL/SUBSCR/MEMBE...	500.00	137.88	500.00	275.00	500.00	0.00

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Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	FPELRA MEMBERSHIP			1.00	150.00	150.00	
ORIGINAL ADOPTED	FPHRA MEMBERSHIP			1.00	150.00	150.00	
ORIGINAL ADOPTED	PSHRA MEMBERSHIP			1.00	200.00	200.00	
001-1310-513-5501	TRAINING & EDUCATION COST	4,450.00	2,627.75	4,450.00	3,294.50	4,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	SEMINARS ETC FOR HR MANAGER			0.00	0.00	1,200.00	
ORIGINAL ADOPTED	TARGET SOLUTIONS ON-LINE TRAINING			0.00	0.00	2,800.00	
001-1310-514-3101	PROFESSIONAL SERVICES	10,000.00	4,660.90	10,000.00	55.00	5,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	LABOR ATTORNEY			0.00	0.00	5,000.00	
	Division: 1310 - PERSONNEL Total:	**256,394.00**	**222,934.32**	**244,454.00**	**188,304.22**	**239,459.00**	**0.00**
Division: 2110 - PUBLIC SAFETY							
001-2110-521-1200	REGULAR SALARIES & WAGE	1,595,211.00	1,552,635.55	1,629,313.00	1,475,330.83	1,759,827.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	CAPTAIN			1.00	0.00	0.00	
ORIGINAL ADOPTED	CHIEF OF POLICE			1.00	0.00	0.00	
ORIGINAL ADOPTED	POLICE DEPT SALARY & WAGES TOTAL			0.00	0.00	1,759,827.00	
ORIGINAL ADOPTED	POLICE EVIDENCE CUSTODIAN			1.00	0.00	0.00	
ORIGINAL ADOPTED	POLICE OFFICE MANAGER			1.00	0.00	0.00	
ORIGINAL ADOPTED	POLICE OFFICER - CORPORAL			1.00	0.00	0.00	
ORIGINAL ADOPTED	POLICE OFFICER - CID			3.00	0.00	0.00	
ORIGINAL ADOPTED	POLICE OFFICER - PATROL			11.00	0.00	0.00	
ORIGINAL ADOPTED	POLICE OFFICER CID - CORPORAL			1.00	0.00	0.00	
ORIGINAL ADOPTED	POLICE SERVICE CLERK			2.00	0.00	0.00	
ORIGINAL ADOPTED	SERGEANT			4.00	0.00	0.00	
ORIGINAL ADOPTED	SERGEANT CID			1.00	0.00	0.00	
ORIGINAL ADOPTED	VICTIM ADVOCATE COORDINATOR			1.00	0.00	0.00	
001-2110-521-1400	OVERTIME	153,986.00	143,887.22	235,648.00	184,153.80	198,318.00	0.00
001-2110-521-1500	INCENTIVE PAY	17,053.00	16,749.60	11,880.00	12,824.29	11,880.00	0.00
001-2110-521-1510	INCENTIVE PAY / CELL PHONE A...	5,400.00	4,733.93	6,000.00	4,603.57	4,800.00	0.00
001-2110-521-1520	UNIFORM ALLOWANCE	6,700.00	5,745.21	5,580.00	4,992.29	5,700.00	0.00

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	CID CLOTHING ALLOWANCE			0.00	0.00	5,000.00	
ORIGINAL ADOPTED	CLOTHING ALLOWANCE			0.00	0.00	700.00	
001-2110-521-1530	BOOT ALLOWANCE	2,520.00	2,520.00	2,640.00	3,000.00	2,520.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	BOOT ALLOWANCE			21.00	120.00	2,520.00	
001-2110-521-2100	FICA/MEDICARE TAXES	131,535.00	128,650.70	144,410.00	125,411.24	151,703.00	0.00
001-2110-521-2200	RETIREMENT CONTRIBUTION	515,251.00	522,453.78	571,564.00	491,283.19	661,048.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	FRS RETIREMENT			0.00	0.00	32,160.00	
ORIGINAL ADOPTED	POLICE PENSION CITY			0.00	0.00	445,300.00	
ORIGINAL ADOPTED	POLICE PENSION STATE			0.00	0.00	183,588.00	
001-2110-521-2300	LIFE & HEALTH INSURANCE	221,857.00	216,560.61	267,810.00	217,015.41	288,140.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	HEALTH INSURANCE			28.00	10,080.00	282,240.00	
ORIGINAL ADOPTED	LIFE INSURANCE			0.00	0.00	5,900.00	
001-2110-521-2400	WORKERS COMP INSURANCE	34,830.00	33,814.71	37,650.00	25,382.53	39,020.00	0.00
001-2110-521-3101	PROFESSIONAL SERVICES	24,800.00	19,141.72	16,000.00	14,435.67	21,400.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	GUARDIAN ALLIANCE (BACKGROUND INVESTIGATIONS)			0.00	0.00	800.00	
ORIGINAL ADOPTED	K9 VETERINARIAN CARE			0.00	0.00	2,000.00	
ORIGINAL ADOPTED	LANGUAGE LINE			0.00	0.00	200.00	
ORIGINAL ADOPTED	OWENS ACCREDITATION			12.00	1,150.00	13,800.00	
ORIGINAL ADOPTED	THOMPSON RUETTER (CLEAR CID)			0.00	0.00	4,600.00	
001-2110-521-3400	OTHER SERVICES	3,800.00	1,082.61	16,680.00	14,117.03	2,800.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	BEAST			0.00	0.00	1,500.00	
ORIGINAL ADOPTED	EVIDENCE DESTRUCTION			0.00	0.00	500.00	

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ORIGINAL ADOPTED	EVIDENCE STORAGE			0.00	0.00	800.00	
001-2110-521-3500	INVESTIGATION COSTS	1,750.00	1,205.60	1,750.00	718.93	1,750.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	CONFIDENTIAL INFORMANTS			0.00	0.00	500.00	
ORIGINAL ADOPTED	MISC INVESTIGATION COSTS			0.00	0.00	750.00	
ORIGINAL ADOPTED	SUBPOENAS			0.00	0.00	500.00	
001-2110-521-4001	TRAVEL & PER DIEM	4,500.00	2,956.54	4,500.00	1,268.15	6,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	HOTEL STAY & COSTS			0.00	0.00	6,000.00	
001-2110-521-4200	POSTAGE, FRT, EXPRESS	900.00	190.46	900.00	473.86	900.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	POSTAGE			0.00	0.00	700.00	
ORIGINAL ADOPTED	POSTAGE- VAC			0.00	0.00	200.00	
001-2110-521-4400	RENTALS & LEASES	19,700.00	17,743.80	17,004.00	16,993.75	19,194.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	COPIER LEASE			12.00	166.17	1,994.00	
ORIGINAL ADOPTED	LICENSE PLATE READER LEASE			0.00	0.00	15,900.00	
ORIGINAL ADOPTED	PRINTER			0.00	0.00	1,300.00	
001-2110-521-4500	INSURANCE/NON-EMPLOYEE	96,486.00	96,466.49	105,255.00	95,192.43	100,444.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	LAW ENFORCEMENT LIABILITY			0.00	0.00	31,495.00	
ORIGINAL ADOPTED	PROPERTY & LIABILITY INSURANCE			0.00	0.00	68,949.00	
001-2110-521-4601	REPAIRS & MAINTENANCE	3,000.00	2,854.85	3,850.00	4,728.71	5,680.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	COMMUNICATIONS INTERNATIONAL & BATTERIES			0.00	0.00	600.00	
ORIGINAL ADOPTED	FIRE EXTINGUISHER ANNUAL INSPECTION			0.00	0.00	180.00	
ORIGINAL ADOPTED	MISC REPAIRS			0.00	0.00	1,000.00	
ORIGINAL ADOPTED	RADAR CALIBRATIONS			0.00	0.00	2,400.00	

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ORIGINAL ADOPTED	SPEEDOMETER RECERTS			0.00	0.00	1,500.00	
001-2110-521-4611	MAINTENANCE CONTRACTS	38,140.00	34,991.43	35,044.00	47,022.00	57,731.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	AXON-BODY CAMERA (YEAR 1 LICENSE AND CAMERA FEE)	0.00	0.00	25,000.00
ORIGINAL ADOPTED	AXON-TASER CONTRACT (YEAR 3) 19 TASERS W/TRAINING	0.00	0.00	13,100.00
ORIGINAL ADOPTED	CAMERA MAINTENANCE	0.00	0.00	110.00
ORIGINAL ADOPTED	LEADSONLINE CELLHAWK TIER THREE	1.00	5,250.00	5,250.00
ORIGINAL ADOPTED	LEADSONLINE POWERPLUS INVESTIGATION SYSTEM	1.00	2,991.00	2,991.00
ORIGINAL ADOPTED	MARLOW INNOVATIONS (AFR FACIAL REC SOFTWARE)	0.00	0.00	2,880.00
ORIGINAL ADOPTED	THE ADVOCATE ADVANTAGE (VAC SOFTWARE)	0.00	0.00	2,100.00
ORIGINAL ADOPTED	VERSATERM BLUE TEAMS	1.00	3,150.00	3,150.00
ORIGINAL ADOPTED	VERSATERM IAPRO	1.00	3,150.00	3,150.00

001-2110-521-4650	FLEET CHARGES	49,700.00	49,538.49	39,600.15	48,568.87	35,000.00	0.00
001-2110-521-4659	PORTN OF 4650 REIMB BY EE	-9,400.00	-12,222.93	0.00	0.00	0.00	0.00
001-2110-521-4660	SMALL EQ REPAIR & MAINT	500.00	0.00	800.00	800.00	2,000.00	0.00
001-2110-521-4700	PRINTING & BINDING	4,500.00	4,070.63	1,700.00	2,208.16	2,500.00	0.00
001-2110-521-4901	OTHER CHARGES	1,549.00	1,548.55	1,500.00	1,113.81	2,500.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	AWARDS	0.00	0.00	1,000.00
ORIGINAL ADOPTED	EVENTS	0.00	0.00	1,500.00

001-2110-521-5100	OFFICE SUPPLIES	5,100.00	5,099.54	3,000.00	2,525.12	3,000.00	0.00
001-2110-521-5201	OPERATING SUPPLIES	27,083.00	21,588.25	201,779.70	73,037.93	26,580.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	AMMO FOR TWO (2) RANGE TRAININGS	0.00	0.00	9,500.00
ORIGINAL ADOPTED	CAMERA	6.00	200.00	1,200.00
ORIGINAL ADOPTED	CHEWY - K9 FOOD	12.00	90.00	1,080.00
ORIGINAL ADOPTED	CHRISTMAS PARADE	0.00	0.00	300.00
ORIGINAL ADOPTED	EVIDENCE SUPPLIES (PACKAGING& DRUG KITS)	0.00	0.00	3,000.00

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Budget Worksheet

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Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
ORIGINAL ADOPTED	MISC OPERATING SUPPLIES (GLOVES, ETC)			0.00	0.00	8,500.00	
ORIGINAL ADOPTED	NATIONAL NIGHT OUT			0.00	0.00	3,000.00	
001-2110-521-5205	MEETING EXPENSE	900.00	873.60	900.00	577.89	900.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	INTERVIEW BOARD MEETING EXPENSE			0.00	0.00	100.00	
ORIGINAL ADOPTED	NEIGHBORHOOD WATCH MEETING			0.00	0.00	800.00	
001-2110-521-5220	CLOTHING & EQUIP	23,750.00	21,295.51	29,333.30	16,187.19	26,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	COMPLETE UNIFORMS FOR NEW HIRES			0.00	0.00	2,500.00	
ORIGINAL ADOPTED	REPLACEMENT BULLETPROOF VEST			6.00	750.00	4,500.00	
ORIGINAL ADOPTED	REPLACEMENT EQUIPMENT			0.00	0.00	4,600.00	
ORIGINAL ADOPTED	REPLACEMENT FIREARM $12K W/$6200 TRADE-IN VALUE			27.00	200.00	5,400.00	
ORIGINAL ADOPTED	REPLACEMENT UNIFORMS			0.00	0.00	9,000.00	
001-2110-521-5221	PROGRAM EXPENSE	500.00	0.00	500.00	0.00	0.00	0.00
001-2110-521-5250	FUEL & OIL SUPPLIES	91,500.00	89,127.09	94,850.00	69,364.48	90,000.00	0.00
001-2110-521-5400	BOOKS/PUBL/SUBSCR/MEMBE...	4,600.00	2,427.67	4,600.00	2,632.32	3,380.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	FBI NATIONAL ACADEMY ASSOC			0.00	0.00	300.00	
ORIGINAL ADOPTED	FLORIDA CHIEFS ASSOCIATION			0.00	0.00	400.00	
ORIGINAL ADOPTED	FLORIDA EMERGENCY PREPARDNESS			0.00	0.00	100.00	
ORIGINAL ADOPTED	FLORIDA RECORDS MANAGEMENT ASSOCIATION			2.00	120.00	240.00	
ORIGINAL ADOPTED	INT ASSOC FOR PROPERTY AND EVIDENCE			0.00	0.00	200.00	
ORIGINAL ADOPTED	INTERNATIONAL ASSOCIATION OF CHIEFS OF POLICE			0.00	0.00	900.00	
ORIGINAL ADOPTED	NOTARY			0.00	0.00	300.00	
ORIGINAL ADOPTED	PACKTRACK K9 SYSTEM			1.00	140.00	140.00	
ORIGINAL ADOPTED	VAC UPDATE TRAINING AND			0.00	0.00	500.00	
ORIGINAL ADOPTED	VOLUSIA/FLAGLER COUNTY POLICE CHIEFS ASSOC			0.00	0.00	300.00	
001-2110-521-5501	TRAINING & EDUCATION COST	13,250.00	7,060.45	23,950.00	18,807.58	25,848.00	0.00

Attachment: COHH Adopted Budget FY26 Attachment A (2025-R-71 : Final Budget Fiscal Year 2025 2026

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	2026 CJIS TRAINING			2.00	400.00	800.00	
ORIGINAL ADOPTED	2026 GOVERNORS HURRICANE CONF			0.00	0.00	300.00	
ORIGINAL ADOPTED	FBI FLORIDA EXECUTIVE LEADERSHIP			0.00	0.00	600.00	
ORIGINAL ADOPTED	POLICE LAW INSTITUTE			30.00	150.00	4,500.00	
ORIGINAL ADOPTED	SERGEANT PROMOTION TESTING			0.00	0.00	3,000.00	
ORIGINAL ADOPTED	TARGET SOLUTIONS			30.00	100.00	3,000.00	
ORIGINAL ADOPTED	TARGET SOLUTIONS MAINTENANCE			0.00	0.00	400.00	
ORIGINAL ADOPTED	THI			2.00	1,200.00	2,400.00	
ORIGINAL ADOPTED	VARIOUS TRAINING (MANDATORY/EMPLOY GROWTH)			0.00	0.00	8,000.00	
ORIGINAL ADOPTED	VECTOR CHECK IT MAINT FEE			0.00	0.00	348.00	
ORIGINAL ADOPTED	VECTOR CHECK IT/EVALUATIONS			0.00	0.00	2,500.00	
001-2110-521-5520	2ND DOLLAR FUND	3,700.00	722.97	0.00	0.00	3,700.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	FBI NAA TRAINING			0.00	0.00	1,000.00	
ORIGINAL ADOPTED	FL POLICE CHIEFS TRAINING			0.00	0.00	900.00	
ORIGINAL ADOPTED	NEW POLICE CHIEFS			0.00	0.00	500.00	
ORIGINAL ADOPTED	SEMINARS AND CLASSES BY STATE FOR POLICE			0.00	0.00	1,300.00	
001-2110-521-5610	PROGRAM EXPENSES	800.00	0.00	1,800.00	1,433.15	1,100.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	VIP-CLOTHING AND EQUIPMENT			0.00	0.00	1,100.00	
001-2110-521-8200	PRIVATE ORG.GRANTS/CONTRB	1,500.00	0.00	1,500.00	0.00	2,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	CRIME STOPPERS DINNER			0.00	0.00	1,500.00	
ORIGINAL ADOPTED	MR & MRS MENTORING DINNER			0.00	0.00	500.00	
001-2110-521-8301	OTHER GRANTS & AIDS	500.00	181.26	500.00	0.00	500.00	0.00
	Division: 2110 - PUBLIC SAFETY Total:	**3,097,451.00**	**2,995,695.89**	**3,519,791.15**	**2,976,204.18**	**3,563,863.00**	**0.00**

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Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Division: 2210 - PUBLIC SAFETY							
001-2210-522-1200	REGULAR SALARIES & WAGE	887,750.00	782,602.42	888,456.00	762,957.69	936,538.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	DRIVER/ENGINEER PARAMEDIC			3.00	0.00	0.00	
ORIGINAL ADOPTED	FIRE CHIEF			1.00	0.00	0.00	
ORIGINAL ADOPTED	FIRE DEPT REGULAR SALARIES & WAGES TOTAL			0.00	0.00	936,538.00	
ORIGINAL ADOPTED	FIREFIGHTER			4.00	0.00	0.00	
ORIGINAL ADOPTED	FIREFIGHTER PARAMEDIC			2.00	0.00	0.00	
ORIGINAL ADOPTED	LIEUTENANT			2.00	0.00	0.00	
ORIGINAL ADOPTED	LIEUTENANT - PARAMEDIC			1.00	0.00	0.00	
001-2210-522-1300	OTHER SALARIES & WAGES	14,981.00	3,135.16	32,500.00	0.00	0.00	0.00
001-2210-522-1400	OVERTIME	130,392.00	132,841.39	140,318.00	128,064.16	124,023.00	0.00
001-2210-522-1500	INCENTIVE PAY	4,665.00	4,510.71	4,320.00	4,114.29	4,320.00	0.00
001-2210-522-1510	CELL PHONE ALLOWANCE	600.00	601.79	600.00	560.71	600.00	0.00
001-2210-522-1530	BOOT ALLOWANCE	1,800.00	1,800.00	1,440.00	1,440.00	1,440.00	0.00
001-2210-522-2100	FICA/MEDICARE TAXES	79,840.00	68,454.42	81,740.00	66,404.74	81,619.00	0.00
001-2210-522-2200	RETIREMENT CONTRIBUTION	465,940.00	434,042.76	508,370.00	433,019.43	468,398.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	FIRE PENSION-CITY			0.00	0.00	370,830.00	
ORIGINAL ADOPTED	FIRE PENSION-STATE			0.00	0.00	97,568.00	
001-2210-522-2300	LIFE & HEALTH INSURANCE	125,830.00	101,534.01	124,490.00	114,442.95	133,840.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	HEALTH INSURANCE			13.00	10,080.00	131,040.00	
ORIGINAL ADOPTED	LIFE			0.00	0.00	2,800.00	
001-2210-522-2400	WORKERS COMP INSURANCE	33,450.00	29,430.54	34,160.00	25,681.39	35,470.00	0.00
001-2210-522-3101	PROFESSIONAL SERVICES	0.00	0.00	2,000.00	1,940.00	100.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	FL EMS PERSONEL AND TRUCK LICENSING ($1K EVEN YEAR			0.00	0.00	100.00	

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
001-2210-522-3400	OTHER SERVICES	1,120.00	520.00	700.00	520.00	700.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	BIOHAZARD WASTE DISPOSAL			0.00	0.00	700.00	
001-2210-522-4001	TRAVEL & PER DIEM	300.00	0.00	300.00	205.28	300.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	PER DIEM FOR TRAINING			0.00	0.00	300.00	
001-2210-522-4200	POSTAGE, FRT, EXPRESS	250.00	61.74	250.00	9.85	250.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	POSTAGE / SHIPPING / LARGE FREIGHT			0.00	0.00	250.00	
001-2210-522-4400	RENTALS & LEASES	19,300.00	15,052.48	19,600.00	13,964.08	19,600.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	HYDRANT RENTAL FROM WATER DEPARTMENT			0.00	0.00	18,000.00	
ORIGINAL ADOPTED	MEDICAL OXYGEN RENTAL AND FILL			0.00	0.00	1,600.00	
001-2210-522-4500	INSURANCE/NON-EMPLOYEE	41,906.00	41,896.73	43,347.00	44,580.88	45,397.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	BROWN & BROWN PACKAGE POLICY			0.00	0.00	45,397.00	
001-2210-522-4601	REPAIRS & MAINTENANCE	3,000.00	2,548.04	3,000.00	2,327.48	900.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	ANNUAL FIRE PUMP TESTING			0.00	0.00	500.00	
ORIGINAL ADOPTED	ANNUAL LADDER TESTING			0.00	0.00	400.00	
001-2210-522-4611	MAINTENANCE CONTRACTS	2,700.00	1,926.53	2,700.00	2,316.61	6,200.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	ANNUAL HURST TOOLS TESTING AND SERVICE			0.00	0.00	1,250.00	
ORIGINAL ADOPTED	BREATHING AIR FILL STATION QUARTERLY AIR SAMPLING			0.00	0.00	550.00	

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
ORIGINAL ADOPTED	BREATHING AIR FILL STATION SEMI ANNUAL SERVICE			0.00	0.00	2,500.00	
ORIGINAL ADOPTED	COMMUNICATIONS FOR VEHICLES (FOR CAD SYSTEM)			0.00	0.00	600.00	
ORIGINAL ADOPTED	MSA YEARLY FLOW TESTING AND FACEPIECE LEAK TESTING			0.00	0.00	1,300.00	
001-2210-522-4650	FLEET CHARGES	20,000.00	16,326.91	22,000.00	4,490.90	11,000.00	0.00
001-2210-522-4670	GENERATOR REPAIR & MAIN	1,000.00	455.66	0.00	0.00	0.00	0.00
001-2210-522-4700	PRINTING & BINDING	400.00	350.00	500.00	0.00	500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	PRINTING OF MEDICAL AND FIRE FORMS			0.00	0.00	500.00	
001-2210-522-4901	OTHER CHARGES	0.00	45.00	0.00	0.00	0.00	0.00
001-2210-522-5100	OFFICE SUPPLIES	600.00	469.64	600.00	491.88	600.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	OFFICE SUPPLIES / PRINTER SUPPLIES			0.00	0.00	600.00	
001-2210-522-5201	OPERATING SUPPLIES	22,500.00	20,735.22	46,000.00	44,786.33	21,500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	ENGINE OPERATIONS			0.00	0.00	7,500.00	
ORIGINAL ADOPTED	REPLACEMENT TURNOUT GEAR 3 SETS			0.00	0.00	9,000.00	
ORIGINAL ADOPTED	STATION OPERATIONS			0.00	0.00	5,000.00	
001-2210-522-5219	UNIFORM EXPENSE	7,500.00	7,173.22	7,500.00	3,610.76	6,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	STATION UNIFORMS			0.00	0.00	3,500.00	
ORIGINAL ADOPTED	UNIFORM CLEANING			0.00	0.00	2,500.00	
001-2210-522-5250	FUEL & OIL SUPPLIES	25,000.00	13,358.65	25,000.00	9,649.17	15,000.00	0.00
001-2210-522-5270	EMS SUPPLIES	11,000.00	8,780.50	11,500.00	7,863.29	11,500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	MEDICAL SUPPLIES			0.00	0.00	11,500.00	
001-2210-522-5290	FIRE PREVENTION SUPPLIES	500.00	276.59	500.00	0.00	500.00	0.00

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	23 / 24 SCHOOL AND COMMUNITY AWARENESS SUPPLIES			0.00	0.00	500.00	
001-2210-522-5400	BOOKS/PUBL/SUBSCR/MEMBE…	500.00	325.00	600.00	125.00	600.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	Fire Engineering Training Subscription			0.00	0.00	75.00	
ORIGINAL ADOPTED	FLORIDA FIRE CHIEFS			0.00	0.00	125.00	
ORIGINAL ADOPTED	FLORIDA FIRE MARSHALLS			0.00	0.00	200.00	
ORIGINAL ADOPTED	VOLUSIA COUNTY FIRE CHIEFS			0.00	0.00	200.00	
001-2210-522-5501	TRAINING & EDUCATION COST	10,400.00	4,222.34	10,600.00	4,886.81	10,600.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	EDUCATIONAL REIMBURSEMENT (IAFF)			0.00	0.00	7,500.00	
ORIGINAL ADOPTED	TARGET SOLUTIONS			0.00	0.00	2,000.00	
ORIGINAL ADOPTED	TRAINING			0.00	0.00	100.00	
ORIGINAL ADOPTED	TRAINING SUPPLIES			0.00	0.00	1,000.00	
	Division: 2210 - PUBLIC SAFETY Total:	**1,913,224.00**	**1,693,477.45**	**2,013,091.00**	**1,678,453.68**	**1,937,495.00**	**0.00**
Division: 2410 - PLANNING & CODE ENF							
001-2410-515-1200	REGULAR SALARIES	107,268.00	107,887.77	109,883.00	123,690.45	175,402.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	COMMUNITY DEVELOPMENT DIRECTOR (.75)			1.00	0.00	0.00	
ORIGINAL ADOPTED	ECONOMIC DEVELOPMENT DIRECTOR/CRA COORD (.25)			1.00	0.00	0.00	
ORIGINAL ADOPTED	PLANNING & CODE ENFORCEMENT REG SAL & WAGES TOTAL			0.00	0.00	175,402.00	
ORIGINAL ADOPTED	SENIOR PLANNER (.75)			1.00	0.00	0.00	
001-2410-515-1510	INCENTIVE PAY - CELL	600.00	601.80	600.00	748.21	1,050.00	0.00
001-2410-515-1520	UNIFORM ALLOWANCE	200.00	200.00	200.00	200.00	350.00	0.00
001-2410-515-2100	FICA/MEDICARE TAXES	8,270.00	8,058.51	8,480.00	9,072.32	13,525.00	0.00
001-2410-515-2200	RETIREMENT CONTRIBUTION	33,090.00	33,228.41	33,800.00	34,141.13	42,360.00	0.00
001-2410-515-2300	LIFE & HEALTH INSURANCE	10,950.00	10,530.96	9,770.00	13,414.49	18,350.00	0.00

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	HEALTH INSURANCE			1.75	10,080.00	17,640.00	
ORIGINAL ADOPTED	LIFE INSURANCE			0.00	0.00	710.00	
001-2410-515-2400	WORKERS COMP INSURANCE	1,040.00	1,023.21	1,050.00	2,048.50	210.00	0.00
001-2410-515-3101	PROFESSIONAL SERVICES	4,415.00	4,413.33	6,000.00	344.38	44,500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	Comp Plan Consulting ie: (BEBR (LTG)			0.00	0.00	40,000.00	
ORIGINAL ADOPTED	GIS Consulting and Training - Training from WGI			0.00	0.00	4,500.00	
001-2410-515-3150	LEGAL/OFFICIAL ADVERTISNG	580.00	0.00	1,000.00	0.00	1,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	LEGAL ADS FOR REZONES, CPA, ETC			0.00	0.00	1,000.00	
001-2410-515-4001	TRAVEL & PER DIEM	900.00	849.46	500.00	0.00	1,800.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	Hotel, Travel for Conf - 2 Planners AICP			0.00	0.00	1,800.00	
001-2410-515-4400	RENTALS & LEASES	1,015.00	996.85	1,008.00	996.92	997.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	COPIER LEASE			12.00	83.08	997.00	
001-2410-515-4500	INSURANCE/NON EMPLOYEE	6,974.00	6,970.32	7,605.00	5,899.79	8,395.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	BROWN & BROWN PACKAGE POLICY			0.00	0.00	8,395.00	
001-2410-515-4611	REPAIRS & MAINTENANCE	720.00	501.97	0.00	0.00	300.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	COPIER			0.00	0.00	300.00	
001-2410-515-4700	PRINTING & BINDING	500.00	436.40	780.00	998.05	0.00	0.00
001-2410-515-5100	OFFICE SUPPLIES	200.00	147.15	200.00	139.45	350.00	0.00

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	Office Supply copy paper, pads, 2 planners			0.00	0.00	350.00	
001-2410-515-5219	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	400.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	BOPA SHIRT			5.00	40.00	200.00	
ORIGINAL ADOPTED	OFFICE CHAIR - SENIOR PLANNER			0.00	0.00	200.00	
001-2410-515-5400	BOOKS/PUBL/SUBSCR/MEMBE…	950.00	769.00	1,350.00	1,159.00	2,100.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	AICP ($775) / FPZA ($85) MEMBERSHIP			0.00	0.00	900.00	
ORIGINAL ADOPTED	AICP (APP $450+MEMBER $650) FPZA $85 SENPLANNER			0.00	0.00	1,200.00	
001-2410-515-5501	TRAINING & EDUCATION COST	750.00	460.00	750.00	670.00	1,500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	CONFER FOR REQUIRED CM - 2 PLANNERS			0.00	0.00	1,500.00	
001-2410-524-1200	REGULAR SALARIES	134,749.00	104,942.96	149,305.00	105,231.36	149,795.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	CE CLERK/ASST. LIC. ,PERMIT & ZONING TECH			0.50	0.00	0.00	
ORIGINAL ADOPTED	CHIEF BUILDING OFFICIAL			1.00	0.00	0.00	
ORIGINAL ADOPTED	CHIEF BUILDING OFFICIAL			0.25	0.00	0.00	
ORIGINAL ADOPTED	SALARY & WAGES TOTAL			0.00	0.00	149,795.00	
ORIGINAL ADOPTED	SENIOR CODE ENFORCEMENT OFFICER			0.75	0.00	0.00	
001-2410-524-1400	OVERTIME	720.00	144.71	630.00	0.00	379.00	0.00
001-2410-524-1510	INCENTIVE PAY - CELL	1,200.00	902.68	1,200.00	841.08	1,200.00	0.00
001-2410-524-1520	UNIFORM ALLOWANCE	70.00	70.00	70.00	70.00	50.00	0.00
001-2410-524-1530	BOOT REIMBURSEMENT	300.00	180.00	438.00	169.95	350.00	0.00
001-2410-524-2100	FICA/MEDICARE TAXES	11,010.00	8,002.40	11,630.00	7,991.21	11,584.00	0.00
001-2410-524-2200	RETIREMENT CONTRIBUTION	19,300.00	14,267.01	18,450.00	14,444.83	26,590.00	0.00
001-2410-524-2300	LIFE & HEALTH INSURANCE	20,275.00	19,329.01	28,010.00	20,640.77	25,820.00	0.00

Attachment: COHH Adopted Budget FY26 Attachment A (2025-R-71 : Final Budget Fiscal Year 2025 2026

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	HEALTH INSURANCE			2.50	10,080.00	25,200.00	
ORIGINAL ADOPTED	LIFE INSURANCE			0.00	0.00	620.00	
001-2410-524-2400	WORKERS COMP INSURANCE	2,180.00	1,686.51	2,140.00	1,108.24	2,180.00	0.00
001-2410-524-3101	PROFESSIONAL SERVICES	3,225.00	3,225.00	6,800.00	3,200.00	2,500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	SPECIAL MASTER			0.00	0.00	2,500.00	
001-2410-524-3150	LEGAL/OFFICIAL ADVERTISNG	2,200.00	1,892.50	1,500.00	976.00	1,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	LIENS, RECORDING, LEGAL			0.00	0.00	1,000.00	
001-2410-524-3400	OTHER SERVICES	2,400.00	1,180.00	7,000.00	7,440.00	42,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	DEBRIS REMOVAL IE: HOARDERS			0.00	0.00	10,000.00	
ORIGINAL ADOPTED	HOUSE DEMOS			0.00	0.00	25,000.00	
ORIGINAL ADOPTED	LAWN CARE, DEMO, DEBRIS REMOVAL, ETC.			0.00	0.00	1,000.00	
ORIGINAL ADOPTED	TRASH REMOVAL IE: HOMELESS CAMPS			0.00	0.00	6,000.00	
001-2410-524-3490	HUMANE SOCIETY SERVICES	45,000.00	44,933.94	48,000.00	25,417.50	40,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	HALIFAX			0.00	0.00	25,000.00	
ORIGINAL ADOPTED	REDINGER CLINIC			0.00	0.00	15,000.00	
001-2410-524-4001	TRAVEL & PER DIEM	1,500.00	828.14	1,500.00	444.42	1,500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	TRAVEL AND PER DIEM FOR 2 CODE OFFICERS			0.00	0.00	1,500.00	
001-2410-524-4200	POSTAGE, FRT, EXPRESS	3,300.00	2,418.62	3,000.00	3,280.54	3,000.00	0.00

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Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	MAILINGS OF NOTICES OF VIOLATION, NTA, ETC			0.00	0.00	3,000.00	
001-2410-524-4400	RENTALS & LEASES	650.00	498.48	700.00	498.48	500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	COPIER LEASE			12.00	41.67	500.00	
001-2410-524-4500	INSURANCE/NON-EMPLOYEE	8,727.00	8,500.71	9,275.00	9,578.44	10,137.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	BROWN & BROWN PACKAGE POLICY			0.00	0.00	10,137.00	
001-2410-524-4601	REPAIRS & MAINTENANCE	700.00	0.00	700.00	0.00	700.00	0.00
001-2410-524-4611	MAINTENANCE CONTRACTS	425.00	422.67	350.00	0.00	350.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	COPIER			0.00	0.00	350.00	
001-2410-524-4650	FLEET CHARGES	1,000.00	45.73	1,000.00	148.69	1,000.00	0.00
001-2410-524-4700	PRINTING & BINDING	200.00	175.60	400.00	850.73	700.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	COPIES			0.00	0.00	500.00	
ORIGINAL ADOPTED	NOTICES, PLACARDS, ETC			0.00	0.00	200.00	
001-2410-524-5100	OFFICE SUPPLIES	450.00	351.47	450.00	304.26	450.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	COPY PAPER, PLACARDS, TAPE, ETC- 2 OFFICERS			0.00	0.00	450.00	
001-2410-524-5201	OPERATING SUPPLIES	250.00	92.58	300.00	0.00	725.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	CAT TRAPS			0.00	0.00	200.00	
ORIGINAL ADOPTED	CATCH POLE			0.00	0.00	175.00	
ORIGINAL ADOPTED	OFFICE CHAIR FOR CE SUPERVISOR			0.00	0.00	200.00	

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Budget Worksheet

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Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
ORIGINAL ADOPTED	SIGNS			0.00	0.00	150.00	
001-2410-524-5220	CLOTHING & EQUIP	600.00	0.00	600.00	603.14	440.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	3 SHIRTS FOR CODE CLERK			3.00	40.00	120.00	
ORIGINAL ADOPTED	SHIRTS & PANTS ANIMAL CONTROL OFFI			4.00	40.00	160.00	
ORIGINAL ADOPTED	SHIRTS & PANTS CE SUPERVISOR			4.00	40.00	160.00	
001-2410-524-5250	FUEL & OIL SUPPLIES	1,700.00	516.84	1,700.00	624.42	1,000.00	0.00
001-2410-524-5400	BOOKS/PUBL/SUBSCR/MEMBE...	460.00	460.00	265.00	285.00	455.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	FACA MEMBERSHIP (ANIMAL CONTROL ASSOCIATION)			0.00	0.00	85.00	
ORIGINAL ADOPTED	FACE MEMBERSHIP (CODE ENFORCEMENT ASSOCIATION)			0.00	0.00	170.00	
ORIGINAL ADOPTED	NOTARY FOR CODE CLERK			0.00	0.00	160.00	
ORIGINAL ADOPTED	VOLUSIA ASSOC CODE ENFORCEMENT			2.00	20.00	40.00	
001-2410-524-5501	TRAINING & EDUCATION COST	1,275.00	350.00	1,500.00	965.00	1,500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	CONTINUING ED FOR CERTIFICATION			0.00	0.00	1,500.00	
Division: 2410 - PLANNING & CODE ENF Total:		**442,288.00**	**392,492.70**	**479,889.00**	**398,636.75**	**638,494.00**	**0.00**
Division: 4141 - ROADS & STREETS							
001-4141-541-1200	REGULAR SALARIES & WAGE	286,187.00	195,426.33	254,619.00	199,638.18	265,830.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	FIELD OPERATION SUPERVISOR			0.50	0.00	0.00	
ORIGINAL ADOPTED	MAINTENANCE WORKER I			5.00	0.00	0.00	
ORIGINAL ADOPTED	REGULAR SALARIES & WAGES TOTAL			0.00	0.00	265,830.00	
ORIGINAL ADOPTED	ST LEAD EQUIPMENT OPERATOR/LEAD MAINT WORKER			1.00	0.00	0.00	
001-4141-541-1400	OVERTIME	5,005.00	3,424.67	3,836.00	1,866.52	4,000.00	0.00
001-4141-541-1510	INCENTIVE PAY - CELL	150.00	143.75	300.00	162.50	300.00	0.00
001-4141-541-1530	BOOT REIMBURSEMENT	1,020.00	1,020.00	1,138.00	80.23	1,138.00	0.00
001-4141-541-2100	FICA/MEDICARE TAXES	22,400.00	15,047.92	19,910.00	15,078.24	20,665.00	0.00

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
001-4141-541-2200	RETIREMENT CONTRIBUTION	39,560.00	26,966.42	35,260.00	27,622.20	37,350.00	0.00
001-4141-541-2300	LIFE & HEALTH INSURANCE	76,700.00	43,232.40	61,780.00	51,298.29	66,600.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	HEALTH INSURANCE	6.50	10,080.00	65,520.00
ORIGINAL ADOPTED	LIFE INSURANCE	0.00	0.00	1,080.00

001-4141-541-2400	WORKERS COMP INSURANCE	16,790.00	11,437.16	13,620.00	9,331.24	17,070.00	0.00
001-4141-541-4001	TRAVEL & PER DIEM	700.00	0.00	600.00	535.92	100.00	0.00
001-4141-541-4200	POSTAGE, FRT, EXPRESS	50.00	0.00	50.00	0.00	50.00	0.00
001-4141-541-4400	RENTALS & LEASES	1,500.00	0.00	1,500.00	0.00	500.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	ASPHALT ROLLER, GRINDERS, SCISSOR LIFTS, ETC.	0.00	0.00	500.00

001-4141-541-4500	INSURANCE/NON-EMPLOYEE	20,768.00	20,766.39	22,658.00	23,860.93	25,310.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	BROWN & BROWN PACKAGE POLICY	0.00	0.00	25,310.00

001-4141-541-4601	REPAIRS & MAINTENANCE	47,935.00	18,183.87	15,800.00	14,549.50	24,800.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	BATES SECURITY - PLANT ENTRANCE	0.00	0.00	2,000.00
ORIGINAL ADOPTED	BUCKET TRUCK ANNUAL CERTIFICATION	0.00	0.00	800.00
ORIGINAL ADOPTED	STREETS, ROW, BRIDGES, ETC.	0.00	0.00	22,000.00

001-4141-541-4610	TRAFFIC LIGHT REPAIRS	38,150.00	26,418.14	42,150.00	21,786.12	42,150.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	ANNUAL LICENSING FEE CALLE GRANDE	0.00	0.00	5,400.00
ORIGINAL ADOPTED	FEC XING SIGNAL MAINT #271925H FLOMICH STREET	0.00	0.00	5,400.00
ORIGINAL ADOPTED	FEC XING SIGNAL MAINT #271926P WALKER STREET	0.00	0.00	2,750.00
ORIGINAL ADOPTED	FEC XING SIGNAL MAINT #271931L 2ND ST	0.00	0.00	2,350.00
ORIGINAL ADOPTED	FEC XING SIGNAL MAINT #273056X 10TH ST	0.00	0.00	2,350.00

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Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
ORIGINAL ADOPTED	FEC XING SIGNAL MAINT #291924B CALLE GRANDE			0.00	0.00	5,400.00	
ORIGINAL ADOPTED	FEC XING SIGNAL MAINT #291929K 6TH ST			0.00	0.00	5,400.00	
ORIGINAL ADOPTED	PEDESTRIAN CROSSING 3RD STREET			0.00	0.00	4,550.00	
ORIGINAL ADOPTED	PEDESTRIAN CROSSING CALLE GRANDE			0.00	0.00	4,550.00	
ORIGINAL ADOPTED	VOLUSIA COUNTY MAINTENANCE AGREEMENT			0.00	0.00	4,000.00	
001-4141-541-4612	STREET LIGHT REPAIRS	2,500.00	0.00	1,000.00	0.00	0.00	0.00
001-4141-541-4650	FLEET CHARGES	8,000.00	7,520.87	10,500.00	5,977.10	7,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	STREETS VEHICLE FLEET CHARGES			0.00	0.00	7,000.00	
001-4141-541-4660	SMALL EQ REPAIR & MAINT	8,650.00	8,643.33	13,500.00	10,570.26	10,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	SMALL EQUIPMENT REPAIR AND MAINTENANCE			0.00	0.00	10,000.00	
001-4141-541-4910	OTHER CHARGES	29,892.30	0.00	365,620.42	0.00	426,707.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	FEC GRADE CROSSING MAINT - 10TH ST			0.00	0.00	247,950.00	
ORIGINAL ADOPTED	FEC GRADE CROSSING MAINT - 2ND ST			0.00	0.00	148,757.00	
ORIGINAL ADOPTED	FEC TRACK CROSSING UPGRADE			0.00	0.00	30,000.00	
001-4141-541-4920	TREE REMOVAL	30,000.00	29,249.25	16,500.00	7,013.00	16,500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	ARBORIST TREE INSPECTIONS			0.00	0.00	1,500.00	
ORIGINAL ADOPTED	STREET/ROW TREE REMOVALS			0.00	0.00	15,000.00	
001-4141-541-5201	OPERATING SUPPLIES	18,400.00	18,394.27	22,000.00	18,305.71	15,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	CONES, BARRICADES, SAND BAGS, ETC.			0.00	0.00	15,000.00	
001-4141-541-5204	SMALL TOOLS & EQUIPMENT	3,180.00	2,755.29	3,000.00	2,864.95	3,000.00	0.00

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	REPLACEMENT WEED EATERS AND EDGERS			0.00	0.00	2,000.00	
ORIGINAL ADOPTED	SMALL TOOLS & EQUIPMENT			0.00	0.00	1,000.00	
001-4141-541-5210	SIGNS & MATERIALS	16,500.00	13,677.84	6,000.00	1,663.63	16,500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	STREET SIGN ASSEMBLIES			0.00	0.00	4,500.00	
ORIGINAL ADOPTED	STREET SIGNS & MATERIALS			0.00	0.00	12,000.00	
001-4141-541-5219	UNIFORM EXPENSE	1,000.00	923.99	1,000.00	1,253.52	1,900.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	UNIFORM REPAIRS (ESTIMATED)			0.00	0.00	600.00	
ORIGINAL ADOPTED	UNIFORMS - $180 EST X 6 EMPLOYEES X 50%			0.00	0.00	1,200.00	
ORIGINAL ADOPTED	UNIFORMS $130 EST X 1 EMPLOYEE X 10%			0.00	0.00	100.00	
001-4141-541-5250	FUEL & OIL SUPPLIES	12,205.00	12,202.53	12,000.00	11,012.27	12,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	FUEL FOR STREETS VEHICLES			0.00	0.00	12,000.00	
001-4141-541-5264	MACH/EQUIP CAPITAL-LIKE	0.00	0.00	3,500.00	3,437.09	0.00	0.00
001-4141-541-5300	ROAD MATERIAL & SUPPLIES	6,000.00	475.13	6,000.00	2,346.33	6,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	SHELL, LIMEROCK, SAND, FILL DIRT, ETC.			0.00	0.00	6,000.00	
001-4141-541-5400	SUBSCRIP & MEMBERSHIPS	50.00	0.00	50.00	0.00	50.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	SUBSCRIPTIONS AND MEMBERSHIPS			0.00	0.00	50.00	
001-4141-541-5501	TRAINING & EDUCATION COST	5,500.00	4,018.09	500.00	483.24	900.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	(3) MOT TRAININGS			0.00	0.00	900.00	
	Division: 4141 - ROADS & STREETS Total:	**698,792.30**	**459,927.64**	**934,391.42**	**430,736.97**	**1,021,420.00**	**0.00**

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Division: 4160 - PUBLIC WORKS/FLEET							
001-4160-519-1200	REGULAR SALARIES	191,913.00	185,689.39	198,957.00	175,754.74	209,611.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	FLEET SALARY & WAGES TOTAL			0.00	0.00	209,611.00	
ORIGINAL ADOPTED	FLEET SUPERVISOR			1.00	0.00	0.00	
ORIGINAL ADOPTED	MECHANIC			2.00	0.00	0.00	
ORIGINAL ADOPTED	SENIOR MECHANIC			1.00	0.00	0.00	
001-4160-519-1400	OVERTIME	934.00	926.62	680.00	1,040.77	717.00	0.00
001-4160-519-1510	INCENTIVE PAY	600.00	0.00	0.00	0.00	0.00	0.00
001-4160-519-1530	BOOT REIMBURSEMENT	600.00	600.00	700.00	340.74	700.00	0.00
001-4160-519-1550	TOOL ALLOWANCE	900.00	900.00	600.00	450.00	675.00	0.00
001-4160-519-2100	FICA/MEDICARE TAXES	14,900.00	14,153.90	15,400.00	13,366.28	16,142.00	0.00
001-4160-519-2200	RETIREMENT CONTRIBUTION	26,180.00	25,355.44	27,230.00	24,245.98	29,270.00	0.00
001-4160-519-2300	LIFE & HEALTH INSURANCE	38,560.00	25,361.20	38,210.00	26,684.39	41,160.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	HEALTH INSURANCE			4.00	10,080.00	40,320.00	
ORIGINAL ADOPTED	LIFE INSURANCE			0.00	0.00	840.00	
001-4160-519-2400	WORKERS COMP INSURANCE	2,910.00	2,812.05	3,510.00	2,106.17	3,130.00	0.00
001-4160-519-4001	TRAVEL & PER DIEM	300.00	0.00	100.00	0.00	100.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	MEAL & MILEAGE			0.00	0.00	100.00	
001-4160-519-4200	POSTAGE, FRT, EXPRESS	100.00	0.00	50.00	0.00	50.00	0.00
001-4160-519-4400	RENTALS & LEASES	600.00	417.42	600.00	354.78	750.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	CYLINDER TANK RENTAL			0.00	0.00	750.00	
001-4160-519-4500	INSURANCE/NON-EMPLOYEE	13,197.00	13,194.03	14,396.00	14,861.74	15,754.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	BROWN & BROWN PACKAGE POLICY			0.00	0.00	15,754.00	

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
001-4160-519-4601	REPAIRS & MAINTENANCE	2,200.00	1,974.70	2,200.00	998.85	2,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	MISC SHOP EQUIPMENT REPAIRS			0.00	0.00	2,000.00	
001-4160-519-4650	FLEET CHARGES	6,500.00	1,862.93	6,500.00	1,818.80	6,300.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	BUCKET TRUCK ANNUAL CERTIFICATION			0.00	0.00	800.00	
ORIGINAL ADOPTED	FLEET VEHICLE REPAIR & MAINTENANCE			0.00	0.00	3,500.00	
ORIGINAL ADOPTED	SCAN TOOL UPDATES			2.00	1,000.00	2,000.00	
001-4160-519-4660	SMALL EQ REPAIR & MAIN	2,030.00	2,025.38	500.00	0.00	500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	BATTERIES, COMPRESSORS, ETC.			0.00	0.00	500.00	
001-4160-519-5100	OFFICE SUPPLIES	800.00	150.39	1,100.00	866.92	1,800.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	OTHER MISC SUPPLIES			0.00	0.00	800.00	
ORIGINAL ADOPTED	PRINTER INK			0.00	0.00	1,000.00	
001-4160-519-5201	OPERATING SUPPLIES	9,400.00	2,877.87	7,650.00	5,259.48	7,650.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	BOLTS, NUTS			0.00	0.00	550.00	
ORIGINAL ADOPTED	BRAKE CLEANER, CARB CLEANER, DEGREASER			0.00	0.00	1,200.00	
ORIGINAL ADOPTED	CAR WASH SOAP			0.00	0.00	1,500.00	
ORIGINAL ADOPTED	ELEC CONNECTORS, CABLE, WIRE			0.00	0.00	1,000.00	
ORIGINAL ADOPTED	REPLACEMENT AIR HOSES			0.00	0.00	300.00	
ORIGINAL ADOPTED	REPLACEMENT FIRE EXT			0.00	0.00	400.00	
ORIGINAL ADOPTED	SAFETY VESTS, RAIN GEAR, BOOTS, ETC.			0.00	0.00	400.00	
ORIGINAL ADOPTED	WASP SPRAY			0.00	0.00	200.00	
ORIGINAL ADOPTED	WHEEL WEIGHTS			0.00	0.00	300.00	
ORIGINAL ADOPTED	WINDSHIELD WASHER FLUID			0.00	0.00	300.00	
ORIGINAL ADOPTED	WIPER RAG CLEANING/REPLACMENT			0.00	0.00	1,500.00	
001-4160-519-5202	COMPUTERS	2,000.00	1,788.00	2,000.00	1,788.00	2,000.00	0.00

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	DIAGNOSTIC REFERENCE SOFTWARE			0.00	0.00	2,000.00	
001-4160-519-5204	SMALL TOOLS & EQUIPMENT	2,000.00	811.73	2,000.00	580.92	2,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	MISC SHOP TOOLS			0.00	0.00	2,000.00	
001-4160-519-5219	UNIFORM EXPENSE	925.00	922.97	900.00	895.50	950.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	UNIFORM RENTALS			0.00	0.00	950.00	
001-4160-519-5250	FUEL & OIL SUPPLIES	8,915.00	3,870.24	4,500.00	4,088.82	3,000.00	0.00
001-4160-519-5264	MACH/EQUIP CAPITAL-LIKE	3,000.00	2,367.54	0.00	243.98	0.00	0.00
001-4160-519-5501	TRAINING & EDUCATION COST	3,200.00	0.00	2,000.00	0.00	1,500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	MISC TRAINING: ELECTRICAL			0.00	0.00	1,500.00	
	Division: 4160 - PUBLIC WORKS/FLEET Total:	**332,664.00**	**288,061.80**	**329,783.00**	**275,746.86**	**345,759.00**	**0.00**
Division: 4172 - BLDG & GROUNDS/FACI							
001-4172-572-1200	REGULAR SALARIES & WAGE	292,522.00	295,028.61	313,325.00	289,861.49	283,941.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	BLDG & GROUNDS SALARY & WAGES			0.00	0.00	283,941.00	
ORIGINAL ADOPTED	CUSTODIAN			3.00	0.00	0.00	
ORIGINAL ADOPTED	FACILITIES SUPERVISOR/SR TRADEWORK			1.00	0.00	0.00	
ORIGINAL ADOPTED	MAINTENANCE WORKER II/EQUP OPERATOR			1.00	0.00	0.00	
ORIGINAL ADOPTED	TRADESWORKER			1.00	0.00	0.00	
001-4172-572-1400	OVERTIME	5,755.00	5,991.53	2,450.00	6,419.57	2,375.00	0.00
001-4172-572-1510	INCENTIVE PAY - CELL	1,175.00	1,203.57	780.00	771.43	600.00	0.00
001-4172-572-1520	UNIFORM ALLOWANCE	200.00	200.00	60.00	200.00	0.00	0.00
001-4172-572-1530	BOOT REIMBURSEMENT	960.00	960.00	1,103.00	695.96	1,050.00	0.00
001-4172-572-1540	INCENTIVE AUTO	1,200.00	1,200.00	360.00	400.00	0.00	0.00

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
001-4172-572-2100	FICA/MEDICARE TAXES	22,830.00	23,142.87	24,360.00	22,556.60	21,949.00	0.00
001-4172-572-2200	RETIREMENT CONTRIBUTION	44,380.00	45,114.48	44,290.00	41,642.44	43,270.00	0.00
001-4172-572-2300	LIFE & HEALTH INSURANCE	51,720.00	50,216.48	60,200.00	56,651.69	61,630.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	HEALTH INSURANCE	6.00	10,080.00	60,480.00
ORIGINAL ADOPTED	LIFE INSURANCE	0.00	0.00	1,150.00

001-4172-572-2400	WORKERS COMP INSURANCE	5,870.00	5,931.83	6,520.00	5,345.79	6,620.00	0.00
001-4172-572-3101	PROFESSIONAL SERVICES	300.00	260.00	200.00	150.00	200.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	CITY HALL ELEVATOR OPERATING PERMITS	0.00	0.00	200.00

001-4172-572-3400	OTHER SERVICES	59,259.00	58,881.62	69,800.00	51,938.10	69,800.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	FERTILIZATION, PEST & LANDSCAPING CONTROL GROUNDS	0.00	0.00	5,000.00
ORIGINAL ADOPTED	FIRE ALARMS CONTRACTS AND INSPECTIONS	0.00	0.00	2,000.00
ORIGINAL ADOPTED	LAWN MAINTENANCE - SUNRISE PARK, CITY HALL	0.00	0.00	12,000.00
ORIGINAL ADOPTED	SECURITY ALARMS (CH, PD, SICA, B&G, CHA)	0.00	0.00	3,400.00
ORIGINAL ADOPTED	WIFI SERVICES AT SICA HALL, CLUB HOUSE	0.00	0.00	2,400.00
ORIGINAL ADOPTED	YMCA CONTRACT	0.00	0.00	45,000.00

001-4172-572-3420	LANDSCAPING SERVICES	133,556.28	133,124.00	120,000.00	107,623.26	126,620.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	LANDSCAPING OF BUILDINGS AND GROUNDS	0.00	0.00	126,620.00

001-4172-572-4001	TRAVEL & PER DIEM	200.00	0.00	200.00	0.00	100.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	MEAL ALLOWANCE & MILEAGE	0.00	0.00	100.00

001-4172-572-4200	POSTAGE, FRT, EXPRESS	100.00	9.29	150.00	57.65	100.00	0.00

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001-4172-572-4301	UTILITY SERVICES	434,200.00	434,161.09	400,000.00	434,764.32	459,043.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	BOYS & GIRLS CLUB UTILITIES	0.00	0.00	10,000.00
ORIGINAL ADOPTED	FPL AND TECO ALL ACCOUNTS	0.00	0.00	340,000.00
ORIGINAL ADOPTED	STORMWATER - ALL OTHER LOCATIONS	1.00	7,795.00	7,795.00
ORIGINAL ADOPTED	STORMWATER - BOYS CLUB	1.00	568.00	568.00
ORIGINAL ADOPTED	WATER ALL ACCOUNTS	0.00	0.00	50,000.00
ORIGINAL ADOPTED	YMCA FPL	12.00	2,205.00	26,460.00
ORIGINAL ADOPTED	YMCA GAS	12.00	175.00	2,100.00
ORIGINAL ADOPTED	YMCA STORMWATER FEE	1.00	2,740.00	2,740.00
ORIGINAL ADOPTED	YMCA WATER	12.00	1,615.00	19,380.00

001-4172-572-4400	RENTALS & LEASES	1,000.00	870.26	5,000.00	4,133.32	2,000.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	MISC RENTALS (SCISSOR LIFT, LULL)	0.00	0.00	2,000.00

001-4172-572-4500	INSURANCE/NON-EMPLOYEE	21,213.00	21,184.62	23,114.00	22,292.57	23,631.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	BROWN & BROWN PACKAGE POLICY	0.00	0.00	23,631.00

001-4172-572-4601	REPAIRS & MAINTENANCE	213,058.00	185,365.96	153,338.90	112,365.51	123,000.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	A/C MAINTENANCE ON 48 UNITS	0.00	0.00	20,000.00
ORIGINAL ADOPTED	ANNUAL PARK RESTROOM INSPECTION & REJUVENATION	0.00	0.00	3,000.00
ORIGINAL ADOPTED	BOYS & GIRLS CLUB MISC REPAIR & MAINTENANCE	0.00	0.00	2,000.00
ORIGINAL ADOPTED	CITY HALL LIFT & ELEVATOR REPAIRS	0.00	0.00	8,000.00
ORIGINAL ADOPTED	CITY HALL REPAIR & MAINTENANCE	0.00	0.00	10,000.00
ORIGINAL ADOPTED	CLUB HOUSE (DOORS, FLOORING, CABINETRY, TOILETS)	0.00	0.00	10,000.00
ORIGINAL ADOPTED	COMMODE PARTITIONS PUBLIC WORKS ADMINISTRATION	0.00	0.00	2,500.00
ORIGINAL ADOPTED	COMMODE REPL (SICA, DOG PARK, FLEET, PW ADMIN)	0.00	0.00	11,000.00
ORIGINAL ADOPTED	FIRE DEPARTMENT REPAIR & MAINTENANCE	0.00	0.00	3,000.00

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ORIGINAL ADOPTED	FIRE/BURGLAR ALARM REPAIRS			0.00	0.00	2,000.00	
ORIGINAL ADOPTED	INFORMATION TECHNOLOGY LED TRANSITION			0.00	0.00	1,000.00	
ORIGINAL ADOPTED	IRRIGATION SYSTEM REPAIRS			0.00	0.00	10,000.00	
ORIGINAL ADOPTED	PARK BUILDINGS & EQUIPMENT			0.00	0.00	10,000.00	
ORIGINAL ADOPTED	POLICE DEPARTMENT REPAIR & MAINTENANCE			0.00	0.00	5,000.00	
ORIGINAL ADOPTED	PROGRAMMABLE DOOR LOCKS AT POLICE DEPARTMENT			0.00	0.00	2,000.00	
ORIGINAL ADOPTED	PW YARD REPAIR & MAINTENANCE (INCLUDES FLEET)			0.00	0.00	8,000.00	
ORIGINAL ADOPTED	QUARTERLY SCRUB & RINSE PARK RESTROOMS			0.00	0.00	3,500.00	
ORIGINAL ADOPTED	SICA HALL REPAIR & MAINTENANCE			0.00	0.00	4,000.00	
ORIGINAL ADOPTED	SOUTHERN FLEET BAY GAS HEATER REPLACEMENT			0.00	0.00	3,000.00	
ORIGINAL ADOPTED	YMCA REPAIR & MAINTENANCE (DOORS, FRAMES, ROOF)			0.00	0.00	5,000.00	
001-4172-572-4611	MAINTENANCE CONTRACTS	-1,500.00	0.00	5,000.00	0.00	5,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	CITY HALL A/C MAINT AGREEMENT			0.00	0.00	5,000.00	
001-4172-572-4650	FLEET CHARGES	5,000.00	2,712.74	17,426.52	9,312.67	5,000.00	0.00
001-4172-572-4660	SMALL EQ REPAIR & MAINT	500.00	69.92	500.00	0.00	0.00	0.00
001-4172-572-4670	GENERATOR REPAIR & MAIN	500.00	200.00	4,000.00	0.00	4,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	GENERATOR REPAIRS - CITY HALL, BARN, FIRE STATION			0.00	0.00	4,000.00	
001-4172-572-4810	PROMO ACT.-SPECIAL EVENTS	6,166.00	6,018.09	6,700.00	5,823.23	6,700.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	ART FESTIVAL			0.00	0.00	1,000.00	
ORIGINAL ADOPTED	CRUISIN' THE HILL			0.00	0.00	1,000.00	
ORIGINAL ADOPTED	MISC EXPENSES FOR CHRISTMAS PARADE			0.00	0.00	2,000.00	
ORIGINAL ADOPTED	OTHER EVENTS (CITY WIDE CLEANUPS, ETC.)			0.00	0.00	1,500.00	

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ORIGINAL ADOPTED	STAGE AND TENT RENTALS FOR CHRISTMAS PARADE			0.00	0.00	1,200.00	
001-4172-572-4920	TREE REMOVAL	5,000.00	4,800.00	5,000.00	3,200.00	5,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	PARKS, GROUNDS TREE REMOVAL			0.00	0.00	5,000.00	
001-4172-572-5201	OPERATING SUPPLIES	22,135.00	22,130.97	26,000.00	22,311.29	23,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	CLEANING SUPPLIES, GROUNDS SUPPLIES			0.00	0.00	23,000.00	
001-4172-572-5202	COMPUTERS	1,285.00	0.00	0.00	0.00	0.00	0.00
001-4172-572-5204	SMALL TOOLS & EQUIPMENT	6,300.00	6,280.17	6,900.00	3,022.59	5,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	MISCELLANEOUS TOOLS - TRADESWORKER			0.00	0.00	5,000.00	
001-4172-572-5210	SIGNS & MATERIALS	2,337.00	2,336.33	1,000.00	769.13	1,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	PARKS AND FACILITIES SIGNAGE			0.00	0.00	1,000.00	
001-4172-572-5219	UNIFORM EXPENSE	1,908.00	1,907.91	1,400.00	1,728.25	1,900.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	UNIFORM REPAIRS (ESTIMATED)			0.00	0.00	100.00	
ORIGINAL ADOPTED	UNIFORMS - $200 EST EXP X 1 EMPLOYEE			0.00	0.00	200.00	
ORIGINAL ADOPTED	UNIFORMS - $210 EST EXPENSE X 5 EMPLOYEES			0.00	0.00	1,600.00	
001-4172-572-5221	PROGRAM EXPENSE	3,000.00	2,794.02	3,200.00	2,189.12	4,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	REPLACEMENT BULBS, REPAIRS CHRISTMAS ORNAMENTS			0.00	0.00	1,500.00	
ORIGINAL ADOPTED	REPLACEMENT DECORATIONS - CITY HALL			0.00	0.00	2,500.00	
001-4172-572-5250	FUEL & OIL SUPPLIES	11,603.00	11,602.96	11,000.00	7,764.40	5,000.00	0.00

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Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	ENGINE OIL FOR VEHICLES/EQUIPMENT			0.00	0.00	1,000.00	
ORIGINAL ADOPTED	FUEL FOR FACILITIES			0.00	0.00	4,000.00	
001-4172-572-5264	MACH/EQUIP CAPITAL-LIKE	0.00	0.00	0.00	0.00	1,800.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	JON BOAT TRAILER			0.00	0.00	1,800.00	
001-4172-572-5501	TRAINING & EDUCATION COST	2,400.00	716.08	3,700.00	612.64	2,300.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	MISC TRAINING COURSES: PEST, LAWN, SAFETY			0.00	0.00	1,300.00	
ORIGINAL ADOPTED	TRADESWORKER TRAINING (HVAC, ETC.)			0.00	0.00	1,000.00	
Division: 4172 - BLDG & GROUNDS/FACI Total:		**1,356,132.28**	**1,324,415.40**	**1,317,077.42**	**1,214,603.02**	**1,295,629.00**	**0.00**
Division: 8110 - NON-DEPARTMENTAL							
001-8110-580-4930	ADMIN SERV FEE ALLOCATION	38,767.00	38,767.00	40,546.00	40,546.00	48,452.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	PW ADMIN ALLOC			1.00	48,452.00	48,452.00	
001-8110-580-4959	BAD DEBT EXPENSE	0.00	1,060.27	0.00	10,817.65	0.00	0.00
001-8110-580-6400	MACHINERY & EQUIPMENT	263,000.00	224,669.56	462,493.00	363,126.50	229,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	FORD F-150 XL - STREETS DEPT			1.00	55,000.00	55,000.00	
ORIGINAL ADOPTED	POLICE INTERCEPTOR VEHICLES			2.00	64,000.00	128,000.00	
ORIGINAL ADOPTED	POLICE VEHICLE - GMC			1.00	32,000.00	32,000.00	
ORIGINAL ADOPTED	ZERO TURN SCAG 61" MOWER			1.00	14,000.00	14,000.00	
001-8110-581-0301	TRANSFER TO CAPITAL PROJEC...	88,000.00	88,000.00	0.00	0.00	0.00	0.00
001-8110-581-9104	TRANSFER TO PERMITTING 004	155,782.00	0.00	148,606.00	148,606.00	24,229.00	0.00
001-8110-581-9131	TRSFR TO CAPITAL PROJECTS	0.00	0.00	547,348.99	547,348.99	0.00	0.00
001-8110-581-9160	TRANSFER TO CAPITAL PRJCT	0.00	0.00	241,585.00	241,585.00	288,000.00	0.00
001-8110-581-9190	TRANSFER TO OTHER FUNDS	0.00	0.00	83,500.00	83,500.00	0.00	0.00

Attachment: COHH Adopted Budget FY26 Attachment A (2025-R-71 : Final Budget Fiscal Year 2025 2026

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
001-8110-591-9300	INTEREST EXPENSE - SBITA	0.00	2,612.66	0.00	0.00	0.00	0.00
Division: 8110 - NON-DEPARTMENTAL Total:		**545,549.00**	**355,109.49**	**1,524,078.99**	**1,435,530.14**	**589,681.00**	**0.00**
Fund: 001 - GENERAL FUND Surplus (Deficit):		**0.00**	**2,491,347.17**	**0.00**	**517,514.85**	**0.00**	**0.00**

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Budget Worksheet

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Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Fund: 002 - LOCAL OPTION FUEL TAX							
Division: 0000 - UNDESIGNATED							
002-0000-312-4210	SECOND LOCAL OPTION TAXES	133,711.00	149,390.91	147,723.00	112,211.48	156,000.00	0.00
002-0000-331-5010	ECONOMIC ENVIRONMENT/CD...	0.00	0.00	0.00	97,319.00	0.00	0.00
002-0000-344-0495	MOBILITY FEE	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	0.00
002-0000-361-1000	INTEREST & OTHER EARNINGS	1,100.00	19,785.69	3,500.00	9,638.73	1,500.00	0.00
002-0000-361-1500	INVESTMENT EARNINGS	189.00	2,690.83	277.00	19,261.19	2,500.00	0.00
002-0000-361-3010	INCR/DECR FAIR VAL-INVEST	0.00	2,891.93	0.00	0.00	0.00	0.00
002-0000-381-1001	TRANSFER FROM GENERAL FU...	0.00	0.00	83,500.00	83,500.00	0.00	0.00
002-0000-389-1000	PRIOR YEAR CARRYOVER	858,239.68	0.00	1,113,555.95	0.00	0.00	0.00
	Division: 0000 - UNDESIGNATED Total:	**1,193,239.68**	**374,759.36**	**1,548,555.95**	**521,930.40**	**360,000.00**	**0.00**
Division: 4141 - ROADS & STREETS							
002-4141-541-4601	REPAIRS & MAINTENANCE	50,000.00	20,072.82	484,961.31	23,161.86	75,000.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	RIVERSIDE PARK SIDEWALK REPAIR	0.00	0.00	25,000.00
ORIGINAL ADOPTED	SIDEWALK REPLACEMENT PROGRAM	0.00	0.00	50,000.00

Division: 4141 - ROADS & STREETS Total:	**50,000.00**	**20,072.82**	**484,961.31**	**23,161.86**	**75,000.00**	**0.00**
Division: 8110 - NON-DEPARTMENTAL						
002-8110-580-4601 REPAIRS & MAINTENANCE	1,143,239.68	55,621.54	1,063,594.64	206,190.49	285,000.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	ANNUAL PAVING PROGRAM	1.00	285,000.00	285,000.00

Division: 8110 - NON-DEPARTMENTAL Total:	**1,143,239.68**	**55,621.54**	**1,063,594.64**	**206,190.49**	**285,000.00**	**0.00**
Fund: 002 - LOCAL OPTION FUEL TAX Surplus (Deficit):	**0.00**	**299,065.00**	**0.00**	**292,578.05**	**0.00**	**0.00**

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Fund: 004 - PERMITTING							
Division: 0000 - UNDESIGNATED							
004-0000-322-0000	PLAN REVIEW FEES	12,100.00	46,380.25	15,500.00	50,643.02	36,000.00	0.00
004-0000-322-1000	BUILDING PERMITS / BUILDING	107,600.00	159,080.82	112,000.00	128,460.75	135,000.00	0.00
004-0000-322-1100	ELECTRIC	10,800.00	48,558.44	12,500.00	30,608.10	31,000.00	0.00
004-0000-322-1200	PLUMBING PERMITS	5,300.00	18,247.00	5,500.00	19,715.00	15,000.00	0.00
004-0000-322-1300	MECHANICAL PERMITS	15,100.00	28,061.45	15,500.00	29,226.18	23,000.00	0.00
004-0000-322-1600	BUILDING PERMITS / TECHNOL...	9,200.00	27,978.08	12,000.00	33,073.49	24,000.00	0.00
004-0000-329-1000	OTHER PERMITS AND FEES	2,200.00	6,531.63	2,500.00	4,668.40	4,000.00	0.00
004-0000-329-1011	APLIC FEE-RES BLDG PERMIT	23,100.00	28,495.10	23,500.00	28,767.85	29,000.00	0.00
004-0000-329-1012	APLIC FEE-COM BLDG PERMIT	14,900.00	22,015.00	15,500.00	23,440.00	20,000.00	0.00
004-0000-329-2000	FIRE INSPECTION FEES	3,300.00	5,929.28	3,500.00	2,550.00	4,000.00	0.00
004-0000-329-2022	SECOND RE-INSPECTION	300.00	200.00	300.00	50.00	0.00	0.00
004-0000-329-2130	SITE DEVELOPMENT FEES	23,200.00	146,078.50	25,500.00	46,830.55	50,000.00	0.00
004-0000-329-3030	CHANGE CONTRACTOR FEE	0.00	0.00	0.00	40.00	40.00	0.00
004-0000-329-3031	CHANGE SUB-CONTRACTOR FEE	0.00	150.00	0.00	70.00	40.00	0.00
004-0000-329-3032	PLACARD FEE	2,900.00	3,927.00	3,000.00	3,811.00	3,000.00	0.00
004-0000-329-3033	PLACARD REPLACEMENT FEE	100.00	0.00	100.00	48.00	12.00	0.00
004-0000-329-3034	PERMIT RENEWAL (ACTIVE)	2,900.00	2,590.00	3,500.00	1,490.00	2,000.00	0.00
004-0000-329-3036	CLOSEOUT-REACTV PRMT-MISC	100.00	0.00	100.00	0.00	0.00	0.00
004-0000-361-1000	INTEREST & OTHER EARNINGS	1,407.00	10,976.94	7,523.00	8,099.05	7,000.00	0.00
004-0000-369-9000	OTHER MISC REVENUES	0.00	715.76	0.00	751.83	690.00	0.00
004-0000-381-1001	TRANSFER FROM GENERAL FU...	155,782.00	0.00	148,606.00	148,606.00	24,229.00	0.00
	Division: 0000 - UNDESIGNATED Total:	**390,289.00**	**555,915.25**	**406,629.00**	**560,949.22**	**408,011.00**	**0.00**

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Budget Worksheet

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Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Division: 2415 - BLDG & FIRE INSPECT							
004-2415-524-1200	REGULAR SALARIES	239,020.00	244,064.16	252,801.39	244,147.40	252,503.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	BUILDING & ZONING SALARIES & WAGS TOTAL			0.00	0.00	252,503.00	
ORIGINAL ADOPTED	CHIEF BUILDING OFFICIAL			0.75	0.00	0.00	
ORIGINAL ADOPTED	COMMUNITY DEVELOPMENT DIRECTOR (.25)			0.25	0.00	0.00	
ORIGINAL ADOPTED	FIRE INSPECTOR/BACKFLOW INSPECTOR			0.75	0.00	0.00	
ORIGINAL ADOPTED	LICENSING/PERMIT/ZONING TECH			1.00	0.00	0.00	
ORIGINAL ADOPTED	SENIOR CODE ENFORCEMENT OFFICER			0.25	0.00	0.00	
ORIGINAL ADOPTED	SENIOR PLANNER			0.25	0.00	0.00	
004-2415-524-1400	OVERTIME	947.00	837.90	2,197.61	2,271.17	377.00	0.00
004-2415-524-1510	INCENTIVE PAY - CELL	1,322.00	1,354.01	1,050.00	1,311.61	1,350.00	0.00
004-2415-524-1520	UNIFORM ALLOWANCE	150.00	150.00	150.00	150.00	150.00	0.00
004-2415-524-1530	BOOT REIMBURSEMENT	240.00	240.00	350.00	0.00	306.00	0.00
004-2415-524-2100	FICA/MEDICARE TAXES	18,790.00	18,686.24	19,640.00	18,748.77	19,460.00	0.00
004-2415-524-2200	RETIREMENT CONTRIBUTION	60,950.00	59,862.13	63,660.00	60,605.55	57,510.00	0.00
004-2415-524-2300	LIFE & HEALTH INSURANCE	28,340.00	27,433.21	31,350.00	32,815.62	33,780.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	HEALTH INSURANCE			3.25	10,080.00	32,760.00	
ORIGINAL ADOPTED	LIFE INSURANCE			0.00	0.00	1,020.00	
004-2415-524-2400	WORKERS COMP INSURANCE	3,540.00	3,593.12	3,480.00	2,377.09	2,600.00	0.00
004-2415-524-3101	PROFESSIONAL SERVICES	11,560.00	11,560.00	6,000.00	13,811.75	12,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	UES INSPECTIONS DURING CBO ABSENSES			0.00	0.00	12,000.00	
004-2415-524-4001	TRAVEL & PER DIEM	788.00	561.12	1,150.00	542.86	1,400.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	CBO			0.00	0.00	650.00	
ORIGINAL ADOPTED	FIRE MARSHAL			0.00	0.00	450.00	
ORIGINAL ADOPTED	LICENSE & PERMIT TECH			0.00	0.00	300.00	

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
004-2415-524-4200	POSTAGE, FRT, EXPRESS	2,300.00	2,092.97	2,300.00	1,302.64	2,300.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	MAILING FEMA NOTICES THRU UTILITY BILLS			0.00	0.00	300.00	
ORIGINAL ADOPTED	MAILING OF BTRS			0.00	0.00	2,000.00	
004-2415-524-4400	RENTALS & LEASES	1,025.00	996.95	1,020.00	996.91	1,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	COPIER LEASE			12.00	83.33	1,000.00	
004-2415-524-4500	INSURANCE/NON-EMPLOYEE	11,483.00	11,475.73	11,521.00	13,704.28	14,593.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	BROWN & BROWN PACKAGE POLICY			0.00	0.00	14,593.00	
004-2415-524-4601	REPAIRS & MAINTENANCE	50.00	40.75	25.00	10.05	25.00	0.00
004-2415-524-4611	MAINTENANCE CONTRACTS	525.00	502.02	0.00	0.00	0.00	0.00
004-2415-524-4650	FLEET CHARGES	284.00	208.54	1,279.00	276.96	650.00	0.00
004-2415-524-4700	PRINTING & BINDING	1,050.00	1,047.95	1,380.00	1,712.58	1,560.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	COPIES			0.00	0.00	960.00	
ORIGINAL ADOPTED	FIRE INSPECTION NOTICES, FORMS, ETC			0.00	0.00	600.00	
004-2415-524-5100	OFFICE SUPPLIES	800.00	768.57	800.00	628.94	800.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	COPY PAPER, PADS, FILES, TAPE, ETC FOR OFFICE			0.00	0.00	800.00	
004-2415-524-5201	OPERATING SUPPLIES	300.00	0.00	300.00	0.00	200.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	CHAIR FOR CBO			0.00	0.00	200.00	
004-2415-524-5220	CLOTHING & EQUIP	600.00	0.00	600.00	327.86	600.00	0.00

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	BUILDING OFFICIAL 3 SHIRTS AND 3 PANTS			0.00	0.00	240.00	
ORIGINAL ADOPTED	FIRE MARSHAL - 3 SHIRTS AND 3 PANTS			0.00	0.00	240.00	
ORIGINAL ADOPTED	LESLIE - 3 SHIRTS			0.00	0.00	120.00	
004-2415-524-5250	FUEL & OIL SUPPLIES	2,100.00	1,592.52	2,100.00	1,438.29	1,800.00	0.00
004-2415-524-5400	BOOKS/PUBL/SUBSCR/MEMBE…	2,675.00	1,727.50	2,025.00	1,777.50	1,547.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	BOAF MEMBERSHIP - CBO			0.00	0.00	85.00	
ORIGINAL ADOPTED	FBC SET 9TH EDITION			0.00	0.00	650.00	
ORIGINAL ADOPTED	FFMIA MEMBERSHP FIRE MARSHALL			0.00	0.00	175.00	
ORIGINAL ADOPTED	FLORIDA FIRE MARSHAL & INSPEC ASSOC MEMBERSHIP			0.00	0.00	95.00	
ORIGINAL ADOPTED	ICC MEMBERSHIP			0.00	0.00	200.00	
ORIGINAL ADOPTED	NFPA LINK SUBSCRIPTION			0.00	0.00	117.00	
ORIGINAL ADOPTED	NFPA MEMBERSHIP - FIRE MARSHALL			0.00	0.00	225.00	
004-2415-524-5501	TRAINING & EDUCATION COST	1,450.00	549.00	1,450.00	599.00	1,500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	FBOA - FOR CERTIFICATION CREDITS -CBO			0.00	0.00	500.00	
ORIGINAL ADOPTED	FFMIA CONFERENCE 2026			0.00	0.00	400.00	
ORIGINAL ADOPTED	LICENSING TECH TRAINING / CERTIFICATION / EXAM			0.00	0.00	600.00	
Division: 2415 - BLDG & FIRE INSPECT Total:		**390,289.00**	**389,344.39**	**406,629.00**	**399,556.83**	**408,011.00**	**0.00**
Fund: 004 - PERMITTING Surplus (Deficit):		**0.00**	**166,570.86**	**0.00**	**161,392.39**	**0.00**	**0.00**

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Fund: 130 - COMMUNITY REDEVELOPMT							
Division: 0000 - UNDESIGNATED							
130-0000-311-1000	AD-VALOREM TAXES	1,581,520.59	1,579,298.93	1,651,380.00	1,651,380.00	1,628,412.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	BASED ON CRA ASSESSMENT FROM PROPERTY APPRAISER			0.00	0.00	-1,628,412.00	
130-0000-338-3000	INTERLOCAL SHARE TIF	1,684,721.31	1,684,721.31	1,755,275.00	1,759,173.61	1,730,862.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	HALIFAX HOSPITAL			0.00	0.00	-205,208.00	
ORIGINAL ADOPTED	VOLUSIA COUNTY FUNDS TOTAL			0.00	0.00	-1,525,654.00	
130-0000-347-4000	EVENTS	19,500.00	19,888.81	5,000.00	3,114.49	2,500.00	0.00
130-0000-361-1000	INTEREST & OTHER EARNINGS	10,000.00	56,665.49	14,203.00	18,828.73	15,000.00	0.00
130-0000-361-1500	INVESTMENT EARNINGS	30,000.00	151,473.34	40,000.00	174,973.38	40,000.00	0.00
130-0000-361-3010	INCR/DECR FAIR VAL-INVEST	0.00	41,751.66	0.00	0.00	0.00	0.00
130-0000-366-9000	CNTRB & DON/PRIV SOURCE	0.00	0.00	0.00	35.00	0.00	0.00
130-0000-369-3030	INSC SETTLEMENTS	0.00	4,672.92	36,535.88	36,535.88	0.00	0.00
130-0000-389-1000	PRIOR YEAR CARRYOVER	0.00	0.00	182,282.58	0.00	128,923.00	0.00
	Division: 0000 - UNDESIGNATED Total:	**3,325,741.90**	**3,538,472.46**	**3,684,676.46**	**3,644,041.09**	**3,545,697.00**	**0.00**
Division: 2110 - PUBLIC SAFETY							
130-2110-521-1200	REGULAR SALARIES	177,251.00	81,060.31	182,012.00	63,194.86	190,267.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	POLICE CRA SALARIES & WAGES TOTAL			0.00	0.00	190,267.00	
ORIGINAL ADOPTED	POLICE OFFICER CRA			2.00	0.00	0.00	
ORIGINAL ADOPTED	SERGEANT CRA			1.00	0.00	0.00	
130-2110-521-1400	OVERTIME	14,910.00	6,164.98	16,016.97	9,808.96	12,321.00	0.00
130-2110-521-1500	INCENTIVE PAY	880.00	880.00	420.00	540.00	0.00	0.00
130-2110-521-1510	CELL PHONE ALLOWANCE	520.00	301.79	600.00	485.71	600.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	CELL PHONE ALLOWANCE (1)			0.00	0.00	600.00	

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Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
130-2110-521-1520	UNIFORM ALLOWANCE	0.00	0.00	1,000.00	0.00	0.00	0.00
130-2110-521-1530	BOOT ALLOWANCE	360.00	240.00	360.00	120.00	360.00	0.00
130-2110-521-2100	FICA/MEDICARE TAXES	14,840.00	6,461.68	15,330.00	5,194.75	15,571.00	0.00
130-2110-521-2200	RETIREMENT CONTRIBUTION	39,750.00	18,552.58	41,636.00	14,448.02	51,750.00	0.00
130-2110-521-2300	LIFE & HEALTH INSURANCE	28,950.00	14,698.67	28,670.00	7,921.06	30,840.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	HEALTH INSURANCE	3.00	10,080.00	30,240.00
ORIGINAL ADOPTED	LIFE INSURANCE	0.00	0.00	600.00

130-2110-521-2400	WORKERS COMP INSURANCE	4,050.00	1,850.79	4,280.00	1,362.51	4,490.00	0.00
130-2110-521-4001	TRAVEL & PER DIEM	1,000.00	0.00	1,000.00	0.00	0.00	0.00
130-2110-521-4200	POSTAGE, FRT, EXPRESS	100.00	0.00	100.00	0.00	0.00	0.00
130-2110-521-4500	INSURANCE/NON-EMPLOYEE	9,915.00	9,894.75	10,797.00	11,146.81	11,816.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	BROWN & BROWN PACKAGE POLICY	0.00	0.00	11,816.00

130-2110-521-4601	REPAIRS & MAINTENANCE	800.00	118.00	800.00	70.85	400.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	CALIBRATIONS	0.00	0.00	200.00
ORIGINAL ADOPTED	RADIO REPAIRS AND MAINTENANCE	0.00	0.00	200.00

130-2110-521-4611	MAINTENANCE CONTRACTS	4,350.00	4,220.40	4,350.00	2,482.48	4,350.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	AXON BODY CAM MAINTENANCE-3	0.00	0.00	1,850.00
ORIGINAL ADOPTED	AZON-TASER- MAINTENANCE- 3	0.00	0.00	2,500.00

130-2110-521-4650	FLEET CHARGES	3,300.00	3,086.34	2,500.00	2,160.66	2,500.00	0.00
130-2110-521-4659	PORTN OF 4650 REIMB BY EE	-2,185.00	-1,324.57	0.00	0.00	0.00	0.00
130-2110-521-4700	PRINTING & BINDING	700.00	0.00	700.00	0.00	0.00	0.00
130-2110-521-5100	OFFICE SUPPLIES	750.00	9.34	750.00	138.64	500.00	0.00
130-2110-521-5201	OPERATING SUPPLIES	7,000.00	3,026.90	7,900.00	1,098.64	4,750.00	0.00

Attachment: COHH Adopted Budget FY26 Attachment A (2025-R-71 : Final Budget Fiscal Year 2025 2026

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	AMMO			0.00	0.00	1,500.00	
ORIGINAL ADOPTED	EVIDENCE SUPPLIES			0.00	0.00	500.00	
ORIGINAL ADOPTED	GLOVES			0.00	0.00	600.00	
ORIGINAL ADOPTED	MISC OPERATING SUPPLIES			0.00	0.00	500.00	
ORIGINAL ADOPTED	MOVIES WITH A COP			3.00	450.00	1,350.00	
ORIGINAL ADOPTED	TRAINING SUPPLIES			0.00	0.00	300.00	
130-2110-521-5220	CLOTHING & EQUIP	3,980.00	1,281.99	3,980.00	0.00	3,980.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	EQUIPMENT REPLACEMENT			0.00	0.00	800.00	
ORIGINAL ADOPTED	REPLACEMENT FIREARMS			3.00	410.00	1,230.00	
ORIGINAL ADOPTED	REPLACEMENT VEST			1.00	450.00	450.00	
ORIGINAL ADOPTED	UNIFORM REPLACEMENT			0.00	0.00	1,500.00	
130-2110-521-5250	FUEL & OIL SUPPLIES	8,500.00	3,832.80	8,500.00	3,050.89	8,500.00	0.00
130-2110-521-5501	TRAINING & EDUCATION COST	2,350.00	744.00	2,350.00	390.00	2,350.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	AXON-TASER TRAINING			0.00	0.00	100.00	
ORIGINAL ADOPTED	POLICE LAW INSTITUTE			3.00	150.00	450.00	
ORIGINAL ADOPTED	TARGET SOLUTIONS			3.00	100.00	300.00	
ORIGINAL ADOPTED	TARGET SOLUTIONS MAINTENANCE			0.00	0.00	200.00	
ORIGINAL ADOPTED	TRAINING AND EDUCATION			0.00	0.00	1,300.00	
	Division: 2110 - PUBLIC SAFETY Total:	**322,071.00**	**155,100.75**	**334,051.97**	**123,614.84**	**345,345.00**	**0.00**
Division: 2410 - PLANNING & CODE ENF							
130-2410-524-1200	REGULAR SALARIES	36,321.00	36,674.00	38,817.00	36,075.07	36,171.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	CODE ENFORCEMENT CLERK			0.50	0.00	0.00	
ORIGINAL ADOPTED	CODE ENFORCEMENT CRA REGULAR SALARIES TOTAL			0.00	0.00	36,171.00	
ORIGINAL ADOPTED	CODE ENFORCEMENT OFFICER II			0.25	0.00	0.00	
130-2410-524-1400	OVERTIME	377.00	119.83	83.00	0.00	74.00	0.00
130-2410-524-1510	INCENTIVE PAY - CELL	300.00	300.89	300.00	280.35	150.00	0.00
130-2410-524-1520	UNIFORM ALLOWANCE	80.00	30.00	80.00	30.00	0.00	0.00

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Budget Worksheet

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Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
130-2410-524-1530	BOOT ALLOWANCE	60.00	60.00	88.00	0.00	44.00	0.00
130-2410-524-2100	FICA/MEDICARE TAXES	2,850.00	2,779.50	3,020.00	2,707.16	2,784.00	0.00
130-2410-524-2200	RETIREMENT CONTRIBUTION	4,990.00	4,985.99	5,310.00	4,952.42	5,120.00	0.00
130-2410-524-2300	LIFE & HEALTH INSURANCE	7,710.00	7,009.28	7,650.00	7,361.00	7,720.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	HEALTH INSURANCE	0.75	10,080.00	7,560.00
ORIGINAL ADOPTED	LIFE INSURANCE	0.00	0.00	160.00

130-2410-524-2400	WORKERS COMP INSURANCE	540.00	593.17	530.00	344.96	250.00	0.00
130-2410-524-3101	PROFESSIONAL SERVICES	1,000.00	0.00	1,000.00	0.00	500.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	SPECIAL MASTER	0.00	0.00	500.00

130-2410-524-3150	LEGAL/OFFICIAL ADVERTISNG	200.00	0.00	200.00	0.00	200.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	LIENS, RECORDING, LEGAL	0.00	0.00	200.00

130-2410-524-3400	OTHER SERVICES	5,000.00	0.00	5,000.00	0.00	1,000.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	CODE COMPLIANCE MOWING	0.00	0.00	1,000.00

130-2410-524-4200	POSTAGE, FRT, EXPRESS	650.00	0.00	500.00	0.00	200.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	VIOLATION NOTICES, NTA, ETC	0.00	0.00	200.00

130-2410-524-4700	PRINTING & BINDING	150.00	49.00	150.00	50.00	100.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	NOTICES, PLACARDS, ETC	0.00	0.00	100.00

130-2410-524-5100	OFFICE SUPPLIES	100.00	54.86	110.00	156.78	100.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	COPY PAPER, NOTE PADS, ETC	0.00	0.00	100.00

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Budget Worksheet

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
130-2410-524-5201	OPERATING SUPPLIES	50.00	0.00	0.00	0.00	100.00	0.00
130-2410-524-5219	UNIFORMS	50.00	0.00	50.00	0.00	160.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	1 SHIRT & 1 PANT FOR ANIMAL CONTROL OFFICER	0.00	0.00	80.00
ORIGINAL ADOPTED	1 SHIRT & 1 PANT FOR CODE OFFICER	0.00	0.00	80.00

130-2410-524-5250	FUEL & OIL SUPPLIES	950.00	946.69	800.00	687.15	800.00	0.00
	Division: 2410 - PLANNING & CODE ENF Total:	**61,378.00**	**53,603.21**	**63,688.00**	**52,644.89**	**55,473.00**	**0.00**
Division: 4173 - ADULT CTR/PICKLEBAL							
130-4173-572-3400	OTHER SERVICES	87,300.00	86,933.91	92,400.00	84,305.00	82,800.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	CONTRACT MGT OF PICTONA (SR ACTIVITY CENTER)	0.00	0.00	82,800.00

130-4173-572-3420	LANDSCAPING SERVICES	33,000.00	29,600.00	33,000.00	27,416.63	33,000.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	LANDSCAPING SERVICES - PICTONA	0.00	0.00	33,000.00

130-4173-572-4301	UTILITY SERVICES	85,880.00	85,856.89	79,520.00	85,544.56	89,915.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	ELECTRIC - FPL - PICTONA	12.00	4,400.00	52,800.00
ORIGINAL ADOPTED	GAS- GEORGIA NATURAL, TECO - PICTONA	12.00	245.00	2,940.00
ORIGINAL ADOPTED	STORMWATER FEE - PICTONA	1.00	13,775.00	13,775.00
ORIGINAL ADOPTED	WATER - PICTONA	12.00	1,700.00	20,400.00

130-4173-572-4500	INSURANCE/NON-EMPLOYEE	33,487.00	33,457.53	36,506.00	28,230.38	30,222.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	BROWN AND BROWN PACKAGE POLICY	0.00	0.00	30,222.00

130-4173-572-4601	REPAIRS & MAINTENANCE	5,298.38	2,801.04	5,600.00	9,044.39	7,000.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	REPAIR & MAINTENANCE @ PICTONA	0.00	0.00	7,000.00

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Budget Worksheet

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Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
130-4173-572-4800	PROMO.ADVERTISING ACTIV.	500.00	0.00	500.00	0.00	0.00	0.00
130-4173-572-5201	OPERATING SUPPLIES	2,500.00	415.25	1,500.00	0.00	500.00	0.00
Division: 4173 - ADULT CTR/PICKLEBAL Total:		**247,965.38**	**239,064.62**	**249,026.00**	**234,540.96**	**243,437.00**	**0.00**
Division: 5510 - GENERAL ADMINISTRAT							
130-5510-514-3101	PROFESSIONAL SERVICES	37,100.00	7,411.20	56,000.00	11,604.70	28,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	LEGAL SERVICES			0.00	0.00	28,000.00	
130-5510-552-1200	REGULAR SALARIES	71,140.00	70,516.41	79,749.89	45,559.23	51,611.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	ECONOMIC DEVELOPMENT DIRECTOR/CRA COORDINATOR			0.75	68,814.67	51,611.00	
130-5510-552-1510	INCENTIVE PAY - CELL	450.00	451.33	450.00	308.04	450.00	0.00
130-5510-552-1520	UNIFORM ALLOWANCE	150.00	150.00	150.00	150.00	150.00	0.00
130-5510-552-2100	FICA/MEDICARE TAXES	5,880.00	5,299.23	6,470.00	3,561.72	3,994.00	0.00
130-5510-552-2200	RETIREMENT CONTRIBUTION	9,690.00	9,607.04	11,450.00	6,355.49	7,120.00	0.00
130-5510-552-2300	LIFE & HEALTH INSURANCE	7,330.00	6,339.59	7,370.00	5,220.77	7,770.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	HEALTH INSURANCE			0.75	10,080.00	7,560.00	
ORIGINAL ADOPTED	LIFE INSURANCE			0.00	0.00	210.00	
130-5510-552-2400	WORKERS COMP INSURANCE	570.00	546.91	810.00	74.29	60.00	0.00
130-5510-552-3101	PROFESSIONAL SERVICES	115,950.00	115,907.78	22,762.06	30,991.60	35,476.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	ANNUAL AUDIT			0.00	0.00	5,400.00	
ORIGINAL ADOPTED	EVENT COORDINATOR CONTRACT			0.00	0.00	30,076.00	
130-5510-552-3150	LEGAL/OFFICIAL ADVERTISNG	500.00	441.25	200.00	935.86	200.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	CRA ANNUAL REPORT LEGAL ADVERTISEMENT			0.00	0.00	200.00	

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
130-5510-552-3420	LANDSCAPING SERVICES	87,450.00	81,100.00	89,000.00	74,341.74	89,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	224 RIVERSIDE DR LANDSCAPING			0.00	0.00	2,000.00	
ORIGINAL ADOPTED	FERTILIZATION & PEST CONTROL			0.00	0.00	3,000.00	
ORIGINAL ADOPTED	MISC PLANT REPLACEMENT,IRRGATION REPAIR			0.00	0.00	4,000.00	
ORIGINAL ADOPTED	US1 MEDIAN LANDSCAPING/MAINTENANCE			0.00	0.00	80,000.00	
130-5510-552-4001	TRAVEL & PER DIEM	1,000.00	0.00	500.00	0.00	500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	FL REDEVLOPMENT CONFERENCE			0.00	0.00	500.00	
130-5510-552-4200	POSTAGE, FRT, EXPRESS	358.88	93.78	300.00	59.22	300.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	POSTAGE, FREIGHT (INCLUDES SPECIAL EVENTS)			0.00	0.00	300.00	
130-5510-552-4301	UTILITY SERVICES	17,105.00	14,153.95	17,500.00	13,050.98	14,820.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	ELECTRIC - FPL			12.00	1,150.00	13,800.00	
ORIGINAL ADOPTED	WATER			12.00	85.00	1,020.00	
130-5510-552-4400	RENTALS & LEASES	700.00	498.36	498.48	498.38	500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	COPIER LEASE			12.00	41.67	500.00	
130-5510-552-4500	INSURANCE/NON-EMPLOYEE	2,094.00	2,091.10	2,281.00	3,136.73	3,358.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	BROWN & BROWN PACKAGE POLICY			0.00	0.00	3,358.00	
130-5510-552-4601	REPAIRS & MAINTENANCE	26,000.00	21,015.21	25,000.00	16,000.00	45,800.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	RIVERSIDE PARK REPAIRS			0.00	0.00	11,000.00	

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
ORIGINAL ADOPTED	US1 BUS SHELTER REPAIRS/MAINTENANCE			0.00	0.00	18,300.00	
ORIGINAL ADOPTED	US1 MEDIAN TREES			0.00	0.00	16,500.00	
130-5510-552-4611	MAINTENANCE CONTRACTS	600.00	422.63	600.00	0.00	600.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	COPIER MAINTENANCE @ 25%			0.00	0.00	600.00	
130-5510-552-4700	PRINTING & BINDING	500.00	273.58	590.00	614.00	590.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	MISC PRINTING			0.00	0.00	50.00	
ORIGINAL ADOPTED	RICOH COPY CHARGE			0.00	0.00	540.00	
130-5510-552-4800	PROMO.ADVERTISING ACTIV.	1,942.74	1,541.12	5,000.00	2,891.00	3,300.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	ECONOMIC DEVELOPMENT AD LIVABILITY VOLUSIA			0.00	0.00	1,000.00	
ORIGINAL ADOPTED	ORMOND BEACH CHAMBER ADVERTISEMENT			0.00	0.00	800.00	
ORIGINAL ADOPTED	OTHER ADVERTISING			0.00	0.00	1,500.00	
130-5510-552-4810	SPECIAL EVENTS	80,000.00	47,710.99	77,700.00	40,404.67	76,500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	CONCERT SERIES			0.00	0.00	68,200.00	
ORIGINAL ADOPTED	EASTER EGG HUNT			0.00	0.00	3,000.00	
ORIGINAL ADOPTED	GENERAL EVENT SUPPLIES (FOR ALL EVENTS)			0.00	0.00	500.00	
ORIGINAL ADOPTED	MUSIC LICENSES			0.00	0.00	1,800.00	
ORIGINAL ADOPTED	NATIONAL NIGHT OUT			0.00	0.00	3,000.00	
130-5510-552-4901	OTHER CHARGES	190.00	0.00	0.00	0.00	0.00	0.00
130-5510-552-4920	TREE REMOVAL	3,000.00	0.00	3,000.00	0.00	3,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	TREE REMOVAL IN CRA			0.00	0.00	3,000.00	
130-5510-552-4930	ADMIN SERV FEE ALLOCATION	98,893.00	98,893.00	102,607.00	102,607.00	105,150.00	0.00

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	DIRECT COST ALLOCATION - ADMINISTRATION			1.00	105,150.00	105,150.00	
130-5510-552-5100	OFFICE SUPPLIES	200.00	0.00	300.00	0.00	200.00	0.00
130-5510-552-5201	OPERATING SUPPLIES	175.00	150.11	100.00	5,081.14	100.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	MISC. OPERATING SUPPLIES			0.00	0.00	100.00	
130-5510-552-5210	SIGNS & MATERIALS	1,000.00	0.00	700.00	0.00	11,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	CRA DECORATIVE STREET SIGNAGE REPLACEMENT			0.00	0.00	1,000.00	
ORIGINAL ADOPTED	ELECTRIC BOX WRAPS FOR US1			0.00	0.00	10,000.00	
130-5510-552-5400	BOOKS/PUBL/SUBSCR/MEMBE...	10,743.00	9,135.80	9,099.80	9,099.80	8,975.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	FL DEVELOPMENT ASSOC MEMBERSHIP			0.00	0.00	995.00	
ORIGINAL ADOPTED	STATE SPECIAL DISTRICT FEE			1.00	175.00	175.00	
ORIGINAL ADOPTED	TEAM VOLUSIA			0.00	0.00	7,805.00	
130-5510-552-5501	TRAINING & EDUCATION COST	3,000.00	1,822.95	3,000.00	-345.00	3,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	FL REDEVELOPMENT CONFERENCE			0.00	0.00	1,500.00	
ORIGINAL ADOPTED	PROFESSIONAL DEVELOPMENT CLASSES (3)			0.00	0.00	1,500.00	
130-5510-552-8201	PROPERTY IMPROVMNT GRAN...	100,000.00	17,170.00	50,444.84	48,512.37	50,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	PROPERTY IMP REIMBURSEMENT GRANTS			0.00	0.00	50,000.00	
Division: 5510 - GENERAL ADMINISTRAT Total:		**683,711.62**	**512,743.32**	**573,633.07**	**420,713.73**	**551,524.00**	**0.00**
Division: 8110 - NON-DEPARTMENTAL							
130-8110-517-7131	PRINCIPAL PAYMENTS / CRA D...	375,000.00	375,000.00	385,000.00	385,000.00	395,000.00	0.00
130-8110-517-7132	CRA DEBT 2013	425,000.00	425,000.00	430,000.00	430,000.00	440,000.00	0.00

Attachment: COHH Adopted Budget FY26 Attachment A (2025-R-71 : Final Budget Fiscal Year 2025 2026

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
130-8110-517-7231	INTEREST EXPENSE	26,344.00	26,343.41	16,984.00	16,983.75	7,314.00	0.00
130-8110-517-7232	CRA DEBT 2013	27,669.00	27,668.76	17,766.00	17,766.25	7,689.00	0.00
130-8110-580-6300	INFRASTRUCTURE	0.00	0.00	38,820.16	0.00	0.00	0.00
130-8110-581-0139	TRANSFER TO CRA CAPITAL	1,146,679.90	1,146,679.90	1,388,392.26	1,388,392.26	990,000.00	0.00
130-8110-581-0460	TRANSFER TO STORMWATER	0.00	0.00	0.00	0.00	500,000.00	0.00
130-8110-581-1001	TRANSFER TO GENERAL FUND	9,923.00	9,923.00	9,915.00	9,915.00	9,915.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	PD FLEET VEHICLE REPAIR &			0.00	0.00	9,915.00	
130-8110-589-9910	CONTINGENCY	0.00	0.00	177,400.00	0.00	0.00	0.00
Division: 8110 - NON-DEPARTMENTAL Total:		**2,010,615.90**	**2,010,615.07**	**2,464,277.42**	**2,248,057.26**	**2,349,918.00**	**0.00**
Fund: 130 - COMMUNITY REDEVELOPMT Surplus (Deficit):		**0.00**	**567,345.49**	**0.00**	**564,469.41**	**0.00**	**0.00**

Attachment: COHH Adopted Budget FY26 Attachment A (2025-R-71 : Final Budget Fiscal Year 2025 2026

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Fund: 139 - CRA PROJECTS FUND							
Division: 0000 - UNDESIGNATED							
139-0000-381-0130	TRANSFER FRM 130 FUND	1,146,679.90	1,146,679.90	1,388,392.26	1,388,392.26	990,000.00	0.00
139-0000-389-1000	PRIOR YEAR CARRYOVER	2,424,584.03	0.00	2,345,212.09	0.00	0.00	0.00
	Division: 0000 - UNDESIGNATED Total:	**3,571,263.93**	**1,146,679.90**	**3,733,604.35**	**1,388,392.26**	**990,000.00**	**0.00**
Division: 8110 - NON-DEPARTMENTAL							
139-8110-580-3101	PROFESSIONAL SERVICES	84,666.01	84,666.01	0.00	0.00	0.00	0.00
139-8110-580-3400	OTHER SERVICES	0.00	0.00	1,171.82	0.00	0.00	0.00
139-8110-580-6300	INFRASTRUCTURE	3,486,597.92	0.00	3,732,432.53	3,576,125.11	990,000.00	0.00

Budget Detail				
Budget Code	**Description**	**Units**	**Price**	**Amount**
ORIGINAL ADOPTED	OVERHEAD TO UNDERGROUND	0.00	0.00	990,000.00

Division: 8110 - NON-DEPARTMENTAL Total:	**3,571,263.93**	**84,666.01**	**3,733,604.35**	**3,576,125.11**	**990,000.00**	**0.00**
Fund: 139 - CRA PROJECTS FUND Surplus (Deficit):	**0.00**	**1,062,013.89**	**0.00**	**-2,187,732.85**	**0.00**	**0.00**

Attachment: COHH Adopted Budget FY26 Attachment A (2025-R-71 : Final Budget Fiscal Year 2025 2026

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Fund: 301 - CAPITAL PROJECTS							
Division: 0000 - UNDESIGNATED							
301-0000-331-5010	CDBG GRANT	94,857.00	0.00	102,966.00	196,182.04	0.00	0.00
301-0000-334-1000	STATE OF FLORIDA / FIRE MAR...	1,250,000.00	1,250,000.00	0.00	0.00	0.00	0.00
301-0000-361-1500	INVESTMENT EARNINGS	5,143.00	144,882.14	7,500.00	81,734.30	25,000.00	0.00
301-0000-361-3010	INCR/DECR FAIR VAL-INVEST	0.00	30,053.94	0.00	0.00	0.00	0.00
301-0000-381-1001	TRANSFER FRM GENERAL FUND	88,000.00	88,000.00	788,933.99	788,933.99	288,000.00	0.00
301-0000-389-1000	PRIOR YEAR CARRYOVER	4,241,338.39	0.00	3,845,034.88	0.00	0.00	0.00
	Division: 0000 - UNDESIGNATED Total:	**5,679,338.39**	**1,512,936.08**	**4,744,434.87**	**1,066,850.33**	**313,000.00**	**0.00**
Division: 8110 - NON-DEPARTMENTAL							
301-8110-580-6200	BUILDINGS	3,725,804.95	2,773,917.32	2,544,461.56	915,645.30	60,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	AIR CONDITIONER REPLACEMENTS			0.00	0.00	40,000.00	
ORIGINAL ADOPTED	YMCA A/C REPLACEMENT			0.00	0.00	20,000.00	
301-8110-580-6300	INFRASTRUCTURE	1,769,712.36	279,263.33	2,004,745.31	517,249.05	143,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	FLEET BAY DOOR REPLACEMENT			0.00	0.00	40,000.00	
ORIGINAL ADOPTED	RIVERSIDE PARK PLAYGROUND			0.00	0.00	103,000.00	
301-8110-580-6400	MACHINERY & EQUIPMENT	183,821.08	66,301.53	195,228.00	152,082.53	110,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	AV UPGRADES TO COMMISSION CHAMBERS			0.00	0.00	110,000.00	
	Division: 8110 - NON-DEPARTMENTAL Total:	**5,679,338.39**	**3,119,482.18**	**4,744,434.87**	**1,584,976.88**	**313,000.00**	**0.00**
	Fund: 301 - CAPITAL PROJECTS Surplus (Deficit):	**0.00**	**-1,606,546.10**	**0.00**	**-518,126.55**	**0.00**	**0.00**

Attachment: COHH Adopted Budget FY26 Attachment A (2025-R-71 : Final Budget Fiscal Year 2025 2026

Attachment: COHH Adopted Budget FY26 Attachment A (2025-R-71 : Final Budget Fiscal Year 2025 2026

HOLLY HILL
FLORIDA

FY 2025-2026

Enterprise Funds

Adopted Budget

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Fund: 400 - WATER & SEWER FUND							
Division: 0000 - UNDESIGNATED							
400-0000-331-2700	ARPA GRANT	0.00	1,352,022.73	0.00	0.00	0.00	0.00
400-0000-334-3101	STATE OF FLORIDA DEP WATER ..	0.00	0.00	11,250,000.00	0.00	0.00	0.00
400-0000-334-3501	STATE OF FLORIDA DEP WAST...	0.00	0.00	9,300,000.00	0.00	0.00	0.00
400-0000-341-0460	STORMWATER- INTERNAL CHA...	48,459.00	48,459.00	50,683.00	50,683.00	60,565.00	0.00
400-0000-341-0495	SOLID WASTE - INTERNAL CHA...	48,459.00	48,459.00	50,683.00	50,683.00	60,565.00	0.00
400-0000-341-1001	GENERAL FUND - INTERNAL CHG	38,767.00	38,767.00	40,546.00	40,546.00	48,452.00	0.00
400-0000-343-3007	WATER CHARGES	3,930,119.00	3,690,712.94	3,960,747.00	3,407,404.14	3,978,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	2% RATE INCREASE			1.00	3,978,000.00	-3,978,000.00	
400-0000-343-3092	WATER METER CONNECTION	3,500.00	33,851.64	26,000.00	12,642.32	6,000.00	0.00
400-0000-343-3095	WATER HYDRANT RENTAL	14,112.00	14,292.00	14,112.00	13,116.00	14,112.00	0.00
400-0000-343-5057	SEWER/WASTEWATER UTILITY /..	3,998,335.00	3,826,093.05	4,246,956.00	3,810,544.63	4,410,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	4% RATE INCREASE			1.00	4,410,000.00	-4,410,000.00	
400-0000-343-5070	SEWER, REUSE	0.00	3,300.00	0.00	3,600.00	3,600.00	0.00
400-0000-343-5097	SEWER CONNECTION	0.00	6,817.17	0.00	7,766.95	500.00	0.00
400-0000-361-1000	INTEREST & OTHER EARNINGS	1,500.00	76,827.31	6,320.00	27,746.54	18,000.00	0.00
400-0000-361-1500	INVESTMENT EARNINGS	50,000.00	220,740.43	70,000.00	185,704.22	45,000.00	0.00
400-0000-361-3010	INCR/DECR FAIR VAL-INVEST	0.00	50,164.95	0.00	0.00	0.00	0.00
400-0000-362-2110	T-MOBILE LEASE	20,000.00	0.00	0.00	0.00	0.00	0.00
400-0000-364-4100	DISPOS. OF FIXED ASSETS	0.00	2,081.81	0.00	110.00	0.00	0.00
400-0000-365-1000	SALE OF SURPLUS MATERIALS	0.00	1,216.30	0.00	2,350.60	0.00	0.00
400-0000-369-2000	OTHER MISC REVENUES / COLL...	0.00	79.62	0.00	0.00	0.00	0.00
400-0000-369-3000	SETTLEMENTS	78,601.20	97,106.83	40,795.59	54,194.41	0.00	0.00
400-0000-369-3030	INSURANCE	0.00	975.90	0.00	9,798.49	0.00	0.00
400-0000-369-4000	PENALTY REVENUES	0.00	-150.00	0.00	0.00	0.00	0.00
400-0000-369-7000	PENALTY REVENUES	230,177.00	302,994.77	255,000.00	316,666.26	295,000.00	0.00
400-0000-369-9000	MISC REVENUES	2,500.00	7,369.24	2,500.00	8,449.91	2,500.00	0.00

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Budget Worksheet

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Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
400-0000-381-0407	TRANS FRM R&R FUND	3,518,012.00	4,099,718.29	0.00	0.00	0.00	0.00
400-0000-381-0460	TRANSFER FRM STORMWATER	28,722.00	28,722.00	30,414.00	30,414.00	5,069.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	VACCOM TRUCK - 50%			1.00	-5,069.00	-5,069.00	
400-0000-389-1000	PRIOR YEAR CARRYOVER	6,092,958.00	0.00	8,522,198.74	0.00	0.00	0.00
	Division: 0000 - UNDESIGNATED Total:	**18,104,221.20**	**13,950,621.98**	**37,866,955.33**	**8,032,420.47**	**8,947,363.00**	**0.00**
Division: 3001 - WATER & SEWER ADMIN							
400-3001-536-1200	REGULAR SALARIES	264,554.00	264,705.17	281,323.00	355,353.03	341,985.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	PUBLIC WORKS DIRECTOR			1.00	0.00	0.00	
ORIGINAL ADOPTED	PUBLICE WORKS DEPUTY DIRECTOR			1.00	0.00	0.00	
ORIGINAL ADOPTED	PW ADMININSTRATIVE GROUP REG SALARIES TOTAL			0.00	0.00	341,985.00	
ORIGINAL ADOPTED	PW ADMINISTRATIVE ASSISTANT			1.00	0.00	0.00	
ORIGINAL ADOPTED	SW MANAGER/ENGINEER			1.00	0.00	0.00	
400-3001-536-1400	OVERTIME	1,205.00	697.61	545.00	3,135.88	575.00	0.00
400-3001-536-1510	INCENTIVE PAY / CELL PHONE A...	1,200.00	1,203.57	1,200.00	1,596.43	1,800.00	0.00
400-3001-536-1520	UNIFORM ALLOWANCE	600.00	600.00	600.00	600.00	800.00	0.00
400-3001-536-1530	BOOT REIMBURSEMENT	120.00	120.00	175.00	0.00	175.00	0.00
400-3001-536-1540	AUTO ALLOWANCE	0.00	0.00	0.00	1,100.00	1,200.00	0.00
400-3001-536-2100	FICA/MEDICARE TAXES	20,490.00	19,576.27	21,740.00	26,737.84	26,497.00	0.00
400-3001-536-2200	RETIREMENT CONTRIBUTION	49,280.00	49,191.38	52,330.00	76,619.01	52,470.00	0.00
400-3001-536-2300	LIFE & HEALTH INSURANCE	28,590.00	27,035.56	29,120.00	31,698.43	41,650.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	HEALTH INSURANCE			4.00	10,080.00	40,320.00	
ORIGINAL ADOPTED	LIFE INSURANCE			0.00	0.00	1,330.00	
400-3001-536-2400	WORKERS COMP INSURANCE	7,050.00	7,046.60	2,690.00	3,264.45	1,750.00	0.00
400-3001-536-4001	TRAVEL & PER DIEM	600.00	0.00	600.00	0.00	300.00	0.00

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Budget Worksheet

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Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	MEAL ALLOWANCE AND MILEAGE			0.00	0.00	300.00	
400-3001-536-4200	POSTAGE, FRT, EXPRESS	100.00	1.35	50.00	19.47	50.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	POSTAGE, FREIGHT AND EXPRESS			0.00	0.00	50.00	
400-3001-536-4400	RENTALS & LEASES	700.00	498.48	504.00	498.48	500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	COPIER LEASE			12.00	41.67	500.00	
400-3001-536-4500	INSURANCE/NON-EMPLOYEE	6,087.00	6,086.40	6,641.00	9,989.36	10,655.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	PROPERTY & LIABILITY INSURANCE			0.00	0.00	10,655.00	
400-3001-536-4601	REPAIRS & MAINTENANCE	0.00	128.95	200.00	145.95	200.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	RADIO REPAIRS			0.00	0.00	200.00	
400-3001-536-4611	MAINTENANCE CONTRACTS	500.00	50.91	500.00	0.00	500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	PW COPIER MAINTENANCE			0.00	0.00	500.00	
400-3001-536-4650	FLEET CHARGES	1,815.00	1,812.46	1,200.00	1,404.23	1,200.00	0.00
400-3001-536-4700	PRINTING & BINDING	455.00	451.77	240.00	301.61	350.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	BUSINESS CARDS, MAP PRINTING			0.00	0.00	350.00	
400-3001-536-5100	OFFICE SUPPLIES	2,325.00	2,322.67	1,500.00	1,043.48	3,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	FACILITIES DIVISION			0.00	0.00	600.00	
ORIGINAL ADOPTED	PW ADMINISTRATION			0.00	0.00	1,600.00	

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Budget Worksheet

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Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
ORIGINAL ADOPTED	STREETS DIVISION			0.00	0.00	800.00	
400-3001-536-5201	OPERATING SUPPLIES	210.00	206.10	200.00	476.89	200.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	SAFETY VESTS, RAIN GEAR, BOOTS, ETC.			0.00	0.00	200.00	
400-3001-536-5250	FUEL & OIL SUPPLIES	2,645.00	1,775.98	3,000.00	658.07	1,500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	FUEL & OIL SUPPLIES			0.00	0.00	1,500.00	
400-3001-536-5400	BOOKS/PUBL/SUBSCR/MEMBE…	450.00	0.00	450.00	971.00	550.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	AMERICAN SOCIETY OF CIVIL ENGINEERS			0.00	0.00	450.00	
ORIGINAL ADOPTED	PE LICENSE RENEWAL			0.00	0.00	100.00	
400-3001-536-5501	TRAINING & EDUCATION COST	1,025.00	1,013.88	625.00	614.00	625.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	ASCE SEMINAR			0.00	0.00	500.00	
ORIGINAL ADOPTED	PROFESSIONAL ENGINEERING CONTINUING EDUCATION			0.00	0.00	125.00	
400-3001-536-5920	DEPRECIATION EXPENSE	0.00	37,260.00	0.00	0.00	0.00	0.00
Division: 3001 - WATER & SEWER ADMIN Total:		**390,001.00**	**421,785.11**	**405,433.00**	**516,227.61**	**488,532.00**	**0.00**

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Budget Worksheet

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Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Division: 3010 - WATER UTILITY							
400-3010-533-1200	REGULAR SALARIES & WAGE	576,736.00	544,419.81	595,439.00	418,160.18	567,116.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	CHIEF WATER PLANT OPERATOR	1.00	0.00	0.00
ORIGINAL ADOPTED	FIELD OPERATIONS SUPERVISOR	0.50	0.00	0.00
ORIGINAL ADOPTED	SHIFT PAY DIFFERENTIAL (1,460 HOURS)	1,460.00	0.50	730.00
ORIGINAL ADOPTED	WATER PLANT OPERATOR B	1.00	0.00	0.00
ORIGINAL ADOPTED	WATER PLANT OPERATOR C	1.00	0.00	0.00
ORIGINAL ADOPTED	WATER PLANT OPERATOR C (PT)	0.50	0.00	0.00
ORIGINAL ADOPTED	WATER PLANT OPERATOR LEAD	1.00	0.00	0.00
ORIGINAL ADOPTED	WATER PLANT OPERATOR TRAINEE	1.00	0.00	0.00
ORIGINAL ADOPTED	WATER REGULAR SALARIES & WAGES	0.00	0.00	566,386.00
ORIGINAL ADOPTED	WATER UTILITIES MAINTENANCE WORKER I	4.00	0.00	0.00
ORIGINAL ADOPTED	WATER UTILITIES MAINTENANCE WORKER II	2.00	0.00	0.00

400-3010-533-1300	OTHER SALARIES & WAGES	22,658.00	23,091.11	24,638.00	26,040.90	0.00	0.00
400-3010-533-1400	OVERTIME	31,984.00	32,623.07	22,055.00	43,591.87	12,325.00	0.00
400-3010-533-1510	INCENTIVE PAY - CELL & AUTO	1,230.00	745.54	1,530.00	723.21	900.00	0.00
400-3010-533-1520	UNIFORM ALLOWANCE	70.00	0.00	70.00	0.00	0.00	0.00
400-3010-533-1530	BOOT REIMBURSEMENT	1,580.00	1,560.00	1,899.00	1,153.98	1,838.00	0.00
400-3010-533-2100	FICA/MEDICARE TAXES	48,600.00	45,385.96	49,460.00	36,881.04	44,396.00	0.00
400-3010-533-2200	RETIREMENT CONTRIBUTION	85,170.00	72,030.70	86,990.00	67,233.29	77,230.00	0.00
400-3010-533-2300	LIFE & HEALTH INSURANCE	109,590.00	79,840.74	108,500.00	80,777.49	108,060.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	HEALTH INSURANCE	1.00	105,840.00	105,840.00
ORIGINAL ADOPTED	LIFE INSURANCE	0.00	0.00	2,220.00

400-3010-533-2400	WORKERS COMP INSURANCE	10,690.00	10,057.50	9,850.00	6,977.52	9,220.00	0.00
400-3010-533-3101	PROFESSIONAL SERVICES	71,550.00	55,398.76	57,900.00	33,406.61	57,300.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	ANNUAL HOIST INSPECTION & CERTIFICATION @ 50%	0.00	0.00	900.00
ORIGINAL ADOPTED	BACKFLOW INSPECTIONS/CERTIFICATIONS	0.00	0.00	5,000.00

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Budget Worksheet

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
ORIGINAL ADOPTED	CERTIFIED THERMOMETER CALIBRATIONS @ 50%			0.00	0.00	600.00	
ORIGINAL ADOPTED	DOH LAB CERTIFICATION FEE @ 50%			0.00	0.00	800.00	
ORIGINAL ADOPTED	HACH REGULATORY QUARTERLY CALIBRATIONS @ 50%			0.00	0.00	6,600.00	
ORIGINAL ADOPTED	LAB ANALYSES AND MONITORING			0.00	0.00	19,300.00	
ORIGINAL ADOPTED	LAB PROFICIENCY TESTING @ 50%			0.00	0.00	3,000.00	
ORIGINAL ADOPTED	LAB THIRD PARTY INSPECTION @ 50%			0.00	0.00	2,500.00	
ORIGINAL ADOPTED	MISCELLANEOUS ENGINEERING SERVICES			0.00	0.00	2,000.00	
ORIGINAL ADOPTED	OPERATIONS LICENSING & CERTIFICATIONS			0.00	0.00	12,900.00	
ORIGINAL ADOPTED	RISK MANAGEMENT COMPLIANCE @ 50%			0.00	0.00	3,600.00	
ORIGINAL ADOPTED	RISK MANAGEMENT PLAN REGISTRATION @ 50%			0.00	0.00	100.00	
400-3010-533-3150	LEGAL.OFFICIAL ADVERTISNG	2,000.00	781.24	1,000.00	1,466.48	500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	LEGAL ADVERTISING			0.00	0.00	500.00	
400-3010-533-3400	OTHER SERVICES	114,800.00	92,574.42	133,600.00	77,599.63	155,600.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	BEACON FIXED NETWORK 850 MO X 12			0.00	0.00	10,200.00	
ORIGINAL ADOPTED	COLLECTION FEES			0.00	0.00	1,100.00	
ORIGINAL ADOPTED	MOWING OF PUBLIC WORKS YARD $20,000 @ 50%			0.00	0.00	10,000.00	
ORIGINAL ADOPTED	MOWING OF WESTERN WELLFIELDS			0.00	0.00	2,000.00	
ORIGINAL ADOPTED	ORION CELLULR LTE METER TRANSPONDER			0.00	0.00	18,000.00	
ORIGINAL ADOPTED	ORION GATEWAY BACKHAUL CHARGES			0.00	0.00	1,500.00	
ORIGINAL ADOPTED	READ CENTER ANALYTICS SOFTWARE			0.00	0.00	2,800.00	
ORIGINAL ADOPTED	SLUDGE HAULING AND LAP APP @ 50%			0.00	0.00	110,000.00	
400-3010-533-4001	TRAVEL & PER DIEM	200.00	142.02	300.00	0.00	100.00	0.00
400-3010-533-4200	POSTAGE, FRT, EXPRESS	100.00	55.11	100.00	68.66	100.00	0.00
400-3010-533-4301	UTILITY SERVICES	200,000.00	191,302.50	200,000.00	165,682.48	186,960.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	FPL			12.00	15,100.00	181,200.00	
ORIGINAL ADOPTED	TECO			12.00	95.00	1,140.00	
ORIGINAL ADOPTED	WATER			12.00	385.00	4,620.00	

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400-3010-533-4400	RENTALS & LEASES	2,500.00	1,698.48	2,304.00	1,698.48	2,300.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	AMMONIA TANK LEASE			0.00	0.00	1,200.00	
ORIGINAL ADOPTED	COPIER LEASE			12.00	41.67	500.00	
ORIGINAL ADOPTED	MISC EQUIPMENT RENTALS			0.00	0.00	600.00	
400-3010-533-4500	INSURANCE/NON-EMPLOYEE	36,918.00	36,894.45	40,390.00	41,365.32	44,400.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	PROPERTY & LIABILITY			0.00	0.00	43,200.00	
ORIGINAL ADOPTED	STORAGE TANK AND POLLUTION			0.00	0.00	1,200.00	
400-3010-533-4601	REPAIRS & MAINTENANCE	179,218.40	167,911.24	157,742.17	139,997.83	165,600.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	BACKFLOW PREVENTER MAINTENANCE			0.00	0.00	3,000.00	
ORIGINAL ADOPTED	CHEMICAL CONTROLS			0.00	0.00	6,400.00	
ORIGINAL ADOPTED	DISTRIBUTION SYSTEM MAINTENANCE			0.00	0.00	90,000.00	
ORIGINAL ADOPTED	FEC BLANKET UTILITY CROSSING FEES			0.00	0.00	3,900.00	
ORIGINAL ADOPTED	HVAC MAINTENANCE AT WATER PLANT			0.00	0.00	1,500.00	
ORIGINAL ADOPTED	LIME SOFTENING CLEANING			0.00	0.00	15,000.00	
ORIGINAL ADOPTED	TRIMBLE RANGER CE SERVICE RENEWAL			0.00	0.00	600.00	
ORIGINAL ADOPTED	WATER METER TEST CALIBRATION			0.00	0.00	200.00	
ORIGINAL ADOPTED	WATER PLANT & WELL REPAIRS			0.00	0.00	45,000.00	
400-3010-533-4611	MAINTENANCE CONTRACTS	39,800.00	428.58	56,500.00	45,526.69	40,500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	ELEVATED STORAGE TANK MAINTENANCE CONTRACT			0.00	0.00	16,000.00	
ORIGINAL ADOPTED	MISC MAINTENANCE CONTRACTS			0.00	0.00	2,500.00	
ORIGINAL ADOPTED	RADIO SYSTEM MAINTENANCE			0.00	0.00	1,000.00	
ORIGINAL ADOPTED	SCADA SYSTEM ANNUAL MAINTENANCE FEE			0.00	0.00	21,000.00	
400-3010-533-4650	FLEET CHARGES	15,000.00	8,912.99	12,000.00	4,569.07	10,000.00	0.00

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	MISC WATER VEHICLE/GENERATOR MAINTENANCE			0.00	0.00	10,000.00	
400-3010-533-4660	SMALL EQ REPAIR & MAINT	1,500.00	790.23	1,500.00	322.54	900.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	WATER SMALL EQUIPMENT REPAIR & MAINTENANCE			0.00	0.00	900.00	
400-3010-533-4670	GENERATOR REPAIR & MAIN	2,000.00	353.56	2,000.00	111.92	2,000.00	0.00
400-3010-533-4700	PRINTING & BINDING	1,410.00	1,400.77	1,180.00	325.60	1,180.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	ANNUAL CCR REPORT			0.00	0.00	200.00	
ORIGINAL ADOPTED	CUSTOMER NOTICE DOOR HANGERS			0.00	0.00	700.00	
ORIGINAL ADOPTED	FREE CHLORINE BURN NOTICE			0.00	0.00	100.00	
ORIGINAL ADOPTED	RICOH COPY CHARGES			0.00	0.00	180.00	
400-3010-533-4930	ADMIN SERV FEE ALLOCATION	592,703.00	592,703.00	626,323.00	626,322.00	643,228.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	DIRECT COST - FACILITIES			1.00	93,436.00	93,436.00	
ORIGINAL ADOPTED	DIRECT COST - FLEET			1.00	39,661.00	39,661.00	
ORIGINAL ADOPTED	DIRECT COST ALLOCATION - ADMINISTRATION			1.00	510,131.00	510,131.00	
400-3010-533-4959	BAD DEBT EXPENSE	25,000.00	37,475.53	25,000.00	0.00	25,000.00	0.00
400-3010-533-5100	OFFICE SUPPLIES	1,100.00	1,054.74	1,500.00	1,137.77	900.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	PAPER, ENVELOPES, ETC.			0.00	0.00	900.00	
400-3010-533-5201	OPERATING SUPPLIES	473,782.00	411,996.03	460,250.00	186,349.04	490,900.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	AQUA GOLD			0.00	0.00	45,000.00	
ORIGINAL ADOPTED	CELLULAR RETROFITS TO EXISTING BADGER METERS			0.00	0.00	20,000.00	
ORIGINAL ADOPTED	DISTILLED WATER			0.00	0.00	400.00	

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ORIGINAL ADOPTED	FLUORIDE			0.00	0.00	6,000.00	
ORIGINAL ADOPTED	HIGH CALCIUM QUICK LIME			0.00	0.00	170,000.00	
ORIGINAL ADOPTED	LAB SUPPLIES			0.00	0.00	12,000.00	
ORIGINAL ADOPTED	LIQUID ANHYDROUS AMMONIA			0.00	0.00	10,000.00	
ORIGINAL ADOPTED	LIQUID CARBON DIOXIDE			0.00	0.00	56,000.00	
ORIGINAL ADOPTED	LIQUID CHLORINE @ 50%			0.00	0.00	90,000.00	
ORIGINAL ADOPTED	MISCELLANEOUS SUPPLIES			0.00	0.00	7,500.00	
ORIGINAL ADOPTED	POLYMER			0.00	0.00	3,000.00	
ORIGINAL ADOPTED	SAFETY GEAR, RAIN GEAR, ETC			0.00	0.00	2,500.00	
ORIGINAL ADOPTED	WATER DISTRIBUTION [PARTS, FITTINGS, VALVES			0.00	0.00	40,000.00	
ORIGINAL ADOPTED	WATER METER BOXES, TRANSPONDERS, PARTS			0.00	0.00	25,000.00	
ORIGINAL ADOPTED	WTP INSTITUTIONAL SUPPLIES (CLEANING)			0.00	0.00	3,500.00	
400-3010-533-5204	SMALL TOOLS & EQUIPMENT	2,150.00	2,129.38	2,300.00	4,240.89	1,600.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	MISC TOOLS FOR PLANT MECHANIC			0.00	0.00	1,600.00	
400-3010-533-5219	UNIFORM EXPENSE	2,500.00	2,164.14	2,800.00	2,086.25	2,400.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	UNIFORM REPAIRS			0.00	0.00	200.00	
ORIGINAL ADOPTED	UNIFORMS - $200 EST X 10 EMPLOYEES			0.00	0.00	2,000.00	
ORIGINAL ADOPTED	UNIFORMS X 30%			0.00	0.00	100.00	
ORIGINAL ADOPTED	UNIFORMS X 33%			0.00	0.00	100.00	
400-3010-533-5250	FUEL & OIL SUPPLIES	30,000.00	10,455.56	20,000.00	12,281.48	20,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	ALL WATER VEHICLES (UB, PLANT, GENERATORS)			0.00	0.00	20,000.00	
400-3010-533-5264	MACH/EQUIP CAPITAL-LIKE	0.00	0.00	7,000.00	6,874.18	0.00	0.00
400-3010-533-5400	BOOKS/PUBL/SUBSCR/MEMBE...	2,200.00	2,148.40	2,600.00	2,818.07	4,060.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	BSI ONLINE SUBSCRIPTION			0.00	0.00	900.00	
ORIGINAL ADOPTED	FLORIDA RURAL WATER ASSOCIATION MEMBERSHIP			0.00	0.00	700.00	

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ORIGINAL ADOPTED	FW&PCOA MEMBERSHIP (10 @ $30)			0.00	0.00	300.00	
ORIGINAL ADOPTED	OPERATOR CERTIFICATIONS BOOKS			0.00	0.00	760.00	
ORIGINAL ADOPTED	SUNSHINE STATE ONE CALL			0.00	0.00	1,400.00	
400-3010-533-5501	TRAINING & EDUCATION COST	3,400.00	901.08	2,800.00	2,619.66	7,800.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	CDL TRAINING AND CERTIFICATION			0.00	0.00	5,000.00	
ORIGINAL ADOPTED	DIST CERTIFICATION @ CEU PROGRAMS (3 OPERATORS)			0.00	0.00	700.00	
ORIGINAL ADOPTED	MOT CERTIFICATIONS			0.00	0.00	400.00	
ORIGINAL ADOPTED	OTHER MISC TRAINING COURSES/SEMINARS			0.00	0.00	500.00	
ORIGINAL ADOPTED	PLANT OPERATOR CERT CEU PROGRAMS			0.00	0.00	1,200.00	
	Division: 3010 - WATER UTILITY Total:	**2,688,139.40**	**2,429,426.64**	**2,717,520.17**	**2,038,410.13**	**2,684,413.00**	**0.00**
Division: 3020 - SEWER SERVICES							
400-3020-535-1200	REGULAR SALARIES & WAGE	609,599.00	614,642.35	640,986.00	614,451.17	624,304.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	CHIEF PLANT WATER OPERATOR			1.00	0.00	0.00	
ORIGINAL ADOPTED	SHIFT PAY DIFFERENTIAL (1,460 HOURS)			1,460.00	0.50	730.00	
ORIGINAL ADOPTED	UTILITIES MAINT WORKER II			1.00	0.00	0.00	
ORIGINAL ADOPTED	WASTEWATER PLANT OPERATOR A (PT)			0.50	0.00	0.00	
ORIGINAL ADOPTED	WASTEWATER PLANT OPERATOR B			1.00	0.00	0.00	
ORIGINAL ADOPTED	WASTEWATER PLANT OPERATOR C			4.00	0.00	0.00	
ORIGINAL ADOPTED	WASTEWATER PLANT OPERATOR LEAD			1.00	0.00	0.00	
ORIGINAL ADOPTED	WASTEWATER REGULAR SALARIES & WAGES TOTAL			0.00	0.00	623,574.00	
ORIGINAL ADOPTED	WASTEWATER UTILITIES MAINTENANCE WORKER I			2.00	0.00	0.00	
ORIGINAL ADOPTED	WASTEWATER UTILITIES MAINTENANCE WORKER II			1.00	0.00	0.00	
ORIGINAL ADOPTED	WASTEWATER UTILITIES MAINTENANCE WORKER III			2.00	0.00	0.00	
400-3020-535-1300	OTHER SALARIES & WAGES	27,568.00	29,181.46	26,728.00	14,999.20	0.00	0.00
400-3020-535-1400	OVERTIME	61,460.00	59,288.03	57,949.00	77,295.83	43,717.00	0.00
400-3020-535-1510	INCENTIVE PAY - CELL & AUTO	1,230.00	601.79	1,230.00	560.71	600.00	0.00
400-3020-535-1520	UNIFORM ALLOWANCE	70.00	0.00	70.00	0.00	0.00	0.00

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400-3020-535-1530	BOOT REIMBURSEMENT	1,502.00	1,500.00	2,161.00	926.09	1,925.00	0.00
400-3020-535-2100	FICA/MEDICARE TAXES	53,780.00	52,660.82	55,880.00	52,405.86	51,150.00	0.00
400-3020-535-2200	RETIREMENT CONTRIBUTION	94,950.00	81,054.99	98,960.00	95,436.93	92,570.00	0.00
400-3020-535-2300	LIFE & HEALTH INSURANCE	119,210.00	103,468.84	118,150.00	114,840.16	113,310.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	HEALTH INSURANCE	1.00	110,880.00	110,880.00
ORIGINAL ADOPTED	LIFE INSURANCE	0.00	0.00	2,430.00

400-3020-535-2400	WORKERS COMP INSURANCE	11,135.00	11,192.40	10,030.00	8,433.31	10,250.00	0.00
400-3020-535-3101	PROFESSIONAL SERVICES	109,895.60	69,500.33	104,300.00	53,802.72	88,700.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	ANNUAL CONTINUOUS METER CALIBRATIONS - CFC	0.00	0.00	2,100.00
ORIGINAL ADOPTED	ANNUAL HOIST INSPECTIONS&CERTIFICATIONS @50%	0.00	0.00	900.00
ORIGINAL ADOPTED	ANNUAL METTLER BALANCE	0.00	0.00	700.00
ORIGINAL ADOPTED	BIO-ASSAY	0.00	0.00	14,000.00
ORIGINAL ADOPTED	CERT THERMOMETER CALIBRATIONS @ 50%	0.00	0.00	600.00
ORIGINAL ADOPTED	CRYPTOSPORIDIUM/GIARDIA (SEMI ANNUAL)	0.00	0.00	2,500.00
ORIGINAL ADOPTED	DOH LAB CERTIFICATION FEE @ 50%	0.00	0.00	800.00
ORIGINAL ADOPTED	ENVIRONMENTAL IMPACT TESTING FEES	0.00	0.00	4,000.00
ORIGINAL ADOPTED	EXPANDED/MISC TESTING REQUIREMENT	0.00	0.00	6,600.00
ORIGINAL ADOPTED	HACH REGULATORY QUARTERLY CALIBRATIONS @ 50%	0.00	0.00	6,600.00
ORIGINAL ADOPTED	INDUSTRIAL PRETREATMENT	0.00	0.00	3,500.00
ORIGINAL ADOPTED	LAB PROFICIENCY TESTING @ 50%	0.00	0.00	3,000.00
ORIGINAL ADOPTED	LAB THIRD PARTY INSPECTION @ 50%	0.00	0.00	2,500.00
ORIGINAL ADOPTED	NPDES WW ANNUAL REGULATORY PROGRAM	0.00	0.00	6,000.00
ORIGINAL ADOPTED	PRIORITY POLLUTANT	0.00	0.00	6,600.00
ORIGINAL ADOPTED	RECLAIMED/EFFLUENT WATER ANALYSIS	0.00	0.00	5,500.00
ORIGINAL ADOPTED	RECOMMEND SEWER PLAN REVIEW - M&H	0.00	0.00	2,000.00
ORIGINAL ADOPTED	RISK MANAGEMENT PLAN COMPLIANCE @ 50%	0.00	0.00	3,600.00
ORIGINAL ADOPTED	RISK MANAGEMENT PLAN REGISTRATION @ 50%	0.00	0.00	100.00

Attachment: COHH Adopted Budget FY26 Attachment A (2025-R-71 : Final Budget Fiscal Year 2025 2026

Budget Worksheet

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Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
ORIGINAL ADOPTED	SLUDGE ANALYSIS			0.00	0.00	6,600.00	
ORIGINAL ADOPTED	WEEKLY ANALYSIS AND MONITORING			0.00	0.00	5,500.00	
ORIGINAL ADOPTED	WELL MONITORING			0.00	0.00	2,000.00	
ORIGINAL ADOPTED	ZINC & NICKEL TESTING			0.00	0.00	3,000.00	
400-3020-535-3150	LEGAL/OFFICIAL ADVERTISNG	1,600.00	1,594.22	1,500.00	0.00	1,500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	LEGAL ADS (FDEP PERMIT RENEWAL, ETC)			0.00	0.00	1,500.00	
400-3020-535-3400	OTHER SERVICES	89,190.00	71,069.41	101,100.00	54,494.38	136,100.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	COLLECTIONS FEES (EST) $3,300 @ 33%			0.00	0.00	1,100.00	
ORIGINAL ADOPTED	EMERGENCY PUMPING CONTRACT			0.00	0.00	15,000.00	
ORIGINAL ADOPTED	MOWING OF PUBLIC WORKS YARD - $20,000 @ 50%			0.00	0.00	10,000.00	
ORIGINAL ADOPTED	SLUDGE HAULING AND LAND APP @ 50%			0.00	0.00	110,000.00	
400-3020-535-4001	TRAVEL & PER DIEM	500.00	0.00	400.00	30.00	400.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	MEAL ALLOWANCE; LODGING, MILEAGE			0.00	0.00	400.00	
400-3020-535-4200	POSTAGE, FRT, EXPRESS	1,500.00	456.51	1,500.00	452.69	900.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	POSTAGE, FREIGHT & EXPRESS			0.00	0.00	900.00	
400-3020-535-4301	UTILITY SERVICES	174,247.00	174,242.94	172,022.00	142,763.37	167,576.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	FPL			12.00	13,180.00	158,160.00	
ORIGINAL ADOPTED	SEWER			12.00	360.00	4,320.00	
ORIGINAL ADOPTED	STORMWATER			1.00	2,480.00	2,480.00	
ORIGINAL ADOPTED	TECO GAS			12.00	218.00	2,616.00	
400-3020-535-4400	RENTALS & LEASES	3,000.00	498.46	2,804.00	498.48	2,800.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	COPIER LEASE			12.00	41.67	500.00	

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ORIGINAL ADOPTED	MISC EQUIPMENT RENTALS			0.00	0.00	2,300.00	
400-3020-535-4500	INSURANCE/NON-EMPLOYEE	40,430.00	40,424.01	44,242.00	45,659.47	47,719.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	PROPERTY & LIABILITY			0.00	0.00	47,719.00	
400-3020-535-4601	REPAIRS & MAINTENANCE	525,240.74	486,582.98	599,682.76	385,859.98	497,200.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	ELECTRICAL REPAIRS			0.00	0.00	40,000.00	
ORIGINAL ADOPTED	EMERGENCY SEWER AND FORCE MAIN REPAIRS			0.00	0.00	150,000.00	
ORIGINAL ADOPTED	HACH SVCS (INFLUENT, EFFLUENT, BIOASSAYS)			0.00	0.00	3,000.00	
ORIGINAL ADOPTED	HIGH MAST LIGHTING - REPAIR/MAINTENANCE			0.00	0.00	15,000.00	
ORIGINAL ADOPTED	INSTRUMENTATION MAINTENANCE			0.00	0.00	6,600.00	
ORIGINAL ADOPTED	LIFT STATION GENERAL MAINTENANCE			0.00	0.00	50,600.00	
ORIGINAL ADOPTED	OTHER MISC. PUMP REPAIRS			0.00	0.00	38,500.00	
ORIGINAL ADOPTED	OTHER MISC. REPAIRS			0.00	0.00	48,000.00	
ORIGINAL ADOPTED	REPL PARTS FOR CHEMICAL FEED PUMP			0.00	0.00	6,000.00	
ORIGINAL ADOPTED	REPL PARTS FOR INFLUENT/EFFLUENT PUMPS			0.00	0.00	6,000.00	
ORIGINAL ADOPTED	REPL PARTS FOR POLYMER FEED EQUIPMENT			0.00	0.00	3,000.00	
ORIGINAL ADOPTED	REPL PARTS FOR VULCAN STEP SCREENS			0.00	0.00	10,000.00	
ORIGINAL ADOPTED	REPLACEMENT BEARINGS FOR BTU#1 AND #2			0.00	0.00	12,000.00	
ORIGINAL ADOPTED	REPLACEMENT PARTS FOR DAF UNIT			0.00	0.00	5,500.00	
ORIGINAL ADOPTED	SERVICE - DISC FILTERS: PUMPS AND HARDWARE			0.00	0.00	5,000.00	
ORIGINAL ADOPTED	SERVICE FOR BTU MOTORS			0.00	0.00	5,000.00	
ORIGINAL ADOPTED	SERVICE FOR DISC FLOW SLUDGE PUMP			0.00	0.00	9,000.00	
ORIGINAL ADOPTED	SERVICE FOR RECLAIM PUMPS			0.00	0.00	20,000.00	
ORIGINAL ADOPTED	SEWER, MANHOLES, CLEANOUTS, ETC.			0.00	0.00	50,600.00	
ORIGINAL ADOPTED	SURGE PROTECTORS FOR MCC #1, #2, #3			0.00	0.00	7,000.00	
ORIGINAL ADOPTED	WTR TREATMENT & CONTROLS @ 50%			0.00	0.00	6,400.00	
400-3020-535-4611	MAINTENANCE CONTRACTS	76,900.00	419.51	78,900.00	42,494.22	78,900.00	0.00

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	COPIER AND PRINTER MAINTENANCE CONTRACT			0.00	0.00	900.00	
ORIGINAL ADOPTED	SCADA SYSTEM ANNUAL MAINTENANCE FEE			0.00	0.00	78,000.00	
400-3020-535-4650	FLEET CHARGES	15,000.00	9,496.42	27,000.00	21,072.89	12,000.00	0.00
400-3020-535-4660	SMALL EQ REPAIR & MAINT	700.00	673.79	2,500.00	1,864.26	1,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	SEWER SMALL EQUIPMENT REPAIR & MAINTENANCE			0.00	0.00	1,000.00	
400-3020-535-4670	GENERATOR REPAIR & MAIN	19,295.00	17,835.09	26,295.00	12,971.94	19,295.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	GENERATOR REPAIR & MAINTENANCE			0.00	0.00	19,295.00	
400-3020-535-4700	PRINTING & BINDING	500.00	483.37	1,080.00	886.00	980.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	MISC PRINTING & BINDING (MAPS, ETC.)			0.00	0.00	800.00	
ORIGINAL ADOPTED	RICOH COPY CHARGES			0.00	0.00	180.00	
400-3020-535-4930	ADMIN SERV FEE ALLOCATION	602,933.00	602,933.00	636,377.00	636,377.00	651,274.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	DIRECT COST - FACILITIES			1.00	93,436.00	93,436.00	
ORIGINAL ADOPTED	DIRECT COST - FLEET			1.00	46,271.00	46,271.00	
ORIGINAL ADOPTED	DIRECT COST ALLOCATION - ADMINISTRATION			1.00	511,567.00	511,567.00	
400-3020-535-4959	BAD DEBT EXPENSE	25,000.00	36,605.67	25,000.00	0.00	25,000.00	0.00
400-3020-535-5100	OFFICE SUPPLIES	450.00	254.26	450.00	324.92	450.00	0.00
400-3020-535-5201	OPERATING SUPPLIES	486,208.50	262,254.68	537,259.00	260,953.87	539,759.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	BUILDING MATERIALS (REPAIR, PAINT,			0.00	0.00	5,400.00	
ORIGINAL ADOPTED	DISTILLED WATER $1,300 $ 50%			0.00	0.00	750.00	

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ORIGINAL ADOPTED	GRANULAR CHLORINE			0.00	0.00	5,000.00	
ORIGINAL ADOPTED	HARDY DIAGNOSTIC WATER			0.00	0.00	3,000.00	
ORIGINAL ADOPTED	LIQUID ALUMINUM SULFATE			0.00	0.00	64,500.00	
ORIGINAL ADOPTED	LIQUID CHLORINE @ 50%			0.00	0.00	99,600.00	
ORIGINAL ADOPTED	MICROC GLYCERIN			0.00	0.00	134,585.00	
ORIGINAL ADOPTED	MISC LABORATORY SUPPLIES			0.00	0.00	16,000.00	
ORIGINAL ADOPTED	MISC WWTP PROCESS CONTROL SUPPLIES			0.00	0.00	16,000.00	
ORIGINAL ADOPTED	PERSONAL PROTECTIVE EQUIPMENT			0.00	0.00	1,000.00	
ORIGINAL ADOPTED	POLYMER (D.A.F. UNIT)			0.00	0.00	47,226.00	
ORIGINAL ADOPTED	POLYMER (S.H.B. PRESSES) @ 50%			0.00	0.00	53,498.00	
ORIGINAL ADOPTED	SULFUR DIOXIDE			0.00	0.00	52,800.00	
ORIGINAL ADOPTED	SWR COLLECTIONS, PARTS, SAFETY GEAR, BOOTS			0.00	0.00	35,000.00	
ORIGINAL ADOPTED	WWTF SUPPLIES (BULBS, SOAP, MOPS, ETC.)			0.00	0.00	5,400.00	
400-3020-535-5202	COMPUTERS	1,500.00	0.00	1,500.00	0.00	1,500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	SCADA EQUIPMENT NOT COVERED BY DFS			0.00	0.00	1,500.00	
400-3020-535-5204	SMALL TOOLS & EQUIPMENT	5,860.00	2,871.34	3,500.00	594.01	3,500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	REPLACEMENT TOOLS: HAND, POWER, PNUEMATIC			0.00	0.00	3,500.00	
400-3020-535-5210	SIGNS & MATERIALS	955.00	943.33	1,200.00	760.00	700.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	RECLAIMED WATER SIGNS. ETC			0.00	0.00	700.00	
400-3020-535-5219	UNIFORM EXPENSE	3,010.00	3,005.21	2,400.00	2,951.58	2,950.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	UNIFORM REPAIRS			0.00	0.00	200.00	
ORIGINAL ADOPTED	UNIFORMS			0.00	0.00	2,750.00	
400-3020-535-5250	FUEL & OIL SUPPLIES	39,500.00	35,594.00	35,000.00	29,963.71	32,000.00	0.00

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	ALL WWTF VEHICLES (LIFT STATIONS, GENERATORS)			0.00	0.00	32,000.00	
400-3020-535-5400	BOOKS/PUBL/SUBSCR/MEMBE…	1,400.00	789.88	2,300.00	1,217.47	3,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	DEP OPERATOR CERTIFICATES			0.00	0.00	1,200.00	
ORIGINAL ADOPTED	FW & PCOA MEMBERSHIP			0.00	0.00	400.00	
ORIGINAL ADOPTED	SUNSHINE STATE ONE CALL			0.00	0.00	1,400.00	
400-3020-535-5501	TRAINING & EDUCATION COST	2,100.00	1,600.33	4,100.00	1,484.67	4,100.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	FWRC CONFERENCE			0.00	0.00	600.00	
ORIGINAL ADOPTED	MISC TRAINING: SAFETY, COLLECTIONS, ETC.			0.00	0.00	1,000.00	
ORIGINAL ADOPTED	OPERATOR CERTIFICATION PROGRAMS			0.00	0.00	2,500.00	
	Division: 3020 - SEWER SERVICES Total:	**3,207,418.84**	**2,773,719.42**	**3,424,555.76**	**2,676,826.89**	**3,257,129.00**	**0.00**
Division: 3060 - WATER & SEWER ADMIN							
400-3060-536-5920	DEPRECIATION EXPENSE	0.00	1,466,268.14	0.00	0.00	0.00	0.00
400-3060-536-7320	AMORTIZATION EXPENS	0.00	62,935.32	0.00	0.00	0.00	0.00
	Division: 3060 - WATER & SEWER ADMIN Total:	**0.00**	**1,529,203.46**	**0.00**	**0.00**	**0.00**	**0.00**
Division: 8110 - NON-DEPARTMENTAL							
400-8110-517-7140	PRINCIPAL PYMT VACUUM TRK	57,444.00	0.00	59,405.00	49,365.45	10,096.00	0.00
400-8110-517-7174	W&S SERIES 2005	95,000.00	0.00	100,000.00	100,000.00	105,000.00	0.00
400-8110-517-7175	W&S SERIES SRF 2005	38,070.00	0.00	38,881.00	38,880.52	39,709.00	0.00
400-8110-517-7176	W&S SERIES SRF 2007	293,993.00	0.00	300,407.00	149,393.04	306,961.00	0.00
400-8110-517-7177	2011 W&S R&R BOND	250,000.00	0.00	260,000.00	260,000.00	270,000.00	0.00
400-8110-517-7178	SERIES 2013 WTR MTR BOND	170,000.00	0.00	0.00	0.00	0.00	0.00
400-8110-517-7240	INTEREST VACUUM TRK	3,386.00	3,382.07	1,424.00	1,324.85	42.00	0.00
400-8110-517-7274	W&S SERIES 2005	11,619.00	7,962.17	7,962.00	7,961.51	4,067.00	0.00
400-8110-517-7275	W&S SERIES SRF 2005	2,701.00	2,330.19	1,889.00	1,888.74	1,060.00	0.00
400-8110-517-7276	W&S SERIES SRF 2007	35,269.00	35,002.84	28,855.00	15,237.66	22,300.00	0.00

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400-8110-517-7277	2011 W&S R&R BOND	90,623.00	85,365.77	79,899.00	79,898.99	68,755.00	0.00
400-8110-517-7278	SERIES 2013 WTR MTR BOND	1,649.00	1,649.00	0.00	0.00	0.00	0.00
400-8110-580-1810	COMPENSATED LEAVE	0.00	22,701.62	0.00	0.00	0.00	0.00
400-8110-580-6300	INFRASTRUCTURE	9,424,627.96	0.00	28,983,270.20	6,460,046.98	0.00	0.00
400-8110-580-6400	MACHINERY & EQUIPMENT	36,180.00	0.00	5,099.20	5,099.20	0.00	0.00
400-8110-581-0407	TRANSFER TO WATER & SEWER...	1,302,500.00	1,302,500.00	1,452,355.00	1,452,355.00	1,689,299.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	TRANSFER TO 407 FUND FOR CAPITAL PROJECTS	1.00	1,689,299.00	1,689,299.00

400-8110-589-9910	CONTINGENCY	5,600.00	0.00	0.00	0.00	0.00	0.00
400-8110-591-9300	INTEREST EXPENSE - LEASES	0.00	20,217.11	0.00	0.00	0.00	0.00
Division: 8110 - NON-DEPARTMENTAL Total:		**11,818,661.96**	**1,481,110.77**	**31,319,446.40**	**8,621,451.94**	**2,517,289.00**	**0.00**
Fund: 400 - WATER & SEWER FUND Surplus (Deficit):		**0.00**	**5,315,376.58**	**0.00**	**-5,820,496.10**	**0.00**	**0.00**

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Fund: 401 - WATER IMPACT FEES							
Division: 0000 - UNDESIGNATED							
401-0000-324-2100	IMPACT FEES-RESIDENTIAL	0.00	92,430.00	0.00	51,192.00	0.00	0.00
401-0000-324-2200	COMMERCIAL-PHYSICAL ENVIR	0.00	5,688.00	0.00	0.00	0.00	0.00
401-0000-361-1000	INTEREST & OTHER EARNINGS	0.00	1,519.48	0.00	1,896.18	0.00	0.00
401-0000-361-1500	INVESTMENT EARNINGS	0.00	64.95	0.00	55.87	0.00	0.00
401-0000-361-3010	INCR/DECR FAIR VAL-INVEST	0.00	15.37	0.00	0.00	0.00	0.00
	Division: 0000 - UNDESIGNATED Total:	**0.00**	**99,717.80**	**0.00**	**53,144.05**	**0.00**	**0.00**
	Fund: 401 - WATER IMPACT FEES Total:	**0.00**	**99,717.80**	**0.00**	**53,144.05**	**0.00**	**0.00**

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Fund: 402 - SEWER IMPACT FEES							
Division: 0000 - UNDESIGNATED							
402-0000-324-2100	IMPACT FEES-RESIDENTIAL	0.00	124,020.00	0.00	68,688.00	0.00	0.00
402-0000-324-2200	COMMERCIAL-PHYSICAL ENVIR	0.00	7,632.00	0.00	0.00	0.00	0.00
402-0000-361-1000	INTEREST & OTHER EARNINGS	0.00	2,177.60	0.00	2,622.13	0.00	0.00
402-0000-361-1500	INVESTMENT EARNINGS	0.00	1,821.61	0.00	1,565.55	0.00	0.00
402-0000-361-3010	INCR/DECR FAIR VAL-INVEST	0.00	431.10	0.00	0.00	0.00	0.00
	Division: 0000 - UNDESIGNATED Total:	**0.00**	**136,082.31**	**0.00**	**72,875.68**	**0.00**	**0.00**
	Fund: 402 - SEWER IMPACT FEES Total:	**0.00**	**136,082.31**	**0.00**	**72,875.68**	**0.00**	**0.00**

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Fund: 407 - PROPRIETARY R&R FUND							
Division: 0000 - UNDESIGNATED							
407-0000-331-5010	CDBG GRANT	0.00	100,119.00	0.00	0.00	0.00	0.00
407-0000-331-5200	FEMA FEDERAL GRANT	0.00	0.00	360,000.00	0.00	0.00	0.00
407-0000-334-3100	STATE OF FLORIDA GRANT FDEP	1,360,000.00	35,946.00	0.00	14,950.00	0.00	0.00
407-0000-343-3100	WATER UTILITY R&R	290,000.00	286,077.67	290,000.00	268,935.06	290,000.00	0.00
407-0000-343-5150	SEWER UTILITY R&R	290,000.00	286,389.31	290,000.00	269,064.68	290,000.00	0.00
407-0000-361-1000	INTEREST & OTHER EARNINGS	2,500.00	23,895.04	4,648.00	5,968.53	2,500.00	0.00
407-0000-361-1500	INVESTMENT EARNINGS	50,574.00	371,107.95	50,000.00	224,959.93	34,701.00	0.00
407-0000-361-3010	INCR/DECR FAIR VAL-INVEST	0.00	76,810.73	0.00	0.00	0.00	0.00
407-0000-381-0400	TRANSFER FRM ENTERPRISE	1,302,500.00	1,302,500.00	1,452,355.00	1,452,355.00	1,689,299.00	0.00
407-0000-389-1000	PRIOR YEAR CARRYOVER	6,026,686.57	0.00	5,845,757.69	0.00	201,500.00	0.00
	Division: 0000 - UNDESIGNATED Total:	**9,322,260.57**	**2,482,845.70**	**8,292,760.69**	**2,236,233.20**	**2,508,000.00**	**0.00**
Division: 3010 - WATER UTILITY							
407-3010-533-4959	BAD DEBT EXPENSE	0.00	5,245.60	0.00	0.00	0.00	0.00
	Division: 3010 - WATER UTILITY Total:	**0.00**	**5,245.60**	**0.00**	**0.00**	**0.00**	**0.00**
Division: 3020 - SEWER SERVICES							
407-3020-535-4959	BAD DEBT EXPENSE	0.00	5,233.13	0.00	0.00	0.00	0.00
	Division: 3020 - SEWER SERVICES Total:	**0.00**	**5,233.13**	**0.00**	**0.00**	**0.00**	**0.00**

Attachment: COHH Adopted Budget FY26 Attachment A (2025-R-71 : Final Budget Fiscal Year 2025 2026

Budget Worksheet

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Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Division: 8110 - NON-DEPARTMENTAL							
407-8110-580-6300	INFRASTRUCTURE	5,411,248.57	0.00	7,887,368.51	3,894,042.63	2,267,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	16" SOFTENER VALVE REPLACEMENT			1.00	16,000.00	16,000.00	
ORIGINAL ADOPTED	BTU GRIT REMOVAL			1.00	160,000.00	160,000.00	
ORIGINAL ADOPTED	FIRE HYDRANT REPLACEMENT			1.00	40,000.00	40,000.00	
ORIGINAL ADOPTED	FORCE MAIN TRUNKING			1.00	600,000.00	600,000.00	
ORIGINAL ADOPTED	GALVANIZED PIPE REPLACEMENT			1.00	600,000.00	600,000.00	
ORIGINAL ADOPTED	LIFT STATION #21 REFURBISHMENT			1.00	50,000.00	50,000.00	
ORIGINAL ADOPTED	RESURFACE/SEAL WALLS OF MANHOLES			1.00	150,000.00	150,000.00	
ORIGINAL ADOPTED	SB 64 COMPLIANCE - PARKS RECLAIM			1.00	470,000.00	470,000.00	
ORIGINAL ADOPTED	SEWER LINING			1.00	50,000.00	50,000.00	
ORIGINAL ADOPTED	SLAKER REHAVILITATION			1.00	15,000.00	15,000.00	
ORIGINAL ADOPTED	STORAGE BUILDING REHAB 67% (33% STORMWATER)			1.00	60,000.00	60,000.00	
ORIGINAL ADOPTED	WELL CHECK VALVE REPLACEMENT			1.00	38,000.00	38,000.00	
ORIGINAL ADOPTED	WELL CLEANING AND PAINTING			1.00	18,000.00	18,000.00	
407-8110-580-6400	MACHINERY & EQUIPMENT	383,000.00	0.00	405,392.18	287,693.92	241,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	500 GALLON FUEL TANK			1.00	7,000.00	7,000.00	
ORIGINAL ADOPTED	EQUALIZATION PUMPS			1.00	30,000.00	30,000.00	
ORIGINAL ADOPTED	LIFT STATION PUMP REPLACEMENTS			1.00	80,000.00	80,000.00	
ORIGINAL ADOPTED	PIPE MAINTENANCE TRAILER 50% (STORMWATER 50%)			1.00	39,000.00	39,000.00	
ORIGINAL ADOPTED	REPLACEMENT BLOWER			1.00	85,000.00	85,000.00	
407-8110-581-0400	TRANSFER TO W&S	3,518,012.00	4,099,718.29	0.00	0.00	0.00	0.00
407-8110-581-0460	TRANSFER TO STORMWATER	10,000.00	10,000.00	0.00	0.00	0.00	0.00
Division: 8110 - NON-DEPARTMENTAL Total:		**9,322,260.57**	**4,109,718.29**	**8,292,760.69**	**4,181,736.55**	**2,508,000.00**	**0.00**
Fund: 407 - PROPRIETARY R&R FUND Surplus (Deficit):		**0.00**	**-1,637,351.32**	**0.00**	**-1,945,503.35**	**0.00**	**0.00**

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Fund: 460 - STORMWATER FUND							
Division: 0000 - UNDESIGNATED							
460-0000-325-2080	NON AD-VAL STRMWTR	1,055,293.00	1,020,876.73	1,038,423.38	1,023,261.18	1,033,804.49	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	NAVA FEES	11,553.47	1.72	19,871.97
ORIGINAL ADOPTED	NON ADVALOREM ERUS (95%) $96*.95	11,553.47	-91.20	-1,053,676.46

460-0000-325-2085	STORMWATER CHARGES	92,933.00	97,039.60	109,346.39	97,914.37	88,050.18	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	RESID CONDO COMPLEX, GOVT 95% (96.00*.95=91.20)	965.46	-91.20	-88,050.18

460-0000-325-2089	DELINQ NON AD-VAL STMWTR	0.00	50,137.27	0.00	51,306.52	0.00	0.00
460-0000-331-1000	FEDERAL GRANTS	0.00	31,215.00	0.00	0.00	0.00	0.00
460-0000-361-1000	INTEREST & OTHER EARNINGS	0.00	4,644.93	1,500.23	12,960.55	8,000.33	0.00
460-0000-361-1500	INVESTMENT EARNINGS	7,087.00	57,159.51	15,000.00	40,270.12	53,500.00	0.00
460-0000-361-3010	INCR/DECR FAIR VAL-INVEST	0.00	12,283.91	0.00	0.00	0.00	0.00
460-0000-381-0130	TRANSFER FROM CRA	0.00	0.00	0.00	0.00	500,000.00	0.00
460-0000-381-0461	TRN FR STRM CAP PRJT	0.00	485,807.60	0.00	0.00	0.00	0.00
460-0000-389-1000	PRIOR YEAR CARRYOVER	318,823.60	0.00	29,000.00	0.00	340,103.00	0.00
	Division: 0000 - UNDESIGNATED Total:	**1,474,136.60**	**1,759,164.55**	**1,193,270.00**	**1,225,712.74**	**2,023,458.00**	**0.00**
Division: 3080 - STORMWATER MANAGEME							
460-3080-538-1200	REGULAR SALARIES & WAGE	154,108.00	156,911.92	152,943.00	126,072.58	163,051.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	STORMWATER LEAD EQUIP OPERATOR/LEAD MAINT WORKER	1.00	0.00	0.00
ORIGINAL ADOPTED	STORMWATER MAINTENANCE WORKER I	2.00	0.00	0.00
ORIGINAL ADOPTED	STORMWATER MAINTENANCE WORKER II	1.00	0.00	0.00
ORIGINAL ADOPTED	STORMWATER REGULAR SALARIES & WAGES TOTAL	0.00	0.00	163,051.00

460-3080-538-1400	OVERTIME	3,971.00	4,157.23	1,529.00	3,425.62	1,631.00	0.00
460-3080-538-1530	BOOT REIMBURSEMENT	480.00	480.00	700.00	175.00	700.00	0.00
460-3080-538-2100	FICA/MEDICARE TAXES	12,005.00	12,248.01	11,890.00	9,718.36	12,598.00	0.00

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460-3080-538-2200	RETIREMENT CONTRIBUTION	24,210.00	20,272.13	24,260.00	17,770.83	22,640.00	0.00
460-3080-538-2300	LIFE & HEALTH INSURANCE	23,830.00	22,702.93	38,000.00	29,366.15	40,990.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	HEALTH INSURANCE	4.00	10,080.00	40,320.00
ORIGINAL ADOPTED	LIFE INSURANCE	0.00	0.00	670.00

460-3080-538-2400	WORKERS COMP INSURANCE	5,910.00	6,049.17	8,130.00	6,003.09	10,410.00	0.00
460-3080-538-3101	PROFESSIONAL SERVICES	12,000.00	12,000.00	13,000.00	11,000.00	21,000.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	ERNIE PETERSON STORMWATER ASSESSMENT SERVICES	0.00	0.00	13,000.00
ORIGINAL ADOPTED	NPDES PERMIT	0.00	0.00	8,000.00

460-3080-538-3150	LEGAL/OFFICIAL ADVERTISNG	250.00	0.00	500.00	0.00	500.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	NEWSPAPER ADS, ETC.	0.00	0.00	500.00

460-3080-538-3400	OTHER SERVICES	64,500.00	64,192.59	69,000.00	61,550.33	72,000.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	RETENTION POND MAINTENANCE	0.00	0.00	18,000.00
ORIGINAL ADOPTED	STREET SWEEPING CONTRACT	0.00	0.00	54,000.00

460-3080-538-3420	LANDSCAPING SERVICES	17,000.00	16,800.00	25,000.00	15,400.00	25,000.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	LANDSCAPING OF STORMWATER PROPERTIES	0.00	0.00	25,000.00

460-3080-538-4001	TRAVEL & PER DIEM	300.00	0.00	300.00	0.00	200.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	MEAL ALLOWANCE AND MILEAGE	0.00	0.00	200.00

460-3080-538-4200	POSTAGE, FRT, EXPRESS	300.00	2.83	100.00	1.43	300.00	0.00

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	POSTAGE, FREIGHT & EXPRESS, NPDES INSERTS			0.00	0.00	300.00	
460-3080-538-4301	UTILITY SERVICES	27,250.00	27,249.41	36,250.00	21,879.93	26,496.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	FPL ELECTRIC			12.00	2,200.00	26,400.00	
ORIGINAL ADOPTED	WATER			12.00	8.00	96.00	
460-3080-538-4400	RENTALS & LEASES	700.00	498.38	504.00	498.36	5,500.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	COPIER LEASE			12.00	41.67	500.00	
ORIGINAL ADOPTED	EQUIP RENTALS (SKID STEERS, DITCH WITCH, BACKHOE)			0.00	0.00	5,000.00	
460-3080-538-4500	INSURANCE/NON-EMPLOYEE	45,864.00	45,859.55	50,038.00	22,292.57	23,631.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	BROWN & BROWN PACKAGE POLICY			0.00	0.00	23,631.00	
460-3080-538-4601	REPAIRS & MAINTENANCE	66,315.10	66,222.42	67,050.00	34,705.44	97,300.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	BUCKET TRUCK ANNUAL CERTIFICATION @ 50%			0.00	0.00	800.00	
ORIGINAL ADOPTED	CATCH BASIN & STORMWATER MANHOLE REPAIRS			0.00	0.00	5,500.00	
ORIGINAL ADOPTED	DITCH CLEANING			0.00	0.00	50,000.00	
ORIGINAL ADOPTED	FEC BLANKET UTILITY CROSSING FEES			0.00	0.00	5,000.00	
ORIGINAL ADOPTED	FOUNTAIN PUMPS & CONTROLS			0.00	0.00	10,000.00	
ORIGINAL ADOPTED	GRATES, MANHOLE COVERS, PIPE			0.00	0.00	10,000.00	
ORIGINAL ADOPTED	SW PIPE REPAIR			0.00	0.00	16,000.00	
460-3080-538-4611	MAINTENANCE CONTRACTS	425.00	44.25	400.00	0.00	400.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	COPIER AND PRINTER MAINTENANCE			0.00	0.00	400.00	

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
460-3080-538-4650	FLEET CHARGES	16,900.00	16,887.06	16,000.00	6,014.23	16,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	STORMWATER VEHICLES, HEAVY EQUIPMENT, PUMPS			0.00	0.00	16,000.00	
460-3080-538-4660	SMALL EQ REPAIR & MAINT	5,000.00	4,721.60	7,500.00	6,985.57	10,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	SMALL EQUIPMENT REPAIR AND MAINTENANCE			0.00	0.00	10,000.00	
460-3080-538-4700	PRINTING & BINDING	650.00	648.62	420.00	301.58	420.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	RICOH COP CHARGES			0.00	0.00	120.00	
ORIGINAL ADOPTED	STORMWATER LITERATURE, NPDES BROCHURES, ETC			0.00	0.00	300.00	
460-3080-538-4910	OTHER SPECIAL COSTS	61,315.00	48,465.00	20,250.00	20,250.00	0.00	0.00
460-3080-538-4930	ADMIN SERV FEE ALLOCATION	202,673.00	202,673.00	193,102.00	193,102.00	212,027.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	DIRECT COST - ADMINISTRATION			1.00	151,462.00	151,462.00	
ORIGINAL ADOPTED	DIRECT COST - PW ADMIN			1.00	60,565.00	60,565.00	
460-3080-538-4959	BAD DEBT EXPENSE	0.00	18,153.41	0.00	0.00	0.00	0.00
460-3080-538-5100	OFFICE SUPPLIES	130.00	125.29	400.00	260.58	150.00	0.00
460-3080-538-5201	OPERATING SUPPLIES	5,993.50	5,936.40	8,000.00	11,869.83	8,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	CONES, BARRICADES, PPE, ETC			0.00	0.00	8,000.00	
460-3080-538-5204	SMALL TOOLS & EQUIPMENT	4,000.00	3,939.11	4,800.00	1,089.07	3,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	MISC TOOLS (WEEDEATERS, EDGERS)			0.00	0.00	3,000.00	
460-3080-538-5219	UNIFORM EXPENSE	1,200.00	321.24	1,200.00	284.41	1,050.00	0.00

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		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	UNIFORM RENTALS			0.00	0.00	850.00	
ORIGINAL ADOPTED	UNIFORM REPAIRS			0.00	0.00	200.00	
460-3080-538-5250	FUEL & OIL SUPPLIES	10,500.00	10,055.75	17,500.00	9,869.69	11,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	GASOLINE & DIESEL, MOTOR OIL, ETC.			0.00	0.00	11,000.00	
460-3080-538-5264	MACH/EQUIP CAPITAL-LIKE	0.00	0.00	3,500.00	3,437.09	0.00	0.00
460-3080-538-5300	ROAD MATERIAL & SUPPLIES	135.00	0.00	5,000.00	1,887.00	14,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	SAND			0.00	0.00	9,000.00	
ORIGINAL ADOPTED	SHELL, LIMEROCK, FILL DIRT, ETC			0.00	0.00	5,000.00	
460-3080-538-5400	BOOKS/PUBL/SUBSCR/MEMBE...	1,500.00	789.88	1,500.00	1,087.93	2,100.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	FL STORMWATER ASSOCIATION MEMBERSHIP			0.00	0.00	700.00	
ORIGINAL ADOPTED	FLORIDA SUNSHINE ONE CALL			0.00	0.00	1,400.00	
460-3080-538-5501	TRAINING & EDUCATION COST	2,000.00	898.08	7,000.00	1,867.91	7,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	CDL TRAINING			0.00	0.00	5,000.00	
ORIGINAL ADOPTED	MISC TRAINING COURSES: SAFETY, ETC.			0.00	0.00	2,000.00	
460-3080-538-5920	DEPRECIATION EXPENSE	0.00	320,255.52	0.00	0.00	0.00	0.00
Division: 3080 - STORMWATER MANAGEME Total:		**771,414.60**	**1,089,560.78**	**785,766.00**	**618,166.58**	**809,094.00**	**0.00**
Division: 8110 - NON-DEPARTMENTAL							
460-8110-580-1810	COMPENSATED LEAVE	0.00	-21,461.56	0.00	0.00	0.00	0.00
460-8110-581-0400	TRANSFER TO W&S	28,722.00	28,722.00	30,414.00	30,414.00	5,069.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	DEBT SERVICE VACCON TRUCK (1/2 ANNUAL COST P & I)			0.00	0.00	5,069.00	

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460-8110-581-0461	TRANSFER TO STORMWATER C...	674,000.00	674,000.00	350,000.00	350,000.00	1,209,295.00	0.00
460-8110-589-9910	CONTINGENCY	0.00	0.00	27,090.00	0.00	0.00	0.00
	Division: 8110 - NON-DEPARTMENTAL Total:	**702,722.00**	**681,260.44**	**407,504.00**	**380,414.00**	**1,214,364.00**	**0.00**
	Fund: 460 - STORMWATER FUND Surplus (Deficit):	**0.00**	**-11,656.67**	**0.00**	**227,132.16**	**0.00**	**0.00**

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Fund: 461 - STORMWTR CAPITAL PROJECTS							
Division: 0000 - UNDESIGNATED							
461-0000-331-1000	FEDERAL GRANTS	0.00	0.00	400,000.00	304,000.00	0.00	0.00
461-0000-361-1000	INTEREST & OTHER EARNINGS	0.00	34,101.43	0.00	17,383.19	0.00	0.00
461-0000-381-0460	TRANSFER FRM STORMWATER ...	674,000.00	674,000.00	350,000.00	350,000.00	1,209,295.00	0.00
461-0000-381-0463	TRANSFER FRM W&S FUND	10,000.00	10,000.00	0.00	0.00	0.00	0.00
461-0000-389-1000	PRIOR YEAR CARRYOVER	1,339,801.59	0.00	1,446,155.07	0.00	0.00	0.00
	Division: 0000 - UNDESIGNATED Total:	**2,023,801.59**	**718,101.43**	**2,196,155.07**	**671,383.19**	**1,209,295.00**	**0.00**
Division: 8110 - NON-DEPARTMENTAL							
461-8110-538-6400	MACHINERY & EQUIPMENT	84,000.00	0.00	283,575.00	268,716.70	159,000.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	FORD F-750 TRUCK (NON CDL)			1.00	120,000.00	120,000.00	
ORIGINAL ADOPTED	PIPE MAINTENANCE TRAILER			1.00	39,000.00	39,000.00	
461-8110-580-6300	INFRASTRUCTURE	1,939,801.59	0.00	1,912,580.07	549,542.95	1,050,295.00	0.00
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	CDBG-DR LINING OF STORMATER PIPES			1.00	1,020,295.00	1,020,295.00	
ORIGINAL ADOPTED	PW STORAGE BUILDING REHABILIATION			1.00	30,000.00	30,000.00	
461-8110-581-0460	TRANSFER TO STORMWATER F...	0.00	485,807.60	0.00	0.00	0.00	0.00
	Division: 8110 - NON-DEPARTMENTAL Total:	**2,023,801.59**	**485,807.60**	**2,196,155.07**	**818,259.65**	**1,209,295.00**	**0.00**
	Fund: 461 - STORMWTR CAPITAL PROJECTS Surplus (Deficit):	**0.00**	**232,293.83**	**0.00**	**-146,876.46**	**0.00**	**0.00**

Attachment: COHH Adopted Budget FY26 Attachment A (2025-R-71 : Final Budget Fiscal Year 2025 2026

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Fund: 495 - SOLID WASTE ENTERPRISE							
Division: 0000 - UNDESIGNATED							
495-0000-343-4040	REFUSE	2,760,000.00	2,823,995.61	3,478,200.00	3,221,261.71	3,426,481.00	0.00
495-0000-361-1000	INTEREST & OTHER EARNINGS	346.00	10,478.05	1,500.00	5,865.87	5,600.00	0.00
495-0000-361-1500	INVESTMENT EARNINGS	25,658.00	101,995.49	30,000.00	81,379.49	25,000.00	0.00
495-0000-361-3010	INCR/DECR FAIR VAL-INVEST	0.00	24,138.69	0.00	0.00	0.00	0.00
495-0000-389-1000	PRIOR YEAR CARRYOVER	409,983.12	0.00	1,623,778.52	0.00	0.00	0.00
	Division: 0000 - UNDESIGNATED Total:	**3,195,987.12**	**2,960,607.84**	**5,133,478.52**	**3,308,507.07**	**3,457,081.00**	**0.00**
Division: 3040 - SOLID WASTE							
495-3040-534-3400	OTHER SERVICES	2,584,048.12	2,492,894.72	4,272,476.52	2,707,541.76	2,741,185.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	WASTE PRO COMMERCIAL DUMPSTERS	0.00	0.00	1,060,682.00
ORIGINAL ADOPTED	WASTE PRO COMPACTORS	0.00	0.00	144,800.00
ORIGINAL ADOPTED	WASTE PRO CONTRACT - COMMERCIAL TOTERS	0.00	0.00	173,087.00
ORIGINAL ADOPTED	WASTE PRO CONTRACT - RESIDENTIAL TOTERS	0.00	0.00	1,031,162.00
ORIGINAL ADOPTED	WASTE PRO EXTRA PICK-UPS, MISC	0.00	0.00	1,500.00
ORIGINAL ADOPTED	WASTE PRO ROLL-OFFS	0.00	0.00	329,954.00

495-3040-534-4500	INSURANCE/NON-EMPLOYEE	8,367.00	8,364.40	9,127.00	9,410.14	10,074.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	INSURANCE/NON-EMPLOYEE	0.00	0.00	10,074.00

495-3040-534-4901	OTHER CHARGES	365.00	361.76	0.00	258.42	0.00	0.00
495-3040-534-4930	ADMIN SERV FEE ALLOCATION	388,207.00	388,207.00	374,466.00	374,466.00	402,387.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	ADMINISTRATIVE SERVICE FEE ALLOCATION	0.00	0.00	402,387.00

495-3040-534-4950	MOBILITY FEE EXPENSE	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	0.00

Budget Detail

Budget Code	Description	Units	Price	Amount
ORIGINAL ADOPTED	PAVING MOBILITY FEE	0.00	0.00	200,000.00

495-3040-534-4959	BAD DEBT EXPENSE	15,000.00	27,200.45	15,000.00	0.00	17,000.00	0.00

Attachment: COHH Adopted Budget FY26 Attachment A (2025-R-71 : Final Budget Fiscal Year 2025 2026

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Budget Detail							
Budget Code	**Description**			**Units**	**Price**	**Amount**	
ORIGINAL ADOPTED	BAD DEBT EXPENSE			0.00	0.00	17,000.00	
495-3040-534-5920	DEPRECIATION EXPENSE	0.00	553.32	0.00	0.00	0.00	0.00
	Division: 3040 - SOLID WASTE Total:	**3,195,987.12**	**3,117,581.65**	**4,871,069.52**	**3,291,676.32**	**3,370,646.00**	**0.00**
Division: 8110 - NON-DEPARTMENTAL							
495-8110-589-9910	CONTINGENCY	0.00	0.00	262,409.00	0.00	86,435.00	0.00
	Division: 8110 - NON-DEPARTMENTAL Total:	**0.00**	**0.00**	**262,409.00**	**0.00**	**86,435.00**	**0.00**
	Fund: 495 - SOLID WASTE ENTERPRISE Surplus (Deficit):	**0.00**	**-156,973.81**	**0.00**	**16,830.75**	**0.00**	**0.00**

Attachment: COHH Adopted Budget FY26 Attachment A (2025-R-71 : Final Budget Fiscal Year 2025 2026

Budget Worksheet

For Fiscal: 2025-2026 Period Ending: 09/30/2026

Defined Budgets

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Fund: 605 - POLICE EXPLORERS							
Division: 0000 - UNDESIGNATED							
605-0000-347-2100	PROGRAM ACTIVITY FEES	500.00	37.00	0.00	0.00	100.00	0.00
605-0000-366-9015	CNTRB & DON/PRIV SOURCE	1,500.00	237.60	150.00	190.00	100.00	0.00
605-0000-389-1000	PRIOR YEAR CARRYOVER	1,195.00	0.00	0.00	0.00	0.00	0.00
	Division: 0000 - UNDESIGNATED Total:	**3,195.00**	**274.60**	**150.00**	**190.00**	**200.00**	**0.00**
Division: 2110 - PUBLIC SAFETY							
605-2110-521-5220	CLOTHING & EQ	800.00	0.00	0.00	0.00	0.00	0.00
605-2110-521-5221	PROGRAM EXPENSE	2,395.00	469.84	150.00	0.00	200.00	0.00
	Division: 2110 - PUBLIC SAFETY Total:	**3,195.00**	**469.84**	**150.00**	**0.00**	**200.00**	**0.00**
	Fund: 605 - POLICE EXPLORERS Surplus (Deficit):	**0.00**	**-195.24**	**0.00**	**190.00**	**0.00**	**0.00**
	Report Surplus (Deficit):	**0.00**	**6,957,089.79**	**0.00**	**-8,712,607.97**	**0.00**	**0.00**

Attachment: COHH Adopted Budget FY26 Attachment A (2025-R-71 : Final Budget Fiscal Year 2025 2026

Budget Worksheet **For Fiscal: 2025-2026 Period Ending: 09/30/2026**

Fund Summa

Defined Budgets

Fund	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
001 - GENERAL FUND	0.00	2,491,347.17	0.00	517,514.85	0.00	0.00
002 - LOCAL OPTION FUEL TAX	0.00	299,065.00	0.00	292,578.05	0.00	0.00
004 - PERMITTING	0.00	166,570.86	0.00	161,392.39	0.00	0.00
130 - COMMUNITY REDEVELOPMT	0.00	567,345.49	0.00	564,469.41	0.00	0.00
139 - CRA PROJECTS FUND	0.00	1,062,013.89	0.00	-2,187,732.85	0.00	0.00
301 - CAPITAL PROJECTS	0.00	-1,606,546.10	0.00	-518,126.55	0.00	0.00
400 - WATER & SEWER FUND	0.00	5,315,376.58	0.00	-5,820,496.10	0.00	0.00
401 - WATER IMPACT FEES	0.00	99,717.80	0.00	53,144.05	0.00	0.00
402 - SEWER IMPACT FEES	0.00	136,082.31	0.00	72,875.68	0.00	0.00
407 - PROPRIETARY R&R FUND	0.00	-1,637,351.32	0.00	-1,945,503.35	0.00	0.00
460 - STORMWATER FUND	0.00	-11,656.67	0.00	227,132.16	0.00	0.00
461 - STORMWTR CAPITAL PROJECTS	0.00	232,293.83	0.00	-146,876.46	0.00	0.00
495 - SOLID WASTE ENTERPRISE	0.00	-156,973.81	0.00	16,830.75	0.00	0.00
605 - POLICE EXPLORERS	0.00	-195.24	0.00	190.00	0.00	0.00
Report Surplus (Deficit):	**0.00**	**6,957,089.79**	**0.00**	**-8,712,607.97**	**0.00**	**0.00**

Attachment: COHH Adopted Budget FY26 Attachment A (2025-R-71 : Final Budget Fiscal Year 2025 2026

CITY OF HOLLY HILL BUDGET SUMMARY

ADOPTED BUDGET FY 2025-2026

REVENUE AND EXPENDITURES FY 2024-2025	REVENUE	EXPENDITURE
001 - GENERAL FUND	$ 12,471,031	$ 12,471,031
002 - LOGT 2nd	$ 360,000	$ 360,000
004 - BUILDING AND ZONING	$ 408,011	$ 408,011
130 - CRA	$ 3,545,697	$ 3,545,697
139 - CRA CAPITAL PROJECTS	$ 990,000	$ 990,000
301 - GENERAL CAPITAL PROJECTS	$ 313,000	$ 313,000
400 - WATER & SEWER	$ 8,947,363	$ 8,947,363
401 - WATER IMPACT FEES	$ -	$ -
402 - SEWER IMPACT FEES	$ -	$ -
407 - WATER & SEWER R & R	$ 2,508,000	$ 2,508,000
409 - WATER & SEWER RESERVES	$ -	$ -
460 - STORMWATER	$ 2,023,458	$ 2,023,458
461 - STORMWATER CAPITAL	$ 1,209,295	$ 1,209,295
495 - SOLID WASTE	$ 3,457,081	$ 3,457,081
605 - POLICE EXPLORERS	$ 200	$ 200
TOTAL ALL FUNDS:	$ 36,233,135	$ 36,233,135

Attachment: FY2026 COHH Summary Adopted Budget by Fund (2025-R-71 : Final Budget Fiscal Year 2025 2026 Second Hearing)

City Commission
1065 Ridgewood Ave
Holly Hill, FL 32117

SCHEDULED

Meeting: 09/23/25 06:00 PM
Department: City Clerk
Category: Presentation
Prepared By: Valerie Manning
Initiator: Valerie Manning
Sponsors:
DOC ID: 5010

PRESENTATION (ID # 5010)

Early Learning Coalition of Flagler & Volusia - "Born Learning Trail" at Sunrise Park

PRESENTATION

Melissa Mason, Director of Community Engagement - Early Learning Coalition of Flagler & Volusia will be presenting information on the “Born Learning Trail” at Sunrise Park. Advent Health has agreed to sponsor the trail at Sunrise Park.

HOLLY HILL
FLORIDA

City Commission
1065 Ridgewood Ave
Holly Hill, FL 32117

SCHEDULED

Meeting: 09/23/25 06:00 PM
Department: City Clerk
Category: Proclamation
Prepared By: Valerie Manning
Initiator: Valerie Manning
Sponsors:
DOC ID: 5011

PRESENTATION (ID # 5011)

Hispanic Heritage Month

PROCLAMATION

BY THE MAYOR OF THE CITY OF HOLLY HILL, FLORIDA
DECLARING SEPTEMBER 15, 2025 - OCTOBER 15, 2025 AS HISPANIC HERITAGE MONTH IN THE CITY OF HOLLY HILL, FLORIDA

WHEREAS, Hispanic Heritage Month is celebrated from September 15th to October 15, 2025, honoring the profound impact of Hispanic and Latino Americans in the United States and local communities; and

WHEREAS, we acknowledge the invaluable contributions Hispanic Americans have made to the nation's history, culture, advocacy, art, cuisine, and more; and

WHEREAS, the 2025 theme, *"Herencia Colectivo: Honrando el Pasado, Inspirando el Futuro"* ("Collective Heritage: Honoring the Past, Inspiring the Future"), highlights the importance of preserving heritage while shaping the future; and

WHEREAS, this celebration brings our community together to showcase Hispanic traditions, history, and achievements, promoting unity and appreciation; and

WHEREAS, the Hispanic Chamber of Commerce of Central Florida works tirelessly to empower Hispanic professionals, businesses, and the workforce, fostering economic growth, cultural understanding, and community engagement; and

WHEREAS, Hispanic Heritage Month is a time to recognize the significant contributions Hispanic Americans have made to various fields, including business, education, medicine, the arts, and public service, enriching our community.

NOW, THEREFORE, I, John Penny, Mayor of the City of Holly Hill, Florida and on behalf of the City Commission, do hereby proclaim September 15, 2025 - October 15, 2025 as:

HISPANIC HERITAGE MONTH

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City to be affixed this 23rd day of September, 2025.

HOLLY HILL
FLORIDA

PROCLAMATION

BY THE MAYOR OF THE CITY OF HOLLY HILL, FLORIDA
DECLARING SEPTEMBER 15, 2025 – OCTOBER 15, 2025 AS HISPANIC HERITAGE MONTH
IN THE CITY OF HOLLY HILL, FLORIDA

WHEREAS, Hispanic Heritage Month is celebrated from September 15th to October 15, 2025, honoring the profound impact of Hispanic and Latino Americans in the United States and local communities; and

WHEREAS, we acknowledge the invaluable contributions Hispanic Americans have made to the nation's history, culture, advocacy, art, cuisine, and more; and

WHEREAS, the 2025 theme, *"Herencia Colectivo: Honrando el Pasado, Inspirando el Futuro"* ("Collective Heritage: Honoring the Past, Inspiring the Future"), highlights the importance of preserving heritage while shaping the future; and

WHEREAS, this celebration brings our community together to showcase Hispanic traditions, history, and achievements, promoting unity and appreciation; and

WHEREAS, the Hispanic Chamber of Commerce of Central Florida works tirelessly to empower Hispanic professionals, businesses, and the workforce, fostering economic growth, cultural understanding, and community engagement; and

WHEREAS, Hispanic Heritage Month is a time to recognize the significant contributions Hispanic Americans have made to various fields, including business, education, medicine, the arts, and public service, enriching our community.

NOW, THEREFORE, I, John Penny, Mayor of the City of Holly Hill, Florida and on behalf of the City Commission, do hereby proclaim September 15, 2025 – October 15, 2025 as:

HISPANIC HERITAGE MONTH

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City to be affixed this 23rd day of September, 2025.

City of Holly Hill, Florida

_____
John Penny, Mayor

Attachment: Proclamation - Hispanic Heritage Month - Sept.-October 2025 (5011 : Hispanic Heritage Month)

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Agenda Item

MEETING DATE: **September 23, 2025**
FROM: **Valerie Manning**
SUBJECT: **Minutes - September 8, 2025, Regular City Commission & First Public Hearing on Budget FY25-26**
NUMBER: **(ID # 5007)**
APPLICANT:
PLANNER:

DISCUSSION:

Minutes from the Monday, September 8, 2025 Regular City Commission and First Public Hearing on the FY25-26 Budget.

MOTION:

Approve the minutes as submitted by staff.

- Minutes - September 8, 2025 - Regular CC and First PH on Budget FY25-26 meeting (PDF)

CITY OF HOLLY HILL, FLORIDA

CITY COMMISSION

MINUTES ● SEPTEMBER 8, 2025

City Commission ChamberFirst Public Hearing Budget & Millage Rate Mtg **6:00 PM**

CITY HALL
1065 RIDGEWOOD AVENUE
HOLLY HILL, FL 32117

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

1. CALL TO ORDER

A. Roll Call

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

B. Invocation by City Commissioner Roy Johnson
Commissioner Snow led the invocation.

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

_____

Mayor Penny asked for a motion to EXCUSE COMMISSIONER JOHNSON FROM THE REGULAR CITY COMMISSION MEETING DUE TO MEDICAL REASONS.

Commissioner Currie made a motion to ***EXCUSE COMMISSIONER JOHNSON FROM THE REGULAR CITY COMMISSION MEETING TONIGHT DUE TO MEDICAL REASONS,*** *seconded by Commissioner Snow.*

Mayor Penny opened public participation. No one spoke.

PASSED, 4-0.

2. PUBLIC HEARINGS - BUDGET & MILLAGE RATE - FIRST HEARINGS

1. –2025-R-66 Resolution

FIRST PUBLIC HEARING - a Resolution of the City Commission of the City of Holly Hill, Volusia County, Florida, Adopting the Tentative Levying of Ad Valorem Taxes for the City of Holly Hill for the Fiscal Year 2025-2026; and Providing for Severability; and Providing for an Effective Date.

(Requested by Michele Moore, Finance)
Attorney Simpson read the Resolution into the record:

Attachment: Minutes - September 8, 2025 - Regular CC and First PH on Budget FY25-26 meeting (5007 : Minutes)

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, VOLUSIA COUNTY, FLORIDA, ADOPTING THE TENTATIVE LEVYING OF AD VALOREM TAXES FOR THE CITY OF HOLLY HILL FOR THE FISCAL YEAR 2025-2026; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The City of Holly Hill of Volusia County, Florida, on September 08, 2025, adopted a Fiscal year 2025-2026 tentative millage rate following a public hearing as required by Florida Statute 200.065; and

WHEREAS, the City of Holly Hill of Volusia County Florida, held a public hearing as required by Florida Statute 200.065; and

WHEREAS, the gross taxable value for operating purposes, not exempt from taxation, has been certified by the Volusia County Property Appraiser to the City of Holly Hill as $1,001,260,939.

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

SECTION 1. The FY2025-2026 operating millage is 5.8 mills, which is greater than the rolled-back rate of 5.4981 mills by 5.49%.

SECTION 2. The Final Public Hearing will be September 23, 2025 at 6:00 pm.

Mayor Penny opened public participation. No one spoke.

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

RESOLUTION
2025-R-66

FIRST PUBLIC HEARING - A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, VOLUSIA COUNTY, FLORIDA, ADOPTING THE TENTATIVE LEVYING OF AD VALOREM TAXES FOR THE CITY OF HOLLY HILL FOR THE FISCAL YEAR 2025-2026; AND PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, VOLUSIA COUNTY, FLORIDA, ADOPTING THE TENTATIVE LEVYING OF AD VALOREM TAXES FOR THE CITY OF HOLLY HILL FOR THE FISCAL YEAR 2025-2026; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The City of Holly Hill of Volusia County, Florida, on September 08, 2025, adopted a Fiscal year 2025-2026 tentative millage rate following a public hearing as required by Florida Statute 200.065; and

Attachment: Minutes - September 8, 2025 - Regular CC and First PH on Budget FY25-26 meeting (5007 : Minutes)

WHEREAS, the City of Holly Hill of Volusia County Florida, held a public hearing as required by Florida Statute 200.065; and

WHEREAS, the gross taxable value for operating purposes, not exempt from taxation, has been certified by the Volusia County Property Appraiser to the City of Holly Hill as $1,001,260,939.

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

SECTION 1. The FY 2025-2026 operating millage is 5.8 mills, which is greater than the rolled-back rate of 5.4981 mills by 5.49%.

SECTION 2. The Final Public Hearing will be September 23, 2025 at 6:00 pm.

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 8th day of SEPTEMBER, 2025 for First Public Hearing reading.

Enacted and approved this 8th day of September, 2025, in Holly Hill

2. –2025-R-67 Resolution

FIRST PUBLIC HEARING - a Resolution of the City Commission of the City of Holly Hill, Volusia County, Florida, Adopting the Tentative Budget for the City of Holly Hill for the Fiscal Year 2025-2026; Providing for Severability; and Providing for an Effective Date.

(Requested by Michele Moore, Finance)
Mayor Penny opened public participation. No one spoke.

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

RESOLUTION
2025-R-67
FIRST PUBLIC HEARING - A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, VOLUSIA COUNTY, FLORIDA, ADOPTING THE TENTATIVE BUDGET FOR THE CITY OF HOLLY HILL FOR THE FISCAL YEAR 2025-2026; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Attachment: Minutes - September 8, 2025 - Regular CC and First PH on Budget FY25-26 meeting (5007 : Minutes)

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, VOLUSIA COUNTY, FLORIDA, ADOPTING THE TENTATIVE BUDGET FOR THE CITY OF HOLLY HILL FOR THE FISCAL YEAR 2025 - 2026; AND PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The City of Holly Hill of Volusia County, Florida, on September 08, 2025 held a public hearing as required by Florida Statute 200.065; and

WHEREAS, the City of Holly Hill of Volusia County Florida, set forth the appropriations and revenue estimate for the Budget for Fiscal Year 2025-2026.

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, Florida pursuant to the Charter of the City of Holly Hill and Chapter 166, Florida Statutes, does hereby adopt the Tentative General, Enterprise and all other related Fund Budgets and Capital Improvements Programs, which are attached hereto and incorporated herein which may later be amended by the City Commission.

SECTION 2. Set the final public hearing for September 23, 2025 immediately following adoption of the Millage Rate Resolution.

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 8th day of SEPTEMBER, 2025 for first public hearing.

Enacted and approved this 8th day of September, 2025, in Holly Hill

3. PUBLIC COMMENTS

None.

4. APPROVAL OF MINUTES

1.

Minutes - August 12, 2025 Regular City Commission Meeting, August 26, 2025 Workshop and August 26, 2025 Regular City Commission Meeting

(Requested by Valerie Manning, City Clerk)
Mayor Penny opened public participation. No one spoke.

Attachment: Minutes - September 8, 2025 - Regular CC and First PH on Budget FY25-26 meeting (5007 : Minutes)

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

Enacted and approved this 8th day of September, 2025, in Holly Hill

5. CONSENT AGENDA ITEMS (1 - 2)

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

1. -2025-R-68 Resolution

A Resolution of the City Commission of the City of Holly Hill, Florida, Approving the Towing Services Agreement Between the City of Holly Hill and Arrow Service & Towing and Authorizing the City Manager to Execute the Same; Providing for Severability; and Providing for an Effective Date.

(Requested by Michele Moore, Finance)

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

RESOLUTION
2025-R-68
A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING THE TOWING SERVICES AGREEMENT BETWEEN THE CITY OF HOLLY HILL AND ARROW SERVICE & TOWING 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 ITB 25-PD-04 WITH ARROW SERVICES & TOWING, APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE SAME; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Holly Hill issued an Invitation to Bid for towing services in accordance with its adopted Purchasing Policy; and

Attachment: Minutes - September 8, 2025 - Regular CC and First PH on Budget FY25-26 meeting (5007 : Minutes)

WHEREAS, two vendors, Arrow Service & Towing and Universal Towing, submitted responsive bids for consideration; and

WHEREAS, Arrow Service & Towing submitted all required documentation and, as price was the sole determining factor thereafter, offered the highest responsible bid.

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

SECTION 1. The towing services contract is hereby awarded to Arrow Service & Towing, having met all documentation requirements and submitted the highest responsible bid, in accordance with the City's Purchasing Policy.

SECTION 2. The City Manager is authorized to execute the Towing Services Agreement with Arrow Service & Towing, on behalf of the City of Holly Hill.

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 8th day of SEPTEMBER, 2025.

Enacted and approved this 8th day of September, 2025, in Holly Hill

2. -2025-R-69 Resolution

A Resolution of the City Commission of the City of Holly Hill, Volusia County, Florida, Amending the Adopted Budget for the City of Holly Hill for the Fiscal Year 2024-2025; Providing for Severability; and Providing for an Effective Date.

(Requested by Michele Moore, Finance)

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

RESOLUTION
2025-R-69
A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, VOLUSIA COUNTY, FLORIDA, AMENDING THE ADOPTED BUDGET FOR THE CITY OF HOLLY HILL FOR THE FISCAL YEAR 2024-2025; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY COMMISSION OF THE

Attachment: Minutes - September 8, 2025 - Regular CC and First PH on Budget FY25-26 meeting (5007 : Minutes)

CITY OF HOLLY HILL, VOLUSIA COUNTY, FLORIDA, AMENDING THE ADOPTED BUDGET FOR THE CITY OF HOLLY HILL FOR THE FISCAL YEAR 2024-2025; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The City amends its annual budget as changes to the budget occur during the year, the City has amended the current budget for such changes by the following Resolutions; 2024-R-95, R-85, R-77, R-71, R-72, R-98, R-9, R-101, R-3, R-20, R-1, R-38 and R-43 amended the operating budget for Fiscal Year 2024-2025; and

WHEREAS, this Resolution, amending the budget, is to account for additional revenue from the Edward Byrne Memorial Justice Assistance Grant Program (JAG-D) with an adjustment of $2,427.00 to revenues and expenditures in total, pursuant to the itemizations contained in Exhibit "A," which is attached hereto and incorporated herein; and

WHEREAS, the City of Holly Hill Police Department is committed to enhancing officer and community safety through the responsible use of less-lethal force options; and

WHEREAS, the Police Department intends to purchase two PepperBall VKS Pro Plus less-lethal launchers, which provide improved capabilities for safely managing high-risk situations involving unarmed or combative individuals; and

WHEREAS, the total cost of the equipment, including shipping, is $3,319.00, with the City covering the difference between the grant award and the purchase price; and

WHEREAS, the budget adjustments will allow the City of Holly Hill to adjust the Fiscal Year 2024-2025 budget to reflect the receipt of the grant funds and the City's contribution for the equipment purchase.

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

SECTION 1. The City Commission of the City of Holly Hill amends the Fiscal Year 2024-2025 budget by revising the budget in total pursuant to itemizations contained in Exhibit "A", which is attached hereto and incorporated herein.

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 a part of this Resolution.

SECTION 3. EFFECTIVE DATE. This Resolution shall become effective immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 8th day of SEPTEMBER, 2025.

Attachment: Minutes - September 8, 2025 - Regular CC and First PH on Budget FY25-26 meeting (5007 : Minutes)

Enacted and approved this 8th day of September, 2025, in Holly Hill

6. REGULAR AGENDA - NONE

None

7. PUBLIC HEARINGS - NONE

None

8. COMMUNICATIONS

A. City Manager Comments

Mr. Forte mentioned the email that he had sent to the Mayor and City Commissioners regarding the restrooms at Centennial Park and how the door was damaged again. There was ***consensus*** to place portlets there and will look into what it would cost to put some kind of wood structure around the portlets. Those restrooms are constantly getting damaged due to the clientele that is using them and it's costing the city too much money.

B. City Attorney Comments

Not present.

C. Mayor's Comments

Mayor Penny reminded everyone about the Mayor's Golf Tournament this coming Saturday at Riviera Golf Course; Monday, September 15 here in Commission Chambers starting at 5:00 PM - 6:00 PM Volusia County District 4 Representative Troy Kent will be here for a community meeting. Mayor Penny asked Mr. Forte if he had a chance to speak with the ladies who oversee the Farmer's Market about the vendors parking and driving on the grass. Mr. Forte stated that he did and they understood that will not be allowed.

D. District City Commission Comments

Commissioner DeLanoy reiterated his comment regarding the portlet at Centennial Park and is hoping that some kind of enclosure could be placed around it.

Commissioner Snow mentioned that she signed up for the IEMO 1 Session (Institute for Elected Municipal Officials) in Tampa for October 10-11, 2025. She is looking to learn more and all she can.

Commissioner Currie asked Mayor Penny if they could vote on the end of the year meetings that are close to the holidays.

Commissioner Currie made a motion to ***CANCEL THE FOLLOWING REGULAR CITY COMMISSION MEETINGS DUE TO THE HOLIDAY SEASON: NOVEMBER 25, 2025 AND THE DECEMBER 23, 2025 MEETINGS,*** *seconded by Commissioner Snow.*

Mayor Penny opened public participation. No one spoke.

PASSED, 4-0.

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E. Mayor's Conclusion Comments
None.

9. ADJOURNMENT

The meeting adjourned at approximately 6:25 PM.

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HOLLY HILL
FLORIDA

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Resolution

MEETING DATE: **September 23, 2025**
FROM: **Valerie Manning**
SUBJECT: **A Resolution of the City Commission of the City of Holly Hill, Florida, Providing for the City of Holly Hill to Become a Member of the American Flood Coalition (AFC); Providing for Severability; and Providing for an Effective Date.**
NUMBER: **2025-R-72**
APPLICANT:
PLANNER:

DISCUSSION:

National coordination and support are necessary for communities to fully address the challenge of flooding and sea level rise, and the American Flood Coalition provides a platform advocating for national solutions to flooding and sea level rise that invest in and protect our coastal communities. The American Flood Coalition is a no-cost forum for best practices and source of support in developing local and state-level responses to flooding and sea level rise that will enhance our resilience effort.

Flooding and sea level rise are important issues that our residents deserve to understand and the American Flood Coalition provides opportunities and tools to communicate with residents on flooding challenges and solutions, and joining the American Flood Coalition will aid the county's efforts to protect against flooding without requiring any financial support or dues from the county.

As a member of the American Flood Coalition we can apply the tools and resources provided by the coalition to improve our communications with residents on flooding challenges and solutions. There are also opportunities to use these resources in order to advance projects and programs within the county. Lastly, our staff is looking forward to using the expertise of the American Flood Coalition staff as a source of support in developing local and state-level responses to flooding and sea level rise. I understand that there are no financial or legal ties or obligations to membership.

FISCAL ANALYSIS:

N/A

STAFF RECOMMENDATION:

Approve the Resolution as submitted by staff to become a member of the American Flood Coalition.

COMMISSION GOAL:

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

MOTION:

APPROVE THE RESOLUTION TO BECOME A MEMBER OF THE AMERICAN FLOOD COALITION (AFC).

Resolution No. 2025-72

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, PROVIDING FOR THE CITY OF HOLLY HILL TO BECOME A MEMBER OF THE AMERICAN FLOOD COALITION (AFC); PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, PROVIDING FOR THE CITY OF HOLLY HILL TO BECOME A MEMBER OF THE AMERICAN FLOOD COALITION (AFC); PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, proactively investing to prevent flooding is a wiser use of resources than spending on flooding recovery, as exemplified by FEMA research showing that $1 of spent on disaster prevention saves up to $7 in recovery costs; and

WHEREAS, national coordination and support are necessary for communities to fully address the challenge of flooding and sea level rise, and the American Flood Coalition provides a platform advocating for national solutions to flooding and sea level rise that invest in and protect our coastal communities; and

WHEREAS, the American Flood Coalition is a no-cost forum for best practices and source of support in developing local and state-level responses to flooding and sea level rise that will enhance the city's resilience effort; and

WHEREAS, flooding and sea level rise are important issues that our residents deserve to understand and the American Flood Coalition provides opportunities and tools to communicate with residents on flooding challenges and solutions; and

WHEREAS, joining the American Flood Coalition will aid the city's efforts to protect against flooding without requiring any financial support or dues from the City Commission; and

WHEREAS, the City Commission finds that joining the American Flood Coalition will promote the welfare of Holly Hill residents and ensure the prosperity of the city's economy by accelerating solutions to sea level rise and flooding.

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

SECTION 1. The City Commission joining the American Flood Coalition will aid the city's efforts to protect against flooding without requiring any financial support or dues from the City Commission.

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 23rd day of SEPTEMBER, 2025.

HOLLY HILL
FLORIDA

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Resolution

MEETING DATE: **September 23, 2025**
FROM: **Joseph Forte**
SUBJECT: **A Resolution of the City of Holly Hill, Florida, Adopting a Fine for Violating Ordinance 2025-O-3090 PROHIBITING SMOKING AND VAPING IN CITY PARKS; Providing for Severability; and Providing for an Effective Date.**
NUMBER: **2025-R-73**
APPLICANT:
PLANNER:

DISCUSSION:

The City Commission adopted Ordinance 2025-O-3090, prohibiting smoking and vaping in city parks. The success of this Ordinance depends on the consideration and cooperation of both tobacco users and non-users. Individuals initially acting in violation of this policy will be reminded and asked to comply. However, individuals who refuse to comply with requests to comply may be subject to a fine in the amount of $50.00 asked to leave the park and may be subject to a trespass warning pursuant to Section 810.209 (2)(a) Florida Statutes.

FISCAL ANALYSIS:

N/A

STAFF RECOMMENDATION:

Approve the resolution establishing a fine of $50.00 for violating Ordinance 2025-O-3090, prohibiting smoking and vaping in parks.

MOTION:

APPROVE THE RESOLUTION AS SUBMITTED BY STAFF BY ADOPTING A FINE FOR VIOLATING ORDINANCE 2025-O-3090 PROHIBITING SMOKING AND VAPING IN CITY PARKS.

Resolution No. 2025-73

A RESOLUTION OF THE CITY OF HOLLY HILL, FLORIDA, ADOPTING A FINE FOR VIOLATING ORDINANCE 2025-O-3090 PROHIBITING SMOKING AND VAPING IN CITY PARKS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY OF HOLLY HILL, FLORIDA, ADOPTING A FINE FOR VIOLATING ORDINANCE 2025-O-3090 PROHIBITING SMOKING AND VAPING IN CITY PARKS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The City Commission adopted Ordinance 2025-O-3090, prohibiting smoking and vaping in city parks; and

WHEREAS, The success of this Ordinance depends on the consideration and cooperation of both tobacco users and non-users; and

WHEREAS, Individuals initially acting in violation of this policy will be reminded and asked to comply; and

WHEREAS, Individuals who refuse to comply with requests to comply may be subject to a fine in the amount of $50.00 asked to leave the park and may be subject to a trespass warning pursuant to Section 810.209 (2)(a) Florida Statutes.

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

SECTION 1. The approved fine for violating Ordinance 2025-O-3090 is $50.00.

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

SECTION 3. That all resolutions made in conflict with this Resolution are hereby repealed.

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

APPROVED AND AUTHENTICATED on this 23rd day of SEPTEMBER, 2025.

HOLLY HILL
FLORIDA

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Resolution

MEETING DATE: **September 23, 2025**
FROM: **Joseph Forte**
SUBJECT: **A Resolution of the City of Holly Hill, Florida, Adopting a Fine for Violating Ordinance 2025-O-3091 PROHIBITING ELECTRIC BIKES, MOBILITY DEVICES AND MOTORIZED VEHICLES FROM SIDEWALKS; Providing for Severability; and Providing for an Effective Date.**
NUMBER: **2025-R-74**
APPLICANT:
PLANNER:

DISCUSSION:

The commission adopted Ordinance 2025-O-30901, prohibiting electric bikes, mobility devices and motorized vehicles from sidewalks. The success of this ordinance depends on the consideration and cooperation of both those who use these devices and those who do not. Individuals initially acting in violation of this policy will be reminded and asked to comply; however, individuals who refuse to comply with requests to comply may be subject to a fine in the amount of $50.00 per occurrence.

FISCAL ANALYSIS:

N/A

STAFF RECOMMENDATION:

To approve the Resolution the issuance of a fine in the amount of $50.00 for violators of Ordinance 2025-O-3091 per occurrence.

MOTION:

TO APPROVE THE RESOLUTION AS PRESENTED AND ADOPT THE FINE OF $50.00 FOR EACH VIOLATION PER OCCURRENCE.

Resolution No. 2025-74

A RESOLUTION OF THE CITY OF HOLLY HILL, FLORIDA, ADOPTING A FINE FOR VIOLATING ORDINANCE 2025-O-3091 PROHIBITING ELECTRIC BIKES, MOBILITY DEVICES AND MOTORIZED VEHICLES FROM SIDEWALKS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY OF HOLLY HILL, FLORIDA, ADOPTING A FINE FOR VIOLATING ORDINANCE 2025-O-3091 PROHIBITING ELECTRIC BIKES, MOBILITY DEVICES AND MOTORIZED VEHICLES FROM SIDEWALKS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The City Commission adopted Ordinance 2025-O-30901, prohibiting electric bikes, mobility devices and motorized vehicles from sidewalks; and

WHEREAS, The success of this Ordinance depends on the consideration and cooperation of both those who use these devices and those who do not; and

WHEREAS, Individuals initially acting in violation of this policy will be reminded and asked to comply; and

WHEREAS, Individuals who refuse to comply with requests to comply may be subject to a fine in the amount of $50.00 per occurrence.

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

SECTION 1. The approved fine for violating Ordinance 2025-O-3091 is $50.00 per occurrence.

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

SECTION 3. That all resolutions made in conflict with this Resolution are hereby repealed.

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

APPROVED AND AUTHENTICATED on this 23rd day of SEPTEMBER,

2025.

HOLLY HILL
FLORIDA

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Resolution

MEETING DATE: **September 23, 2025**
FROM: **Michele Moore**
SUBJECT: **A Resolution of the City Commission of the City of Holly Hill, Florida, Authorizing the Use of Pace Analytical Services, Inc., for Various Water and Waste Water Laboratory Testing as a Sole Source Provider, Providing for Severability; and Providing for an Effective Date.**
NUMBER: **2025-R-75**
APPLICANT:
PLANNER:

DISCUSSION:

The City Utilities Water Treatment Plant and Wastewater Treatment Facility require independent certified laboratory testing services to maintain a high level of drinking water quality for our customers and ensure collected sewer is properly treated to safe effluent reuse standards.

Pace Analytical Services, Inc., has been the utilities primary full-service laboratory since before 2019. Pace is the only NELAP full service lab within a 40 miles radius that can meet the testing window shelf life of the required sampling, as presented in Exhibit "A".

Pace lab services are used to complete the various site-specific treatment process tests, as well as, the many State and Federal compliance tests that are required to be conducted daily, weekly, monthly, quarterly, semi-annually and annually under the Florida Department of Environmental Department treatment permits. Many of these tests have strict holding times requiring laboratory testing to be initiated within 6 hours of sampling. It is not economically reasonable to have multiple water and wastewater treatment staff chauffeur samples long distance to multiple different locations to meet regulatory compliance sampling. Pace is the most local single stop laboratory for the utility to utilize under section F- 2.25of the Holly Hill Purchasing Policy Manual.

POLICY 2.25 EXEMPTION FROM BIDDING PROCEDURE

Sole source or Standardization procurement is exempt from bidding procedures. The using department must submit to the Finance Department in writing for his/her approval the attempts made, or the data collected to substantiate declaring a product or service "sole source". The City Commission must approve the award of the contract if the dollar amount exceeds $50,000.

SOLE SOURCE

The following criteria must be met in order to satisfy the sole source or proprietary source requirement:

- It is the only item that will produce the desired results (or fulfill the specific need) …or
- The item is available from only one source of supply…or
- The item is available from more than one vendor but due to extreme circumstances, only one vendor is suited to provide the goods or services.

Sole source and proprietary source purchases are exempt from competitive requirements. However, all sole source requisitions exceeding $10,000 in value will be electronically advertised for a period of at least 15 business days. The steps to follow for sole source and proprietary source purchases are as follows:

a. The User Department/Department and the Finance Department shall attempt to locate competition. Staff will also check for piggyback contracts. If no other sources are found, the User Department/Department shall submit to the Finance Department a completed sole source/proprietary source form, indicating the requisition number.

b. A sole source or proprietary source form shall be used to justify and document the requirement. The form shall state why only one source can produce the desired results (or fulfill the specific need).

c. The Finance Department will electronically post on the City website a description of all requisitions meeting the requirements for competitive pricing per Florida Statute for a period of at least seven (15) business days after the receipt of a completed sole source form from the department.

d. The Finance Director shall review and approve or disapprove, in writing; sole source/proprietary source designation.

e. The User Department/Department shall be notified of disapproved requests and the purchase shall be made in accordance with standard procedures.

f. When the Finance Director approves a sole or proprietary source, staff shall conduct negotiations on price, delivery, and terms. The price must be determined fair and reasonable.

g. The Finance Department shall keep a log of sole/proprietary source purchases, which includes the vendor name, the amount, item description, justification, and the purchase order number.

h. For those instance that services are needed involving multiple years (i.e. maintenance of equipment, warranty, etc.) the request must be combined to capture the project, as a whole, and the proper approval must be obtained.

Exhibit A - contains vendor documentation that Pace is the only full-service State Certified Laboratory within 40 miles of the City Utility to perform all City utility testing services.

FISCAL ANALYSIS:

This is a budgeted expenditure in the professional services accounts of the water and wastewater utility funds. The estimated annual amount for laboratory services provided is $34,400.00 for the wastewater laboratory in account 400-3020-535-3101 and $19,300.00 for the water laboratory in account 400-3010-535-3101. Pace laboratory services are not to exceed $53,700.00 as provided in the approved FY25-26 budget.

STAFF RECOMMENDATION:

Approve the Resolution and authorize the City Manager to issue purchase orders to Pace Analytical Services, Inc., to perform the various laboratory tests required for FY2025-2026.

COMMISSION GOAL:

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

MOTION:

APPROVE THE RESOLUTION AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE AGREEMENT AND ISSUE PURCHASE ORDERS WITH PACE ANALYTICAL SERVICES, INC., FOR VARIOUS WATER AND WASTE WATER LABORATORY TESTING AS A SOLE SOURCE PROVIDER IN AN AMOUNT NOT TO EXCEED $53,700.

ATTACHMENTS:

- Exhibit A -Pace Lab Letter Single Source 40 mile radius (PDF)
- Exhibit B - Single Source Lab (PDF)

Resolution No. 2025-75

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AUTHORIZING THE USE OF PACE ANALYTICAL SERVICES, INC., FOR VARIOUS WATER AND WASTE WATER LABORATORY TESTING AS A SOLE SOURCE PROVIDER, PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AUTHORIZING THE USE OF PACE ANALYTICAL SERVICES, INC., FOR VARIOUS WATER AND WASTEWATER LABORATORY TESTING AS A SOLE SOURCE PROVIDER; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The City of Holly Hill's Water Treatment Plant and Wastewater Treatment Facility must perform certain tests in order to meet operational requirements required by various regulatory and permitting agencies; and

WHEREAS, Pace Analytical Services, Inc., is the only such laboratory in our area within 40 miles radius that is needed to meet the shelf life of the samples (tests must be completed within 6 hours); and

WHEREAS, The services provided by Pace Analytical Service, Inc., are considered sole source as permitted under Section F-2.25 of the Holly Hill Purchasing Policy Manual; and

WHEREAS, The estimated annual amount for services provided is not to exceed $53,700.00; and

WHEREAS, The services are being provided and considered sole source due to the shelf life of the samples. Therefore, the services provided and considered sole source as allowed under Section F- 2.25-71 of the Holly Hill Purchasing Policy Manual.

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

SECTION 1. That Pace Analytical Services, Inc., is hereby determined to qualify as a sole source contractor pursuant to the City's Code of Ordinances and the City Manager is authorized to issue purchase orders to Pace Analytical Services, Inc., to perform the various laboratory tests as required in an annual amount not to exceed $53,700.00.

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 23rd day of SEPTEMBER, 2025.

July 22, 2025

City of Holly Hill
453 LPGA Blvd.
Holly Hill, FL 32117

Dear Sir or Madam,

Pace Analytical Services LLC is the only local Florida Certified environmental laboratory within a 40-mile radius that can handle drinking water and wastewater testing needs for the City of Holly Hill. Pace Values the City of Holly Hill as a client and is sensitive to the City's budget.

For the 2026 fiscal year the pricing will have a 5.0% increase.

Regards,

David Chaffman
Director of Sales

813.340.8100
Mike.Valder@pacelabs.com
8 East Tower Circle, Ormond Beach, FL 32174

Attachment: Exhibit A -Pace Lab Letter Single Source 40 mile radius (2025-R-75 : Pace Analytical Laboratory Services as a Sole Source

City of Holly Hill

Finance Department
1065 Ridgewood Ave.
Holly Hill, FL 32117

SOLE SOURCE JUSTIFICATION

TO: Finance Department	**FROM:** _____ **REQUISITION #:** _____
Subject - Purchase of: Laboratory Service for water and Wasterwater Plant	
Requested Supplier Contact: Mike Valder Company: Pace Analytical Services LLC Address: 8 East Tower Circle	City, State, Zip: Ormond Beach, FL 32174 Phone: 813-340-8100 Estimated Cost: $ 54,300

Statement of Need: My recommendation for sole source is based upon an objective review of the product/service being required and appears to be in the best interest of the City. I know of no conflict of interest on my part or involved in any way with this request. No gratuities, favors or compromising actions have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials or firms been a deciding influence on my request to sole source this purchase when there are other known suppliers to exist.

Sole Source Justification: Mark those that apply.

☐ 1. Sole source request is for the original manufacturer or provider; there are no regional distributors. (Attach the manufacturers written certification that no regional distributors exist. Item 4 must also be checked).

■ 2. Sole source request is for the only area distributor of the original manufacturer or provider. (Attach the manufacturers -not the distributors - written certification that identifies all regional distributors. Item 4 also must be checked).

☐ 3. The parts/equipment are not interchangeable with similar parts of another manufacturer. (Explain in comments or separate memorandum).

■ 4. This is the only known item or service that will meet the specialized needs of this department or perform the intended function. (Attach memorandum with details of specialized function or application).

☐ 5. The parts/equipment are required from this source to facilitate maintenance standardization. (Attach memorandum describing the basis for the standardization request).

☐ 6. None of the above applies. A detailed explanation and justification for this sole source request is contained in the attached memorandum.

Division Head Signature: _____ Date: 9/10/25

Department Head Signature: _____ Date: 9/10/25

Comments: Justification # 4 - Pace Labs in the only full service lab within 40 miles of our utility to sustain permit compliance without increasing manpower or operational costs.

Finance Approval: _____ Date: _____

City Manager Approval (if required): _____ Date: _____

Attachment: Exhibit B - Single Source Lab (2025-R-75 : Pace Analytical Laboratory Services as a Sole Source Provider)

8 East Tower Circle
Ormond Beach, FL 32174
Phone: 386-672-5668
Fax: 386-673-4001

Attachment: Exhibit B - Single Source Lab (2025-R-75 : Pace Analytical Laboratory Services as a Sole Source Provider)

Quote Prepared for:

City of Holly Hill
1065 Ridgewood Ave
Holly Hill, FL 32117
USA

Stacie Panciello
(386) 248-9463 ext: 4349
spanciello@hollyhillfl.org

Quote Information

Quote Name	00172480 - City of Holly Hill_2025 WW Pricing_10252024	Created Date	10/29/2024
Quote Number	00172480	Expiration Date	12/31/2025

Pace® Contact Information

Account Executive
Mike Valder
mike.valder@pacelabs.com
(813) 340-8100

Pace Project Manager
Yvette Prieto
yvette.prieto@pacelabs.com
813-776-2197

Project Information

Standard TAT:	10 Business Days	Shipping Information	None
Rush Surcharges:	10 day=Standard, 7 day=1.25x, 5 day=1.50x, 4 day=1.75x, 3 day=2.00x, 2 day=2.50x, 1 day=3.00x	Report Level	Level II
		EDD Requirements:	None
Project Location	FL	Certification Requirements	Florida
Special Instructions	None		

Payment Information

Customer Invoice To Contact:	Accounts Payable	Payment Terms:	30 Days
		Payment Term Details:	30 days
Customer Invoice To Email:	ap@hollyhillfl.org		
		Is P.O. Required for Payment?	Yes
Credit Application Approved?	Credit Approved		
		Purchase Order #	TBD

Minimum Laboratory Fee (per work order)

Waived

Quote Details

Item #	Quantity	Method	Matrix	Product	Line Item Description	Sales Price	Sub-Total	Total Price
Non-potable Water/Solids	1.00	SM 2540B	Solid and/or Water	Solids, Total (TS)		$3.34	$3.34	$3.34
Non-potable			Solid	Fecal Coliform, Bacteria				

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Water/Solids	1.00	SM 9221E	and/or Water	(MPN)	9221C/ 9221E	$90.24	$90.24	$90.24
Non-potable Water/Solids	1.00	ASTM D2216	Solid and/or Water	Percent Moisture / Dry Weight (soil)		$3.34	$3.34	$3.34
Solids	1.00	EPA 351.2	Solid Only	Nitrogen, Total Kjeldahl (TKN) (soil)		$36.76	$36.76	$36.76
Waters	1.00	EPA 351.2	Water Only	Nitrogen, Total Kjeldahl (TKN) (water)		$36.76	$36.76	$36.76
Non-potable Water/Solids	1.00	Calculation Only	Solid and/or Water	Nitrogen, Total (TKN + Nitrate + Nitrite) (water) (Calculation only)		$56.82	$56.82	$56.82
Non-potable Water/Solids	1.00	EPA 353.2	Solid and/or Water	Nitrogen, Nitrate+Nitrite (water)		$17.83	$17.83	$17.83
Solids	1.00	EPA 353.2	Solid Only	Nitrogen, Nitrite (soil)		$15.60	$15.60	$15.60
Non-potable Water	1.00	EPA 353.2	Water Only	Nitrogen, Nitrite (water)		$13.37	$13.37	$13.37
Non-potable Water/Solids	1.00	EPA 353.2	Solid Only	Nitrogen, Nitrate+Nitrite (soil)		$28.97	$28.97	$28.97
Solids	1.00	EPA 353.2	Solid Only	Nitrogen, Nitrate+Nitrite (soil)		$28.97	$28.97	$28.97
Non-potable Water	1.00	EPA 353.2	Water Only	Nitrogen, Nitrate+Nitrite (water)		$26.74	$26.74	$26.74
Non-potable Water/Solids	1.00		Solid and/or Water	Miscellaneous	Calculation Charge	$1.11	$1.11	$1.11
Solids	1.00	EPA 365.2	Solid Only	Total Phosphorus		$72.41	$72.41	$72.41
Non-potable Water	1.00	EPA 365.4	Water Only	Phosphorus, Total (water)		$24.51	$24.51	$24.51
Non-potable Water	1.00	SM 2540C	Water Only	Solids, Total Dissolved (TDS)		$20.05	$20.05	$20.05
Effluent Water	1.00	SM 2540C	Drinking Water	Solids, Total Dissolved (TDS) (Secondary Inorganics)		$17.83	$17.83	$17.83
Non-potable Water/Solids	1.00	EPA 9056	Solid and/or Water	Chloride (soil)		$15.60	$15.60	$15.60
Waters	1.00	EPA 300.0	Water Only	Sulfate (water)		$22.28	$22.28	$22.28
Effluent Water	1.00	EPA 300.0	Water Only	Fluoride (water)		$22.28	$22.28	$22.28
Effluent Water	1.00	EPA 300.0	Drinking Water	Chloride (Secondary Inorganics)		$13.37	$13.37	$13.37
Non-potable	1.00	EPA 624	Solid and/or	Tentatively Identified	2-Chloroethylvinyl ether (8260 soil	$5.57	$5.57	

Attachment: Exhibit B - Single Source Lab (2025-R-75 : Pace Analytical Laboratory Services as a Sole Source Provider)

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Water/Solids			Water	Compounds (TICs) - VOCs	method)			
Non-potable Water	1.00	EPA 608	Water Only	Pesticides / PCBs (wastewater)		$121.43	$121.43	$121.43
Non-potable Water/Solids	1.00	EPA 624	Water Only	Volatile Organic Compounds (VOCs) (water)	8260 soil method	$193.85	$193.85	$193.85
Non-potable Water	1.00	EPA 200.7 (ICP)	Water Only	Metal Analysis (1 Metal) (water)	Per analyte	$7.80	$7.80	$7.80
Solids	1.00	EPA 6010 (ICP)	Solid Only	Metal Analysis (1 Metal) (soil)	Per analyte	$10.03	$10.03	$10.03
Non-potable Water	1.00	EPA 6010 (ICP)	Water Only	Metal Analysis (1 Metal) (water)	6010/200.7 Per analyte	$7.80	$7.80	$7.80
Solids	1.00	EPA 200.7 (ICP)	Solid Only	Metal Analysis (1 Metal) (soil)	6010/200.7 Per analyte	$10.03	$10.03	$10.03
Non-potable Water	1.00	EPA 200.8 (ICP/MS)	Water Only	Metal Analysis (1 Metal) (water)	Per analyte	$7.80	$7.80	$7.80
Solids	1.00	EPA 6020 (ICP/MS)	Solid Only	Metal Analysis (1 Metal) (soil)	Per analyte	$10.03	$10.03	$10.03
Non-potable Water	1.00	EPA 7470	Water Only	Mercury (Hg) (water)		$36.76	$36.76	$36.76
Solids	1.00	EPA 7471	Solid Only	Mercury (Hg) (soil)		$36.76	$36.76	$36.76
Effluent Water	1.00	EPA 1631	Water Only	Mercury (Hg), Low Level (water)		$42.90	$42.90	$42.90
Solids	1.00	EPA 1631	Solid Only	Mercury (Hg), Low Level (solid)		$144.83	$144.83	$144.83
Non-potable Water/Solids	1.00	EPA 1664	Solid and/or Water	Oil & Grease HEM (water)		$47.90	$47.90	$47.90
Non-potable Water	1.00	EPA 335.4	Water Only	Cyanide, Total (water)		$30.08	$30.08	$30.08
Effluent Waters	1.00	EPA 524.2	Drinking Water	Total Trihalomethanes (TTHMs) (Disinfection Byproducts)		$42.33	$42.33	$42.33
Non-potable Water/Solids	1.00	Enterolert/Quanti-Tray	Solid and/or Water	EnteroCocci (bacteria)		$54.59	$54.59	$54.59
Waters	1.00	SM 9222D	Water Only	Bacteria, Fecal Coliform (Membrane Filtration) (water)	E.coli	$54.59	$54.59	$54.59
Solids	1.00	SM 9221C	Solid Only	Fecal Coliform, Bacteria (MPN)	E.coli	$56.82	$56.82	$56.82
Non-potable Water/Solids	1.00	EPA 1623	Water Only	Cryptosporidium and Giardia		$907.92	$907.92	$907.92
Non-potable Water	1.00		Water Only	Miscellaneous	Bioassay Multiple Fish/Bugs	$3,024.69	$3,024.69	$3,024.69
Non-potable			Water		Bioassay Single			

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Water	1.00		Only	Miscellaneous	Fish/Bug	$1,814.82	$1,814.82	$1,814.82
Solids	1.00	EPA 9045	Solid Only	pH (Corrosivity) (soil)		$12.25	$12.25	$12.25
Solids	1.00	EPA 8082	Solid Only	Polychlorinated Biphenyls (PCBs) (soil)		$96.92	$96.92	$96.92
Waters	1.00	SM 2340	Water Only	Hardness, Total (water) (calculation only, based on Ca, Mg + calculation)		$21.17	$21.17	$21.17
Waters	1.00	SM 2320B	Water Only	Alkalinity, as CaCO3 (bicarbonate) (water)		$20.05	$20.05	$20.05
Waters	1.00	SM 2320B	Water Only	Alkalinity, as CaCO3 (carbonate) (water)		$20.05	$20.05	$20.05
Waters	1.00	SM 2510B	Water Only	Conductivity (Specific Conductance/Resistivity) (water)		$10.03	$10.03	$10.03
Waters	1.00	Calculation Only	Water Only	Cation/Anion Balance (calculation only)		$22.28	$22.28	$22.28
Waters	1.00	SM 9222D	Water Only	Bacteria, Fecal Coliform (Membrane Filtration) (water)		$17.83	$17.83	$17.83
Effluent Waters	1.00	EPA 504.1	Water Only	EDB/DBCP (Synthetic Organic Contaminants)		$60.16	$60.16	$60.16
Effluent Waters	1.00	EPA 505	Water Only	Pesticides / PCBs (Synthetic Organic Contaminants)		$181.59	$181.59	$181.59
Effluent Waters	1.00	EPA 508.1	Water Only	Pesticides / PCBs (Synthetic Organic Contaminants)		$181.59	$181.59	$181.59
Effluent Waters	1.00	EPA 515.3	Water Only	Herbicides, Chlorinated (Synthetic Organic Compounds)		$179.36	$179.36	$179.36
Effluent Waters	1.00	EPA 525.3	Water Only	Semi-Volatile Organic Compounds (SVOCs) (Synthetic Organic Contaminants)		$179.36	$179.36	$179.36
Effluent Waters	1.00	EPA 531.2	Water Only	Carbamates (Synthetic Organic Contaminants)		$90.24	$90.24	$90.24
Effluent Waters	1.00	EPA 548.1	Water Only	Endothall (Synthetic Organic Contaminants)		$180.48	$180.48	$180.48
Effluent Waters	1.00	EPA 549.2	Water Only	Diquat (Synthetic Organic Contaminants)		$60.16	$60.16	$60.16
Effluent Waters	1.00	EPA 547	Water Only	Glyphosate (Synthetic Organic Contaminants)		$90.24	$90.24	$90.24
Effluent Waters	1.00	EPA 524.2	Water Only	Volatile Organic Compounds (VOCs) (drinking water)		$200.53	$200.53	$200.53
Effluent	1.00	EPA 1613	Water	Tetra-Octa (All 17 Dioxin/Furan compounds,		$314.17	$314.17	

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Waters			Only	all matrices)				
Effluent Waters	1.00	SM 4500H+B	Water Only	pH (Corrosivity) (water)		$12.25	$12.25	$12.25
Effluent Waters	1.00	SM 5540C	Water Only	Surfactants/ Foaming Agents (MBAS)		$42.33	$42.33	$42.33
Effluent Waters	1.00	EPA 900.0	Water Only	Gross Alpha (water)		$60.16	$60.16	$60.16
Effluent Waters	1.00	EPA 903.1	Water Only	Radium-226 (water)		$109.18	$109.18	$109.18
Effluent Waters	1.00	EPA 904.0	Water Only	Radium-228 (water)		$109.18	$109.18	$109.18
Waters	1.00	EPA 8015	Water Only	Diesel Range Organics (DRO) (water)		$483.51	$483.51	$483.51
	1.00			Sample Disposal (per sample)		$9.00	$9.00	$9.00
	1.00			Environmental Impact Fee (Per Invoice)		$35.00	$35.00	$35.00
	1.00			Metals Digestion (per sample)	Included	$0.00	$0.00	$0.00
					Estimated Grand-Total			$10,036.58

For New Customer and Credit Application Form, Click Here

Additional Pricing Considerations:

If you have specific questions about any conditions noted below, please contact your Pace Analytical Representative.

•Unless accepted, signed and returned, or otherwise noted above, proposal expires 60 days from Created Date above.
• Quoted prices include standard Pace Analytical QA/QC, reporting limits, compound lists and standard report format unless noted otherwise.
• If project specific MS/MSD samples are submitted, they may be billable.
• Volatile soils need to be frozen within 48 hours of collection. To facilitate this, they should be submitted to the lab within 40 hours of collection.
• TAT (Turn Around Time) is in working days unless otherwise specified above.
• To ensure requested TAT is available, please coordinate with your Pace Analytical representative at time of sample submittal.
• Any deviation from the above quoted scope of work, including sample arrival date and volume, may result in adjustment of prices.
• Please include Quote Number on Chain-of-custody to ensure proper billing.
• Pricing includes standard delivery of bottle/sample kits and coolers.
• Charges will apply for non-standard shipping and for projects where shipping exceeds 10% of the total analytical costs of the shipment.
• All air and air-related equipment charges (i.e. rental fees for unused, unreturned or damaged equipment, are detailed in the Pace® Canister Use Policy
• PACE RESERVES THE RIGHT TO SURCHARGE ON CREDIT CARD PAYMENTS BASED ON CARD TYPE AND ZIP CODE
• PACE RESERVES THE RIGHT TO PASS ALONG ALL EXPEDITED SHIPPING FEES. A MINIMUM FEE OF $100 PER COOLER MAY BE APPLIED.

Pace Analytical Terms and Conditions

These Standard Terms (Terms) govern all services that Pace Analytical _____ ("Lab") will perform on behalf of _____ ("Client"), and supersede any other written provisions (including purchase/work orders) related to the services, as well as all prior discussions, courses of dealing, and/or performance, unless a separate, executed agreement for the same or similar services already exists between the Lab and Client (collectively "the Parties), or the Parties subsequently agree to terminate or amend these Terms, as allowed in Section 10 and 12, respectively.

1. **Definitions:**
Chain of Custody (COC): A document evidencing the collection, handling, delivery, etc. of a sample or Sample Delivery Group

Attachment: Exhibit B - Single Source Lab (2025-R-75 : Pace Analytical Laboratory Services as a Sole Source Provider)

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Attachment: Exhibit B - Single Source Lab (2025-R-75 : Pace Analytical Laboratory Services as a Sole Source Provider)

Holding Time: The maximum amount of time a sample may be stored before being analyzed.
Sample Delivery Acceptance (SDA): The date and time when Lab officially receives a sample or Sample Delivery Group, as evidenced by either a notation on the Chain of Custody or an entry in the Lab's information management system (LIMS).
Sample Delivery Group (SDG): A set of samples normally shipped and reported to the Lab as a group.
Turnaround Time (TAT): The maximum allowable period within which Lab must report out its analytical testing results to Client, calculated from the date of SDA.

2. Client's Obligations:

a. To initiate Lab's services, Client must reference a quotation number (if applicable) and complete one of the following steps:
   i. Submit a completed purchase order by:
      1. hand (i.e., in person)
      2. mail, or
      3. e-mail; or
   ii. Place an order by:
      1. telephone
      2. e-mail, or
      3. delivering a sample (or SDG) to Lab and completing the COC

b. Subject to occasional, mutually agreed-upon exceptions, Client must give five (5) days' prior notice for each sample delivery and provide the following information:
   i. Name of the responsible project manager
   ii. Name of the person submitting the sample
   iii. Name/location of collection site
   iv. Date and time of collection
   v. Specific testing being requested, and
   vi. Sufficient details about reporting requirement(s).

c. Client shall also:
   i. Remain liable for any loss or damage to sample(s) until SDA (including that which may occur as a result of third-party shipping delays)
   ii. Payment Terms: Net 30 days from date of invoice unless a valid fully executed agreement is on file with Pace.
   iii. Notify Lab about any disputed charges or results within 30 days of receiving applicable invoice
   iv. Reimburse Lab for any costs* related to delinquent payments
   v. Demonstrate its (or, if applicable, the Prime Client's) credit worthiness by accessing the following link: https://www.pacelabs.com/my-account.html and clicking on "Client Profile Information." (Note: Client must pre-pay for services pending completion of this process and Lab's approval of a credit line.)
   vi. Pay for any services it orders on any already analyzed sample
   vii. Obtain Lab's written consent before assigning billing or payment of Lab services to any third party, (failure to do so shall mean Client remains responsible for the payment of any outstanding balance)
   viii. Refrain from using any of Lab's supplies (e.g., containers) in connection with any non-Lab work
   ix. Ensure that any sample(s) containing any known hazardous substance is (are) labeled, packaged, manifested, transported, and delivered to Lab in accordance with all applicable regulations. (No SDA of any "high hazard" sample can occur without Lab's express permission.)
   x. Obtain Lab's prior written consent before publishing Lab's name and/or any data
   xi. Reimburse Lab for any out-of-scope services and related expenses (e.g., defending its analytical results or responding to a subpoena for documents and/or expert testimony)
   xii. Excuse Lab for any failure or delay in its performance caused by someone or something outside its control, e.g., a third party or "Force Majeure" event or circumstance, such as natural disasters or government shutdowns; and
   xiii. Accept responsibility for any claims, damages, losses, expenses*, etc. to the extent caused by Client's: breach of these Terms; negligence or willful misconduct (includes Client's use of Lab data for anything other than the specific purpose for which it was intended), or violation of applicable laws.

3. Lab's Obligations:

Lab shall:

a. Perform its services in accordance with generally accepted analytical and environmental laboratory practices and professionally recognized standards.
b. Identify on quotation if services will be sent to another Lab location or to a third party.
c. Promptly notify Client of any:
   i. Missing sample or otherwise compromised sample(s)
   ii. Significant delays or other issues affecting Lab's services, or
   iii. Subpoena or similar demand for Lab compliance
d. Maintain high-quality services.
e. Prepare and keep accurate records.
f. Obtain/maintain any permit(s), license(s), or certification(s).
g. Charge its fees on a net 30 basis (unless otherwise agreed).
h. Impose a one and one half percent (1.5%) per month late charge on any unpaid balances.
i. Assess a two and one half percent (2.5%) surcharge on any payments made by credit card. (Client can avoid this charge by paying with a debit card, an e-check/check by phone, a wire transfer, or an ACH payment.)
j. Invoice Client for each sample or SDG as reported.
k. Assume risk of loss or damage to any Client sample(s) upon SDA.

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l. Initiate analysis within established holding times – so long as SDA occurred within 48 hours of collection or the first half of the maximum allowed holding time.
m. Indemnify Client for any claims, damages, losses, expenses*, etc. to the extent they were caused by Lab's breach of these Terms, negligence or willful misconduct, or the negligence and willful misconduct of persons for whom Lab is legally responsible.
n. Warrant the results, with the express understanding that this warranty is exclusive and does not extend to any merchantability or fitness for a particular purpose.

4. Lab's Discretionary Actions:
Lab may:

a. Cease all services, including any release of data, if Client does not pay as agreed
b. Reject or rescind any SDA if Lab decides sample poses any risk or hazard
c. Charge or bill Client directly for:
   i. Any supplies (including containers) that are not used or returned
   ii. Expedited outbound/return shipping for any sample that is not time-sensitive
   iii. Disposal of any air samples that have not been reclaimed within seven (7) days of Lab's SDA thereof
   iv. Disposal of any other sample not been reclaimed within 21 days of Lab's SDA thereof, or as otherwise required
   v. A minimum fee for invoicing and/or handling any sample
   vi. A sample that underwent SDA, but was not analyzed, at Client's direction
   vii. Additional shipping and handling as deemed necessary
   viii. Change in scope and/or rescheduling fees
   ix. Minimum fees or additional surcharges as necessary
   x. Reasonable attorneys' fees
   xi. Project resampling related to missed deliveries, etc.
   xii. Off cycle pricing increase dictated by the market
   xiii. Any request for re-analysis following release of the report if the results are within the variability of the method (or acceptable parameters)

d. Return unused portions of samples found or suspected to be hazardous to Client, at Client's cost.
e. Retain Client's unreleased data and/or cancel Client's web portal access pending payment in full.
f. Increase prices on an annual basis to support market-driven cost-increases.

5. Multiple Dilutions: Lab will report a single value for each analyte based on the most appropriate analysis or dilution for that analyte. Based on general screening where appropriate, samples will be reported on a dilution-only basis due to concentrations of target analytes present. Lab may attempt a 10-fold more concentrated analysis if practicable. Client may also request and pay for additional dilutions if practicable.

6. Dry Weight Correction / Percent (%) Moisture: Consistent with all applicable reporting methods, Lab will automatically analyze any solid sample (soil) for % moisture to allow for dry weight correction and charge accordingly. If "wet weight" reporting is requested by the client or the regulatory agency, Lab will maintain the charge for dry weight correction even if the results were not corrected for the applicable reporting criteria.

7. Confidentiality: The Parties agree that they will take all reasonable precautions to prevent the unauthorized disclosure of any proprietary or confidential information of each other and that they will not disclose such information except to those employees, subcontractors, or agents who have expressly agreed to maintain confidentiality.

8. Governing Law: These Terms shall be construed and interpreted pursuant to the laws of the State of Minnesota without giving effect to the principles of conflicts of law thereof.

9. Term: The Parties shall perform the services identified in the applicable purchase order or other agreement until completed or terminated in accordance with Section 10 below

10. Termination:

a. Either party may terminate these Terms upon 30 days' prior written notice.
b. Lab may immediately terminate for any breach by Client, including its failure to pay within 60 days of Lab's dated invoice.

11. Limitation of Liability:

a. If a court of competent jurisdiction finds that Lab failed to meet applicable standards and if Client suffers damages as a result, Lab's aggregate liability for its negligence or unintentional breach of contract shall not exceed the total fee paid for its services.
b. This limitation shall not apply to any Client losses arising from Lab's negligence or willful misconduct, so long as Client:
   i. Notifies Lab of any issue within thirty (30) days of receiving applicable invoice, and
   ii. Allows Lab to defend its data, even to a regulatory agency that may have previously rejected same.
c. Notwithstanding the foregoing, neither Lab nor Client shall be liable to the other for special, incidental, consequential, or punitive damages.

12. Amendment/Change Order: Any attempt to modify, vary, supplement, or clarify any provision of these Terms is of no effect unless reduced to writing and signed by both Parties.

13. Storage of Data: Following final report issuance, Lab will retain back-up data and final test reports for ten (10) years in a format from which the data and/or test report can be reproduced.

Attachment: Exhibit B - Single Source Lab (2025-R-75 : Pace Analytical Laboratory Services as a Sole Source Provider)

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14. Intellectual Property: Lab shall retain sole ownership of any new method, procedure, or equipment it develops or discovers while performing services for Client pursuant to these Terms. Lab may, however, grant a license to the Client for its use of same.

15. Non-competition: Client shall not solicit or recruit any Lab personnel for at least 12 months following the termination of the services governed by these Terms.

16. Non-assignment: Neither party may assign or transfer any right or obligation existing under these Terms without prior written notice to the other party, except that Lab may freely transfer the services to another Lab location or, with Client's permission, subcontract the services to a third-party.

17. Insurance: Lab carries insurance with the limits of coverage as indicated below and will, upon Client's request, submit certificates of insurance showing same.

a. General Liability - $1,000,000 each occurrence; $2,000,000 general aggregate;
b. Personal and Advertising Injury - $1,000,000;
c. Automobile Liability - $1,000,000 combined single limit;
d. Excess Liability Umbrella - $5,000,000 aggregate; $5,000,000 each occurrence;
e. Worker's Compensation Insurance - statutory limits; and
f. Professional Liability $5,000,000 aggregate, $5,000,000 per claim.

18. Miscellaneous Provisions:

a. In the absence of an executed agreement between the Parties, the SDA will constitute acceptance of these Terms by Client.
b. The Parties may use and rely upon electronic signatures and documents for the execution and delivery of these Terms and any amendments, notices, records, disclosures, or other documents of any type sent or received in accordance with these Terms.
c. The Parties are at all times acting and performing as independent contractors; neither one shall ever be considered an agent, servant, employee, or partner of the other.
d. These Terms shall be binding upon, and inure to the benefit of, the Parties and their respective successors and assigns.
e. Lab's compliance with a subpoena or other order shall not violate any requirement for confidentiality between the Parties.
f. If any Term herein is invalidated or deemed unenforceable, it shall not affect the validity or enforceability of the other Terms.

IN WITNESS WHEREOF, Client and Lab have executed this Agreement through their duly authorized representatives as of the last date below:

[Client] _____

By:_____
Name:_____
Title:_____
Date:_____

Pace Analytical

By:_____
Name:_____
Title:_____
Date:_____

*May include reasonable attorney's fees

Quote Prepared by:

Olivia Studebaker olivia.studebaker@pacelabs.com

Attachment: Exhibit B - Single Source Lab (2025-R-75 : Pace Analytical Laboratory Services as a Sole Source Provider)

106 Vantage Point Drive
West Columbia, SC 29172
Phone: 803-791-9700
Fax:

Attachment: Exhibit B - Single Source Lab (2025-R-75 : Pace Analytical Laboratory Services as a Sole Source Provider)

Quote Prepared for:

JEA
1002 Main Street North
Jacksonville, FL 32202

Jonte Williams
(904) 665-8317
bowdjt@jea.com

Quote Information

Quote Name	00172430 - JEA - PFAS Biosolids Testing_20241024
Quote Number	00172430
Created Date	10/24/2024
Expiration Date	1/31/2025

Pace® Contact Information

Account Executive
Mike Valder
mike.valder@pacelabs.com
(813) 340-8100

Project Manager

Project Information

Standard TAT:	20 Business Days
Project Location	FL
Special Instructions	Samples will be shipped directly to Pace SC. PFAS testing provided by Pace SC. Any required field QC samples are billable at the same rate as the samples. Site specific info: Samples are liquids. Required PFAS compound list: EPA 1633, full list. Pace PFAS technical resource: Lindsay Boone, M.Sc. Technical Specialist 910 262 5098 Lindsay.Boone@pacelabs.com
Shipping Information	Container shipment provided by Pace via FedEx Ground. Please provide the customer with a prepaid FedEx shipping label to ship the samples back to Pace SC for PFAS testing.
Report Level	Level II
EDD Requirements:	None
Certification Requirements	Florida

Payment Information

Customer Invoice To Contact:	Accounts Payable Department_Consolidated Monthly invoicing
Customer Invoice To Email:	acctpaycustsrv@jea.com
Credit Application Approved?	Credit Approved
Payment Terms:	30 Days
Payment Term Details:	PO208939 - current blanket PO
Is P.O. Required for Payment?	Yes
Purchase Order #	TBD

Minimum Laboratory Fee (per work order)

Waived

106 Vantage Point Drive
West Columbia, SC 29172
Phone: 803-791-9700
Fax:

Attachment: Exhibit B - Single Source Lab (2025-R-75 : Pace Analytical Laboratory Services as a Sole Source Provider)

Quote Details

Quantity	Method	Product	Line Item Description	Sales Price	Sub-Total	Total-Price
8.00	EPA 1633	PFAS (water)		$425.00	$3,400.00	$3,400.00
2.00	EPA 1633	PFAS Equipment Blank (includes 1 L PFAS-free water for methods other than 1633, 2 L for 1633): same compounds required for sample at same Pace lab		$425.00	$850.00	$850.00
2.00	Water	PFAS-free Rinsate/Equipment Blank Water - 1L		$20.00	$40.00	$40.00
10.00		Sample Disposal (per sample)	Waived	$0.00	$0.00	$0.00
1.00		Environmental Impact Fee (Per Invoice)	Waived	$0.00	$0.00	$0.00
			Estimated Grand-Total			$4,290.00

Additional Pricing Considerations:

If you have specific questions about any conditions noted below, please contact your Pace Analytical Representative.

- Unless accepted, signed and returned, or unless noted above, proposal expires 60 days from Created Date above.
- Quoted prices include standard Pace Analytical QA/QC, reporting limits, compound lists and standard report format unless noted otherwise.
- If project specific MS/MSD samples are submitted, they may be billable.
- Volatile soils need to be frozen within 48 hours of collection. To facilitate this, they should be submitted to the lab within 40 hours of collection.
- TAT (Turn Around Time) is in working days unless otherwise specified above.
- To ensure requested TAT is available, please coordinate with your Pace Analytical representative at time of sample submittal.
- Any deviation from the above quoted scope of work, including sample arrival date and volume, may result in adjustment of prices.
- Please include Quote Number on Chain-of-custody to ensure proper billing.
- Pricing includes standard delivery of bottle/sample kits and coolers.
- Charges will apply for non-standard shipping and for projects where shipping exceeds 10% of the total analytical costs of the shipment.
- All air and air-related equipment charges (i.e. rental fees for unused, unreturned or damaged equipment, are detailed in the Pace® Canister Use Policy
- PACE RESERVES THE RIGHT TO SURCHARGE ON CREDIT CARD PAYMENTS BASED ON CARD TYPE AND ZIP CODE.
- PACE RESERVES THE RIGHT TO PASS ALONG ALL EXPEDITED SHIPPING FEES. A MINIMUM FEE OF $100 PER COOLER MAY BE APPLIED.

For New Customer and Credit Application Form, Click Here

Pace Analytical Terms and Conditions

These Standard Terms (Terms) govern all services that Pace Analytical _____ ("Lab") will perform on behalf of _____ ("Client"), and supersede any other written provisions (including purchase/work orders) related to the services, as well as all prior discussions, courses of dealing, and/or performance, unless a separate, executed agreement for the same or similar services already exists between the Lab and Client (collectively "the Parties), or the Parties subsequently agree to terminate or amend these Terms, as allowed in Section 10 and 12, respectively.

1. Definitions:

Chain of Custody (COC): A document evidencing the collection, handling, delivery, etc. of a sample or Sample Delivery Group
Holding Time: The maximum amount of time a sample may be stored before being analyzed.
Sample Delivery Acceptance (SDA): The date and time when Lab officially receives a sample or Sample Delivery Group, as evidenced by either a notation on the Chain of Custody or an entry in the Lab's information management system (LIMS).
Sample Delivery Group (SDG): A set of samples normally shipped and reported to the Lab as a group.
Turnaround Time (TAT): The maximum allowable period within which Lab must report out its analytical testing results to Client, calculated from the date of SDA.

2. Client's Obligations:

a. To initiate Lab's services, Client must reference a quotation number (if applicable) and complete one of the following steps:

106 Vantage Point Drive
West Columbia, SC 29172
Phone: 803-791-9700
Fax:

i. Submit a completed purchase order by:
   1. hand (i.e., in person)
   2. mail, or
   3. e-mail; or
ii. Place an order by:
   1. telephone
   2. e-mail, or
   3. delivering a sample (or SDG) to Lab and completing the COC

b. Subject to occasional, mutually agreed-upon exceptions, Client must give five (5) days' prior notice for each sample delivery and provide the following information:
   i. Name of the responsible project manager
   ii. Name of the person submitting the sample
   iii. Name/location of collection site
   iv. Date and time of collection
   v. Specific testing being requested, and
   vi. Sufficient details about reporting requirement(s).

c. Client shall also:
   i. Remain liable for any loss or damage to sample(s) until SDA (including that which may occur as a result of third-party shipping delays)
   ii. Payment Terms: Net 30 days from date of invoice unless a valid fully executed agreement is on file with Pace.
   iii. Notify Lab about any disputed charges or results within 30 days of receiving applicable invoice
   iv. Reimburse Lab for any costs* related to delinquent payments
   v. Demonstrate its (or, if applicable, the Prime Client's) credit worthiness by accessing the following link: https://www.pacelabs.com/my-account.html and clicking on "Client Profile Information." (Note: Client must pre-pay for services pending completion of this process and Lab's approval of a credit line.)
   vi. Pay for any services it orders on any already analyzed sample
   vii. Obtain Lab's written consent before assigning billing or payment of Lab services to any third party, (failure to do so shall mean Client remains responsible for the payment of any outstanding balance)
   viii. Refrain from using any of Lab's supplies (e.g., containers) in connection with any non-Lab work
   ix. Ensure that any sample(s) containing any known hazardous substance is (are) labeled, packaged, manifested, transported, and delivered to Lab in accordance with all applicable regulations. (No SDA of any "high hazard" sample can occur without Lab's express permission.)
   x. Obtain Lab's prior written consent before publishing Lab's name and/or any data
   xi. Reimburse Lab for any out-of-scope services and related expenses (e.g., defending its analytical results or responding to a subpoena for documents and/or expert testimony)
   xii. Excuse Lab for any failure or delay in its performance caused by someone or something outside its control, e.g., a third party or "Force Majeure" event or circumstance, such as natural disasters or government shutdowns; and
   xiii. Accept responsibility for any claims, damages, losses, expenses*, etc. to the extent caused by Client's: breach of these Terms; negligence or willful misconduct (includes Client's use of Lab data for anything other than the specific purpose for which it was intended), or violation of applicable laws.

3. Lab's Obligations:

Lab shall:

a. Perform its services in accordance with generally accepted analytical and environmental laboratory practices and professionally recognized standards.
b. Identify on quotation if services will be sent to another Lab location or to a third party.
c. Promptly notify Client of any:
   i. Missing sample or otherwise compromised sample(s)
   ii. Significant delays or other issues affecting Lab's services, or
   iii. Subpoena or similar demand for Lab compliance
d. Maintain high-quality services.
e. Prepare and keep accurate records.
f. Obtain/maintain any permit(s), license(s), or certification(s).
g. Charge its fees on a net 30 basis (unless otherwise agreed).
h. Impose a one and one half percent (1.5%) per month late charge on any unpaid balances.
i. Assess a two and one half percent (2.5%) surcharge on any payments made by credit card. (Client can avoid this charge by paying with a debit card, an e-check/check by phone, a wire transfer, or an ACH payment.)
j. Invoice Client for each sample or SDG as reported.
k. Assume risk of loss or damage to any Client sample(s) upon SDA.
l. Initiate analysis within established holding times – so long as SDA occurred within 48 hours of collection or the first half of the maximum allowed holding time.
m. Indemnify Client for any claims, damages, losses, expenses*, etc. to the extent they were caused by Lab's breach of these Terms, negligence or willful misconduct, or the negligence and willful misconduct of persons for whom Lab is legally responsible.

Attachment: Exhibit B - Single Source Lab (2025-R-75 : Pace Analytical Laboratory Services as a Sole Source Provider)

106 Vantage Point Drive
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Fax:

n. Warrant the results, with the express understanding that this warranty is exclusive and does not extend to any merchantability or fitness for a particular purpose.

4. Lab's Discretionary Actions:
Lab may:

a. Cease all services, including any release of data, if Client does not pay as agreed
b. Reject or rescind any SDA if Lab decides sample poses any risk or hazard.
c. Charge or bill Client directly for:
   i. Any supplies (including containers) that are not used or returned
   ii. Expedited outbound/return shipping for any sample that is not time-sensitive
   iii. Disposal of any air samples that have not been reclaimed within seven (7) days of Lab's SDA thereof
   iv. Disposal of any other sample not been reclaimed within 21 days of Lab's SDA thereof, or as otherwise required
   v. A minimum fee for invoicing and/or handling any sample
   vi. A sample that underwent SDA, but was not analyzed, at Client's direction
   vii. Additional shipping and handling as deemed necessary
   viii. Change in scope and/or rescheduling fees
   ix. Minimum fees or additional surcharges as necessary
   x. Reasonable attorneys' fees
   xi. Project resampling related to missed deliveries, etc.
   xii. Off cycle pricing increase dictated by the market
   xiii. Any request for re-analysis following release of the report if the results are within the variability of the method (or acceptable parameters)

d. Return unused portions of samples found or suspected to be hazardous to Client, at Client's cost.
e. Retain Client's unreleased data and/or cancel Client's web portal access pending payment in full.
f. Increase prices on an annual basis to support market-driven cost-increases.

5. Multiple Dilutions: Lab will report a single value for each analyte based on the most appropriate analysis or dilution for that analyte. Based on general screening where appropriate, samples will be reported on a dilution-only basis due to concentrations of target analytes present. Lab may attempt a 10-fold more concentrated analysis if practicable. Client may also request and pay for additional dilutions if practicable.

6. Dry Weight Correction / Percent (%) Moisture: Consistent with all applicable reporting methods, Lab will automatically analyze any solid sample (soil) for % moisture to allow for dry weight correction and charge accordingly. If "wet weight" reporting is requested by the client or the regulatory agency, Lab will maintain the charge for dry weight correction even if the results were not corrected for the applicable reporting criteria.

7. Confidentiality: The Parties agree that they will take all reasonable precautions to prevent the unauthorized disclosure of any proprietary or confidential information of each other and that they will not disclose such information except to those employees, subcontractors, or agents who have expressly agreed to maintain confidentiality.

8. Governing Law: These Terms shall be construed and interpreted pursuant to the laws of the State of Minnesota without giving effect to the principles of conflicts of law thereof.

9. Term: The Parties shall perform the services identified in the applicable purchase order or other agreement until completed or terminated in accordance with Section 10 below

10. Termination:

a. Either party may terminate these Terms upon 30 days' prior written notice.
b. Lab may immediately terminate for any breach by Client, including its failure to pay within 60 days of Lab's dated invoice.

11. Limitation of Liability:

a. If a court of competent jurisdiction finds that Lab failed to meet applicable standards and if Client suffers damages as a result, Lab's aggregate liability for its negligence or unintentional breach of contract shall not exceed the total fee paid for its services.
b. This limitation shall not apply to any Client losses arising from Lab's negligence or willful misconduct, so long as Client:
   i. Notifies Lab of any issue within thirty (30) days of receiving applicable invoice, and
   ii. Allows Lab to defend its data, even to a regulatory agency that may have previously rejected same.
c. Notwithstanding the foregoing, neither Lab nor Client shall be liable to the other for special, incidental, consequential, or punitive damages.

12. Amendment/Change Order: Any attempt to modify, vary, supplement, or clarify any provision of these Terms is of no effect unless reduced to writing and signed by both Parties.

13. Storage of Data: Following final report issuance, Lab will retain back-up data and final test reports for ten (10) years in a format from which the data and/or test report can be reproduced.

14. Intellectual Property: Lab shall retain sole ownership of any new method, procedure, or equipment it develops or discovers while

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Fax:

performing services for Client pursuant to these Terms. Lab may, however, grant a license to the Client for its use of same.

15. Non-competition: Client shall not solicit or recruit any Lab personnel for at least 12 months following the termination of the services governed by these Terms.

16. Non-assignment: Neither party may assign or transfer any right or obligation existing under these Terms without prior written notice to the other party, except that Lab may freely transfer the services to another Lab location or, with Client's permission, subcontract the services to a third-party.

17. Insurance: Lab carries insurance with the limits of coverage as indicated below and will, upon Client's request, submit certificates of insurance showing same.

a. General Liability - $1,000,000 each occurrence; $2,000,000 general aggregate;
b. Personal and Advertising Injury - $1,000,000;
c. Automobile Liability - $1,000,000 combined single limit;
d. Excess Liability Umbrella - $5,000,000 aggregate; $5,000,000 each occurrence;
e. Worker's Compensation Insurance - statutory limits; and
f. Professional Liability $5,000,000 aggregate, $5,000,000 per claim.

18. Miscellaneous Provisions:

a. In the absence of an executed agreement between the Parties, the SDA will constitute acceptance of these Terms by Client.
b. The Parties may use and rely upon electronic signatures and documents for the execution and delivery of these Terms and any amendments, notices, records, disclosures, or other documents of any type sent or received in accordance with these Terms.
c. The Parties are at all times acting and performing as independent contractors; neither one shall ever be considered an agent, servant, employee, or partner of the other.
d. These Terms shall be binding upon, and inure to the benefit of, the Parties and their respective successors and assigns.
e. Lab's compliance with a subpoena or other order shall not violate any requirement for confidentiality between the Parties.
f. If any Term herein is invalidated or deemed unenforceable, it shall not affect the validity or enforceability of the other Terms.

IN WITNESS WHEREOF, Client and Lab have executed this Agreement through their duly authorized representatives as of the last date below:

[Client] _____

By:_____
Name:_____
Title:_____
Date:_____

Pace Analytical

By:_____
Name:_____
Title:_____
Date:_____

*May include reasonable attorney's fees

Quote Prepared by:

Prepared By Diane Anderson Email diane.anderson@pacelabs.com

Attachment: Exhibit B - Single Source Lab (2025-R-75 : Pace Analytical Laboratory Services as a Sole Source Provider)

8 East Tower Circle
Ormond Beach, FL 32174
Phone: 386-672-5668
Fax: 386-673-4001

Quote Prepared for:

City of Holly Hill
1065 Ridgewood Ave
Holly Hill, FL 32117
USA

Stacie Panciello
(386) 248-9463 ext: 4349
spanciello@hollyhillfl.org

Quote Information

Quote Name	00172549 - City of Holly Hill_Water Soluble Phos for 2025_10252024	Created Date	10/28/2024
Quote Number	00172549	Expiration Date	12/31/2025

Pace® Contact Information

Account Executive
Mike Valder
mike.valder@pacelabs.com
(813) 340-8100

Project Manager
Yvette Prieto
yvette.prieto@pacelabs.com
813-776-2197

Project Information

Standard TAT:	20 Business Days	Report Level	Level II
Project Location	FL	EDD Requirements:	None
Special Instructions	Request bottle kit from your Pace PM. Samples will be run at Badger Labs in Neenah, WI.	Certification Requirements	None

Payment Information

Customer Invoice To Contact:	Accounts Payable	Payment Terms:	30 Days
Customer Invoice To Email:	ap@hollyhillfl.org	Payment Term Details:	30 days
Credit Application Approved?	Credit Approved	Is P.O. Required for Payment?	Yes

Minimum Laboratory Fee (per work order)

Waived

Quote Details

Quantity	Product	Line Item Description	Sales Price	Sub-Total	Total Price
6.00	Subcontracted Outside of Pace	Water Soluble Phosphorus	$232.00	$1,392.00	$1,392.00
1.00	Environmental Impact Fee (Per Invoice)		$35.00	$35.00	$35.00
6.00	Sample Disposal (per sample)		$9.00	$54.00	$54.00

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Estimated Grand-Total $1,481.00

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For New Customer and Credit Application Form, Click Here

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      1. hand (i.e., in person)
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b. Subject to occasional, mutually agreed-upon exceptions, Client must give five (5) days' prior notice for each sample delivery and provide the following information:
   i. Name of the responsible project manager
   ii. Name of the person submitting the sample
   iii. Name/location of collection site
   iv. Date and time of collection
   v. Specific testing being requested, and
   vi. Sufficient details about reporting requirement(s).

c. Client shall also:

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i. Assess a two and one half percent (2.5%) surcharge on any payments made by credit card. (Client can avoid this charge by paying with a debit card, an e-check/check by phone, a wire transfer, or an ACH payment.)
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k. Assume risk of loss or damage to any Client sample(s) upon SDA.
l. Initiate analysis within established holding times – so long as SDA occurred within 48 hours of collection or the first half of the maximum allowed holding time.
m. Indemnify Client for any claims, damages, losses, expenses*, etc. to the extent they were caused by Lab's breach of these Terms, negligence or willful misconduct, or the negligence and willful misconduct of persons for whom Lab is legally responsible.
n. Warrant the results, with the express understanding that this warranty is exclusive and does not extend to any merchantability or fitness for a particular purpose.

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   iii. Disposal of any air samples that have not been reclaimed within seven (7) days of Lab's SDA thereof
   iv. Disposal of any other sample not been reclaimed within 21 days of Lab's SDA thereof, or as otherwise required
   v. A minimum fee for invoicing and/or handling any sample
   vi. A sample that underwent SDA, but was not analyzed, at Client's direction
   vii. Additional shipping and handling as deemed necessary
   viii. Change in scope and/or rescheduling fees
   ix. Minimum fees or additional surcharges as necessary
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acceptable parameters)

d. Return unused portions of samples found or suspected to be hazardous to Client, at Client's cost.
e. Retain Client's unreleased data and/or cancel Client's web portal access pending payment in full.
f. Increase prices on an annual basis to support market-driven cost-increases.

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6. Dry Weight Correction / Percent (%) Moisture: Consistent with all applicable reporting methods, Lab will automatically analyze any solid sample (soil) for % moisture to allow for dry weight correction and charge accordingly. If "wet weight" reporting is requested by the client or the regulatory agency, Lab will maintain the charge for dry weight correction even if the results were not corrected for the applicable reporting criteria.

7. Confidentiality: The Parties agree that they will take all reasonable precautions to prevent the unauthorized disclosure of any proprietary or confidential information of each other and that they will not disclose such information except to those employees, subcontractors, or agents who have expressly agreed to maintain confidentiality.

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b. Lab may immediately terminate for any breach by Client, including its failure to pay within 60 days of Lab's dated invoice.

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b. This limitation shall not apply to any Client losses arising from Lab's negligence or willful misconduct, so long as Client:
   i. Notifies Lab of any issue within thirty (30) days of receiving applicable invoice, and
   ii. Allows Lab to defend its data, even to a regulatory agency that may have previously rejected same.
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16. Non-assignment: Neither party may assign or transfer any right or obligation existing under these Terms without prior written notice to the other party, except that Lab may freely transfer the services to another Lab location or, with Client's permission, subcontract the services to a third-party.

17. Insurance: Lab carries insurance with the limits of coverage as indicated below and will, upon Client's request, submit certificates of insurance showing same.
a. General Liability - $1,000,000 each occurrence; $2,000,000 general aggregate;
b. Personal and Advertising Injury - $1,000,000;
c. Automobile Liability - $1,000,000 combined single limit;
d. Excess Liability Umbrella - $5,000,000 aggregate; $5,000,000 each occurrence;
e. Worker's Compensation Insurance - statutory limits; and
f. Professional Liability $5,000,000 aggregate, $5,000,000 per claim.

18. Miscellaneous Provisions:
a. In the absence of an executed agreement between the Parties, the SDA will constitute acceptance of these Terms by Client.

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Phone: 386-672-5668
Fax: 386-673-4001

b. The Parties may use and rely upon electronic signatures and documents for the execution and delivery of these Terms and any amendments, notices, records, disclosures, or other documents of any type sent or received in accordance with these Terms.
c. The Parties are at all times acting and performing as independent contractors; neither one shall ever be considered an agent, servant, employee, or partner of the other.
d. These Terms shall be binding upon, and inure to the benefit of, the Parties and their respective successors and assigns.
e. Lab's compliance with a subpoena or other order shall not violate any requirement for confidentiality between the Parties.
f. If any Term herein is invalidated or deemed unenforceable, it shall not affect the validity or enforceability of the other Terms.

IN WITNESS WHEREOF, Client and Lab have executed this Agreement through their duly authorized representatives as of the last date below:

[Client] _____

By:_____
Name:_____
Title:_____
Date:_____

Pace Analytical

By:_____
Name:_____
Title:_____
Date:_____

*May include reasonable attorney's fees

Quote Prepared by:

Prepared By Olivia Studebaker Email olivia.studebaker@pacelabs.com

Attachment: Exhibit B - Single Source Lab (2025-R-75 : Pace Analytical Laboratory Services as a Sole Source Provider)

HOLLY HILL
FLORIDA

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Resolution

MEETING DATE: **September 23, 2025**
FROM: **Michele Moore**
SUBJECT: **A Resolution of the City Commission of the City of Holly Hill, Florida, Approving Price Agreements for the Purchase of the Fiscal Year 2025-2026 Supply of Water and Wastewater Treatment Chemicals for the Public Works Department and Authorize the City Manager to Execute Any Necessary Price Agreements; Providing for Severability; and Providing for an Effective Date.**
NUMBER: **2025-R-76**
APPLICANT:
PLANNER:

DISCUSSION:

The City's Public Works Department utilizes various chemicals for the treatment of water and wastewater through various procurement methods. These chemicals are designed into the operational treatment process to maintain high quality drinking water disinfection and wastewater reuse compliance.

Current City of Holly Hill Purchasing Manual:

SECTION F - SOLE SOURCE AND STANDARDIZATION PROCUREMENT POLICY 2.25 EXEMPTION FROM BIDDING PROCEDURE

Sole source or Standardization procurement is exempt from bidding procedures. The using department must submit to the Finance Department in writing for his/her approval the attempts made, or the data collected to substantiate declaring a product or service "sole source". The City Commission must approve the award of the contract if the dollar amount exceeds $50,000.

SOLE SOURCE

The following criteria must be met in order to satisfy the sole source or proprietary source requirement:

• The item is available from only one source of supply.

• The purchase is during a Public Emergency.

• Competition is deemed inadequate after solicitation or Request for Quotation.

Sole source and proprietary source purchases are exempt from competitive requirements. However, all sole source requisitions exceeding $50,000 in value will be electronically

advertised for a period of at least 15 business days. The steps to follow for sole source and proprietary source purchases are as follows:

a. The User Department/Department and the Finance Department shall attempt to locate competition. Staff will also check for piggyback contracts. If no other sources are found, the User Department/Department shall submit to the Finance Department a completed sole source/proprietary source form, indicating the requisition number.

b. A sole source or proprietary source form shall be used to justify and document the requirement. The form shall state why only one source can produce the desired results (or fulfill the specific need).

c. The Finance Department will electronically post on the City website a description of all requisitions meeting the requirements for competitive pricing per Florida Statute for a period of at least fifteen (15) business days after the receipt of a completed sole source form from the department.

d. The Finance Director shall review and approve or disapprove, in writing; sole source/proprietary source designation.

e. The User Department/Department shall be notified of disapproved requests and the purchase shall be made in accordance with standard procedures.

f. When the Finance Director approves a sole or proprietary source, staff shall conduct negotiations on price, delivery, and terms. The price must be determined fair and reasonable.

g. The Finance Department shall keep a log of sole/proprietary source purchases, which includes the vendor name, the amount, item description, justification, and the purchase order number.

h. For those instance that services are needed involving multiple years (i.e. maintenance of equipment, warranty, etc.) the request must be combined to capture the project, as a whole, and the proper approval must be obtained.

STANDARDIZATION

Standardization is the process of examining characteristics and needs for items of similar end usage and developing a single specification that will satisfy the need for most or all purchases for that purpose. Proprietary purchases (usually components) maintain a degree of continuity to the original or existing decor, equipment, or programs.

Where standardization is determined to be desirable by the City, the purchase of materials, supplies and equipment and certain contractual services may be made by negotiation.

Compatibility to existing equipment will be an acceptable justification for waiver of bidding procedures provided the item meets the other criteria within the definition of sole source item (i.e.; available from only one source and only item that will produce the desired results).

Sole Source Vendors

In some cases, standardization is in the best interest of the City due to additional costs for product testing, product storage, availability or other factors such as a demonstrated chemical

performance with the City's treatment process application equipment and dosage rate. This is the case with: FBS 10910 is a water-soluble polymer utilized in the wastewater treatment plant to enhance settlement, Aqua Gold, a blended phosphate product utilized stabilize drinking water and Praestrol K260FL, a water-soluble product specifically designed to thicken sludge in the belt press for disposal and MicroC 2000 a carbon supplement to enhance the wastewater treatment process f or sole source pricing as they have been on-site tested and demonstrated to maintain treatment compliance.

These company's sole source letter and sole source justification forms are attached under Exhibits A, B, C & D respectively.

FISCAL ANALYSIS:

The expenditures related to the purchase of chemicals are fully budgeted in the utilities budget covering the water and wastewater divisions. The actual amount of expenditures for the above chemicals will vary with use throughout the year as required by the treatment process. Funds are budgeted through the respective operating supplies account for the water and wastewater accounts. Specifically,

1) **FBS 10910** (polymer) -Wastewater Division

Account 400-3020-535-5201

Not to Exceed $53,000/yr.

2) **Aqua Gold** -Water Division

Account 400-3010-535-5201

Not to Exceed $45,000.00/yr.

3) **MicroC 2000** -Wastewater Division

Account 400-3020-535-5201

Not to Exceed $134,000.00/yr.

4) **Praestrol K260** -Wastewater Division

Account 400-3020-535-5201

Not to Exceed $47,000.00/yr.

STAFF RECOMMENDATION:

Approve price agreements for the purchase of Fiscal Year 2025-2026 supply of water and wastewater treatment chemicals for the Public Works Department and authorize the City Manager to execute necessary price agreements.

COMMISSION GOAL:

Goal #1: Develop and maintain a sound and sustainable financial plan for the city that establishes

sufficient reserves for all funds, ensures (whenever possible) that user fees pay for services rendered, provides a realistic capital improvement program, and encourages public/private sector partnerships and intergovernmental partnerships.

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

MOTION:

APPROVING PRICE AGREEMENTS FOR THE PURCHASE OF THE FISCAL YEAR 2025-2026 SUPPLY OF WATER AND WASTEWATER TREATMENT CHEMICALS FOR THE PUBLIC WORKS DEPARTMENT AND AUTHORIZING THE CITY MANAGER TO EXECUTE ANY NECESSARY PRICE AGREEMENTS.

ATTACHMENTS:

- Exhibit A - Sole Source FBS 10910 Polymer (PDF)
- Exhibit B - Sole Source Aqua Gold Corrosion Inhibitor (PDF)
- Exhibit D - Sole Source Micro C 2000 Carbon Supplement (PDF)
- Exhibit C - Sole Source Praestrol K 260 (PDF)

Resolution No. 2025-76

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING PRICE AGREEMENTS FOR THE PURCHASE OF THE FISCAL YEAR 2025-2026 SUPPLY OF WATER AND WASTEWATER TREATMENT CHEMICALS FOR THE PUBLIC WORKS DEPARTMENT AND AUTHORIZE THE CITY MANAGER TO EXECUTE ANY NECESSARY PRICE AGREEMENTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING PRICE AGREEMENTS FOR THE PURCHASE OF THE FISCAL YEAR 2025-2026 SUPPLY OF WATER AND WASTEWATER TREATMENT CHEMICALS FOR THE PUBLIC WORKS DEPARTMENT AND AUTHORIZE THE CITY MANAGER TO EXECUTE ANY NECESSARY PRICE AGREEMENTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Holly Hill is in need of chemicals for water and wastewater treatment; and

WHEREAS, the City has secured pricing agreements utilizing various procurement methods permitted under the City's purchasing guidelines; and

WHEREAS, The City Purchasing Administrator advertised the products for purchase pursuant to Florida Statute 287.057(5)(c), for a period of fifteen (15) business days. and

WHEREAS, By Policy 2.24 section F of the Holly Hill purchasing policy manual; "Standardization procurement is exempt from bidding procedures"; and

WHEREAS, the City Commission approves the price agreements for the purchase of Fiscal Year 2025-2026 supply of water and wastewater treatment chemicals for the Public Works Department.

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

SECTION 1. That the City Commission does hereby approve price agreements for the purchase of the Fiscal Year 2025-26 supply of water and wastewater treatment chemicals for the Public Works Department and authorizes City Manager to execute any necessary price agreements.

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 the 23rd day of SEPTEMBER, 2025.

City of Holly Hill

Finance Department
1065 Ridgewood Ave.
Holly Hill, FL 32117

SOLE SOURCE JUSTIFICATION

TO: Finance Department	**FROM:** _____ **REQUISITION #:** _____

Subject - Purchase of: FBS 10910 (wastewater polymer)

Requested Supplier Contact: Karin Tanner	City, State, Zip: Riceboro, GA 31323
Company: Polydynemic	Phone: 800-848-7659 ext 8748
Address: 1 Chemical Plant Rd	Estimated Cost: $ 53,000

Statement of Need: My recommendation for sole source is based upon an objective review of the product/service being required and appears to be in the best interest of the City. I know of no conflict of interest on my part or involved in any way with this request. No gratuities, favors or compromising actions have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials or firms been a deciding influence on my request to sole source this purchase when there are other known suppliers to exist.

Sole Source Justification: Mark those that apply.

☐ 1. Sole source request is for the original manufacturer or provider; there are no regional distributors. (Attach the manufacturers written certification that no regional distributors exist. Item 4 must also be checked).

☒ 2. Sole source request is for the only area distributor of the original manufacturer or provider. (Attach the manufacturers -not the distributors - written certification that identifies all regional distributors. Item 4 also must be checked).

☐ 3. The parts/equipment are not interchangeable with similar parts of another manufacturer. (Explain in comments or separate memorandum).

☒ 4. This is the only known item or service that will meet the specialized needs of this department or perform the intended function. (Attach memorandum with details of specialized function or application).

☐ 5. The parts/equipment are required from this source to facilitate maintenance standardization. (Attach memorandum describing the basis for the standardization request).

☐ 6. None of the above applies. A detailed explanation and justification for this sole source request is contained in the attached memorandum.

Division Head Signature: _____ Date: 9/10/25

Department Head Signature: _____ Date: 9/10/25

Comments: Justification # 4 - FBS 10910 is the only on-site tested polymer to maintain wastewater plant permit compliance.

Finance Approval: _____ Date: _____

City Manager Approval (if required): _____ Date: _____

Attachment: Exhibit A - Sole Source FBS 10910 Polymer (2025-R-76 : Treatment Plant Chemicals)

SNF
WATER SCIENCE

polydyneinc.com

July 23, 2025

Mary Mearsheimer
Procurement Agent
City of Holly Hill
453 LPGA Boulevard
Holly Hill, FL 32117

SUBJECT: Sole Source Declaration

Dear Ms. Mearsheimer:

Please accept this letter as a sole source declaration to the City of Holly Hill that the polymer utilized by the City of Holly Hill, FBS 10910 can only be provided by Polydyne Inc. for the City's use.

Polydyne Inc. is the largest supplier of water-soluble polymers to the U.S. municipal water and wastewater treatment market. We have the widest range of domestically produced polymer chemistries available in the U.S. Our sales team is comprised of 31 representatives strategically located throughout the U.S., many of whom are degreed engineers.

Thank you for your business. If you have any questions or need additional information, please contact Chris Cherp, Sr. Technical Sales Representative, at (941) 961-3998. Orders may be placed online at www.polydyneinc.com or through our Customer Service Department. Your Customer Service Representative is Karin Tanner. You can reach Ms. Tanner by calling (800) 848-7659, Ext. 8748, or by email to ktanner@snf.com.

Best regards,

Boyd Stanley
Sr. Vice-President

Attachment: Exhibit A - Sole Source FBS 10910 Polymer (2025-R-76 : Treatment Plant Chemicals)

SNF
WATER SCIENCE

polydyneinc.com

Emailed to: mmearsheimer@hollyhillfl.org

July 23, 2025

Mary Mearsheimer
Procurement Agent
City of Holly Hill
453 LPGA Boulevard
Holly Hill, FL 32117

RE: Polymer Price Quotation

Dear Ms. Mearsheimer:

Polydyne Inc. is pleased to offer the City of Holly Hill the following price quotation:

PRODUCT	UNIT PRICE	PACKAGE
FBS 10901	$1.89/LB. DELIVERED ($850.50/DRUM)	450 LB. DRUMS

Price effective September 1, 2025 through October 31, 2026.

Payment Terms: Net 30 days – No Discounts

Thank you for your business. If you have any questions or need additional information, please contact Chris Cherp, Sr. Technical Sales Representative, at (941) 961-3998. Orders may be placed online at: www.polydyneinc.com or through our Customer Service Department. Your Customer Service Representative is Karin Tanner. You can reach Ms. Tanner by calling (800) 848-7659, Ext. 8748, or by email to ktanner@snf.com.

Best regards,

Boyd Stanley
Sr. Vice-President

Attachment: Exhibit A - Sole Source FBS 10910 Polymer (2025-R-76 : Treatment Plant Chemicals)

City of Holly Hill

Finance Department
1065 Ridgewood Ave.
Holly Hill, FL 32117

SOLE SOURCE JUSTIFICATION

TO: Finance Department	**FROM:** _____ **REQUISITION #:** _____
Subject - Purchase of: Aqua Gold Corrosion Inhibitor	
Requested Supplier Contact: Katherine Godwin	City, State, Zip: Leesburg, Florida 34788
Company: Dave Symonds & Associates, Inc.	Phone: 352-787-0340
Address: 36730 Emeralda Island Rd	Estimated Cost: $ 45,000

Statement of Need: My recommendation for sole source is based upon an objective review of the product/servic being required and appears to be in the best interest of the City. I know of no conflict of interest on my part o involved in any way with this request. No gratuities, favors or compromising actions have taken place. Neithe has my personal familiarity with particular brands, types of equipment, materials or firms been a decidin influence on my request to sole source this purchase when there are other known suppliers to exist.

Sole Source Justification: Mark those that apply.

☐ 1. Sole source request is for the original manufacturer or provider; there are no regional distributors. (Attach the manufacturers written certification that no regional distributors exist. Item 4 must also be checked).

■ 2. Sole source request is for the only area distributor of the original manufacturer or provider. (Attach the manufacturers -not the distributors - written certification that identifies all regional distributors. Item 4 also must be checked).

☐ 3. The parts/equipment are not interchangeable with similar parts of another manufacturer. (Explain in comments or separate memorandum).

■ 4. This is the only known item or service that will meet the specialized needs of this department or perform the intended function. (Attach memorandum with details of specialized function or application).

☐ 5. The parts/equipment are required from this source to facilitate maintenance standardization. (Attach memorandur describing the basis for the standardization request).

☐ 6. None of the above applies. A detailed explanation and justification for this sole source request is contained in the attached memorandum.

Division Head Signature: _____ Date: _____

Department Head Signature: _____ Date: 9/10/25

Comments: Justification # 4 - Aqua Gold is the only on-site tested corrosion inhibitor to maintain water plant permit compliance to meet State and Federal and Copper Rule.

Finance Approval: _____ Date: _____

City Manager Approval (if required): _____ Date: _____

Attachment: Exhibit B - Sole Source Aqua Gold Corrosion Inhibitor (2025-R-76 : Treatment Plant Chemicals)

WATER SOLUTIONS UNLIMITED

Symonds & Associates
36730 Emeralda Island Road
Leesburg, FL. 34788
Attn: Fred Symonds & Kathy Godwin

June 2, 2025

Dear Fred and Kathy:

Sole Source Agreement

Per your request, I have updated this '*Sole Source Agreement*' which confirms that Symonds & Associates has sole rights to the distribution of our AQUAGOLD and AQUAFRESH products, within the State of Florida 2025 AND 2026. This letter will serve as confirmation of our agreement for Symonds & Associates being the sole source of the above stated product lines (manufactured by Water Solutions Unlimited, Inc. - Mersch Consulting, Inc.) throughout the State of Florida.

The great relationship that we have established with your company, is excellent and I look forward to working with everyone at Symonds & Associates throughout the future. I will supply the technical support necessary for your efforts throughout this part of the country and I expect this agreement will continue to provide for many more years of successful water treatment for numerous communities throughout the State of Florida.

Sincerely:

Mike Ricks
President
Water Solutions Unlimited, Inc.
8824 Union Mills Drive
Camby, IN 46113

Cell: 317-339-6639, office: 317-736-6868
e-mail:mike.ricks@getwsu.com

Attachment: Exhibit B - Sole Source Aqua Gold Corrosion Inhibitor (2025-R-76 : Treatment Plant Chemicals)

DAVE SYMONDS & ASSOCIATES, INC.

36730 EMERALDA ISLAND RD.
LEESBURG, FLORIDA 34788
(352) 787-0340 or 1-800-226-0340
FAX (352) 787-0823

July 29, 2025

City of Holly Hill

Holly Hill, FL 32117

Ref: Usage and price quote for your 2026 fiscal year

Att: Mary Mearsheimer

The price for your Aqua Gold 170 product is $15.90 - .37 per gallon, we do not anticipate a price increase from our manufacturer but if one should occur your increase would not exceed 3%.

Based on your records dated 5/22/24 to 5/20/25 the city purchased 2,025.22 gallons of Aqua Gold 170.

If you need any further information please feel free to contact me.

Thank you,

Kathrine Godwin

Kathrine Godwin

Attachment: Exhibit B - Sole Source Aqua Gold Corrosion Inhibitor (2025-R-76 : Treatment Plant Chemicals)

City of Holly Hill

Finance Department
1065 Ridgewood Ave.
Holly Hill, FL 32117

SOLE SOURCE JUSTIFICATION

TO: Finance Department	**FROM:** _____ **REQUISITION #:** _____

Subject - Purchase of: Micro C 2000 - Wastewater Carbon Supplement

Requested Supplier Contact: Evan Brown	City, State, Zip: Pcasset, MA 02559
Company: Enviromental Operating Solutions, Inc	Phone: 339-207-3516 or 866-642-3621
Address: 53 Portside Dr.	Estimated Cost: $ 134,000

Statement of Need: My recommendation for sole source is based upon an objective review of the product/servic being required and appears to be in the best interest of the City. I know of no conflict of interest on my part o involved in any way with this request. No gratuities, favors or compromising actions have taken place. Neithe has my personal familiarity with particular brands, types of equipment, materials or firms been a decidin influence on my request to sole source this purchase when there are other known suppliers to exist.

Sole Source Justification: Mark those that apply.

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■ 2. Sole source request is for the only area distributor of the original manufacturer or provider. (Attach the manufacturers -not the distributors - written certification that identifies all regional distributors. Item 4 also must be checked).

☐ 3. The parts/equipment are not interchangeable with similar parts of another manufacturer. (Explain in comments or separate memorandum).

■ 4. This is the only known item or service that will meet the specialized needs of this department or perform the intended function. (Attach memorandum with details of specialized function or application).

☐ 5. The parts/equipment are required from this source to facilitate maintenance standardization. (Attach memorandum describing the basis for the standardization request).

☐ 6. None of the above applies. A detailed explanation and justification for this sole source request is contained in the attached memorandum.

Division Head Signature: _____ Date: 9/10/25

Department Head Signature: _____ Date: 9/10/25

Comments: Justification # 4 - MicroC 2000, a wastewater treatment carbon supplement has been field tested on-site to meet permitted wastewater treatment compliance requirements. The supplements are provided in totes for portable application.

Finance Approval: _____ Date: _____

City Manager Approval (if required): _____ Date: _____

Attachment: Exhibit D - Sole Source Micro C 2000 Carbon Supplement (2025-R-76 : Treatment Plant Chemicals)

Environmental Operting Solutions, Inc.
53 Portside Dr Pocasset, MA 02559
866-642-7621 • info@microc.com

Evan Brown
Environmental Operating Solutions, Inc. (EOSi)
53 Portside Drive
Pocasset, MA 02559

July 18, 2025

Hawkins, Inc.
Hawkins Water Treatment Group
2263 Clark Street
Apopka, FL 32703

To whom it may concern,

This letter is to inform you that Environmental Operating Solutions, Inc. (EOSi), a corporation with principal address at 53 Portside Drive, Pocasset, MA 02559, is the sole manufacturer of the MicroC® 2000 supplemental carbon product. In the state of Florida, the sole supplier of less than bulk packaging is Hawkins, Inc.

Please feel free to contact me at (336) 207-5616 if you have any questions or require additional information.

Sincerely,

Evan Brown
Southeast Territory Manager

Attachment: Exhibit D - Sole Source Micro C 2000 Carbon Supplement (2025-R-76 : Treatment Plant Chemicals)

HAWKINS, INC.
HAWKINS WATER TREATMENT GROUP

July 17, 2025

To: City of Holly Hill

ATTN: Mary Mearsheimer

Shipment: This quote is in reference to MicroC 2000 70%

QTY:	Description:	Unit Price	Total
1	*MicroC2000 70%*	*$7.25/ga*	*$7.25/ga*

Pricing does not include any taxes or fuel surcharges

Demurrage fees may apply

Delivery lead times may vary depending on availability in your area

Quote is only valid through **10/1/25 – 9/30/26**

We understand that in the Municipal Industry, flows change and emergencies do occur that are unpreventable. We can ensure that we will handle any emergency as they occur. We are available 24/7 via 1-800-330-1369.

TERMS: Net 30 days from delivery. Our pricing does not include any additional installation or sales/excise taxes that may apply.

QUOTATION/PROPOSAL

This quotation constitutes an offer to furnish the items listed subject to; terms and conditions stated hereon; receipt of your purchase order by Hawkins Water Treatment Group, Inc.; and written acceptance of your order by Hawkins Water Treatment Group, Inc. and/or the manufacturer(s) involved as follows;

Attachment: Exhibit D - Sole Source Micro C 2000 Carbon Supplement (2025-R-76 : Treatment Plant Chemicals)

City of Holly Hill

Finance Department
1065 Ridgewood Ave.
Holly Hill, FL 32117

SOLE SOURCE JUSTIFICATION

TO: Finance Department | **FROM:** _____ **REQUISITION #:** _____

Subject - Purchase of: Praestrol K 260 (Wastewater polymer)

Requested Supplier Contact: Adrienne Hess
Company: Solenis LLC
Address: 2475 Pinnacle Dr.
City, State, Zip: Wilmington, DE 19803
Phone: 770-748-3863
Estimated Cost: $ 47,000

Statement of Need: My recommendation for sole source is based upon an objective review of the product/servic being required and appears to be in the best interest of the City. I know of no conflict of interest on my part o involved in any way with this request. No gratuities, favors or compromising actions have taken place. Neithe has my personal familiarity with particular brands, types of equipment, materials or firms been a decidin influence on my request to sole source this purchase when there are other known suppliers to exist.

Sole Source Justification: Mark those that apply.

☐ 1. Sole source request is for the original manufacturer or provider; there are no regional distributors. (Attach the manufacturers written certification that no regional distributors exist. Item 4 must also be checked).

■ 2. Sole source request is for the only area distributor of the original manufacturer or provider. (Attach the manufacturers -not the distributors - written certification that identifies all regional distributors. Item 4 also must be checked).

☐ 3. The parts/equipment are not interchangeable with similar parts of another manufacturer. (Explain in comments or separate memorandum).

■ 4. This is the only known item or service that will meet the specialized needs of this department or perform the intended function. (Attach memorandum with details of specialized function or application).

☐ 5. The parts/equipment are required from this source to facilitate maintenance standardization. (Attach memorandum describing the basis for the standardization request).

☐ 6. None of the above applies. A detailed explanation and justification for this sole source request is contained in the attached memorandum.

Division Head Signature: _____ Date: 9/10/25

Department Head Signature: _____ Date: 9/10/25

Comments: Justification # 4 - Praestrol K 260 is the only on-site tested polymer to maintain wastewate plant permit compliance.

Finance Approval: _____ Date: _____

City Manager Approval (if required): _____ Date: _____

Attachment: Exhibit C - Sole Source Praestrol K 260 (2025-R-76 : Treatment Plant Chemicals)

Solenis.

July 31, 2025

Mr. John R. Dally
Chief Wastewater Operator
Dept. of Public Works
453 LPGA Blvd.
Holly Hill, FL 32117

Dear Mr. Dally,

Solenis LLC is a major global producer of water treatment polymers, including both dry and emulsion wastewater flocculants, dispersants, selected antiscalants and other innovative products. Solenis is the sole source of manufacture for PRAESTOL K 260 FL as sold to the City of Holly Hill, FL. No company other than Solenis may manufacture Praestol.

PRAESTOL© is made at the manufacturing plant located at:

SOLENIS LLC
2401 Doyle Street
Greensboro, NC 27406

Please feel free to contact me if you have any questions.

Sincerely,

Chelsea Vaughan-Burns
Senior Business Specialist

Attachment: Exhibit C - Sole Source Praestrol K 260 (2025-R-76 : Treatment Plant Chemicals)

SOLENIS
Strong bonds. Trusted solutions.

solenis.com

Adrienne Hess
Phone: 770-748-3863
Email: ahess@solenis.com

July 30, 2025

Mr. John Daily
City of Holly Hill
453 LPGA Boulevard
Holly Hill, FL 32117

Re: Praestol K 260 FL Price Extension

Dear Mr. Dally,

Solenis LLC is please to extend the current price for a twelve-month period as follows:

PRODUCT NAME	PRICE/LB
Praestol K260FL	$2.15

- FOB & Shipping: Delivered/Destination Shipping Included
- Terms: Net 30
- Packaging: 55 gallon drums
- Period: October 1, 2025 –September 30, 2026
- All remaining terms and conditions are the same.

If you have any questions, please contact Ash Sonoqrot, your sales representative.
We value your business and look forward to another successful year.

Sincerely,

You Solenis Team

Attachment: Exhibit C - Sole Source Praestrol K 260 (2025-R-76 : Treatment Plant Chemicals)

HOLLY HILL
FLORIDA

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Resolution

MEETING DATE: **September 23, 2025**
FROM: **Michele Moore**
SUBJECT: **A Resolution of the City Commission of the City of Holly Hill, Florida, Approving Price Agreements for the Purchase of Fiscal Year 2025-2026 Supply of Water and Wastewater Treatment Chemicals for the Public Works Department by Waiving Formal Bidding Requirements; Approving the Use of Existing Piggyback Contracts; and Authorizing the City Manager to Execute Any Necessary Price Agreements; Providing for Severability; and Providing for an Effective Date.**
NUMBER: **2025-R-77**
APPLICANT:
PLANNER:

DISCUSSION:

The City's Public Works Department uses various chemicals for water and wastewater treatment, procured through multiple approved methods. These chemicals are integral to the operational treatment process to maintain high quality drinking water disinfection and wastewater reuse compliance.

Current City of Holly Hill Purchasing Manual

Policy 2.39 Other Government Entities' Contracts.

The City may utilize (piggyback) any open contract from another government entity that has been competitively bid and awarded to the lowest responsive, responsible bidder, in accordance with City purchasing regulations. The City may also piggyback on U.S. General Services Administration, GSA Contracts. When another entity's contracts is to be utilized, a copy of that contract shall be forwarded to the Finance Department for review and evaluation to determine if it meets the City's requirement regarding competitive bidding and award.

Chapter 287, Florida Statute grants the authority to piggyback the purchase of goods and services as a form of intergovernmental cooperative purchasing in which a public purchaser requests competitive sealed bids, enters into a contract, and arranges, as part of the contract, for other public purchasing units to purchase from the selected vendor under the same terms and conditions as itself in order to take advantage of the better pricing that large purchasers are able to obtain in order to reduce administrative time and costs involved in the procurement process (i.e., cost of preparing bid specifications, advertising, etc.).

Bidding Procedure

The City requires the delivery of liquid chlorine and liquid sulfur dioxide in one-ton cylinders for use in its water and wastewater disinfection processes. There are only three vendors in Florida capable of supplying both chemicals in the quantities and formats required: JCI Jones Chemicals, Brenntag Mid-South, Inc., and Allied Universal Corporation.

JCI Jones Chemicals declined to provide pricing due to a lack of the necessary delivery equipment (a cherry picker) and because they do not supply sulfur dioxide.

For Fiscal Year 2025, the City anticipates purchasing approximately 52 tons of liquid chlorine and 12 tons of sulfur dioxide. The bids received are as follows:

1) Allied Universal Corporation

Liquid Chlorine - $1,533/ton × 52 tons = $79,716

Sulfur Dioxide - $1,850/ton × 12 tons = $22,200

Total Estimated Cost: $101,916

2) Brenntag Mid-South, Inc.

Liquid Chlorine - $1,565/ton × 52 tons = $81,380

Sulfur Dioxide - $1,835/ton × 12 tons = $22,020

Total Estimated Cost: $103,400

3) JCI Jones Chemicals

No Quote Provided

After evaluating the submitted bids, City staff recommend awarding the contract to Allied Universal Corporation, which submitted the lowest total bid.

In addition to offering the most competitive pricing, Allied Universal Corporation provides a logistical advantage by delivering both liquid chlorine and liquid sulfur dioxide on the same truck. This is especially beneficial to the City, as the quantity of sulfur dioxide required is significantly lower than that of liquid chlorine. The City's chlorine deliveries occur on a more regular basis-approximately four times as frequently-which ensures more consistent and timely access to sulfur dioxide without requiring separate or delayed shipments. This combined delivery method increases operational efficiency and reliability in maintaining water and wastewater treatment operations.

Quotes from these three companies are attached under Exhibit A. The purchase of Liquid Chlorine for the water and wastewater division is estimated to be a combined total of $79,716./yr. The purchase of Liquid Sulfur Dioxide for the wastewater division is estimated to be a total of $22,200./yr.

Piggyback Agreements

The City of Holly Hill is piggybacking on the City of Ocala’s agreement with Airgas USA, LLC for the supply of carbon dioxide, which is used to adjust the pH of drinking water. Holly Hill’s

piggyback arrangement remains valid through March 7, 2025, under the original contract terms. The agreement included a two-year renewal option with a price adjustment. The City of Ocala has exercised this option, extending the agreement through March 7, 2027 with an adjusted price of $0.645 per pound for Commercial Grade (9NSF Grade) Liquid Carbon Dioxide. A copy of the extended agreement and pricing is attached as Exhibit B.

The City of Holly Hill is also piggybacking on the City of Edgewater's agreement with Carmeuse Lime, LLC for the supply of High Calcium Quicklime, which is used to soften drinking water. Holly Hill's piggyback arrangement is effective through April 15, 2025, under the original contract terms. The agreement included a one-year renewal option with a price adjustment. The City of Edgewater has exercised this renewal option, extending the agreement through April 14, 2026. As part of the renewal, the price increased by 3%, from $503.15 per ton to $518.25 per ton. This price includes all delivery and hazardous material fees. A copy of the renewed agreement and pricing is attached as Exhibit C.

) Airgas USA, LLC - Carbon Dioxide - $0.645/lb

) Carmeuse Lime - High Calcium Quicklime - $518.25/Ton

FISCAL ANALYSIS:

The expenditures related to the purchase of chemicals are fully budgeted in the utilities budget covering the water and wastewater divisions. The actual amount of expenditures for the above chemicals will vary with use throughout the year as required by the treatment process. Funds are budgeted through the respective operating supplies account for the water and wastewater accounts. Specifically,

1) Liquid Chlorine - Wastewater Division

Account: 400-3020-535-5201

Not to exceed: $99,600.00/year

2) Liquid Chlorine - Water Division

Account: 400-3010-533-5201

Not to exceed: $90,600.00/year

3) Liquid Sulfur Dioxide - Wastewater Division

Account: 400-3020-533-5201

Not to exceed: $52,800.00/year

4) Carbon Dioxide - Water Division

Account: 400-3010-533-5201

Not to exceed: $56,000.00/year

5) High Calcium Quicklime - Water Division

Account: 400-3010-533-5201

Not to exceed: $164,000.00/year

STAFF RECOMMENDATION:

Approve price agreements for the purchase of Fiscal Year 2025-2026 supply of water and wastewater treatment chemicals for the Public Works Department and authorize the City Manager to execute necessary price agreements.

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 PRICE AGREEMENTS FOR THE PURCHASE OF WATER AND WASTEWATER TREATMENT CHEMICALS FOR FISCAL YEAR 2025-2026 FOR THE PUBLIC WORKS DEPARTMENT AND AUTHORIZE THE CITY MANAGER TO EXECUTE ALL NECESSARY PRICE AGREEMENTS.

ATTACHMENTS:

- Exhibit A - Chlorine & Sulfur Dioxide Quotes
- Exhibit B - Carbon Dioxide Piggyback with City of Ocala
- Exhibit C - Calcuim Quicklime Piggyback with City of Edgewater

ATTACHMENTS:

- Exhibit A - Chlorine & Sulfur Dioxide Quotes 2025-2026 (PDF)
- Exhibit B - Carbon Dioxide Piggyback with City of Ocala (PDF)
- Exhibit C - Calcium Quicklime Piggyback with City of Edgewater (PDF)

Resolution No. 2025-77

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING PRICE AGREEMENTS FOR THE PURCHASE OF FISCAL YEAR 2025-2026 SUPPLY OF WATER AND WASTEWATER TREATMENT CHEMICALS FOR THE PUBLIC WORKS DEPARTMENT BY WAIVING FORMAL BIDDING REQUIREMENTS; APPROVING THE USE OF EXISTING PIGGYBACK CONTRACTS; AND AUTHORIZING THE CITY MANAGER TO EXECUTE ANY NECESSARY PRICE AGREEMENTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING PRICE AGREEMENTS FOR THE PURCHASE OF WATER AND WASTEWATER TREATMENT CHEMICALS FOR FISCAL YEAR 2025-2026 FOR THE PUBLIC WORKS DEPARTMENT; WAIVING FORMAL BIDDING; APPROVING THE USE OF EXISTING PIGGYBACK CONTRACTS; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY PRICE AGREEMENTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Holly Hill is in need of chemicals for water and wastewater treatment; and

WHEREAS, the City has identified a competitively bid contract for the purchase of carbon dioxide with the City of Ocala, and a similar contract for high calcium quicklime with the City of Edgewater; and

WHEREAS, only three companies in Florida are capable of providing the City with liquid chlorine and liquid sulfur dioxide and the City received price quotes from two of these companies and one company declined to provide a proposal; and

WHEREAS, Chapter 287, Florida Statutes, authorizes the piggybacking of competitively procured contracts as a form of intergovernmental cooperative purchasing, allowing public agencies to utilize contracts entered into by other governmental entities in order to achieve cost savings and administrative efficiency; and

WHEREAS, the City Commission finds that waiving the formal bidding process and approving the use of existing piggyback contracts is in the best interest of the City and supports the efficient and cost-effective procurement of necessary treatment chemicals; and

WHEREAS, the City Commission approves the price agreements for the

purchase of water and wastewater treatment chemicals for Fiscal Year 2025-2026 for the Public Works Department.

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

SECTION 1. That the City Commission does hereby approve the piggybacking of contracts for the purchase of carbon dioxide and high calcium quicklime. The City Commission also waives the formal bidding process for the purchase of liquid chlorine and liquid sulfur dioxide and awards the contract to Allied Universal Corporation. The City Commission hereby approves all price agreements for the purchase of the Fiscal Year 2025-26 supply of water and wastewater treatment chemicals for the Public Works Department and authorizes City Manager to execute any necessary price agreements.

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 23rd day of SEPTEMBER, 2025.

BRENNTAG

MUNICIPAL QUOTE

DATE: 9/4/2025

DIVISION:

CUSTOMER NO: 274604

TO: City of Holly Hill
1065 Ridgewood Ave,
Daytona Beach, FL 32117

ON BEHALF OF BRENNTAG MID-SOUTH, A PART OF BRENNTAG GROUP, I AM PLEASED TO PROVIDE YOU WITH THIS QUOTE FOR PRODUCT LISTED BELOW. THE DETAILS OF THE QUOTE ARE AS FOLLOWS:

PRICING EFFECTIVE UNTIL:	LEADTIME	PAYMENT TERMS	PROVIDED QUOTE
10/1/2025-9/30/2026		Net 30 Days	Lori Patton

PRODUCT CODE	PRODUCT DESCRIPTION	QUOTE	TOTAL
574589	SULFUR DIOXIDE GAS 2000# CYL	$1835/ton	
253418	CHLORINE 2000# CYL	$1565/ton	
	Products will be delivered by cherry picker.		
		Total	

Thank you for the opportunity to provide a quote.

BRENNTAG MID-SOUTH / Lori.Patton@BRENNTAG.COM / PHONE: 689-325-1807

UNLESS OTHERWISE NOTED OR AGREED TO BY US IN WRITING, THE ABOVE PRICE(S) IS/ARE SUBJECT TO CHANGE UPON WRITTEN NOTICE. THIS PROPOSAL IS SUBJECT TO THE TERMS AND CONDITIONS FOUND IN LINK:
Terms & Conditions for Brenntag North America | Brenntag

Attachment: Exhibit A - Chlorine & Sulfur Dioxide Quotes 2025-2026 (2025-R-77 : Water & Wastewater Plant Chemicals for FY 25-26)

ALLIED UNIVERSAL CORPORATION
Established 1954

Headquarters
3901 NW 115th Avenue
Miami, Florida 33178
305-888-2623 office
305-885-4671 fax

September 5, 2025

Mary Mearsheimer,
Procurement Agent
1065 Ridgewood Ave.
Holly Hill, Fl 32117
mmearsheimer@hollyhillfl.org
386-248-9429

RE: Chlorine and Sulfur Dioxide quote for 2025-2026.

Dear Ms. Mearsheimer:

Allied would like to continue servicing the City of Holly Hill at the same price, which will be effective October 1, 2025 through September 30, 2026.

Chlorine Ton	-	$1,533.00/ton
Sulfur Dioxide Ton	-	$1,850.00/ton

All deliveries will be made using a cherry picker, which will be provided by the Vendor (AUC). All other terms, conditions and specifications will remain the same. If you are in agreement with the offer please indicate your acceptance by signing below and provide a copy of the letter to Bids@Allieduniversal.com no later than September 30, 2025

We appreciate your business and look forward to our continued working business relationship.

Very truly yours,

Allied Universal Corporation

Jim Palmer
President/CEO

/cm

Cc: T. Koziatek, AUC Vice President of Sales
D. Adams, AUC Regional Sales Manager
K. Hunter, Area Sales Representative
C. Munguia, Bid Coordinator

City of Holly Hills

Name:_____

Signature:_____

Title: _____

Date: _____

Attachment: Exhibit A - Chlorine & Sulfur Dioxide Quotes 2025-2026 (2025-R-77 : Water & Wastewater Plant Chemicals for FY 25-26)

On Fri, Aug 22, 2025 at 12:05 PM Jennifer Kesler <jkesler@jcichem.com> wrote:

Hi Mary,

Thank you for your interest in JCI. As mentioned when we spoke on the phone, we do not have sulfur or a cherry picker.

Thank you,

Jennifer Kesler- Office Manager

JCI Jones Chemicals, Inc

904-355-0779 ext 150- jkesler@jcichem.com

1433 Talleyrand Ave. | Jacksonville, Florida | 32206

Please note – we have not changed any banking or payment remittance information for JCI Jones Chemicals, Inc. If you have received a request to do so, please contact us immediately

Attachment: Exhibit A - Chlorine & Sulfur Dioxide Quotes 2025-2026 (2025-R-77 : Water & Wastewater Plant Chemicals for FY 25-26)

Docusign Envelope ID: 4348CB5E-1EFC-4C2B-B615-07CAC56EF3EB

FIRST AMENDMENT TO AGREEMENT FOR LIQUID CARBON DIOXIDE SUPPLY AND DELIVERY

THIS FIRST AMENDMENT TO AGREEMENT FOR LIQUID CARBON DIOXIDE SUPPLY AND DELIVERY ("First Amendment") is entered into by and between the **CITY OF OCALA**, a Florida municipal corporation ("City") and **AIRGAS USA, LLC**, a limited liability company duly organized in the state of Delaware and authorized to do business in the state of Florida (EIN: 45-3153734) ("Vendor").

WHEREAS, on July 13, 2023, City and Vendor entered into an Agreement for Liquid Carbon Dioxide Supply and Delivery (the" Original Agreement") for a term of two (2) years from March 8, 2023, to March 7, 2025; and

WHEREAS, City and Vendor now desire to extend the Original Agreement for a two (2) year renewal term available under the Original Agreement, and to adjust the pricing over the renewal term.

NOW THEREFORE, in consideration of the foregoing recitals, the following mutual covenants and conditions, and other good and valuable consideration, City and Vendor agree as follows:

1. **RECITALS**. City and Vendor hereby represent, warrant, and agree that the Recitals set forth above are true and correct and are incorporated herein by reference.
2. **INCORPORATION OF ORIGINAL AGREEMENT.** The Original Agreement between City and Vendor is hereby incorporated by reference as if set forth herein in its entirety and remains in full force and effect except for those terms and conditions expressly amended by this First Amendment.
3. **RENEWAL TERM.** The Original Agreement is hereby renewed for a **TWO (2) YEAR** term beginning on **MARCH 8, 2025,** and terminating **MARCH 7, 2027.**
4. **COMPENSATION**. The highest total compensation payable to Vendor by City for the satisfactory performance of services in compliance with Exhibit A – Scope of Work and the Contract Documents shall be **TWO HUNDRED EIGHTY-FOUR THOUSAND, AND NO/100 DOLLARS ($284,000)** over the Renewal Term. Compensation paid to Vendor shall be paid in accordance with the pricing schedule set forth below:

   A. **Amended Pricing Schedule**.

Description	UOM	Price
Commercial Grade (NSF Grade) Liquid Carbon Dioxide	Pound	$0.645

   B. **PRICING INCREASES**. Pricing shall remain firm for the first year of this Renewal Term. Any price adjustment shall be subject to negotiation and must be approved by the City of Ocala. Vendor shall submit a written request for price adjustment identifying the reason for the price increase, and attach suitable documentation in support of same, no less than **NINETY (90) DAYS** prior to the expiration of the first year. No retroactive price adjustments will be allowed. Pricing increases shall not exceed the lesser of: (i)the amount of the percentage increase reflected in the Consumer Price Index for all Urban Consumers (CPI-U), not seasonally adjusted, based upon the most recent **TWELVE (12) MONTH** period; or (ii) **TEN PERCENT (10%) ANNUALLY** unless there are mitigating market conditions.

Attachment: Exhibit B - Carbon Dioxide Piggyback with City of Ocala (2025-R-77 : Water & Wastewater Plant Chemicals for FY 25-26)

5. **NOTICES.** All notices, certifications or communications required by this First Amendment shall be given in writing and shall be deemed delivered when personally served, or when received if by facsimile transmission with a confirming copy mailed by registered or certified mail, postage prepaid, return receipt requested. Notices can be concurrently delivered by e-mail. All notices shall be addressed to the respective parties as follows:

If to Vendor:	Airgas USA, LLC Attention: Brian McHale 5249 Tampa West Blvd. Tampa, Florida 33634 Phone: 407-402-9651 E-mail: brian.mchale@airgas.com
If to City of Ocala:	Daphne M. Robinson, Esq., Contracting Officer City of Ocala 110 SE Watula Avenue, 3rd Floor Ocala, Florida 34471 Phone: 352-629-8343 E-mail: notices@ocalafl.gov
Copy to:	William E. Sexton, Esq., City Attorney City of Ocala 110 SE Watula Avenue, 3rd Floor Ocala, Florida 34471 Phone: 352-401-3972 E-mail: cityattorney@ocalafl.gov

6. **COUNTERPARTS.** This First Amendment may be executed in counterparts, each of which shall be an original and all of which shall constitute the same instrument.

7. **ELECTRONIC SIGNATURE(S).** Vendor, if and by offering an electronic signature in any form whatsoever, will accept and agree to be bound by said electronic signature to all terms and conditions of this First Amendment. Further, a duplicate or copy of the First Amendment that contains a duplicated or non-original signature will be treated the same as an original, signed copy of this original First Amendment for all purposes.

8. **LEGAL AUTHORITY**. Each person signing this First Amendment on behalf of either party individually warrants that he or she has full legal power to execute this First Amendment on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this First Amendment.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK. SIGNATURE PAGE TO FOLLOW.]

Attachment: Exhibit B - Carbon Dioxide Piggyback with City of Ocala (2025-R-77 : Water & Wastewater Plant Chemicals for FY 25-26)

IN WITNESS WHEREOF, the parties have executed this First Amendment on 2/21/2025.

ATTEST:

Signed by: Angel B. Jacobs
8DB3574C28E54A5...

Angel B. Jacobs
City Clerk

CITY OF OCALA

Signed by: kristen Dreyer
382728BFAF374FC...

Kristen Dreyer
City Council President

Approved as to form and legality:

Signed by: William E. Sexton, Esq.
B07DCFC4E86E429...

William E. Sexton, Esq.
City Attorney

AIRGAS USA, LLC

Signed by: Steve W Jones

By: Steve W Jones
(Printed Name)

Title: V.P. of Bulk
(Title of Authorized Signatory)

Attachment: Exhibit B - Carbon Dioxide Piggyback with City of Ocala (2025-R-77 : Water & Wastewater Plant Chemicals for FY 25-26)

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Certificate Of Completion

Envelope Id: 4E12B84B-2A93-4195-AAE5-78682F2FB6AE
Status: Completed
Subject: First Amendment to Agreement-Liquid Carbon Dioxide Supply and Delivery (WRS/230165)
Source Envelope:
Document Pages: 3
Signatures: 2
Certificate Pages: 5
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Envelope Originator:
Porsha Ullrich
110 SE Watula Avenue
City Hall, Third Floor
Ocala, FL 34471
pullrich@ocalafl.gov
IP Address: 216.255.240.104

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Pool: StateLocal

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Pool: City of Ocala - Procurement & Contracting
Location: Docusign

Signer Events	Signature	Timestamp
Steve W Jones brian.mchale@airgas.com V.P. of Bulk Security Level: Email, Account Authentication (None)	Signed by: Steve W Jones 4D67086B424A412... Signature Adoption: Pre-selected Style Using IP Address: 67.78.24.238	Sent: 2/10/2025 3:26:04 PM Viewed: 2/10/2025 3:31:22 PM Signed: 2/10/2025 3:51:03 PM
Electronic Record and Signature Disclosure: Accepted: 2/10/2025 3:31:22 PM ID: b9864c01-c088-4544-b40b-776b138c9091		
William E. Sexton, Esq. wsexton@ocalafl.org City Attorney City of Ocala Security Level: Email, Account Authentication (None)	Signed by: William E. Sexton, Esq. B07DCFC4E86E429... Signature Adoption: Pre-selected Style Using IP Address: 216.255.240.104	Sent: 2/10/2025 3:51:05 PM Viewed: 2/10/2025 4:35:54 PM Signed: 2/10/2025 4:38:37 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	**Status**	**Timestamp**
Agent Delivery Events	**Status**	**Timestamp**
Intermediary Delivery Events	**Status**	**Timestamp**
Certified Delivery Events	**Status**	**Timestamp**
Carbon Copy Events	**Status**	**Timestamp**
Witness Events	**Signature**	**Timestamp**
Notary Events	**Signature**	**Timestamp**
Envelope Summary Events	**Status**	**Timestamps**

Attachment: Exhibit B - Carbon Dioxide Piggyback with City of Ocala (2025-R-77 : Water & Wastewater Plant Chemicals for FY 25-26)

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	2/10/2025 3:26:04 PM
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Signing Complete	Security Checked	2/10/2025 4:38:37 PM
Completed	Security Checked	2/10/2025 4:38:37 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

Attachment: Exhibit B - Carbon Dioxide Piggyback with City of Ocala (2025-R-77 : Water & Wastewater Plant Chemicals for FY 25-26)

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Ocala - Procurement & Contracting (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Attachment: Exhibit B - Carbon Dioxide Piggyback with City of Ocala (2025-R-77 : Water & Wastewater Plant Chemicals for FY 25-26)

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Ocala - Procurement & Contracting:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: contracts@ocalafl.org

To advise City of Ocala - Procurement & Contracting of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at contracts@ocalafl.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Ocala - Procurement & Contracting

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to contracts@ocalafl.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Ocala - Procurement & Contracting

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

Attachment: Exhibit B - Carbon Dioxide Piggyback with City of Ocala (2025-R-77 : Water & Wastewater Plant Chemicals for FY 25-26)

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i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to contracts@ocalafl.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Ocala - Procurement & Contracting as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Ocala - Procurement & Contracting during the course of your relationship with City of Ocala - Procurement & Contracting.

Attachment: Exhibit B - Carbon Dioxide Piggyback with City of Ocala (2025-R-77 : Water & Wastewater Plant Chemicals for FY 25-26)

docusign

Certificate Of Completion

Envelope Id: 4348CB5E-1EFC-4C2B-B615-07CAC56EF3EB
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Subject: First Amendment to Agreement for Liquid Carbon Dioxide Supply and Delivery (WRS/230165)
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Document Pages: 8
Signatures: 2
Certificate Pages: 5
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Envelope Originator:
Porsha Ullrich
110 SE Watula Avenue
City Hall, Third Floor
Ocala, FL 34471
pullrich@ocalafl.gov
IP Address: 216.255.240.104

Record Tracking

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pullrich@ocalafl.gov
Location: DocuSign

Security Appliance Status: Connected
Pool: StateLocal

Storage Appliance Status: Connected
Pool: City of Ocala - Procurement & Contracting
Location: Docusign

Signer Events	Signature	Timestamp
Kristen Dreyer kdreyer@ocalafl.gov Council President City of Ocala Security Level: Email, Account Authentication (None)	Signed by: Kristen Dreyer 382728BFAF374FC... Signature Adoption: Pre-selected Style Using IP Address: 174.239.92.198 Signed using mobile	Sent: 2/19/2025 1:43:26 PM Viewed: 2/21/2025 8:06:13 AM Signed: 2/21/2025 8:06:22 AM
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Angel B. Jacobs ajacobs@ocalafl.org City Clerk Security Level: Email, Account Authentication (None)	Signed by: Angel B. Jacobs 8DB3574C28E54A5... Signature Adoption: Pre-selected Style Using IP Address: 216.255.240.104	Sent: 2/21/2025 8:06:23 AM Viewed: 2/21/2025 9:40:56 AM Signed: 2/21/2025 9:41:11 AM
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Agent Delivery Events	**Status**	**Timestamp**
Intermediary Delivery Events	**Status**	**Timestamp**
Certified Delivery Events	**Status**	**Timestamp**
Carbon Copy Events	**Status**	**Timestamp**
Witness Events	**Signature**	**Timestamp**
Notary Events	**Signature**	**Timestamp**
Envelope Summary Events	**Status**	**Timestamps**

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	2/19/2025 1:43:26 PM
Certified Delivered	Security Checked	2/21/2025 9:40:56 AM
Signing Complete	Security Checked	2/21/2025 9:41:11 AM
Completed	Security Checked	2/21/2025 9:41:11 AM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

Attachment: Exhibit B - Carbon Dioxide Piggyback with City of Ocala (2025-R-77 : Water & Wastewater Plant Chemicals for FY 25-26)

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Ocala - Procurement & Contracting (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Attachment: Exhibit B - Carbon Dioxide Piggyback with City of Ocala (2025-R-77 : Water & Wastewater Plant Chemicals for FY 25-26)

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Ocala - Procurement & Contracting:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: contracts@ocalafl.org

To advise City of Ocala - Procurement & Contracting of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at contracts@ocalafl.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Ocala - Procurement & Contracting

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to contracts@ocalafl.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Ocala - Procurement & Contracting

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

Attachment: Exhibit B - Carbon Dioxide Piggyback with City of Ocala (2025-R-77 : Water & Wastewater Plant Chemicals for FY 25-26)

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to contracts@ocalafl.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Ocala - Procurement & Contracting as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Ocala - Procurement & Contracting during the course of your relationship with City of Ocala - Procurement & Contracting.

9/16/2024

The City of Holly Hill is requesting a piggyback Agreement from Airgas. The Agreement will piggyback on the Agreement that the City of Ocala has with Airgas for delivery of liquid carbon dioxide.

$.60/lb

$135.00 Delivery Charge

$65.00 Hazmat fee

Estimated Monthly Volume: 6,000 lbs

If you are in agreement, please sign below indicating your approval.

Airgas:

Name: Steven W Jones

Title: Vice President of Atmospheric Gases

Steven W Jones

City of Holly Hill:

Name: JEFF JACOBSON

Title: CHIEF OPERATOR

Attachment: Exhibit B - Carbon Dioxide Piggyback with City of Ocala (2025-R-77 : Water & Wastewater Plant Chemicals for FY 25-26)

AGREEMENT FOR LIQUID CARBON DIOXIDE SUPPLY AND DELIVERY

THIS AGREEMENT FOR LIQUID CARBON DIOXIDE SUPPLY AND DELIVERY ("Agreement") is entered into by and between the **CITY OF OCALA**, a Florida municipal corporation ("City"), and **AIRGAS USA, LLC.**, a limited liability company duly organized in the state of Delaware and authorized to do business in the state of Florida (EIN: 45-3153734) ("Vendor").

WHEREAS, on January 24, 2023, the City of Ocala issued a Invitation to Bid ("ITB") for the provision of liquid carbon dioxide ITB No.: WRS/230165 (the "Solicitation"); and

WHEREAS, one (1) firm responded to the Solicitation and, after the consideration of price and other evaluation factors set forth in the Solicitation, Airgas USA, LLC was chosen as the intended awardee to supply and deliver liquid carbon dioxide ("Services").

NOW THEREFORE, in consideration of the foregoing recitals, the following mutual covenants and conditions, and other good and valuable consideration, City and Vendor agree as follows:

1. **RECITALS.** City and Vendor hereby represent, warrant, and agree that the Recitals set forth above are true and correct and are incorporated herein by reference.
2. **CONTRACT DOCUMENTS.** The Contract Documents which comprise the entire understanding between City and Vendor shall only include: (a) this Agreement; (b) those documents listed in this section as Exhibits to this Agreement; and (c) the City's Solicitation for the Services and the bid submitted by Vendor in response to same (the "Solicitation Documents"). Each of these documents are incorporated herein by reference for all purposes. If there is a conflict between the terms of this Agreement and the Contract Documents, then the terms of this Agreement shall control, amend, and supersede any conflicting terms contained in the remaining Contract Documents.
   A. **Exhibits to Agreement**: The Exhibits to this Agreement are as follows:

      Exhibit A: Scope of Work (A-1 through A-3)

3. **SCOPE OF SERVICES.** Vendor shall provide all materials, labor, supervision, tools, accessories, equipment, permits, certifications, and all other things necessary for Vendor to perform its obligations under this Agreement as set forth in the attached **Exhibit A - Scope of Work** and the Solicitation Documents. In the event of a conflict between this Agreement and the Solicitation Documents as to the Scope of Services to be performed by Vendor, this Agreement and all of its Exhibits shall be given precedence to resolve any identified inconsistency. The Scope of Work may only be adjusted by written amendment executed by both parties.
4. **COMPENSATION.** City shall pay Vendor a price not to exceed the maximum limiting amount of **FIFTY THOUSAND AND NO/100 DOLLARS ($50,000)** (the "Contract Sum") The allowability of compensation sought under this Contract is expressly made subject to the terms of this Contract, and any pertinent Federal and State law.
   A. **Pricing**. Vendor shall be compensated in accordance with the pricing schedule set forth below.

Description	UOM	Price
Commercial Grade (NSF Grade) Liquid Carbon Dioxide	Pound	$.60

   B. **Renewal Pricing Increases**. Pricing shall remain firm for the first year of this Agreement. Any renewal price adjustment shall be subject to negotiation and must be approved by the City of Ocala. Vendor shall submit a written request for price adjustment identifying the reason for the price increase, and attach suitable documentation in support of same, no less than **NINETY (90) DAYS** prior to the expiration of the then existing Contract Term.

Attachment: Exhibit B - Carbon Dioxide Piggyback with City of Ocala (2025-R-77 : Water & Wastewater Plant Chemicals for FY 25-26)

No retroactive price adjustments will be allowed. Pricing increases shall not exceed the lesser of: (i) the amount of the percentage increase reflected in the Consumer Price Index for all Urban Consumers (CPI-U), not seasonally adjusted, based upon the most recent **TWELVE (12) MONTH** period; or (ii) **TEN PERCENT (10%) ANNUALLY** unless there are mitigating market conditions.

C. **Invoice Submission**. Monthly invoices submitted by Vendor shall include the City Contract Number, an assigned Invoice Number, and an Invoice Date. Vendor shall submit the original invoice through the responsible City Project Manager at: **City of Ocala Water Resources Department** Attn: **Scott Hersey, 1805 NE 30th Avenue, Bldg. 600, Ocala, Florida 34470**, E-mail: **shersey@ocalafl.org**.

D. **Payment of Invoices by City.** The City Project Manager must review and approve all invoices prior to payment. City Project Manager's approval shall not be unreasonably withheld, conditioned, or delayed.

E. **Withholding of Payment.** City reserves the right to withhold, in whole or in part, payment for any and all work that: (i) has not been completed by Vendor; (ii) is inadequate or defective and has not been remedied or resolved in a manner satisfactory to the City Project Manager; or (iii) which fails to comply with any term, condition, or other requirement under this Agreement. Any payment withheld shall be released and remitted to Vendor within **THIRTY (30)** calendar days of the Vendor's remedy or resolution of the inadequacy or defect.

F. **Excess Funds.** If due to mistake or any other reason Vendor receives payment under this Agreement in excess of what is provided for by the Agreement, Vendor shall promptly notify City upon discovery of the receipt of the overpayment. Any overpayment shall be refunded or credited to City within **THIRTY (30)** days of Vendor's receipt of the overpayment or must also include interest calculated from the date of the overpayment at the interest rate for judgments at the highest rate as allowed by law.

G. **Tax Exemption**. City is exempt from all federal excise and state sales taxes (State of Florida Consumer's Certification of Exemption 85-8012621655C-9). The City's Employer Identification Number is 59-60000392. Vendor shall not be exempted from paying sales tax to its suppliers for materials to fulfill contractual obligations with the City, nor will Vendor be authorized to use City's Tax Exemption Number for securing materials listed herein.

5. **EFFECTIVE DATE AND TERM.** This Agreement shall become effective and commence on **MARCH 8, 2023** and continue for a term of **TWO (2)** years, through and including **MARCH 7, 2025**. This Agreement may be renewed for up to **ONE (1)** additional, **TWO-YEAR** (2-year) period by written consent between City and Vendor.

6. **FORCE MAJEURE.** Neither party shall be liable for delay, damage, or failure in the performance of any obligation under this Agreement if such delay, damage, or failure is due to causes beyond its reasonable control, including without limitation: fire, flood, strikes and labor disputes, acts of war, acts of nature, terrorism, civil unrest, acts or delays in acting of the government of the United States or the several states, judicial orders, decrees or restrictions, or any other like reason which is beyond the control of the respective party ("Force Majeure"). The party affected by any event of force majeure shall use reasonable efforts to remedy, remove, or mitigate such event and the effects thereof with all reasonable dispatch.

A. The party affected by force majeure shall provide the other party with full particulars thereof including, but not limited to, the nature, details, and expected duration thereof, as soon as it becomes aware.

B. When force majeure circumstances arise, the parties shall negotiate in good faith any modifications of the terms of this Agreement that may be necessary or appropriate in order to

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arrive at an equitable solution. Vendor performance shall be extended for a number of days equal to the duration of the force majeure. Vendor shall be entitled to an extension of time and Vendor shall be entitled to any increased costs, additional compensation, resulting from such force majeure delays.

7. **INSPECTION AND ACCEPTANCE OF THE WORK.** All services, work, and products provided by Vendor under this Agreement shall be provided under the direction and to the satisfaction and approval of the City Project Manager (the "Project Manager").
   A. The Project Manager shall decide all questions regarding the quality, acceptability, and/or fitness of materials, the rate of progress of the work, and the acceptable fulfillment of the Agreement, in his or her sole discretion, based upon both the requirements set forth by City and the information provided by Vendor in its Bid. The authority vested in the Project Manager pursuant to this paragraph shall be confined to the direction or specification of what is to be performed under this Agreement and shall not extend to the actual execution of the Services.
   B. Neither the Project Manager's review of Vendor's work nor recommendations made by Project Manager pursuant to this Agreement will impose on Project Manager any responsibility to supervise, direct, or control Vendor's work in progress or for the means, methods, techniques, sequences, or safety precautions or programs incident to Vendor's provision of Services under this Agreement.
8. **TERMINATION AND DEFAULT.** Either party, upon determination that the other party has failed or refused to perform or is otherwise in breach of any obligation or provision under this Agreement or the Contract Documents, may give written notice of default to the defaulting party in the manner specified for the giving of notices herein. Termination of this Agreement by either party for any reason shall have no effect upon the rights or duties accruing to the parties prior to termination.
   A. **Termination by City for Cause.** City shall have the right to terminate this Agreement immediately, in whole or in part, upon the failure of Vendor to carry out any obligation, term, or condition of this Agreement. City's election to terminate the Agreement for default shall be communicated by providing Vendor written notice of termination in the manner specified for the giving of notices herein. Any notice of termination given to Vendor by City shall be effective immediately, unless otherwise provided therein, upon the occurrence of any one or more of the following events:
      (1) Vendor's performance or workmanship falls below acceptable City or trade standards;
      (2) Vendor fails to timely and properly perform any of the services set forth in the specifications of the Agreement;
      (3) Vendor provides material that does not meet the specifications of the Agreement;
      (4) Vendor fails to complete the work required within the time stipulated in the Agreement; or
      (5) Vendor fails to make progress in the performance of the Agreement and/or gives City reason to believe that Vendor cannot or will not perform to the requirements of the Agreement.
   B. **Vendor's Opportunity to Cure Default.** City may, in its sole discretion, provide Vendor with an opportunity to cure the violations set forth in City's notice of default to Vendor. Vendor shall commence to cure the violations immediately and shall diligently and continuously prosecute such cure to completion within a reasonable time as determined by City. If the violations are not corrected within the time determined to be reasonable by City or to the reasonable satisfaction of City, City may, without further notice, declare Vendor to be in breach of this Agreement and pursue all remedies available at law or equity, to include termination of this Agreement without further notice.

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C. **City's Remedies Upon Vendor Default**. In the event Vendor fails to cure any default under this Agreement within the time period specified in this section, City may pursue any remedies available at law or equity, including, without limitation, the following:
   (1) City shall be entitled to terminate this Agreement without further notice;
   (2) City shall be entitled to hire another vendor to complete the required work in accordance with the needs of City;
   (3) City shall be entitled to recover from Vendor all damages, costs, and attorney's fees arising from Vendor's default prior to termination; and
   (4) City shall be entitled to recovery from Vendor any actual excess costs by: (i) deduction from any unpaid balances owed to Vendor; and (ii) any other remedy as provided by law.

D. **Termination for Non-Funding**. In the event that budgeted funds to finance this Agreement are reduced, terminated, or otherwise become unavailable, City may terminate this Agreement upon written notice to Vendor without penalty or expense to City. City shall be the final authority as to the availability of budgeted funds.

E. **Termination for Convenience**. City or Vendor reserves the right to terminate this Agreement in whole or in part at any time for the convenience of City or Vendor without penalty or recourse. The Project Manager or Vendor shall provide written notice of the termination. Upon receipt of the notice, Vendor or City shall immediately discontinue all work as directed in the notice, notify all subcontractors of the effective date of the termination, and minimize all further costs to City including, but not limited to, the placing of any and all orders for materials, facilities, or supplies, in connection with its performance under this Agreement. Vendor shall be entitled to receive compensation solely for: (1) the actual cost of the work completed in conformity with this Agreement; and/or (2) such other costs incurred by Vendor as permitted under this Agreement and approved by City.

9. **PERFORMANCE EVALUATION.** At the end of the contract, City may evaluate Vendor's performance. Any such evaluation will become public record.

10. **NOTICE REGARDING FAILURE TO FULFILL AGREEMENT.** Any Vendor who enters into an Agreement with the City of Ocala and fails to complete the contract term, for any reason, shall be subject to future bidding suspension for a period of one (1) year and bid debarment for a period of up to three (3) years for serious contract failures.

11. **VENDOR REPRESENTATIONS.** Vendor expressly represents that:
   A. Vendor has read and is fully familiar with all the terms and conditions of this Agreement, the Contract Documents, and other related data and acknowledges that they are sufficient in scope and detail to indicate and convey understanding of all terms and conditions of the work to be performed by Vendor under this Agreement.
   B. Vendor has disclosed, in writing, all known conflicts, errors, inconsistencies, discrepancies, or omissions discovered by Vendor in the Contract Documents, and that the City's written resolution of same is acceptable to Vendor.
   C. Vendor is familiar with all local, state, and Federal laws, regulations, and ordinances which may affect cost, progress, or its performance under this Agreement whatsoever.
   D. Vendor understands that a "public entity crime" as defined in section 287.133(1)(g), Florida Statutes, is "a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States..." Vendor further understands that any person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime (1) may not submit a bid, proposal, or reply on a contract: (a) to provide any goods

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or services to a public entity; (b) for the construction or repair of a public building or public work; or (c) for leases of real property to a public entity; (2) may not be awarded or perform work as a Vendor, supplier, subcontractor, or consultant under a contract with any public entity; and (3) may not transact business with any public entity in excess of the threshold amount provided in section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

12. **VENDOR RESPONSIBILITIES.** Except as otherwise specifically provided for in this Agreement, the following provisions are the responsibility of the Vendor:
    A. Vendor shall competently and efficiently supervise, inspect, and direct all work to be performed under this Agreement, devoting such attention thereto and applying such skills and expertise as may be necessary to perform the work in accordance with the Contract Documents.
    B. Vendor shall be solely responsible for the means, methods, techniques, sequences, procedures, and safety precautions or programs incident thereto.
    C. Vendor shall be responsible to see that the finished work complies accurately with the contract and the intent thereof.
    D. Vendor shall comply with all local, state, and Federal laws, regulations, and ordinances which may affect cost, progress, or its performance under this Agreement, and be responsible for all costs associated with same.
    E. Vendor shall continue its performance under this Agreement during the pendency of any dispute or disagreement arising out of or relating to this Agreement, except as Vendor and City may otherwise agree in writing.

13. **NO EXCLUSIVITY.** It is expressly understood and agreed by the parties that this is not an exclusive agreement. Nothing in this Agreement shall be construed as creating any exclusive arrangement with Vendor or as prohibit City from either acquiring similar, equal, or like goods and/or services or from executing additional contracts with other entities or sources.
14. **COMMERCIAL AUTO LIABILITY INSURANCE.** Vendor shall procure, maintain, and keep in full force, effect, and good standing for the life of this Agreement a policy of commercial auto liability insurance with a minimum combined single limit of One Million Dollars ($1,000,000) per occurrence for bodily injury and property damage arising out of Vendor's operations and covering all owned, hired, scheduled, and non-owned automobiles utilized in said operations. If Vendor does not own vehicles, Vendor shall maintain coverage for hired and non-owned automobile liability, which may be satisfied by way of endorsement to Vendor's Commercial General Liability policy or separate Commercial Automobile Liability policy.
15. **COMMERCIAL GENERAL LIABILITY INSURANCE.** Vendor shall procure, maintain, and keep in full force, effect, and good standing for the life of this Agreement a policy of commercial general liability insurance with limits not less than:
    A. One Million Dollars ($1,000,000) per occurrence and Two Million Dollars ($2,000,000) aggregate (or project aggregate, if a construction project) for bodily injury, property damage, and personal and advertising injury; and
    B. One Million Dollars ($1,000,000) per occurrence and Two Million Dollars ($2,000,000) aggregate (or project aggregate, if a construction project) for products and completed operations.
    C. Policy must include coverage for contractual liability and independent contractors.
    D. The City, a Florida municipal corporation, and its officials, employees, and volunteers are to be covered as an additional insured with a CG 20 26 04 13 Additional Insured – Designated Person or Organization Endorsement or similar endorsement providing equal or broader Additional

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Insured Coverage with respect to liabilities arising out of activities performed by or on behalf of Vendor. This coverage shall contain no special limitation on the scope of protection to be afforded to the City, its officials, employees, and volunteers.

16. **WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY.** Vendor shall procure, maintain, and keep in full force, effect, and good standing for the life of this Agreement adequate workers' compensation and employer's liability insurance covering all of its employees in at least such amounts as required by Chapter 440, Florida Statutes, and all other state and federal workers' compensation laws, including the U.S. Longshore Harbor Workers' Act and the Jones Act, if applicable. Contractor shall similarly require any and all of its subcontractors to afford such coverage for all of its employees as required by applicable law. Vendor shall waive and shall ensure that Vendor's insurance carrier waives, all subrogation rights against the City of Ocala and its officers, employees, and volunteers for all losses or damages. Vendor's policy shall be endorsed with WC 00 03 13 Waiver of our Right to Recover from Others or its equivalent. **Exceptions and exemptions to this Section may be allowed at the discretion of the City's Risk Manager on a case-by-case basis in accordance with Florida Statutes and shall be evidenced by a separate waiver.**

17. **POLLUTION LIABILITY INSURANCE.** If not otherwise included in Vendor's Commercial General Liability Insurance coverage, Vendor shall procure and maintain, for a period of **THREE (3)** years after final completion of the Work under this Agreement, pollution liability insurance coverage for claims arising from the discharge, dispersal, release, or escape of any irritant or contaminant into or upon land, any structure, the atmosphere, watercourse, or body of water, including groundwater, in an amount not less than One Million Dollars ($1,000,000) per occurrence and Two Million Dollars ($2,000,000) aggregate limit. This shall include coverage for claims of: (a) clean up, either on-site or off site; (b) third party liability, including bodily injury, property damage, natural resource damage, third party property loss of use/revenue, and clean up; and/or (c) costs incurred for the investigation, defense, or settlement of claims.

18. **MISCELLANEOUS INSURANCE PROVISIONS.**

A. Vendor's insurance coverage shall be primary insurance for all applicable policies. The limits of coverage under each policy maintained by Vendor shall not be interpreted as limiting Vendor's liability or obligations under this Agreement. City does not in any way represent that these types or amounts of insurance are sufficient or adequate enough to protect Vendor's interests or liabilities or to protect Vendor from claims that may arise out of or result from the negligent acts, errors, or omissions of Vendor, any of its agents or subcontractors, or for anyone whose negligent act(s) Vendor may be liable.

B. No insurance shall be provided by the City for Vendor under this Agreement and Vendor shall be fully and solely responsible for any costs or expenses incurred as a result of a coverage deductible, co-insurance penalty, or self-insured retention to include any loss not covered because of the operation of such deductible, co-insurance penalty, self-insured retention, or coverage exclusion or limitation.

C. Certificates of Insurance. No work shall be commenced by Vendor under this Agreement until the required Certificate of Insurance and endorsements have been provided nor shall Vendor allow any subcontractor to commence work until all similarly required certificates and endorsements of the subcontractor have also been provided. Work shall not continue after expiration (or cancellation) of the Certificate of Insurance and work shall not resume until a new Certificate of Insurance has been provided. **Vendor shall provide evidence of insurance in the form of a valid Certificate of Insurance (binders are unacceptable) prior to the start of**

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work contemplated under this Agreement to: City of Ocala. Attention: Procurement & Contracting Department, Address: 110 SE Watula Avenue, Third Floor, Ocala Florida 34471, E-Mail: vendors@ocalafl.org. Vendor's Certificate of Insurance and required endorsements shall be issued by an agency authorized to do business in the State of Florida with an A.M. Best Rating of A or better. The Certificate of Insurance shall indicate whether coverage is being provided under a claims-made or occurrence form. If any coverage is provided on a claims-made form, the Certificate of Insurance must show a retroactive date, which shall be the effective date of the initial contract or prior.

D. City as an Additional Insured. The City of Ocala shall be named as an Additional Insured and Certificate Holder on all liability policies identified in this Section with the exception of Workers' Compensation and Professional Liability policies.

E. Notice of Cancellation of Insurance. Vendor's Certificate of Insurance shall provide **THIRTY (30) DAY** notice of cancellation, **TEN (10) DAY** notice if cancellation is for non-payment of premium. In the vent that Vendor's insurer is unable to accommodate the cancellation notice requirement, it shall be the responsibility of Vendor to provide the proper notice. Such notification shall be in writing by registered mail, return receipt requested, and addressed to the certificate holder. Additional copies may be sent to the City of Ocala at vendors@ocalafl.org.

F. Failure to Maintain Coverage. The insurance policies and coverages set forth above are required and providing proof of and maintaining insurance of the types and with such terms and limits set forth above is a material obligation of Vendor. Vendor's failure to obtain or maintain in full force and effect any insurance coverage required under this Agreement shall constitute material breach of this Agreement.

G. Severability of Interests. Severability of Interests. Vendor shall arrange for its liability insurance to include, or be endorsed to include, a severability of interests/cross-liability provision so that the "City of Ocala" (where named as an additional insured) will be treated as if a separate policy were in existence, but without increasing the policy limits.

19. **SAFETY/ENVIRONMENTAL.** Vendor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work. Vendor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury, or loss to:
    A. All employees on the work and other persons that may be affected thereby;
    B. All work, materials and equipment to be incorporated therein, whether in storage on or off the site; and
    C. Other property at the site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures, and utilities.

    All, injury, or loss to any property caused, directly or indirectly, in whole or in part, by Vendor, any subcontractor, or anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, shall be remedied by Vendor. Vendor's duties and responsibilities for the safety and protection of the work shall continue until such time as the work is completed and accepted by City.

20. **NON-DISCRIMINATORY EMPLOYMENT PRACTICES.** During the performance of the contract, Vendor shall not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, national origin, sex, pregnancy, age, disability, sexual orientation, gender identity, marital or domestic partner status, familial status, or veteran status and shall take affirmative action to ensure that an employee or applicant is afforded equal employment opportunities without

Attachment: Exhibit B - Carbon Dioxide Piggyback with City of Ocala (2025-R-77 : Water & Wastewater Plant Chemicals for FY 25-26)

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discrimination. Such action shall be taken with reference to, but not limited to: recruitment, employment, termination, rates of pay or other forms of compensation and selection for training or retraining, including apprenticeship and on-the-job training.

21. **SUBCONTRACTORS.** Nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by City or its representatives to any subcontractor of Vendor or any other persons or organizations having a direct contract with Vendor, nor shall it create any obligation on the part of City or its representatives to pay or seek payment of any monies to any subcontractor of Vendor or any other persons or organizations having a direct contract with Vendor, except as may otherwise be required by law. City shall not be responsible for the acts or omissions of any vendor, subcontractor, or of any of their agents or employees.
22. **INDEPENDENT CONTRACTOR STATUS.** Vendor acknowledges and agrees that under this Agreement, Vendor and any agent or employee of Vendor shall be deemed at all times to be an independent contractor and shall be wholly responsible for the manner in which it performs the services and work required under this Agreement. Neither Vendor nor its agents or employees shall represent or hold themselves out to be employees of City at any time. Neither Vendor nor its agents or employees shall have employee status with City. Nothing in this Agreement shall constitute or be construed to create any intent on the part of either party to create an agency relationship, partnership, employer-employee relationship, joint venture relationship, or any other relationship which would allow City to exercise control or discretion over the manner or methods employed by Vendor in its performance of its obligations under this Agreement.
23. **ACCESS TO FACILITIES.** City shall provide Vendor with access to all City facilities as is reasonably necessary for Vendor to perform its obligations under this Agreement.
24. **ASSIGNMENT.** Neither party may assign its rights or obligations under this Agreement to any third party without the prior express approval of the other party, which shall not be unreasonably withheld.
25. **RIGHT OF CITY TO TAKE OVER CONTRACT.** Should the work to be performed by Vendor under this Agreement be abandoned, or should Vendor become insolvent, or if Vendor shall assign or sublet the work to be performed hereunder without the written consent of City, the City Project Manager shall have the power and right to hire and acquire additional men and equipment, supply additional material, and perform such work as deemed necessary for the completion of this Agreement. Under these circumstances, all expenses and costs actually incurred by City to accomplish such completion shall be credited to City along with amounts attributable to any other elements of damage and certified by the Project Manager. The Project Manager's certification as to the amount of such liability shall be final and conclusive.
26. **PUBLIC RECORDS.** Vendor shall comply with all applicable provisions of the Florida Public Records Act, Chapter 119, Florida Statutes. Specifically, Vendor shall:
    A. Keep and maintain public records required by the public agency to perform the service.
    B. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
    C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if Vendor does not transfer the records to the public agency.

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D. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of Vendor or keep and maintain public records required by the public agency to perform the service. If Vendor transfers all public records to the public agency upon completion of the contract, Vendor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Vendor keeps and maintains public records upon completion of the contract, Vendor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

IF VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: CITY OF OCALA, OFFICE OF THE CITY CLERK; 352-629-8266; E-mail: clerk@ocalafl.org; City Hall, 110 SE Watula Avenue, Ocala, FL 34471.

27. **AUDIT.** Vendor shall comply and cooperate immediately with any inspections, reviews, investigations, or audits relating to this Agreement as deemed necessary by the Florida Office of the Inspector General, the City's Internal or External auditors or by any other Florida official with proper authority.
28. **PUBLICITY.** Vendor shall not use City's name, logo, seal or other likeness in any press release, marketing materials, or other public announcement without City's prior written approval.
29. **E-VERIFY.** Pursuant to section 448.095, Vendor shall register with and use the U.S. Department of Homeland Security's ("DHS") E-Verify System, accessible at https://e-verify.uscis.gov/emp, to verify the work authorization status of all newly hired employees. Vendor shall obtain affidavits from any and all subcontractors in accordance with paragraph 2(b) of section 448.095, Florida Statutes, and maintain copies of such affidavits for the duration of this Agreement. By entering into this Agreement, Vendor certifies and ensures that it utilizes and will continue to utilize the DHS E-Verify System for the duration of this Agreement and any subsequent renewals of same. Vendor understands that failure to comply with the requirements of this section shall result in the termination of this Agreement and Vendor may lose the ability to be awarded a public contract for a minimum of one (1) year after the date on which the Agreement was terminated. Vendor shall provide a copy of its DHS Memorandum of Understanding upon City's request. Please visit www.e-verify.gov for more information regarding the E-Verify System.
30. **CONFLICT OF INTEREST.** Vendor must have disclosed with the submission of their bid, the name of any officer, director, or agent who may be employed by City. Vendor must disclose the name of any City employee who owns, directly or indirectly, any interest in Vendor or any affiliated business entity. Any additional conflicts of interest that may occur during the contract term must be disclosed to the City of Ocala Procurement Department.
31. **WAIVER.** The failure or delay of any party at any time to require performance by another party of any provision of this Agreement, even if known, shall not affect the right of such party to require performance of that provision or to exercise any right, power or remedy hereunder. Any waiver by any party of any breach of any provision of this Agreement should not be construed as a waiver of any continuing or succeeding breach of such provision, a waiver of the provision itself, or a waiver of any right, power or remedy under this Agreement. No notice to or demand on any party in any

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circumstance shall, of itself, entitle such party to any other or further notice or demand in similar or other circumstances.

32. **SEVERABILITY OF ILLEGAL PROVISIONS.** Wherever possible, each provision of this Agreement shall be interpreted in such a manner as to be effective and valid under the applicable law. Should any portion of this Agreement be declared invalid for any reason, such declaration shall have no effect upon the remaining portions of this Agreement.

33. **INDEMNITY.** Vendor shall indemnify City and its elected officials, employees and volunteers against, and hold City and its elected officials, employees and volunteers harmless from, all damages, claims, losses, costs, and expenses, including reasonable attorneys' fees, which City or its elected officials, employees or volunteers may sustain, or which may be asserted against City or its elected officials, employees or volunteers, arising out of the activities contemplated by this Agreement including, without limitation, harm or personal injury to third persons during the term of this Agreement to the extent attributable to the actions of Vendor, its agents, and employees.

34. **NO WAIVER OF SOVEREIGN IMMUNITY.** Nothing herein is intended to waive sovereign immunity by the City to which sovereign immunity may be applicable, or of any rights or limits of liability existing under Florida Statute § 768.28. This term shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until any proceeding brought under this Agreement is barred by any applicable statute of limitations.

35. **NOTICES.** All notices, certifications or communications required by this Agreement shall be given in writing and shall be deemed delivered when personally served, or when received if by facsimile transmission with a confirming copy mailed by registered or certified mail, postage prepaid, return receipt requested. Notices can be concurrently delivered by e-mail. All notices shall be addressed to the respective parties as follows:

If to Vendor:	Airgas USA, LLC Attention: Brian McHale 5249 Tampa West Blvd. Tampa, Florida 33634 Phone: 407-402-9651 E-mail: brian.mchale@airgas.com
If to City of Ocala:	Daphne M. Robinson, Esq., Contracting Officer City of Ocala 110 SE Watula Avenue, Third Floor Ocala, Florida 34471 Phone: 352-629-8343 E-mail: notices@ocalafl.org
Copy to:	William E. Sexton, Esq., City Attorney City of Ocala 110 SE Watula Avenue, Third Floor Ocala, Florida 34471 Phone: 352-401-3972 E-mail: cityattorney@ocalafl.org

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36. **ATTORNEYS' FEES.** If any civil action, arbitration or other legal proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default or misrepresentation in connection with any provision of this Agreement, the successful or prevailing party shall be entitled to recover reasonable attorneys' fees, sales and use taxes, court costs and all expenses reasonably incurred even if not taxable as court costs (including, without limitation, all such fees, taxes, costs and expenses incident to arbitration, appellate, bankruptcy and post-judgment proceedings), incurred in that civil action, arbitration or legal proceeding, in addition to any other relief to which such party or parties may be entitled. Attorneys' fees shall include, without limitation, paralegal fees, investigative fees, administrative costs, sales and use taxes and all other charges reasonably billed by the attorney to the prevailing party.
37. **JURY WAIVER.** IN ANY CIVIL ACTION, COUNTERCLAIM, OR PROCEEDING, WHETHER AT LAW OR IN EQUITY, WHICH ARISES OUT OF, CONCERNS, OR RELATES TO THIS AGREEMENT, ANY AND ALL TRANSACTIONS CONTEMPLATED HEREUNDER, THE PERFORMANCE HEREOF, OR THE RELATIONSHIP CREATED HEREBY, WHETHER SOUNDING IN CONTRACT, TORT, STRICT LIABILITY, OR OTHERWISE, TRIAL SHALL BE TO A COURT OF COMPETENT JURISDICTION AND NOT TO A JURY. EACH PARTY HEREBY IRREVOCABLY WAIVES ANY RIGHT IT MAY HAVE TO A TRIAL BY JURY. NEITHER PARTY HAS MADE OR RELIED UPON ANY ORAL REPRESENTATIONS TO OR BY ANY OTHER PARTY REGARDING THE ENFORCEABILITY OF THIS PROVISION. EACH PARTY HAS READ AND UNDERSTANDS THE EFFECT OF THIS JURY WAIVER PROVISION.
38. **GOVERNING LAW.** This Agreement is and shall be deemed to be a contract entered and made pursuant to the laws of the State of Florida and shall in all respects be governed, construed, applied and enforced in accordance with the laws of the State of Florida.
39. **JURISDICTION AND VENUE.** The parties acknowledge that a majority of the negotiations, anticipated performance and execution of this Agreement occurred or shall occur in Marion County, Florida. Any civil action or legal proceeding arising out of or relating to this Agreement shall be brought only in the courts of record of the State of Florida in Marion County or the United States District Court, Middle District of Florida, Ocala Division. Each party consents to the exclusive jurisdiction of such court in any such civil action or legal proceeding and waives any objection to the laying of venue of any such civil action or legal proceeding in such court and/or the right to bring an action or proceeding in any other court. Service of any court paper may be effected on such party by mail, as provided in this Agreement, or in such other manner as may be provided under applicable laws, rules of procedures or local rules.
40. **REFERENCE TO PARTIES.** Each reference herein to the parties shall be deemed to include their successors, assigns, heirs, administrators, and legal representatives, all whom shall be bound by the provisions hereof.
41. **MUTUALITY OF NEGOTIATION.** Vendor and City acknowledge that this Agreement is a result of negotiations between Vendor and City, and the Agreement shall not be construed in favor of, or against, either party because of that party having been more involved in the drafting of the Agreement.
42. **SECTION HEADINGS.** The section headings herein are included for convenience only and shall not be deemed to be a part of this Agreement.

Attachment: Exhibit B - Carbon Dioxide Piggyback with City of Ocala (2025-R-77 : Water & Wastewater Plant Chemicals for FY 25-26)

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43. **RIGHTS OF THIRD PARTIES.** Nothing in this Agreement, whether express or implied, is intended to confer any rights or remedies under or because of this Agreement on any persons other than the parties hereto and their respective legal representatives, successors and permitted assigns. Nothing in this Agreement is intended to relieve or discharge the obligation or liability of any third persons to any party to this Agreement, nor shall any provision give any third persons any right of subrogation or action over or against any party to this Agreement.

44. **AMENDMENT.** No amendment to this Agreement shall be effective except those agreed to in writing and signed by both parties to this Agreement.

45. **COUNTERPARTS.** This Agreement may be executed in counterparts, each of which shall be an original and all of which shall constitute the same instrument.

46. **ELECTRONIC SIGNATURE(S).** Vendor, if and by offering an electronic signature in any form whatsoever, will accept and agree to be bound by said electronic signature to all terms and conditions of this Agreement. Further, a duplicate or copy of the Agreement that contains a duplicated or non-original signature will be treated the same as an original, signed copy of this original Agreement for all purposes.

47. **ENTIRE AGREEMENT.** This Agreement, including exhibits, (if any) constitutes the entire Agreement between the parties hereto with respect to the subject matter hereof. There are no other representations, warranties, promises, agreements or understandings, oral, written or implied, among the Parties, except to the extent reference is made thereto in this Agreement. No course of prior dealings between the parties and no usage of trade shall be relevant or admissible to supplement, explain, or vary any of the terms of this Agreement. No representations, understandings, or agreements have been made or relied upon in the making of this Agreement other than those specifically set forth herein.

48. **LEGAL AUTHORITY**. Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK. SIGNATURE PAGE TO FOLLOW]

Attachment: Exhibit B - Carbon Dioxide Piggyback with City of Ocala (2025-R-77 : Water & Wastewater Plant Chemicals for FY 25-26)

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OCALA

CONTRACT# WRS/230165

IN WITNESS WHEREOF, the parties have executed this Agreement on 7/13/2023.

ATTEST:

DocuSigned by:
Angel B. Jacobs
Angel B. Jacobs
City Clerk

CITY OF OCALA

DocuSigned by:
James P. Hilty, Sr.
James P. Hilty
City Council President

Approved as to form and legality:

DocuSigned by:
William E. Sexton
William E. Sexton, Esq.
City Attorney

AIRGAS USA, LLC

DocuSigned by:
Steve Jones
2501916D3E28424...

By: Steve Jones
(Printed Name)

Title: V.P of Bulk
(Title of Authorized Signatory)

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BACKGROUND

Vendor shall supply and deliver Commercial Grade (NSF grade) carbon dioxide for ph. stabilization to the Water Treatment Plant, located at 1808 NE 36th Avenue, Ocala, Florida 34470.

Deliveries shall be coordinated with the City Project Manager, Scott Hersey, 352-401-6941, email: shersey@ocalafl.org.

PROJECT SUMMARY, DELIVERABLES AND HOURS

1. **Project Summary:** Vendor shall perform the following services for the City of Ocala: Vendor shall provide all materials, labor, and equipment to supply and deliver liquid carbon dioxide (NSF Grade) to the City of Ocala Water Treatment Plant #1.
2. **Deliverables:** Deliverables must be provided to the City of Ocala Project Manager before payment for such work.
3. **Working Hours:** The normal/standard working hours for this project are 7:00 AM – 5:00 PM Monday through Friday, excluding holidays. Vendor shall provide 48-hour advance notice to City Project Manager for work outside normal shift hours. The City may decline the request.

VENDOR EMPLOYEES AND EQUIPMENT

1. Vendor must utilize competent employees in performing the work. Employees performing the work must be properly licensed or qualified as required by the scope/project.
2. The Vendor shall provide an assigned Project Manager, who will be the primary point of contact. Vendor must provide a valid telephone number and address at all times to the City Project Manager. The telephone must be answered during normal working hours or voicemail must be available to take a message.
3. At the request of the City, the Vendor must replace any incompetent, unfaithful, abusive, or disorderly person in their employment. The City and the Vendor must each be promptly notified by the other of any complaints received.
4. Vendor's employees must wear suitable work clothes and personal protective equipment as defined by OSHA. Employees shall be clean and in as good appearance as the job conditions permit.
5. Vendor shall operate as an independent contractor and not as an agent, representative, partner or employee of the City of Ocala, and shall control their operations at the work site, and be solely responsible for the acts or omissions of their employees.
6. No smoking is allowed on City property or projects.
7. Vendor must possess/obtain all required equipment to perform the work. A list of equipment shall be provided to the City upon request.
8. All company trucks must display a visible company name/logo on the outside of the vehicle.

CITY OF OCALA RESPONSIBILITIES

1. The City of Ocala will furnish, the following services/data to the Vendor for the performance of services:
   A. Access to City buildings and facilities to perform the work.
   B. Provide access to drawings, specifications, schedules, reports, and other information prepared by/for the City of Ocala pertinent to the Vendor's responsibilities.

Attachment: Exhibit B - Carbon Dioxide Piggyback with City of Ocala (2025-R-77 : Water & Wastewater Plant Chemicals for FY 25-26)

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C. Provide office facilities for the Vendor, if needed.

2. The City reserves the right to purchase any materials for the Vendor to use. The Vendor shall not charge a mark-up fee for material furnished by the City.

VENDOR RESPONSIBILITIES

1. Vendor shall complete all work performed under this solicitation in accordance with policies and procedures of the City of Ocala and all applicable State and Federal laws, policies, procedures, and guidelines.
2. Vendor shall obtain and pay for any and licenses, , dumping and/or disposal fees, etc., required to fulfill this agreement.
3. Vendor is responsible for any and all damages including but not limited to buildings, curbing, pavement, landscaping, or irrigation systems caused by their activity. Should any public or private property be damaged or destroyed, the Vendor at their expense, shall repair or make restoration as acceptable to the City of destroyed or damaged property no later than one (1) month from the date damage occurred.
4. If the Vendor is advised to leave a property by the property owner or their representative, the Vendor shall leave at once without altercation. Vendor shall then contact the City Project Manager within 24 hours and advise of the reason for not completing the assigned project.
5. Data collected by the Vendor shall be in a format compatible with, or easily converted to City's databases. A sequential naming convention should be applied to the files and documentation provided to the City.

SITE HOUSEKEEPING AND CLEANUP

1. **Cleanup:** The Vendor shall keep the premises free at all times from accumulation of waste materials and rubbish caused by operations and employees. Such responsibilities shall include but not limited to:
   A. Periodic cleanup to avoid hazards or interference with operations at the site, and to leave the site in a reasonable neat condition.
   B. Work site will be completely cleaned after each day of work.
   C. Vendor shall dispose of debris in a legal manner.
2. **Final Cleaning:** Upon completion of work, clean entire work area as applicable.
   A. All furnishings and equipment shall be placed back in the original locations.
   B. All work areas must be returned to original condition.
   C. The Vendor shall clean and remove from the premises, all surplus and discarded materials, rubbish, and temporary structures, and shall restore in an acceptable manner all property, both public and private, which has been damaged during the prosecution of the work and shall have the work in a neat and presentable condition. *Note: Any and all debris shall be removed from the premises. Debris, trash, etc., shall not be left or buried on site.*

SAFETY

1. Vendor shall be fully responsible for the provision of adequate and proper safety precautions meeting all OSHA, local, state, and national codes concerning safety provisions for their employees, sub-contractors, all building and site occupants, staff, public, and all persons in or around the work area.

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2. In no event shall the City be responsible for any damages to any of the Vendor's equipment, materials, property, or clothing lost, damaged, destroyed or stolen.
3. Prior to completion, storage and adequate protection of all material and equipment will be the Vendor's responsibility.

PRICING

The City shall pay the Vendor only for the actual units that the Vendor delivers.

Attachment: Exhibit B - Carbon Dioxide Piggyback with City of Ocala (2025-R-77 : Water & Wastewater Plant Chemicals for FY 25-26)

DocuSign

Certificate Of Completion

Envelope Id: 0D305DAF82CB48ED8760FEFEFBF93CE9
Subject: FOR SIGNATURE - Liquid Carbon Dioxide Supply and Delivery (WRS/230165)
Source Envelope:
Document Pages: 16
Certificate Pages: 5
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Signatures: 4
Initials: 0

Status: Completed

Envelope Originator:
Patricia Lewis
110 SE Watula Avenue
City Hall, Third Floor
Ocala, FL 34471
plewis@ocalafl.org
IP Address: 216.255.240.104

Record Tracking

Status: Original
7/7/2023 6:41:34 AM
Security Appliance Status: Connected
Storage Appliance Status: Connected

Holder: Patricia Lewis
plewis@ocalafl.org
Pool: StateLocal
Pool: City of Ocala - Procurement & Contracting

Location: DocuSign

Location: DocuSign

Signer Events	Signature	Timestamp
Steve Jones steve.jones@airgas.com V.P of Bulk Security Level: Email, Account Authentication (None)	DocuSigned by: Steve Jones 2501916D3E28424... Signature Adoption: Pre-selected Style Using IP Address: 24.227.65.211	Sent: 7/7/2023 6:45:45 AM Viewed: 7/7/2023 8:41:59 AM Signed: 7/7/2023 8:43:18 AM
Electronic Record and Signature Disclosure: Accepted: 7/7/2023 8:41:59 AM ID: fa1a14cb-0a22-4a8c-bbf7-987dfb95fc4a		
William E. Sexton wsexton@ocalafl.org City Attorney City of Ocala Security Level: Email, Account Authentication (None)	DocuSigned by: William E. Sexton B07DCFC4E86E429... Signature Adoption: Pre-selected Style Using IP Address: 216.255.240.104	Sent: 7/7/2023 8:43:20 AM Viewed: 7/13/2023 8:52:13 AM Signed: 7/13/2023 8:52:27 AM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
James P. Hilty, Sr. jhilty@ocalafl.org President Security Level: Email, Account Authentication (None)	DocuSigned by: James P. Hilty, Sr. 6FD4FC329B6F4DF... Signature Adoption: Pre-selected Style Using IP Address: 98.180.104.233 Signed using mobile	Sent: 7/13/2023 8:52:28 AM Viewed: 7/13/2023 9:10:26 AM Signed: 7/13/2023 9:11:15 AM
Electronic Record and Signature Disclosure: Accepted: 2/22/2023 9:50:44 PM ID: 14e56788-1409-4fcd-8b7c-ddcc68b32a87		
Angel B. Jacobs ajacobs@ocalafl.org April 19 City of Ocala Security Level: Email, Account Authentication (None)	DocuSigned by: Angel B. Jacobs F82769401C4E4E6... Signature Adoption: Pre-selected Style Using IP Address: 216.255.240.104	Sent: 7/13/2023 9:11:17 AM Viewed: 7/13/2023 9:14:23 AM Signed: 7/14/2023 4:36:23 PM
Electronic Record and Signature Disclosure:		

Attachment: Exhibit B - Carbon Dioxide Piggyback with City of Ocala (2025-R-77 : Water & Wastewater Plant Chemicals for FY 25-26)

Signer Events	Signature	Timestamp
Not Offered via DocuSign		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Brian McHale brian.mchale@airgas.com V.P, of Bulk Gases Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 7/5/2023 1:08:53 PM ID: 209d9443-bd8f-4774-be95-c8232d2d084b	COPIED	Sent: 7/14/2023 4:36:25 PM
Annallsa Schmidt annallsa.schmidt@airgas.com Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign	COPIED	Sent: 7/14/2023 4:36:25 PM

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	7/7/2023 6:45:45 AM
Certified Delivered	Security Checked	7/13/2023 9:14:23 AM
Signing Complete	Security Checked	7/14/2023 4:36:23 PM
Completed	Security Checked	7/14/2023 4:36:26 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

Attachment: Exhibit B - Carbon Dioxide Piggyback with City of Ocala (2025-R-77 : Water & Wastewater Plant Chemicals for FY 25-26)

Electronic Record and Signature Disclosure created on: 2/22/2023 11:31:05 AM
Parties agreed to: Steve Jones, James P. Hilty, Sr., Brian McHale

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Ocala - Procurement & Contracting (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Attachment: Exhibit B - Carbon Dioxide Piggyback with City of Ocala (2025-R-77 : Water & Wastewater Plant Chemicals for FY 25-26)

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Ocala - Procurement & Contracting:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: contracts@ocalafl.org

To advise City of Ocala - Procurement & Contracting of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at contracts@ocalafl.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Ocala - Procurement & Contracting

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to contracts@ocalafl.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Ocala - Procurement & Contracting

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

Attachment: Exhibit B - Carbon Dioxide Piggyback with City of Ocala (2025-R-77 : Water & Wastewater Plant Chemicals for FY 25-26)

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to contracts@ocalafl.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Ocala - Procurement & Contracting as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Ocala - Procurement & Contracting during the course of your relationship with City of Ocala - Procurement & Contracting.

Attachment: Exhibit B - Carbon Dioxide Piggyback with City of Ocala (2025-R-77 : Water & Wastewater Plant Chemicals for FY 25-26)

ADDENDUM #2
PROFESSIONAL SERVICES AGREEMENT
CHEMICALS FOR CITY OF EDGEWATER
WATER TREATMENT FACILITIES (ITB-23-ES-07)

By Agreement made and entered into this 17th day of March, 2025, by and between the **CITY OF EDGEWATER, FLORIDA** (hereinafter referred to as "CITY'"), 104 North Riverside Drive, Edgewater, FL 32132 and **CARMEUSE LIME AND STONE** (hereinafter referred to as "CONTACTOR") 11 Stanwix Street, 21st Floor, Pittsburgh, PA, 15222

WITNESSETH

The CITY and CONTRACTOR mutually agree to amend that certain Agreement between the CITY and CONTRACTOR made and entered into on March 6, 2023, as follows:

1) Both parties wish to utilize the option contained in **Section 2 - TERM OF THE CONTRACT** by electing to renew the contract for an additional term of one (1) year. Thereby extending the current contract from April 15, 2025, through and until April 14, 2026.
2) **Section 3 – COMPENSATION:** The CITY agrees to pay the CONTRACTOR $518.25 per ton, a 3% increase over the price stipulated in addendum #1.
3) The parties acknowledge that all other terms, provisions and conditions of the original Agreement are republished, ratified and reaffirmed by the parties hereto.

IN WITNESS HEREOF the parties have made and executed this Addendum the day and year written above.

ATTEST:

Bonnie Zlotnik, City Clerk

CITY OF EDGEWATER, FLORIDA

By: _____
Jeffrey Thurman, Interim City Manager

Dated 3/18/25

WITNESSES:

DANA BROOKS

_____

CARMEUSE LIME AND STONE

By: _____
Jonathan Bright, VP - Finance

Dated 1/24/25

Attachment: Exhibit C - Calcium Quicklime Piggyback with City of Edgewater (2025-R-77 : Water & Wastewater Plant Chemicals for FY 25-26)

HOLLY HILL
FLORIDA

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Resolution

MEETING DATE: **September 23, 2025**
FROM: **Michele Moore**
SUBJECT: **A Resolution of the City Commission of the City of Holly Hill, Volusia County, Florida, Amending the Fee Schedule for the Fiscal Year 2025-2026; Providing for Severability; and Providing for an Effective Date.**
NUMBER: **2025-R-78**
APPLICANT:
PLANNER:

DISCUSSION:

Fiscal year 2026 is the second year of the five-year utility rate study completed by Raftelis. The rates recommended from the rate study and the rates from the approved Waste Pro contract are stated below. In addition, staff completed a review of existing rates and recommends the following changes.

FISCAL ANALYSIS:

The proposed changes to the fee schedule is as follows:
Water usage rate increase 2%
Sewer usage rate increase 4%
Solid Waste pick up contractor cost plus 33%
Plat - Minor Under 4 Residential Lots or Commercial Lots that include no Improvements $525
Small Site Plan - Variable
Rezoning - PUD Amendment Major - Removed from schedule
Sidewalk Per Linear Foot $25
Unauthorized Use of Dumpster $350
False alarms - 4th and greater occurrence in 365 days - $150 both Police and Fire
E-Bikes, Mobility Devices, and Motorized Vehicles on Sidewalks $50 per occurrence
Smoking and Vaping in Public Parks $50 per occurrence

STAFF RECOMMENDATION:

Recommend approval of the Resolution as submitted by staff.

COMMISSION GOAL:

Goal #1: Develop and maintain a sound and sustainable financial plan for the city that

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

MOTION:

APPROVE THE RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AMENDING THE COMPREHENSIVE CITY-WIDE ADOPTED FEE SCHEDULE FOR THE CITY OF HOLLY HILL FOR THE FISCAL YEAR 2025-2026.

ATTACHMENTS:

- COHH FY25 City Wide Fee Schedule 100125 (PDF)
- City of Holly Hill Fee Schedule FY26 Updates noted in red Attachment A (PDF)

Resolution No. 2025-78

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, VOLUSIA COUNTY, FLORIDA, AMENDING THE FEE SCHEDULE FOR THE FISCAL YEAR 2025-2026; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY OF HOLLY HILL, FLORIDA, ESTABLISHING CERTAIN FEES AND INCREASING CERTAIN EXISTING FEES FOR VARIOUS SERVICES, AND PERMITS PROVIDED BY THE CITY, AND ADOPTING A COMPREHENSIVE CITYWIDE FEE SCHEDULE FOR THE FISCAL YEAR 2025-2026.

WHEREAS, the City Commission of the City of Holly Hill, Florida, has made the following determinations; and

WHEREAS, On August 23, 2022 a Citywide Fee Schedule was adopted; and

WHEREAS, Effective September 9, 2024 the amended City Wide Fee Schedule was adopted; and

WHEREAS, the Commission of the City of Holly Hill has determined that in order to continue providing effective services for the public welfare, the City must establish and increase fees for certain municipal services in order to accurately reflect the City's true cost in providing such services; and

WHEREAS, the Commission desires to enact some new fees and increase, decrease, remove, or leave unchanged existing fees for certain services and programs provided by the City and to include the new, increased, decreased, or unchanged fees, in the proposed Citywide Fee Schedule (Attachment A), which is attached to this Resolution.

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

SECTION 1. Notice of the public meeting and public hearing at which this Resolution was considered was properly given, and all oral and written presentations made to and heard by the City Commission were properly considered.

SECTION 2. There is a reasonable relationship between the fees to be collected for the provision of various City services and the City's costs in providing those services.

SECTION 3. The fees which are increased, as set forth in the FY 2025-2026 Proposed City Wide Fee Schedule (Attachment “A” as amended):

1. Do not exceed the actual or estimated reasonable costs to the City of providing the services to which the fees relate;

2. Are reasonable and necessary to enable the City to provide the benefit or privilege, service or product, license or permit, use or rental, fine or penalty, or property development to which they relate;

3. Have been allocated in a manner such that the costs to a payor bear a fair and reasonable relationship to the payor's burden on, or benefits received, from the City; and

SECTION 4. The City Commission hereby approves and adopts:

1. The FY 2025-2026 Proposed City Wide Fee Schedule (Attachment "A" as amended).

SECTION 5. Any fee, rate, charge, penalty, fine, table, or schedule contained in the FY 2025-2026 Proposed City-wide Fee Schedule (Attachment "A" as amended), as adopted in this Resolution, will prevail and apply in the event of a conflict with any other fee, rate, charge, penalty, fine, table, or schedule.

SECTION 6. The newly created fees, unchanged fees, decreased fees and increased fees listed in this Resolution and set forth in the FY 2025-2026 Proposed City Wide Fee Schedule (Attachment "A") become effective on October 1, 2025.

APPROVED AND AUTHENTICATED on this 23rd day of SEPTEMBER, 2025.

HOLLY HILL
FLORIDA

Fee Schedule

Rate and Fee Information

Effective Date October 1, 2025

Attachment: COHH FY25 City Wide Fee Schedule 100125 (2025-R-78 : Fiscal Year 2026 City Wide Fee Schedule)

FEE BY TYPE

BUILDING AND ZONING FEES

APPLICATION FEES	
APPLIC FEE-TEMP SIGNAGE	$25.00
APPLIC FEE-SIGN PERMIT	$25.00
APPLIC FEE-BD OF PLAN/APL	$50.00
APPLIC FEE-COMM BLDG PRMT	$60.00
APPLIC FEE-RES ACCES.STRC	$30.00
APPLIC FEE-RES BLDG PRMIT	$30.00
APPLIC FEE-ROW NO ROAD CUT (ROW CONSTRUCTION)	$200.00
APPLIC FEE-ROW ROAD CUT (ROW CONSTRUCTION)	$500.00

BUILDING PERMIT FEES	
BUILDING VALUE 0-2,000 , BASE FEE	$20.00
BUILDING VALUE 2,001-4,000, INITIAL FEE	$30.00
BUILDING VALUE 4,001-100,000, BASE FEE	$75.00
BUILDING VALUE 4,001-100,000, PER EACH THOUSAND	$4.00
BUILDING VALUE 100,001-500,000, BASE FEE	$450.00
BUILDING VALUE 100,001-500,000, PER EACH THOUSAND	$3.00
BUILDING VALUE 500,001-1,000,000, BASE FEE	$1,650.00
BUILDING VALUE 500,001-1,000,000, PER EACH THOUSAND	$1.50
BUILDING VALUE > 1,000,000 BASE FEE	$2,150.00
BUILDING VALUE > 1,000,000 PER EACH THOUSAND	$1.00

PLAN REVIEW FEES	
REVISION TO APPROVED PLANS - PRIOR TO ISSUANCE OF PERMIT	$30.00
REVISION TO APPROVED PLANS - AFTER ISSUANCE OF PERMIT	$40.00
ZONING REVIEW - ANY VALUE	$20.00
$0.00 to $5,000.00	$25.00
$5,001.00 to $10,000.00	$30.00
$10,001.00 to $50,000.00	$60.00
$50,001.00 to $100,000.00	$80.00
$100,001.00 to $200,000.00	$100.00
$200,001.00 to $500,000.00	$340.00
$500,001.00 AND OVER	$340.00
EACH $50,000.00 OF VALUATION	$20.00

Attachment: COHH FY25 City Wide Fee Schedule 100125 (2025-R-78 : Fiscal Year 2026 City Wide Fee Schedule)

City of Holly Hill - City Wide Fee Schedule EFFECTIVE 10/01/2025

PROCESSING FEES	
AFTER HOURS/SPECIAL INSPECTION FEE - Conducted outside normal working hours, to be pre-approved by Chief Building Official, and availability	$200.00
CERTIFICATE OF COMPLETION	$20.00
CERTIFICATE OF OCCUPANCY	$20.00
CHANGE CONTRACTOR FEE	$25.00
CHANGE SUB-CONTRACTOR FEE	$10.00
CLOSEOUT FEES-RE:NEW/ADDN	$250.00
CLOSEOUT FEES-REACTV.MISC	$40.00
CLOSEOUT FEES-REACTV.POOL	$120.00
EXPIRED PERMIT RENEWAL	Cost of original permit excluding impact fees already paid
FINES - WORK WITHOUT A PERMIT	$200 or 2X Permit Fee - whichever is greater
FLOOD DETERMINATION LETTER	$50.00
GENERAL INSPECTION FEE	$40.00
LETTER OF AUTHORIZATION (Allows for usage of building in limited circumstances when life-safety, health and structural requirements have been met. Not operating for public. Only valid for 90 day maximum)	$500.00
PERMIT EXTENSION - ACTIVE PERMITS (FEE PER 90 DAYS)	$50.00
PLACARD FEE	$3.00
PLACARD REPLACEMENT PACKAGE FEE	$20.00
ROW-RESIDENTIAL DRIVEWAY APRON FEE	$125.00
TECHNOLOGY FEE	The greater of $10.00 or 10% of permits and business tax receipt fees

LAND DEVELOPMENT FEES	
(PASS THROUGH ADVERTISING COSTS AND OUTSIDE REVIEW, AS APPLICABLE, ARE NOT INCLUDED IN THE BELOW COSTS)	
ADDRESSING CHANGES PART OF AN OVERALL DEVELOPMENT PLAN (PER ADDRESS)	$25.00
ADDRESSING CHANGES NOT PART OF A DEVELOPMENT PLAN (PER ADDRESS)	$50.00
COMP PLAN AMEND-LG SCALE	$3,000.00
COMP PLAN AMEND-SM SCALE	$2,000.00
CONCURRENCY REVIEW - NON-BINDING LETTER	$110.00
LOT SPLIT - ONE LOT INTO TWO / LOT LINE RECONFIGURATION	$250.00
PLAT - FINAL (BASE FEE)	$750.00
PLAT - FINAL PER LOT CHARGE (IN ADDITION TO BASE FEE)	$25.00
PLAT - MINOR UNDER 4 RESIDENTIAL LOTS OR COMMERCIAL LOTS THAT INCLUDE NO IMPROVEMENTS	$525.00
REZONING - NON-PUD/CODE AMENDMENT	$1,400.00

Attachment: COHH FY25 City Wide Fee Schedule 100125 (2025-R-78 : Fiscal Year 2026 City Wide Fee Schedule)

LAND DEVELOPMENT FEES CONTINUED	
REZONING - PUD	$2,000.00
PLANNED DEVELOPMENT MINOR AMENDMENT	$1,000.00
SITE PLAN CONCEPTUAL REVIEW (ONE TIME)	$100.00
SITE PLAN REVIEW-LAND DEV	$1,400.00
SITE PLAN RESUBMITTALS - STARTING WITH 3RD RESUBMITTAL	25% OF APPLICATION COST
SMALL SITE PLAN (UNDER 800 SQUARE FEET OF IMPERVIOUS) TO BE HANDLED AS A BUILDING PERMIT PLUS COST OF ANY REQUIRED OUTSIDE REVIEWS (PASS-THRU FEES) IE: STORMWATER	VARIABLE
SPECIAL EXCEPTION-LAND DEV	$500.00
STREET AND/OR EASEMENT VACATIONS-PER STREET OR EASEMENT	$325.00
STREET NAME CHANGE	$350.00
SUBDIVISION FINAL ENGINEERING (BASE FEE)	$1,200.00
SUBDIVISION FINAL ENGINEERING PER LOT CHARGE (IN ADDITION TO BASE FEE)	$25.00
TRAFFIC IMPACT ANALYSIS REVIEW	Actual Cost
VARIANCE NON-RESIDENTIAL	$500.00
VARIANCE RESIDENTIAL	$350.00
WAVIERS AND APPEALS TO BOPA	$300.00
ALL OTHER	$300.00
ZONING VERIF FOR ALCOHOL / TOBACCO	$50.00
ZONING VERIF LETTER (NON PUD)	$75.00
ZONING VERIF LETTER/PLANNED UNIT DEVELOPMENT/DUE DILIGENCE/RESEARCH/ SPECIFIC QUESTION	$125.00

SITE PERMIT FEE	
SITE PERMIT - COVERS ALL INSPECTIONS FOR WATER, SEWER, ROW IMPROVEMENTS, EROSION CONTROL, RECLAIM AND SOLID WASTE	The greater of 2% of the cost of site improvements only or $250.00

ELECTRICAL PERMITS	
ELECTRICAL - COMMERCIAL	$60.00
ELECTRICAL - RESIDENTIAL	$30.00
ELEC - CIRCUIT UP TO 10	$6.00
ELEC - POOL/SINGLE FAMILY RESIDENTIAL	$75.00
ELEC - PRE POWER COMMERCIAL	$100.00
ELEC - POOL COMMERCIAL	$200.00
ELEC - PRE POWER - RESIDENTIAL	$50.00
ELEC - TEMP POWER POLE	$50.00
ELEC - PER AMP SINGLE PHASE	$0.60
ELEC - 3PH 241+ VOLT/PER AMP	$1.50
ELEC - 3PH TO 240 VOLT PER AMP	$1.00
ELEC - EACH ADDITIONAL CIRCUIT	$3.00
LOW VOLTAGE ALARM SYSTEMS UP TO 5,000	$30.00
LOW VOLTAGE ALARM SYS > 5,000 (PER 1,000)	$5.00

Attachment: COHH FY25 City Wide Fee Schedule 100125 (2025-R-78 : Fiscal Year 2026 City Wide Fee Schedule)

FIRE PLAN REVIEWS	
FIRE PLAN REV/<20K SQ FT	$60.00
FIRE REVIEW/20,001-30K SQ'	$90.00
FIRE REVW/30,001-40K SQ'	$120.00
FIRE REVW/40,001-50K SQ'	$150.00
FIRE REVW/50,001-60K SQ'	$180.00
FIRE REVW/60,001-70K SQ'	$210.00
FIRE REVW/70,001-80K SQ'	$240.00
FIRE REVW/80,001-90K SQ'	$270.00
FIRE PLAN REV/>90,001 SQ'	$300.00
FIRE-HOOD SYS/SPR BTH-SUP	$100.00
FIRE-SITE PLANS (EACH RE-SUBMITTAL)	$25.00
CONSTRUCTION, RENOVATIONS, ADDITIONS (PER SQ FOOT)	$0.50
FIRE SPRINKLER UP TO 10,000 SQ FEET	$100.00
FIRE SPRINKLER OVER 10,000 SQ FEET	$100.00
FIRE SPRINKLER OVER 10,000 SQ FEET	$10.00 per each additional 1000 sq. ft. over 10,000
STANDPIPE SYSTEMS / EACH SYSTEM	$50.00
PRIVATE FIRE SERVICE MAIN (BELOW GROUND)	$50.00
COMMERCIAL COOKING - EACH HOOD	$75.00
FLAMMABLE SPRAY BOOTH (INCLUDES SUPPRESSION SYS)	$75.00
VENTILIATION SYSTEM (COMMERCIAL/BOTH)	$50.00
EMERGENCY GENERATOR	$75.00
FUEL TANK INSTALLATION (BELOW GROUND)	$50.00
FUEL TANK INSTALLATION (ABOVE GROUND)	$35.00
FIRE ALARM SYSTEMS UP TO 10,000 SQ FEET	$75.00
FIRE ALARM SYSTEMS OVER 10,000 SQ FEET PER THOUSAND	$10.00

SYSTEM TEST FEES	
ALARM SYSTEMS UP TO 10,000 SQ FEET	$25.00
ALARM SYSTEMS OVER 10,000 SQ FEET	$50.00
COMMERCIAL COOKING (EACH SYSTEM)	$60.00
FIRE HYDRANT FLOW TEST	$25.00
FIRE PUMP TEST	$25.00
HYDROSTATIC TEST UP TO 10,000 SQ. FT.	$75.00
HYDROSTATIC TEST OVER 10,000 SQ. FT.	$125.00
HYDROSTATIC TEST (UNDERGROUND)	$75.00

ANNUAL FIRE SAFETY INSPECTION FEES	
0 -3,000 SQ. FT. (INITIAL)	$40.00
3,001 - 5,000 SQ. FT. (INITIAL)	$50.00
5,001 - 10,000 SQ. FT. (INITIAL)	$60.00
10,001 - 15,000 SQ. FT. (INITIAL)	$100.00
15,001 - 20,000 SQ. FT. (INITIAL)	$120.00
20,001 - 30,000 SQ. FT. (INITIAL)	$150.00
EACH ADDITIONAL 10,000 SQ. FT.	$8.00

Attachment: COHH FY25 City Wide Fee Schedule 100125 (2025-R-78 : Fiscal Year 2026 City Wide Fee Schedule)

ANNUAL FIRE SAFETY INSPECTION FEES CONTINUED	
1ST REINSPECTION	$40.00
2ND REINSPECTION	$50.00
3RD AND SUBSEQUENT REINSPECTIONS	$160.00
(NOTE: 3RD AND SUBSEQUEST INSPECTION FEES PER FLORIDA STATE STATUTE 553.80(2)(c)	

FIRE INSPECTION FEES FOR BLDG PERMITS	
INITIAL INSPECTION FEE	$40.00
RE-INSPECTION FEE-SECOND	$50.00
RE-INSPECTION FEE-THIRD AND SUBSEQUENT	$160.00
(NOTE: 3RD AND SUBSEQUEST INSPECTION FEES PER FLORIDA STATE STATUTE 553.80(2)(c)	

PLUMBING PERMIT FEES	
PLUMB-MIN FEE-RESIDENTIAL	$30.00
PLUMB-MIN FEE-ALL OTHER	$60.00
PLUMB - BACKFLOW DEVICE	$5.00
PLUMB - SEPTIC/DF UP TO 1000 G	$6.00
PLUMB - WATER SERVICE PIPING	$10.00
PLUMB - STORMWATER	$250.00
PLUMB - SOLAR WATER HEAT SYS	$10.00
PLUMB - POOL DRAIN & PIPE RESD	$30.00
PLUMB - POOL DRAIN & PIPE COMM	$60.00
PLUMB - FIRE SPRINKLER TO CITY WATER	$30.00
PLUMB - FIRE SPRINKLER HEAD (EACH)	$0.50
PLUMB - SEWER PER HOUSE	$10.00
PLUMB - EACH FIXTURE	$5.00
OTHER SPECIAL FEATURES (ICE MACHINES, COFFEE URNS, ETC.)	$5.00
PLUMB - METER RESET	$10.00
PLUMB-REPAIR OR ALTERATION OF DRAINAGE OR VENT PIPE	$10.00
REPAIR OF DRAINAGE OR VENT PIPE, 1-5 EA.	$5.00
REPAIR OF DRAINAGE OR VENT PIPE, Over 5 EA.	$2.00

BUILDING PERMIT RE-INSPECTION FEES	
RE-INSPECTION FEE-FIRST	$40.00
RE-INSPECTION FEE-SECOND	$50.00
RE-INSPECTION FEE-THIRD AND SUBSEQUENT	$160.00
(NOTE: 3RD AND SUBSEQUEST INSPECTION FEES PER FLORIDA STATE STATUTE 553.80(2)(c)	

Attachment: COHH FY25 City Wide Fee Schedule 100125 (2025-R-78 : Fiscal Year 2026 City Wide Fee Schedule)

PUBLIC WORKS RE-INSPECTION FEES	
RE-INSPECTION FEE-FIRST	$40.00
RE-INSPECTION FEE-SECOND	$50.00
RE-INSPECTION FEE-THIRD AND SUBSEQUENT	$160.00
(NOTE: 3RD AND SUBSEQUEST INSPECTION FEES PER FLORIDA STATE STATUTE 553.80(2)(c)	

WASTEWATER TAP FEES	
INSPECTION & OBSERERVANCE ONLY	$100.00

WATER TAP FEES	
INSPECTION & OBSERERVANCE ONLY	$100.00

WATER METER SET FEES	
INSIDE CITY:	
WATER METER SET - 3/4"	$500.00
WATER METER SET - 1"	$625.00
WATER METER SET - 1 1/2"	$1,050.00
OUTSIDE CITY:	
WATER METER SET - 3/4"	$625.00
WATER METER SET - 1"	$781.25
WATER METER SET - 1 1/2"	$1,312.50

GAS PERMIT FEES	
GAS - PER OUTLET (1-4)	$2.00
GAS - PERMIT RESIDENTIAL	$30.00
GAS - PERMIT COMMERCIAL	$60.00
GAS - EA ADDTNL OUTLET, OVER 4	$3.50

MECHANICAL PERMIT FEES	
MECHANICAL-SINGLE FAMILY-RESIDENTIAL	$30.00
MECHANICAL-ALL OTHER	$60.00
PLUS EQUIP. CHANGE-OUT (NO DUCTWORK)	$5.00
DUCTWORK ONLY	Valuation
MECH - 0 - 3 TONS	$65.00
MECH - 3+ - 10 TONS, INITIAL FEE	$65.00
MECH - 3+ - 10 TONS PER TON	$11.00
MECH - 10+ - 25 TONS, INITIAL FEE	$142.00
MECH - 10+ - 25 TONS PER TON	$9.00
MECH - 25+ - 50 TONS, INITIAL FEE	$277.00
MECH - 25+ - 50 TONS, PER TON	$ 5.50
MECH - 50+ TONS, INITIAL FEE	$414.00
MECH - 50+ TONS PER TON	$4.50

Attachment: COHH FY25 City Wide Fee Schedule 100125 (2025-R-78 : Fiscal Year 2026 City Wide Fee Schedule)

SIGN PERMIT FEES	
ANNUAL SIGN RENEWAL FEE	$32.00 PER SIGN
SIGN - NON-ILLUMINATED-1ST 5 SQ. FT.	$10.00
SIGN - NON-ILLUMINATED-EACH SQ. FT.	$0.25
SIGN - ILLUMINATED-1ST 5 SQ. FT.	$25.00
SIGN - ILLUMINATED-EACH SQ. FT.	$0.25
TEMPORARY SIGN-PER DAY	$1.00

MISC. BUILDING & ZONING FEES	
ALCOHOL LICENSE (PER DAY, PER EVENT)	$25.00
BUILDING PERMIT - RESIDENTIAL FENCE	$50.00
BUILDING PERMIT - RESIDENTIAL WATER HEATER	$50.00
FOOD TRUCK PERMIT	$125.00/Year
COMMERCIAL STOCKING PERMIT	$100.00
DEMOLITION - COMM OR RESIDENTIAL (PER STRUCTURE)	$50.00
FUEL STRG TANK/PUMP PERMIT (PER PUMP)	$50.00
GARAGE SALE PERMIT	$5.00
LETTER OF AUTHORIZATION (Allows for usage of building in limited circumstances when life-safety, health and structural requirements have been met. Not operating for public. Only valid for 90 day maximum)	$500.00
LOW VOLTAGE SYSTEM LABEL	$55.00
METER RESET FEE	$10.00
MOBILE HOME PERMIT (Set-up)	$250.00
MOVING PERMIT (HOUSE MOVING)	$200.00
ROOF - NEW OR REPLACEMENT	$50.00
OR ROOF - NEW OR REPL (GREATER OF) PER SQUARE FOOT	$2.00
SIDEWALK PER LINEAR FT	$25.00
SPECIAL EVENT PERMIT - CITY RECOGNIZED	N/A
BASE FEE (PER EVENT)	$200.00
OTHER CITY CHARGES (SEE GENERAL GOV'T CHARGES)	Based on Event
SPECIAL EVENT PERMIT - INDEPENDENT	N/A
SMALL EVENT - **50 PEOPLE OR LESS**	$50.00
LARGE EVENT - **51 PEOPLE OR MORE**	$150.00
OTHER CITY CHARGES (SEE GENRAL GOV'T CHARGES)	Based on Event
TENT PERMIT	$50.00
TREE REMOVAL PERMIT, FIRST TREE	$60.00
TREE REMOVAL PERMIT, EACH ADDITIONAL TREE	$10.00

PASS-THROUGH FEES	
(ACTUAL CONSULTANT COSTS AS APPLICABLE)	
LEGAL NOTICES	Actual Cost
ADVERTISING	Actual Cost
LEGAL REVIEW AND OPINION	Actual Cost
PLAN REVIEW-BUILDING, ELECTRICAL, GAS, MECHANICAL,	
PLUMBING OR ENGINEERING (INCLUDING STORMWATER)	Actual Cost
INSPECTIONS-BUILDING, ELECTRICAL, GAS, MECHANICAL,	
PLUMBING OR ENGINEERING (INCLUDING STORMWATER)	Actual Cost

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PASS-THROUGH FEES CONTINUED	
RE-INSPECTIONS-BUILDING, ELECTRICAL, GAS, MECHANICAL,	
PLUMBING OR ENGINEERING (INCLUDING STORMWATER)	Actual Cost

CODE ENFORCEMENT

MISC.	
SPECIAL MASTER	$250.00
SPECIAL MASTER (PER DAY)	$500.00
SPECIAL MASTER (ONE TIME FINE)	$5,000.00
CODE FINE (CLASS I)	$50.00
CODE FINE (CLASS I)-REPEAT OFFENSE	$100.00
CODE FINE (CLASS II)	$100.00
CODE FINE (CLASS II)-REPEAT OFFENSE	$200.00
CODE FINE (CLASS III)	$250.00
CODE FINE (CLASS III)-REPEAT OFFENSE	$500.00
LICENSES OR REGULATED TRADEWORK BY A CONTRACTOR, PERFORMED WITHOUT A PERMIT(FIRST OFFENSE)	$250.00
LICENSES OR REGULATED TRADEWORK BY A CONTRACTOR, PERFORMED WITHOUT A PERMIT(EACH SUBSEQUENT OFFENSE)	$500.00
USE OF UNAUTHORIZED DUMPSTER – PER DUMPSTER	$350.00

CITY CLERK

COPIES	
MISCELLANEOUS CHARGES FOR COPIES	
SINGLE-SIDED COPIES, UP TO 8 ½" X 14"	$0.15
DOUBLE-SIDED COPIES, UP TO 8 ½" x 14"	$0.20
SINGLE-SIDED COPIES, UP TO 11" x 17"	$0.50
DOUBLE-SIDED COPIES, UP TO 11" X 17"	$0.75
LARGER SIZE COPIES	Actual Cost
DUPLICATION	
CERTIFIED COPY OF A PUBLIC RECORD - IN ADDITION TO COPY COST	$1.00 Per Page
DUPLICATE DVD	$2.00
FACSIMILE TRANSMISSION - PER FAXED PAGE	$1.00

NOTE: ADDITIONAL CHARGES WILL BE ADDED TO COVER THE COST OF POSTAGE AND PACKING IF NECESSARY

Attachment: COHH FY25 City Wide Fee Schedule 100125 (2025-R-78 : Fiscal Year 2026 City Wide Fee Schedule)

§119.07(1)(b), Florida Statutes, provides: "If the nature or volume of public records requested to be inspected, examined, or copied is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the agency involved, or both, the agency may charge, in addition to the actual cost of duplication, a special service charge, which shall be reasonable and shall be based on the cost incurred for such extensive use of information technology resources or the labor cost of the personnel providing the service that is actually incurred by the agency or attributable to the agency for the clerical and supervisory assistance required, or both."

UTILITIES

UTILITY DEPOSIT RATES

RESIDENTIAL UTILITY DEPOSITS ARE BASED ON CREDIT SCORE AS VERIFIED BY APPROVED PROVIDER:

GREEN	
WATER	$50.00
SEWER	$50.00
SOLID WASTE	$50.00
YELLOW	
WATER	$75.00
SEWER	$75.00
SOLID WASTE	$75.00
RED	
WATER	$100.00
SEWER	$100.00
SOLID WASTE	$100.00

DEFINITIONS OF GREEN, YELLOW, AND RED ARE LISTED BELOW:

GREEN LIGHT - MINIMAL DEPOSIT REQUIRED. BASED ON THE INFORMATION PROVIDED, THE APPLICANT HAS A GOOD CREDIT SCORE AND POSES A LOW CREDIT RISK.

YELLOW LIGHT - DEPOSIT REQUIRED. BASED ON THE INFORMATION PROVIDED, THE APPLICANT HAS AN AVERAGE CREDIT SCORE AND POSES A MODERATE CREDIT RISK.

RED LIGHT - MAXIMUM DEPOSIT REQUIRED. BASED ON THE INFORMATION PROVIDED, THE APPLICANT HAS A POOR CREDIT SCORE OR EXCHANGE HITS AND POSES A HIGH CREDIT RISK, **OR IF THEY REFUSE CREDIT CHECK.**

DEPOSIT OF $150 REQUIRED FOR PROPERTY MANAGEMENT COMPANIES OR LANDLORDS IN LIEU OF FULL DEPOSIT TO RECEIVE SERVICES WHILE PREPARING PROPERTY FOR NEW TENANTS.

NON-RESIDENTIAL UTILITY DEPOSITS ARE BASED ON AN AMOUNT EQUAL TO TWICE THE ESTIMATED AVERAGE MONTHLY BILL

Attachment: COHH FY25 City Wide Fee Schedule 100125 (2025-R-78 : Fiscal Year 2026 City Wide Fee Schedule)

ADDITIONAL DEPOSITS
IN THE EVENT THE UTILITY SERVICE IS DISCONNECTED 2 OR MORE TIMES FOR NON-PAYMENT OR HAS RECEIVED 2 OR MORE RETURNED CHECKS WITHIN A 12 MONTH PERIOD, OR INSUFFICIENT UTILITY CREDIT SCORE, THE CITY WILL REQUIRE A DEPOSIT(S) AS OUTLINED ABOVE.

WATER/SEWER UTILITY RATES

WATER

WATER FIXED MONTHLY CHARGES

INSIDE CITY:	
WATER RESIDENTAL 3/4" METER-MONTHLY	$10.79
WATER RESIDENTAL 1" METER-MONTHLY	$10.79
WATER RESIDENTAL 1 1/2" METER-MONTHLY	$35.96
WATER RESIDENTAL 2" METER-MONTHLY	$57.54
WATER RESIDENTAL 3" METER-MONTHLY	$156.44
WATER RESIDENTAL 4" METER-MONTHLY	$269.72
WATER RESIDENTAL 6" METER-MONTHLY	$575.40
WATER RESIDENTAL 8" METER-MONTHLY	$1,006.96
WATER RESIDENTAL 10" METER-MONTHLY	$1,510.44
WATER RESIDENTAL MULTI UNIT (PER UNIT-MONTHLY)	$10.20
WATER NON-RESIDENTAL 3/4" METER-MONTHLY	$10.79
WATER NON-RESIDENTAL 1" METER-MONTHLY	$17.98
WATER NON-RESIDENTAL 1 1/2" METER-MONTHLY	$35.96
WATER NON-RESIDENTAL 2" METER-MONTHLY	$57.54
WATER NON-RESIDENTAL 3" METER-MONTHLY	$156.44
WATER NON-RESIDENTAL 4" METER-MONTHLY	$269.72
WATER NON-RESIDENTAL 6" METER-MONTHLY	$575.40
WATER NON-RESIDENTAL 8" METER-MONTHLY	$1,006.96
WATER NON-RESIDENTAL 10" METER-MONTHLY	$1,510.44
WATER NON-RESIDENTAL MULTI UNIT (PER UNIT-MONTHLY)	$10.20

OUTSIDE CITY:	
WATER RESIDENTAL 3/4" METER-MONTHLY	$13.48
WATER RESIDENTAL 1" METER-MONTHLY	$13.48
WATER RESIDENTAL 1 1/2" METER-MONTHLY	$44.95
WATER RESIDENTAL 2" METER-MONTHLY	$71.92
WATER RESIDENTAL 3" METER-MONTHLY	$195.55
WATER RESIDENTAL 4" METER-MONTHLY	$337.15
WATER RESIDENTAL 6" METER-MONTHLY	$719.26
WATER RESIDENTAL 8" METER-MONTHLY	$1,258.70
WATER RESIDENTAL 10" METER-MONTHLY	$1,888.05
WATER RESIDENTAL MULTI UNIT (PER UNIT-MONTHLY)	$12.75

Attachment: COHH FY25 City Wide Fee Schedule 100125 (2025-R-78 : Fiscal Year 2026 City Wide Fee Schedule)

WATER NON-RESIDENTAL 3/4" METER-MONTHLY	$13.48
WATER NON-RESIDENTAL 1" METER-MONTHLY	$22.47
WATER NON-RESIDENTAL 1 1/2" METER-MONTHLY	$44.95
WATER NON-RESIDENTAL 2" METER-MONTHLY	$71.92
WATER NON-RESIDENTAL 3" METER-MONTHLY	$195.55

OUTSIDE CITY CONTINUED:	
WATER NON-RESIDENTAL 4" METER-MONTHLY	$337.15
WATER NON-RESIDENTAL 6" METER-MONTHLY	$719.26
WATER NON-RESIDENTAL 8" METER-MONTHLY	$1,258.70
WATER NON-RESIDENTAL 10" METER-MONTHLY	$1,888.05
WATER NON-RESIDENTAL MULTI UNIT (PER UNIT-MONTHLY)	$12.75

WATER VOLUMETRIC RATES (ALL RATES SHOWN ARE FEE PER 1,000 GALLONS)	
WATER INSIDE CITY:	
WATER RESIDENTAL 0 TO 2,000 GALLONS	$5.13
WATER RESIDENTAL 2,001 TO 5,000 GALLONS	$10.25
WATER RESIDENTAL 5,001 TO 10,000 GALLONS	$11.79
WATER RESIDENTAL 10,001 TO 15,000 GALLONS	$12.81
WATER RESIDENTAL OVER 15,000 GALLONS	$13.84
WATER MULTI UNIT RESIDENTAL 0 TO 2,000 GALLONS	$5.13
WATER MULTI UNIT RESIDENTAL 2,001 TO 5,000 GALLONS	$10.25
WATER MULTI UNIT RESIDENTAL 5,001 TO 10,000 GALLONS	$11.79
WATER MULTI UNIT RESIDENTAL 10,001 TO 15,000 GALLONS	$12.81
WATER MULTI UNIT RESIDENTAL OVER 15,000 GALLONS	$13.84
WATER NON-RESIDENTAL 0 TO 2,000 GALLONS	$10.25
WATER NON-RESIDENTAL 2,001 TO 5,000 GALLONS	$10.25
WATER NON-RESIDENTAL 5,001 TO 10,000 GALLONS	$11.79
WATER NON-RESIDENTAL 10,001 TO 15,000 GALLONS	$11.79
WATER NON-RESIDENTAL OVER 15,000 GALLONS	$11.79
WATER MULTI UNIT NON-RESIDENTAL 0 TO 2,000 GALLONS	$5.13
WATER MULTI UNIT NON-RESIDENTAL 2,001 TO 5,000 GALLONS	$10.25
WATER MULTI UNIT NON-RESIDENTAL 5,001 TO 10,000 GALLONS	$11.79
WATER MULTI UNIT NON-RESIDENTAL 10,001 TO 15,000 GALLONS	$12.81
WATER MULTI UNIT NON-RESIDENTAL OVER 15,000 GALLONS	$13.84

WATER OUTSIDE CITY:	
WATER RESIDENTAL 0 TO 2,000 GALLONS	$6.41
WATER RESIDENTAL 2,001 TO 5,000 GALLONS	$12.81
WATER RESIDENTAL 5,001 TO 10,000 GALLONS	$14.74
WATER RESIDENTAL 10,001 TO 15,000 GALLONS	$16.01
WATER RESIDENTAL OVER 15,000 GALLONS	$17.30

Attachment: COHH FY25 City Wide Fee Schedule 100125 (2025-R-78 : Fiscal Year 2026 City Wide Fee Schedule)

WATER MULTI UNIT RESIDENTAL 0 TO 2,000 GALLONS	$6.41
WATER MULTI UNIT RESIDENTAL 2,001 TO 5,000 GALLONS	$12.81
WATER MULTI UNIT RESIDENTAL 5,001 TO 10,000 GALLONS	$14.74
WATER MULTI UNIT RESIDENTAL 10,001 TO 15,000 GALLONS	$16.01
WATER MULTI UNIT RESIDENTAL OVER 15,000 GALLONS	$17.30

WATER OUTSIDE CITY CONTINUED:	
WATER NON-RESIDENTAL 0 TO 2,000 GALLONS	$12.81
WATER NON-RESIDENTAL 2,001 TO 5,000 GALLONS	$12.81
WATER NON-RESIDENTAL 5,001 TO 10,000 GALLONS	$14.74
WATER NON-RESIDENTAL 10,001 TO 15,000 GALLONS	$14.74
WATER NON-RESIDENTAL OVER 15,000 GALLONS	$14.74
WATER OUTSIDE MULTI UNIT CITY NON-RESIDENTAL 0 TO 2,000 GALLONS	$6.41
WATER OUTSIDE MULTI UNIT CITY NON-RESIDENTAL 2,001 TO 5,000 GALLONS	$12.81
WATER OUTSIDE MULTI UNIT CITY NON-RESIDENTAL 5,001 TO 10,000 GALLONS	$14.74
WATER OUTSIDE MULTI UNIT CITY NON-RESIDENTAL 10,001 TO 15,000 GALLONS	$16.01
WATER OUTSIDE MULTI UNIT CITY NON-RESIDENTAL OVER 15,000 GALLONS	$17.30

SEWER

SEWER FIXED MONTHLY CHARGES

SEWER INSIDE CITY:	
SEWER RESIDENTAL 3/4" METER-MONTHLY	$16.09
SEWER RESIDENTAL 1" METER-MONTHLY	$16.09
SEWER RESIDENTAL 1 1/2" METER-MONTHLY	$53.64
SEWER RESIDENTAL 2" METER-MONTHLY	$85.82
SEWER RESIDENTAL 3" METER-MONTHLY	$233.32
SEWER RESIDENTAL 4" METER-MONTHLY	$402.27
SEWER RESIDENTAL 6" METER-MONTHLY	$858.19
SEWER RESIDENTAL 8" METER-MONTHLY	$1,501.83
SEWER RESIDENTAL 10" METER-MONTHLY	$2,252.74
SEWER RESIDENTAL MULTI UNIT (PER UNIT-MONTHLY)	$15.20
SEWER NON-RESIDENTAL 3/4" METER-MONTHLY	$16.09
SEWER NON-RESIDENTAL 1" METER-MONTHLY	$26.81
SEWER NON-RESIDENTAL 1 1/2" METER-MONTHLY	$53.64
SEWER NON-RESIDENTAL 2" METER-MONTHLY	$85.82
SEWER NON-RESIDENTAL 3" METER-MONTHLY	$233.32
SEWER NON-RESIDENTAL 4" METER-MONTHLY	$402.27
SEWER NON-RESIDENTAL 6" METER-MONTHLY	$858.19
SEWER NON-RESIDENTAL 8" METER-MONTHLY	$1,501.83
SEWER NON-RESIDENTAL 10" METER-MONTHLY	$2,252.74
SEWER NON-RESIDENTAL MULTI UNIT-MONTHLY (PER UNIT-MONTHLY)	$15.20

SEWER OUTSIDE CITY:

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SEWER RESIDENTAL 3/4" METER-MONTHLY	$20.12
SEWER RESIDENTAL 1" METER-MONTHLY	$20.12
SEWER RESIDENTAL 1 1/2" METER-MONTHLY	$67.05
SEWER RESIDENTAL 2" METER-MONTHLY	$107.28
SEWER RESIDENTAL 3" METER-MONTHLY	$291.65

SEWER OUTSIDE CITY CONTINUED:	
SEWER RESIDENTAL 4" METER-MONTHLY	$502.84
SEWER RESIDENTAL 6" METER-MONTHLY	$1,072.73
SEWER RESIDENTAL 8" METER-MONTHLY	$1,877.28
SEWER RESIDENTAL 10" METER-MONTHLY	$2,815.93
SEWER RESIDENTAL MULTI UNIT-MONTHLY (PER UNIT MONTHLY)	$19.01
SEWER NON-RESIDENTAL 3/4" METER-MONTHLY	$20.12
SEWER NON-RESIDENTAL 1" METER-MONTHLY	$33.52
SEWER NON-RESIDENTAL 1 1/2" METER-MONTHLY	$67.05
SEWER NON-RESIDENTAL 2" METER-MONTHLY	$107.28
SEWER NON-RESIDENTAL 3" METER-MONTHLY	$291.65
SEWER NON-RESIDENTAL 4" METER-MONTHLY	$502.84
SEWER NON-RESIDENTAL 6" METER-MONTHLY	$1,072.73
SEWER NON-RESIDENTAL 8" METER-MONTHLY	$1,877.28
SEWER NON-RESIDENTAL 10" METER-MONTHLY	$2,815.93
SEWER NON-RESIDENTAL MULTI UNIT-MONTHLY (PER UNIT MONTHLY)	$19.01

SEWER VOLUMETRIC RATES (ALL RATES SHOWN ARE FEE PER 1,000 GALLONS)

SEWER INSIDE CITY:	
SEWER RESIDENTAL 0 TO 2,000 GALLONS	$4.14
SEWER RESIDENTAL OVER 2,000	$12.53
SEWER RESIDENTAL MULTI UNIT 0 TO 2,000 GALLONS	$4.14
SEWER RESIDENTAL MULTI UNIT OVER 2,000	$12.53
SEWER NON-RESIDENTAL 0 TO 2,000 GALLONS	$12.53
SEWER NON-RESIDENTAL OVER 2,000	$12.53
SEWER NON-RESIDENTAL MULTI UNIT 0 TO 2,000 GALLONS	$4.14
SEWER NON-RESIDENTAL MULTI UNIT OVER 2,000 GALLONS	$12.53
SEWER RESIDENTAL 0 TO 2,000 GALLONS	$5.18
SEWER RESIDENTAL OVER 2,000	$15.66
SEWER RESIDENTAL MULTI UNIT 0 TO 2,000 GALLONS	$5.18
SEWER RESIDENTAL MULTI UNIT OVER 2,000	$15.66
SEWER NON-RESIDENTAL 0 TO 2,000 GALLONS	$15.66
SEWER NON-RESIDENTAL OVER 2,000	$15.66
SEWER NON-RESIDENTAL MULTI UNIT 0 TO 2,000 GALLONS	$5.18
SEWER NON-RESIDENTAL MULTI UNIT OVER 2,000 GALLONS	$15.66

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SEWER OUTSIDE CITY NON-RESIDENTAL OVER 2,000	$15.66
SEWER OUTSIDE CITY NON-RESIDENTAL MULTI UNIT 0 TO 2,000 GALLONS	$5.18
SEWER OUTSIDE CITY NON-RESIDENTAL MULTI UNIT OVER 2,000 GALLONS	$15.66

FIRE LINE SPRINKLERS	
1" FIRE LINE SPRNKLER - INSIDE CITY	$2.57
2" FIRE LINE SPRNKLER - INSIDE CITY	$5.10
4" FIRE LINE SPRNKLER - INSIDE CITY	$10.19
6" FIRE LINE SPRNKLER - INSIDE CITY	$20.37
8" FIRE LINE SPRNKLER - INSIDE CITY	$40.78
10" FIRE LINE SPRNKLER - INSIDE CITY	$81.52
12" FIRE LINE SPRNKLER - INSIDE CITY	$163.02
1" FIRE LINE SPRNKLER - OUTSIDE CITY	$3.19
2" FIRE LINE SPRNKLER - OUTSIDE CITY	$6.38
4" FIRE LINE SPRNKLER - OUTSIDE CITY	$12.78
6" FIRE LINE SPRNKLER - OUTSIDE CITY	$25.48
8" FIRE LINE SPRNKLER - OUTSIDE CITY	$50.95

RENEWAL/REPLACEMENT	
RENEW/REPLACE SEWER - INSIDE CITY	$3.00
RENEW/REPLACE WATER - INSIDE CITY	$3.00
RENEW/REPLACE SEWER - OUTSIDE CITY	$3.75
RENEW/REPLACE WATER - OUTSIDE CITY	$3.75

MISC./REPLACEMENT FEES

ACCOUNT FEES:	
ADMINISTRATIVE FEES	$25.00
COLLECTIONS ADMINISTRATIVE FEE	$35.00
DELINQUENT ACCOUNT FEE	$30.00
LATE PAYMENT PENALTY (APPLIES TO ALL WATER, SEWER, TRASH, RENEWAL & REPLACEMENT CHARGES AND UTILITY TAXES)	15%
COLLECTION AGENCY PERCENTAGE	35%
RETURNED CHECK CHARGE - CHECKS UP TO $50.00	$25.00
RETURNED CHECK CHARGE - CHECKS $50.01 - $300.00	$30.00
RETURNED CHECK CHARGE - CHECKS $300.01 - $800.00	$40.00
RETURNED CHECK CHARGE - CHECKS > $800.00	5% of Face Amt.
SUSPENDED ACCOUNT FEE	$15.00
SUSPENDED ACCOUNT FEE - REACTIVATION	$15.00
SUSPENDED ACCOUNT FEE - AFTER HOURS AND WEEKEND/HOLIDAYS	$100.00

OTHER MISC/REPLACEMENT FEES:	
TEMPORARY TURN-ON	$25.00

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BRASS BODY WATER METER	Actual Cost+Labor
BROKEN HARD LOCK	$35.00
BROKEN SOFT LOCK	$30.00
BROKEN MASTER LOCK	$45.00
METER BENCH TEST	$75.00
BROKEN VALVE	Actual Cost+Labor

OTHER MISC/REPLACEMENT FEES CONTINUED:	
METER COUPLING 3/4"	Actual Cost+Labor
BALL VALVE 1"	Actual Cost+Labor
BALL VALVE 3/4"	Actual Cost+Labor
LABOR CHARGE PER HOUR	N\A
METER BOX	Actual Cost+Labor
ADDITIONAL METER CHECK AT LOCATION	$20.00
OVERTIME CHARGE	$52.00
PULLED/SET METER	Labor Cost/1 Hr. Min.
RADIO READ HEAD	Actual Cost+Labor
METER COUPLING 1"	Actual Cost+Labor
METER RISER 7"	Actual Cost+Labor
METER RISER 9"	Actual Cost+Labor
REUSE WATER	Cost as per contract
	all locations
BOOT DAMAGED, STOLEN	$26.00

HYDRANT RENTAL -	
METER DEPOSIT	$1,700.00

MONTHLY USAGE RATES: (ALL RATES SHOWN ARE FEE PER 1,000 GALLONS)	
WTR 0-2,000 GALLONS	$10.25
WTR 2,001-5,000 GALLONS	$10.25
WTR 5,001-10,000 GALLONS	$11.79
WTR 10,001-15,000 GALLONS	$11.79
WTR > 15,000 GALLONS	$11.79
LOST METER (ASSUMED GALLONS PER DAY)	500GL/DAY

SOLID WASTE COLLECTION

RESIDENTIAL	
RESIDENTIAL TOTER	$27.84
EXTRA RESIDENTIAL TOTER	$27.84
EXTRA RESIDENTIAL TOTER DEPOSIT	$30.00
BULK RATE PER CUBIC YARD	$8.94

COMMERCIAL	
COMMERCIAL CONTAINERS	
2 YARD	
PU/WK - 1	$112.73

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PU/WK - 2	$225.41
PU/WK - 3	$338.17
PU/WK - 4	$450.89
PU/WK - 5	$563.62
PU/WK - 6	$676.28
XPU	$27.69

COMMERCIAL CONTAINERS CONTINUED	
4 YARD	
PU/WK - 1	$203.22
PU/WK - 2	$406.42
PU/WK - 3	$609.65
PU/WK - 4	$812.87
PU/WK - 5	$1,017.17
PU/WK - 6	$1,221.49
XPU	$49.78
6 YARD	
PU/WK - 1	$332.50
PU/WK - 2	$654.59
PU/WK - 3	$981.91
PU/WK - 4	$1,309.21
PU/WK - 5	$1,636.50
PU/WK - 6	$1,963.78
XPU	$72.23
8 YARD	
PU/WK - 1	$443.12
PU/WK - 2	$886.26
PU/WK - 3	$1,329.34
PU/WK - 4	$1,772.41
PU/WK - 5	$2,215.51
PU/WK - 6	$2,658.60
XPU	$105.52
T96 CARTS	
PU/WK - 2	$49.72

COMMERCIAL CONTAINERS DEPOSITS	
2 YARD	
PU/WK - 1	$225.46
PU/WK - 2	$450.82
PU/WK - 3	676.34
PU/WK - 4	$901.78
PU/WK - 5	$1,127.24
PU/WK - 6	$1,352.56
4 YARD	
PU/WK - 1	$406.44
PU/WK - 2	$812.84
PU/WK - 3	$1,219.30

Attachment: COHH FY25 City Wide Fee Schedule 100125 (2025-R-78 : Fiscal Year 2026 City Wide Fee Schedule)

PU/WK - 4	$1,625.74
PU/WK - 5	$2,034.34
PU/WK - 6	$2,442.98

COMMERCIAL CONTAINERS DEPOSITS CONTINUED	
6 YARD	
PU/WK - 1	$665.00
PU/WK - 2	$1,309.18
PU/WK - 3	$1,963.82
PU/WK - 4	$2,618.42
PU/WK - 5	$3,273.00
PU/WK - 6	$3,927.56
8 YARD	
PU/WK - 1	$886.24
PU/WK - 2	$1,772.52
PU/WK - 3	$2,658.68
PU/WK - 4	$3,544.82
PU/WK - 5	$4,431.02
PU/WK - 6	$5,317.20
T96 CARTS	
PU/WK - 2	$99.44
VIP COMPACTOR (PER CUBIC YARD)	45.39

ROLL-OFF RESIDENTIAL (PER PULL)	
20 YARD (DISPOSAL COST NOT INCLUDED)/PULL	$375.53
30 YARD (DISPOSAL COST NOT INCLUDED)/PULL	$375.53
40 YARD (DISPOSAL COST NOT INCLUDED)/PULL	$375.53

ROLL-OFF COMMERICAL (PER PULL) 2 PULL MINIMUM PER MONTH	
20 YARD (DISPOSAL COST NOT INCLUDED)/PULL	$375.53
30 YARD (DISPOSAL COST NOT INCLUDED)/PULL	$375.53
40 YARD (DISPOSAL COST NOT INCLUDED)/PULL	$375.53
DISPOSAL COST	Actual + 33%
DISPOSAL COST - GREEN	Actual + 33%
DISPOSAL COST - C&D	Actual + 33%
DISPOSAL COST - MIXED DEBRIS	Actual + 33%

ROLL-OFF RESIDENTIAL/COMMERICAL - DEPOSIT	
20 YARD	$751.06
30 YARD	$751.06
40 YARD	$751.06

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MISC COMMERCIAL CONTAINER CHARGES	
LOCKING LID	$17.46
20YD TRASH COMPACTOR	$751.06
30YD TRASH COMPACTOR	$751.06
40YD TRASH COMPACTOR	$751.06

STORMWATER

STORMWATER UTILITY FEE	
CHARGES PER EQUIVALENT RESIDENTIAL UNIR (ERU) WILL BE EIGHT DOLLARS ($8.00) PER MONTH, ($96.00 ANNUALLY)	$96.00

POLICE FEES

MISC.	
REPORTS	$1.00
FINGERPRINTS - RESIDENT	$5.00
FINGERPRINTS - NON-RESIDENT	$7.00
DVD	$1.00
BODY WORN CAMERA VIDEO	DEPOSIT OF $30.00, $0.52 PER MINUTE
VEHICLE EQUIPMENT CHECK	$4.00
GOLF CART REGISTRATION	$25.00
FALSE ALARMS-4TH OCCURRENCE IN 365 DAYS	$150.00
FALSE ALARMS-5TH OCCURRENCE IN 365 DAYS	$150.00
FALSE ALARMS-6TH & GREATER IN 365 DAYS	$150.00
TRESPASS TOWING FEE APPLICATION/PERMIT	$25.00
TRESPASS TOWING FEE ANNUAL INSPECTION	$25.00
FINE FOR E-BIKES, MOBILITY DEVICES, AND MOTORIZED VEHICLES ON SIDEWALKS – PER OCCURRENCE	$50.00
FINE FOR SMOKING AND VAPING IN PUBLIC PARKS – PER OCCURRENT	$50.00

ANIMAL CONTROL

FIRE PROTECTION FEES

FALSE ALARMS	
FALSE ALARMS-4TH & GREATER OCCURRENCE IN 365 DAYS	$150.00
LIFT ASSIST FEE	$300.00

GENERAL GOVERNMENT

MERCHANT FEES (APPLIED TO **ALL** PAYMENTS MADE BY CREDIT CARD)	3%
LIEN SEARCH	$75.00
LABOR/HOUR - CITY EMPLOYEE	$35.00

Attachment: COHH FY25 City Wide Fee Schedule 100125 (2025-R-78 : Fiscal Year 2026 City Wide Fee Schedule)

EQUIPMENT - CITY OWNED EQUIPMENT	FEMA Rate Schedule
MATERIAL - PURCHASED BY CITY	Actual Cost

NOTE: LIEN REDUCTIONS/MODIFICATIONS

Pursuant to Section 70-35 the City Manager or his/her designee may reduce any fine imposed however, said reduction shall not be less than the costs and expenses incurred by the city. Only the City Manager may reduce any fine imposed pursuant to this article less than the costs and expenses incurred by the city plus a 10% administrative fee. Only the City Commission may reduce said fees below the cost and expenses incurred by the City.

PARKS & RECREATION

FACILITY/FIELD RENTALS	
SICA HALL	
SICA HALL - 1 ROOM (BASE RATE INCLUDES 2 HOURS)	$90.00
SICA HALL - 1 ROOM (PER EACH ADDITIONAL HOUR)	$45.00
SICA HALL - 2 ROOMS (BASE RATE INCLUDES 2 HOURS)	$160.00
SICA HALL - 2 ROOMS (PER EACH ADDITIONAL HOUR)	$80.00
SICA HALL - ALCOHOL FEE	$100.00
SICA HALL DEPOSIT (REFUNDABLE)	$100.00
SET-UP/BREAKDOWN (PER USE)	$30.00
CLEAN UP (NO REFUND OF DEPOSIT)	
CLUBHOUSE	
CLUB HOUSE (BASE RATE INCLUDES 2 HOURS)	$50.00
CLUB HOUSE (EACH ADDITIONAL HOUR)	$25.00
CLUB HOUSE DEPOSIT	$50.00
CLEAN UP (NO REFUND OF DEPOSIT)	
SUNRISE PARK	
LARGE PAVILION (BASE RATE INCLUDES 3 HOURS)	$30.00
LARGE PAVILION (EACH ADDITIONAL HOUR)	$10.00
SMALL PAVILION (BASE RATE INCLUDES 3 HOURS)	$30.00
SMALL PAVILION (EACH ADDITIONAL HOUR)	$10.00
GAZEBO (BASE RATE INCLUDES 3 HOURS)	$30.00
GAZEBO (EACH ADDITIONAL HOUR)	$10.00

Attachment: COHH FY25 City Wide Fee Schedule 100125 (2025-R-78 : Fiscal Year 2026 City Wide Fee Schedule)

Exhibit A

City of Holly Hill - City Wide Fee Schedule EFFECTIVE 10/01/2025

FEE TYPE	FY2024-2025	FY2025-26
BUILDING AND ZONING FEES		
APPLICATION FEES		
APPLIC FEE-TEMP SIGNAGE	25.00	25.00
APPLIC FEE-SIGN PERMIT	25.00	25.00
APPLIC FEE-BD OF PLAN/APL	50.00	50.00
APPLIC FEE-COMM BLDG PRMT	60.00	60.00
APPLIC FEE-RES ACCES.STRC	30.00	30.00
APPLIC FEE-RES BLDG PRMIT	30.00	30.00
APPLIC FEE-ROW NO ROAD CUT (ROW CONSTRUCTION)	200.00	200.00
APPLIC FEE-ROW ROAD CUT (ROW CONSTRUCTION)	500.00	500.00
BUILDING PERMIT FEES		
BUILDING VALUE 0-2,000 , BASE FEE	20.00	20.00
BUILDING VALUE 2,001-4,000, INITIAL FEE	30.00	30.00
BUILDING VALUE 4,001-100,000, BASE FEE	75.00	75.00
BUILDING VALUE 4,001-100,000, PER EACH THOUSAND	4.00	4.00
BUILDING VALUE 100,001-500,000, BASE FEE	450.00	450.00
BUILDING VALUE 100,001-500,000, PER EACH THOUSAND	3.00	3.00
BUILDING VALUE 500,001-1,000,000, BASE FEE	1,650.00	1,650.00
BUILDING VALUE 500,001-1,000,000, PER EACH THOUSAND	1.50	1.50
BUILDING VALUE > 1,000,000 BASE FEE	2,150.00	2,150.00
BUILDING VALUE > 1,000,000 PER EACH THOUSAND	1.00	1.00
PLAN REVIEW FEES		
REVISION TO APPROVED PLANS - PRIOR TO ISSUANCE OF PERMIT	30.00	30.00
REVISION TO APPROVED PLANS - AFTER ISSUANCE OF PERMIT	40.00	40.00
ZONING REVIEW - ANY VALUE	20.00	20.00
$0.00 to $5,000.00	25.00	25.00
$5,001.00 to $10,000.00	30.00	30.00
$10,001.00 to $50,000.00	60.00	60.00
$50,001.00 to $100,000.00	80.00	80.00
$100,001.00 to $200,000.00	100.00	100.00
$200,001.00 to $500,000.00	340.00	340.00
$500,001.00 AND OVER	340.00	340.00
EACH $50,000.00 OF VALUATION	20.00	20.00
PROCESSING FEES		
AFTER HOURS/SPECIAL INSPECTION FEE - Conducted outside normal working hours, to be pre-approved by Chief Building Official, and availability	200.00	200.00
CERTIFICATE OF COMPLETION	20.00	20.00
CERTIFICATE OF OCCUPANCY	20.00	20.00
CHANGE CONTRACTOR FEE	25.00	25.00
CHANGE SUB-CONTRACTOR FEE	10.00	10.00
CLOSEOUT FEES-RE:NEW/ADDN	250.00	250.00
CLOSEOUT FEES-REACTV.MISC	40.00	40.00
CLOSEOUT FEES-REACTV.POOL	120.00	120.00
EXPIRED PERMIT RENEWAL	Cost of original permit excluding impact fees already paid	Cost of original permit excluding impact fees already paid
FINES - WORK WITHOUT A PERMIT	$200 or 2X Permit Fee - whichever is greater	$200 or 2X Permit Fee - whichever is greater
FLOOD DETERMINATION LETTER	50.00	50.00
GENERAL INSPECTION FEE	40.00	40.00

Attachment: City of Holly Hill Fee Schedule FY26 Updates noted in red Attachment A (2025-R-78 : Fiscal Year 2026 City Wide Fee Schedule)

City of Holly Hill - City Wide Fee Schedule EFFECTIVE 10/01/2025

	FY2024-2025	FY2025-26
LETTER OF AUTHORIZATION (Allows for usage of building in limited circumstances when life-safety, health and structural requirements have been met. Not operating for public. Only valid for 90 day maximum)	500.00	500.00
PERMIT EXTENSION - ACTIVE PERMITS (FEE PER 90 DAYS)	50.00	50.00
PLACARD FEE	3.00	3.00
PLACARD REPLACEMENT PACKAGE FEE	20.00	20.00
ROW-RESIDENTIAL DRIVEWAY APRON FEE	125.00	125.00
TECHNOLOGY FEE	The greater of $10.00 or 10% of permits and business tax receipt fees	The greater of $10.00 or 10% of permits and business tax receipt fees
LAND DEVELOPMENT FEES (PASS THROUGH ADVERTISING COSTS AND OUTSIDE REVIEW, AS APPLICABLE, ARE NOT INCLUDED IN THE BELOW COSTS)		
ADDRESSING CHANGES PART OF AN OVERALL DEVELOPMENT PLAN (PER ADDRESS)	-	25.00
ADDRESSING - ADDRESSING CHANGES NOT PART OF A DEVELOPMENT PLAN	50.00	50.00
COMP PLAN AMEND-LG SCALE	3,000.00	3,000.00
COMP PLAN AMEND-SM SCALE	2,000.00	2,000.00
CONCURRENCY REVIEW - NON-BINDING LETTER	110.00	110.00
LOT SPLIT - ONE LOT INTO TWO / LOT LINE RECONFIGURATION	250.00	250.00
PLAT - FINAL (BASE FEE)	750.00	750.00
PLAT - FINAL PER LOT CHARGE (IN ADDITION TO BASE FEE)	25.00	25.00
PLAT - MINOR UNDER 4 RESIDENTIAL LOTS OR COMMERCIAL LOTS THAT INCLUDE NO IMPROVEMENTS	500.00	525.00
REZONING - NON-PUD/CODE AMENDMENT	1,400.00	1,400.00
REZONING - PUD	2,000.00	2,000.00
REZONING - PUD AMENDMENT MAJOR	1,250.00	REMOVED
PLANNED DEVELOPMENT MINOR AMENDMENT	400.00	1,000.00
SITE PLAN CONCEPTUAL REVIEW (ONE TIME)	100.00	100.00
SITE PLAN REVIEW-LAND DEV	1,400.00	1,400.00
SITE PLAN RESUBMITTALS - STARTING WITH 3RD RESUBMITTAL	25% OF APPLICATION COST	25% OF APPLICATION COST
SMALL SITE PLAN (UNDER 800 SQUARE FEET OF IMPERVIOUS) TO BE HANDLED AS A BUILDING PERMIT PLUS COST OF ANY REQUIRED OUTSIDE REVIEWS (PASS-THRU FEES) IE: STORMWATER	500.00	VARIABLE
SPECIAL EXCEPTION-LAND DEV	500.00	500.00
STREET AND/OR EASEMENT VACATIONS-PER STREET OR EASEMENT	325.00	325.00
STREET NAME CHANGE	350.00	350.00
SUBDIVISION FINAL ENGINEERING (BASE FEE)	1,200.00	1,200.00
SUBDIVISION FINAL ENGINEERING PER LOT CHARGE (IN ADDITION TO BASE FEE)	25.00	25.00
TRAFFIC IMPACT ANALYSIS REVIEW	Actual Cost	Actual Cost
VARIANCE NON-RESIDENTIAL	500.00	500.00
VARIANCE RESIDENTIAL	350.00	350.00
WAVIERS AND APPEALS TO BOPA	300.00	300.00
ALL OTHER	300.00	300.00
ZONING VERIF FOR ALCOHOL / TOBACCO	50.00	50.00
ZONING VERIF LETTER (NON PUD)	75.00	75.00
ZONING VERIF LETTER/PLANNED UNIT DEVELOPMENT/DUE DILIGENCE/RESEARCH/ SPECIFIC QUESTION	125.00	125.00
SITE PERMIT FEE		
SITE PERMIT - COVERS ALL INSPECTIONS FOR WATER, SEWER, ROW IMPROVEMENTS, EROSION CONTROL, RECLAIM AND SOLID WASTE	The greater of 2% of the cost of site improvements only or 250.00	The greater of 2% of the cost of site improvements only or 250.00
ELECTRICAL PERMITS		
ELECTRICAL - COMMERCIAL	60.00	60.00

Attachment: City of Holly Hill Fee Schedule FY26 Updates noted in red Attachment A (2025-R-78 : Fiscal Year 2026 City Wide Fee Schedule)

City of Holly Hill - City Wide Fee Schedule EFFECTIVE 10/01/2025

	FY2024-2025	FY2025-26
ELECTRICAL - RESIDENTIAL	30.00	30.00
ELEC - CIRCUIT UP TO 10	6.00	6.00
ELEC - POOL/SINGLE FAMILY RESIDENTIAL	75.00	75.00
ELEC - PRE POWER COMMERCIAL	100.00	100.00
ELEC - POOL COMMERCIAL	200.00	200.00
ELEC - PRE POWER - RESIDENTIAL	50.00	50.00
ELEC - TEMP POWER POLE	50.00	50.00
ELEC - PER AMP SINGLE PHASE	0.60	0.60
ELEC - 3PH 241+ VOLT/PER AMP	1.50	1.50
ELEC - 3PH TO 240 VOLT PER AMP	1.00	1.00
ELEC - EACH ADDITIONAL CIRCUIT	3.00	3.00
LOW VOLTAGE ALARM SYSTEMS UP TO 5,000	30.00	30.00
LOW VOLTAGE ALARM SYS > 5,000 (PER 1,000)	5.00	5.00
FIRE PLAN REVIEWS		
FIRE PLAN REV/<20K SQ FT	60.00	60.00
FIRE REVIEW/20,001-30K SQ'	90.00	90.00
FIRE REVW/30,001-40K SQ'	120.00	120.00
FIRE REVW/40,001-50K SQ'	150.00	150.00
FIRE REVW/50,001-60K SQ'	180.00	180.00
FIRE REVW/60,001-70K SQ'	210.00	210.00
FIRE REVW/70,001-80K SQ'	240.00	240.00
FIRE REVW/80,001-90K SQ'	270.00	270.00
FIRE PLAN REV/>90,001 SQ'	300.00	300.00
FIRE-HOOD SYS/SPR BTH-SUP	100.00	100.00
FIRE-SITE PLANS (EACH RE-SUBMITTAL)	25.00	25.00
CONSTRUCTION, RENOVATIONS, ADDITIONS (PER SQ FOOT)	0.50	0.50
FIRE SPRINKLER UP TO 10,000 SQ FEET	100.00	100.00
FIRE SPRINKLER OVER 10,000 SQ FEET	100.00	100.00
FIRE SPRINKLER OVER 10,000 SQ FEET	10.00 per each additional 1000 sq. ft. over 10,000	10.00 per each additional 1000 sq. ft. over 10,000
STANDPIPE SYSTEMS / EACH SYSTEM	50.00	50.00
PRIVATE FIRE SERVICE MAIN (BELOW GROUND)	50.00	50.00
COMMERCIAL COOKING - EACH HOOD	75.00	75.00
FLAMMABLE SPRAY BOOTH (INCLUDES SUPPRESSION SYS)	75.00	75.00
VENTILIATION SYSTEM (COMMERCIAL/BOTH)	50.00	50.00
EMERGENCY GENERATOR	75.00	75.00
FUEL TANK INSTALLATION (BELOW GROUND)	50.00	50.00
FUEL TANK INSTALLATION (ABOVE GROUND)	35.00	35.00
FIRE ALARM SYSTEMS UP TO 10,000 SQ FEET	75.00	75.00
FIRE ALARM SYSTEMS OVER 10,000 SQ FEET PER THOUSAND	10.00	10.00
SYSTEM TEST FEES		
ALARM SYSTEMS UP TO 10,000 SQ FEET	25.00	25.00
ALARM SYSTEMS OVER 10,000 SQ FEET	50.00	50.00
COMMERCIAL COOKING (EACH SYSTEM)	60.00	60.00
FIRE HYDRANT FLOW TEST	25.00	25.00
FIRE PUMP TEST	25.00	25.00
HYDROSTATIC TEST UP TO 10,000 SQ. FT.	75.00	75.00
HYDROSTATIC TEST OVER 10,000 SQ. FT.	125.00	125.00
HYDROSTATIC TEST (UNDERGROUND)	75.00	75.00
ANNUAL FIRE SAFETY INSPECTION FEES		
0 -3,000 SQ. FT. (INITIAL)	40.00	40.00
3,001 - 5,000 SQ. FT. (INITIAL)	50.00	50.00
5,001 - 10,000 SQ. FT. (INITIAL)	60.00	60.00
10,001 - 15,000 SQ. FT. (Initial)	100.00	100.00
15,001 - 20,000 SQ. FT. (INITIAL)	120.00	120.00
20,001 - 30,000 SQ. FT. (INITIAL)	150.00	150.00
EACH ADDITIONAL 10,000 SQ. FT.	8.00	8.00
1ST REINSPECTION	40.00	40.00

Attachment: City of Holly Hill Fee Schedule FY26 Updates noted in red Attachment A (2025-R-78 : Fiscal Year 2026 City Wide Fee Schedule)

City of Holly Hill - City Wide Fee Schedule EFFECTIVE 10/01/2025

	FY2024-2025	FY2025-26
2ND REINSPECTION	50.00	50.00
3RD AND SUBSEQUENT REINSPECTIONS	160.00	160.00
(NOTE: 3RD AND SUBSEQUEST INSPECTION FEES PER FLORIDA STATE STATUTE 553.80(2)(c)		
FIRE INSPECTION FEES FOR BLDG PERMITS		
INITIAL INSPECTION FEE	40.00	40.00
RE-INSPECTION FEE-SECOND	50.00	50.00
RE-INSPECTION FEE-THIRD AND SUBSEQUENT	160.00	160.00
(NOTE: 3RD AND SUBSEQUENT INSPECTION FEES PER FLORIDA		
STATE STATUTE 553.80(2)(c)		
PLUMBING PERMIT FEES		
PLUMB-MIN FEE-RESIDENTIAL	30.00	30.00
PLUMB-MIN FEE-ALL OTHER	60.00	60.00
PLUMB - BACKFLOW DEVICE	5.00	5.00
PLUMB - SEPTIC/DF UP TO 1000 G	6.00	6.00
PLUMB - WATER SERVICE PIPING	10.00	10.00
PLUMB - STORMWATER	250.00	250.00
PLUMB - SOLAR WATER HEAT SYS	10.00	10.00
PLUMB - POOL DRAIN & PIPE RESD	30.00	30.00
PLUMB - POOL DRAIN & PIPE COMM	60.00	60.00
PLUMB - FIRE SPRINKLER TO CITY WATER	30.00	30.00
PLUMB - FIRE SPRINKLER HEAD (EACH)	0.50	0.50
PLUMB - SEWER PER HOUSE	10.00	10.00
PLUMB - EACH FIXTURE	5.00	5.00
OTHER SPECIAL FEATURES (ICE MACHINES, COFFEE URNS, ETC.)	5.00	5.00
PLUMB - METER RESET	10.00	10.00
PLUMB-REPAIR OR ALTERATION OF DRAINAGE OR VENT PIPE	10.00	10.00
REPAIR OF DRAINAGE OR VENT PIPE, 1-5 EA.	5.00	5.00
REPAIR OF DRAINAGE OR VENT PIPE, Over 5 EA.	2.00	2.00
BUILDING PERMIT RE-INSPECTION FEES		
RE-INSPECTION FEE-FIRST	40.00	40.00
RE-INSPECTION FEE-SECOND	50.00	50.00
RE-INSPECTION FEE-THIRD AND SUBSEQUENT	160.00	160.00
(NOTE: 3RD AND SUBSEQUEST INSPECTION FEES PER FLORIDA STATE STATUTE 553.80(2)(c)		
PUBLIC WORKS RE-INSPECTION FEES		
RE-INSPECTION FEE-FIRST	40.00	40.00
RE-INSPECTION FEE-SECOND	50.00	50.00
RE-INSPECTION FEE-THIRD AND SUBSEQUENT	160.00	160.00
(NOTE: 3RD AND SUBSEQUEST INSPECTION FEES PER FLORIDA STATE STATUTE 553.80(2)(c)		
WASTEWATER TAP FEES		
INSPECTION & OBSERVANCE ONLY	100.00	100.00
WATER TAP FEES		
INSPECTION & OBSERVANCE ONLY	100.00	100.00
WATER METER SET FEES		
INSIDE CITY:		
WATER METER SET - 3/4"	500.00	500.00
WATER METER SET - 1"	625.00	625.00
WATER METER SET - 1 1/2"	1,050.00	1,050.00
OUTSIDE CITY:		
WATER METER SET - 3/4"	625.00	625.00
WATER METER SET - 1"	781.25	781.25
WATER METER SET - 1 1/2"	1,312.50	1,312.50

Attachment: City of Holly Hill Fee Schedule FY26 Updates noted in red Attachment A (2025-R-78 : Fiscal Year 2026 City Wide Fee Schedule)

City of Holly Hill - City Wide Fee Schedule EFFECTIVE 10/01/2025

	FY2024-2025	FY2025-26
GAS PERMIT FEES		
GAS - PER OUTLET (1-4)	2.00	2.00
GAS - PERMIT RESIDENTIAL	30.00	30.00
GAS - PERMIT COMMERCIAL	60.00	60.00
GAS - EA ADDTNL OUTLET, OVER 4	3.50	3.50
MECHANICAL PERMIT FEES		
MECHANICAL-SINGLE FAMILY-RESIDENTIAL	30.00	30.00
MECHANICAL-ALL OTHER	60.00	60.00
PLUS EQUIP. CHANGE-OUT (NO DUCTWORK)	5.00	5.00
DUCTWORK ONLY	Valuation	Valuation
MECH - 0 - 3 TONS	65.00	65.00
MECH - 3+ - 10 TONS, INITIAL FEE	65.00	65.00
MECH - 3+ - 10 TONS PER TON	11.00	11.00
MECH - 10+ - 25 TONS, INITIAL FEE	142.00	142.00
MECH - 10+ - 25 TONS PER TON	9.00	9.00
MECH - 25+ - 50 TONS, INITIAL FEE	277.00	277.00
MECH - 25+ - 50 TONS, PER TON	5.50	5.50
MECH - 50+ TONS, INITIAL FEE	414.00	414.00
MECH - 50+ TONS PER TON	4.50	4.50
SIGN PERMIT FEES		
ANNUAL SIGN RENEWAL FEE	$32.00 PER SIGN	$32.00 PER SIGN
SIGN - NON-ILLUMINATED-1ST 5 SQ. FT.	10.00	10.00
SIGN - NON-ILLUMINATED-EACH SQ. FT.	0.25	0.25
SIGN - ILLUMINATED-1ST 5 SQ. FT.	25.00	25.00
SIGN - ILLUMINATED-EACH SQ. FT.	0.25	0.25
TEMPORARY SIGN-PER DAY	1.00	1.00
MISC. BUILDING & ZONING FEES		
ALCOHOL LICENSE (PER DAY, PER EVENT)	25.00	25.00
BUILDING PERMIT - RESIDENTIAL FENCE	50.00	50.00
BUILDING PERMIT - RESIDENTIAL WATER HEATER	50.00	50.00
FOOD TRUCK PERMIT	125.00/Year	125.00/Year
COMMERCIAL STOCKING PERMIT	100.00	100.00
DEMOLITION - COMM OR RESIDENTIAL (PER STRUCTURE)	50.00	50.00
FUEL STRG TANK/PUMP PERMIT (PER PUMP)	50.00	50.00
GARAGE SALE PERMIT	5.00	5.00
LETTER OF AUTHORIZATION (Allows for usage of building in limited circumstances when life-safety, health and structural requirements have been met. Not operating for public. Only valid for 90 day maximum)	500.00	500.00
LOW VOLTAGE SYSTEM LABEL	55.00	55.00
METER RESET FEE	10.00	10.00
MOBILE HOME PERMIT (Set-up)	250.00	250.00
MOVING PERMIT (HOUSE MOVING)	200.00	200.00
ROOF - NEW OR REPLACEMENT	50.00	50.00
OR ROOF - NEW OR REPL (GREATER OF) PER SQUARE FOOT	2.00	2.00
SIDEWALK PER LINEAR FT	13.00	25.00
SPECIAL EVENT PERMIT - CITY RECOGNIZED	N/A	N/A
BASE FEE (PER EVENT)	200.00	200.00
OTHER CITY CHARGES (SEE GENERAL GOV'T CHARGES)	Based on Event	Based on Event
SPECIAL EVENT PERMIT - INDEPENDENT	N/A	N/A
SMALL EVENT - **50 PEOPLE OR LESS**	50.00	50.00
LARGE EVENT - **51 PEOPLE OR MORE**	150.00	150.00
OTHER CITY CHARGES (SEE GENRAL GOV'T CHARGES)	Based on Event	Based on Event
TENT PERMIT	50.00	50.00
TREE REMOVAL PERMIT, FIRST TREE	60.00	60.00
TREE REMOVAL PERMIT, EACH ADDITIONAL TREE	10.00	10.00
PASS-THROUGH FEES		

Attachment: City of Holly Hill Fee Schedule FY26 Updates noted in red Attachment A (2025-R-78 : Fiscal Year 2026 City Wide Fee Schedule)

City of Holly Hill - City Wide Fee Schedule EFFECTIVE 10/01/2025

	FY2024-2025	FY2025-26
(ACTUAL CONSULTANT COSTS AS APPLICABLE)		
LEGAL NOTICES	Actual Cost	Actual Cost
ADVERTISING	Actual Cost	Actual Cost
LEGAL REVIEW AND OPINION	Actual Cost	Actual Cost
PLAN REVIEW-BUILDING, ELECTRICAL, GAS, MECHANICAL, PLUMBING OR ENGINEERING (INCLUDING STORMWATER)	Actual Cost	Actual Cost
INSPECTIONS-BUILDING, ELECTRICAL, GAS, MECHANICAL, PLUMBING OR ENGINEERING (INCLUDING STORMWATER)	Actual Cost	Actual Cost
RE-INSPECTIONS-BUILDING, ELECTRICAL, GAS, MECHANICAL, PLUMBING OR ENGINEERING (INCLUDING STORMWATER)	Actual Cost	Actual Cost
CODE ENFORCEMENT		
MISC.		
SPECIAL MASTER	250.00	250.00
SPECIAL MASTER (PER DAY)	500.00	500.00
SPECIAL MASTER (ONE TIME FINE)	5,000.00	5,000.00
CODE FINE (CLASS I)	50.00	50.00
CODE FINE (CLASS I)-REPEAT OFFENSE	100.00	100.00
CODE FINE (CLASS II)	100.00	100.00
CODE FINE (CLASS II)-REPEAT OFFENSE	200.00	200.00
CODE FINE (CLASS III)	250.00	250.00
CODE FINE (CLASS III)-REPEAT OFFENSE	500.00	500.00
LICENSES OR REGULATED TRADEWORK BY A CONTRACTOR, PERFORMED WITHOUT A PERMIT(FIRST OFFENSE)	250.00	250.00
LICENSES OR REGULATED TRADEWORK BY A CONTRACTOR, PERFORMED WITHOUT A PERMIT(EACH SUBSEQUENT OFFENSE)	500.00	500.00
USE OF UNAUTHORIZED DUMPTER - PER DUMPSTER		350.00
CITY CLERK		
MISCELLANEOUS CHARGES FOR COPIES		
SINGLE-SIDED COPIES, UP TO 8 ½" X 14"	0.15	0.15
DOUBLE-SIDED COPIES, UP TO 8 ½" x 14"	0.20	0.20
SINGLE-SIDED COPIES, UP TO 11" x 17"	0.50	0.50
DOUBLE-SIDED COPIES, UP TO 11" X 17"	0.75	0.75
LARGER SIZE COPIES	Actual Cost	Actual Cost
DUPLICATION		
CERTIFIED COPY OF A PUBLIC RECORD - IN ADDITION TO COPY COST	$1.00 Per Page	$1.00 Per Page
DUPLICATE DVD	2.00	2.00
FACSIMILE TRANSMISSION - PER FAXED PAGE	1.00	1.00
NOTE: ADDITIONAL CHARGES WILL BE ADDED TO COVER THE COST OF POSTAGE		
§119.07(1)(b), Florida Statutes, provides: "If the nature or volume of public records requested to be inspected, examined, or copied is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the agency involved, or both, the agency may charge, in addition to the actual cost of duplication, a special service charge, which shall be reasonable and shall be based on the cost incurred for such extensive use of information technology resources or the labor cost of the personnel providing the service that is actually incurred by the agency or attributable to the agency for the clerical and supervisory		
UTILITIES		
UTILITY DEPOSIT RATES		
RESIDENTIAL UTILITY DEPOSITS ARE BASED ON CREDIT SCORE AS VERIFIED BY APPROVED PROVIDER:		
GREEN		
WATER	50.00	50.00

Attachment: City of Holly Hill Fee Schedule FY26 Updates noted in red Attachment A (2025-R-78 : Fiscal Year 2026 City Wide Fee Schedule)

City of Holly Hill - City Wide Fee Schedule EFFECTIVE 10/01/2025

	FY2024-2025	FY2025-26
SEWER	50.00	50.00
SOLID WASTE	50.00	50.00
YELLOW		
WATER	75.00	75.00
SEWER	75.00	75.00
SOLID WASTE	75.00	75.00
RED		
WATER	100.00	100.00
SEWER	100.00	100.00
SOLID WASTE	100.00	100.00

DEFINITIONS OF GREEN, YELLOW, AND RED ARE LISTED BELOW:

GREEN LIGHT - MINIMAL DEPOSIT REQUIRED. BASED ON THE INFORMATION PROVIDED, THE APPLICANT HAS A GOOD CREDIT SCORE AND POSES A LOW CREDIT RISK.

YELLOW LIGHT - DEPOSIT REQUIRED. BASED ON THE INFORMATION PROVIDED, THE APPLICANT HAS AN AVERAGE CREDIT SCORE AND POSES A MODERATE CREDIT RISK.

RED LIGHT - MAXIMUM DEPOSIT REQUIRED. BASED ON THE INFORMATION PROVIDED, THE APPLICANT HAS A POOR CREDIT SCORE OR EXCHANGE HITS AND POSES A HIGH CREDIT RISK, **OR IF THEY REFUSE CREDIT CHECK.**

DEPOSIT OF $150 REQUIRED FOR PROPERTY MANAGEMENT COMPANIES OR LANDLORDS IN LIEU OF FULL DEPOSIT TO RECEIVE SERVICES WHILE PREPARING PROPERTY FOR NEW TENANTS.

NON-RESIDENTIAL UTILITY DEPOSITS ARE BASED ON AN AMOUNT EQUAL TO TWICE THE ESTIMATED AVERAGE MONTHLY BILL

ADDITIONAL DEPOSITS
IN THE EVENT THE UTILITY SERVICE IS DISCONNECTED 2 OR MORE TIMES FOR NON-PAYMENT OR HAS RECEIVED 2 OR MORE RETURNED CHECKS WITHIN A 12 MONTH PERIOD, OR INSUFFICIENT UTILITY CREDIT SCORE, THE CITY WILL REQUIRE A DEPOSIT(S) AS OUTLINED ABOVE.

WATER/SEWER UTILITY RATES

WATER

WATER FIXED MONTHLY CHARGES

INSIDE CITY:

WATER RESIDENTAL 3/4" METER-MONTHLY	10.58	10.79
WATER RESIDENTAL 1" METER-MONTHLY	10.58	10.79
WATER RESIDENTAL 1 1/2" METER-MONTHLY	35.25	35.96
WATER RESIDENTAL 2" METER-MONTHLY	56.41	57.54
WATER RESIDENTAL 3" METER-MONTHLY	153.38	156.44
WATER RESIDENTAL 4" METER-MONTHLY	264.43	269.72
WATER RESIDENTAL 6" METER-MONTHLY	564.12	575.40
WATER RESIDENTAL 8" METER-MONTHLY	987.21	1,006.96
WATER RESIDENTAL 10" METER-MONTHLY	1,480.83	1,510.44
WATER RESIDENTAL MULTI UNIT (PER UNIT-MONTHLY)	10.00	10.20
WATER NON-RESIDENTAL 3/4" METER-MONTHLY	10.58	10.79
WATER NON-RESIDENTAL 1" METER-MONTHLY	17.63	17.98
WATER NON-RESIDENTAL 1 1/2" METER-MONTHLY	35.25	35.96
WATER NON-RESIDENTAL 2" METER-MONTHLY	56.41	57.54
WATER NON-RESIDENTAL 3" METER-MONTHLY	153.38	156.44
WATER NON-RESIDENTAL 4" METER-MONTHLY	264.43	269.72

Attachment: City of Holly Hill Fee Schedule FY26 Updates noted in red Attachment A (2025-R-78 : Fiscal Year 2026 City Wide Fee Schedule)

City of Holly Hill - City Wide Fee Schedule EFFECTIVE 10/01/2025

	FY2024-2025	FY2025-26
WATER NON-RESIDENTAL 6" METER-MONTHLY	564.12	575.40
WATER NON-RESIDENTAL 8" METER-MONTHLY	987.21	1,006.96
WATER NON-RESIDENTAL 10" METER-MONTHLY	1,480.83	1,510.44
WATER NON-RESIDENTAL MULTI UNIT (PER UNIT-MONTHLY)	10.00	10.20
OUTSIDE CITY:		
WATER RESIDENTAL 3/4" METER-MONTHLY	13.22	13.48
WATER RESIDENTAL 1" METER-MONTHLY	13.22	13.48
WATER RESIDENTAL 1 1/2" METER-MONTHLY	44.07	44.95
WATER RESIDENTAL 2" METER-MONTHLY	70.51	71.92
WATER RESIDENTAL 3" METER-MONTHLY	191.72	195.55
WATER RESIDENTAL 4" METER-MONTHLY	330.54	337.15
WATER RESIDENTAL 6" METER-MONTHLY	705.15	719.26
WATER RESIDENTAL 8" METER-MONTHLY	1,234.02	1,258.70
WATER RESIDENTAL 10" METER-MONTHLY	1,851.03	1,888.05
WATER RESIDENTAL MULTI UNIT (PER UNIT-MONTHLY)	12.50	12.75
WATER NON-RESIDENTAL 3/4" METER-MONTHLY	13.22	13.48
WATER NON-RESIDENTAL 1" METER-MONTHLY	22.03	22.47
WATER NON-RESIDENTAL 1 1/2" METER-MONTHLY	44.07	44.95
WATER NON-RESIDENTAL 2" METER-MONTHLY	70.51	71.92
WATER NON-RESIDENTAL 3" METER-MONTHLY	191.72	195.55
WATER NON-RESIDENTAL 4" METER-MONTHLY	330.54	337.15
WATER NON-RESIDENTAL 6" METER-MONTHLY	705.15	719.26
WATER NON-RESIDENTAL 8" METER-MONTHLY	1,234.02	1,258.70
WATER NON-RESIDENTAL 10" METER-MONTHLY	1,851.03	1,888.05
WATER NON-RESIDENTAL MULTI UNIT (PER UNIT-MONTHLY)	12.50	12.75
WATER VOLUMETRIC RATES (ALL RATES SHOWN ARE FEE PER 1,000 GALLONS)		
WATER INSIDE CITY:		
WATER RESIDENTAL 0 TO 2,000 GALLONS	5.03	5.13
WATER RESIDENTAL 2,001 TO 5,000 GALLONS	10.05	10.25
WATER RESIDENTAL 5,001 TO 10,000 GALLONS	11.56	11.79
WATER RESIDENTAL 10,001 TO 15,000 GALLONS	12.56	12.81
WATER RESIDENTAL OVER 15,000 GALLONS	13.57	13.84
WATER MULTI UNIT RESIDENTAL 0 TO 2,000 GALLONS	5.03	5.13
WATER MULTI UNIT RESIDENTAL 2,001 TO 5,000 GALLONS	10.05	10.25
WATER MULTI UNIT RESIDENTAL 5,001 TO 10,000 GALLONS	11.56	11.79
WATER MULTI UNIT RESIDENTAL 10,001 TO 15,000 GALLONS	12.56	12.81
WATER MULTI UNIT RESIDENTAL OVER 15,000 GALLONS	13.57	13.84
WATER NON-RESIDENTAL 0 TO 2,000 GALLONS	10.05	10.25
WATER NON-RESIDENTAL 2,001 TO 5,000 GALLONS	10.05	10.25
WATER NON-RESIDENTAL 5,001 TO 10,000 GALLONS	11.56	11.79
WATER NON-RESIDENTAL 10,001 TO 15,000 GALLONS	11.56	11.79
WATER NON-RESIDENTAL OVER 15,000 GALLONS	11.56	11.79
WATER MULTI UNIT NON-RESIDENTAL 0 TO 2,000 GALLONS	5.03	5.13
WATER MULTI UNIT NON-RESIDENTAL 2,001 TO 5,000 GALLONS	10.05	10.25
WATER MULTI UNIT NON-RESIDENTAL 5,001 TO 10,000 GALLONS	11.56	11.79
WATER MULTI UNIT NON-RESIDENTAL 10,001 TO 15,000 GALLONS	12.56	12.81
WATER MULTI UNIT NON-RESIDENTAL OVER 15,000 GALLONS	13.57	13.84
WATER OUTSIDE CITY:		
WATER RESIDENTAL 0 TO 2,000 GALLONS	6.29	6.41
WATER RESIDENTAL 2,001 TO 5,000 GALLONS	12.56	12.81
WATER RESIDENTAL 5,001 TO 10,000 GALLONS	14.45	14.74
WATER RESIDENTAL 10,001 TO 15,000 GALLONS	15.70	16.01

Attachment: City of Holly Hill Fee Schedule FY26 Updates noted in red Attachment A (2025-R-78 : Fiscal Year 2026 City Wide Fee Schedule)

City of Holly Hill - City Wide Fee Schedule EFFECTIVE 10/01/2025

	FY2024-2025	FY2025-26
WATER RESIDENTAL OVER 15,000 GALLONS	16.96	17.30
	-	-
WATER MULTI UNIT RESIDENTAL 0 TO 2,000 GALLONS	6.29	6.41
WATER MULTI UNIT RESIDENTAL 2,001 TO 5,000 GALLONS	12.56	12.81
WATER MULTI UNIT RESIDENTAL 5,001 TO 10,000 GALLONS	14.45	14.74
WATER MULTI UNIT RESIDENTAL 10,001 TO 15,000 GALLONS	15.70	16.01
WATER MULTI UNIT RESIDENTAL OVER 15,000 GALLONS	16.96	17.30
	-	-
WATER NON-RESIDENTAL 0 TO 2,000 GALLONS	12.56	12.81
WATER NON-RESIDENTAL 2,001 TO 5,000 GALLONS	12.56	12.81
WATER NON-RESIDENTAL 5,001 TO 10,000 GALLONS	14.45	14.74
WATER NON-RESIDENTAL 10,001 TO 15,000 GALLONS	14.45	14.74
WATER NON-RESIDENTAL OVER 15,000 GALLONS	14.45	14.74
	-	-
WATER OUTSIDE MULTI UNIT CITY NON-RESIDENTAL 0 TO 2,000 GALLONS	6.29	6.41
WATER OUTSIDE MULTI UNIT CITY NON-RESIDENTAL 2,001 TO 5,000 GALLONS	12.56	12.81
WATER OUTSIDE MULTI UNIT CITY NON-RESIDENTAL 5,001 TO 10,000 GALLONS	14.45	14.74
WATER OUTSIDE MULTI UNIT CITY NON-RESIDENTAL 10,001 TO 15,000 GALLONS	15.70	16.01
WATER OUTSIDE MULTI UNIT CITY NON-RESIDENTAL OVER 15,000 GALLONS	16.96	17.30
SEWER		
SEWER FIXED MONTHLY CHARGES		
SEWER INSIDE CITY:		
SEWER RESIDENTAL 3/4" METER-MONTHLY	15.47	16.09
SEWER RESIDENTAL 1" METER-MONTHLY	15.47	16.09
SEWER RESIDENTAL 1 1/2" METER-MONTHLY	51.57	53.64
SEWER RESIDENTAL 2" METER-MONTHLY	82.52	85.82
SEWER RESIDENTAL 3" METER-MONTHLY	224.35	233.32
SEWER RESIDENTAL 4" METER-MONTHLY	386.80	402.27
SEWER RESIDENTAL 6" METER-MONTHLY	825.18	858.19
SEWER RESIDENTAL 8" METER-MONTHLY	1,444.07	1,501.83
SEWER RESIDENTAL 10" METER-MONTHLY	2,166.10	2,252.74
SEWER RESIDENTAL MULTI UNIT (PER UNIT-MONTHLY)	14.62	15.20
SEWER NON-RESIDENTAL 3/4" METER-MONTHLY	15.47	16.09
SEWER NON-RESIDENTAL 1" METER-MONTHLY	25.78	26.81
SEWER NON-RESIDENTAL 1 1/2" METER-MONTHLY	51.57	53.64
SEWER NON-RESIDENTAL 2" METER-MONTHLY	82.52	85.82
SEWER NON-RESIDENTAL 3" METER-MONTHLY	224.35	233.32
SEWER NON-RESIDENTAL 4" METER-MONTHLY	386.80	402.27
SEWER NON-RESIDENTAL 6" METER-MONTHLY	825.18	858.19
SEWER NON-RESIDENTAL 8" METER-MONTHLY	1,444.07	1,501.83
SEWER NON-RESIDENTAL 10" METER-MONTHLY	2,166.10	2,252.74
SEWER NON-RESIDENTAL MULTI UNIT-MONTHLY (PER UNIT-MONTHLY)	14.62	15.20
SEWER OUTSIDE CITY:		
SEWER RESIDENTAL 3/4" METER-MONTHLY	19.34	20.12
SEWER RESIDENTAL 1" METER-MONTHLY	19.34	20.12
SEWER RESIDENTAL 1 1/2" METER-MONTHLY	64.47	67.05
SEWER RESIDENTAL 2" METER-MONTHLY	103.15	107.28
SEWER RESIDENTAL 3" METER-MONTHLY	280.43	291.65
SEWER RESIDENTAL 4" METER-MONTHLY	483.50	502.84
SEWER RESIDENTAL 6" METER-MONTHLY	1,031.48	1,072.73
SEWER RESIDENTAL 8" METER-MONTHLY	1,805.08	1,877.28
SEWER RESIDENTAL 10" METER-MONTHLY	2,707.62	2,815.93
SEWER RESIDENTAL MULTI UNIT-MONTHLY (PER UNIT MONTHLY)	18.28	19.01
SEWER NON-RESIDENTAL 3/4" METER-MONTHLY	19.34	20.12
SEWER NON-RESIDENTAL 1" METER-MONTHLY	32.23	33.52
SEWER NON-RESIDENTAL 1 1/2" METER-MONTHLY	64.47	67.05
SEWER NON-RESIDENTAL 2" METER-MONTHLY	103.15	107.28
SEWER NON-RESIDENTAL 3" METER-MONTHLY	280.43	291.65

Attachment: City of Holly Hill Fee Schedule FY26 Updates noted in red Attachment A (2025-R-78 : Fiscal Year 2026 City Wide Fee Schedule)

City of Holly Hill - City Wide Fee Schedule EFFECTIVE 10/01/2025

	FY2024-2025	FY2025-26
SEWER NON-RESIDENTAL 4" METER-MONTHLY	483.50	502.84
SEWER NON-RESIDENTAL 6" METER-MONTHLY	1,031.48	1,072.73
SEWER NON-RESIDENTAL 8" METER-MONTHLY	1,805.08	1,877.28
SEWER NON-RESIDENTAL 10" METER-MONTHLY	2,707.62	2,815.93
SEWER NON-RESIDENTAL MULTI UNIT-MONTHLY (PER UNIT MONTHLY)	18.28	19.01
		-
SEWER VOLUMETRIC RATES (ALL RATES SHOWN ARE FEE PER 1,000 GALLONS)		
SEWER INSIDE CITY:		
SEWER RESIDENTAL 0 TO 2,000 GALLONS	3.98	4.14
SEWER RESIDENTAL OVER 2,000	12.05	12.53
SEWER RESIDENTAL MULTI UNIT 0 TO 2,000 GALLONS	3.98	4.14
SEWER RESIDENTAL MULTI UNIT OVER 2,000	12.05	12.53
		-
SEWER NON-RESIDENTAL 0 TO 2,000 GALLONS	12.05	12.53
SEWER NON-RESIDENTAL OVER 2,000	12.05	12.53
SEWER NON-RESIDENTAL MULTI UNIT 0 TO 2,000 GALLONS	3.98	4.14
SEWER NON-RESIDENTAL MULTI UNIT OVER 2,000 GALLONS	12.05	12.53
SEWER RESIDENTAL 0 TO 2,000 GALLONS	4.98	5.18
SEWER RESIDENTAL OVER 2,000	15.06	15.66
SEWER RESIDENTAL MULTI UNIT 0 TO 2,000 GALLONS	4.98	5.18
SEWER RESIDENTAL MULTI UNIT OVER 2,000	15.06	15.66
SEWER NON-RESIDENTAL 0 TO 2,000 GALLONS	15.06	15.66
SEWER NON-RESIDENTAL OVER 2,000	15.06	15.66
SEWER NON-RESIDENTAL MULTI UNIT 0 TO 2,000 GALLONS	4.98	5.18
SEWER NON-RESIDENTAL MULTI UNIT OVER 2,000 GALLONS	15.06	15.66
SEWER OUTSIDE CITY NON-RESIDENTAL OVER 2,000	15.06	15.66
SEWER OUTSIDE CITY NON-RESIDENTAL MULTI UNIT 0 TO 2,000 GALLONS	4.98	5.18
SEWER OUTSIDE CITY NON-RESIDENTAL MULTI UNIT OVER 2,000 GALLONS	15.06	15.66
FIRE LINE SPRINKLERS		
1" FIRE LINE SPRNKLER - INSIDE CITY	2.57	2.57
2" FIRE LINE SPRNKLER - INSIDE CITY	5.10	5.10
4" FIRE LINE SPRNKLER - INSIDE CITY	10.19	10.19
6" FIRE LINE SPRNKLER - INSIDE CITY	20.37	20.37
8" FIRE LINE SPRNKLER - INSIDE CITY	40.78	40.78
10" FIRE LINE SPRNKLER - INSIDE CITY	81.52	81.52
12" FIRE LINE SPRNKLER - INSIDE CITY	163.02	163.02
1" FIRE LINE SPRNKLER - OUTSIDE CITY	3.19	3.19
2" FIRE LINE SPRNKLER - OUTSIDE CITY	6.38	6.38
4" FIRE LINE SPRNKLER - OUTSIDE CITY	12.78	12.78
6" FIRE LINE SPRNKLER - OUTSIDE CITY	25.48	25.48
8" FIRE LINE SPRNKLER - OUTSIDE CITY	50.95	50.95
RENEWAL/REPLACEMENT		
RENEW/REPLACE SEWER - INSIDE CITY	3.00	3.00
RENEW/REPLACE WATER - INSIDE CITY	3.00	3.00
RENEW/REPLACE SEWER - OUTSIDE CITY	3.75	3.75
RENEW/REPLACE WATER - OUTSIDE CITY	3.75	3.75
MISC./REPLACEMENT FEES		
ACCOUNT FEES:		
ADMINISTRATIVE FEES	25.00	25.00
COLLECTIONS ADMINISTRATIVE FEE	35.00	35.00
DELINQUENT ACCOUNT FEE	30.00	30.00
LATE PAYMENT PENALTY		
(APPLIES TO ALL WATER, SEWER, TRASH, RENEWAL & REPLACEMENT CHARGES	0.15	0.15
AND UTILITY TAXES)		

Attachment: City of Holly Hill Fee Schedule FY26 Updates noted in red Attachment A (2025-R-78 : Fiscal Year 2026 City Wide Fee Schedule)

City of Holly Hill - City Wide Fee Schedule EFFECTIVE 10/01/2025

	FY2024-2025	FY2025-26
COLLECTION AGENCY PERCENTAGE	0.35	0.35
RETURNED CHECK CHARGE - CHECKS UP TO $50.00	25.00	25.00
RETURNED CHECK CHARGE - CHECKS $50.01 - $300.00	30.00	30.00
RETURNED CHECK CHARGE - CHECKS $300.01 - $800.00	40.00	40.00
RETURNED CHECK CHARGE - CHECKS > $800.00	5% of Face Amt.	5% of Face Amt.
SUSPENDED ACCOUNT FEE	15.00	15.00
SUSPENDED ACCOUNT FEE - REACTIVATION	15.00	15.00
SUSPENDED ACCOUNT FEE - AFTER HOURS AND WEEKEND/HOLIDAYS	100.00	100.00
OTHER MISC/REPLACEMENT FEES:		
TEMPORARY TURN-ON	25.00	25.00
BRASS BODY WATER METER	Actual Cost+Labor	Actual Cost+Labor
BROKEN HARD LOCK	35.00	35.00
BROKEN SOFT LOCK	30.00	30.00
BROKEN MASTER LOCK	45.00	45.00
METER BENCH TEST	75.00	75.00
BROKEN VALVE	Actual Cost+Labor	Actual Cost+Labor
METER COUPLING 3/4"	Actual Cost+Labor	Actual Cost+Labor
BALL VALVE 1"	Actual Cost+Labor	Actual Cost+Labor
BALL VALVE 3/4"	Actual Cost+Labor	Actual Cost+Labor
LABOR CHARGE PER HOUR	N\A	N\A
METER BOX	Actual Cost+Labor	Actual Cost+Labor
ADDITIONAL METER CHECK AT LOCATION	20.00	20.00
OVERTIME CHARGE	52.00	52.00
PULLED/SET METER	Labor Cost/1 Hr. Min.	Labor Cost/1 Hr. Min.
RADIO READ HEAD	Actual Cost+Labor	Actual Cost+Labor
METER COUPLING 1"	Actual Cost+Labor	Actual Cost+Labor
METER RISER 7"	Actual Cost+Labor	Actual Cost+Labor
METER RISER 9"	Actual Cost+Labor	Actual Cost+Labor
REUSE WATER	Cost as per contract all locations	Cost as per contract all locations
BOOT DAMAGED, STOLEN	26.00	26.00
HYDRANT RENTAL -		
METER DEPOSIT	1,700.00	1,700.00
MONTHLY USAGE RATES: (ALL RATES SHOWN ARE FEE PER 1,000 GALLONS)		
WTR 0-2,000 GALLONS	10.05	10.25
WTR 2,001-5,000 GALLONS	10.05	10.25
WTR 5,001-10,000 GALLONS	11.56	11.79
WTR 10,001-15,000 GALLONS	11.56	11.79
WTR > 15,000 GALLONS	11.56	11.79
LOST METER (ASSUMED GALLONS PER DAY)	500GL/DAY	500GL/DAY
SOLID WASTE COLLECTION		
RESIDENTIAL		
RESIDENTIAL TOTER	25.87	27.84
EXTRA RESIDENTIAL TOTER	25.87	27.84

Attachment: City of Holly Hill Fee Schedule FY26 Updates noted in red Attachment A (2025-R-78 : Fiscal Year 2026 City Wide Fee Schedule)

City of Holly Hill - City Wide Fee Schedule EFFECTIVE 10/01/2025

		FY2024-2025	FY2025-26
EXTRA RESIDENTIAL TOTER DEPOSIT		30.00	30.00
BULK RATE PER CUBIC YARD		8.65	8.94
COMMERCIAL			
Commercial Containers			
2 YARD			
	PU/WK - 1	100.41	112.73
	PU/WK - 2	200.80	225.41
	PU/WK - 3	301.24	338.17
	PU/WK - 4	401.66	450.89
	PU/WK - 5	502.08	563.62
	PU/WK - 6	602.43	676.28
	XPU	24.84	27.69
4 YARD			
	PU/WK - 1	178.87	203.22
	PU/WK - 2	357.73	406.42
	PU/WK - 3	536.63	609.65
	PU/WK - 4	715.53	812.87
	PU/WK - 5	895.46	1,017.17
	PU/WK - 6	1,075.44	1,221.49
	XPU	44.14	49.78
6 YARD			
	PU/WK - 1	295.65	332.50
	PU/WK - 2	581.01	654.59
	PU/WK - 3	871.55	981.91
	PU/WK - 4	1,162.06	1,309.21
	PU/WK - 5	1,452.57	1,636.50
	PU/WK - 6	1,743.06	1,963.78
	XPU	63.78	72.23
8 YARD			
	PU/WK - 1	393.99	443.12
	PU/WK - 2	787.99	886.26
	PU/WK - 3	1,181.93	1,329.34
	PU/WK - 4	1,575.88	1,772.41
	PU/WK - 5	1,969.86	2,215.51
	PU/WK - 6	2,363.81	2,658.60
	XPU	94.13	105.52
T96 CARTS			
	PU/WK - 2	46.02	49.72
Commercial Containers - Deposit			
2 YARD			
	PU/WK - 1	200.82	225.46
	PU/WK - 2	401.60	450.82
	PU/WK - 3	602.48	676.34
	PU/WK - 4	803.32	901.78
	PU/WK - 5	1,004.16	1,127.24
	PU/WK - 6	1,204.86	1,352.56
4 YARD			
	PU/WK - 1	357.74	406.44
	PU/WK - 2	715.46	812.84
	PU/WK - 3	1,073.26	1,219.30
	PU/WK - 4	1,431.06	1,625.74
	PU/WK - 5	1,790.92	2,034.34
	PU/WK - 6	2,150.88	2,442.98
6 YARD			
	PU/WK - 1	591.30	665.00
	PU/WK - 2	1,162.02	1,309.18
	PU/WK - 3	1,743.10	1,963.82
	PU/WK - 4	2,324.12	2,618.42
	PU/WK - 5	2,905.14	3,273.00

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City of Holly Hill - City Wide Fee Schedule EFFECTIVE 10/01/2025

		FY2024-2025	FY2025-26
	PU/WK - 6	3,486.12	3,927.56
8 YARD			
	PU/WK - 1	787.98	886.24
	PU/WK - 2	1,575.80	1,772.52
	PU/WK - 3	2,363.86	2,658.68
	PU/WK - 4	3,151.76	3,544.82
	PU/WK - 5	3,939.72	4,431.02
	PU/WK - 6	4,727.62	5,317.20
T96 CARTS			
	PU/WK - 2	92.00	99.44
VIP COMPACTOR (Per Cubic Yard)			45.39
ROLL-OFF RESIDENTIAL (PER PULL)			
20 YARD (DISPOSAL COST NOT INCLUDED)/PULL		351.08	375.53
30 YARD (DISPOSAL COST NOT INCLUDED)/PULL		351.08	375.53
40 YARD (DISPOSAL COST NOT INCLUDED)/PULL		351.08	375.53
ROLL-OFF COMMERICAL (PER PULL) 2 PULL MINIMUM PER MONTH			
20 YARD (DISPOSAL COST NOT INCLUDED)/PULL		351.08	375.53
30 YARD (DISPOSAL COST NOT INCLUDED)/PULL		351.08	375.53
40 YARD (DISPOSAL COST NOT INCLUDED)/PULL		351.08	375.53
DISPOSAL COST		Actual	Actual + 33%
DISPOSAL COST - GREEN		Actual	Actual + 33%
DISPOSAL COST - C&D		Actual	Actual + 33%
DISPOSAL COST - MIXED DEBRIS		Actual	Actual + 33%
ROLL-OFF RESIDENTIAL/COMMERICAL - DEPOSIT			
20 YARD		702.16	751.06
30 YARD		702.16	751.06
40 YARD		702.16	751.06
MISC COMMERCIAL CONTAINER CHARGES			
LOCKING LID		17.06	17.46
20YD TRASH COMPACTOR		702.16	751.06
30YD TRASH COMPACTOR		702.16	751.06
40YD TRASH COMPACTOR		702.16	751.06
STORMWATER			
STORMWATER UTILITY FEE			
CHARGES PER EQUIVALENT RESIDENTIAL UNIR (ERU) WILL BE EIGHT DOLLARS ($8.00) PER MONTH, ($96.00 ANNUALLY)		96.00	96.00
POLICE FEES			
MISC.			
REPORTS		1.00	1.00
FINGERPRINTS - RESIDENT		5.00	5.00
FINGERPRINTS - NON-RESIDENT		7.00	7.00
DVD		1.00	1.00
BODY WORN CAMERA VIDEO		DEPOSIT OF $30.00, $0.52 PER MINUTE	DEPOSIT OF $30.00, $0.52 PER MINUTE
VEHICLE EQUIPMENT CHECK		4.00	4.00
GOLF CART REGISTRATION		25.00	25.00
FALSE ALARMS-4TH OCCURRENCE IN 365 DAYS		50.00	150.00
FALSE ALARMS-5TH OCCURRENCE IN 365 DAYS		75.00	150.00

Attachment: City of Holly Hill Fee Schedule FY26 Updates noted in red Attachment A (2025-R-78 : Fiscal Year 2026 City Wide Fee Schedule)

City of Holly Hill - City Wide Fee Schedule EFFECTIVE 10/01/2025

	FY2024-2025	FY2025-26
FALSE ALARMS-6TH & GREATER IN 365 DAYS	100.00	150.00
TRESPASS TOWING FEE APPLICATION/PERMIT	25.00	25.00
TRESPASS TOWING FEE ANNUAL INSPECTION	25.00	25.00
FINE FOR E-BIKES, MOBILITY DEVICES, AND MOTORIZED VEHICLES ON SIDEWALKS PER OCCURRENCE	-	50.00
FINE FOR SMOKING AND VAPING IN PUBLIC PARKS PER OCCURRENCE	-	50.00
FIRE PROTECTION FEES		
FALSE ALARMS		
FALSE ALARMS-4TH & GREATER OCCURRENCE IN 365 DAYS	100.00	150.00
LIFT ASSIST FEE	300.00	300.00
GENERAL GOVERNMENT		
MERCHANT FEES (APPLIED TO **ALL** PAYMENTS MADE BY CREDIT CARD)	3%	3%
LIEN SEARCH	75.00	75.00
LABOR/HOUR - CITY EMPLOYEE	35.00	35.00
EQUIPMENT - CITY OWNED EQUIPMENT	FEMA Rate Schedule	FEMA Rate Schedule
MATERIAL - PURCHASED BY CITY	Actual Cost	Actual Cost
NOTE: LIEN REDUCTIONS/MODIFICATIONS		
Pursuant to Section 70-35 the city manager or his/her designee may reduce any fine impose however, said reduction shall not be less than the costs and expenses incurred by the city. Only the city manager may reduce any fine imposed pursuant to this article less than the costs and expenses incurred by the city plus a 10% administrative fee. Only the City Commission may reduce said fees below the cost and expenses incurred by the City.		
PARKS & RECREATION		
FACILITY/FIELD RENTALS		
SICA HALL		
SICA HALL - 1 ROOM (BASE RATE INCLUDES 2 HOURS)	90.00	90.00
SICA HALL - 1 ROOM (PER EACH ADDITIONAL HOUR)	45.00	45.00
SICA HALL - 2 ROOMS (BASE RATE INCLUDES 2 HOURS)	160.00	160.00
SICA HALL - 2 ROOMS (PER EACH ADDITIONAL HOUR)	80.00	80.00
SICA HALL - ALCOHOL FEE	100.00	100.00
SICA HALL DEPOSIT (REFUNDABLE)	100.00	100.00
SET-UP/BREAKDOWN (PER ROOM)	30.00	30.00
CLEAN UP (NO REFUND OF DEPOSIT)		
CLUBHOUSE		
CLUB HOUSE (BASE RATE INCLUDES 2 HOURS)	50.00	50.00
CLUB HOUSE (EACH ADDITIONAL HOUR)	25.00	25.00
CLUB HOUSE DEPOSIT	50.00	50.00
CLEAN UP (NO REFUND OF DEPOSIT)		
SUNRISE PARK		
LARGE PAVILION (BASE RATE INCLUDES 3 HOURS)	30.00	30.00
LARGE PAVILION (EACH ADDITIONAL HOUR)	10.00	10.00
SMALL PAVILION (BASE RATE INCLUDES 3 HOURS)	30.00	30.00
SMALL PAVILION (EACH ADDITIONAL HOUR)	10.00	10.00
GAZEBO (BASE RATE INCLUDES 3 HOURS)	30.00	30.00
GAZEBO (EACH ADDITIONAL HOUR)	10.00	10.00

Attachment: City of Holly Hill Fee Schedule FY26 Updates noted in red Attachment A (2025-R-78 : Fiscal Year 2026 City Wide Fee Schedule)

HOLLY HILL
FLORIDA

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Agenda Item

MEETING DATE: **September 23, 2025**
FROM: **Michele Moore**
SUBJECT: **Uncollectible Utility and Miscellaneous Account Adjustments**
NUMBER: **(ID # 4962)**
APPLICANT:
PLANNER:

DISCUSSION:

Finance staff is requesting the City Commission approve adjusting the accumulated Miscellaneous Accounts Receivable and Utilities uncollectible balances for all accounts inactivated with terminated utility services over four years old as of August 31, 2025 and miscellaneous accounts deemed uncollectible. Florida Statute Chapter 95.11 limits the amount of time for action to recovering utility debt. None of the accounts are under the current property owner's name. Both, internal and external collection efforts have been made on these accounts. If the account holder attempts to open future utility accounts the City will require payment of these debts.

FISCAL ANALYSIS:

The entry is to adjust both the miscellaneous accounts receivable and utility balances to properly reflect the matching of revenues and expenditures. Miscellaneous Accounts Receivable will be adjusted in the amount of $3,175.98. Utility accounts will be adjusted in the amount of $44,308.

STAFF RECOMMENDATION:

Authorize the Finance Director to adjust the accumulated miscellaneous accounts receivable and utilities uncollectible accounts.

COMMISSION GOAL:

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

MOTION:

AUTHORIZE THE FINANCE DEPARTMENT TO MAKE AN ADJUSTING ENTRY FOR UNCOLLECTIBLE ACCOUNTS IN THE AMOUNT OF $47,483.98.

- UBPKT06059 Collection Register - UB Accounts Write Off (PDF)
- ARPKT 01133 Collection Register - AR Accounts Write Off (PDF)

Holly Hill, FL

Collection R[illegible]

Write Off Det[illegible]

Packet: UBPKT06059 - NEP 083125 WRITE OFF AS OF 083125

Type: Write Off

Account #	Name	Site Address		** Current Acct. Balance	T Amo
01-00186-14	JOHN MICHAEL DALY	331 RIVERSIDE DR		44.05	4
DISBURSEMENT --	Write Off From: 57 - SEWER	To: 400-0000-117-1010 - ALLOW FOR UNCO...	19.19		
	07 - WATER	400-0000-117-1010 - ALLOW FOR UNCO...	1.85		
	47 - REFUSE BULK	495-0000-117-1010 - ALLOW FOR UNCO...	23.01		
01-01898-02	EVELINE(VACANT) JACKSON	218 2ND ST		9.25	
DISBURSEMENT --	Write Off From: 1R - RENEW AND REPLACE WATER	To: 407-0000-117-1010 - ALLOW FOR UNCO...	3.90		
	TX - TX	001-0000-117-1010 - ALLOW FOR UNCO...	0.09		
	3R - RENEW AND REPLACE SEWER	407-0000-117-1010 - ALLOW FOR UNCO...	3.90		
	PN - PENALTY	400-0000-117-1010 - ALLOW FOR UNCO...	1.36		
01-04190-06	DARRYL E GAINES - DECEASED	119 HIGH ST		145.77	14
DISBURSEMENT --	Write Off From: CAFEE - COLLECTIONS FEES	To: 001-1301-513-4959 - BAD DEBT EXPENSE	2.06		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	9.23		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	43.48		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	91.00		
01-04404-00	JACQUELINE PELTON-LOBOSKY	308 DAYTONA AVE		956.69	95
DISBURSEMENT --	Write Off From: CAR - COLLECTION R&R	To: 407-3010-533-4959 - BAD DEBT EXPENSE	2.00		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	908.28		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	46.02		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	0.39		
01-15254-07	ALLYCIA SINGLETON	158 HIGHLAND AVE #2		85.57	8
DISBURSEMENT --	Write Off From: CAWS - COLLECTIONS WATER/SEW	To: 400-3010-533-4959 - BAD DEBT EXPENSE	61.12		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	23.01		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	0.24		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	1.20		
02-01708-14	BLACK PEARL REALESTATE	134 10TH ST		3.15	
DISBURSEMENT --	Write Off From: MC - MISC	To: 400-0000-117-1010 - ALLOW FOR UNCO...	3.15		
02-05082-01	JACK(VCT) A TRIMM JR EST- DECEASED	746 DAYTONA AVE		75.39	7
DISBURSEMENT --	Write Off From: PENALTY - PENALTY	To: 400-0000-117-1010 - ALLOW FOR UNCO...	8.82		
	TX - TX	001-0000-117-1010 - ALLOW FOR UNCO...	3.17		
	3R - RENEW AND REPLACE SEWER	407-0000-117-1010 - ALLOW FOR UNCO...	31.70		
	1R - RENEW AND REPLACE WATER	407-0000-117-1010 - ALLOW FOR UNCO...	31.70		
02-05216-18	RONTOYA RICHARDSON	1035 DAYTONA AVE #B		55.16	5
DISBURSEMENT --	Write Off From: CARF - COLLECTIONS REFUSE	To: 495-3040-534-4959 - BAD DEBT EXPENSE	23.01		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	32.15		
02-05618-07	TONYA ROCKMORE	941 HARTFORD AVE		104.55	10
DISBURSEMENT --	Write Off From: CARF - COLLECTIONS REFUSE	To: 495-3040-534-4959 - BAD DEBT EXPENSE	34.01		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	0.97		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	67.37		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	2.20		
03-00270-02	RIDGEWOOD INN INC	128 RIDGEWOOD AVE		260.41	26
DISBURSEMENT --	Write Off From: CARF - COLLECTIONS REFUSE	To: 495-3040-534-4959 - BAD DEBT EXPENSE	68.78		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	191.63		
03-00310-01	JNG TREE SERVICE LLC	236 RIDGEWOOD AVE		306.57	30
DISBURSEMENT --	Write Off From: CAFEE - COLLECTIONS FEES	To: 001-1301-513-4959 - BAD DEBT EXPENSE	2.31		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	137.56		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	152.70		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	14.00		

Attachment: UBPKT06059 Collection Register - UB Accounts Write Off (4962 : Uncollectible Utility and Misc Account Adjustments FY2025)

03-01482-20	ROSALIND M JACKSON	637 STATE Ave		197.30	
DISBURSEMENT --	Write Off From: CAR - COLLECTION R&R	To: 407-3010-533-4959 - BAD DEBT EXPENSE	7.40		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	0.28		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	46.02		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	143.60		
03-01514-17	JEANMARIE TIGAR (VACANT)	718 STATE AVE		11.13	1
DISBURSEMENT --	Write Off From: 1R - RENEW AND REPLACE WATER	To: 407-0000-117-1010 - ALLOW FOR UNCO...	5.30		
	3R - RENEW AND REPLACE SEWER	407-0000-117-1010 - ALLOW FOR UNCO...	5.30		
	TX - TX	001-0000-117-1010 - ALLOW FOR UNCO...	0.53		
03-01746-10	MICHAEL KEVIN ANDERSON - DECASED	242 BAINBRIDGE AVE		64.11	6
DISBURSEMENT --	Write Off From: CAFEE - COLLECTIONS FEES	To: 001-1301-513-4959 - BAD DEBT EXPENSE	2.71		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	54.20		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	7.20		
03-01748-02	PATRICA JEAN MOORE	246 BAINBRIDGE AVE		41.16	4
DISBURSEMENT --	Write Off From: 47 - REFUSE BULK	To: 495-0000-117-1010 - ALLOW FOR UNCO...	16.16		
	CC - DELINQUENT ACCOUNT FEE	400-0000-117-1010 - ALLOW FOR UNCO...	25.00		
03-05290-11	NOSTALGIC AFFLICTIONS	332 6TH ST		240.03	24
DISBURSEMENT --	Write Off From: CAFEE - COLLECTIONS FEES	To: 001-1301-513-4959 - BAD DEBT EXPENSE	1.08		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	1.20		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	168.97		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	68.78		
03-06898-15	ANDREW KIRKHAM	319 3RD ST		112.96	11
DISBURSEMENT --	Write Off From: CAWS - COLLECTIONS WATER/SEW	To: 400-3010-533-4959 - BAD DEBT EXPENSE	67.05		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	43.59		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	0.92		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	1.40		
03-13616-06	JACQUELYN DEITER	643 STATE AVE		126.87	12
DISBURSEMENT --	Write Off From: CAWS - COLLECTIONS WATER/SEW	To: 400-3010-533-4959 - BAD DEBT EXPENSE	77.47		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	2.40		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	46.02		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	0.98		
04-01554-20	ANNA HOGAN	851 STATE AVE		346.15	34
DISBURSEMENT --	Write Off From: CAWS - COLLECTIONS WATER/SEW	To: 400-3010-533-4959 - BAD DEBT EXPENSE	234.91		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	13.80		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	92.04		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	5.40		
04-01554-21	YASHIKA SMITH	851 STATE AVE		106.77	10
DISBURSEMENT --	Write Off From: CAWS - COLLECTIONS WATER/SEW	To: 400-3010-533-4959 - BAD DEBT EXPENSE	81.65		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	0.91		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	1.20		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	23.01		
04-01642-07	ANDERSON, TIMOTHY JON	806 CARSWELL AVE		27.91	2
DISBURSEMENT --	Write Off From: PN - PENALTY	To: 400-0000-117-1010 - ALLOW FOR UNCO...	14.76		
	42 - REFUSE	495-0000-117-1010 - ALLOW FOR UNCO...	13.15		
04-01666-04	AKERBLOM GUERRERO INVT CORP.	850 CARSWELL AVE #A		95.61	9
DISBURSEMENT --	Write Off From: CARF - COLLECTIONS REFUSE	To: 495-3040-534-4959 - BAD DEBT EXPENSE	64.12		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	0.27		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	30.02		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	1.20		
05-00610-02	GREGGORY EISELE	1237 RIDGEWOOD AVE		5.25	
DISBURSEMENT --	Write Off From: 1R - RENEW AND REPLACE WATER	To: 407-0000-117-1010 - ALLOW FOR UNCO...	2.50		
	TX - TX	001-0000-117-1010 - ALLOW FOR UNCO...	0.25		
	3R - RENEW AND REPLACE SEWER	407-0000-117-1010 - ALLOW FOR UNCO...	2.50		
05-01406-04	FAUN(VACANT) BAUER - DECEASED	168 WALKER ST		90.90	9
DISBURSEMENT --	Write Off From: CAR - COLLECTION R&R	To: 407-3010-533-4959 - BAD DEBT EXPENSE	78.40		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	3.92		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	8.58		
05-04636-19	GRAINGER LHD LLC - VCT	1229 DAYTONA AVE		101.73	10
DISBURSEMENT --	Write Off From: CAFEE - COLLECTIONS FEES	To: 001-1301-513-4959 - BAD DEBT EXPENSE	4.31		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	86.20		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	11.22		

Attachment: UBPKT06059 Collection Register - UB Accounts Write Off (4962 : Uncollectible Utility and Misc Account Adjustments FY2025)

05-04708-07	BOBBY WRIGHT	1413 DAYTONA AVE		158.47	
DISBURSEMENT --	Write Off From: CAWS - COLLECTIONS WATER/SEW	To: 400-3010-533-4959 - BAD DEBT EXPENSE	135.46		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	23.01		
05-05904-09	JENNIFER(VACANT) EVANS	1220 DIXIE AVE		9.45	
DISBURSEMENT --	Write Off From: TX - TX	To: 001-0000-117-1010 - ALLOW FOR UNCO...	0.45		
	3R - RENEW AND REPLACE SEWER	407-0000-117-1010 - ALLOW FOR UNCO...	4.50		
	1R - RENEW AND REPLACE WATER	407-0000-117-1010 - ALLOW FOR UNCO...	4.50		
05-05964-13	ERICK L KING	1239 MORAVIA AVE		147.97	14
DISBURSEMENT --	Write Off From: CARF - COLLECTIONS REFUSE	To: 495-3040-534-4959 - BAD DEBT EXPENSE	46.02		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	9.60		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	91.64		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	0.71		
05-06038-03	SHANTI W CLANCY	1315 FLORENCE CT		23.78	2
DISBURSEMENT --	Write Off From: 3R - RENEW AND REPLACE SEWER	To: 407-0000-117-1010 - ALLOW FOR UNCO...	10.40		
	PN - PENALTY	400-0000-117-1010 - ALLOW FOR UNCO...	1.94		
	1R - RENEW AND REPLACE WATER	407-0000-117-1010 - ALLOW FOR UNCO...	10.40		
	TX - TX	001-0000-117-1010 - ALLOW FOR UNCO...	1.04		
05-06198-23	ELIZABETH DONOVAN	132 LPGA BLVD		71.08	7
DISBURSEMENT --	Write Off From: CAWS - COLLECTIONS WATER/SEW	To: 400-3010-533-4959 - BAD DEBT EXPENSE	22.32		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	1.80		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	46.02		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	0.94		
05-06238-08	CHERYL CANADY	160 LPGA BLVD		92.16	9
DISBURSEMENT --	Write Off From: CARF - COLLECTIONS REFUSE	To: 495-3040-534-4959 - BAD DEBT EXPENSE	23.01		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	1.60		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	66.62		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	0.93		
05-06250-06	WILLIE APPIAH	216 LPGA BLVD		1,437.60	1,43
DISBURSEMENT --	Write Off From: CAFEE - COLLECTIONS FEES	To: 001-1301-513-4959 - BAD DEBT EXPENSE	27.87		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	1330.70		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	69.03		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	10.00		
05-06544-17	JENNIFER(VACANT) FEIT	1336 HIAWATHA AVE		238.49	23
DISBURSEMENT --	Write Off From: CAWS - COLLECTIONS WATER/SEW	To: 400-3010-533-4959 - BAD DEBT EXPENSE	133.29		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	43.27		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	36.13		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	25.80		
05-06562-05	LAURA MORENO	225 14TH ST		157.75	15
DISBURSEMENT --	Write Off From: CARF - COLLECTIONS REFUSE	To: 495-3040-534-4959 - BAD DEBT EXPENSE	23.01		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	134.74		
06-02644-01	JAMES J JOHNSON - DECEASED	118 15TH ST		58.08	5
DISBURSEMENT --	Write Off From: CAR - COLLECTION R&R	To: 407-3010-533-4959 - BAD DEBT EXPENSE	4.42		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	28.44		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	1.25		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	23.97		
06-02820-06	KELLY CHEEK	1517 MORAVIA AVE		4.62	
DISBURSEMENT --	Write Off From: TX - TX	To: 001-0000-117-1010 - ALLOW FOR UNCO...	0.22		
	1R - RENEW AND REPLACE WATER	407-0000-117-1010 - ALLOW FOR UNCO...	2.20		
	3R - RENEW AND REPLACE SEWER	407-0000-117-1010 - ALLOW FOR UNCO...	2.20		
06-02884-14	PAUL P MACOMBER TRUST(VCT)	1581 MORAVIA Ave # 1/2		3.15	
DISBURSEMENT --	Write Off From: TX - TX	To: 001-0000-117-1010 - ALLOW FOR UNCO...	0.15		
	3R - RENEW AND REPLACE SEWER	407-0000-117-1010 - ALLOW FOR UNCO...	1.50		
	1R - RENEW AND REPLACE WATER	407-0000-117-1010 - ALLOW FOR UNCO...	1.50		
06-02968-05	BRADLEY G(VACANT) FISHER	160 15TH PL		289.84	28
DISBURSEMENT --	Write Off From: CAWS - COLLECTIONS WATER/SEW	To: 400-3010-533-4959 - BAD DEBT EXPENSE	40.36		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	11.88		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	237.60		
06-03250-06	EST OF VICTORIA PRIDEAU(DECEASED)	1612 FOLSOM LN		110.46	11
DISBURSEMENT --	Write Off From: PENALTY - PENALTY	To: 400-0000-117-1010 - ALLOW FOR UNCO...	12.60		
	TX - TX	001-0000-117-1010 - ALLOW FOR UNCO...	4.66		
	1R - RENEW AND REPLACE WATER	407-0000-117-1010 - ALLOW FOR UNCO...	46.60		
	3R - RENEW AND REPLACE SEWER	407-0000-117-1010 - ALLOW FOR UNCO...	46.60		

Attachment: UBPKT06059 Collection Register - UB Accounts Write Off (4962 : Uncollectible Utility and Misc Account Adjustments FY2025)

06-03816-00	GRACE BROWN	1610 RIDGE AVE		153.83	
DISBURSEMENT --	Write Off From: CAFEE - COLLECTIONS FEES	To: 001-1301-513-4959 - BAD DEBT EXPENSE	0.31		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	7.40		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	87.23		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	58.89		
06-04000-00	Mrs. HARRY HEILMAN - DECEASED	201 GRANADA ST		209.55	20
DISBURSEMENT --	Write Off From: CAR - COLLECTION R&R	To: 407-3010-533-4959 - BAD DEBT EXPENSE	19.08		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	4.07		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	106.06		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	80.34		
06-04744-00	PAUL(VACANT) SENN	1525 DAYTONA AVE		15.12	1
DISBURSEMENT --	Write Off From: 1R - RENEW AND REPLACE WATER	To: 407-0000-117-1010 - ALLOW FOR UNCO...	7.20		
	TX - TX	001-0000-117-1010 - ALLOW FOR UNCO...	0.72		
	3R - RENEW AND REPLACE SEWER	407-0000-117-1010 - ALLOW FOR UNCO...	7.20		
07-01062-20	HAROLD BLUE	1336 STATE AVE		75.37	7
DISBURSEMENT --	Write Off From: CAWS - COLLECTIONS WATER/SEW	To: 400-3010-533-4959 - BAD DEBT EXPENSE	48.23		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	23.01		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	4.13		
07-09312-04	SANDOR SCHLAFFER (VACANT)	1118 STATE AVE		1.89	
DISBURSEMENT --	Write Off From: 1R - RENEW AND REPLACE WATER	To: 407-0000-117-1010 - ALLOW FOR UNCO...	0.90		
	3R - RENEW AND REPLACE SEWER	407-0000-117-1010 - ALLOW FOR UNCO...	0.90		
	TX - TX	001-0000-117-1010 - ALLOW FOR UNCO...	0.09		
08-00748-07	ANTOLIN LUNDY	1668 RIDGEWOOD AVE		716.84	71
DISBURSEMENT --	Write Off From: CAFEE - COLLECTIONS FEES	To: 001-1301-513-4959 - BAD DEBT EXPENSE	0.28		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	137.56		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	559.60		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	19.40		
08-00830-12	TERENZIO POGGIOGALLE	1702 RIDGEWOOD AVE #K		114.18	11
DISBURSEMENT --	Write Off From: CAWS - COLLECTIONS WATER/SEW	To: 400-3010-533-4959 - BAD DEBT EXPENSE	114.18		
08-00948-13	SHANTANA GRAYSON	314 15TH ST		268.61	26
DISBURSEMENT --	Write Off From: CAFEE - COLLECTIONS FEES	To: 001-1301-513-4959 - BAD DEBT EXPENSE	0.23		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	69.03		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	190.50		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	8.85		
08-01158-03	DONALD ARRAND	1516 STATE AVE #A		20.76	2
DISBURSEMENT --	Write Off From: CC - DELINQUENT ACCOUNT FEE	To: 400-0000-117-1010 - ALLOW FOR UNCO...	20.76		
08-01160-02	SOUTHERN GOLD INDUSTRIES LLC	1516 STATE AVE #B		439.38	43
DISBURSEMENT --	Write Off From: CAR - COLLECTION R&R	To: 407-3010-533-4959 - BAD DEBT EXPENSE	15.60		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	0.71		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	285.51		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	137.56		
08-01200-05	DONALD R DEPEW - BANKRUPTCY	1526 STATE AVE #A		310.51	31
DISBURSEMENT --	Write Off From: CAWS - COLLECTIONS WATER/SEW	To: 400-3010-533-4959 - BAD DEBT EXPENSE	197.59		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	89.84		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	6.80		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	16.28		
08-01258-04	VOLUSIA DRIVE TRAIN(VACANT)	1645 STATE AVE		4.20	
DISBURSEMENT --	Write Off From: TX - TX	To: 001-0000-117-1010 - ALLOW FOR UNCO...	0.20		
	3R - RENEW AND REPLACE SEWER	407-0000-117-1010 - ALLOW FOR UNCO...	2.00		
	1R - RENEW AND REPLACE WATER	407-0000-117-1010 - ALLOW FOR UNCO...	2.00		
08-01348-09	ESPANOLA HOLDINGS LLC(VCT)	1536 ESPANOLA AVE		5.93	
DISBURSEMENT --	Write Off From: MC - MISC	To: 400-0000-117-1010 - ALLOW FOR UNCO...	5.93		
09-06926-07	PAUL S(VACANT) MEDLIN	471 3RD ST		42.35	4
DISBURSEMENT --	Write Off From: PN - PENALTY	To: 400-0000-117-1010 - ALLOW FOR UNCO...	35.99		
	1R - RENEW AND REPLACE WATER	407-0000-117-1010 - ALLOW FOR UNCO...	3.00		
	3R - RENEW AND REPLACE SEWER	407-0000-117-1010 - ALLOW FOR UNCO...	3.36		
09-06946-12	RANDY GRODI	518 3RD ST		199.22	19
DISBURSEMENT --	Write Off From: CARF - COLLECTIONS REFUSE	To: 495-3040-534-4959 - BAD DEBT EXPENSE	46.02		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	2.80		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	0.55		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	149.85		

Attachment: UBPKT06059 Collection Register - UB Accounts Write Off (4962 : Uncollectible Utility and Misc Account Adjustments FY2025)

09-06956-22	SAMUEL FANT	558 3RD ST		5.88	
DISBURSEMENT --	Write Off From: 1R - RENEW AND REPLACE WATER	To: 407-0000-117-1010 - ALLOW FOR UNCO...	2.80		
	TX - TX	001-0000-117-1010 - ALLOW FOR UNCO...	0.28		
	3R - RENEW AND REPLACE SEWER	407-0000-117-1010 - ALLOW FOR UNCO...	2.80		
09-06982-04	GEORGE R PHILLIPS SR (VACANT)	340 SUNSET AVE		9.24	
DISBURSEMENT --	Write Off From: 1R - RENEW AND REPLACE WATER	To: 407-0000-117-1010 - ALLOW FOR UNCO...	4.40		
	3R - RENEW AND REPLACE SEWER	407-0000-117-1010 - ALLOW FOR UNCO...	4.40		
	TX - TX	001-0000-117-1010 - ALLOW FOR UNCO...	0.44		
09-07002-10	CHETONIA M LEWIS	329 ELSIE AVE		153.12	15
DISBURSEMENT --	Write Off From: CAWS - COLLECTIONS WATER/SEW	To: 400-3010-533-4959 - BAD DEBT EXPENSE	115.93		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	5.80		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	26.84		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	4.55		
09-07010-02	GAGE ALLEN BUNN - BANKRUPTCY	340 ELSIE AVE		63.55	6
DISBURSEMENT --	Write Off From: CAWS - COLLECTIONS WATER/SEW	To: 400-3010-533-4959 - BAD DEBT EXPENSE	40.54		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	23.01		
09-07016-01	MARY JEAN(VACANT) MCGUIRE	350 ELSIE AVE		6.30	
DISBURSEMENT --	Write Off From: TX - TX	To: 001-0000-117-1010 - ALLOW FOR UNCO...	0.30		
	1R - RENEW AND REPLACE WATER	407-0000-117-1010 - ALLOW FOR UNCO...	3.00		
	3R - RENEW AND REPLACE SEWER	407-0000-117-1010 - ALLOW FOR UNCO...	3.00		
09-07030-15	DOROTHY ANNA HALEY	404 ELSIE AVE		10.08	1
DISBURSEMENT --	Write Off From: MC - MISC	To: 400-0000-117-1010 - ALLOW FOR UNCO...	6.09		
	TX - TX	001-0000-117-1010 - ALLOW FOR UNCO...	0.19		
	1R - RENEW AND REPLACE WATER	407-0000-117-1010 - ALLOW FOR UNCO...	1.90		
	3R - RENEW AND REPLACE SEWER	407-0000-117-1010 - ALLOW FOR UNCO...	1.90		
09-07058-13	LYNN SMITH	446 ELSIE AVE		187.31	18
DISBURSEMENT --	Write Off From: CARF - COLLECTIONS REFUSE	To: 495-3040-534-4959 - BAD DEBT EXPENSE	46.02		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	1.20		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	0.24		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	139.85		
09-07060-06	CHRISTA PEREZ	447 ELSIE AVE		28.72	2
DISBURSEMENT --	Write Off From: PN - PENALTY	To: 400-0000-117-1010 - ALLOW FOR UNCO...	22.74		
	47 - REFUSE BULK	495-0000-117-1010 - ALLOW FOR UNCO...	5.98		
09-07066-20	NAOMI MOORE	451 ELSIE AVE		47.84	4
DISBURSEMENT --	Write Off From: CC - DELINQUENT ACCOUNT FEE	To: 400-0000-117-1010 - ALLOW FOR UNCO...	25.00		
	47 - REFUSE BULK	495-0000-117-1010 - ALLOW FOR UNCO...	22.84		
09-07132-12	JONAS TRINIDAD	363 DOROTHY AVE		6.93	
DISBURSEMENT --	Write Off From: 3R - RENEW AND REPLACE SEWER	To: 407-0000-117-1010 - ALLOW FOR UNCO...	3.60		
	1R - RENEW AND REPLACE WATER	407-0000-117-1010 - ALLOW FOR UNCO...	3.30		
	TX - TX	001-0000-117-1010 - ALLOW FOR UNCO...	0.03		
09-07190-01	CHARLES DAVIS	506 DOROTHY AVE		5.46	
DISBURSEMENT --	Write Off From: 1R - RENEW AND REPLACE WATER	To: 407-0000-117-1010 - ALLOW FOR UNCO...	2.60		
	TX - TX	001-0000-117-1010 - ALLOW FOR UNCO...	0.26		
	3R - RENEW AND REPLACE SEWER	407-0000-117-1010 - ALLOW FOR UNCO...	2.60		
09-07190-03	KATELYN HOLLAND	506 DOROTHY AVE		240.08	24
DISBURSEMENT --	Write Off From: CAFEE - COLLECTIONS FEES	To: 001-1301-513-4959 - BAD DEBT EXPENSE	0.47		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	46.02		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	2.40		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	191.19		
09-07228-16	RAYMOND L HOLT JR	243 STRAWBERRY LN		542.06	54
DISBURSEMENT --	Write Off From: CAWS - COLLECTIONS WATER/SEW	To: 400-3010-533-4959 - BAD DEBT EXPENSE	463.86		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	0.97		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	8.20		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	69.03		
09-07268-16	LISA LINARES	302 HOPKINS RD #B		73.01	7
DISBURSEMENT --	Write Off From: CAWS - COLLECTIONS WATER/SEW	To: 400-3010-533-4959 - BAD DEBT EXPENSE	50.00		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	23.01		

Attachment: UBPKT06059 Collection Register - UB Accounts Write Off (4962 : Uncollectible Utility and Misc Account Adjustments FY2025)

09-07788-00	ANN RAE WILKS	305 HOPKINS RD		82.72	
DISBURSEMENT --	Write Off From: CAWS - COLLECTIONS WATER/SEW	To: 400-3010-533-4959 - BAD DEBT EXPENSE	37.43		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	9.90		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	2.03		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	33.36		
09-07912-04	PATRICK DAUGHERTY	606 COMMERCIAL DR		20.37	2
DISBURSEMENT --	Write Off From: 1R - RENEW AND REPLACE WATER	To: 407-0000-117-1010 - ALLOW FOR UNCO...	9.70		
	3R - RENEW AND REPLACE SEWER	407-0000-117-1010 - ALLOW FOR UNCO...	9.70		
	TX - TX	001-0000-117-1010 - ALLOW FOR UNCO...	0.97		
09-08122-03	ARCHIE SEVERSON - DECEASED	312 HOPKINS RD		52.42	5
DISBURSEMENT --	Write Off From: CAR - COLLECTION R&R	To: 407-3010-533-4959 - BAD DEBT EXPENSE	44.80		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	5.38		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	2.24		
09-09616-16	GUSTEF(VCT) NELSON	495 6TH ST		353.29	35
DISBURSEMENT --	Write Off From: CAR - COLLECTION R&R	To: 407-3010-533-4959 - BAD DEBT EXPENSE	13.00		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	0.19		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	248.06		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	92.04		
09-09648-14	ROBERT ROUSE	529 6TH ST		207.35	20
DISBURSEMENT --	Write Off From: CARF - COLLECTIONS REFUSE	To: 495-3040-534-4959 - BAD DEBT EXPENSE	46.02		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	1.93		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	155.00		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	4.40		
09-09732-09	SHILU R(VACANT) DODANI	563 6TH ST		1.89	
DISBURSEMENT --	Write Off From: 1R - RENEW AND REPLACE WATER	To: 407-0000-117-1010 - ALLOW FOR UNCO...	0.59		
	3R - RENEW AND REPLACE SEWER	407-0000-117-1010 - ALLOW FOR UNCO...	1.30		
09-10332-10	FELIPE VALENCIA (VACANTP)	615 CENTER Ave		36.76	3
DISBURSEMENT --	Write Off From: CAFEE - COLLECTIONS FEES	To: 001-1301-513-4959 - BAD DEBT EXPENSE	36.76		
09-10948-00	DONALD GONZALEZ - DECEASED	535 8TH ST		95.01	9
DISBURSEMENT --	Write Off From: CAFEE - COLLECTIONS FEES	To: 001-1301-513-4959 - BAD DEBT EXPENSE	3.15		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	25.01		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	60.85		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	6.00		
09-11138-15	TAQUEENA L BRASWELL	811 GROVE AVE		206.96	20
DISBURSEMENT --	Write Off From: CAFEE - COLLECTIONS FEES	To: 001-1301-513-4959 - BAD DEBT EXPENSE	1.00		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	203.16		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	2.80		
09-11152-05	NEFY FUENTES	819 GROVE AVE		51.43	5
DISBURSEMENT --	Write Off From: CAWS - COLLECTIONS WATER/SEW	To: 400-3010-533-4959 - BAD DEBT EXPENSE	51.43		
09-11164-07	BRITTANY ODIO	829 GROVE AVE		253.97	25
DISBURSEMENT --	Write Off From: CAWS - COLLECTIONS WATER/SEW	To: 400-3010-533-4959 - BAD DEBT EXPENSE	249.17		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	2.80		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	2.00		
09-11204-05	WALTER BENJAMIN GOODE - DECEASED	823 ORANGE AVE		121.19	12
DISBURSEMENT --	Write Off From: CAFEE - COLLECTIONS FEES	To: 001-1301-513-4959 - BAD DEBT EXPENSE	3.04		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	50.02		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	11.40		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	56.73		
09-11260-02	SHARON CROW	847 JASMINE AVE		7.56	
DISBURSEMENT --	Write Off From: 1R - RENEW AND REPLACE WATER	To: 407-0000-117-1010 - ALLOW FOR UNCO...	3.60		
	3R - RENEW AND REPLACE SEWER	407-0000-117-1010 - ALLOW FOR UNCO...	3.60		
	TX - TX	001-0000-117-1010 - ALLOW FOR UNCO...	0.36		
09-11286-00	LUCILLE KITTRELL	605 MARLENE DR		39.26	3
DISBURSEMENT --	Write Off From: TX - TX	To: 001-0000-117-1010 - ALLOW FOR UNCO...	0.67		
	07 - WATER	400-0000-117-1010 - ALLOW FOR UNCO...	5.00		
	1R - RENEW AND REPLACE WATER	407-0000-117-1010 - ALLOW FOR UNCO...	1.70		
	47 - REFUSE BULK	495-0000-117-1010 - ALLOW FOR UNCO...	23.01		
	57 - SEWER	400-0000-117-1010 - ALLOW FOR UNCO...	7.18		
	3R - RENEW AND REPLACE SEWER	407-0000-117-1010 - ALLOW FOR UNCO...	1.70		

Attachment: UBPKT06059 Collection Register - UB Accounts Write Off (4962 : Uncollectible Utility and Misc Account Adjustments FY2025)

09-11392-13	DEBRA JOHNSTON	924 OLEANDER AVE		215.87	
DISBURSEMENT --	Write Off From: CAWS - COLLECTIONS WATER/SEW	To: 400-3010-533-4959 - BAD DEBT EXPENSE	181.72		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	23.01		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	4.60		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	6.54		
09-11676-09	AWILDA VEGA	9 WILLIAM DR		151.27	15
DISBURSEMENT --	Write Off From: CAFEE - COLLECTIONS FEES	To: 001-1301-513-4959 - BAD DEBT EXPENSE	0.24		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	1.20		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	46.02		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	103.81		
09-11722-03	DALE CONEGIA - DECEASED	562 10TH ST		152.95	15
DISBURSEMENT --	Write Off From: CARF - COLLECTIONS REFUSE	To: 495-3040-534-4959 - BAD DEBT EXPENSE	16.29		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	6.16		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	125.21		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	5.29		
10-02092-01	RICHARD L TAYLOR - DECEASED	1006 GREAT OAKS DR		72.29	7
DISBURSEMENT --	Write Off From: CARF - COLLECTIONS REFUSE	To: 495-3040-534-4959 - BAD DEBT EXPENSE	44.66		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	21.54		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	4.96		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	1.13		
10-02098-01	THOMAS ARNOLD OLLIS	1009 GREAT OAKS DR		80.67	8
DISBURSEMENT --	Write Off From: CARF - COLLECTIONS REFUSE	To: 495-3040-534-4959 - BAD DEBT EXPENSE	23.01		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	57.66		
10-07406-12	LUIS A SANTOS MANRRIQUE	602 6TH ST		331.60	33
DISBURSEMENT --	Write Off From: CAR - COLLECTION R&R	To: 407-3010-533-4959 - BAD DEBT EXPENSE	1.40		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	283.26		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	46.02		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	0.92		
10-07440-07	MICHAELA ROSE(VACANT) MESSINA	652 6TH ST		2.54	
DISBURSEMENT --	Write Off From: PN - PENALTY	To: 400-0000-117-1010 - ALLOW FOR UNCO...	2.54		
10-07540-03	JACQUELINE R EST(VCT) GRAY- DECEASED	611 BAY AVE		184.07	18
DISBURSEMENT --	Write Off From: PN - PENALTY	To: 400-0000-117-1010 - ALLOW FOR UNCO...	5.12		
	3R - RENEW AND REPLACE SEWER	407-0000-117-1010 - ALLOW FOR UNCO...	77.50		
	PENALTY - PENALTY	400-0000-117-1010 - ALLOW FOR UNCO...	16.20		
	TX - TX	001-0000-117-1010 - ALLOW FOR UNCO...	7.75		
	1R - RENEW AND REPLACE WATER	407-0000-117-1010 - ALLOW FOR UNCO...	77.50		
10-07558-08	JERI MCCOY - DECEASED	607 CEDAR AVE		591.58	59
DISBURSEMENT --	Write Off From: CARF - COLLECTIONS REFUSE	To: 495-3040-534-4959 - BAD DEBT EXPENSE	98.01		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	42.06		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	16.76		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	434.75		
10-07628-10	INFRARED PRODUTIONS	602 FERN AVE		266.76	26
DISBURSEMENT --	Write Off From: CAFEE - COLLECTIONS FEES	To: 001-1301-513-4959 - BAD DEBT EXPENSE	1.15		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	79.42		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	7.60		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	178.59		
10-07632-08	SRPERFORMANCE	604 FERN AVE		43.23	4
DISBURSEMENT --	Write Off From: CC - DELINQUENT ACCOUNT FEE	To: 400-0000-117-1010 - ALLOW FOR UNCO...	25.00		
	42 - REFUSE	495-0000-117-1010 - ALLOW FOR UNCO...	18.23		
10-07642-06	MVP ECOMMERCE GROUP LLC	610 FERN AVE		4,024.77	4,02
DISBURSEMENT --	Write Off From: CAWS - COLLECTIONS WATER/SEW	To: 400-3010-533-4959 - BAD DEBT EXPENSE	717.82		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	3297.60		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	8.80		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	0.55		
10-08088-02	ANTHONY D(VACANT) SHEETS	606 GLADIOLA AVE		9.87	
DISBURSEMENT --	Write Off From: TX - TX	To: 001-0000-117-1010 - ALLOW FOR UNCO...	0.47		
	3R - RENEW AND REPLACE SEWER	407-0000-117-1010 - ALLOW FOR UNCO...	4.70		
	1R - RENEW AND REPLACE WATER	407-0000-117-1010 - ALLOW FOR UNCO...	4.70		

Attachment: UBPKT06059 Collection Register - UB Accounts Write Off (4962 : Uncollectible Utility and Misc Account Adjustments FY2025)

10-08102-04	ANNIE (VACANT) EVANS	609 GLADIOLA AVE		383.87	
DISBURSEMENT --	Write Off From: CAFEE - COLLECTIONS FEES	To: 001-1301-513-4959 - BAD DEBT EXPENSE	9.17		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	129.00		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	71.58		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	174.12		
10-08102-05	SAMUELK(VACANT) DARBY	609 GLADIOLA AVE		6.72	
DISBURSEMENT --	Write Off From: TX - TX	To: 001-0000-117-1010 - ALLOW FOR UNCO...	0.32		
	1R - RENEW AND REPLACE WATER	407-0000-117-1010 - ALLOW FOR UNCO...	3.20		
	3R - RENEW AND REPLACE SEWER	407-0000-117-1010 - ALLOW FOR UNCO...	3.20		
10-08170-14	MARIA J SANCHEZ - DECEASED	808 CATHERINE AVE		194.88	19
DISBURSEMENT --	Write Off From: CAWS - COLLECTIONS WATER/SEW	To: 400-3010-533-4959 - BAD DEBT EXPENSE	118.46		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	58.65		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	4.71		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	13.06		
10-08392-05	DIANA JOSEPH-VANDOORN	629 WINSTON DR		7.19	
DISBURSEMENT --	Write Off From: 47 - REFUSE BULK	To: 495-0000-117-1010 - ALLOW FOR UNCO...	7.19		
10-08394-12	NICKIESHA MICHAEL FRANCIS	630 WINSTON DR		171.33	17
DISBURSEMENT --	Write Off From: CAWS - COLLECTIONS WATER/SEW	To: 400-3010-533-4959 - BAD DEBT EXPENSE	119.08		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	46.02		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	5.20		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	1.03		
10-08438-13	LUIS GONZALEZ	828 LAKEWOOD DR #B		170.17	17
DISBURSEMENT --	Write Off From: CAFEE - COLLECTIONS FEES	To: 001-1301-513-4959 - BAD DEBT EXPENSE	0.28		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	46.02		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	1.40		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	122.47		
10-08500-16	TIMOTHY ROBERTS SR	640 8TH ST #229		520.39	52
DISBURSEMENT --	Write Off From: CAWS - COLLECTIONS WATER/SEW	To: 400-3010-533-4959 - BAD DEBT EXPENSE	520.39		
10-08608-05	JASON STANDRIDGE	626 3RD ST		15.00	1
DISBURSEMENT --	Write Off From: CC - DELINQUENT ACCOUNT FEE	To: 400-0000-117-1010 - ALLOW FOR UNCO...	15.00		
10-08744-01	JONATHAN M BERKLEIGH - DECEASED	293 GIBBONS AVE		93.03	9
DISBURSEMENT --	Write Off From: CARF - COLLECTIONS REFUSE	To: 495-3040-534-4959 - BAD DEBT EXPENSE	25.01		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	1.56		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	7.00		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	59.46		
10-09084-08	GERTRUDE TOWNSEND	293 EDDIE AVE		30.14	3
DISBURSEMENT --	Write Off From: 47 - REFUSE BULK	To: 495-0000-117-1010 - ALLOW FOR UNCO...	23.01		
	57 - SEWER	400-0000-117-1010 - ALLOW FOR UNCO...	7.13		
10-09098-00	MARCUS CHANCEY	298 EDDIE AVE		663.17	66
DISBURSEMENT --	Write Off From: CARF - COLLECTIONS REFUSE	To: 495-3040-534-4959 - BAD DEBT EXPENSE	69.03		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	574.34		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	6.40		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	13.40		
10-09160-12	SAMMIE BIZZELL JR	319 CAVANAH DR #A		70.22	7
DISBURSEMENT --	Write Off From: CAWS - COLLECTIONS WATER/SEW	To: 400-3010-533-4959 - BAD DEBT EXPENSE	35.27		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	29.74		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	1.21		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	4.00		
10-09168-18	BESSIE LEE SLOSS	319 CAVANAH DR #C		314.35	31
DISBURSEMENT --	Write Off From: CARF - COLLECTIONS REFUSE	To: 495-3040-534-4959 - BAD DEBT EXPENSE	69.03		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	228.53		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	0.79		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	16.00		
10-09204-19	LUCIA CERRUTI	323 CAVANAH DR #D		4.66	
DISBURSEMENT --	Write Off From: 47 - REFUSE BULK	To: 495-0000-117-1010 - ALLOW FOR UNCO...	4.66		
10-09314-20	MELODY ANN SROUFE	669 8TH ST		2,591.34	2,59
DISBURSEMENT --	Write Off From: CARF - COLLECTIONS REFUSE	To: 495-3040-534-4959 - BAD DEBT EXPENSE	92.04		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	13.60		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	2481.57		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	4.13		

Attachment: UBPKT06059 Collection Register - UB Accounts Write Off (4962 : Uncollectible Utility and Misc Account Adjustments FY2025)

10-09484-04	WILMINGTON SAVINGS FUND(VCT)	8 RONNIE CIR		240.00	
DISBURSEMENT --	Write Off From: CAWS - COLLECTIONS WATER/SEW	To: 400-3010-533-4959 - BAD DEBT EXPENSE	65.59		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	166.76		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	7.65		
10-09882-13	JOHNATHAN L DUKES	849 CATHERINE AVE		6.41	
DISBURSEMENT --	Write Off From: CC - DELINQUENT ACCOUNT FEE	To: 400-0000-117-1010 - ALLOW FOR UNCO...	6.41		
10-09932-18	LONNA MATASKA	911 CATHERINE AVE		41.34	4
DISBURSEMENT --	Write Off From: 1R - RENEW AND REPLACE WATER	To: 407-0000-117-1010 - ALLOW FOR UNCO...	3.50		
	57 - SEWER	400-0000-117-1010 - ALLOW FOR UNCO...	18.04		
	TX - TX	001-0000-117-1010 - ALLOW FOR UNCO...	1.80		
	3R - RENEW AND REPLACE SEWER	407-0000-117-1010 - ALLOW FOR UNCO...	3.50		
	07 - WATER	400-0000-117-1010 - ALLOW FOR UNCO...	14.50		
10-09938-20	PRIT MAHENDRA AMIN	919 CATHERINE AVE		50.49	5
DISBURSEMENT --	Write Off From: CAR - COLLECTION R&R	To: 407-3010-533-4959 - BAD DEBT EXPENSE	2.20		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	47.87		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	0.42		
10-10134-09	IFIXCRACKEDSCREENS LLC.	1555 N NOVA RD		60.13	6
DISBURSEMENT --	Write Off From: CAR - COLLECTION R&R	To: 407-3010-533-4959 - BAD DEBT EXPENSE	1.60		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	58.21		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	0.32		
10-10880-06	NEIGHBORHOOD ADVANCE TAX LLC	1565 N NOVA RD		1.61	
DISBURSEMENT --	Write Off From: 42 - REFUSE	To: 495-0000-117-1010 - ALLOW FOR UNCO...	1.61		
10-11558-05	CHRISTOPHER M (VCT) LOWRIE	998 CENTER Ave		62.63	6
DISBURSEMENT --	Write Off From: CAFEE - COLLECTIONS FEES	To: 001-1301-513-4959 - BAD DEBT EXPENSE	2.63		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	7.40		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	52.60		
10-11562-18	LASHAWNDA ALLEN	1024 CENTER Ave		155.48	15
DISBURSEMENT --	Write Off From: CAR - COLLECTION R&R	To: 407-3010-533-4959 - BAD DEBT EXPENSE	1.00		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	0.20		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	108.26		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	46.02		
10-14232-08	ANGELA DREHER	1017 GRAND HICKORY CIR		15.22	1
DISBURSEMENT --	Write Off From: CC - DELINQUENT ACCOUNT FEE	To: 400-0000-117-1010 - ALLOW FOR UNCO...	15.22		
11-01028-22	GUASTAVINO VERONICA	1565 GARDEN AVE		178.04	17
DISBURSEMENT --	Write Off From: CAWS - COLLECTIONS WATER/SEW	To: 400-3010-533-4959 - BAD DEBT EXPENSE	127.17		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	3.00		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	46.02		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	1.85		
11-06278-03	JASON V CORNWELL	1543 CENTER Ave		60.20	6
DISBURSEMENT --	Write Off From: CARF - COLLECTIONS REFUSE	To: 495-3040-534-4959 - BAD DEBT EXPENSE	38.09		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	17.08		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	0.83		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	4.20		
11-08934-17	OKEMA HARGROVE	1141 POWERS AVE		94.32	9
DISBURSEMENT --	Write Off From: CAWS - COLLECTIONS WATER/SEW	To: 400-3010-533-4959 - BAD DEBT EXPENSE	71.31		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	23.01		
11-08934-20	PASSION GRAHAM	1141 POWERS AVE		221.57	22
DISBURSEMENT --	Write Off From: CARF - COLLECTIONS REFUSE	To: 495-3040-534-4959 - BAD DEBT EXPENSE	23.01		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	198.56		
11-08942-00	JOANN M SCHOO	1145 POWERS AVE		79.71	7
DISBURSEMENT --	Write Off From: CAR - COLLECTION R&R	To: 407-3010-533-4959 - BAD DEBT EXPENSE	1.20		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	41.39		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	0.24		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	36.88		
11-08948-06	LISA MARIE(VCT) HUFFMAN	1151 POWERS AVE		6.72	
DISBURSEMENT --	Write Off From: 1R - RENEW AND REPLACE WATER	To: 407-0000-117-1010 - ALLOW FOR UNCO...	3.20		
	3R - RENEW AND REPLACE SEWER	407-0000-117-1010 - ALLOW FOR UNCO...	3.20		
	TX - TX	001-0000-117-1010 - ALLOW FOR UNCO...	0.32		

Attachment: UBPKT06059 Collection Register - UB Accounts Write Off (4962 : Uncollectible Utility and Misc Account Adjustments FY2025)

11-09486-02	EVA(VACANT) DIXON	1134 GRAHAM AVE		303.51	
DISBURSEMENT --	Write Off From: CAR - COLLECTION R&R	To: 407-3010-533-4959 - BAD DEBT EXPENSE	248.60		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	12.43		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	42.48		
11-09578-22	THE SANDCASTLES(VACANT)	1236 GRAHAM Ave # 1/2		5.04	
DISBURSEMENT --	Write Off From: TX - TX	To: 001-0000-117-1010 - ALLOW FOR UNCO...	0.24		
	3R - RENEW AND REPLACE SEWER	407-0000-117-1010 - ALLOW FOR UNCO...	2.40		
	1R - RENEW AND REPLACE WATER	407-0000-117-1010 - ALLOW FOR UNCO...	2.40		
11-09582-22	BENNY WILLIAMSON	1238 GRAHAM AVE		130.95	13
DISBURSEMENT --	Write Off From: CAR - COLLECTION R&R	To: 407-3010-533-4959 - BAD DEBT EXPENSE	6.00		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	0.99		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	46.02		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	77.94		
11-09582-25	THE SANDCASTLES(VACANT)	1238 GRAHAM AVE		5.67	
DISBURSEMENT --	Write Off From: 3R - RENEW AND REPLACE SEWER	To: 407-0000-117-1010 - ALLOW FOR UNCO...	2.70		
	1R - RENEW AND REPLACE WATER	407-0000-117-1010 - ALLOW FOR UNCO...	2.70		
	TX - TX	001-0000-117-1010 - ALLOW FOR UNCO...	0.27		
11-09794-06	LOUIS M (VACANT) BLANK	1350 JARECKI AVE		3.36	
DISBURSEMENT --	Write Off From: 1R - RENEW AND REPLACE WATER	To: 407-0000-117-1010 - ALLOW FOR UNCO...	1.60		
	3R - RENEW AND REPLACE SEWER	407-0000-117-1010 - ALLOW FOR UNCO...	1.60		
	TX - TX	001-0000-117-1010 - ALLOW FOR UNCO...	0.16		
11-09802-00	BOBBY E MILLER - DECEASED	1357 JARECKI AVE		124.52	12
DISBURSEMENT --	Write Off From: 3R - RENEW AND REPLACE SEWER	To: 407-0000-117-1010 - ALLOW FOR UNCO...	4.83		
	SW - SEWER	400-0000-117-1010 - ALLOW FOR UNCO...	30.86		
	1R - RENEW AND REPLACE WATER	407-0000-117-1010 - ALLOW FOR UNCO...	4.83		
	42 - REFUSE	495-0000-117-1010 - ALLOW FOR UNCO...	45.13		
	TX - TX	001-0000-117-1010 - ALLOW FOR UNCO...	2.94		
	PENALTY - PENALTY	400-0000-117-1010 - ALLOW FOR UNCO...	11.39		
	07 - WATER	400-0000-117-1010 - ALLOW FOR UNCO...	24.54		
11-10012-03	LINDSEY(VACANT) MCLAUGHLIN	535 EAGLE DR		300.01	30
DISBURSEMENT --	Write Off From: CAFEE - COLLECTIONS FEES	To: 001-1301-513-4959 - BAD DEBT EXPENSE	12.36		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	40.45		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	247.20		
11-10402-12	CASSANDRA ROBERTS	511 WALKER ST		238.20	23
DISBURSEMENT --	Write Off From: CAR - COLLECTION R&R	To: 407-3010-533-4959 - BAD DEBT EXPENSE	3.60		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	28.67		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	7.72		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	198.21		
11-10508-02	RUTH SMITH	1616 TUSCALOOSA AVE		53.11	5
DISBURSEMENT --	Write Off From: CAWS - COLLECTIONS WATER/SEW	To: 400-3010-533-4959 - BAD DEBT EXPENSE	30.10		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	23.01		
11-10662-05	AARON L(VACANT) CROWE	1561 MOBILE AVE		38.07	3
DISBURSEMENT --	Write Off From: 3R - RENEW AND REPLACE SEWER	To: 407-0000-117-1010 - ALLOW FOR UNCO...	16.70		
	PN - PENALTY	400-0000-117-1010 - ALLOW FOR UNCO...	3.00		
	TX - TX	001-0000-117-1010 - ALLOW FOR UNCO...	1.67		
	1R - RENEW AND REPLACE WATER	407-0000-117-1010 - ALLOW FOR UNCO...	16.70		
11-10700-01	RICHARD A(VCT) MURDOCK - DECEASED	520 PEACOCK RD		774.55	77
DISBURSEMENT --	Write Off From: CAWS - COLLECTIONS WATER/SEW	To: 400-3010-533-4959 - BAD DEBT EXPENSE	299.00		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	271.80		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	184.08		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	19.67		
11-10734-13	SHARNASIA MCLENDON	553 PEACOCK RD		2.94	
DISBURSEMENT --	Write Off From: 1R - RENEW AND REPLACE WATER	To: 407-0000-117-1010 - ALLOW FOR UNCO...	1.44		
	3R - RENEW AND REPLACE SEWER	407-0000-117-1010 - ALLOW FOR UNCO...	1.50		
11-10994-00	MELENIA BLACKMAN	918 KINGSPORT CT		161.65	16
DISBURSEMENT --	Write Off From: CARF - COLLECTIONS REFUSE	To: 495-3040-534-4959 - BAD DEBT EXPENSE	54.65		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	98.85		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	0.35		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	7.80		

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11-12154-04	MARK O'STEEN PERFORMANCE	1111 ENTERPRISE CT #F		121.39	
DISBURSEMENT --	Write Off From: CAR - COLLECTION R&R	To: 407-3010-533-4959 - BAD DEBT EXPENSE	1.60		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	118.64		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	1.15		
11-12318-13	JUAN GONZALEZ	535 15TH ST		3.14	
DISBURSEMENT --	Write Off From: CC - DELINQUENT ACCOUNT FEE	To: 400-0000-117-1010 - ALLOW FOR UNCO...	3.14		
11-12324-08	REALTY CENTER(VCT)	596 15TH ST		5.67	
DISBURSEMENT --	Write Off From: MC - MISC	To: 400-0000-117-1010 - ALLOW FOR UNCO...	3.99		
	3R - RENEW AND REPLACE SEWER	407-0000-117-1010 - ALLOW FOR UNCO...	0.80		
	1R - RENEW AND REPLACE WATER	407-0000-117-1010 - ALLOW FOR UNCO...	0.80		
	TX - TX	001-0000-117-1010 - ALLOW FOR UNCO...	0.08		
12-03628-03	CALVIN D EDEN - DECEASED	1000 WALKER ST #348		99.74	
DISBURSEMENT --	Write Off From: CAR - COLLECTION R&R	To: 407-3010-533-4959 - BAD DEBT EXPENSE	12.84		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	2.87		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	84.03		
12-03794-03	MARY E BEERS - DECEASED	1000 WALKER ST #365		64.95	
DISBURSEMENT --	Write Off From: CAFEE - COLLECTIONS FEES	To: 001-1301-513-4959 - BAD DEBT EXPENSE	2.78		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	51.37		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	10.80		
12-04056-00	LORRAINE BUCKLES	1000 WALKER ST #374		127.04	
DISBURSEMENT --	Write Off From: CAFEE - COLLECTIONS FEES	To: 001-1301-513-4959 - BAD DEBT EXPENSE	3.26		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	109.78		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	14.00		
12-04096-03	RONALD M FEUER	1000 WALKER ST #379		168.21	
DISBURSEMENT --	Write Off From: CAR - COLLECTION R&R	To: 407-3010-533-4959 - BAD DEBT EXPENSE	7.80		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	160.06		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	0.35		
12-04844-06	CHRISTINE REAM	1000 WALKER ST # 71		106.86	
DISBURSEMENT --	Write Off From: CAWS - COLLECTIONS WATER/SEW	To: 400-3010-533-4959 - BAD DEBT EXPENSE	92.71		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	13.80		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	0.35		
12-04952-09	NANCY CABO	1000 WALKER ST # 94		1,392.10	
DISBURSEMENT --	Write Off From: CAFEE - COLLECTIONS FEES	To: 001-1301-513-4959 - BAD DEBT EXPENSE	0.93		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	19.60		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	1371.57		
12-04952-10	JOHNY HOLT - DECEASED	1000 WALKER ST # 94		145.79	
DISBURSEMENT --	Write Off From: CAFEE - COLLECTIONS FEES	To: 001-1301-513-4959 - BAD DEBT EXPENSE	6.56		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	127.65		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	11.58		
12-05002-04	SUN COMMUNITIES OPER LM	1000 WALKER ST #104		8.82	
DISBURSEMENT --	Write Off From: TX - TX	To: 001-0000-117-1010 - ALLOW FOR UNCO...	0.42		
	3R - RENEW AND REPLACE SEWER	407-0000-117-1010 - ALLOW FOR UNCO...	4.20		
	1R - RENEW AND REPLACE WATER	407-0000-117-1010 - ALLOW FOR UNCO...	4.20		
12-05266-02	GAY MARSH	1000 WALKER ST #139		19.91	
DISBURSEMENT --	Write Off From: CC - DELINQUENT ACCOUNT FEE	To: 400-0000-117-1010 - ALLOW FOR UNCO...	19.91		
12-05308-01	SHEILA A FARR	1000 WALKER ST #144		7.36	
DISBURSEMENT --	Write Off From: 57 - SEWER	To: 400-0000-117-1010 - ALLOW FOR UNCO...	7.36		
12-05436-00	SUSAN GOSA	1000 WALKER ST #165		46.72	
DISBURSEMENT --	Write Off From: 3R - RENEW AND REPLACE SEWER	To: 407-0000-117-1010 - ALLOW FOR UNCO...	0.80		
	CC - DELINQUENT ACCOUNT FEE	400-0000-117-1010 - ALLOW FOR UNCO...	25.00		
	07 - WATER	400-0000-117-1010 - ALLOW FOR UNCO...	2.35		
	TX - TX	001-0000-117-1010 - ALLOW FOR UNCO...	0.32		
	PN - PENALTY	400-0000-117-1010 - ALLOW FOR UNCO...	4.91		
	57 - SEWER	400-0000-117-1010 - ALLOW FOR UNCO...	12.54		
	1R - RENEW AND REPLACE WATER	407-0000-117-1010 - ALLOW FOR UNCO...	0.80		
12-05442-06	CARR JORITA	1000 WALKER ST #167		76.31	
DISBURSEMENT --	Write Off From: CAWS - COLLECTIONS WATER/SEW	To: 400-3010-533-4959 - BAD DEBT EXPENSE	76.31		

Attachment: UBPKT06059 Collection Register - UB Accounts Write Off (4962 : Uncollectible Utility and Misc Account Adjustments FY2025)

12-05632-01	PATRICIA L MUCCI	1000 WALKER ST #192		36.35	
DISBURSEMENT --	Write Off From: 1R - RENEW AND REPLACE WATER	To: 407-0000-117-1010 - ALLOW FOR UNCO...	0.80		
	TX - TX	001-0000-117-1010 - ALLOW FOR UNCO...	0.32		
	57 - SEWER	400-0000-117-1010 - ALLOW FOR UNCO...	3.38		
	3R - RENEW AND REPLACE SEWER	407-0000-117-1010 - ALLOW FOR UNCO...	0.80		
	PN - PENALTY	400-0000-117-1010 - ALLOW FOR UNCO...	3.70		
	07 - WATER	400-0000-117-1010 - ALLOW FOR UNCO...	2.35		
	CC - DELINQUENT ACCOUNT FEE	400-0000-117-1010 - ALLOW FOR UNCO...	25.00		
12-05872-01	LARRY M THOMAS	1000 WALKER ST #221		172.47	17
DISBURSEMENT --	Write Off From: CAWS - COLLECTIONS WATER/SEW	To: 400-3010-533-4959 - BAD DEBT EXPENSE	158.67		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	13.80		
13-02180-20	KENNETH GIAQUINTO - DECEASED	585 FLOMICH ST		66.27	6
DISBURSEMENT --	Write Off From: CAR - COLLECTION R&R	To: 407-3010-533-4959 - BAD DEBT EXPENSE	1.40		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	64.58		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	0.29		
13-02200-18	ANQUENETTE L ADAMS	593 FLOMICH ST		102.62	10
DISBURSEMENT --	Write Off From: CAWS - COLLECTIONS WATER/SEW	To: 400-3010-533-4959 - BAD DEBT EXPENSE	100.13		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	1.60		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	0.89		
13-02262-08	MISHU (VACANT) KOHLI	1597 REVERE LN		3.36	
DISBURSEMENT --	Write Off From: 3R - RENEW AND REPLACE SEWER	To: 407-0000-117-1010 - ALLOW FOR UNCO...	1.60		
	1R - RENEW AND REPLACE WATER	407-0000-117-1010 - ALLOW FOR UNCO...	1.60		
	TX - TX	001-0000-117-1010 - ALLOW FOR UNCO...	0.16		
13-02304-04	HERMAN RAY STEVENS - DECEASED	1584 REVERE LN		61.68	6
DISBURSEMENT --	Write Off From: CAFEE - COLLECTIONS FEES	To: 001-1301-513-4959 - BAD DEBT EXPENSE	0.33		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	1.60		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	59.75		
13-02324-01	RENDA C(VACANT) NOLL	703 FLOMICH ST		6.72	
DISBURSEMENT --	Write Off From: 1R - RENEW AND REPLACE WATER	To: 407-0000-117-1010 - ALLOW FOR UNCO...	3.20		
	TX - TX	001-0000-117-1010 - ALLOW FOR UNCO...	0.32		
	3R - RENEW AND REPLACE SEWER	407-0000-117-1010 - ALLOW FOR UNCO...	3.20		
13-02526-01	SLAVIN. JOHN JR EST(VCT)	1524 FRANKLIN CIR		2.73	
DISBURSEMENT --	Write Off From: TX - TX	To: 001-0000-117-1010 - ALLOW FOR UNCO...	0.13		
	3R - RENEW AND REPLACE SEWER	407-0000-117-1010 - ALLOW FOR UNCO...	1.30		
	1R - RENEW AND REPLACE WATER	407-0000-117-1010 - ALLOW FOR UNCO...	1.30		
13-02550-12	MELISSA SUE HARRIS	1534 FRANKLIN CIR		179.73	17
DISBURSEMENT --	Write Off From: CAWS - COLLECTIONS WATER/SEW	To: 400-3010-533-4959 - BAD DEBT EXPENSE	171.81		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	7.60		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	0.32		
13-02562-03	LORISA DENISE WILLIAMS PERRY	1538 FRANKLIN CIR		44.75	4
DISBURSEMENT --	Write Off From: 57 - SEWER	To: 400-0000-117-1010 - ALLOW FOR UNCO...	29.37		
	07 - WATER	400-0000-117-1010 - ALLOW FOR UNCO...	15.38		
13-02674-09	CAROL(VACANT) SERLE	1504 HERITAGE LN		28.17	2
DISBURSEMENT --	Write Off From: 1R - RENEW AND REPLACE WATER	To: 407-0000-117-1010 - ALLOW FOR UNCO...	6.30		
	PN - PENALTY	400-0000-117-1010 - ALLOW FOR UNCO...	2.97		
	3R - RENEW AND REPLACE SEWER	407-0000-117-1010 - ALLOW FOR UNCO...	6.30		
	MC - MISC	400-0000-117-1010 - ALLOW FOR UNCO...	11.97		
	TX - TX	001-0000-117-1010 - ALLOW FOR UNCO...	0.63		
13-02946-00	FRANCIS CULLEN - DECEASED	1201 CHARTER OAKS CIR		96.46	9
DISBURSEMENT --	Write Off From: CAR - COLLECTION R&R	To: 407-3010-533-4959 - BAD DEBT EXPENSE	7.80		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	0.35		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	88.31		
13-03056-04	THOMAS EVERSOLE	1591 BIRMINGHAM AVE		473.95	47
DISBURSEMENT --	Write Off From: CARF - COLLECTIONS REFUSE	To: 495-3040-534-4959 - BAD DEBT EXPENSE	106.34		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	12.20		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	351.83		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	3.58		

Attachment: UBPKT06059 Collection Register - UB Accounts Write Off (4962 : Uncollectible Utility and Misc Account Adjustments FY2025)

13-03060-14	GYORGY LABORC	1640 SPRING GARDEN CT		34.54	
DISBURSEMENT --	Write Off From: 1R - RENEW AND REPLACE WATER	To: 407-0000-117-1010 - ALLOW FOR UNCO...	8.40		
	TX - TX	001-0000-117-1010 - ALLOW FOR UNCO...	0.84		
	MC - MISC	400-0000-117-1010 - ALLOW FOR UNCO...	14.70		
	3R - RENEW AND REPLACE SEWER	407-0000-117-1010 - ALLOW FOR UNCO...	8.40		
	PN - PENALTY	400-0000-117-1010 - ALLOW FOR UNCO...	2.20		
13-03060-15	FEDERAL NATL MORT. ASSOC (VCT)	1640 SPRING GARDEN CT		9.24	
DISBURSEMENT --	Write Off From: TX - TX	To: 001-0000-117-1010 - ALLOW FOR UNCO...	0.44		
	3R - RENEW AND REPLACE SEWER	407-0000-117-1010 - ALLOW FOR UNCO...	4.40		
	1R - RENEW AND REPLACE WATER	407-0000-117-1010 - ALLOW FOR UNCO...	4.40		
13-03088-09	GIGI LARSON	1611 BIRMINGHAM AVE		107.00	10
DISBURSEMENT --	Write Off From: CAR - COLLECTION R&R	To: 407-3010-533-4959 - BAD DEBT EXPENSE	1.60		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	67.43		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	0.32		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	37.65		
13-03214-04	NELLIE WHITT	1708 BIRMINGHAM AVE		686.28	68
DISBURSEMENT --	Write Off From: CAWS - COLLECTIONS WATER/SEW	To: 400-3010-533-4959 - BAD DEBT EXPENSE	608.18		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	7.20		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	1.87		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	69.03		
13-03216-12	JEFFERY CLARK	1681 SPRING GARDEN CT		35.28	3
DISBURSEMENT --	Write Off From: CC - DELINQUENT ACCOUNT FEE	To: 400-0000-117-1010 - ALLOW FOR UNCO...	25.00		
	57 - SEWER	400-0000-117-1010 - ALLOW FOR UNCO...	10.28		
13-03406-13	MARKALA J OMAN	1599 MONTGOMERY AVE		220.60	22
DISBURSEMENT --	Write Off From: CARF - COLLECTIONS REFUSE	To: 495-3040-534-4959 - BAD DEBT EXPENSE	33.74		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	1.60		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	3.90		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	181.36		
13-03418-00	FREDERICK H BLICH - DECEASED	1600 MONTGOMERY AVE		115.90	11
DISBURSEMENT --	Write Off From: CAFEE - COLLECTIONS FEES	To: 001-1301-513-4959 - BAD DEBT EXPENSE	2.50		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	47.65		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	10.70		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	55.05		
13-03652-01	BETTY DRIGGERS NORRIS - DECEASED	1583 SELMA AVE		596.86	59
DISBURSEMENT --	Write Off From: CARF - COLLECTIONS REFUSE	To: 495-3040-534-4959 - BAD DEBT EXPENSE	98.12		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	19.74		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	457.61		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	21.39		
13-04526-07	SAMANTHA CHAMBERS	1583 SUNSET LN #A		148.97	14
DISBURSEMENT --	Write Off From: CAFEE - COLLECTIONS FEES	To: 001-1301-513-4959 - BAD DEBT EXPENSE	0.67		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	3.40		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	98.88		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	46.02		
13-05518-21	MURRAY SCHOTT (VACANT)	634 LPGA BLVD #A		6.93	
DISBURSEMENT --	Write Off From: TX - TX	To: 001-0000-117-1010 - ALLOW FOR UNCO...	0.33		
	1R - RENEW AND REPLACE WATER	407-0000-117-1010 - ALLOW FOR UNCO...	3.30		
	3R - RENEW AND REPLACE SEWER	407-0000-117-1010 - ALLOW FOR UNCO...	3.30		
13-05570-12	HENRY CAULEY - DECEASED	636 LPGA BLVD #B		308.12	30
DISBURSEMENT --	Write Off From: CAR - COLLECTION R&R	To: 407-3010-533-4959 - BAD DEBT EXPENSE	18.77		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	99.95		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	6.64		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	182.76		
13-06640-00	WANDA REGISTER	623 UNABELLE AVE		128.85	12
DISBURSEMENT --	Write Off From: CARF - COLLECTIONS REFUSE	To: 495-3040-534-4959 - BAD DEBT EXPENSE	46.02		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	79.88		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	2.00		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	0.95		
13-07142-07	JARED HARDWICK	1609 N NOVA RD #D		100.82	10
DISBURSEMENT --	Write Off From: CAFEE - COLLECTIONS FEES	To: 001-1301-513-4959 - BAD DEBT EXPENSE	0.47		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	91.95		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	8.40		

Attachment: UBPKT06059 Collection Register - UB Accounts Write Off (4962 : Uncollectible Utility and Misc Account Adjustments FY2025)

13-07722-04	BRIANNA HILLMAN	110 CAMINO CIR		10.47	
DISBURSEMENT --	Write Off From: CC - DELINQUENT ACCOUNT FEE	To: 400-0000-117-1010 - ALLOW FOR UNCO...	10.47		
13-10792-00	FRANCES MICHELS	1594 ANNISTON AVE		57.56	57.56
DISBURSEMENT --	Write Off From: CARF - COLLECTIONS REFUSE	To: 495-3040-534-4959 - BAD DEBT EXPENSE	23.01		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	32.16		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	0.39		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	2.00		
13-10804-02	ROBERT PESIRI (VACANT)	1621 ANNISTON AVE		253.19	25
DISBURSEMENT --	Write Off From: CAR - COLLECTION R&R	To: 407-3010-533-4959 - BAD DEBT EXPENSE	193.60		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	48.42		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	11.17		
13-10816-02	ANGELINE M GELENIUS - DECEASED	1626 ANNISTON AVE		50.56	5(
DISBURSEMENT --	Write Off From: CARF - COLLECTIONS REFUSE	To: 495-3040-534-4959 - BAD DEBT EXPENSE	18.23		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	28.20		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	2.87		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	1.26		
13-11016-07	MICHAEL D ERICKSON	911 ROYAL OAK CT		5.01	
DISBURSEMENT --	Write Off From: CC - DELINQUENT ACCOUNT FEE	To: 400-0000-117-1010 - ALLOW FOR UNCO...	5.01		
13-11056-00	GLEN NOLAN	1595 SHERRIS LN		133.46	13
DISBURSEMENT --	Write Off From: CAWS - COLLECTIONS WATER/SEW	To: 400-3010-533-4959 - BAD DEBT EXPENSE	80.00		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	0.24		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	46.02		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	7.20		
13-11056-01	MICHAEL C(VACANT) NOLAN	1595 SHERRIS LN		5.85	
DISBURSEMENT --	Write Off From: 1R - RENEW AND REPLACE WATER	To: 407-0000-117-1010 - ALLOW FOR UNCO...	2.85		
	3R - RENEW AND REPLACE SEWER	407-0000-117-1010 - ALLOW FOR UNCO...	3.00		
13-13116-05	JOSEPH HONTZ	14 TIMBER TRL		194.60	19
DISBURSEMENT --	Write Off From: CAWS - COLLECTIONS WATER/SEW	To: 400-3010-533-4959 - BAD DEBT EXPENSE	146.09		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	46.02		
	CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	0.89		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	1.60		
13-13674-09	NOVA COMM PROPERTY COA(STMWTR)	1757 N NOVA RD #101A		9,305.73	9,30
DISBURSEMENT --	Write Off From: CAWS - COLLECTIONS WATER/SEW	To: 400-3010-533-4959 - BAD DEBT EXPENSE	502.42		
	CAST - COLLECTIONS STORMWATEI	460-3080-538-4959 - BAD DEBT EXPENSE	8803.31		
13-14550-03	SHANTREL PATRICE BROWN	940 15TH ST #101		91.32	9
DISBURSEMENT --	Write Off From: CAFEE - COLLECTIONS FEES	To: 001-1301-513-4959 - BAD DEBT EXPENSE	0.75		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	86.77		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	3.80		
13-14584-13	PHILLIP WREN	944 15TH ST #101		7.98	
DISBURSEMENT --	Write Off From: 1R - RENEW AND REPLACE WATER	To: 407-0000-117-1010 - ALLOW FOR UNCO...	3.80		
	TX - TX	001-0000-117-1010 - ALLOW FOR UNCO...	0.38		
	3R - RENEW AND REPLACE SEWER	407-0000-117-1010 - ALLOW FOR UNCO...	3.80		
13-14796-05	DARYL DAVIS	1575 MEGAN BAY CIR		95.72	9
DISBURSEMENT --	Write Off From: CAFEE - COLLECTIONS FEES	To: 001-1301-513-4959 - BAD DEBT EXPENSE	2.66		
	CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	4.80		
	CAWS - COLLECTIONS WATER/SEW	400-3010-533-4959 - BAD DEBT EXPENSE	65.25		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	23.01		
13-14800-08	JMMM LLC (VACANT)	1579 MEGAN BAY CIR		11.13	1
DISBURSEMENT --	Write Off From: TX - TX	To: 001-0000-117-1010 - ALLOW FOR UNCO...	0.53		
	1R - RENEW AND REPLACE WATER	407-0000-117-1010 - ALLOW FOR UNCO...	5.30		
	3R - RENEW AND REPLACE SEWER	407-0000-117-1010 - ALLOW FOR UNCO...	5.30		
13-14930-04	JAE CHOI	1025 ALABAMA AVE		19.30	19
DISBURSEMENT --	Write Off From: 47 - REFUSE BULK	To: 495-0000-117-1010 - ALLOW FOR UNCO...	19.30		
14-13152-03	ORMOND REPAIR CENTER(BUCHANAN)	1137 S NOVA RD		1,213.24	1,21
DISBURSEMENT --	Write Off From: CAWS - COLLECTIONS WATER/SEW	To: 400-3010-533-4959 - BAD DEBT EXPENSE	282.09		
	CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	931.15		

** NOTE: The Current Acct. Balance does not include pending payments.

Totals: 44,30

Attachment: UBPKT06059 Collection Register - UB Accounts Write Off (4962 : Uncollectible Utility and Misc Account Adjustments FY2025)

Excluded

Account #	Name	Site Address	Reason	Tot Amou
13-14612-13	FRANCOIS MONTINAT	946 15TH ST #202	Account Balances outside Min/Max range	0.0
			Totals:	0.0

Write Off Summar

Move from Revenue Code	Move to Revenue Code or GL Account	Total Amount
TX - TX	001-0000-117-1010 - ALLOW FOR UNCOLL ACCTS	35.91
42 - REFUSE	495-0000-117-1010 - ALLOW FOR UNCOLL ACCTS	78.12
CAST - COLLECTIONS STORMWATER	460-3080-538-4959 - BAD DEBT EXPENSE	8803.31
CAR - COLLECTION R&R	407-3010-533-4959 - BAD DEBT EXPENSE	2496.59
3R - RENEW AND REPLACE SEWER	407-0000-117-1010 - ALLOW FOR UNCOLL ACCTS	325.69
1R - RENEW AND REPLACE WATER	407-0000-117-1010 - ALLOW FOR UNCOLL ACCTS	324.11
CAWS - COLLECTIONS WATER/SEWER	400-3010-533-4959 - BAD DEBT EXPENSE	22459.06
47 - REFUSE BULK	495-0000-117-1010 - ALLOW FOR UNCOLL ACCTS	145.16
PENALTY - PENALTY	400-0000-117-1010 - ALLOW FOR UNCOLL ACCTS	49.01
07 - WATER	400-0000-117-1010 - ALLOW FOR UNCOLL ACCTS	65.97
CC - DELINQUENT ACCOUNT FEE	400-0000-117-1010 - ALLOW FOR UNCOLL ACCTS	245.92
57 - SEWER	400-0000-117-1010 - ALLOW FOR UNCOLL ACCTS	114.47
MC - MISC	400-0000-117-1010 - ALLOW FOR UNCOLL ACCTS	45.83
SW - SEWER	400-0000-117-1010 - ALLOW FOR UNCOLL ACCTS	30.86
CAFEE - COLLECTIONS FEES	001-1301-513-4959 - BAD DEBT EXPENSE	388.38
PN - PENALTY	400-0000-117-1010 - ALLOW FOR UNCOLL ACCTS	101.23
CARF - COLLECTIONS REFUSE	495-3040-534-4959 - BAD DEBT EXPENSE	8598.38
	Total:	44308.00

General Ledger Distributio

GL Posting Date: 08/31/202

Fund	Account Number	Account Description		Total Amount	IFT
001 - GENERAL FUND					
	001-0000-115-1045	ACCOUNTS RECEIVABLE / WATER UTILI		-35.91	
	001-0000-117-1010	ALLOW FOR UNCOLL ACCTS		-352.47	
	001-1301-513-4959	BAD DEBT EXPENSE		388.38	
			Fund Total:	0.00	
400 - WATER & SEWER FUND					
	400-0000-115-1010	ACCOUNTS RECEIVABLE		-653.29	
	400-0000-117-1010	ALLOW FOR UNCOLL ACCTS		-21805.77	
	400-3010-533-4959	BAD DEBT EXPENSE		22459.06	
			Fund Total:	0.00	
407 - PROPRIETARY R&R FUND					
	407-0000-115-1010	ACCOUNTS RECEIVABLE		-649.80	
	407-0000-117-1010	ALLOW FOR UNCOLL ACCTS		-1846.79	
	407-3010-533-4959	BAD DEBT EXPENSE		2496.59	
			Fund Total:	0.00	
460 - STORMWATER FUND					
	460-0000-117-1010	ALLOW FOR UNCOLL ACCTS		-8803.31	
	460-3080-538-4959	BAD DEBT EXPENSE		8803.31	
			Fund Total:	0.00	
495 - SOLID WASTE ENTERPRISE					
	495-0000-115-1010	ACCOUNTS RECEIVABLE		-223.28	
	495-0000-117-1010	ALLOW FOR UNCOLL ACCTS		-8375.10	
	495-3040-534-4959	BAD DEBT EXPENSE		8598.38	
			Fund Total:	0.00	
			Distribution Total:	0.00	

Attachment: UBPKT06059 Collection Register - UB Accounts Write Off (4962 : Uncollectible Utility and Misc Account Adjustments FY2025)

HOLLY HILL FLORIDA Holly Hill, FL

Collection R

Ordered by: Invoice Num

Packet: ARPKT01133 - NEP 083125 WRITE OFF AS OF 083125

Collection Detail

Invoice Number	Account Number	Name	Mailing Address	Service Address	Collection Amount	Last Payment Date
INV00020	**15350**	**DAYTONA HAWK**	**92 SOUTHWIND DR**	**1116 RIDGEWOOD AVE**	**225.00**	
DISBURSEMENT - Collections From: MISC TRSF FUND 001 - TRANSFER GF		To: 001-1301-513-4959 - BAD DEBT EXPENSE		225.00		
INV00023	**15370**	**GREEN, SETH**	**111 ROBIE LANE**		**291.61**	
DISBURSEMENT - Collections From: MISC TRSF FUND 001 - TRANSFER GF		To: 001-1301-513-4959 - BAD DEBT EXPENSE		291.61		
INV00026	**15460**	**90 DEGREES SPORTS BAR & GRILL**	**144 RIDGEWOOD**		**200.00**	
DISBURSEMENT - Collections From: MISC TRSF FUND 001 - TRANSFER GF		To: 001-1301-513-4959 - BAD DEBT EXPENSE		200.00		
INV00031	**15830**	**ROBINSON, OPHELIA MARIAN**	**1032 GREAT OAKS DR**		**465.50**	
DISBURSEMENT - Collections From: MISC TRSF FUND 001 - TRANSFER GF		To: 001-1301-513-4959 - BAD DEBT EXPENSE		465.50		
INV00032	**15910**	**PREFERRED PREMIUM PROPERTIES**	**125 BRAZILIAN AVE**		**680.25**	
DISBURSEMENT - Collections From: MISC TRSF FUND 001 - TRANSFER GF		To: 001-1301-513-4959 - BAD DEBT EXPENSE		680.25		
INV00040	**16440**	**ATLANTIC SCUBA**	**330 WALKER STREET**		**50.00**	
DISBURSEMENT - Collections From: MISC TRSF FUND 001 - TRANSFER GF		To: 001-1301-513-4959 - BAD DEBT EXPENSE		50.00		
INV00041	**16450**	**ADVANCED AUTO PARTS#9265**	**PO BOX 2710**	**1511 N NOVA RD**	**125.00**	
DISBURSEMENT - Collections From: MISC TRSF FUND 001 - TRANSFER GF		To: 001-1301-513-4959 - BAD DEBT EXPENSE		125.00		
INV00047	**16570**	**ARTHUR, LORETTA WASICK**	**PO BOX 11183**		**50.00**	
DISBURSEMENT - Collections From: MISC TRSF FUND 001 - TRANSFER GF		To: 001-1301-513-4959 - BAD DEBT EXPENSE		50.00		
INV00148	**16450**	**ADVANCED AUTO PARTS#9265**	**PO BOX 2710**	**1511 N NOVA RD**	**75.00**	
DISBURSEMENT - Collections From: FAL - FALSE ALARM		To: 001-1301-513-4959 - BAD DEBT EXPENSE		75.00		
INV00161	**15830**	**ROBINSON, OPHELIA MARIAN**	**1032 GREAT OAKS DR**		**50.00**	
DISBURSEMENT - Collections From: FAL - FALSE ALARM		To: 001-1301-513-4959 - BAD DEBT EXPENSE		50.00		
INV00443	**16450**	**ADVANCED AUTO PARTS#9265**	**PO BOX 2710**	**1511 N NOVA RD**	**75.00**	
DISBURSEMENT - Collections From: FAL - FALSE ALARM		To: 001-1301-513-4959 - BAD DEBT EXPENSE		75.00		
INV00510	**16450**	**ADVANCED AUTO PARTS#9265**	**PO BOX 2710**	**1511 N NOVA RD**	**50.00**	
DISBURSEMENT - Collections From: FAL - FALSE ALARM		To: 001-1301-513-4959 - BAD DEBT EXPENSE		50.00		
INV00514	**16570**	**ARTHUR, LORETTA WASICK**	**PO BOX 11183**		**50.00**	
DISBURSEMENT - Collections From: FAL - FALSE ALARM		To: 001-1301-513-4959 - BAD DEBT EXPENSE		50.00		
INV00565	**00146**	**HERTZ LOC EDT MS#2(BANKRUPTCY)**	**PO BOX 182590 MS#2**	**1557 N NOVA RD**	**125.00**	
DISBURSEMENT - Collections From: FAL - FALSE ALARM		To: 001-1301-513-4959 - BAD DEBT EXPENSE		75.00		
DISBURSEMENT - Collections From: FAL - FALSE ALARM		To: 001-1301-513-4959 - BAD DEBT EXPENSE		50.00		
INV00629	**00146**	**HERTZ LOC EDT MS#2(BANKRUPTCY)**	**PO BOX 182590 MS#2**	**1557 N NOVA RD**	**200.00**	
DISBURSEMENT - Collections From: FAL - FALSE ALARM		To: 001-1301-513-4959 - BAD DEBT EXPENSE		100.00		
DISBURSEMENT - Collections From: FAL - FALSE ALARM		To: 001-1301-513-4959 - BAD DEBT EXPENSE		100.00		

Attachment: ARPKT 01133 Collection Register - AR Accounts Write Off (4962 : Uncollectible Utility and

Collection Detail

Invoice Number	Account Number	Name	Mailing Address	Service Address	Collection Amount	Last Payment Date
INV00638	**16450**	**ADVANCED AUTO PARTS#9265**	**PO BOX 2710**	**1511 N NOVA RD**	**50.00**	
DISBURSEMENT - Collections From: FAL - FALSE ALARM		To: 001-1301-513-4959 - BAD DEBT EXPENSE		50.00		
INV00693	**16450**	**ADVANCED AUTO PARTS#9265**	**PO BOX 2710**	**1511 N NOVA RD**	**75.00**	
DISBURSEMENT - Collections From: FAL - FALSE ALARM		To: 001-1301-513-4959 - BAD DEBT EXPENSE		75.00		
INV01329	**00152**	**WEEKS, DAREN Z**	**3885 CR 304**		**4.20**	
DISBURSEMENT - Collections From: LIFE INSURANCE - LIFE INSURANCE		To: 001-1301-513-4959 - BAD DEBT EXPENSE		4.20		
INV01518	**00146**	**HERTZ LOC EDT MS#2(BANKRUPTCY)**	**PO BOX 182590 MS#2**	**1557 N NOVA RD**	**75.00**	
DISBURSEMENT - Collections From: FAL - FALSE ALARM		To: 001-1301-513-4959 - BAD DEBT EXPENSE		75.00		
INV02678	**00278**	**JONES, ANTHONY T**	**724 WESTMORELAND ROAD**		**210.73**	
DISBURSEMENT - Collections From: EMPLOYEE AR - EMPLOYEE AR		To: 001-1301-513-4959 - BAD DEBT EXPENSE		210.73		
INV02807	**00287**	**BAILEY, MELINDA**	**120 CAROLINA LAKE DR #207**		**48.69**	
DISBURSEMENT - Collections From: MISC AR - MISC AR		To: 001-1301-513-4959 - BAD DEBT EXPENSE		48.69		
				Total:	**3,175.98**	

Exclude

Invoice Number	Account Number	Name	Mailing Address	Reason
INV00036	16140	UNITED RENTALS	1472 N NOVA RD	NOT FOR WRITE OFF.
INV00692	15580	FOUNTAINHEAD DEVELOPERS	1200 SYNERGY WY	NOT FOR WRITE OFF.
INV01681	00189	HAMMOND, SHERRI	1625 ANNISTON AVE	NOT FOR WRITE OFF.
INV01714	00189	HAMMOND, SHERRI	1625 ANNISTON AVE	NOT FOR WRITE OFF.
INV01880	00189	HAMMOND, SHERRI	1625 ANNISTON AVE	NOT FOR WRITE OFF.
INV01930	00189	HAMMOND, SHERRI	1625 ANNISTON AVE	NOT FOR WRITE OFF.
INV01963	00189	HAMMOND, SHERRI	1625 ANNISTON AVE	NOT FOR WRITE OFF.
INV02077	00189	HAMMOND, SHERRI	1625 ANNISTON AVE	NOT FOR WRITE OFF.
INV02189	00189	HAMMOND, SHERRI	1625 ANNISTON AVE	NOT FOR WRITE OFF.
INV02299	00189	HAMMOND, SHERRI	1625 ANNISTON AVE	NOT FOR WRITE OFF.
INV02301	00247	YOUNG, SHANTE	716 GROVE AV	NOT FOR WRITE OFF.
INV02306	15580	FOUNTAINHEAD DEVELOPERS	1200 SYNERGY WY	NOT FOR WRITE OFF.
INV02367	00189	HAMMOND, SHERRI	1625 ANNISTON AVE	NOT FOR WRITE OFF.
INV02467	00189	HAMMOND, SHERRI	1625 ANNISTON AVE	NOT FOR WRITE OFF.
INV02496	00189	HAMMOND, SHERRI	1625 ANNISTON AVE	NOT FOR WRITE OFF.
INV02677	00277	LAKE BELLE LLC	PO BOX 189	NOT FOR WRITE OFF.
INV02733	00247	YOUNG, SHANTE	716 GROVE AV	NOT FOR WRITE OFF.
INV02791	00167	RIVIERA ASSISTED LIVING LLC	1825 RIDGEWOOD AVE	NOT FOR WRITE OFF.
INV02796	00147	METRO HEALTH HOLLY HILL	1852 RIDGEWOOD AVE	NOT FOR WRITE OFF.
INV02801	00277	LAKE BELLE LLC	PO BOX 189	NOT FOR WRITE OFF.
INV02802	00277	LAKE BELLE LLC	PO BOX 189	NOT FOR WRITE OFF.
INV02863	00242	DIAMOND LEVEL SERVICE	1584 RIVERSIDE DR	NOT FOR WRITE OFF.
INV02868	00277	LAKE BELLE LLC	PO BOX 189	NOT FOR WRITE OFF.
INV02871	00247	YOUNG, SHANTE	716 GROVE AV	NOT FOR WRITE OFF.

Attachment: ARPKT 01133 Collection Register - AR Accounts Write Off (4962 : Uncollectible Utility and

Excluded

Invoice Number	Account Number	Name	Mailing Address	Reason
INV02878	00242	DIAMOND LEVEL SERVICE	1584 RIVERSIDE DR	NOT FOR WRITE OFF.
INV02989	00150	CEDAR OAKS SENIOR HOUSING	2335 N BANK DR	NOT FOR WRITE OFF.
INV02990	00300	TOLAH INTERNATIONAL FOOD	1609 N NOVA RD	NOT FOR WRITE OFF.
INV02992	00291	INSPEC SOLUTIONS	330 CARSWELL AVE	NOT FOR WRITE OFF.
INV02996	00285	KOHR MOTORSPORTS	606 COMMERCIAL DR	NOT FOR WRITE OFF.
INV03001	00301	CARLSON, SHANE	PO BOX 1766	NOT FOR WRITE OFF.
INV03005	00167	RIVIERA ASSISTED LIVING LLC	1825 RIDGEWOOD AVE	NOT FOR WRITE OFF.
INV03006	00150	CEDAR OAKS SENIOR HOUSING	2335 N BANK DR	NOT FOR WRITE OFF.
INV03008	00300	TOLAH INTERNATIONAL FOOD	1609 N NOVA RD	NOT FOR WRITE OFF.
INV03011	16320	RIDENOW POWERSPORTS DAYTONA	450 RIDGEWOOD AVE	NOT FOR WRITE OFF.
INV03012	08710	FL DEPT OF TRANSPORTATION	1650 N. KEPLER RD	NOT FOR WRITE OFF.
INV03065	00286	PARKER MYNCHENBERG & ASSOC.	1729 RIDGEWOOD AVENUE	NOT FOR WRITE OFF.
INV03074	08150	BATES, DENNIS	6250 LAKE WINONA ROAD	NOT FOR WRITE OFF.
INV03091	13230	SKIVER, MICHAEL	1620 MONTGOMERY AVE	NOT FOR WRITE OFF.
INV03106	13420	WORDE, SUSAN	38 ACCLIAM AT LIONSPAW	NOT FOR WRITE OFF.
INV03117	00167	RIVIERA ASSISTED LIVING LLC	1825 RIDGEWOOD AVE	NOT FOR WRITE OFF.
INV03118	00247	YOUNG, SHANTE	716 GROVE AV	NOT FOR WRITE OFF.
INV03119	10030	TRADEMARK METALS RECYCLING LLC	402 3RD STREET	NOT FOR WRITE OFF.
INV03120	00242	DIAMOND LEVEL SERVICE	1584 RIVERSIDE DR	NOT FOR WRITE OFF.
INV03121	13900	GLE SCRAP METAL	407 FLOMICH STREET	NOT FOR WRITE OFF.
INV03122	00306	MELISSA, RHODES MARY & SPENCER	1520 MORAVIA AVENUE	NOT FOR WRITE OFF.
INV03123	00136	PICTONA	1060 RIDGEWOOD AVE	NOT FOR WRITE OFF
INV03124	12940	DOLLAR GENERAL STORE 11501	100 MISSION RIDGE	NOT FOR WRITE OFF.

Collection Summa

Move From Revenue code	Write Off To GL Account	Total Amount
EMPLOYEE AR - EMPLOYEE AR	001-1301-513-4959 - BAD DEBT EXPENSE	210.73
FAL - FALSE ALARM	001-1301-513-4959 - BAD DEBT EXPENSE	825.00
LIFE INSURANCE - LIFE INSURANCE	001-1301-513-4959 - BAD DEBT EXPENSE	4.20
MISC AR - MISC AR	001-1301-513-4959 - BAD DEBT EXPENSE	48.69
MISC TRSF FUND 001 - TRANSFER GF MISC AR BEG	001-1301-513-4959 - BAD DEBT EXPENSE	2,087.36
	Total:	3,175.98

General Ledger Distributi

Posting Date: 08/31/2

	Account Number	Account Name	Posting Amount	IFT
Fund:	001 - GENERAL FUND			
	001-0000-115-1030	MISC RECEIVABLE	-3,175.98	
	001-1301-513-4959	BAD DEBT EXPENSE	3,175.98	
		001 Total:	0.00	
		Distribution Total:	0.00	

Attachment: ARPKT 01133 Collection Register - AR Accounts Write Off (4962 : Uncollectible Utility and

HOLLY HILL
FLORIDA

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Agenda Item

MEETING DATE: **September 23, 2025**
FROM: **Michele Moore**
SUBJECT: **Package Insurance Policy Renewal for FY2026**
NUMBER: **(ID # 4959)**
APPLICANT:
PLANNER:

DISCUSSION:

The City's agent, Brown & Brown, solicited renewals of all lines of coverage from our carrier Preferred Governmental Insurance Trust. This item updates the Commission on the City of Holly Hill's property, liability, automobile, workers compensation, public official's, and AD&D insurance renewal premiums as solicited by our broker. The total annual cost is $637,463.02 which is an increase of $8,087 over last year's cost of $629,376.02. This is a 1.285% increase.

FISCAL ANALYSIS:

These premiums have been budgeted as part of the Fiscal Year 2025-2026 budget.

STAFF RECOMMENDATION:

Staff recommends approval of all lines of coverage from our carrier.

COMMISSION GOAL:

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

MOTION:

MOTION TO APPROVE ALL LINES OF INSURANCE COVERAGE FROM THE CITY'S INSURANCE CARRIER PREFERRED GOVERNMENTAL INSURANCE TRUST AND TO AUTHORIZE THE CITY MANAGER TO EXECUTE ALL REQUIRED COVERAGE DOCUMENTS.

- 2025 Insurance Renewals Summary Page (PDF)
- Brown and Brown FY25_26 Insurance Proposal (PDF)

SUMMARY OF PROPOSED PREMIUMS & RELATED INFORMATION

Exposures:	2024 Renewal:	2025 Renewal:
Property Values	$ 57,755,795	$ 61,966,368
Inland Marine Values	$ 1,515,902	$ 1,764,148
Vehicle / Motorcycle / Trailer Units	76/0/11	84/0/8
Employee Count - Liability - FT	121	120
Employee Count - Liability - PT	3	2
Volunteers (Police)	6	6
Payroll - Liability / Work Comp	$ 6,879,163	$ 7,726,792
Experience Modifier	$ 0.91	$ 0.99

Premiums:	2024 Renewal:	2025 Renewal:
Package Includes:		
Property	$ 311,398.00	$ 305,320.00
Inland Marine	$ 3,472.00	$ 3,929.00
Crime	$ 1,271.00	$ 1,271.00
General Liability / Cyber Liability	$ 44,088.00	$ 47,217.00
Law Enforcement Liability	$ 29,712.00	$ 31,709.00
Public Officials and Employment Practices Liability	$ 31,357.00	$ 33,337.00
Cyber	$ 6,649.00	$ 7,314.00
Automobile - Libaility - $1M	$ 25,775.00	$ 30,374.00
Automobile - Physical Damage	$ 19,508.00	$ 21,877.00
Fees / Surcharges / Taxes	N/A	N/A
Workers Compensation	$ 151,489.00	$ 150,702.00
Expense Constant	$ 160.00	$ 160.00
Accidental Death / Dismemberment - Each Installment	$ 1,445.00	$ 1,201.00
Crime LEO Pension - Each Installment	$ 3,052.02	$ 3,052.02
Total Premiums	***$ 629,376.02***	***$ 637,463.02***

Attachment: 2025 Insurance Renewals Summary Page (4959 : Package Insurance Policy for FY 2026)

CITY OF HOLLY HILL

INSURANCE PROPOSAL

Effective: 10/1/2025 – 10/1/2026

Presented By:

Don Sciotto, ARM, CRIS, CCIP, RCM
Senior Vice President

Brianna Rossi
Client Account Executive

Timothy S. Smith, CLCS
Senior Marketing Analyst

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

This proposal contains only a general description of the coverage(s) and does not constitute a policy/contract. For complete policy information, including exclusions, limitations, and conditions, refer to the policy document. In the event of any differences between the policy and this summary, the policy will prevail.

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

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All coverages, forms and limits are presented strictly for the purpose of this proposal and do not constitute an insurance policy or contract.

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

CLIENT SERVICE TEAM

PRODUCER	Don Sciotto, ARM, CRIS, CCIP, RCM Senior Vice President
Email	Don.Sciotto@bbrown.com
Phone	(386) 239-5755
CLIENT ACCOUNT EXECUTIVE	Brianna Rossi
Email	Brianna.Rossi@bbrown.com
Phone	(386) 267-8940
CLAIMS ANALYST	Jessica Adjemian
Email	Jessica.Adjemian@bbrown.com
Phone	(386) 333-6060
MAIN OFFICE PHONE	(386) 252-9601
TOLL FREE OFFICE PHONE	(800) 877-2769

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

Preferred Governmental Insurance Trust
Excess Insurance Structure

To protect members of the fund from large losses and to protect the financial security of the fund, the *Preferred* Governmental Insurance Trust (*Preferred*) board of trustees has elected to purchase an extremely conservative excess of loss insurance structure. We stress *Preferred*'s excess of loss structure because an excess structure provides *Preferred* members several levels of protection that reinsurance does not.

Foremost among these is the fact that *Preferred*'s excess of loss policies list every individual member as a named insured, giving every member direct access to the insurance company for payment of claims. Reinsurers are only responsible to the trust itself. Therefore, if a trust became financially troubled, there is no guarantee from an insurance company that any individual claim will be paid or even that a reimbursement will go towards the originating claim.

Preferred is a non-assessable Trust authorized under Florida Statue and is not rated by AM Best. *Preferred* is not protected by the Florida Guarantee Association in the event it becomes unable to meet its claims payment obligations. *Preferred* members are not constrained by notice requirements or punitive run-off claims costs to exit. *Preferred* is a non-admitted pool in the state of Florida.

PRU – Public Risk Underwriters

Public Risk Underwriters, as part of Brown & Brown, Inc., is one of the premier insurance service organizations for public entities in the United States. Our exclusive focus and in-depth understanding of the unique risk exposures and operating environment of the public sector allows us to tailor customized products and services to meet our clients' needs.

PGCS – *Preferred* Governmental Claim Solutions

PGCS is dedicated to exclusively serving Florida governmental agencies. PGCS administers and closely controls all claims from start to finish. This team of full-time, licensed adjusters understands federal laws and state statutes governing actions against public entities. A toll-free telephone number is provided to facilitate reporting of claims

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

Preferred Governmental Insurance Trust
Municipality Excess Insurance Structure 25-26

Statutory Limits	All Property Insured by Trust $375,000,000 Total Limit				Higher Limits Available $1,000,000 Per Occurrence Limit			
Arch Insurance Company	Combined $225,000,000 Umbrella Sublimits Including: $225,000,000 Earth Movement $225,000,000 Flood	$100,000,000	$2,000,000	$1,000,000				
$1,000,000 Fortegra Specialty	Aspen, Canopius, Chubb, Convex, Fidelis, Houston, Ironshore, Lancashire Lexington, Lloyds, RSUI, StarStone, Endurance, SwissRe, Velocity, Westfield	Travelers	Indian Harbor Insurance Co.	Lloyds	Princeton Excess & Surplus Lines Insurance Co.	Princeton Excess & Surplus Lines Insurance Co.	Princeton Excess & Surplus Lines Insurance Co.	Princeton Excess & Surplus Lines Insurance Co.
$1,000,000 Retention	Combined $150,000,000 Primary Sublimits Including: $100,000,000 for each IM, BI, EE $150,000,000 Earth Movement $150,000,000 Flood Ace, AWAC, Beazley, Berkshire, Convex, Fidelis, Houston, Lexington Lloyds, Markel, Princeton, RSUI, Starr, StarStone, Endurance, SwissRe, Westfield		$250,000 Retention		$500,000 Retention	$500,000 Retention	$500,000 Retention	$500,000 Retention
	$25,000 AOP	$25,000		$10,000 Retention				
Workers' Compensation	Property Inland Marine and Automobile PD	Equipment Breakdown	Cyber Liability	Active Assailant	Automobile Liability	General Liability	Law Enforcement Liability	Public Officials Employment Pract

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

Preferred Governmental Insurance Trust
Municipality Excess Insurance Structure 25-26

Carrier	A.M. Best Rating	Status
Allied World Assurance Company U.S. (AWAC)	A XV	Non-admitted
Arch Insurance Co	A+ XV	Admitted
Aspen Specialty Insurance Co	A XV	Non-admitted
Beazley Excess and Surplus Insurance, Inc	A XV	Non-admitted
Canopius US Insurance, Inc	A- XII	Non-admitted
Chubb Bermuda Insurance Ltd	A++ XV	Non-admitted
Convex Insurance UK Limited	A XV	Non-admitted
Endurance US	A+ XV	Non-admitted
Evanston Insurance Company	A XV	Non-admitted
Fidelis Underwriting Limited	A XV	Non-admitted
Fortegra Specialty Insurance Co	A- IX	Non-admitted
Houston Specialty Insurance Co	A- X	Non-admitted
Indian Harbor Insurance Co	A+ XV	Non-admitted
Ironshore Specialty Insurance Co	A XV	Non-admitted
Lancashire Insurance Company (UK) Limited	A XIII	Non-admitted
Landmark American Insurance Co	A++ XIV	Non-admitted
Lexington Insurance Co	A XV	Non-admitted
Lloyds	A+ XV	Non-admitted
National Fire and Marine Insurance Co	A++ XV	Non-admitted
Princeton Excess and Surplus Lines Insurance Company	A+ XV	Non-admitted
Starr Surplus Lines Insurance Co	A XV	Non-admitted
StarStone Specialty Insurance Co	A XII	Non-admitted
Swiss Re Insurance Co	A+ XV	Non-admitted
Travelers Indemnity Co	A++ XV	Non-admitted
Velocity Specialty Insurance Co	A- XII	Non-admitted
Westchester Surplus Lines Insurance Co	A++ XV	Non-admitted
Westfield Specialty Insurance Co	A XV	Non-admitted

This is a summary of the excess structure and is for illustrative purposes only. It is not intended to provide full details regarding retentions, limits, sub-limits and aggregates. Please refer to your coverage agreement for details of applicable coverage.

Coverage placed with carriers that are non-admitted does not have the protection of the Florida Insurance Guaranty Act retentions, limits, sub-limits and aggregates. Please refer to your coverage agreement for details of applicable coverage.

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

Preferred Governmental Insurance Trust

PROPOSED PROPERTY COVERAGE

Client ultimately chooses value insured

Description of Coverage:

Building & Personal Property Coverage Form
Causes of Loss – Special Form

Location of Premises:

See Proposed Schedule of Property Values and Locations

Description of Property:	Limits of Coverage:
Building & Contents Total Insured Values – **Blanket**	$61,966,368
Flood Limit Per Occurrence and Aggregate Excess of NFIP, Whether Purchased or Not	$5,000,000
Earth Movement Limit – Per Occurrence and Aggregate	$5,000,000
Terrorism	$5,000,000
Equipment Breakdown (Boiler & Machinery)	$61,966,368

Coinsurance & Valuation:
No Coinsurance Provision
Replacement Cost Valuation Coverage
Limits are Blanket subject to limits shown in policy declaration at time of loss

Deductibles:	
Named Windstorm based on TIV Per Occurrence and Per Location. A Location is defined by each itemized location scheduled. Minimum Per Occurrence	5% $35,000
Flood Any One Occurrence Except zones A, V excess of NFIP, whether purchased or not	$5,000
Earth Movement Per Earth Movement	$5,000
Terrorism, Per Occurrence	$5,000
All Other Perils, Per Occurrence	$5,000
Equipment Breakdown, Per Occurrence	$5,000

Definition of Flood Zones A or V:
Flood Zones A will include but not be limited to all the sub-classifications of AO, AH, AE, AR, A1 through A99, or any sub-classification with the A prefill or designation. Flood Zones V will include, but not be limited to all of the sub-classifications of VO, VH, VE, VR, V1 through V99 or any other sub-classification with a V prefix or designation.

25% Minimum Earned Premium

The Preferred Property program is a shared limit. The limits purchased are a per occurrence limit and in the event an occurrence exhausts the limit purchased by Preferred on behalf of the members, payment to you for a covered loss will be reduced pro-rata based on the amounts of covered loss by all members affected by the occurrence.

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

Preferred Governmental Insurance Trust

PROPOSED PROPERTY COVERAGE (*Continued)*

Client ultimately chooses value insured

Extensions of Coverage:	Limits of Coverage:
Accounts Receivable	$500,000
Additional Expense	$1,000,000
Animals (Annual Aggregate Limit)	$40,000
Business Income	$1,000,000
Buildings Under Construction	If Shown on Property Schedule
Debris Removal Per Occurrence (Whichever is Greater)	$250,000 / 25% of Loss
Demolition, Ordinance and ICC	$500,000
Duty to Defend	Included
Errors and Omissions	$250,000
Expediting Expense	$5,000
Fire Department Charges	$25,000
Fungus Cleanup Expense (Annual Aggregate Limit)	$50,000
Lawns, Plants, Trees and Shrubs	$25,000
New Locations up to 60 Days	$2,000,000
Personal Property of Employees	$50,000
Pollution Cleanup Expense (Annual Aggregate Limit)*	$50,000
Preservation of Property	$250,000
Professional Fees	$20,000
Property at Miscellaneous Unnamed Locations	$150,000
Recertification	$10,000
Service Interruption Coverage	$100,000
Transit	$250,000
Property Newly Acquired Locations	
During the Proposed Coverage Agreement period, carrier will not charge an additional premium for new locations if the location is acquired after the inception date of the Coverage Agreement.	
If the newly added location was owned or acquired prior to the inception date of the Coverage Agreement then an additional annual premium will be invoiced by endorsement.	

*$50,000 Limit of Pollution Cleanup Expense is the maximum limit available through *Preferred* Governmental Insurance Trust

NOTE:

Detached walls, fences, free-standing property improvements such as athletic equipment, windscreens, light poles, or signs are not covered unless specifically scheduled on the policy.

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

Preferred Governmental Insurance Trust

PROPOSED PROPERTY COVERAGE *(Continued)*

Client ultimately chooses value insured

Forms, Endorsements, Exclusions include, but are not limited to:
See "Notable Changes" document issued by the Program Broker 08/20/2025
Public Entity Property and Inland Marine Coverage Form PGIT MN 104
Public Entity Flood Coverage Form
Public Entity Equipment Breakdown Coverage Form
Common Agreement: Consent to Settle
Automatic Additional Covered Parties PGIT MN 902
Minimum Earned Premium – 25%
Exclusions: ***(See policy forms for any specifications)***
• War, Military Action and Terrorism
• Earth Movement
• Pollution
• Nuclear Reaction
• Utility Failure, Except as Provided Under Special Property Coverages
• Demolition and Increased Cost of Construction, Except as Provided Under Special Property Coverages
• Building Ordinance Enforcement
• Mold/Fungus
• Earthquake
• Water, Except as Provided Under Extensions of Coverage
• Asbestos
• Inventory Shortage
• Damage from Offshore Oil Well, Oil Shipping/Tanker Incident, Oil Spill

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

Preferred Governmental Insurance Trust

PROPOSED PROPERTY COVERAGE (*Continued)*

Client ultimately chooses the value to be insured.

Property Not Covered includes, but is not limited to:
• Animals, Water, Land Including Land on Which the Property is Located, Shrubs, Trees, Lawns, Growing Crops or Standing Timber
• Aircraft
• Vehicles licensed or designed for highway use, unless shown on the Property Schedule excluding collision with another object. The Named Storm deductible from PGIT 122 applies per vehicle rather than per location. This coverage is paid at actual cash value at time of loss.
• Property You Sold Under Conditional Sale, Trust Agreement, Installment Payment, or Other Deferred Payment Plan After Such Property Has Been Delivered to the Customer
• Caves, Caverns, Mines of Any Type or Any Property Contained Within Them
• Accounts, Records, Bills, Valuable Papers, Abstracts, Deeds, Manuscripts, Currency, Evidence of Debt, Money Notes or Securities, Unless Scheduled in the Declarations
• Dams, Dikes or Levees
• Contraband or Property in the Course of Illegal Transportation or Trade
• Property Covered Under Import or Export Ocean Cargo Policies; Property You Transport as a Common Carrier; Property Shipped by Mail, Unless Sent Registered or Certified
• Watercraft, unless loss is from a specified peril

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

Preferred Governmental Insurance Trust

PROPOSED INLAND MARINE COVERAGE

Client ultimately chooses value insured

Description of Property:	Limits of Coverage:
Blanket Unscheduled Inland Marine ($25,000 Max Per Item)	$1,033,570
Scheduled Inland Marine	$730,578
Total All Inland Marine	**$1,764,148**

Deductibles:	
Per Occurrence	$1,000
Named Storm, Per Occurrence, Per Covered Equipment Subject to a Minimum	5% $35,000

*For any Blanket Coverage listed on the applicable schedule, the Deductible shall be calculated based upon the Total Insured Value, not on the per item value. For individually scheduled inland marine items, the deductible is calculated based upon the scheduled value of the item.

Valuation:
Actual Cash Value: Calculated as the amount it would cost to repair or replace covered property, at the time of loss or damage, with material of like kind and quality, subject to a deduction for depreciation. Actual cash value applies to valuation of insured property regardless of whether that property has sustained partial or total loss or damage.

Forms, Endorsements, Exclusions include but are not limited to:
See "Notable Changes" document issued by the Program Broker 08/20/2025
Public Entity Property and Inland Marine Coverage Forms
Minimum Earned Premium – 25%
Automatic Additional Covered Parties PGIT MN 902

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

Preferred Governmental Insurance Trust

PROPOSED CRIME COVERAGE

Higher limits may be available upon request

Description of Crime Coverage:	Limits of Coverage:
Employee Dishonesty Including Faithful Performance, Per Loss	$500,000
Forgery and Alteration	$500,000
Theft, Disappearance and Destruction – Inside	$500,000
Theft, Disappearance and Destruction – Outside	$500,000

Deductible:	
Each Coverage	$1,000

Forms, Endorsements, Exclusions include but are not limited to:
See "Notable Changes" document issued by the Program Broker 08/20/2025
Public Entity Government Crime Coverage Form - Discovery
Minimum Earned Premium – 25%

Other Coverage Available:
Robbery and Safe Burglary
Premises Burglary
Extortion
Premises Theft and Robbery Outside
Lessees of Safe Deposit Boxes
Securities Deposited with Others
Social Engineering Cannot be provided on this policy form.

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

Preferred Governmental Insurance Trust

PROPOSED LIABILITY COVERAGE

Higher limits may be available upon request

Coverage will pay sums which the insured becomes legally liable to pay for damages because of bodily injury or property damage to which this insurance applies.

Description of Coverage:

Commercial General Liability – Occurrence Form
Employee Benefits Liability – Occurrence Form

Commercial General Liability: *Occurrence Form*	**Limits of Coverage:**
Bodily Injury and Property Damage Each Occurrence	$1,000,000
Personal Injury & Advertising Injury	Included
Products & Completed Operations	Included
Fire Damage	Included
Medical Expense (Any One Person)	$2,500
General Aggregate	Not Applicable

Employee Benefits Liability: *Occurrence Form*	**Limits of Coverage:**
Per Person	$1,000,000
Aggregate	Not Applicable

Other Coverage: *Occurrence Form*	**Limits of Coverage:**
Herbicide & Pesticide Aggregate	$1,000,000
Liquor Liability	Not Included
Sewer Backup & Water Damage	
No Fault	$10,000
At Fault	$200,000
Aggregate	$200,000
Bert J Harris Jr. Private Property Rights Protection Act	$300,000

Rating Basis:

Classification:	**Basis:**	**2024 Exposure:**	**2025 Exposure:**
Payroll (Excluding Police)	Payroll	$5,670,899	$5,784,457

Deductibles: *does not apply to defense cost*	
General Liability per Occurrence	$0
Employee Benefits Liability per Occurrence	$0

Note: Drones are not covered. If coverage is needed, a supplemental application can be provided.

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

Preferred Governmental Insurance Trust

PROPOSED LIABILITY COVERAGE *(Continued)*

Higher limits may be available upon request

Law Enforcement Liability: Occurrence Form	Limits of Coverage:
Per Person	$1,000,000
Per Occurrence	$1,000,000
Aggregate	Not Applicable

Defense Cost is Outside of Limits
Does Not Erode the Limit for General Liability, Law Enforcement Liability

Rating Basis:

Classification:	Exposure:
Full Time Officers	27
Part Time Officers	0
Volunteers (Police)	0

Premium is Not Subject to Annual Audit

Forms, Endorsements, Exclusions include but are not limited to:
See "Notable Changes" document issued by the Program Broker 08/20/2025
Public Entity General Liability Coverage Form
Public Entity General Liability Employee Benefits Liability Coverage Form
Public Entity General Liability Preferred Endorsement
Public Entity Law Enforcement Liability
Unmanned Aircraft Coverage form

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

Preferred Governmental Insurance Trust

PROPOSED DEADLY WEAPON PROTECTION LIABILITY COVERAGE

Higher limits may be available upon request

Deadly Weapon Protection Coverage: *Claims Made*	**Limits of Coverage:**
Third Party Liability Coverage	$1,000,000
Sub-limits (these limits do not increase the event limit)	
Broad Definition of Deadly Weapon Event	Included
Crisis Management Per Event	Included
Counseling Services Per Event	$250,000
Funeral Expenses Per Event	$250,000
Claims Expenses Per Event	Included
Crisis Response Team Services	24 Hour
Retroactive Date	***10/01/2019***
Extended Reporting Period	***60 Days***

Claims Expenses erode the Limits of Liability

Deductibles:	
Each Event	$0

Forms, Endorsements, Exclusions include but are not limited to:
See "Notable Changes" document issued by the Program Broker 08/20/2025
PGIT MN040 1019 Active Assailant Declarations (defines limits and sub-limits)
PGIT MN400 1019 Deadly Weapon Third Party Liability Claims Made Coverage

Premium is Not Subject to Annual Audit
25% Minimum Earned Premium

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

Preferred Governmental Insurance Trust

PROPOSED PUBLIC OFFICIALS LIABILITY AND EMPLOYMENT PRACTICES LIABILITY COVERAGE

Higher limits may be available upon request

Public Officials Liability: *Occurrence Form*	**Limits of Coverage:**
Per Occurrence	$1,000,000
Deductible: Per Wrongful Act	***NIL***

Supplementary Payments of Public Officials Liability / Employment Practices Liability:	**Sub – limits:**
Pre-Termination	
Per Employee	$2,500
Annual Aggregate	$5,000
Non-Monetary – Defense and Claims Expense Aggregate	$100,000

Employment Practices Liability: *Occurrence Form*	**Limits of Coverage:**
Per Occurrence	$1,000,000
Retroactive Date	***NIL***
Deductible: Per Wrongful Act	***NIL***

Defense Cost is Outside of Limits and
Does Not Erode the Limit for Public Officials Liability / EPLI

Cyber Liability / Media Content Services, Network Security & Privacy Liability Endorsement: ***Claims Made and Reported***	**Limits of Coverage:**	**Deductible:**
Annual Aggregate	$2,000,000	$25,000
Third Party Liability Coverage:		
Privacy & Security Liability, Each Claim	$2,000,000	$25,000
Media Content Services Liability, Each Claim	$2,000,000	$25,000
PCI DSS Sublimit	$1,000,000	$25,000
First Party Liability Coverage:		
Cyber Extortion & Ransomware, Each Claim	$500,000	$25,000
Data Breach & Crisis Management, Each Claim	$2,000,000	$25,000
Data Recovery, Each Claim	$2,000,000	$25,000
Business Interruption / Extra Expense, Each Claim*	$2,000,000	$25,000
Cyber Crime, Aggregate	$350,000	$25,000
Utility Fraud, Aggregate	$350,000	$25,000
Bricking Coverage Sublimit	$1,000,000	$25,000
System Failure – BI/EE Sublimit*	$2,000,000	$25,000
Dependent Business Interruption Sublimit*	$2,000,000	$25,000
BI/EE Sublimit*	Included	$25,000
System Failure Sublimit*	$2,000,000	$25,000
Voluntary Notification Endorsement	Included	
Retroactive Date	***10/01/2012***	

Defense Costs are in <u>Included</u> in the Policy Limit (Company Appoints Counsel)
**Waiting Period: 12 Hours*

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

Preferred Governmental Insurance Trust

PROPOSED PUBLIC OFFICIALS LIABILITY AND EMPLOYMENT PRACTICES LIABILITY COVERAGE *(Continued)*

Higher limits may be available upon request

Extended Reporting Periods:

A. Automatic Extended Reporting Period – 60 Days
B. Optional Extended Reporting Period – 12 Months at Additional Premium

Rating Basis:

Classification:	2024 Exposure:	2025 Exposure:
Payroll	$6,879,163	$7,726,792
Full Time Employees	121	120
Part Time Employees	3	2
Volunteers (Police)	6	6

Forms, Endorsements, Exclusions include but are not limited to:
See "Notable Changes" document issued by the Program Broker 08/20/2025
Public Officials & Employment Practices Liability Coverage Form (Claims Made and Reported)
Automatic Extended Reporting Period – 60 Days
Media Content Services, Network Security, and Privacy Liability Endorsement (Cyber) Coverage form (Claims Made and Reported) Voluntary Notification Endorsement is included
PFAS Chemicals Exclusion Endorsement PGIT MN 901

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

Preferred Governmental Insurance Trust

PROPOSED AUTOMOBILE COVERAGE

Higher limits may be available upon request

Coverage is provided for all sums the insured legally must pay as damages because of bodily injury or property damage to which this insurance applies caused by an accident and resulting from the ownership, maintenance or use of a covered auto.

Description of Coverage:	Symbol:	Limits of Coverage:
Bodily Injury & Property Damage	1	$1,000,000 Combined Single Limit
Personal Injury Protection Statutory	5	$10,000 Each Person
Medical Payments	2	$5,000 Each Person
Uninsured Motorists (Non-Stacked)	N/A	Not Included
Physical Damage – Hired Autos		Actual Cash Value or cost to repair, whichever is less, minus deductible
Comprehensive	2, 8	$50,000
Collision	2, 8	$50,000

Deductible:		
Physical Damage		
Comprehensive	2	$1,000
Collision	2	$1,000
Physical Damage - Hired Auto		
Comprehensive	8	$1,000
Collision	8	$1,000

Vehicles:
Per Schedule at Inception: 84 Vehicles, 8 Trailers

Forms, Endorsements, Exclusions include but are not limited to:
See “Notable Changes” document issued by the Program Broker 08/20/2025
Public Entity Automobile Coverage Form
Public Entity Automobile – Florida Changes
Public Entity Automobile – Florida Uninsured Motorist – Non Stacked
Public Entity Automobile – Florida Personal Injury Protection
Public Entity Automobile – Pollution Liability – Broadened Coverage for Covered Autos
Public Entity Automobile – Mutual Aid Form
Subject to favorable motor vehicle reports
Automatic Additional Covered Parties PGIT MN 902
PFAS Chemicals Exclusion Endorsement PGIT MN 901

Coverage only applies to vehicles that are owned/titled or leased in the corporate name, or business name in case of a partnership that is specifically listed. If a business owned vehicle is furnished for personal use, an extension of coverage form may be required for proper protection. **25% Minimum Earned Premium**

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

Preferred Governmental Insurance Trust

PROPOSED WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY COVERAGE

Class Code:	Description:	Payroll:
5509	Street or Road Maintenance	$434,512
7520	Waterworks Operations	$626,087
7580	Sanitary or Sanitation	$621,376
7704	Firefighters & Drivers	$1,064,881
7720	Police Officers & Drivers	$1,942,335
8380	Automobile Service Repair	$210,328
8810	Clerical	$2,168,468
9015	Buildings – Owner or Lessee	$286,316
9102	Park NOC – Employees & Drivers	$0
9410	Municipal NOC	$372,489
	Estimated Annual Payroll	**$7,726,792**

Employers Liability Coverage:		
Bodily Injury by Accident	Each Accident	$1,000,000
Bodily Injury by Disease	Aggregate	$1,000,000
Bodily Injury by Disease	Each Employee	$1,000,000

Estimated Billing:	
Estimated Annual Premium	$150,862
Experience Modification (Final)	0.99
Safety Credit	Included
Drug Free Credit	Included

Subject to Final Audit

Forms, Endorsements, Exclusions include but are not limited to:
See "Notable Changes" document issued by the Program Broker 08/20/2025
Information Page
Public Entity Coverage Agreement Forms List
Schedule of Ops – Coverage Agreement
Public Entity Workers Compensation and Employers Liability Coverage Terms
Schedule of Operations – Other Workplaces
Premium Discount Endorsement
Contingent Experience Rating Modification Factor Endorsement
Notification of Change in Ownership Endorsement
Florida Employment and Wage Information Release Endorsement
WC Claim Notice
Informational Contact

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

Zurich American Insurance Company

PROPOSED ACCIDENTAL DEATH & DISMEMBERMENT COVERAGE

Higher limits may be available upon request

Description of Eligibility:	Principal Sum:
Class I: All Active Law Enforcement and Firefighter Employees of the Policyholder	$75,000
Class II: All Active Law Enforcement and Firefighter Employees of the Policyholder while in fresh pursuit or responding to an emergency or what was reasonably believed to be an emergency; and not covered in any other class.	$150,000
Class III: All Active Law Enforcement and Firefighter Employees of the Policyholder while engaged with another person who is conducting an unlawful and intentional act; and not covered in any other class.	$275,000

Description of Coverage(s):
Full Occupational Coverage, Excluding Corporate Owned or Leased Aircraft, Passenger only H-4
Exposure and Disappearance Coverage

Benefit(s):	
Accidental Death Benefit Occur Within	 365 Days
Accidental Dismemberment Benefit Occur Within	 365 Days
Coma Benefit Occur Within Waiting Period Monthly Benefit Amount, % of Insured's Principal Sum Payable For	 365 Days 31 Days 1% Up to 100 Months

Accidental Death	Benefit Amount:
Life	100% of the Principal Sum
Accidental Dismemberment (Loss Of):	**Benefit Amount:**
Both hands or Both feet	100% of the Principal Sum
One hand and one foot	100% of the Principal Sum
One hand or one foot plus sight of one eye	100% of the Principal Sum
Sight of both eyes	100% of the Principal Sum
Speech and hearing	100% of the Principal Sum
Speech or hearing	50% of the Principal Sum
One hand or one foot or sight of one eye	50% of the Principal Sum
Thumb and index finger of the same hand	25% of the Principal Sum

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

Zurich American Insurance Company

PROPOSED ACCIDENTAL DEATH & DISMEMBERMENT COVERAGE *(Continued)*

Higher limits may be available upon request

Plegia:	Benefit Amount:
Quadriplegia (total paralysis of all four limbs)	100% of the Principal Sum
Paraplegia (total paralysis of both lower limbs)	50% of the Principal Sum
Hemiplegia (total paralysis of upper and lower limbs on one side of the body)	50% of the Principal Sum
Uniplegia (total paralysis of one limb)	25% of the Principal Sum

Additional Benefit(s):	
Applicable to Class I, Class II & Class III	
Critical Burn Benefit	
Benefit Amount, % Of the Insured's Principal Sum	5%
Maximum Benefit Amount	$5,000
Applicable to Class I, Class II & Class III	
Day Care Benefit	
Annual Benefit Amount (Per Child), % Of the Insured's Principal Sum	2%
Annual Maximum Benefit Amount (Per Child)	$2,000
Payable For (Per Child), Up To	4 Consecutive Years
Applicable to Class I, Class II & Class III	
Higher Education Benefit	
Annual Benefit Amount (Per Child), % Of the Insured's Principal Sum	5%
Annual Maximum Benefit Amount (Per Child)	$5,000
Payable For (Per Child), Up To	4 Consecutive Years
Applicable to Class I, Class II & Class III	
Home Alteration and Vehicle Modification Benefit	
Benefit Amount, % Of the Insured's Principal Sum	10%
Maximum Benefit Amount	$10,000
Applicable to Class I, Class II & Class III	
Rehabilitation Benefit	
Benefit Amount, % Of the Insured's Principal Sum	10%
Maximum Benefit Amount	$10,000
Expenses Incurred Within	2 Years
Applicable to Class I, Class II & Class III	
Therapeutic Counseling Benefit	
Occur Within	90 Days
Maximum Benefit Amount	$5,000
Applicable to Class I	
Spouse / Domestic Partner Retraining Benefit	
Benefit Amount, % Of the Insured's Principal Sum	5%
Maximum Benefit Amount	$2,500
Cost Incurred Within	36 Months

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

Zurich American Insurance Company

PROPOSED ACCIDENTAL DEATH & DISMEMBERMENT COVERAGE *(Continued)*

Higher limits may be available upon request

Additional Benefit(s) Continued:	
Applicable to Class II	
Spouse / Domestic Partner Retraining Benefit	
Benefit Amount, % Of the Insured's Principal Sum	3%
Maximum Benefit Amount	$2,500
Cost Incurred Within	30 Months
Applicable to Class II & Class III	
Accident Weekly Indemnity Benefit	
Occur Within	30 Days
Waiting Period	7 Days
Payable For, Up To	52 Weeks
Weekly Benefit Amount, % Of the Insured's Base Weekly Earnings	75%
Weekly Maximum Benefit Amount	$100
Applicable to Class II & Class III	
Cobra Benefit	
Benefit Amount, % Of the Insured's Principal Sum	5%
Maximum Benefit Amount	$5,000
Cost Incurred Within	1 Year
Applicable to Class II & Class III	
Surviving Spouse / Domestic Partner Benefit	
Monthly Benefit Amount, % Of the Insured's Principal Sum	1%
Payable For	3 Months
Aggregate Limit of Liability per Covered Accident	**$1,375,000**

Coverage Notes:

Air Travel coverage is limited.
Bona Fide Trip means one that begins when insured leaves the place he/she lives or works to go on the trip and ends when he/she returns to the place he/she lives or works.
Personal deviation and side trips are included.

Exclusions:

War
Military
Suicide
Illness, medical/surgical treatment of illness
Participation in commission of felony or assault
Intoxication, under influence of drugs or narcotics
Travel on flight except as stated above

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

Travelers Casualty and Surety Company of America

PROPOSED CRIME LEO PENSION COVERAGE

Higher limits may be available upon request

Description of Coverage:	Limits of Coverage:
Designated Benefit Plan Fiduciary Liability For All Claims	$1,000,000
Settlement Program Limit of Liability* For Each Settlement Program Notice	$250,000
HIPAA Limit of Liability*	$1,000,000
502(c) Penalties Limit of Liability*	$250,000

Which amount is included within, and not in addition to, any applicable Designated Benefit Plan Fiduciary limit of liability

Retention:	
For Each Claim under Insuring Agreement A	$5,000

Duty to Defend

Continuity Date:

06/16/2015

Prior & Pending Proceeding Date:

06/16/2015

Extended Reporting Period and Run-Off:

Additional Premium Percentage: 75%
Additional Months: 12

Forms, Endorsements & Exclusions Include (but are not limited to):

Standard Policy Forms, Endorsements & Exclusions as issued by ISO or Carrier
Designated Benefit Plan Fiduciary Liability Coverage
Cap on Losses From Certified Acts of Terrorism Endorsement
Federal Terrorism Risk Insurance Act Disclosure Endorsement
Premium, Tax, and Surcharge Disclosure
Florida Changes Endorsement
Table of Contents Florida
Designation of Insurance Representative Endorsement
Waiver of Recourse Endorsement
Governmental Plan Endorsement
Global Coverage Compliance Endorsement

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

SUMMARY OF PROPOSED PREMIUMS & RELATED INFORMATION

Exposures:	2024 Renewal:	2025 Renewal:
Property Values	$ 57,755,795	$ 61,966,368
Inland Marine Values	$ 1,515,902	$ 1,764,148
Vehicle / Motorcycle / Trailer Units	76/0/11	84/0/8
Employee Count - Liability - FT	121	120
Employee Count - Liability - PT	3	2
Volunteers (Police)	6	6
Payroll - Liability / Work Comp	$ 6,879,163	$ 7,726,792
Experience Modifier	$ 0.91	$ 0.99

Premiums:	2024 Renewal:	2025 Renewal:
Package Includes:		
Property	$ 311,398.00	$ 305,320.00
Inland Marine	$ 3,472.00	$ 3,929.00
Crime	$ 1,271.00	$ 1,271.00
General Liability / Cyber Liability	$ 44,088.00	$ 47,217.00
Law Enforcement Liability	$ 29,712.00	$ 31,709.00
Public Officials and Employment Practices Liability	$ 31,357.00	$ 33,337.00
Cyber	$ 6,649.00	$ 7,314.00
Automobile - Libaility - $1M	$ 25,775.00	$ 30,374.00
Automobile - Physical Damage	$ 19,508.00	$ 21,877.00
Fees / Surcharges / Taxes	N/A	N/A
Workers Compensation	$ 151,489.00	$ 150,702.00
Expense Constant	$ 160.00	$ 160.00
Accidental Death / Dismemberment - Each Installment	$ 1,445.00	$ 1,201.00
Crime LEO Pension - Each Installment	$ 3,052.02	$ 3,052.02
Total Premiums	***$ 629,376.02***	***$ 637,463.02***

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

SEVERABILITY OF COVERAGE

***NOTE: Deletion of any *Preferred* coverage presented, Package and/or Worker's Compensation, may result in re-pricing of the account. Worker's Compensation agreement is conditional upon binding the Package coverage**.

COMMISSION EARNED:

Package Premium: $482,348 at 10% commission. ($48,234.80)

WC Premium: $150,862 at 7% commission. ($10,560.34)

AD&D Premium: $1,201 at 15% Commission. ($180.15)

Crime LEO Pension Premium: $3,001 at 15%. ($375.13)

Commission is included in all premiums displayed on the Premium Summary page

PAYMENT PLAN

Line of Coverage:	Carrier:	Billing:	Payment Option:
Package	*Preferred* Governmental Insurance Trust	Agency Bill	• Quarterly
Workers' Compensation	*Preferred* Governmental Insurance Trust	Direct Bill	• Quarterly
Accidental Death and Dismemberment	Zurich American Insurance Company	Agency Bill	• Annual Installment Due at Inception
Crime LEO Pension	Travelers Casualty and Surety Company of America	Agency Bill	• Annual Installment Due at Inception

A premium finance agreement is available upon request for Agency Bill items only.

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

BINDING SUBJECTIVITIES

Line of Coverage:	Carrier:	Items Needed to Bind Coverage:
Package	*Preferred* Governmental Insurance Trust	• Signed Signature Page • Receipt of Signed UM Form
Workers' Compensation	*Preferred* Governmental Insurance Trust	• Signed Safety Credit Application • Signed Drug-Free Credit Application
Accidental Death and Dismemberment	Zurich American Insurance Company	• None
Crime LEO Pension	Travelers Casualty and Surety Company of America	• None

Please refer to the individual Proposed coverage parts for terms and conditions that this proposal may be subject to. This proposal is based upon the exposures to loss made known to the Agency. Any changes in these exposures (i.e., new operations, new products, additional states of hire, etc.) need to be promptly reported to us in order that proper coverage(s) may be put into place.

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

A.M. BEST FINANCIAL RATING

The insurance company providing coverage has the following A. M. Best* Financial rating:

*** Rating Guide:** A++ to C- = Highest to lowest rating
XV to I = Largest to smallest rating

	Line of Coverage:	Carrier:	Rating for Stability:	Rating for Assets / Surplus:
***	Package	*Preferred* Governmental Insurance Trust	Not Rated	
***	Work Comp	*Preferred* Governmental Insurance Trust	Not Rated	
	Accidental Death and Dismemberment	Zurich American Insurance Company	A+	XV
	Crime LEO Pension	Travelers Casualty and Surety Company of America	A++	XV

***** Denotes excess & surplus lines insurance company. See attached Statement Acknowledging that Coverage has been placed with a Non-Admitted Carrier. Please review and return to Brown & Brown. Brown & Brown does not have direct binding authority with this excess and surplus lines market.***

****** PGIT is not protected by the Florida Guarantee Association in the event it becomes unable to meet its claims payment obligations. However, PGIT's excess of loss policies list every individual member a named insured, giving every member direct access to the insurance company of payment of claims.***

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

A.M. BEST FINANCIAL RATING *(Continued)*

A Best's Financial Strength Rating is an independent opinion of an insurer's financial strength and ability to meet its ongoing insurance policy and contract obligations. It is based on a comprehensive quantitative and qualitative evaluation of a company's balance sheet strength, operating performance and business profile.

Financial Strength Rating Guide	
Secure	*Vulnerable*
A++, A+ (Superior)	**B, B-** (Fair)
A, A- (Excellent)	**C++, C+** (Marginal)
B++, B+ (Good)	**C, C-** (Weak)
	D (Poor)
	E (Under Regulatory Supervision)
	F (In Liquidation)
	S (Suspended)

Financial Size Category Guide			
Class	*Adj. PHS ($ Millions)*	*Class*	*Adj. PHS ($ Millions)*
I	Less than 1	**IX**	250 to 500
II	1 to 2	**X**	500 to 750
III	2 to 5	**XI**	750 to 1,000
IV	5 to 10	**XII**	1,000 to 1,250
V	10 to 25	**XIII**	1,250 to 1,500
VI	25 to 50	**XIV**	1,500 to 2,000
VII	50 to 100	**XV**	2,000 or greater
VIII	100 to 250		

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

APPENDIX

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

NOTICE OF CARRIER FINANCIAL STATUS

Brown & Brown of Florida, Inc. and its parent company, Brown & Brown, Inc. (collectively "Brown & Brown") do not certify, warrant or guarantee the financial soundness or stability of any insurance carrier or alternative risk transfer entity. We endeavored to place your coverage with an insurance carrier with an A.M. Best Company financial rating of "A-" or better.* While Brown & Brown cannot certify, warrant or guarantee the financial soundness or stability of a company or otherwise predict whether the financial condition of a company might improve or deteriorate, we are hereby providing you with notice and disclosure of financial condition so that you can make an informed decision regarding the placement of insurance coverage. Accordingly, this will serve as notice of the following with regard to the placement of the insurance indicated below and with regard to any subsequent renewal of such insurance:

- Brown & Brown may have other options for your insurance placement, including quotations with insurance carriers holding an "A-" or better rating from A.M. Best Company. Alternative quotes may be available with an A- or better rated carrier upon your request.

- Insurance coverage is being placed through *Preferred* Governmental Insurance Trust *("Preferred"),* which is a Florida local government self-insurance fund established pursuant to Section 624.4622, Florida Statutes, as much *Preferred* is not rated by the A.M. Best Company

- *Preferred* is not subject to the protections afforded by any state guaranty fund or association.

- The financial condition of insurance companies and other coverage providers including local government self-insurance funds like *Preferred* may change rapidly and that such changes are beyond the control of Brown & Brown.

- You should review the financial and membership information from *Preferred* and agree to abide by the conditions of membership established by *Preferred.*

- You should consider the information provided, including the *Preferred* coverage quote and coverage placement and review it with your accountants, legal counsel and advisors.

Named Insured: City of Holly Hill
Policy Number: PKFL1064200423-0901-1 & WCFL1064200423-0901-1
Policy Period:10/01/2025 – 10/01/2026
Date of Notice: 9/10/2025

*** A.M. Best Rating Guide: Rating for Stability: A++ to D = Highest to lowest rating**
Rating for Assets/ Surplus: 15 to 1 - Largest to smallest rating

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

ELECTRONIC DELIVERY DISCLOSURE FORM

The increase in electronic business transactions has brought about the Uniform Electronic Transactions Act ("Act") to provide some uniformity and consistency regarding these transactions. This Act includes a consent provision on receiving electronic documents as well as the ability to withdraw your consent in the future.
Enclosed is a Consent Form that contains insurance industry-standard language that we are asking our clients to complete and return so that we can follow the provisions of this Act. This will allow us to provide you with quality, consistent delivery of documents according to your preference.
Please complete and return this form as follows:

1. Check one of the two boxes based on your preference as respects electronic delivery.
2. Provide the current authorized e-mail address
3. Sign and date the form
4. Return via e-mail, fax or regular mail

ELECTRONIC SELECTION / REJECTION OPTION FORM

☐ Selection of Electronic Insurance Policy Delivery Option

I select the option to receive my insurance policy and documents in connection with my policy electronically, for myself and all those covered under the policy. I acknowledge I may no longer receive paper copies of my insurance policy and supporting documents.

☐ Rejection of Electronic Delivery Option

I reject the option to receive my insurance policy and /or other supporting documents in connection with my insurance policy electronically, for myself and all those covered under the policy. I elect to receive paper copies of such documents.

Electronic Delivery Disclosure

The policyholder who elects to allow for insurance policy and/or other supporting documents in connection with the insurance policy to be sent to the electronic mail address provided should be diligent in updating the electronic mail address provided to Brown & Brown Insurance Services, Inc. if the address should change.

Print Name: _____

Authorized E-mail Address to receive documents: _____

Authorized Representative Signature: _____

Dated: _____

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

RELATED INFORMATION

Compensation. In addition to the commissions or fees received by us for assistance with the placement, servicing, claims handling, or renewal of your insurance coverages, other parties, such as excess and surplus lines brokers, wholesale brokers, reinsurance intermediaries, underwriting managers and similar parties, some of which may be owned in whole or in part by Brown & Brown, Inc., may also receive compensation for their role in providing insurance products or services to you pursuant to their separate contracts with insurance or reinsurance carriers. That compensation is derived from your premium payments. Additionally, it is possible that we, or our corporate parents or affiliates, may receive contingent payments or allowances from insurers based on factors which are not customer-specific, such as the performance and/or size of an overall book of business produced with an insurer. We generally do not know if such a contingent payment will be made by a particular insurer, or the amount of any such contingent payments, until the underwriting year is closed. That compensation is partially derived from your premium dollars, after being combined (or "pooled") with the premium dollars of other insureds that have purchased similar types of coverage. We may also receive invitations to programs sponsored and paid for by insurance carriers to inform brokers regarding their products and services, including possible participation in company-sponsored events such as trips, seminars, and advisory council meetings, based upon the total volume of business placed with the carrier you select. We may, on occasion, receive loans or credit from insurance companies. Additionally, in the ordinary course of our business, we may receive and retain interest on premiums you pay from the date we receive them until the date of premiums are remitted to the insurance company or intermediary. In the event that we assist with placement and other details of arranging for the financing of your insurance premium, we may also receive a fee from the premium finance company.

If an intermediary is utilized in the placement of coverage, the intermediary may or may not be owned in whole or part by Brown & Brown, Inc. or its subsidiaries. Brown & Brown entities operate independently and are not required to utilize other companies owned by Brown & Brown, Inc., but routinely do so. In addition to providing access to the insurance company, the Wholesale Insurance Broker/Managing General Agent may provide additional services including, but not limited to: underwriting; loss control; risk placement; coverage review; claims coordination with insurance company; and policy issuance. Compensation paid for those services is derived from your premium payment, which may on average be 15% of the premium you pay for coverage, and may include additional fees charged by the intermediary.

Questions and Information Requests: Should you have any questions, or require additional information, please contact this office at 1-800-877-2769 or, if you prefer, submit your question or request online at http://www.bbinsurance.com/customerinquiry/

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

Public Risk Underwriters, Inc.

COMPENSATION DISCLOSURE

We appreciate the opportunity to assist with your insurance needs. Information concerning compensation paid to other entities for this placement and related services appears below. Please do not hesitate to contact us if any additional information is required.

PRU is owned by Brown & Brown, Inc. Brown & Brown entities operate independently and are not required to utilize other companies owned by Brown & Brown, Inc., but routinely do so.

For the Coverage Term referenced above, your insurance was placed through Preferred Governmental Insurance Trust (Preferred). Preferred is an independent entity formed by Florida public entities through an Interlocal Agreement for the purpose of providing its members with an array of insurance coverages and services. Preferred has contracted with entities owned by Brown & Brown, Inc. to perform various services. As explained below, those Brown & Brown entities are compensated for their services.

Preferred has contracted with Public Risk Underwriters of Florida Inc. (PRU), a company owned by Brown & Brown, Inc., to administer Preferred's operations. The administrative services provided by PRU to Preferred include:

Underwriting / Coverage review / Marketing / Policy Review / Accounting / Issuance of Preferred Coverage Agreements / Preferred Member Liaison / Risk Assessment and Control

Pursuant to its contract with Preferred, Public Risk Underwriters of Florida Inc. (PRU) receives an administration fee, based on the size and complexity of the account, of up to 9.75% of the Preferred premiums billed and collected.

Preferred has also contracted with Preferred Governmental Claims Solutions (PGCS), a company owned by Brown & Brown, Inc., for purposes of administering the claims of Preferred members. The services provided by PGCS to Preferred may include:

Claims Liaison with Insurance Company / Claims Liaison with Preferred Members / Claims Adjustment.

Pursuant to its contract with Preferred, PGCS receives a claims administration fee for those accounts which PGCS services of up to 3.85% of the non-property portion of the premiums you pay to Preferred.

Preferred also utilizes wholesale insurance brokers, some of which (such as Peachtree Special Risk Brokers and Apex Insurance Services) are owned by Brown & Brown, Inc., for the placement of Preferred's insurance policies. The wholesale insurance broker may provide the following services to Preferred:

- Risk Placement
- Coverage review
- Claims Liaison with Insurance Company
- Policy Review
- Current Market Intelligence

The wholesale insurance broker's compensation is largely dictated by the insurance company. It typically ranges between 5% and 10% of the premiums you pay to Preferred for your coverage.

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

Public Risk Underwriters, Inc.

COMPENSATION DISCLOSURE *(Continued)*

Pursuant to its contract with *Preferred*, PGCS receives a claims administration fee for those accounts which PGCS services of up to 5% of the non-property portion of the premiums you pay to *Preferred*.

Preferred also utilizes wholesale insurance brokers, some of which (such as Peachtree Special Risk Brokers and MacDuff Underwriters) are owned by Brown & Brown, Inc., for the placement of *Preferred*'s insurance policies, and for individual risk placements for some *Preferred* members (excess and surplus lines, professional liability coverage, etc.) The wholesale insurance broker may provide the following services:

- Risk Placement
- Coverage review
- Claims Liaison with Insurance Company
- Policy Review
- Current Market Intelligence

The wholesale insurance broker's compensation is derived from your premium, and is largely dictated by the insurance company. It typically ranges between 10% and 17% of the premiums you pay to *Preferred* for your coverage. Some wholesale brokers used by Brown to place your coverage may also act as Managing General Agents for various insurance companies, and may be compensated directly by those insurance companies for their services in placing and maintaining coverage with those particular companies.

The wholesale insurance brokerage utilized in the placement of your property insurance was Peachtree Special Risk Brokers, which is a company owned by Brown & Brown Inc. Furthermore, any professional liability coverage afforded by the package of insurance you purchased was acquired through Apex Insurance Services, which is also a company owned by Brown & Brown Inc.

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

LIABILITY TERMS

Contractual Liability - Extends coverage to liability assumed under contract. Applies to both oral and written agreements relating to named insured's business.

Personal Injury Liability & Advertising Injury Liability - Covers false arrest, detention or imprisonment, malicious prosecution, libel, slander, wrongful eviction or entry, or other invasion of the right of private occupancy.

Premises Medical Expense - Made if there is reason to believe that the resulting injury would not have occurred but for some condition on the insured premises or operations conducted by the insured. Negligence of the insured need not be established.

Fire Damage - Intended for tenant or lessee of a commercial building who does not agree under contract to be responsible for the building, or for that part of the building, which is in its care, custody or control. Coverage is for one peril, fire, when fire is the result of an insured's negligence.

Non-Owned Watercraft Liability Coverage - (Under 26 feet in length) Provides coverage for liability which arises from any watercraft as long as the watercraft is not owned by the insured nor being used to carry persons or property for a fee.

Limited Worldwide Coverage - Intended to extend the scope of "policy territories" to anywhere in the world. This is limited to the activities of any insured who is domiciled in the United States and the original suit for damage is brought within the United States, its territories, possessions, or in Canada.

Extended Bodily Injury Coverage - Amends definition of occurrence to include any intentional act by or at the direction of the insured, which results in bodily injury, but only if such bodily injury results from the use of "reasonable" force for purposes of protecting persons or property.

Newly Acquired Organizations - Automatic protection for newly acquired organizations until the new organizations are specifically added to the policy or 90 days, whichever occurs first.

Additional Persons Insured - Includes as insureds: (1) Any spouse of a partner concerning business activities of the partnership and (2) any employee of the named insured while acting within the scope of his or her duties. Does not apply to bodily injury or personal injury sustained by a fellow employee which occurs during the course of employment.

Employee Benefits - Provides coverage against damages because of a "Negligent Act" in the "Administration" of "your employee benefits program".

Liquor Liability - Provides coverage against claims for "damages" sustained by any person or organization if such liability is imposed on the insured by reason of the selling, serving, or furnishing of any alcoholic beverage.

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

AUTOMOBILE TERMS

Owned Automobiles - Covers the liability arising out of the ownership, maintenance or use of automobiles.

Personal Injury Protections - Coverage is included for passenger vehicle under No-Fault Law provisions.

Uninsured Motorists - Protects insureds who are not contributory negligent against bodily injury caused by negligent underinsured or uninsured drivers and hit-and-run motorists.

Uninsured Motorists Coverage is offered in two different forms.

Non-Stacked UM - This will provide the limit of Uninsured Motorists coverage shown in the policy schedule, regardless of how many vehicles are owned.

Stacked UM - This will provide the sum of limit of Uninsured Motorists coverage shown in the policy schedule. If there is more than one covered auto, the limit of insurance for the accident would be the sum of the limits for all those owned autos which are covered autos. (If the limit is $100,000 and there are three insured vehicles, the maximum paid would be the sum of the coverage, or $300,000).

Stacked UM coverage is only available when the named insured is an individual; entities do not qualify for stacked coverage. Non-stacked UM coverage is available for both entities (corporations, partnerships, etc.) and individuals.

Hired Automobiles - Covers the liability for the use of hired automobiles in your business.

Non-Owned Automobiles - Covers the liability for the use of non-owned automobiles in your business. An example would be an employee using his/her own car on an errand for you.

Comprehensive - Pays for loss of, or damage to, automobiles from perils other than collision.

Collision - Pays for loss of, or damage to, automobiles from collision with another object or upset.

Broad Form Drive Other Car Coverage - Provides coverage for individual named on endorsement and spouse for use of non-owned car, sometimes referred to as “Borrowed Car” coverage. This should be purchased if you do not have a personal auto policy.

NOTE: These coverages may not apply in all states.

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

AUTOMOBILE SYMBOL DEFINITIONS

Symbol	Description
1	***Any Auto.***
2	***Owned Autos only.*** Only those autos you own (and for Liability Coverage any trailers you don't own while attached to power units you own). This includes those autos you acquire ownership of after the policy begins.
3	***Owned private passenger autos only.*** Only the private passenger autos you own. This includes those private passenger autos you acquire ownership of after the policy begins.
4	***Owned autos other than private passenger autos only.*** Only those autos, you own that are not of the private passenger type (and for Liability Coverage any trailers you don't own while attached to power units you own). This includes those autos not of the private passenger type you acquire ownership of after the policy begins.
5	***Owned autos subject to no-fault.*** Only those autos you own that are required to have no-fault benefits in the state where they are licensed or principally garaged. This includes those autos you acquire ownership of after the policy begins provided they are required to have no-fault benefits in the state where they are licensed or principally garaged.
6	***Owned autos subject to a compulsory uninsured motorists law.*** Only those autos you own that because of the law in the state where they are licensed or principally garaged are required to have and cannot reject Uninsured Motorists Coverage. This includes those autos you acquire ownership of after the policy begins provided they are subject to the same state uninsured motorists requirement.
7	***Specifically Described Autos.*** Only those autos described in item three of the declarations for which a premium charge is shown (and for Liability Coverage any trailers you don't own while attached to any power unit described in item three).
8	***Hired Autos Only.*** Only those autos you lease, hire, rent or borrow. This does not include any auto you lease, hire, rent or borrow from any of your employees or partners or members of their households.
9	***Non-owned Autos Only.*** Only those "autos" you do not own, lease, hire, rent or borrow and that are used in connection with your business. This includes "autos" owned by your employees or partners or members of their households but only while used in your business or your personal affairs.

If symbol is not provided in summary, please refer to policy

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

WORKERS' COMPENSATION DEFINITIONS

PART A:
Workers' Compensation pays for all medically necessary remedial treatment, care, and attendance by a health care provider for as long as necessary to enable the employer to fully recover. There are no deductibles and no limits on payments.

Compensation for Disability is designed to partially reimburse the injured employee for inability to perform normal work, following a compensable injury.

There are specific classifications of disabilities:

- Permanent Total
- Temporary Total
- Permanent Impairment
- Temporary Partial

Compensation for death is payable if resulting within one year from the accident causing injury, or if it follows continuous disability and results from the accident within five years, thereafter the total amount that may be paid out over time is $150,000.

PART B:
This coverage will pay for all sums which you are legally obligated to pay because of bodily injury by accident or disease sustained by any employee arising out of their employment. This coverage is distinct from any Workers' Compensation claim. Recent suits have been successfully based on a variety of grounds from a number of different parties including spouses and children.

"MONOPOLISTIC STATES INCLUDING A COMMONWEALTH IN ASSOCIATION WITH THE UNITED STATES STOP LOSS COVERAGE"

This endorsement is used to provide Part B - Employers Liability coverage for operations that are conducted in a monopolistic fund state. It is needed because Workers' Compensation policies written by these state fund do not provide this coverage.

Monopolistic States: North Dakota, Ohio, Washington, Wyoming, and Puerto Rico

The client must contact the above states directly to obtain Workers' Compensation coverage.

EXPERIENCE MODIFICATION FACTOR

For eligible risks, the National Council on Compensation insurance (NCCI) computes an experience modification which is a multiplier that must be applied to the manual premium for any eligible risk by any company insuring the risk.

Rating is based on the experience period which is the past three years, excluding the immediate preceding year. The experience period includes only completed policy periods within the three years.

Your experience modification applies for a period of one year from the effective date of it’s promulgation.

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

SCHEDULES

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

Preferred PGIT GOVERNMENTAL INSURANCE TRUST

Agreement Period: 10/1/2025 **through** 10/01/2026
Named Covered Party: City of Holly Hill
Quote #: PK FL1 0642004 25-11 01
Agency: Brown & Brown Insurance Services, Inc.

PROPERTY SCHEDULE

Loc #	Description	Address	Const Type	Eff. Date	Term. Date	Building Value	Contents value
001	City Hall/Police Dept	1065 Ridgewood Ave, Holly Hill, FL 32117	119 - JM	10/01/2025	10/01/2026	$4,597,400	$1,244,100
002	City Hall/ - Generator	1065 Ridgewood Ave, Holly Hill, FL 32117	244 - Mechanical Equipment	10/01/2025	10/01/2026	$85,200	$0
003	Antique Railroad Car	1065 Ridgewood Ave, Holly Hill, FL 32117	191 - Mobile Office	10/01/2025	10/01/2026	$34,600	$0
004	City Hall Annex Util Billing/Historic Society	1066 Ridgewood Ave, Holly Hill, FL 32117	119 - JM	10/01/2025	10/01/2026	$890,300	$0
005	Clubhouse	1064 Daytona Ave, Holly Hill, FL 32117	119 - JM	10/01/2025	10/01/2026	$159,400	$3,000
006	Gymnasium	1046 Daytona Ave, Holly Hill, FL 32117	111 - MNC	10/01/2025	10/01/2026	$2,801,000	$391,400
007	Pool / Pool Equipment Bldg	1046 Daytona Ave, Holly Hill, FL 32117	119 - JM	10/01/2025	10/01/2026	$48,200	$0
008	Youth Center Clubhouse-incl Pavillion & Fence	1044 Daytona Ave, Holly Hill, FL 32117	119 - JM	10/01/2025	10/01/2026	$700,500	$99,900
009	Sica Hall	1065 Daytona Ave, Holly Hill, FL 32117	111 - MNC	10/01/2025	10/01/2026	$898,200	$154,600
010	Old Fire Station	1020 Daytona Ave, Holly Hill, FL 32117	152 - NC	10/01/2025	10/01/2026	$789,400	$144,500
011	Ross Point Park - Playground	611 Riverside Dr, Holly Hill, FL 32117	102 - PITO	10/01/2025	10/01/2026	$52,600	$0
012	Ross Point Park - Restrooms	611 Riverside Dr, Holly Hill, FL 32117	119 - JM	10/01/2025	10/01/2026	$34,000	$0
013	Ross Point Park - Picnic Shelters 4 - 240 sq feet	611 Riverside Dr, Holly Hill, FL 32117	102 - PITO	10/01/2025	10/01/2026	$37,100	$0
014	Sunrise Park Bridge between North & South	1125-35 Riverside Dr, Holly Hill, FL 32117	257 - Waterfront Structures	10/01/2025	10/01/2026	$134,200	$0
015	Sunrise Park South - Floating Dock	1125 Riverside Dr, Holly Hill, FL 32117	257 - Waterfront Structures	10/01/2025	10/01/2026	$71,100	$0
016	Sunrise Park 12 Pavillions & 28 Picnic Tables	1125 Riverside Dr, Holly Hill, FL 32117	102 - PITO	10/01/2025	10/01/2026	$106,700	$0
017	Sunrise Park - Gazebo on Boardwalk	1125 Riverside Dr, Holly Hill, FL 32117	257 - Waterfront Structures	10/01/2025	10/01/2026	$21,400	$0

The brief description of coverage contained in this document is being provided as an accommodation only and is not intended to cover or describe all Coverage Agreement terms. For more complete and detailed information relating to the scope and limits of coverage, please refer directly to the Coverage Agreement documents. Specimen forms are available upon request.

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

Preferred PGIT GOVERNMENTAL INSURANCE TRUST

Agreement Period: 10/1/2025 **through** 10/01/2026
Named Covered Party: City of Holly Hill
Quote #: PK FL1 0642004 25-11 01
Agency: Brown & Brown Insurance Services, Inc.

Loc #	Description	Address	Const Type	Eff. Date	Term. Date	Building Value	Contents value
018	Sunrise Park Fitness Court	1135 Riverside Dr, Holly Hill, FL 32117	102 - PITO	10/01/2025	10/01/2026	$118,430	$0
019	Centennial -PK-Restrooms/Pavillion/Picnic	408 10th Street, Holly Hill, FL 32117	102 - PITO	10/01/2025	10/01/2026	$180,800	$0
020	Pictona Facility - Community Center Pickle Ball-Pavillions/Lithg/Bleachers	1060 Ridgewood Ave, Holly Hill, FL 32117	111 - MNC	10/01/2025	10/01/2026	$5,068,800	$312,960
021	Riveria Oaks Park (Dog Park) - Restrooms	980 Alabama Ave, Holly Hill, FL 32117	119 - JM	10/01/2025	10/01/2026	$103,100	$0
022	Riveria Oaks Park (Dog Park) - Pavillion	980 Alabama Ave, Holly Hill, FL 32117	102 - PITO	10/01/2025	10/01/2026	$130,600	$0
023	Riveria Oaks Park (Dog Park) - Lift Station	980 Alabama Ave, Holly Hill, FL 32117	251 - Pump/Lift Station	10/01/2025	10/01/2026	$12,400	$0
024	Lift Station #4	345 10th St, Holly Hill, FL 32117	251 - Pump/Lift Station	10/01/2025	10/01/2026	$284,700	$0
025	Lift Station #20	926 Flomich St, Holly Hill, FL 32117	251 - Pump/Lift Station	10/01/2025	10/01/2026	$72,900	$0
026	Well #13	2778 LPGA Blvd (Western Well), Holly Hill, FL 32117	251 - Pump/Lift Station	10/01/2025	10/01/2026	$59,200	$0
027	Elevated Water Tank	Jarecki St, Holly Hill, FL 32117	225 - Elevated Liquid Storage Tank	10/01/2025	10/01/2026	$1,565,800	$0
028	New Ops Bldg - Waste Water Adm/Lab	453 LPGA Blvd, Holly Hill, FL 32117	111 - MNC	10/01/2025	10/01/2026	$1,052,500	$760,000
029	Solids Handling Building-Util. Mech. Shop	453 LPGA Blvd, Holly Hill, FL 32117	131 - FR	10/01/2025	10/01/2026	$1,253,400	$995,000
030	Power Panels & Generator - 800 KW	453 LPGA Blvd, Holly Hill, FL 32117	244 - Mechanical Equipment	10/01/2025	10/01/2026	$0	$325,440
031	Secondary Clarifiers South	453 LPGA Blvd, Holly Hill, FL 32117	223 - On Ground Liquid Storage Tank	10/01/2025	10/01/2026	$743,800	$214,000
032	Biological Treatment Units East	453 LPGA Blvd, Holly Hill, FL 32117	223 - On Ground Liquid Storage Tank	10/01/2025	10/01/2026	$2,296,100	$261,200

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

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Preferred PGIT GOVERNMENTAL INSURANCE TRUST

Agreement Period: 10/1/2025 **through** 10/01/2026
Named Covered Party: City of Holly Hill
Quote #: PK FL1 0642004 25-11 01
Agency: Brown & Brown Insurance Services, Inc.

Loc #	Description	Address	Const Type	Eff. Date	Term. Date	Building Value	Contents value
033	Biological Treatment Units West	453 LPGA Blvd, Holly Hill, FL 32117	223 - On Ground Liquid Storage Tank	10/01/2025	10/01/2026	$2,296,100	$261,200
034	Internal Recycle Pump Structure # 1	453 LPGA Blvd, Holly Hill, FL 32117	251 - Pump/Lift Station	10/01/2025	10/01/2026	$72,900	$0
035	Observation Tower	453 LPGA Blvd, Holly Hill, FL 32117	237 - Observation Tower	10/01/2025	10/01/2026	$350,800	$85,100
036	Secondary Clarifiers West	453 LPGA Blvd, Holly Hill, FL 32117	223 - On Ground Liquid Storage Tank	10/01/2025	10/01/2026	$763,700	$0
037	Secondary Clarifiers East	453 LPGA Blvd, Holly Hill, FL 32117	223 - On Ground Liquid Storage Tank	10/01/2025	10/01/2026	$763,700	$0
038	Influent Structure Headworks & Equalization Basin	453 LPGA Blvd, Holly Hill, FL 32117	223 - On Ground Liquid Storage Tank	10/01/2025	10/01/2026	$923,700	$0
039	Alum Storage Tank	453 LPGA Blvd, Holly Hill, FL 32117	223 - On Ground Liquid Storage Tank	10/01/2025	10/01/2026	$37,200	$0
040	DAF Unit	453 LPGA Blvd, Holly Hill, FL 32117	223 - On Ground Liquid Storage Tank	10/01/2025	10/01/2026	$65,700	$40,800
041	DAF Marlow Pump Structure	453 LPGA Blvd, Holly Hill, FL 32117	251 - Pump/Lift Station	10/01/2025	10/01/2026	$158,800	$0
042	DAF Pressure Pump	453 LPGA Blvd, Holly Hill, FL 32117	251 - Pump/Lift Station	10/01/2025	10/01/2026	$18,500	$5,500
043	In Plant Lift Station-WWTP	453 LPGA Blvd, Holly Hill, FL 32117	251 - Pump/Lift Station	10/01/2025	10/01/2026	$62,500	$0
044	Dechlorination/Effluent Structure	453 LPGA Blvd, Holly Hill, FL 32117	223 - On Ground Liquid Storage Tank	10/01/2025	10/01/2026	$153,700	$0
045	Chlorine Contact Chamber/Post Aeratoin Basin	453 LPGA Blvd, Holly Hill, FL 32117	223 - On Ground Liquid	10/01/2025	10/01/2026	$473,300	$119,100

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

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Preferred PGIT GOVERNMENTAL INSURANCE TRUST

Agreement Period: 10/1/2025 **through** 10/01/2026
Named Covered Party: City of Holly Hill
Quote #: PK FL1 0642004 25-11 01
Agency: Brown & Brown Insurance Services, Inc.

Loc #	Description	Address	Const Type	Eff. Date	Term. Date	Building Value	Contents value
			Storage Tank				
046	Re-use Storage (583,710 Gal)	453 LPGA Blvd, Holly Hill, FL 32117	223 - On Ground Liquid Storage Tank	10/01/2025	10/01/2026	$1,195,600	$0
047	Re-Use Pump Station	453 LPGA Blvd, Holly Hill, FL 32117	251 - Pump/Lift Station	10/01/2025	10/01/2026	$197,000	$0
048	Motor Control Center # 1	453 LPGA Blvd, Holly Hill, FL 32117	243 - Electrical Equipment	10/01/2025	10/01/2026	$472,700	$265,100
049	Chemical Storage	453 LPGA Blvd, Holly Hill, FL 32117	131 - FR	10/01/2025	10/01/2026	$152,800	$57,400
050	Disc Filters w/ Containment Tank	453 LPGA Blvd, Holly Hill, FL 32117	223 - On Ground Liquid Storage Tank	10/01/2025	10/01/2026	$186,100	$0
051	Effluent Sand Filters (6)	453 LPGA Blvd, Holly Hill, FL 32117	223 - On Ground Liquid Storage Tank	10/01/2025	10/01/2026	$724,000	$173,700
052	Aerated Sludge Holding Tank	453 LPGA Blvd, Holly Hill, FL 32117	223 - On Ground Liquid Storage Tank	10/01/2025	10/01/2026	$335,800	$93,000
053	Plant Control Building w/ Filter Room & Pump	453 LPGA Blvd, Holly Hill, FL 32117	251 - Pump/Lift Station	10/01/2025	10/01/2026	$1,395,000	$626,700
054	Backwash Recovery Tank	453 LPGA Blvd, Holly Hill, FL 32117	223 - On Ground Liquid Storage Tank	10/01/2025	10/01/2026	$386,800	$0
055	Lime Softening Units - East	453 LPGA Blvd, Holly Hill, FL 32117	223 - On Ground Liquid Storage Tank	10/01/2025	10/01/2026	$494,100	$112,800
056	Lime Softening Units - West	453 LPGA Blvd, Holly Hill, FL 32117	223 - On Ground Liquid Storage Tank	10/01/2025	10/01/2026	$494,100	$112,800
057	Recarbonation Tank	453 LPGA Blvd, Holly Hill, FL 32117	223 - On Ground Liquid	10/01/2025	10/01/2026	$53,000	$39,400

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Preferred PGIT GOVERNMENTAL INSURANCE TRUST

Agreement Period: 10/1/2025 **through** 10/01/2026
Named Covered Party: City of Holly Hill
Quote #: PK FL1 0642004 25-11 01
Agency: Brown & Brown Insurance Services, Inc.

Loc #	Description	Address	Const Type	Eff. Date	Term. Date	Building Value	Contents value
			Storage Tank				
058	Aeration Tank	453 LPGA Blvd, Holly Hill, FL 32117	223 - On Ground Liquid Storage Tank	10/01/2025	10/01/2026	$117,300	$24,700
059	Meter Repair Building	453 LPGA Blvd, Holly Hill, FL 32117	131 - FR	10/01/2025	10/01/2026	$79,300	$30,200
060	Ammonia Storage Building	453 LPGA Blvd, Holly Hill, FL 32117	223 - On Ground Liquid Storage Tank	10/01/2025	10/01/2026	$63,200	$24,100
061	Lime Storage Bin (Silo)	453 LPGA Blvd, Holly Hill, FL 32117	223 - On Ground Liquid Storage Tank	10/01/2025	10/01/2026	$176,795	$0
062	Above Ground Water Storage	453 LPGA Blvd, Holly Hill, FL 32117	223 - On Ground Liquid Storage Tank	10/01/2025	10/01/2026	$1,527,100	$0
063	Liquid Carbon Dioxide Tank	453 LPGA Blvd, Holly Hill, FL 32117	223 - On Ground Liquid Storage Tank	10/01/2025	10/01/2026	$89,600	$0
064	Lime Sludge Thickener	453 LPGA Blvd, Holly Hill, FL 32117	223 - On Ground Liquid Storage Tank	10/01/2025	10/01/2026	$55,600	$54,400
065	Welding/Tool Repair	453 LPGA Blvd, Holly Hill, FL 32117	152 - NC	10/01/2025	10/01/2026	$297,000	$135,900
066	Fleet Maintenance	453 LPGA Blvd, Holly Hill, FL 32117	152 - NC	10/01/2025	10/01/2026	$428,300	$243,100
067	Fleet Maint/Office/Plan Storage	453 LPGA Blvd, Holly Hill, FL 32117	131 - FR	10/01/2025	10/01/2026	$375,400	$111,500
068	Storage - Tool Repair	453 LPGA Blvd, Holly Hill, FL 32117	152 - NC	10/01/2025	10/01/2026	$172,000	$91,500
069	Vehicle Storage-Public Works	453 LPGA Blvd, Holly Hill, FL 32117	152 - NC	10/01/2025	10/01/2026	$170,500	$0
070	Meter Storage Building	453 LPGA Blvd, Holly Hill, FL 32117	119 - JM	10/01/2025	10/01/2026	$14,700	$0

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

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Preferred PGIT GOVERNMENTAL INSURANCE TRUST

Agreement Period: 10/1/2025 **through** 10/01/2026
Named Covered Party: City of Holly Hill
Quote #: PK FL1 0642004 25-11 01
Agency: Brown & Brown Insurance Services, Inc.

Loc #	Description	Address	Const Type	Eff. Date	Term. Date	Building Value	Contents value
071	Lift Station #1	Opposite 475 Carswell Ave, Holly Hill, FL 32117	251 - Pump/Lift Station	10/01/2025	10/01/2026	$178,600	$0
072	Lift Station #2	231 Riverside Dr, Holly Hill, FL 32117	251 - Pump/Lift Station	10/01/2025	10/01/2026	$145,800	$0
073	Lift Station #3	504 Riverside Dr, Holly Hill, FL 32117	251 - Pump/Lift Station	10/01/2025	10/01/2026	$109,300	$0
074	Lift Station #5	Opposite 946 Riverside Dr, Holly Hill, FL 32117	251 - Pump/Lift Station	10/01/2025	10/01/2026	$45,400	$0
075	Lift Station #6	1136 State Ave (Rear of Mapleleaf Gardens), Holly Hill, FL 32117	251 - Pump/Lift Station	10/01/2025	10/01/2026	$153,100	$0
076	Lift Station #7	1301 Riverside Dr (Opposite Walker St), Holly Hill, FL 32117	251 - Pump/Lift Station	10/01/2025	10/01/2026	$155,400	$0
077	Lift Station #8	OPP 1641 State Ave, Holly Hill, FL 32117	251 - Pump/Lift Station	10/01/2025	10/01/2026	$85,400	$0
078	Lift Station #9	1601 Riverside Dr, Holly Hill, FL 32117	251 - Pump/Lift Station	10/01/2025	10/01/2026	$104,000	$0
079	Lift Station #10	410 Dorothy Ave, Holly Hill, FL 32117	251 - Pump/Lift Station	10/01/2025	10/01/2026	$98,500	$0
080	Lift Station #10a	429 3rd St, Holly Hill, FL 32117	251 - Pump/Lift Station	10/01/2025	10/01/2026	$43,500	$0
081	Lift Station #11	440 Magnolia Ave, Holly Hill, FL 32117	251 - Pump/Lift Station	10/01/2025	10/01/2026	$148,100	$0
082	Lift Station #11a	702 Commercial Dr, Holly Hill, FL 32117	251 - Pump/Lift Station	10/01/2025	10/01/2026	$58,200	$0
083	Lift Station #12	620 Center Ln, Holly Hill, FL 32117	251 - Pump/Lift Station	10/01/2025	10/01/2026	$114,500	$0
084	Lift Station #13	397 Dubbs Dr, Holly Hill, FL 32117	251 - Pump/Lift Station	10/01/2025	10/01/2026	$128,300	$0
085	Lift Station #14	660 6th St, Holly Hill, FL 32117	251 - Pump/Lift Station	10/01/2025	10/01/2026	$60,900	$0
086	Lift Station #15	619 S Flamingo Dr, Holly Hill, FL 32117	251 - Pump/Lift Station	10/01/2025	10/01/2026	$46,800	$0
087	Lift Station #16	834 8th St, Holly Hill, FL 32117	251 - Pump/Lift Station	10/01/2025	10/01/2026	$68,900	$0

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Preferred PGIT GOVERNMENTAL INSURANCE TRUST

Agreement Period: 10/1/2025 **through** 10/01/2026
Named Covered Party: City of Holly Hill
Quote #: PK FL1 0642004 25-11 01
Agency: Brown & Brown Insurance Services, Inc.

Loc #	Description	Address	Const Type	Eff. Date	Term. Date	Building Value	Contents value
088	Lift Station #17	566 10th St, Holly Hill, FL 32117	251 - Pump/Lift Station	10/01/2025	10/01/2026	$92,500	$0
089	Lift Station #17a	1017 Chippewa Tr, Holly Hill, FL 32117	251 - Pump/Lift Station	10/01/2025	10/01/2026	$56,100	$0
090	Lift Station #17b	Great Oaks Circle, Holly Hill, FL 32117	251 - Pump/Lift Station	10/01/2025	10/01/2026	$120,400	$0
091	Lift Station #18	460 Walker St, Holly Hill, FL 32117	251 - Pump/Lift Station	10/01/2025	10/01/2026	$312,100	$0
092	Lift Station #18a	1000 15th St, Holly Hill, FL 32117	251 - Pump/Lift Station	10/01/2025	10/01/2026	$121,400	$0
093	Lift Station #19	407 Flomich St, Holly Hill, FL 32117	251 - Pump/Lift Station	10/01/2025	10/01/2026	$172,900	$0
094	Lift Station #21	1001 Walker St, Holly Hill, FL 32117	251 - Pump/Lift Station	10/01/2025	10/01/2026	$85,700	$0
095	Lift Station #22	1024 Calle Grande, Holly Hill, FL 32117	251 - Pump/Lift Station	10/01/2025	10/01/2026	$63,100	$0
096	Lift Station #24	944 Alabama Ave, Holly Hill, FL 32117	251 - Pump/Lift Station	10/01/2025	10/01/2026	$51,400	$0
097	Lift Station #25	Calle Grande (Riviera Country Club), Holly Hill, FL 32117	251 - Pump/Lift Station	10/01/2025	10/01/2026	$69,100	$0
098	Well #11	Jarecki St near LPGA Blvd, Holly Hill, FL 32117	251 - Pump/Lift Station	10/01/2025	10/01/2026	$56,700	$0
099	Well #12	1200 Center St (Holly Hill Middle Sch), Holly Hill, FL 32117	251 - Pump/Lift Station	10/01/2025	10/01/2026	$56,700	$0
100	Well #12b	15th St Near Nova Rd, Holly Hill, FL 32117	251 - Pump/Lift Station	10/01/2025	10/01/2026	$56,700	$0
101	Well #12c	15th St & Center St, Holly Hill, FL 32117	251 - Pump/Lift Station	10/01/2025	10/01/2026	$59,200	$0
102	Well #14	2726 LPGA Blvd, Holly Hill, FL 32117	251 - Pump/Lift Station	10/01/2025	10/01/2026	$59,200	$0
103	Bus Stops-Enclosures	1722 Ridgewood Ave, Holly Hill, FL 32117	152 - NC	10/01/2025	10/01/2026	$2,100	$0
104	Bus Stops-Enclosures	1701 Ridgewood Ave, Holly Hill, FL 32117	152 - NC	10/01/2025	10/01/2026	$2,100	$0

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Preferred PGIT GOVERNMENTAL INSURANCE TRUST

Agreement Period: 10/1/2025 **through** 10/01/2026
Named Covered Party: City of Holly Hill
Quote #: PK FL1 0642004 25-11 01
Agency: Brown & Brown Insurance Services, Inc.

Loc #	Description	Address	Const Type	Eff. Date	Term. Date	Building Value	Contents value
105	Bus Stops-Enclosures	1601 Ridgewood Ave, Holly Hill, FL 32117	152 - NC	10/01/2025	10/01/2026	$2,100	$0
106	Bus Stops-Enclosures	1510 Ridgewood Ave, Holly Hill, FL 32117	152 - NC	10/01/2025	10/01/2026	$2,100	$0
107	Bus Stops-Enclosures	1340 A Ridgewood Ave, Holly Hill, FL 32117	152 - NC	10/01/2025	10/01/2026	$2,100	$0
108	Bus Stops-Enclosures	1340 B Ridgewood Ave, Holly Hill, FL 32117	152 - NC	10/01/2025	10/01/2026	$2,100	$0
109	Bus Stops-Enclosures	1065 Ridgewood Ave, Holly Hill, FL 32117	152 - NC	10/01/2025	10/01/2026	$2,100	$0
110	Bus Stops-Enclosures	915 Ridgewood Ave, Holly Hill, FL 32117	152 - NC	10/01/2025	10/01/2026	$2,100	$0
111	Bus Stops-Enclosures	810 Ridgeoowd Ave, Holly Hill, FL 32117	152 - NC	10/01/2025	10/01/2026	$2,100	$0
112	Bus Stops-Enclosures	450 Ridgewood Ave, Holly Hill, FL 32117	152 - NC	10/01/2025	10/01/2026	$2,100	$0
113	Sunrise Park Restrooms	1125-35 Riverside Dr, Holly Hill, FL 32117	119 - JM	10/01/2025	10/01/2026	$222,000	$0
114	Riverside Park - Pier	Riverside Dr & 2nd St., Holly Hill, FL 32117	257 - Waterfront Structures	10/01/2025	10/01/2026	$99,200	$0
115	Riverside Driver - Pedestrian Bridge	Riverside Dr/Peterson Ct, Holly Hill, FL 32117	257 - Waterfront Structures	10/01/2025	10/01/2026	$104,000	$0
116	Riverside Park - Restroom Bldg	Riverside Dr & 2nd St, Holly Hill, FL 32117	119 - JM	10/01/2025	10/01/2026	$63,900	$0
117	Riverside Park - 2 Pavillions on Pier	Riverside Dr & 2nd St, Holly Hill, FL 32117	257 - Waterfront Structures	10/01/2025	10/01/2026	$24,700	$0
118	7th Street Park - Playground Equipment	787 Center Ave, Holly Hill, FL 32117	102 - PITO	10/01/2025	10/01/2026	$36,600	$0
119	Fire Station 25kw Generator	1020 Daytona Ave, Holly Hill, FL 32117	244 - Mechanical Equipment	10/01/2025	10/01/2026	$33,100	$0
120	Lift Station #1 - 79kw Generator	475 Carswell Ave, Holly Hill, FL 32117	244 - Mechanical Equipment	10/01/2025	10/01/2026	$72,000	$0
121	Lift Station #2 40kw Generator And Tank	231 Riverside Dr, Holly Hill, FL 32117	244 - Mechanical Equipment	10/01/2025	10/01/2026	$46,400	$0
122	Lift Station 6 - 85kw Generator	1136 State Ave (Rear Of Mapleleaf Gardens), Holly Hill, FL 32117	244 - Mechanical Equipment	10/01/2025	10/01/2026	$73,000	$0

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Preferred PGIT GOVERNMENTAL INSURANCE TRUST

Agreement Period: 10/1/2025 **through** 10/01/2026
Named Covered Party: City of Holly Hill
Quote #: PK FL1 0642004 25-11 01
Agency: Brown & Brown Insurance Services, Inc.

Loc #	Description	Address	Const Type	Eff. Date	Term. Date	Building Value	Contents value
123	Lift Station #8 - 32kw Generator	Opp 1641 State Ave, Holly Hill, FL 32117	244 - Mechanical Equipment	10/01/2025	10/01/2026	$40,000	$0
124	Lift Station #11 - 32kw Generator	440 Magnolia Ave, Holly Hill, FL 32117	244 - Mechanical Equipment	10/01/2025	10/01/2026	$40,000	$0
125	Lift Station #13 - 105kw Generator	397 Dubbs Dr, Holly Hill, FL 32117	244 - Mechanical Equipment	10/01/2025	10/01/2026	$85,200	$0
126	Lift Station #18 - 80kw Generator	460 Walker St, Holly Hill, FL 32117	244 - Mechanical Equipment	10/01/2025	10/01/2026	$72,300	$0
127	Lift Station #4 - 60kw Generator	345 10th St, Holly Hill, FL 32117	244 - Mechanical Equipment	10/01/2025	10/01/2026	$63,900	$0
128	Well #14 -100kw Generator	2726 LPGA Blvd, Holly Hill, FL 32117	244 - Mechanical Equipment	10/01/2025	10/01/2026	$85,200	$0
129	Plant - Chain Link Fence	453 LPGA Blvd, Holly Hill, FL 32117	102 - PITO	10/01/2025	10/01/2026	$91,300	$0
130	WTP - 12,000 Gallon Fuel Tank	453 LPGA Blvd, Holly Hill, FL 32117	223 - On Ground Liquid Storage Tank	10/01/2025	10/01/2026	$78,100	$0
131	Pictona Facility - Phase 2-Bldg,Sky Box, Canopy	1060 Ridgewood Ave, Holly Hill, FL 32117	151 - MFR	10/01/2025	10/01/2026	$3,595,000	$0
132	Pictona Facility - Phase 2-Courts/Lighting	1060 Ridgewood Ave, Holly Hill, FL 32117	102 - PITO	10/01/2025	10/01/2026	$1,803,000	$0
133	Pictona Facility - Phase 2 Bleachers	1060 Ridgewood Ave, Holly Hill, FL 32117	102 - PITO	10/01/2025	10/01/2026	$40,000	$0
134	Sunrise Park Playground	1135 Riverside Drive, Holly Hill, FL 32117	102 - PITO	10/01/2025	10/01/2026	$350,000	$0
135	7th Street Park - Playground Equipment	7th St. and Center Ave., Holly Hill, FL 32117	102 - PITO	10/01/2025	10/01/2026	$101,325	$0
136	New Fire Station	1030 Daytona Ave, Holly Hill, FL 32117	111 - MNC	10/01/2025	10/01/2026	$3,734,918	$0
					Total	$54,352,268	$7,614,10
					TIV	$61,966,368	

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Preferred PGIT GOVERNMENTAL INSURANCE TRUST

Agreement Period: 10/1/2025 through 10/01/2026
Named Covered Party: City of Holly Hill
Quote #: PK FL1 0642004 25-11 01
Agency: Brown & Brown Insurance Services, Inc.

INLAND MARINE SCHEDULE

Item #	Description	Serial Number	Classification Code	Effective Date / Term Date	Value	Deductib
001	Unscheduled Items		Blanket Unscheduled	10/01/2025 / 10/01/2026	$1,033,570	$1,000
002	2003 Kubota Tractor	31213	Contractor's / Mobile Equipment - Agreed Value	10/01/2025 / 10/01/2026	$35,841	$1,000
003	2015 Bobcat Excavator	B2VW11980	Contractor's / Mobile Equipment - Agreed Value	10/01/2025 / 10/01/2026	$49,000	$1,000
004	2019 Ottawa Spotter Truck	351814	Contractor's / Mobile Equipment - Agreed Value	10/01/2025 / 10/01/2026	$69,600	$1,000
005	Hyper V and Storage Upgrade		Electronic Data Processing Equipment - RC	10/01/2025 / 10/01/2026	$104,949	$1,000
006	Stalker MC360 Message Trailer	7L31H821XRG000059	Emergency Services Portable Equipment - ACV	10/01/2025 / 10/01/2026	$21,147	$1,000
007	Stalker MC360 Message Trailer	M12767	Emergency Services Portable Equipment - ACV	10/01/2025 / 10/01/2026	$23,438	$1,000
008	Medtronic LifePAk 12 Cardiac Difib,.		Emergency Services Portable Equipment - Agreed Value	10/01/2025 / 10/01/2026	$38,000	$1,000
009	Defibrillator		Emergency Services Portable Equipment - Agreed Value	10/01/2025 / 10/01/2026	$38,000	$1,000
010	2005 Olympia Generatror	OLY00000JRRT00102	Other Inland Marine - Agreed Value	10/01/2025 / 10/01/2026	$30,479	$1,000
011	2005 Olympia Generatror	OLY00000VRRT00104	Other Inland Marine - Agreed Value	10/01/2025 / 10/01/2026	$30,478	$1,000
012	2006 Neon Sign		Other Inland Marine - Agreed Value	10/01/2025 / 10/01/2026	$61,000	$1,000
013	Caterpillar 420 Backhoe Loader	H8T04762	Other Inland Marine - Agreed Value	10/01/2025 / 10/01/2026	$144,296	$1,000
014	Unscheduled Items		Rented, Borrowed, Leased Equipment - ACV	10/01/2025 / 10/01/2026	$50,000	$1,000
015	2005 Ottawa Spotter Truck	311554	Contractor's / Mobile Equipment - Agreed Value	10/01/2025 / 10/01/2026	$34,350	$1,000

Total	$1,764,148

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Agreement Period: 10/1/2025 **through** 10/01/2026
Named Covered Party: City of Holly Hill
Quote #: PK FL1 0642004 25-11 01
Agency: Brown & Brown Insurance Services, Inc.

VEHICLE SCHEDULE

Unit#	Make	Model/Description	Department	AL Eff	Comp Ded	Comp Eff	Comp Term	Value
	Year	VIN #	Vehicle Type	AL Term	Coll Ded	Coll Eff	Coll Term	Valuation Type
001	Continental	Trailer	Police	10/1/2025				$2,800
	2012	5NHUNSV24CU104185	Trailer - NO CHARGE	10/1/2026				N/A
002	Ford	Crown Victoria Police	Fleet	10/1/2025	$500	10/1/2025	10/1/2026	$27,560
	2009	2FAHP71V69X117734	Police Car	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
003	Ford	F250	Facilities	10/1/2025	$500	10/1/2025	10/1/2026	$22,244
	2013	1FTBF2B68DEB91941	Light Truck	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
004	Sterling	LT7500 Dump Truck	Stormwater	10/1/2025	$500	10/1/2025	10/1/2026	$85,700
	2003	2FZHATAK83AM07321	Heavy Truck	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
005	Other	Inmate Trailer	Stormwater	10/1/2025				$2,162
	2014	5MYUU1624EB043024	Trailer - NO CHARGE	10/1/2026				N/A
006	Ford	F350 Super Duty	Streets	10/1/2025	$500	10/1/2025	10/1/2026	$10,437
	2004	1FDWF36L74EC37259	Medium Truck	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

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Agreement Period: 10/1/2025 **through** 10/01/2026
Named Covered Party: City of Holly Hill
Quote #: PK FL1 0642004 25-11 01
Agency: Brown & Brown Insurance Services, Inc.

Unit#	Make	Model/Description	Department	AL Eff	Comp Ded	Comp Eff	Comp Term	Value
	Year	VIN #	Vehicle Type	AL Term	Coll Ded	Coll Eff	Coll Term	Valuation Type
007	Ford	F650 Super Duty Dump	Stormwater	10/1/2025	$500	10/1/2025	10/1/2026	$40,000
	2005	3FRNX65F05V200220	Heavy Truck	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
008	Chevrolet	Silverado C1500	Fleet	10/1/2025	$500	10/1/2025	10/1/2026	$20,000
	2008	1GCEC14XX8Z231635	Light Truck	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
009	Ford	Taurus Police Interceptor	Police	10/1/2025	$500	10/1/2025	10/1/2026	$31,000
	2013	1FAHP2M83DG150679	Police Car	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
010	Ford	F150	Facilities	10/1/2025	$500	10/1/2025	10/1/2026	$15,944
	2013	1FTMF1CM0DFC73012	Light Truck	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
011	Other	Utility Trailer	PW Vehicles	10/1/2025				$1,000
	2004	1XNU616T841001718	Trailer - NO CHARGE	10/1/2026				N/A
012	Ford	F150 Super Cab	Fleet	10/1/2025	$500	10/1/2025	10/1/2026	$24,401
	2014	1FTEX1CM9EKF94315	Light Truck	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
013	E-One	Emergency pumper	Fire Dept	10/1/2025	$500	10/1/2025	10/1/2026	$330,000
	2013	4EN6AAA88D1008266	Fire Truck	10/1/2026	$500	10/1/2025	10/1/2026	

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Named Covered Party: City of Holly Hill
Quote #: PK FL1 0642004 25-11 01
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Unit#	Make	Model/Description	Department	AL Eff	Comp Ded	Comp Eff	Comp Term	Value
	Year	VIN #	Vehicle Type	AL Term	Coll Ded	Coll Eff	Coll Term	Valuation Type
								Actual Cash Value
014	Ford	F550 Super Duty	Fleet	10/1/2025	$500	10/1/2025	10/1/2026	$46,872
	2012	1FD0W5HT5CEC06606	Heavy Truck	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
015	Ford	Escape	Police	10/1/2025	$500	10/1/2025	10/1/2026	$15,975
	2009	1FMCU02789KA49133	Light Truck	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
016	Ford	Ranger	Police	10/1/2025	$500	10/1/2025	10/1/2026	$11,850
	2008	1FTYR10D38PA59998	Light Truck	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
017	Ford	F150 Heritage	Streets	10/1/2025	$500	10/1/2025	10/1/2026	$8,037
	2004	2FTRF17224CA35737	Light Truck	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
018	Other	Addco Sign Trailer	Fleet	10/1/2025				$19,500
	2012	4SEPN1618CM4SE587	Trailer - NO CHARGE	10/1/2026				N/A
019	Other	Addco Sign Trailer	Fleet	10/1/2025				$19,500
	2014	4SEPN1612EM4SE135	Trailer - NO CHARGE	10/1/2026				N/A

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Named Covered Party: City of Holly Hill
Quote #: PK FL1 0642004 25-11 01
Agency: Brown & Brown Insurance Services, Inc.

Unit#	Make	Model/Description	Department	AL Eff	Comp Ded	Comp Eff	Comp Term	Value
	Year	VIN #	Vehicle Type	AL Term	Coll Ded	Coll Eff	Coll Term	Valuation Type
020	Freightliner	Aquatech Jet/Vacuum Truck	Streets	10/1/2025	$500	10/1/2025	10/1/2026	$379,000
	2019	1FVHG3FE7KHKT3594	Heavy Truck	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
021	Dodge	Ram 1500 Classic SLT	Stormwater	10/1/2025	$500	10/1/2025	10/1/2026	$32,000
	2019	1C6RR6LG5KS624724	Light Truck	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
022	Chevrolet	Express G2500 LS	Stormwater	10/1/2025	$500	10/1/2025	10/1/2026	$27,000
	2016	1GAWGEFGXG1339790	Light Truck	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
023	Ford	Fusion S	Police/CID	10/1/2025	$500	10/1/2025	10/1/2026	$16,865
	2017	3FA6P0G75HR358124	Police Car	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
024	Ford	Fusion	Police	10/1/2025	$500	10/1/2025	10/1/2026	$16,865
	2017	3FA6P0G77HR358125	Police Car	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
025	Ford	Fusion	Police	10/1/2025	$500	10/1/2025	10/1/2026	$16,865
	2017	3FA6P0G70HR358127	Police Car	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
026	Ford	Fusion	Police	10/1/2025	$500	10/1/2025	10/1/2026	$16,865
						10/1/2025		

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Preferred PGIT GOVERNMENTAL INSURANCE TRUST

Agreement Period: 10/1/2025 **through** 10/01/2026
Named Covered Party: City of Holly Hill
Quote #: PK FL1 0642004 25-11 01
Agency: Brown & Brown Insurance Services, Inc.

Unit#	Make	Model/Description	Department	AL Eff	Comp Ded	Comp Eff	Comp Term	Value
	Year	VIN #	Vehicle Type	AL Term	Coll Ded	Coll Eff	Coll Term	Valuation Type
	2017	3FA6P0G79HR358126	Police Car	10/1/2026	$500		10/1/2026	Actual Cash Value
027	Nissan	Frontier S/SV	Build/zone	10/1/2025	$500	10/1/2025	10/1/2026	$18,704
	2017	1N6BD0CT0HN725970	Light Truck	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
028	Ford	Explorer Police Interceptor	Police	10/1/2025	$500	10/1/2025	10/1/2026	$31,500
	2017	1FM5K8AR5HGE14658	Police Car	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
029	Ford	Explorer Police Interceptor	Police	10/1/2025	$500	10/1/2025	10/1/2026	$31,500
	2017	1FM5K8AR3HGE14660	Police Car	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
030	Ford	Explorer Police Interceptor	Police	10/1/2025	$500	10/1/2025	10/1/2026	$31,500
	2017	1FM5K8AR7HGE14659	Police Car	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
031	Nissan	NV 200	Water	10/1/2025	$500	10/1/2025	10/1/2026	$18,000
	2017	3N6CM0KN5HK690338	Light Truck	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
032	Nissan	NV 200	Water	10/1/2025	$500	10/1/2025	10/1/2026	$18,000
	2017	3N6CM0KNXHK695888	Light Truck	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value

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Named Covered Party: City of Holly Hill
Quote #: PK FL1 0642004 25-11 01
Agency: Brown & Brown Insurance Services, Inc.

Unit#	Make	Model/Description	Department	AL Eff	Comp Ded	Comp Eff	Comp Term	Value
	Year	VIN #	Vehicle Type	AL Term	Coll Ded	Coll Eff	Coll Term	Valuation Type
033	Ford	F350 Super Duty Bucket	Streets	10/1/2025	$500	10/1/2025	10/1/2026	$78,000
	2017	1FDRF3G66JEC10846	Medium Truck	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
034	Ford	F350 Super Duty	Water	10/1/2025	$500	10/1/2025	10/1/2026	$28,000
	2017	1FD8X3G65JEC64647	Medium Truck	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
035	Ford	Explorer Police Interceptor	Police	10/1/2025	$500	10/1/2025	10/1/2026	$35,298
	2018	1FM5K8AR0JGC42769	Police Car	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
036	Ford	Explorer Police Interceptor	Police	10/1/2025	$500	10/1/2025	10/1/2026	$35,298
	2018	1FM5K8AR7JGC42770	Police Car	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
037	Ford	Fusion	Police	10/1/2025	$500	10/1/2025	10/1/2026	$20,703
	2018	3FA6P0G73JR238313	Police Car	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
038	Ford	F350 Super Duty	Stormwater	10/1/2025	$500	10/1/2025	10/1/2026	$32,078
	2016	1FDRF3G66GEC72997	Medium Truck	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
039	Ford	F350 Super Duty	Stormwater	10/1/2025	$500	10/1/2025	10/1/2026	$31,411
						10/1/2025		

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Agreement Period: 10/1/2025 **through** 10/01/2026
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Quote #: PK FL1 0642004 25-11 01
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Unit#	Make	Model/Description	Department	AL Eff	Comp Ded	Comp Eff	Comp Term	Value
	Year	VIN #	Vehicle Type	AL Term	Coll Ded	Coll Eff	Coll Term	Valuation Type
	2017	1FDRF3G63HED87428	Medium Truck	10/1/2026	$500		10/1/2026	Actual Cash Value
040	Other	Dump Trailer	Streets	10/1/2025				$5,966
	2019	1XND612L3J1088767	Trailer - NO CHARGE	10/1/2026				N/A
041	Other	Equipment Trailer	Stormwater	10/1/2025				$3,166
	2019	4D6BU1628KA005173	Trailer - NO CHARGE	10/1/2026				N/A
042	Other	Equipment Trailer	Stormwater	10/1/2025				$3,166
	2019	4D6BU1628KA005174	Trailer - NO CHARGE	10/1/2026				N/A
043	Nissan	Rogue	Police	10/1/2025	$500	10/1/2025	10/1/2026	$10,700
	2013	JN8AS5MT4DW537753	Police Car	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
044	Nissan	NV 200	Facilities	10/1/2025	$500	10/1/2025	10/1/2026	$22,300
	2019	3N6CM0KN9KK712669	Light Truck	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
045	Nissan	Frontier S/SV	Wastewater	10/1/2025	$500	10/1/2025	10/1/2026	$18,990
	2019	1N6BD0CT8KN767715	Light Truck	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value

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Named Covered Party: City of Holly Hill
Quote #: PK FL1 0642004 25-11 01
Agency: Brown & Brown Insurance Services, Inc.

Unit#	Make	Model/Description	Department	AL Eff	Comp Ded	Comp Eff	Comp Term	Value
	Year	VIN #	Vehicle Type	AL Term	Coll Ded	Coll Eff	Coll Term	Valuation Type
046	Nissan	Frontier S/SV	Water	10/1/2025	$500	10/1/2025	10/1/2026	$18,990
	2019	1N6BD0CT8KN768864	Light Truck	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
047	Nissan	NV 200	Wastewater	10/1/2025	$500	10/1/2025	10/1/2026	$22,300
	2019	3N6CM0KN3KK709279	Light Truck	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
048	Nissan	NV 200	Facilities	10/1/2025	$500	10/1/2025	10/1/2026	$22,830
	2020	3N6CM0KN1LK690409	Light Truck	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
049	Nissan	NV 200	Facilities	10/1/2025	$500	10/1/2025	10/1/2026	$22,830
	2020	3N6CM0KN0LK692281	Light Truck	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
050	Nissan	NV 200	Build/Zone	10/1/2025	$500	10/1/2025	10/1/2026	$22,830
	2020	3N6CM0KN3LK691884	Light Truck	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
051	Ford	F150	Wastewater	10/1/2025	$500	10/1/2025	10/1/2026	$28,495
	2020	1FTMF1CB6LFB37528	Light Truck	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
052	Ford	F150	Water	10/1/2025	$500	10/1/2025	10/1/2026	$28,495
						10/1/2025		

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Unit#	Make	Model/Description	Department	AL Eff	Comp Ded	Comp Eff	Comp Term	Value
	Year	VIN #	Vehicle Type	AL Term	Coll Ded	Coll Eff	Coll Term	Valuation Type
	2020	1FTMF1CB8LFB37529	Light Truck	10/1/2026	$500		10/1/2026	Actual Cash Value
053	Ford	Explorer Police Interceptor	Police	10/1/2025	$500	10/1/2025	10/1/2026	$48,130
	2020	1FM5K8AB3LGA41874	Police Car	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
054	Ford	Explorer Police Interceptor	Police	10/1/2025	$500	10/1/2025	10/1/2026	$48,130
	2020	1FM5K8AB7LGA41876	Police Car	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
055	Ford	Explorer Police Interceptor	Police	10/1/2025	$500	10/1/2025	10/1/2026	$48,130
	2020	1FM5K8AB9LGA41877	Police Car	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
056	Ford	Explorer Police Interceptor	CRA/Police	10/1/2025	$500	10/1/2025	10/1/2026	$48,130
	2020	1FM5K8AB0LGA41878	Police Car	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
057	Ford	Explorer Police Interceptor	CRA/Police	10/1/2025	$500	10/1/2025	10/1/2026	$48,130
	2020	1FM5K8AB2LGB43036	Police Car	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
058	Ford	F150 Police Responder	Police	10/1/2025	$500	10/1/2025	10/1/2026	$45,206
	2021	1FTEW1P48LKE74810	Police Car	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value

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Unit#	Make	Model/Description	Department	AL Eff	Comp Ded	Comp Eff	Comp Term	Value
	Year	VIN #	Vehicle Type	AL Term	Coll Ded	Coll Eff	Coll Term	Valuation Type
059	Ford	Explorer Police Interceptor	Police	10/1/2025	$500	10/1/2025	10/1/2026	$44,444
	2021	1FM5K8AB2MGA24839	Police Car	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
060	Ford	Explorer Police Interceptor	Police	10/1/2025	$500	10/1/2025	10/1/2026	$44,444
	2021	1FM5K8AB9MGA24840	Police Car	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
061	Ford	Explorer Police Interceptor	Police	10/1/2025	$500	10/1/2025	10/1/2026	$44,795
	2021	1FM5K8AB3MGC24757	Police Car	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
062	Ford	Explorer Police Interceptor	Police	10/1/2025	$500	10/1/2025	10/1/2026	$44,795
	2021	1FM5K8AB1MGC24059	Police Car	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
063	Ford	Explorer Police Interceptor	Police	10/1/2025	$500	10/1/2025	10/1/2026	$44,795
	2021	1FM5K8AB1MGC24386	Police Car	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
064	Ford	Explorer Police Interceptor	Police	10/1/2025	$500	10/1/2025	10/1/2026	$44,795
	2021	1FM5K8AB1MGC23870	Police Car	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
065	Ford	Explorer Police Interceptor	Police	10/1/2025	$500	10/1/2025	10/1/2026	$44,795
						10/1/2025		

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Named Covered Party: City of Holly Hill
Quote #: PK FL1 0642004 25-11 01
Agency: Brown & Brown Insurance Services, Inc.

Unit#	Make	Model/Description	Department	AL Eff	Comp Ded	Comp Eff	Comp Term	Value
	Year	VIN #	Vehicle Type	AL Term	Coll Ded	Coll Eff	Coll Term	Valuation Type
	2019	1FM5K8AR8KGB45093	Police Car	10/1/2026	$500		10/1/2026	Actual Cash Value
066	Ford	Explorer Police Interceptor	CRA	10/1/2025	$500	10/1/2025	10/1/2026	$44,795
	2019	1FM5K8ARXKGB45094	Police Car	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
067	Ford	F350	Facilities	10/1/2025	$500	10/1/2025	10/1/2026	$42,598
	2022	1FDRF3G62NEC36088	Medium Truck	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
068	Ford	F250	Streets	10/1/2025	$500	10/1/2025	10/1/2026	$35,195
	2022	1FDBF2A6XNEC15512	Light Truck	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
069	Ford	F250	Code Enforcement	10/1/2025	$500	10/1/2025	10/1/2026	$39,751
	2022	1FDBF2A66NEC35644	Light Truck	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
070	Ford	Maverick	Code Enforcement	10/1/2025	$500	10/1/2025	10/1/2026	$20,782
	2022	3FTTW8E95NRA97981	Light Truck	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
071	Ford	F150	Streets	10/1/2025	$500	10/1/2025	10/1/2026	$26,161
	2022	1FTMF1CB2NKE82971	Light Truck	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

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Agreement Period: 10/1/2025 **through** 10/01/2026
Named Covered Party: City of Holly Hill
Quote #: PK FL1 0642004 25-11 01
Agency: Brown & Brown Insurance Services, Inc.

Unit#	Make	Model/Description	Department	AL Eff	Comp Ded	Comp Eff	Comp Term	Value
	Year	VIN #	Vehicle Type	AL Term	Coll Ded	Coll Eff	Coll Term	Valuation Type
072	Ford	Explorer Police Interceptor Utility	Police	10/1/2025	$500	10/1/2025	10/1/2026	$26,161
	2023	1FM5K8AB4PGA03799	Police Car	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
073	Ford	Explorer Police Interceptor Utility	Police	10/1/2025	$500	10/1/2025	10/1/2026	$26,161
	2023	1FM5K8AB8PGA04356	Police Car	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
074	Ford	Explorer Police Interceptor Utility	Police	10/1/2025	$500	10/1/2025	10/1/2026	$26,161
	2023	1FM5K8ABXPGA04178	Police Car	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
075	Toyota	Camry	Public Works	10/1/2025	$500	10/1/2025	10/1/2026	$27,928
	2023	4T1C31AK6PU619145	Private Passenger	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
076	Haulmark	Typhoon Rescue Pumper	Fire Dept	10/1/2025	$500	10/1/2025	10/1/2026	$508,975
	2023	4EN6AAA86P1005192	Fire Truck	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
077	Ford	Police Interceptor	Police	10/1/2025	$500	10/1/2025	10/1/2026	$54,826
	2023	1FM5K8AB8PGA81681	Police Car	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
078	Ford	Police Interceptor	Police	10/1/2025	$500	10/1/2025	10/1/2026	$54,826
						10/1/2025		

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Preferred PGIT GOVERNMENTAL INSURANCE TRUST

Agreement Period: 10/1/2025 **through** 10/01/2026
Named Covered Party: City of Holly Hill
Quote #: PK FL1 0642004 25-11 01
Agency: Brown & Brown Insurance Services, Inc.

Unit#	Make	Model/Description	Department	AL Eff	Comp Ded	Comp Eff	Comp Term	Value
	Year	VIN #	Vehicle Type	AL Term	Coll Ded	Coll Eff	Coll Term	Valuation Type
	2023	1FM5K8AB4PGA80785	Police Car	10/1/2026	$500		10/1/2026	Actual Cash Value
079	Ford	Police Interceptor	Police	10/1/2025	$500	10/1/2025	10/1/2026	$56,720
	2023	1FM5K8AB9PGB60180	Police Car	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
080	Ford	F350	Streets	10/1/2025	$500	10/1/2025	10/1/2026	$80,702
	2024	1FDRF3HTXRED48941	Medium Truck	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
081	Ford	F350	Sewer	10/1/2025	$500	10/1/2025	10/1/2026	$101,073
	2024	1FDRF3HT5REE16160	Medium Truck	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
082	Ford	F350	Stormwater	10/1/2025	$500	10/1/2025	10/1/2026	$80,702
	2024	1FDRF3HTXREE15974	Medium Truck	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
083	Ford	Explorer Police Interceptor	Police	10/1/2025	$500	10/1/2025	10/1/2026	$39,815
	2024	1FMSK7BH7RGA82968	Police Car	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
084	Ford	Police Interceptor	Police	10/1/2025	$500	10/1/2025	10/1/2026	$60,300
	2024	1FM5K8AB1RGA24483	Police Car	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value

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Agreement Period: 10/1/2025 **through** 10/01/2026
Named Covered Party: City of Holly Hill
Quote #: PK FL1 0642004 25-11 01
Agency: Brown & Brown Insurance Services, Inc.

Unit#	Make	Model/Description	Department	AL Eff	Comp Ded	Comp Eff	Comp Term	Value
	Year	VIN #	Vehicle Type	AL Term	Coll Ded	Coll Eff	Coll Term	Valuation Type
085	Ford	F150	Fire Dept	10/1/2025	$500	10/1/2025	10/1/2026	$54,425
	2023	1FTFW1P83PKD82419	Medium Truck	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
086	Ford	F150	Streets	10/1/2025	$500	10/1/2025	10/1/2026	$35,919
	2025	1FTMF1KP8SKD70796	Light Truck	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
087	Ford	Police Interceptor	Police	10/1/2025	$500	10/1/2025	10/1/2026	$56,446
	2024	1FM5K8AB4RGA24669	Police Car	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
088	Ford	F150	Streets	10/1/2025	$500	10/1/2025	10/1/2026	$29,790
	2023	1FTMF1CB6PKD81595	Medium Truck	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
089	Ford	F350	Wastewater	10/1/2025	$500	10/1/2025	10/1/2026	$26,873
	2014	1FDRF3H64EEB27873	Medium Truck	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
090	Ford	Police Interceptor	Police	10/1/2025	$500	10/1/2025	10/1/2026	$27,300
	2013	1FM5K8AR0DGB21079	Police Car	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value
091	Ford	Police Interceptor	Police	10/1/2025	$500	10/1/2025	10/1/2026	$24,984
						10/1/2025		

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

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Agreement Period: 10/1/2025 **through** 10/01/2026
Named Covered Party: City of Holly Hill
Quote #: PK FL1 0642004 25-11 01
Agency: Brown & Brown Insurance Services, Inc.

Unit#	Make	Model/Description	Department	AL Eff	Comp Ded	Comp Eff	Comp Term	Value
	Year	VIN #	Vehicle Type	AL Term	Coll Ded	Coll Eff	Coll Term	Valuation Type
	2011	2FABP7BV8BX166590	Police Car	10/1/2026	$500		10/1/2026	Actual Cash Value
092	Ford	F350	Police	10/1/2025	$500	10/1/2025	10/1/2026	$16,872
	2005	1FDWF36555EB79333	Medium Truck	10/1/2026	$500	10/1/2025	10/1/2026	Actual Cash Value

TOTAL AUTO PHYSICAL DAMAGE VALUE:	$4,106,452

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SURETY BONDS

Brown & Brown has the capability to handle surety bonds. Our experienced professionals are proficient in Construction and Commercial Bonds. Construction bonds typically include Bid, Performance, Payment, Maintenance and Warranty bonds. Commercial bonds cover obligations typically required by law, statute or regulation. The following are just a few of the industry types that we can service:

- Condominium Associations
- Developers
- General Contractors
- Financial Services Industry
- Hazardous Materials and Waste
- Healthcare
- Manufacturing
- Oil & Gas
- Property Managers
- Restaurants
- Retail Industry
- Service Contractors
- Subcontractors
- Wholesalers/Suppliers/Distributors

Types of Commercial Bonds commonly written by Brown & Brown include:

Agricultural Dealers Bond	Medicare/Medicaid Bonds	Release of Lien Bonds
Appeal Bonds	Miscellaneous Bonds	Replevin Bonds
Citrus Dealer Bonds	Mobile Home Dealer Bonds	Right-of-Way Bonds
Court Bonds	Mortgage Broker Bonds	Seller of Travel Bonds
Customs Bonds	Motor Vehicle Dealer Bonds	Supply Bonds
Employee Dishonesty Bonds	Notary Public Bonds	Tax Bonds
Fidelity Bonds	Patient Trust Bonds	Title Agents Bonds
Franchise Dealer Bonds	Professional Solicitors Bonds	Utility Deposit/Payment Bonds
Fuel Tax Bonds	Public Official Bonds	Warehouse Bonds
Garnishment Bonds	Reclamation Bonds	Workers' Compensation Bond
License & Permit Bonds	Recreational Vehicle Dealer Bonds	Yacht Broker/Salesman Bonds

For more information or questions, please contact our Bond Manager,
Tyler DeBord at 386-239-5703 or email at Tyler.DeBord@bbrown.com.

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

EMPLOYEE BENEFITS

Brown & Brown is an insurance intermediary for Employee Benefits insurance. We are experts in analyzing plan design information and claim experience in order to make sure our clients have the best employee benefits package for their employee's at the most competitive cost. We broker the following products:

- Medical Insurance – Fully Insured / Self Insured / Dividend Plans
- Consumer Driven Health Plans – H.S.A's / HRA's
- Dental Insurance
- Basic and Voluntary Life Insurance
- Short and Long Term Disability
- Vision Insurance
- Flex Spending Accounts
- Employee Assistance Plan
- COBRA Administration
- Voluntary Products
- Legal Plans

We also realize the service intensive nature of Employee Benefits packages. Therefore, we have experienced Account Executives and Account Managers to assist our clients with all aspects of employee benefit plans including:

- Guarantee Renewals 45-60 days in advance
- Billing, Claims, Eligibility issues
- Electronic Enrollment
- Open Enrollment Assistance
- Benefits at a Glance / Benefit Business Cards
- Compensation Statements
- HR/ Benefits Website
- Employee Surveys

For more information or questions, please contact our Employee Benefits Manager, Mike Rusin at 386-239-5732 or email at Mike.Rusin@bbrown.com

Attachment: Brown and Brown FY25_26 Insurance Proposal (4959 : Package Insurance Policy for FY 2026)

HOLLY HILL
FLORIDA

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Agenda Item

MEETING DATE:	**September 23, 2025**
FROM:	**Brian Walker**
SUBJECT:	**Halifax Humane Society Contract Renewal - FY26**
NUMBER:	**(ID # 5003)**
APPLICANT:	**Code Enforcement - Animal Services**
PLANNER:	**Brian Walker**

DISCUSSION:

The Halifax Humane Society is a cost effective method of ensuring the humane treatment of stray animals collected within the City limits of Holly Hill. The City has contracted with Halifax Humane Society, a well-respected animal shelter service provider, for many years to provide sheltering, care, treatment services and reunification of stray animals found within the east Volusia area.

The City of Holly Hill, along with several other cities within Volusia County, has agreed to the terms of the attached Agreement.

This Agreement will take effect on the 1st day of October 2025, and will remain in full force and effect for an initial twelve (12) month period ending on midnight September 30, 2026. No renewal provisions have been stated.

PRIMARY CHANGES FROM THE CURRENT FY 25 CONTRACT TO THE PROPOSED FY26 CONTRACT:

No renewal provisions are offered in the current contract.
The city is now fully responsible for remedial (injured animals) veterinary care expenses whereas in the FY25 contract they were fully at the Humane Society's expense.
Humane Society will no longer accept animals deemed dangerous, under investigation for being declared dangerous, with a bite history, or under quarantine.
Humane Society will no longer accept wild animals or livestock.
The fee schedule has changed and prices have increased as shown on page 5 of each contract.

FISCAL ANALYSIS:

The city has budgeted $40,000 in the 2025/2026 Fiscal Year for the sheltering service provided under this agreement with the Halifax Humane Society.

STAFF RECOMMENDATION:

Authorize the City Manager execute the Agreement for Service with the Halifax Humane Society.

COMMISSION GOAL:

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

MOTION:

APPROVING THE AGREEMENT AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE AGREEMENT WITH THE HALIFAX HUMANE SOCIETY FOR PROVIDE ANIMAL SHELTERING SERVICES.

- Current Halifax HS Contract FY 24-25 (PDF)
- Proposed Halifax HS Contract FY 25-26 (PDF)

AGREEMENT FOR SERVICES BETWEEN
Halifax Humane Society, Inc.
AND
The Impounding agency

This Services Agreement ("Agreement") is hereby entered into by and between the **Halifax Humane Society, Inc.**, a Florida non-profit corporation, with its principal address at 2364 West LPGA Boulevard, Daytona Beach, Florida 32124 ("Humane Society"), and the **Impounding agency**, a municipal corporation, with its primary address at ("Impounding agency address").

WHEREAS, in order to enforce the ordinances of the Impounding agency and the laws of the State of Florida with respect to stray animals, the Impounding agency desires to deliver stray animals to the Humane Society for the humane impoundment and humane disposition of said animals; and

WHEREAS, the Humane Society is organized for the purpose, among others, of preventing cruelty to animals and is interested in assuring that impounded animals are sheltered in a humane manner and those which must be destroyed, be so destroyed humanely.

NOW, THEREFORE, for and in consideration of the mutual covenants, conditions and provisions herein contained, it is expressly agreed and understood as follows:

1. **TERM**: This Agreement will take effect on the 1st day of October 2024, and will remain in full force and effect for an initial twelve (12) month period ending on midnight between September 30, 2025. The parties shall have the option to extend the contract or enter into contract negotiations if they so desire. This contract may be renewed by the Impounding agency for up to three (3) twelve (12) month periods, with a 10% increase of fees per renewal.

2. **ANIMAL SHELTER, RETURN TO FIELD, AND TRAP, NEUTER, AND RETURN**:

(a) The Humane Society will maintain and operate an animal shelter ("Shelter") in a manner adequate for the confinement, remedial treatment, and, if necessary, disposal of stray dogs, cats, or other animals, which may be delivered to the Humane Society from all areas within the jurisdiction of the Impounding Agency, and the Humane Society will furnish, at its sole expense, all supervision, labor, animal food, tools, supplies and other things necessary for the satisfactory performance of the services herein agreed to be provided. Remedial care will be provided for injured animals during operating hours when there is a staff veterinarian available, at the Humane Society's sole expense. The Shelter will be operated at 2364 West LPGA Blvd., Daytona Beach, Florida.

(b) The Humane Society will provide means to accept all stray dogs and other stray or seized domesticated animals delivered to the Shelter by the Impounding agency's law enforcement personnel, Animal Control Officers, or other designated officers appointed by the Impounding agency for this purpose. The Humane Society will

Attachment: Current Halifax HS Contract FY 24-25 (5003 : Halifax Humane Society Contract Renewal - FY 26)

provide Return to Field (RTF) for unsterilized cats following national animal welfare organization recommendations for the most humane practices with addressing cat overpopulation. The Humane Society will accept wild animals and livestock only if it has the ability and facilities to impound and control these animals, and the decision to accept or reject such animals will be solely within the discretion of the Humane Society. The Humane Society will require all persons who drop off or report injured or stray animals to the Shelter during the Shelter's normal operating hours to give their names, phone number, and current home and post office addresses and identify the place where the animals involved were located or picked up.

(c) If the Impounding agency delivers an animal to the Shelter for impoundment discovers such animal bears information indicating ownership of the animal, the impounding agency representative shall take reasonable steps to identify the owner of the animal and contact said owner prior to delivering the animal to the Shelter. The impounding representative shall also provide all contact information gathered and documented attempts of contact for the owner/guardian to Halifax. Regardless of the foregoing, any animal suspected of being infected with rabies or which has bitten or otherwise exposed any person to rabies, shall not be released to its owner until after such animal has been impounded for a period of ten (10) days and the Volusia Health Department, through its authorized representatives, has expressly approved, in writing, any such release.

(d) When a stray domestic animal is delivered to the Shelter and is not suspected of having rabies or has not bitten or otherwise exposed any person to rabies, the Humane Society will impound the animal at the Impounding agency's expense for a period of not to exceed three (3) calendar days (unless otherwise provided in this Agreement). If the owner has not retrieved the animal within the designated holding period, the Humane Society will thereafter, at its own expense, provide for the adoption or humane disposal of the animal in accordance with its routine methods and procedures.

(e) When a stray cat is delivered to the Shelter and is not suspected of having rabies or has not bitten or otherwise exposed any person to rabies, the Humane Society will determine the eligibility of the animal for the RTF Program. After consultation with the Impounding agency, Humane Society will decide whether the cat will be referred for impoundment or RTF and notify the impounding agency. The Impounding agency representative will expressly inform the Humane Society if a cat is brought in as part of the Trap, Neuter and Return Program (TNR). The Humane Society will only perform feline sterilization services for cats brought to the Humane Society by an Animal Control Officer (ACO) or other Impounding agency person designated by the Police Department. Cats brought to the Humane Society by any other person will not be eligible for reimbursement by the Impounding agency. Fees for this service are listed in 3.b. under RTF/TNR Cats. The Impounding agency will only be responsible

Attachment: Current Halifax HS Contract FY 24-25 (5003 : Halifax Humane Society Contract Renewal - FY 26)

for services or procedures that are requested and expressly included in this agreement. The Impounding agency will not pay for any other service or procedure. The RTF/TNR Program requires the following:

i. The Humane Society and the Impounding agency shall mutually agree on the day(s) of the week that the Impounding agency will bring cats to the designated Humane Society facility. Said schedule shall be subject to change by mutual agreement of the parties. The Impounding agency shall at a minimum have one day reserved each week at a designated Humane Society facility to bring in cats for sterilization.

ii. Surgeries may be completed at either:
Halifax Humane Society 2364 West LPGA Boulevard Daytona Beach, FL 32124
-Or-
HHS Redinger Clinic 600 Mason Ave #150 Daytona Beach, FL 32117

Hereafter, Humane Society shall refer to both the location on LPGA Blvd. and Mason Ave.

iii. All regular sterilizations are the same price for neuters and spays (males and females). Each surgery includes complimentary ear tipping, FVRCP and rabies vaccines, and anesthesia. Ear tipping must be completed according to Alley Cat Allies recommendations by removing at least 3/8 of an inch from the top of the left ear.

iv. If the Impounding agency presents a cat for sterilization and the Humane Society finds the cat has already been sterilized, the Humane Society will provide anesthesia, ear tipping, FVRCP and rabies vaccine at the normal sterilization surgery cost.

v. Upon presentation of a cat, the Humane Society, at its sole discretion, will determine if the cat is healthy enough to survive surgery and whether or not it should be euthanized. The Humane Society recognizes that the Impounding agency does not have a licensed veterinarian on staff and does not have the ability to determine whether an animal should be euthanized.

vi. All cats being returned to the Impounding agency staff from the Humane Society will have their ear tipped as described above. No exceptions. If a cat is returned to the Impounding agency staff without an ear tip, or with an ear tip of less than 3/8 of an inch from the top of the left ear, the Impounding agency cat will be returned to the Humane Society for the procedure without any additional charge to the Impounding agency.

vii. No procedures other than those listed in this document will be paid for by the

Attachment: Current Halifax HS Contract FY 24-25 (5003 : Halifax Humane Society Contract Renewal - FY 26)

Impounding agency. The Impounding agency will only reimburse for procedures that have been documented and provided to the Impounding agency. The Humane Society must provide at least the following information in order to receive reimbursement for each cat:

- Invoice number
- Visit Date
- Billing Date
- Animal Name and/or Number
- Impounding agency services provided
- Name of Impounding Agency Rep authorizing service(s)
- Cost for each service provided
- Total cost

viii. The Humane Society will combine and send all invoices to the Impounding agency monthly.

ix. ACO's will notify the Humane Society staff at the LPGA location whether a feline brought there is part of the TNR program, if it is for RTF, is wild, stray, confiscated, or seized.

x. The Humane Society will only release RTF cats to the Impounding agency Animal Control Officer unless Impounding agency provided permission for a 3rd party release in writing from the agency's authority.

3. **BILLING & PAYMENT**:

(a) The Humane Society shall bill the Impounding agency pursuant to Paragraph 3(b), as applicable, for:

(i) each dog, cat, domesticated animal, injured animal, deceased animal, livestock animal, wild animal, or quarantined/confiscated animal delivered to the Shelter by either the Impounding agency's designated personnel, Police or Animal Control Officers;

(ii) each stray dog, cat, domesticated animal, injured animal, deceased animal, livestock animal or wild animal emanating from within Impounding agency the jurisdictional limits of the impounding agency and delivered to the Shelter by a private citizen who has provided their full name and contact information. Owner surrendered animals will only be accepted via impounding agency with Supervisor approval from Halifax Humane Society. Owner requested surrenders in the field should be referred to Halifax Humane Society directly; and

(iii) each dog, cat, domesticated animal, injured animal or deceased animal picked up at the request of the Impounding agency by the Humane Society within

Attachment: Current Halifax HS Contract FY 24-25 (5003 : Halifax Humane Society Contract Renewal - FY 26)

Impounding agency jurisdictional limits of the impounding agency.

(b) In consideration of the agreements and undertakings to be performed by the Humane Society, the Impounding agency agrees to pay the following applicable fee(s) per animal to the Humane Society on a monthly basis, in arrears:

Type of Animal	**Fee**
Dog or cat (if the cat is not eligible for RTF/TNR program) Impoundment	$156.00
Other domesticated animal	$130.00
Livestock animal	$195.00
Wild animal (Euthanasia)	$ 71.50
Deceased on arrival (Disposal)	$32.50
Quarantined animal (*e.g.*, Rabies)	$390, $39 per day Quarantine period determined by Florida State Statute
Confiscated animal	$130 for the 1st day of impoundment plus $45.50 for each additional day of impoundment
Fees for RTF/TNR cats **Sterilization Surgery** Complimentary ear tipping, FVRCP, Rabies Vaccines	$58.50
Anesthesia Fee No surgery performed, ear tipping, FVRCP vaccine, rabies vaccine	$58.50
Euthanasia Veterinarian determined that patient cannot undergo surgery due to illness/disease	$58.50
Forensic calls and staff assistance upon request	Staff Support: $32.50 per hr. Veterinarian Support: $162.50 per hr.

Attachment: Current Halifax HS Contract FY 24-25 (5003 : Halifax Humane Society Contract Renewal - FY 26)

(c) Payment must be made to the Humane Society within forty-five (45) days of the date of a proper invoice, as required by the Florida Local Government Prompt Payment Act (Part VII, Chapter 218, Florida Statutes) (the "Prompt Payment Act"). As provided by the Prompt Payment Act, any payment that is not made by the Impounding agency within such time period shall bear interest from thirty (30) days after the due date at a rate of one percent (1%) per month on the unpaid balance until paid in full. If the Impounding agency has a dispute about a charge on its invoice, it must contact the Humane Society's Director of Administrative Services at 386-274-4703, extension 315, within fifteen (15) days of the date of the invoice.

(d) The Humane Society will submit to the Impounding agency, with its monthly invoice, a list of all pick up addresses of stray animals charged to the Impounding agency account for animals that were not impounded by a an impounding agency's designated personnel, the names and addresses of all persons claiming any stray animals that are dropped off at the Shelter during normal operating hours, and, if known, the names and addresses of all persons claiming stray animals that are dropped off at the Shelter after-hours.

(e)

The Humane Society will make a good faith effort to collect the costs incurred for the care of any animal that is served by the Humane Society and later reclaimed by the animal's owner. Collections received by the Humane Society by an animal owner shall be credited against the fees charged to the Impounding Agency. The animal's owner is financially responsible for any services rendered to the animal by the Humane Society and the Humane Society, without indicating that payment is optional, will seek full payment for said services prior to releasing the animal. The Humane Society may release an animal to its owner without payment in the event the animal's owner completes a financial affidavit indicating that the owner qualifies as indigent. The financial affidavit to be used by Humane Society is attached hereto marked as **Exhibit A**. If the attached financial affidavit is completed by the animal owner, the Humane Society may release the animal to the owner without collecting any fees and the Impounding Agency shall be responsible for the charges associated with the released animal as outlined herein. A copy of the animal owner's financial affidavit shall be included in the corresponding invoice to the Impounding Agency. If the Humane Society does not have the animal owner complete a financial affidavit but releases the animal to the owner, the Impounding Agency shall not be charged for any of the fees associated with the animal released.

4. **RABIES QUARANTINE**: The Humane Society will provide space for the confinement, observation and care of any stray animal suspected of rabies, or any stray animal which has bitten or otherwise exposed any person to rabies for a period of the state determined time for quarantine and will accept, care for and dispose of any such animal delivered to the Shelter. The Humane Society will notify the Volusia County Health Department of any rabies specimen

Attachment: Current Halifax HS Contract FY 24-25 (5003 : Halifax Humane Society Contract Renewal - FY 26)

animal that dies during the quarantine period, and will allow the Volusia Impounding agency Health Department the opportunity to take custody of the remains of any such animal that becomes ill or dies while under confinement for such reasons. The Impounding agency impounding agency shall pay the applicable charges for quarantine service pursuant to Section 3(b) of this Agreement.

5. **CONFISCATED ANIMALS – 828.073, F.S.:** The Humane Society will agree to accept confiscated animals as strays or accept said animals as "confiscated" only when the provisions of Section 828.073, Florida Statutes are satisfied (*i.e.*, pursuant to a Court order after petition and hearing). The Impounding agency shall be responsible for all charges and expenses incurred in confiscating an animal pursuant to § 828.073, Fla. Stat. Upon request, a copy of the petition must be submitted by the seizing agent to the Humane Society within ten (10) business days of the request. Failure to comply with this requirement will result in "confiscated" animals being deemed "stray" animals, at which point care of the animal will be charged to the Impounding agency at the default "stray" rates provided in Section 3(b) of this Agreement. The Impounding agency agrees to indemnify the Humane Society for any and all claims that may arise as a result of the Impounding agency decision to submit the animal as a stray, except that the cap on the amount and liability of the Impounding agency for indemnification or damages under this contract, regardless of the number or nature of claims in tort, equity, or contract, shall not exceed the dollar amount expended by the Impounding agency for Humane Society services in the contract year in which the claim arises.

6. **DANGEROUS DOG LAW**: Pursuant to Sections 767.12 and 767.13, Florida Statutes, it will be the sole responsibility of the Impounding agency's animal control authority to determine whether a dog is dangerous and to submit to the Humane Society the necessary paperwork as required by the applicable statutes. If quarantine is necessary, a dog quarantined pursuant to Sections 767.12 and 767.13, Florida Statutes, may be quarantined for ten (10) business days at a bona fide boarding kennel or veterinarian's office of the seizing agent's or owner's choice. Otherwise, the Humane Society will quarantine all dogs that the Impounding agency animal control authority determines to be dangerous for a maximum of ten (10) business days. The Impounding agency shall pay the applicable charges for such service pursuant to Section 3(b) of this Agreement. If the owner of the dog is unknown by the end of the quarantine period, the Impounding agency may request that euthanasia be performed by the Humane Society when it is the Impounding agency's belief that the dog poses a threat to public safety. The Impounding agency agrees to indemnify the Humane Society for any and all claims that may arise as a result of the Impounding agency decision to submit the animal under the Dangerous Dog Law, except that the cap on the amount and liability of the Impounding agency for indemnification or damages under this contract, regardless of the number or nature of claims in tort, equity, or contract, shall not exceed the dollar amount expended by the Impounding agency for Humane Society services in the contract year in which the claim arises.

7. **CONFISCATED ANIMALS - OWNER OF ANIMAL IS IN CUSTODY / DECEASED / HOSPITALIZED**: All animals whose owners are in police custody, deceased or hospitalized may

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be placed in a bona fide boarding kennel or veterinary clinic at the owner's expense. The Humane Society will accept any such animals that are seized or taken by the Impounding agency. The Impounding agency will pay the applicable charges for such service (*i.e.*, "Confiscated Animal") pursuant to Section 3(b) of this Agreement. The Impounding agency agrees to indemnify the Humane Society for any and all claims that may arise as a result of the Impounding agency's decision to submit the animal as Confiscated/Owner of Animal in Custody/Deceased/Hospitalized, except that the cap on the amount and liability of the Impounding agency for indemnification or damages under this contract, regardless of the number or nature of claims in tort, equity, or contract, shall not exceed the dollar amount expended by the Impounding agency for Humane Society services in the contract year in which the claim arises. The impounding agency agrees to provide next of kin, emergency contact or any other guardian information to Halifax within 3 days of impoundment. Failure to do so by the impounding agency will forfeit any hold on the animal other than the mandatory 3 day holding period for stray animals.

8. **CONFISCATED ANIMALS DUE TO OWNER EVICTION**: Animals seized by the Impounding agency as a result of an owner eviction will be held by the Humane Society for 5 days. The impounding agency agrees to leave notice of impoundment at the eviction location listing the whereabouts and descriptions of animal confiscated. Impounding agency's representative will provide proof of such notice, agency report or photograph of notice on the dwelling with address or writ of possession displayed. If not reclaimed by the owner, all charges accruing pursuant to Section 3(b) will be paid by the Impounding agency.

As the impounding agency, if the Impounding agency chooses not to have the Humane Society hold the animal for the entire reclamation period referenced above, the Impounding agency may submit the animal to the Humane Society as a "stray," in which case the animal will be held for three (3) days prior to disposition. The Impounding agency agrees to indemnify the Humane Society for any and all claims that may arise as a result of the Impounding agency's decision to submit the animal as a "stray", except that the cap on the amount and liability of the Impounding agency for indemnification or damages under this contract, regardless of the number or nature of claims in tort, equity, or contract, shall not exceed the dollar amount expended by the Impounding agency for Humane Society services in the contract year in which the claim arises The Impounding agency shall pay the applicable charges for such service pursuant to Section 3(b) of this Agreement.

9. **REMEDY IN THE EVENT OF BREACH**: In the event that the Impounding agency fails to make timely payment to the Humane Society for services rendered pursuant to this Agreement, the Humane Society, in its sole discretion, may elect to terminate this Agreement and cease providing services to the Impounding agency. If the Humane Society exercises this option, it will provide the Impounding agency with thirty (30) days written notice of its decision to terminate the Agreement. The Impounding agency will remain responsible for payment for all services rendered by the Humane Society prior to and during the thirty (30) day notice period. Upon expiration of the thirty (30) day notice period, the Humane Society will no longer provide

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any services to the Impounding agency.

10. **WAIVER OF BREACH**: The waiver by the Humane Society or the Impounding agency of any breach or violation of this Agreement will not operate as or be construed to be a waiver of any subsequent breach of this Agreement.

11. INSURANCE: Humane Society shall maintain insurance of sufficient amounts during the life of this Agreement. Humane Society shall provide to the Impounding Agency with a certificate of insurance endorsing the Impounding Agency as an additional named insured, upon request. All insurance coverages of the Humane Society shall be primary and noncontributory. All insurance coverages of the Humane Society shall not seek contribution from any other insurance or self-insurance available to the Impounding Agency.

Policies shall be issued by insurers licensed and/or duly authorized under Florida Law to do business in the State of Florida and all insuring companies are required to have a minimum rating of "A-" in the "Best Key Rating Guide" published by A.M. Best & Company, Inc. Insurer shall provide the Impounding Agency written notice of cancellation, nonrenewal or any other changes in coverage no later than thirty (30) days prior to the effective date of the change and shall provide notice to the Impounding Agency no later than 10 days after non-payment.

Minimum insurance coverages that must remain in place for the life of the Agreement are as follows:

Commercial General Liability:	Aggregate $2,000,000.00/ Each Occurrence $1,000,000.00
Automobile Liability:	$1,000,000.00
Umbrella Liability:	$1,000,000.00

Should at any time the Humane Society not maintain the insurance coverages required herein, the Impounding Agency may terminate the Agreement or at its sole discretion shall be authorized to purchase such coverages and charge the Humane Society for such coverages purchased. The Impounding Agency shall be under no obligation to purchase such insurance, nor shall it be responsible for the coverages purchased or the insurance company or companies used. The decision of the Impounding Agency to purchase such insurance coverages shall in no way be construed to be a waiver of any of its rights under the Agreement.

11. **SOVEREIGN IMMUNITY:** The Impounding agency expressly retains all rights, benefits, and immunities of sovereign immunity in accordance with §768.28, Florida Statutes. Notwithstanding anything set forth in any section of the Agreement to the contrary, nothing in the Agreement shall be deemed as a waiver of immunity of limits of liability of the Impounding agency beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature or may be adopted by the Florida Legislature, and the cap on the amount and liability of the Impounding agency for damages, regardless of the number or nature of claims in tort, equity, or contract, shall not exceed the dollar amount set

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by the legislature for tort. Nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim against the Impounding agency, which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law.

12. PUBLIC RECORDS: Pursuant to section 119.0701 (2)(a), Florida Statutes, the Impounding agency is required to provide the Humane Society with this statement and establish the following requirements as contractual obligations pursuant to the Agreement:

IF THE HUMANE SOCIETY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE HUMANE SOCIETY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 386-736-5935, email for Impounding Agency, by mail, Purchasing and Contracts Division, Attn: Public Records Custodian, 123 W. Indiana Ave. RM 302 DeLand, FL 32720.

By entering into this Agreement, the Humane Society acknowledges and agrees that some records maintained, generated, received, or kept in connection with, or related to the performance of services provided under, this Agreement are public records subject to the public records disclosure requirements of section 119.07(1), Florida Statutes, and Article I, section 24 of the Florida Constitution. Pursuant to section 119.0701, Florida Statutes, any contractor entering into a contract for services with the Impounding agency, including the Humane Society, is required to comply with the following with respect to the applicable public records:

a) Keep and maintain public records required by the Impounding agency to perform the services and work provided pursuant to this Agreement.

b) Upon request from the Impounding agency's custodian of public records, provide the Impounding agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.

c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the Impounding agency.

d) Upon completion of the contract, transfer, at no cost, to the Impounding agency all public records in the possession of the contractor or keep and maintain public records required by the Impounding agency to perform the service. If the contractor transfers all public records to the Impounding agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Impounding agency, upon request from the Impounding

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agency's custodian of public records, in a format that is compatible with the information technology systems of the Impounding agency.

e) Requests to inspect or copy public records relating to the Impounding agency's contract for services must be made directly to the Impounding agency. If contractor receives any such request, contractor shall instruct the requestor to contact the Impounding agency. If the Impounding agency does not possess the records requested, the Impounding agency shall immediately notify the contractor of such request, and the contractor must provide the records to the Impounding agency or otherwise allow the records to be inspected or copied within a reasonable time.

The Humane Society acknowledges that failure to provide the applicable public records to the Impounding agency within a reasonable time may be subject to penalties under section 119.10, Florida Statutes. The Humane Society further agrees not to release any records that are statutorily confidential or otherwise exempt from disclosure without first receiving prior written authorization from the Impounding agency. Humane Society shall indemnify, defend, and hold the Impounding agency harmless for and against any and all claims, damage awards, and causes of action arising from Humane Society's failure to comply with the applicable public records disclosure requirements of section 119.07(1), Florida Statutes, or by Humane Society's failure to maintain any applicable public records that are exempt or confidential and exempt from the public records disclosure requirements, including, but not limited to, any third party claims or awards for attorney's fees and costs arising therefrom. Humane Society authorizes Impounding agency to seek declaratory, injunctive, or other appropriate relief against Humane Society from a Circuit Court in Volusia Impounding agency on an expedited basis to enforce the requirements of this section.

13. **E-VERIFY**: Humane Society shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Humane Society during the term of this Agreement and shall expressly require any sub-contractors performing services pursuant to this Agreement to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the sub-contractor during the term of this Agreement.

13. **MEDIATION**: Any dispute arising from this Agreement, including, but not limited to, disputes over fees for services, will be mediated prior to a lawsuit being filed. Mediation will occur within sixty (60) days of written request by either party to mediate unless agreed to otherwise. The written request must be delivered in accordance with the provisions of Paragraph 19, below, of this Agreement. The cost of the mediator's fee will be borne equally by the parties.

14. **ATTORNEY'S FEES**: Both parties agree to bear the cost of their own attorneys' fees with respect to any disputes, lawsuits, or claims arising under this Agreement, except unless otherwise specifically allowed elsewhere in this Agreement or in the event of an action to recover amounts due under Part VII, Chapter 218, Florida Statutes, in which case, the court

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shall award court costs and reasonable attorney's fees, including fees incurred through appeal, to the prevailing party.

15. **GOVERNING LAW AND VENUE:** The parties further agree that this Agreement will be governed by the laws of the State of Florida and that venue for any and all suits arising out of or otherwise attributable to this Agreement will lie exclusively in the courts of Volusia Impounding agency, Florida, unless the matter at issue is solely cognizable in federal court, in which case, venue shall be in the Middle District of Florida, Orlando Division.

16. **SEVERABILITY**: If any provision of this Agreement or any part of any provision of this Agreement is found to be invalid by a court of competent jurisdiction, such will not affect the validity of any other provision, or part thereof, of this Agreement.

17. **ENTIRE AGREEMENT**: This Agreement constitutes the entire and final understanding and agreement with respect to the subject matter hereof and supersedes all prior or contemporaneous negotiations, promises, covenants, agreements, or representations concerning all matters directly or indirectly, collaterally related to the subject matter of this Agreement.

18. **AMENDMENTS**: This Agreement cannot be amended or modified except by a writing executed by both of the parties hereto or their respective administrators, trustees, personal representatives and successors.

19. **NOTICES**: Any written notice required to be given under this Agreement is to be mailed by registered or certified mail, postage prepaid, to the party's business address or any other address designated for that purpose by written notice and sent to the attention of the Impounding agency Manager with respect to the Impounding agency and to the attention of the CEO with respect to the Humane Society.

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IN WITNESS WHEREOF, the Humane Society and the Impounding agency have executed this Agreement for Services between Halifax Humane Society Inc. and the Impounding agency of Volusia, effective on the date and year as set forth above.

HALIFAX HUMANE SOCIETY, INC.

By: _____
Name: Sean Hawkins
Title: Chief Executive Officer
Date: Aug. 23, 2024

ATTEST:

By: _____
Name: Christina Sutherin
Title: Chief Operating Officer
Date: 8/23/24

IMPOUNDING AGENCY OF VOLUSIA

By: _____
Name:
Title:
Date: _____

ATTEST:

By: _____
Name:
Title:
Date: _____

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AGREEMENT FOR SERVICES BETWEEN
Halifax Humane Society, Inc.
AND
CITY OF HOLLY HILL

This Services Agreement ("Agreement") is hereby entered into by and between the **Halifax Humane Society, Inc.**, a Florida non-profit corporation, with its principal address at 2364 LPGA Boulevard, Daytona Beach, Florida 32124 ("Humane Society"), and the City of Holly Hill ("Impounding Agency"), a municipal corporation, with its primary address at **1065 Ridgewood Avenue, Holly Hill FL 32117**.

WHEREAS, in order to enforce the ordinances of the City of Holly Hill and the laws of the State of Florida with respect to stray animals, the Impounding Agency desires to deliver stray animals to the Humane Society for the humane impoundment and humane disposition of said animals; and

WHEREAS, the Humane Society is organized for the purpose, among others, of preventing cruelty to animals and is interested in assuring that impounded animals are sheltered in a humane manner and those which must be euthanized, be so euthanized humanely.

NOW, THEREFORE, for and in consideration of the mutual covenants, conditions and provisions herein contained, it is expressly agreed and understood as follows:

1. **TERM**: This Agreement will take effect on the 1st day of October 2025, and will remain in full force and effect for an initial twelve (12) month period ending on midnight between September 30, 2026.

2. **ANIMAL SHELTER, RETURN TO FIELD, AND TRAP, NEUTER, AND RETURN**:

(a) The Humane Society will maintain and operate an animal shelter ("Shelter") in a manner adequate for the confinement, remedial treatment, and, if necessary, disposal of stray dogs, cats, or other companion animals, which may be delivered to the Humane Society from all areas within the jurisdiction of the Impounding Agency, and the Humane Society will furnish, at its sole expense, unless otherwise noted, all supervision, labor, animal food, tools, supplies and other things necessary for the satisfactory performance of the services herein agreed to be provided. Remedial care will be provided for injured animals by the Humane Society during operating hours when there is a staff veterinarian available, at the Impounding Agency's sole expense. The Shelter will be operated at 2364 LPGA Blvd., Daytona Beach, Florida.

(b) The Humane Society will provide means to accept all stray dogs, cats, and other stray or seized domesticated animals delivered to the Shelter by the Impounding Agency's Animal Control Officers, Law Enforcement Officers, or personnel designated for this purpose ("Impounding Agency Personnel"). The Humane Society will NOT accept any dog, cat, or other animal declared dangerous, animals under investigation for being declared dangerous, animals with any known bite history, or animals under a state-

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mandated rabies quarantine. The Humane Society will provide Return to Field ("RTF") for unsterilized cats following national animal welfare organization recommendations for the most humane practices with addressing cat overpopulation. The Humane Society will not accept wild animals and livestock. The Humane Society will require all persons who drop off or report injured or stray animals to the Shelter during the Shelter's normal operating hours to give their names, phone number, and current home and post office addresses and identify the place where the animals involved were located or picked up.

(c) If the Impounding Agency delivering an animal to the Shelter for impoundment discovers such animal bears information indicating ownership of the animal, the Impounding Agency shall take reasonable steps to identify the owner of the animal and contact said owner prior to delivering the animal to the Shelter. The Impounding Agency shall also provide all contact information gathered and documented attempts of contact for the owner/guardian to Humane Society at the time the animal is delivered to the Shelter.

Impounding Agency agrees to take all available measures for every animal impounded by personnel to reunite the animal in field prior to impound. These measures include scanning for microchip and researching if one is found, posting on Impounding Agency's social media, and utilizing Petco Love Lost prior to impound. Failure to complete these lifesaving measures prior to impound will result in $50 administrative fee per animal.

(d) When a stray domestic animal is delivered to the Shelter and is not suspected of having rabies or has not bitten or otherwise exposed any person or animal to rabies, the Humane Society will impound the animal at the Impounding Agency's expense for a period not to exceed three (3) calendar days (unless otherwise provided in this Agreement). If the owner has not retrieved the animal within the designated holding period, the Humane Society will thereafter, at its own expense, provide for the adoption or humane euthanasia of the animal in accordance with its policies and procedures.

(e) When a stray cat is delivered to the Shelter and is not suspected of having rabies or has not bitten or otherwise exposed any person or animal to rabies, the Humane Society will determine the eligibility of the animal for the RTF Program and notify the Impounding Agency for the pick and return to field. The Impounding Agency representative will expressly inform the Humane Society if a cat is brought in as part of the Trap, Neuter and Return Program ("TNR"). The Humane Society will only perform feline sterilization services for cats brought to the Humane Society by Impounding Agency Personnel. Cats brought to the Humane Society by any other person will not be eligible for reimbursement by the Impounding Agency. Fees for this service are listed in Section 3(b) of this Agreement under RTF/TNR Cats. The

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Impounding Agency will only be responsible for services or procedures that are requested and expressly included in this Agreement. The Impounding Agency will not pay for any other service or procedure. The RTF/TNR Program requires the following:

i. The Humane Society shall notify the Impounding Agency of a schedule for RTF/TNR the day(s) of the week that the Impounding Agency can bring cats to the designated Humane Society facility. Said schedule shall be subject to change by mutual agreement of the parties.

ii. Surgeries will be completed at a facility designated by the Humane Society.

iii. All regular sterilizations are the same price for neuters and spays (males and females). Each surgery includes complimentary ear tipping, FVRCP and rabies vaccines, and anesthesia. Ear tipping must be completed according to Alley Cat Allies recommendations by removing at least 3/8 of an inch from the top of the left ear.

iv. If the Impounding Agency presents a cat for sterilization and the Humane Society finds the cat has already been sterilized, the Humane Society will provide anesthesia, ear tipping, FVRCP and rabies vaccine at the normal sterilization surgery cost outlined in fee section of this Agreement.

v. Upon presentation of a cat, the Humane Society, at its sole discretion, will determine if the cat is healthy enough to survive surgery and whether or not it should be euthanized. The Humane Society recognizes that the Impounding Agency does not have a licensed veterinarian on staff and does not have the ability to determine whether an animal should be euthanized. Outlined in Section 3(b) of this Agreement.

vi. All cats returned to the Impounding Agency staff from Humane Society will have their ear tipped as described above. No exceptions. If a cat is returned to the Impounding Agency staff without an ear tip, or with an ear tip of less than 3/8 of an inch from the top of the left ear, the Impounding Agency cat will be returned to the Humane Society for the procedure without any additional charge to the Impounding Agency.

vii. No procedures other than those listed in this document will be paid for by the Impounding Agency. The Impounding Agency will only reimburse for procedures that have been documented and provided to the Impounding Agency. The Humane Society must provide at least the following information in order to receive reimbursement for each cat:

- Invoice number

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- Visit Date
- Billing Date
- Animal Name and/or Number
- Impounding Agency services provided
- Name of Impounding Agency staff authorizing service(s)
- Cost for each service provided
- Total cost

viii. The Humane Society will combine and send all invoices to the Impounding Agency monthly.

ix. Impounding Agency Personnel will notify the Humane Society staff at the LPGA location whether a feline brought there is part of the TNR program, if it is for RTF, is wild, stray, confiscated, or seized.

x. The Humane Society will only release RTF cats to the Impounding Agency Personnel unless the Impounding Agency provides permission for a 3rd party release in writing.

3. **BILLING & PAYMENT:**

(a) The Humane Society shall bill the Impounding Agency pursuant to Paragraph 3(b), as applicable, for:

i. each dog, cat, domesticated animal, injured animal, deceased animal, or confiscated animal delivered to the Shelter by Impounding Agency Personnel;

ii. each stray dog, cat, domesticated animal, injured animal, or deceased animal emanating from within Impounding Agency's jurisdictional limits and delivered to the Shelter by a private citizen who has provided their full name and contact information. Owner surrendered animals will only be accepted via Impounding Agency with Supervisor approval from the Humane Society. Owner requested surrenders in the field should be referred to the Humane Society directly; and

iii. each dog, cat, domesticated animal, injured animal, or deceased animal picked up at the request of the Impounding Agency by the Humane Society within Impounding Agency's jurisdictional limits.

(b) In consideration of the agreements and undertakings to be performed by the Humane Society, the Impounding Agency agrees to pay the following applicable fee(s) per animal to the Humane Society on a monthly basis, in arrears:

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Type of Fee	Cost
Dog or Cat Impoundment All impounded animals receive exam, core vaccines and parasite prevention. Dogs- Rabies, DHPP, Bordetella, heartworm test, parasiticides Cats- Rabies, FVRCP, parasiticides	$300.00
Administrative fee for not completing return to home measures prior to impound	$50.00
Other Domesticated Animal	$300.00
Deceased on Arrival (Cadaver Disposal)	$55.00
Confiscated Animal , to include 1st day **Each Additional Day of Impound**	$300.00 $55.00
Fees for RTF/TNR cats	$75.00
Sterilization Surgery Includes ear tipping, FVRCP, Rabies Vaccine, Pain Medication	$75.00
Anesthesia Fee No surgery performed, ear tipping, FVRCP vaccine, rabies vaccine OR veterinarian determined cat cannot undergo surgery due to illness or disease.	$75.00
Euthanasia Fee	$75.00
Hourly Rates for Staff Time	
Forensic calls, emergency treatment at time of impound and staff assistance upon request.	Staff Rates
Veterinary Technician / Animal Care Staff Veterinarian Staff	$52.50 per hr. $180.00 per hr.

(c) Payment must be made to the Humane Society within forty-five (45) days of the date of a proper invoice, as required by the Florida Local Government Prompt Payment Act (Part VII, Chapter 218, Florida Statutes) (the "Prompt Payment Act"). As provided by the Prompt Payment Act, any payment that is not made by the Impounding Agency within such time period shall bear interest from thirty (30) days after the due date at a rate of one percent (1%) per month on the unpaid balance until paid in full. Humane Society shall halt all animal acceptance from Impounding Agency on the 46th day of delinquent payment.

(d) If the Impounding Agency has a dispute about a charge on its invoice, it must contact the Humane Society's Accounting Department at 386-274-4703, extension 315, within

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fifteen (15) days of the date of the invoice.

(e) The Humane Society will submit to the Impounding Agency, with its monthly invoice, a list of all pick up addresses of stray animals charged to the Impounding Agency for animals that were not impounded by Impounding Agency Personnel, the names and addresses of all persons claiming any stray animals that are dropped off at the Shelter during normal operating hours, and, if known, the names and addresses of all persons claiming stray animals that are dropped off at the Shelter after-hours.

(f) The Humane Society will make a good faith effort to collect the costs incurred for the care of any animal that is served by the Humane Society and later reclaimed by the animal's owner. Collections received by the Humane Society by an animal owner shall be credited against the fees charged to the Impounding Agency. The animal's owner is financially responsible for any services rendered to the animal by the Humane Society. The Humane Society, without indicating that payment is optional, will seek full payment for said services prior to releasing the animal. The Humane Society may release an animal to its owner without payment in the event the animal's owner completes a financial affidavit indicating that the owner qualifies as indigent. The financial affidavit to be used by Humane Society is attached hereto marked as **Exhibit A**. If the attached financial affidavit is completed by the animal owner, the Humane Society may release the animal to the owner without collecting any fees. The Impounding Agency shall be responsible for the charges associated with the released animal as outlined herein. A copy of the animal owner's financial affidavit shall be included in the corresponding invoice to the Impounding Agency. If the Humane Society does not have the animal owner complete a financial affidavit but releases the animal to the owner, the Impounding Agency shall not be charged for any of the fees associated with the animal released.

5. **CONFISCATED ANIMALS – 828.073, F.S.**: The Humane Society will agree to accept confiscated animals as strays or accept said animals as "confiscated" only when the provisions of Section 828.073, Florida Statutes are satisfied (*i.e.*, pursuant to a Court order after petition and hearing). The Impounding Agency shall be responsible for all charges and expenses incurred in confiscating an animal pursuant to § 828.073, Fla. Stat. Upon request, a copy of the petition must be submitted by Impounding Agency Personnel to the Humane Society within ten (10) business days of the request. Failure to comply with this requirement will result in "confiscated" animals being deemed "stray" animals, at which point care of the animal will be charged to the Impounding Agency at the default "stray" rates plus $55.00 per additional day of impound resulting from the Impounding Agency's failure to provide documentation provided in Section 3(b) of this Agreement. The Impounding Agency agrees to indemnify the Humane Society for any and all claims that may arise as a result of the Impounding Agency's decision to submit the animal as a stray, except that the cap on the amount and liability of the Impounding Agency for

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indemnification or damages under this Agreement, regardless of the number or nature of claims in tort, equity, or contract, shall not exceed the dollar amount expended by the Impounding Agency for Humane Society services in the contract year in which the claim arises. The cap shall not apply to attorneys' fees and costs of litigation.

6. **CONFISCATED ANIMALS - OWNER OF ANIMAL IS IN CUSTODY / DECEASED / HOSPITALIZED:** All animals whose owners are in police custody, deceased or hospitalized may be placed in a bona fide boarding kennel or veterinary clinic at the owner's expense. The Humane Society will accept any such animals that are seized or taken by the Impounding Agency. The Impounding Agency will pay the applicable charges for such service (*i.e.*, "Confiscated Animal") pursuant to Section 3(b) of this Agreement. The Impounding Agency agrees to provide the owner/guardian of the animal with a completed Notice of Impoundment **(Exhibit B)** on the Impounding Agency's letterhead and to a copy of Notice of Impoundment to the Humane Society. The Impounding Agency agrees to indemnify the Humane Society for any and all claims that may arise as a result of the Impounding Agency's decision to submit the animal as Confiscated/Owner of Animal in Custody/Deceased/Hospitalized, except that the cap on the amount and liability of the Impounding Agency for indemnification or damages under this Agreement, regardless of the number or nature of claims in tort, equity, or contract, shall not exceed the dollar amount expended by the Impounding Agency for Humane Society services in the contract year in which the claim arises. The cap shall not apply to attorneys' fees and costs of litigation. The Impounding Agency agrees to provide next of kin, emergency contact or any other guardian information to Halifax upon impound of animal. Failure to do so by the Impounding Agency will forfeit any hold on the animal other than the mandatory 3 day holding period for stray animals.

7. **CONFISCATED ANIMALS DUE TO OWNER EVICTION:** Animals seized by the Impounding Agency as a result of owner eviction will be held by the Humane Society for 5 days. The Impounding Agency agrees to leave notice of impoundment at the eviction location listing the whereabouts and description of animal confiscated. Impounding Agency Personnel will provide proof of such notice, agency report or photograph of notice on the dwelling with address or writ of possession displayed upon impound. If not reclaimed by the owner, all charges accruing pursuant to Section 3(b) of this Agreement will be paid by the Impounding Agency.

If the Impounding Agency chooses not to have the Humane Society hold the animal for the entire reclamation period in Section 7, the Impounding Agency may submit the animal to the Humane Society as a "stray," in which case the animal will be held for three (3) days prior to disposition. The Impounding Agency agrees to indemnify the Humane Society for any and all claims that may arise as a result of the Impounding Agency's decision to submit the animal as a "stray", except that the cap on the amount and liability of the Impounding Agency for indemnification or damages under this Agreement, regardless of the number or nature of claims in tort, equity, or contract, shall not exceed the dollar amount expended by the Impounding Agency for Humane Society services in the contract year in which the claim arises. The cap shall not apply to attorneys' fees and costs of litigation. The Impounding Agency shall pay the applicable charges for such service pursuant to Section 3(b) of this Agreement.

Attachment: Proposed Halifax HS Contract FY 25-26 (5003 : Halifax Humane Society Contract Renewal - FY 26)

8. **REMEDY IN THE EVENT OF BREACH**: In the event that the Impounding Agency fails to make timely payment (45 days from date of invoice) to the Humane Society for services rendered pursuant to this Agreement, the Humane Society, in its sole discretion, may elect to terminate this Agreement and cease providing services to the Impounding Agency. If the Humane Society exercises this option, it will provide the Impounding Agency with thirty (30) days written notice of its decision to terminate the Agreement. The Impounding Agency will remain responsible for payment for all services rendered by the Humane Society prior to and during the thirty (30) day notice period. Upon expiration of the thirty (30) day notice period, the Humane Society will no longer provide any services to the Impounding Agency.

9. **WAIVER OF BREACH**: The waiver by the Humane Society or the Impounding Agency of any breach or violation of this Agreement will not operate as or be construed to be a waiver of any subsequent breach of this Agreement.

10. **INSURANCE**: Humane Society shall maintain insurance of sufficient amounts during the life of this Agreement. Humane Society shall provide the Impounding Agency with a certificate of insurance endorsing the Impounding Agency as an additional named insured, upon request. All insurance coverages of the Humane Society shall be primary and noncontributory. All insurance coverages of the Humane Society shall not seek contribution from any other insurance or self-insurance available to the Impounding Agency.

Policies shall be issued by insurers licensed and/or duly authorized under Florida Law to do business in the State of Florida and all insuring companies are required to have a minimum rating of "A-" in the "Best Key Rating Guide" published by A.M. Best & Company, Inc. Insurer shall provide the Impounding Agency written notice of cancellation, nonrenewal or any other changes in coverage no later than thirty (30) days prior to the effective date of the change and shall provide notice to the Impounding Agency no later than 10 days after non-payment.

Minimum insurance coverages that must remain in place for the life of the Agreement are as follows:

Commercial General Liability:	
Aggregate	$2,000,000.00
Each Occurrence	$1,000,000.00
Automobile Liability	$1,000,000.00
Umbrella Liability	$1,000,000.00

Should at any time the Humane Society not maintain the insurance coverages required herein, the Impounding Agency may terminate the Agreement.

The Humane Society reserves the right to terminate this Agreement without penalty if the cost of any required insurance coverage, including but not limited to general liability, professional

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liability, or workers' compensation policies, exceeds a reasonable expense as determined by the Humane Society's Board of Directors in its sole discretion. In such case, written notice of termination will be provided to the other party, and neither party shall have any further obligations under this Agreement except for those expressly surviving termination.

11. **INDEMNIFICATION**: Each party shall defend, indemnify, and hold harmless the other party to this Agreement, its officers, directors, employees, agents, successors, and permitted assigns from and against all losses arising out of or resulting from the bodily injury or death of any person, or damage to real or tangible, personal property resulting from the willful, fraudulent, or negligent acts or omissions of the indemnifying party; and the indemnifying party's breach of any representation, warranty, or obligation set forth in this Agreement. The cap on the amount and liability of each party shall not exceed the dollar amount expended by the Impounding Agency for Humane Society services in the contract year in which the claim arises.

12. **SOVEREIGN IMMUNITY:** The Impounding Agency expressly retains all rights, benefits, and immunities of sovereign immunity in accordance with §768.28, Florida Statutes. Notwithstanding anything set forth in any section of the Agreement to the contrary, nothing in the Agreement shall be deemed as a waiver of immunity of limits of liability of the Impounding Agency beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature or may be adopted by the Florida Legislature, and the cap on the amount and liability of the Impounding Agency for damages, regardless of the number or nature of claims in tort, equity, or contract, shall not exceed the dollar amount set by the legislature for tort. Nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim against the Impounding Agency, which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law.

13. **PUBLIC RECORDS**: Pursuant to section 119.0701 (2)(a), Florida Statutes, the Impounding Agency is required to provide the Humane Society with this statement and establish the following requirements as contractual obligations pursuant to the Agreement:

IF THE HUMANE SOCIETY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE HUMANE SOCIETY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 386-248-9441, VMANNING@HOLLYHILLFL.ORG 1065 RIDGEWOOD AVENUE, HOLLY HILL FL. 32117.

By entering into this Agreement, the Humane Society acknowledges and agrees that some records maintained, generated, received, or kept in connection with, or related to the performance of services provided under, this Agreement are public records subject to the public records disclosure requirements of section 119.07(1), Florida Statutes, and Article I, section 24 of the Florida Constitution. Pursuant to section 119.0701, Florida Statutes, any contractor entering into a contract for services with the Impounding Agency, including the Humane Society, is required to comply with the following with respect to the applicable public records:

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a) Keep and maintain public records required by the Impounding Agency to perform the services and work provided pursuant to this Agreement.

b) Upon request from the Impounding Agency's custodian of public records, provide the Impounding Agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.

c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Humane Society does not transfer the records to the Impounding agency.

d) Upon completion of the contract, transfer, at no cost, to the Impounding Agency all public records in the possession of the Humane Society or keep and maintain public records required by the Impounding Agency to perform the service. If the Humane Society transfers all public records to the Impounding Agency upon completion of the contract, the Humane Society shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Humane Society keeps and maintains public records upon completion of the contract, the Humane Society shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Impounding Agency, upon request from the Impounding Agency's custodian of public records, in a format that is compatible with the information technology systems of the Impounding Agency.

e) Requests to inspect or copy public records relating to the Impounding Agency's contract for services must be made directly to the Impounding Agency. If Humane Society receives any such request, Humane Society shall instruct the requestor to contact the Impounding Agency. If the Impounding Agency does not possess the records requested, the Impounding Agency shall immediately notify the Humane Society of such request, and the Humane Society must provide the records to the Impounding Agency or otherwise allow the records to be inspected or copied within a reasonable time.

The Humane Society acknowledges that failure to provide the applicable public records to the Impounding Agency within a reasonable time may be subject to penalties under section 119.10, Florida Statutes. The Humane Society further agrees not to release any records that are statutorily confidential or otherwise exempt from disclosure without first receiving prior written authorization from the Impounding Agency. Humane Society and Impounding Agency shall indemnify, defend, and hold each other harmless for and against any and all claims, damage awards, and causes of action arising from either party's failure to comply with the applicable public records disclosure requirements of section 119.07(1), Florida Statutes, or by either party's failure to maintain any applicable public records that are exempt or confidential and exempt from the public records disclosure requirements, including, but not limited to, any third party claims or awards for attorney's fees and costs arising therefrom. Humane Society authorizes

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Impounding Agency to seek declaratory, injunctive, or other appropriate relief against Humane Society from a Florida Court of competent jurisdiction on an expedited basis to enforce the requirements of this section.

14. **E-VERIFY**: Humane Society shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Humane Society during the term of this Agreement and shall expressly require any sub-contractors performing services pursuant to this Agreement to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the sub-contractor during the term of this Agreement.

15. **MEDIATION**: Any dispute arising from this Agreement, including, but not limited to, disputes over fees for services, will be mediated prior to a lawsuit being filed. Mediation will occur within sixty (60) days of written request by either party to mediate unless agreed to otherwise. The written request must be delivered in accordance with the provisions of Paragraph 19, below, of this Agreement. The cost of the mediator's fee will be borne equally by the parties.

16. **ATTORNEY'S FEES**: Both parties agree to bear the cost of their own attorneys' fees with respect to any disputes, lawsuits, or claims arising under this Agreement, except unless otherwise specifically allowed elsewhere in this Agreement or in the event of an action to recover amounts due under Part VII, Chapter 218, Florida Statutes, in which case, the court shall award court costs and reasonable attorney's fees, including fees incurred through appeal, to the prevailing party.

17. **GOVERNING LAW AND VENUE:** The parties further agree that this Agreement will be governed by the laws of the State of Florida and that venue for any and all suits arising out of or otherwise attributable to this Agreement will lie exclusively in the courts of Volusia County, Florida, unless the matter at issue is solely cognizable in federal court, in which case, venue shall be in the Middle District of Florida, Orlando Division.

18. **SEVERABILITY**: If any provision of this Agreement or any part of any provision of this Agreement is found to be invalid by a court of competent jurisdiction, such will not affect the validity of any other provision, or part thereof, of this Agreement.

19. **ENTIRE AGREEMENT**: This Agreement constitutes the entire and final understanding and agreement with respect to the subject matter hereof and supersedes all prior or contemporaneous negotiations, promises, covenants, agreements, or representations concerning all matters directly or indirectly, collaterally related to the subject matter of this Agreement.

20. **AMENDMENTS**: This Agreement cannot be amended or modified except by a writing executed by both of the parties hereto or their respective administrators, trustees, personal representatives and successors.

21. **NOTICES**: Any written notice required to be given under this Agreement is to be mailed by registered or certified mail, postage prepaid, to the party's business address or any other

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address designated for that purpose by written notice and sent to the attention of the Impounding Agency Manager with respect to the Impounding Agency and to the attention of the CEO with respect to the Humane Society.

IN WITNESS WHEREOF, the Humane Society and the Impounding agency have executed this Agreement for Services between Halifax Humane Society Inc. and the Impounding Agency, effective on the date and year as set forth above.

HALIFAX HUMANE SOCIETY, INC.

By: _____
Name: Sean Hawkins
Title: Chief Executive Officer
Date: 9-8-25

ATTEST:

By: _____
Name: Christina Sutherin
Title: Chief Operating Officer
Date: 9-8-25

IMPOUNDING AGENCY

By: _____
Name:
Title:
Date: _____

ATTEST:

By: _____
Name:
Title:
Date: _____

Attachment: Proposed Halifax HS Contract FY 25-26 (5003 : Halifax Humane Society Contract Renewal - FY 26)

Exh. B

ANIMAL SERVICES
RETURN TO CUSTODY

DECLARATION OF NO OR LOW INCOME

This form should be completed by an adult household member if the household is claiming no or low income within the last 30 days.

Last Name	First Name	Phone Number
Address	**City**	**Zip**

1A. I hereby certify that I do not individually receive income from any of the following sources:

- Wages from employment (including commissions, tips, bonuses, fees, etc.)
- Income from operation of a business
- Rental income from real or personal property
- Interest or dividends from assets
- Social Security, annuities, insurance policies, retirement funds, pensions, or death benefits
- Unemployment or disability payments
- Public assistance payments (AFCD, SSI, TANF)
- Alimony, child support, or gifts received from persons not living in my household
- Sales from self-employed resources (Avon, Mary Kay, etc.)
- Any other source not named above

OR

1B. I hereby certify that I am low-income, as defined by Florida law, as a family or individual earning 80% or less of the area median income ($63,075)

2. ☐ I have resources to pay for the daily care of the animal being returned to my custody.

☐ I need access to resources to supplement my source of funds to adequately care for the animal being returned to my custody.

By my signature below, I certify and acknowledge the following:

- That the forgoing is true, complete, and correct.
- Inquiries may be made to verify statements and a request for documentation to verify low or no- income status maybe requested by Volusia County Animal Services.
- That false statements or omissions are grounds for an at large citation if the animal was impounded and the fees not paid upon return to the owner.

Signature	Date

Attachment: Proposed Halifax HS Contract FY 25-26 (5003 : Halifax Humane Society Contract Renewal - FY 26)

NOTICE OF IMPOUNDMENT OF ANIMAL

To: [Owner's Name]
Address: [Owner's Address]

This notice is to inform you that on [date], Animal Services impounded the following animal in accordance with [insert ordinance / statute reference if applicable]:

- **Species/Breed:** [e.g., Dog – Labrador Retriever]
- **Color/Markings:** [Description]
- **Sex/Age:** [Details]
- **Identification (if any):** [Microchip / Tag Number]

The animal is currently being housed at:
[Animal Shelter / Animal Services Facility Name]
[Address]
[Phone Number]

Reclaim Period
You have until **[specific date and time]** (within [X] days of the impoundment) to reclaim your animal. To reclaim, you must provide proof of ownership (such as veterinary records, license, microchip registration, or photographs) and pay all applicable fees, which may include:

- Impound fees
- Daily boarding charges
- Vaccination, licensing, or medical fees (if required by law)

If the animal is not reclaimed by the above deadline, it will be considered abandoned and may be placed for adoption, transferred, or humanely euthanized as permitted under law.

Important: To avoid forfeiture of ownership, please contact Animal Services immediately at [phone/email] to make arrangements to reclaim your animal.

Sincerely,
[Name]
[Title]
[Animal Services Department]

Attachment: Proposed Halifax HS Contract FY 25-26 (5003 : Halifax Humane Society Contract Renewal - FY 26)

HOLLY HILL
FLORIDA

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Resolution

MEETING DATE: **September 23, 2025**
FROM: **Josef Grusauskas**
SUBJECT: **A Resolution of the City Commission of the City of Holly Hill, Florida, Approving a Wastewater Facility Plan for Incorporation into the City's SRF- SAHFI Grant Application as Prepared by Mead & Hunt; Providing for Severability; and Providing an Effective Date.**
NUMBER: **2025-R-79**
APPLICANT:
PLANNER:

DISCUSSION

The facility plan prepared for the Florida State SAHFI grant funding for wastewater treatment improvements was been advertised in the Daytona Beach News Journal on Sunday, August 7, 2025 to be reviewed and received public comment at this City Commission meeting. This item was previously reviewed and approved by the City Commission on a regular meeting on July 9, 2024 as Resolution Number 2024-R-48. However, in finalizing the documents related this grant, the State recently requested a second legal advertised meeting be held to ensure the State's public notice requirement was fulfilled to access the SAHFI funding.

The City Commission authorized Supplemental Appropriation for Hurricanes Fiona and Ian (SAHFI) grant applications with the Florida Department of Environmental Protection (FDEP) with Resolution 2024-R-42 on June 11, 2024. The application requested up to $9,300,000.00 in wastewater facility improvements. The SAHFI grants are being awarded through the Florida State Revolving Funds (SRF) loan program with a "no payment" obligation.

The City Utility's engineering consultant, Mead and Hunt, facilitated the application and has worked with City staff to assess the utility needs and evaluate various alternatives in the development of a facility plan. The Wastewater Facility Plan is attached as Exhibit A. The plan's goal is to create a more resilient wastewater operation The Wastewater Facility Plan is part of the loan application.

The State will issue a SAHFI agreement for wastewater resilience project based on the successful completion of the applications. The agreement shall be brought to the City Commission for ratification. The FDEP grant schedule anticipates that the agreements will be issued in November of 2024.

FISCAL ANALYSIS

There are no expenditures at this time. Mead and Hunt, Inc., was provided a task order to

complete the SAHFI grant application for $45,000.00. Capital Project 24-WW-08 was created for this grant project. The city is required to complete its application for the SAHFI grant application to access funding. The grant is for Capital Wastewater facility improvements of up to $9.3 million dollars. The SAHFI grants are being awarded through the Florida State Revolving Funds (SRF) loan program with a "no payment" obligation.

STAFF RECOMMENDATION

The City Commission to review plan received public comment and approve the Wastewater Facility Plan for incorporation with the SAHFI application to the State as prepared by with Mead and Hunt, Inc.

COMMISSION GOALS

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

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

MOTION

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING A WASTEWATER FACILITY PLAN FOR INCORPORATION INTO THE CITY'S SRF-SAHFI GRANT APPLICATION AS PREPARED BY MEAD & HUNT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

ATTACHMENTS:

- HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (PDF)
- Proof of Legal Ad - SAHFI Facility Plans Public Notice (PDF)

Resolution No. 2025-79

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING A WASTEWATER FACILITY PLAN FOR INCORPORATION INTO THE CITY'S SRF- SAHFI GRANT APPLICATION AS PREPARED BY MEAD & HUNT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING A WASTEWATER FACILITY PLAN FOR INCORPORATION INTO THE CITY'S SRF-SAHFI GRANT APPLICATION AS PREPARED BY MEAD & HUNT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Florida Statutes provide for loans to local government agencies to finance the construction of wastewater facilities; and Florida Administrative Code requires the formal authorization by City Council to formally adopt a facility plan outlining necessary $9,3000,000.00 facility improvements to comply with State of Florida funding requirements; and

WHEREAS, The City has placed a legal advertisement providing the public notice in the local newspaper of the plan hearing, adequate time to review the plan and provide public input into the plan at August 23, 2025 Commission Meeting; and

WHEREAS, formal adoption of the proposed Facility Plan is required for the City Utility to participate in the SAHFI Grant program being administered under the State Revolving Loan Fund Program; and

WHEREAS, the City Commission of the City of Holly Hill, Florida agrees with the findings and summary of necessary improvements as outlined in the Facility Plan for the purpose of creating a more resilient wastewater service.

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

SECTION 1. The foregoing findings are incorporated herein by reference and made a part hereof.

SECTION 2. The City of Holly Hill, Florida formally approves and adopts the Wastewater Facility Plan as written and presented to the City Commission on this date;

SECTION 3. This loan will be one hundred percent principal forgiveness. There will be no revenues pledged for the repayment of this loan.

SECTION 4. The City Manager is hereby designated as the authorized representative to provide the assurances and commitments required to implement the facility plan.

SECTION 5. The Mayor is hereby designated as the authorized representative to execute the Facility Plan which will become the foundation of all activities related to the wastewater facility improvements. The Mayor is authorized to represent the City in carrying out the City's responsibilities under the Facility Plan. The Mayor is authorized to delegate responsibility to appropriate the City Manager to carry out technical, financial, and administrative activities associated with the Facility Plan.

SECTION 6. The legal authority for borrowing moneys to construct this Project is Section 166.111, Florida Statutes and Section 403.8532, Florida Statutes.

SECTION 7. All Resolutions or part of Resolutions in conflict with any of the provisions of this resolution are hereby repealed.

SECTION 8. 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 9. This Resolution shall become effective immediately upon its adoption.

APPROVED AND AUTHENTICATED on the 23rd day of SEPTEMBER, 2025.

Mead & Hunt

3rd BTU and Resiliency Improvements Facility Plan

City of Holly Hill Wastewater Treatment Plant

June 2024

Brad T. Blais, PE
FL # 47130

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

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1. Introduction

11 Objective

The City of Holly Hill provides wastewater service to residential and commercial customers throughout the City's service area. The City currently operates one wastewater treatment plant which is in need of critical upgrades to maintain Class 1 reliability and resiliency. This facility plan sets forth design criteria and a preliminary cost estimate for the proposed upgrades. A project location map is provided in **Figure 1-1**. The Plan is prepared in a format consistent with the facilities plan review checklist developed by the Florida Department of Environmental Protection (FDEP). Future State Revolving Fund (SRF) Loan Application requests will be submitted for funding wastewater projects defined herein.

The City's WWTF, Facility ID #FL0027677, was significantly impacted by Hurricane Ian and subsequently during extreme rainfall events in 2023. Incident reports for storm related sewage overflows and discharge are included for reference in **Appendix A**. This facility has a history of sewage capacity issues during severe events when influent rates are 3-4 times the peak rated capacity. The City has undertaken numerous Infiltration & Inflow (I&I) reduction programs throughout the collection system to mitigate the impacts of severe weather; however, the geography and topography of the City minimize the effectiveness of these programs during severe rainfall and high tide events.

Therefore, the most effective means of preventing illicit sewage overflows and treatment capability at this facility is the construction of additional of hydraulic conveyance, biological treatment, automation and effluent storage/pumping capacity. The projects described herein address:

- Influent screening and flow equalization
- Addition of a 3rd Biological Treatment Unit (BTU)
- Filtration improvements and capacity upgrades
- Effluent management system additions and upgrades

12 Background

The City's existing wastewater treatment facility consists of the following process components:

- Influent screening and grit removal
- Flow equalization
- Biological nutrient removal via Orbal Process
- Secondary clarification
- Filtration
- Re-aeration
- Chlorine contact/disinfection
- Transfer to reuse or dechlorination and effluent discharge

The treatment plant has a rated capacity of 3.0 MGD and provides tertiary treatment with high level disinfection. The biological nutrient removal treatment process utilizes traditional activated sludge

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

treatment carried out in two (2) parallel Orbal basins. Plant effluent is discharged through the public access reclaimed water distribution system; the remainder of the flow is de-chlorinated and discharged to the Halifax River. On site residual handling processes include aerobic digestion, sludge thickening, blending, mechanical dewatering and land application of class “B” sludge.

Holly Hill’s WWTP, and the City’s service area, is sited within a low-lying area between 2 major state roads. The roadway elevations are 2-5’ above the prevailing ground elevations within the service area and create a closed drainage basin that relies upon drainage canals that discharge into the Halifax River. During extreme storm and high tide events, the drainage canals are tailwater limited and the roadways and WWTP site are submerged until the rainfall and tide subsides. The image below depicts the WWTP site approximately 24 hours after the peak of Hurricane Ian. Inevitably, the collection system is also submerged and excessive inflow occurs. No degree of I&I mitigation can prevent this occurrence. Construction of additional hydraulic conveyance, biological treatment, automation and effluent storage/pumping are the only practical means of addressing acute, severe events. This resiliency project is intended to increase the City’s ability to manage these types of events. This includes additional provisions for remote operation, monitoring, and automation to maintain system operability during and immediately following hurricanes and tropical storms.



Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

13 Proposed Projects

1.3.1 3rd BTU and Headworks Improvements

The City desires to undertake targeted improvements at the City's Wastewater Treatment Plant (WWTP) to provide operational redundancy, meet Class 1 reliability requirements and improved performances while continuing to the meet Advanced Wastewater Treatment (AWT) permit limits. The proposed improvements shall include the following:

- Addition of New 1.5 MGD Orbal Basin
- Replacement of existing barscreens with redundant and higher capacity screens
- New mixing/aeration and pumping systems for existing equalization basin
- New flow distribution structure
- Civil/site work and yard piping
- New valves on incoming north and south force mains for flow isolation
- Instrumentation & Controls (I&C) Systems for remote monitoring/control and automation
- Electrical system upgrades for resiliency and redundancy

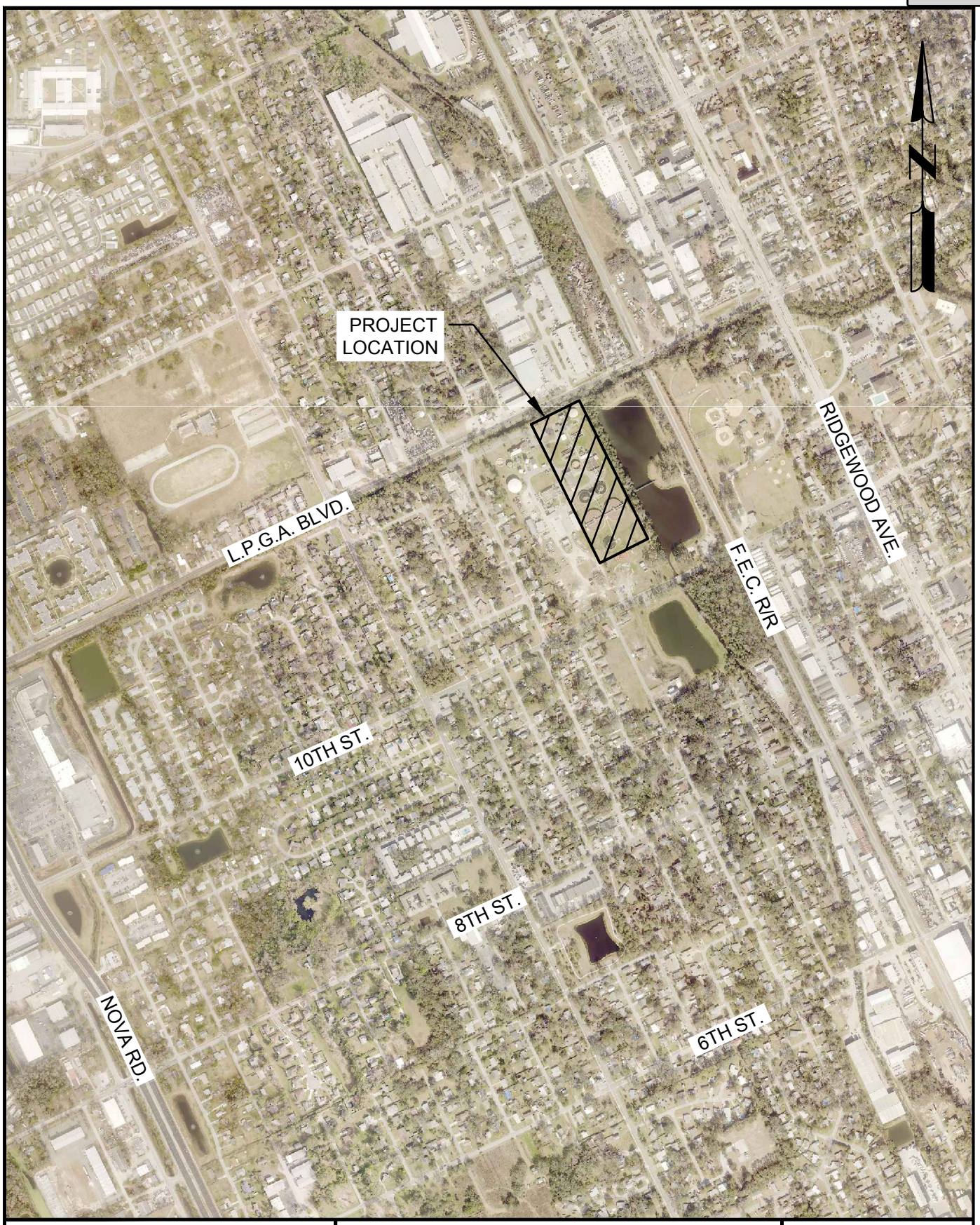
1.3.2 Effluent Management Facilities

The City requires additional effluent pumping and storage capacity to manage peak events. In addition to providing additional capacity for acute events, the City is routinely investigating solutions to reduce annual average effluent discharge volume to the Halifax River. This project comports with the City's SB64 compliance strategy that was adopted in 2022 in accordance with Senate Bill 64 rules and requirements. Providing additional effluent transfer capacity, reclaimed water storage volume, and improving the WWTP's effluent transmission capability will mitigate the need to discharge to the Halifax River.

In addition to proposed effluent storage and pumping capacity, the project includes new chemical storage and feed systems. The City currently utilizes gaseous chlorine for disinfection. The chlorine gas and sulfur dioxide are stored in 1-ton cylinders. The City maintains a Risk Management Program to continue utilization of 1-ton chlorine gas cylinders. This project will eliminate gaseous chlorine and sulfur dioxide. Proposed liquid sodium hypochlorite (NaOCl) and sodium bi-sulfite storage and feed facilities will replace the gaseous systems. The Effluent Management Facilities project shall include the follow:

- 2.0 reclaimed water ground storage tank
- Reclaimed water high service pump station upgrades
- Submersible effluent transfer pumps
- Redundant liquid chlorine storage and chemical feed
- Redundant liquid sodium bisulfite de-chlorination

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)



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3RD BTU & INFLUENT HEADWORKS MODIFICATIONS PROJECT LOCATION

FIGURE 1-1

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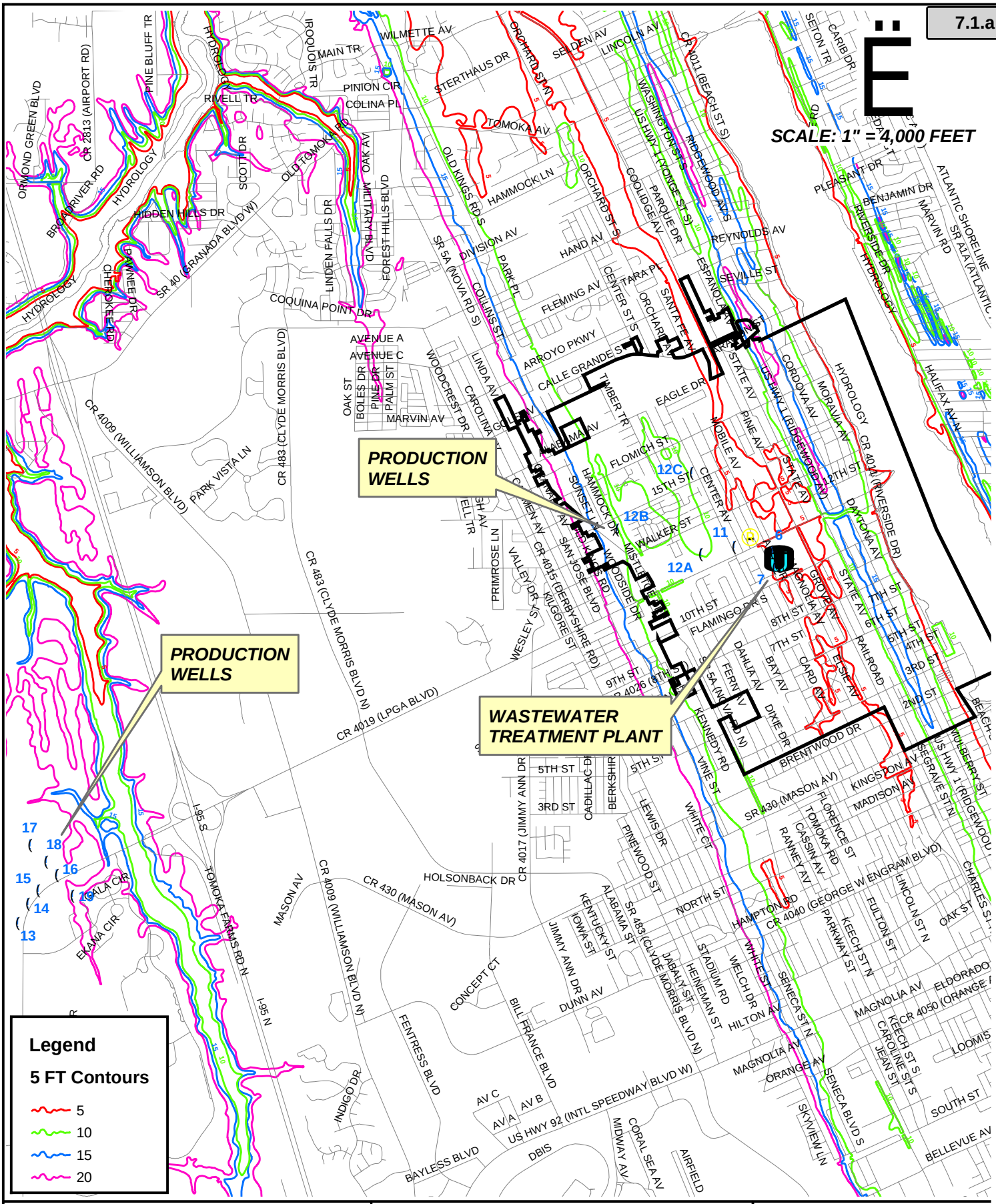
2. Existing Conditions

21 Topography

Figure 2-1 details the service area's location with respect to topographic features. Most of the service area is located on the Silver Bluff Terrace. Surface topography on the Silver Bluff Terrace is relatively flat with an average elevation of approximately 5-10 feet above mean sea level (msl). The service area is bounded by US Hwy #1 and SR #5A to the east and west, respectively. The roadway elevations are at elevation 20.0 (approximately), creating a closed basin that relies upon a single drainage canal discharging to the Halifax River. During severe rainfall and high tide events, the area is subject to significant flooding. Topographic elevations along the Atlantic Coastal Ridge are approximately fifteen to twenty feet higher. This Ridge roughly parallels Nova Road and represents the west boundary of the service area.

The water and wastewater treatment plant sites are located on the eastern, lower portion of the Silver Bluff Terrace. The WWT plant site is approximately one mile west of the barrier island.

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)



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3rd BTU and Resiliency Improvements Facility Plan

REGIONAL TOPOGRAPHY

File Name: FIG_3-1_regional topography.mxd

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

22 Geology

Regional geologic data collected by various sources indicates that the wastewater plant is underlain by unconsolidated Pleistocene and Holocene deposits consisting of fine to medium quartz sands, clayey sand and localized shell beds. Surficial deposits are underlain by sediments of Pliocene to late Miocene age consisting of sand, shells and calcareous clay.

Underlying these unconsolidated deposits is the Ocala limestone formation which is composed of cream to white fossiliferous limestone. Its thickness is generally less than 100 feet. Beneath the Ocala limestone is the Avon Park limestone of late-middle Eocene Age. It consists of layers of dark brown dolomite separated by layers of chalky limestone. The formation thickness is estimated at approximately 300 feet (Wyrick, 1960). Production wells at the City's wellfield are open holes from 120 feet to 300 feet below grade, all are withdrawing from the Ocala and Avon Park limestone.

23 Hydrogeology

Soil borings taken during the wellfield development program detail the composition of the shallow aquifer. There is a clay layer at a depth of approximately 60 feet. It is the primary confining layer which establishes the top of the artesian aquifer.

This clay layer serves as a confining unit which hydraulically separates the potentiometric heads of the Upper Floridan Aquifer from the surficial aquifer system (Phelps, 1990). Based on data obtained annually by St. Johns River Water Management District typical potentiometric water surface elevations of the Floridian Aquifer in the vicinity of the wellfield range from 10 to 15 feet NGVD. The hydraulic gradient is towards the northeast.

Ground surface elevations in the Holly Hill wellfield and corresponding water surface/surficial aquifer elevations range between 25 to 30 feet NGVD. As a result of the net downward gradient between the surficial aquifer and Upper Floridan Aquifer as well as leakance through the confining layer, the terrace and ridge areas provide some recharge to the Upper Floridan Aquifer. Recharge rates are estimated at 8 or 9 inches per year (Phelps, 1990).

The source of water for the surficial aquifer is primarily local rainfall. Water is stored in the pore space of the soils. Water exits the surficial aquifer via downward leakance, horizontal flow to drainage ways, and evapotranspiration. The volume available for withdrawal from the Volusia Floridan Aquifer is dependent upon the surficial system. Any discussion of the surficial aquifer in the Holly Hill service area should point out the positive aspects of the Miocene Age clay. This clay helps assure the water quality of the municipal supply. The ion exchange potential of the material forms a protective barrier to the downward migration of pollutants. Nevertheless, improper waste disposal including toxic chemicals must be isolated from the surficial aquifer. The groundwater resource must be protected.

It should be noted that the confining layer exhibits leakance and as such, promotes recharge. This characteristic is valuable as it renews water supplies withdrawn for consumption; however, leakance creates a hydraulic connection from the surficial aquifer to the Upper Floridan aquifer. If contamination of the surficial aquifer occurs, it is possible to compromise the City's water supply.

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

24 Surface Water Hydrology

The wastewater treatment plant discharge is to the Halifax River and public access reclaimed water distribution system. The Halifax River is a Class III surface water as defined by the State of Florida. There are no Outstanding Florida Waters in the Holly Hill Service area.

The Halifax River serves as a massive settling basin for the silts generated during the wet season. This is evidenced by the estuarine marsh present at the lagoon's outlet to the ocean and other settlement areas. The silt source from Holly Hill is the 11th Street Canal. This canal transports stormwater from the majority of the service area and discharges to the river south of 11th Street.

This canal is affected by tidal action. Brackish water may encroach on the canal during the dry season. During the wet season, the high flows of fresh water will flush these brackish waters out of the canal and into the river.

The soils in the Holly Hill service area are in general, poorly drained. The terrain on the Silver Bluff Terrace has very little relief. Thus, rainfall is impounded in shallow depressions. The shallow relief minimizes the driving pressure for subsoil water. There is almost no energy gradient to cause lateral movement. This lack of movement accounts for the generally saturated condition of the clastic aquifer. The saturated condition prevents the subsoil from accepting further rainfall. Surface flow is directed to the stormwater system with ultimate discharge to the Halifax River. The eastern portions of the basin, and the WWTP site, are subject to flooding.

25 Climate

The climate of the Holly Hill service area is subtropical. According to the U.S. Weather Bureau, the mean annual temperature is 70°F., and the normal average rainfall is approximately 52 inches. Generally, precipitation is greatest between June and mid-October and accounts for approximately 60 percent of the year's precipitation. Periods of cloudiness or rainfall lasting over two or three days occur infrequently. These periods are usually caused by a stationary front, such as a northeasters or tropical storms.

The Holly Hill service area is within the "hurricane belt", but chances of having hurricane force winds in any given year are about 1 in 30. Generally, hurricanes pass well offshore or lose most of their force crossing the State before they reach the project area. Hurricane force winds are rarely experienced in the area. Climate has a significant affect upon infiltration and inflow. The Holly Hill treatment plant flow peaks correspond with the high rainfall months.

26 Terrestrial and Aquatic Plant and Animal Communities

Very few coastal vegetative resources remain in the City. The remaining mangroves, seagrass beds, and estuarine marshes located within the City's boundaries are stressed.

Each of these vegetative communities perform important natural functions. Mangroves and estuarine marshes improve water quality, control erosion, and provide protection from storms by trapping sediments

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

and debris, removing excess nitrogen and phosphorous nutrients, stabilizing shorelines, and buffeting winds. Seagrass beds trap and bind sediments thereby improving water quality and stabilizing the shoreline.

Mangroves provide a habitat for many types of fish, crustaceans, and birds. Several species of birds which frequent mangroves in Volusia County are considered threatened or endangered, these include: the Snowy Egret, the Brown Pelican, the Roseate Spoonbill and the Least Tern.

Estuarine marshes serve as habitat for many types of birds and a nursery habitat for many fish. Threatened or endangered fowl include the Snowy Egret and the Least Tern. The seagrass beds provide food and protection for many kinds of juvenile fish.

The pinewoods vegetative community is dominated by the slash pine and includes pine flatwoods. These trees form the highest layer of vegetation above the ground and the floor is usually covered by palmetto bushes. Threatened or endangered wildlife found in the pine flatwoods are the Gopher Frog, the Gopher Tortoise and the Indigo Snake. In addition, nesting Bald Eagles and Osprey are found in these communities.

Freshwater marsh occur in seasonally flooded depressions and along streams, creeks, lakes and drainage ways. The dominant plant growth is emergent water plants and water tolerant grasses and sedges. Few trees inhabit marsh areas except for low growing, water tolerant species such as the coastal plains willow. Marshes are well suited for wading birds and aquatic wildlife. Threatened or endangered species found in freshwater marshes are the Florida Sandhill Crane, the Snowy Egret, and the Silver Rice Bat. Occasionally, Bald Eagles inhabit freshwater marshes.

The deciduous communities are characterized by pure or mixed strands of mature hardwood dominant trees. Historically, the upland forest or hardwood hammocks occupy the ridges. Today, small stands (less than 100 acres) are scattered throughout the County. The City contains only a few of these stands. Vegetation consists of live oak, laurel oak, hickory trees and, if conditions are suitable, red cedar, cabbage palm, magnolia, and red bay. Threatened or endangered wildlife associated with these communities are, the Indigo Snake and the Gopher Tortoise, The Osprey also nests in these areas. Improved pasture sites are 75 to 95 percent open grasslands with a few scattered trees. Few native wildlife species inhabit these areas because of the lack of available food. Common garden varieties of birds, such as the house sparrow and starling make up the majority of wildlife in these areas.

The sites occupied by the wastewater collection system are fully developed. Rehabilitation of the existing improvements will have no detrimental impact upon flora and fauna or threatened and endangered species.

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

3. Historical and Projected Influent Flow

Historical flows for the Holly Hill utility service area are shown in **Table 3-1**. Annual average and peak month flow for the past ten (10) years are provided. Peak month flow ratios vary from 1.24 to 1.85.

TABLE 3-1: HISTORICAL INFLUENT FLOW

Year	AADF	Peak Month Flow	Peak Factor	Annual % Change	Plant Capacity	Percent Capacity
2012	1.33	1.64	1.24	-	3.00	44.23%
2013	1.46	2.08	1.42	9.29%	3.00	48.76%
2014	1.78	2.44	1.37	17.61%	3.00	59.18%
2015	1.58	2.21	1.40	-12.31%	3.00	52.69%
2016	1.69	3.13	1.85	6.37%	3.00	56.28%
2017	1.74	2.77	1.59	3.02%	3.00	58.03%
2018	2.06	2.62	1.27	15.43%	3.00	68.61%
2019	1.81	3.22	1.78	-13.93%	3.00	60.22%
2020	1.88	2.69	1.43	3.90%	3.00	62.67%
2021	1.88	2.93	1.55	0.00%	3.00	62.67%
2022	1.87	3.35	1.79	-1.14%	3.00	62.33%
2023	2.13	3.60	1.69	13.56%	3.00	71.00%

Projected influent flow was calculated using a historical trendline over the past ten (10) years of AADF data as shown in **Table 3-2**. It should be noted that metered peak day flows in 2022 and 2023 exceeded 6.0 MGD. The meter does not record flows >6.0 MGD; therefore, it is assumed that actual peak flows were in the range of 8-9 MGD. The design Peak Hour flow rate for this facility will be 9.0 MGD.

TABLE 3-2: PROJECTED INFLUENT FLOW

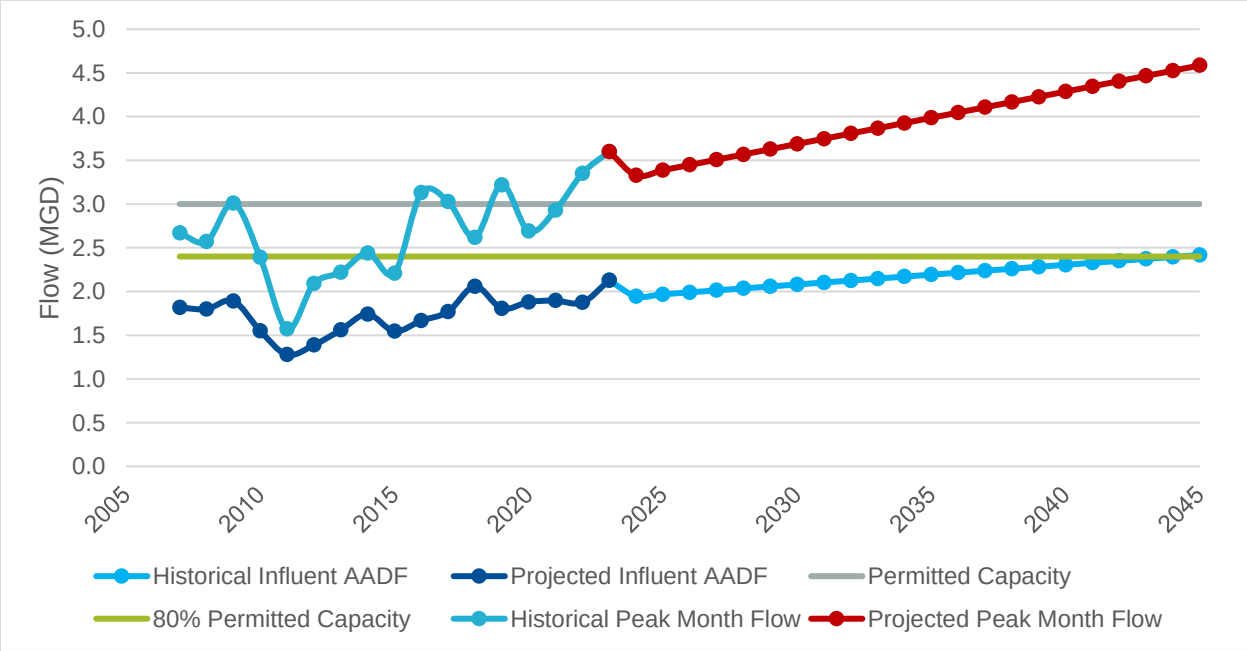
Year	AADF	Peak Month Flow	Peak Factor	Annual % Change	Plant Capacity AADF	Percent Capacity
2024	1.95	3.33	1.71	-8.58%	3.00	65.00%
2025	1.97	3.39	1.72	1.15%	3.00	65.67%
2026	1.99	3.45	1.73	1.14%	3.00	66.33%
2027	2.01	3.51	1.74	1.13%	3.00	67.00%
2028	2.04	3.57	1.75	1.12%	3.00	68.00%
2029	2.06	3.63	1.76	1.10%	3.00	68.67%
2030	2.08	3.69	1.77	1.09%	3.00	69.33%
2031	2.10	3.75	1.78	1.08%	3.00	70.00%
2032	2.13	3.81	1.79	1.07%	3.00	71.00%
2033	2.15	3.87	1.80	1.06%	3.00	71.67%
2034	2.17	3.93	1.81	1.05%	3.00	72.33%
2035	2.19	3.99	1.82	1.04%	3.00	73.00%

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

Year	AADF	Peak Month Flow	Peak Factor	Annual % Change	Plant Capacity AADF	Percent Capacity
2036	2.22	4.05	1.83	1.02%	3.00	74.00%
2037	2.24	4.11	1.84	1.01%	3.00	74.67%
2038	2.26	4.17	1.84	1.00%	3.00	75.33%
2039	2.28	4.23	1.85	0.99%	3.00	76.00%
2040	2.31	4.29	1.86	0.98%	3.00	77.00%

Figure 3-1 shows the summary of flows based on historical flows to WWTP vs flows projections based to population growth.

FIGURE 3-1: FLOW PROJECTION SUMMARY



Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

4. Wastewater Treatment Plant (WWTP) Modifications

4.1 Design Flows

The City of Holly Hill Wastewater Treatment Plant (WWTP) is currently designed to treat 3.0 MGD average daily flows. Peak day and peak hour flows are listed below:

Average Daily Flow (ADF)	=	3.0 MGD
Peak Day Flow (PDF)	=	(2.0)*3.0 MGD
	=	6.0 MGD
*Peak Hour Flow (PHF)	=	(3.0)*3.0 MGD
	=	9.0 MGD

PHF shall be used for hydraulic capacity design calculations.

4.2 Influent and Effluent Characteristics

The influent wastewater characteristics and current effluent advanced wastewater treatment (AWT) standards for the WWTP is presented in **Table 4-1.**

TABLE 4-1: INFLUENT AND EFFLUENT CHARACTERISTICS

Parameter	Unit	Influent	Effluent
Biological Oxygen Demand (BOD)	mg/L	200	5
Total Suspended Solids (TSS)	mg/L	200	5
Total Kjeldahl Nitrogen (TKN)	mg/L	32	
Ammonia Nitrogen (NH_3-N)	mg/L	25	1
Nitrate Nitrogen (NO_3-N)	mg/L	-	-
Total Nitrogen (TN)	mg/L	32	3
Total Phosphorous (TP)	mg/L	7	1

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

4.3 Unit Process Capacity Breakdown

A summary of WWTP existing and proposed facilities is provided in **Table 4-2**.

TABLE 4-2: CAPACITY SUMMARY OF EXISTING AND PROPOSED FACILITIES

Unit	Qty	Existing AADF (MGD)	Existing PHF (MGD)	Proposed AADF (MGD)	Proposed PHF (MGD)
Headworks					
Existing Screens[1]	2	3	6		
New Mechanical Bar Screens[2]	2			**4.5**	**9**
Grit Removal	1	7	7	7	7
Equalization Basin[4]	2	-	-	-	-
Influent Pumps (transfer to EQ Basins)	3	-	7.5		
Existing Orbal BTUs (#1 and #2)	2	3	6		
New Orbal BTU (#3)[3]	1			1.5	3
Existing Clarifiers (#1, #2 and #3)	3	3.6	7.2		
Filtration	4	2.4	4.8		
High Level Disinfection (Chlorination)	1	3	6		

1. Existing screens to be replaced.
2. New bar screen sized to handle increased flows as compared to existing to address wet-weather flows.
3. Provides Class 1 reliability for existing Orbal units.
4. Has total usable volume of 199,000 gallons.

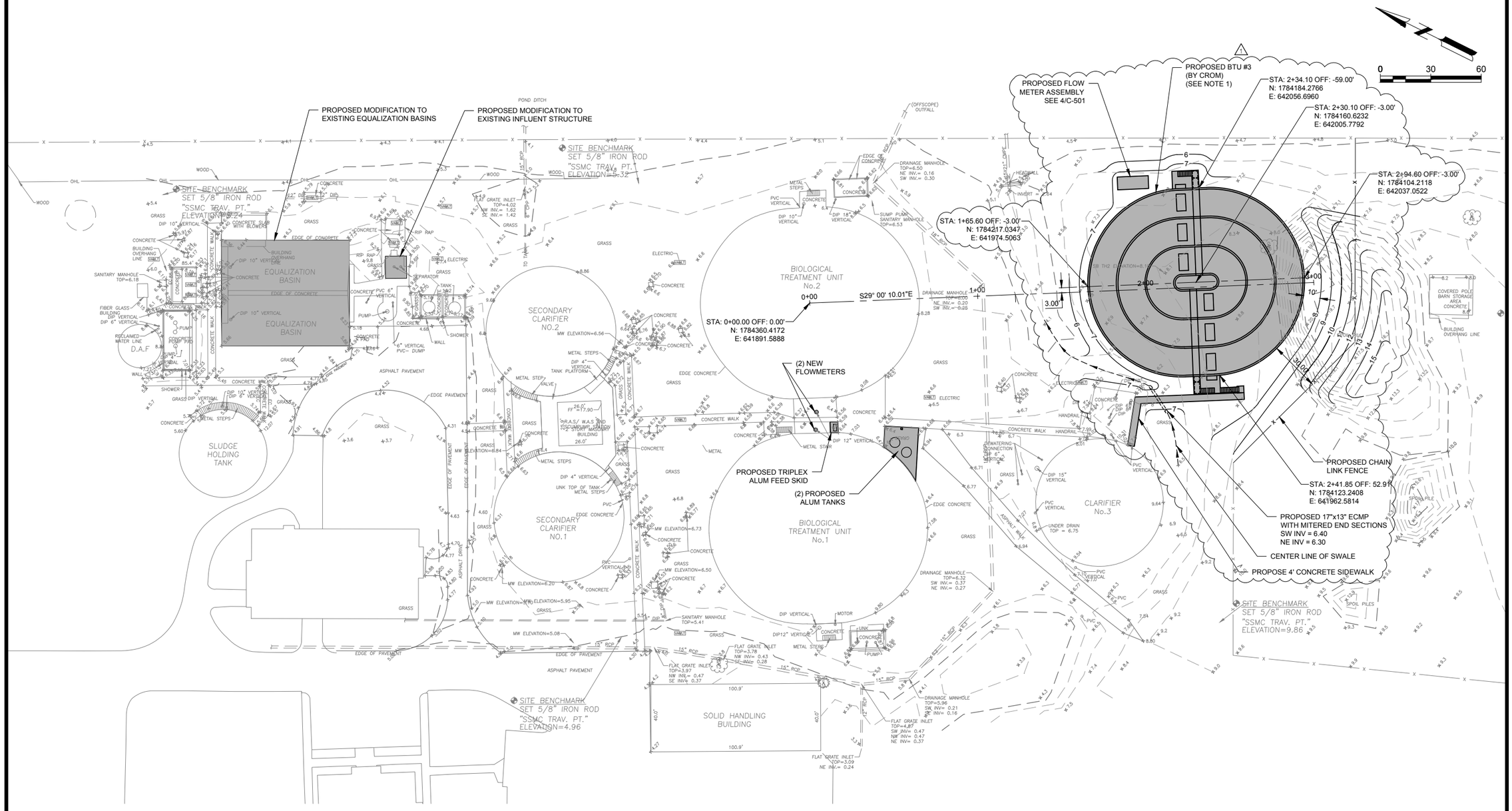
4.4 Process Design

The Holly Hill Water Reclamation Facility utilizes biological nutrient removal for treatment. The Orbal process is a continuous flow activated sludge process, which utilizes anoxic treatment within a carrousel and internal recycle to achieve nitrogen and carbonaceous BOD reduction. Filters are provided for the reduction of total suspended solids.

Plant effluent meets public access irrigation standards. Effluent is used for irrigation and the remainder is de-chlorinated and discharged to the Halifax River. The City is currently implementing programs to reduce surface level discharge.

A site plan of the existing, proposed structures, and other proposed improvements are shown in **Figure 4-1.** The process flow diagram is shown in **Figure 4-2.**

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)



NOTE:
1. CROM RESPONSIBLE FOR ALL STRUCTURAL DESIGN.

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CITY OF HOLLY HILL
WWTP 3RD BTU & INFLUENT HEADWORKS MODIFICATIONS

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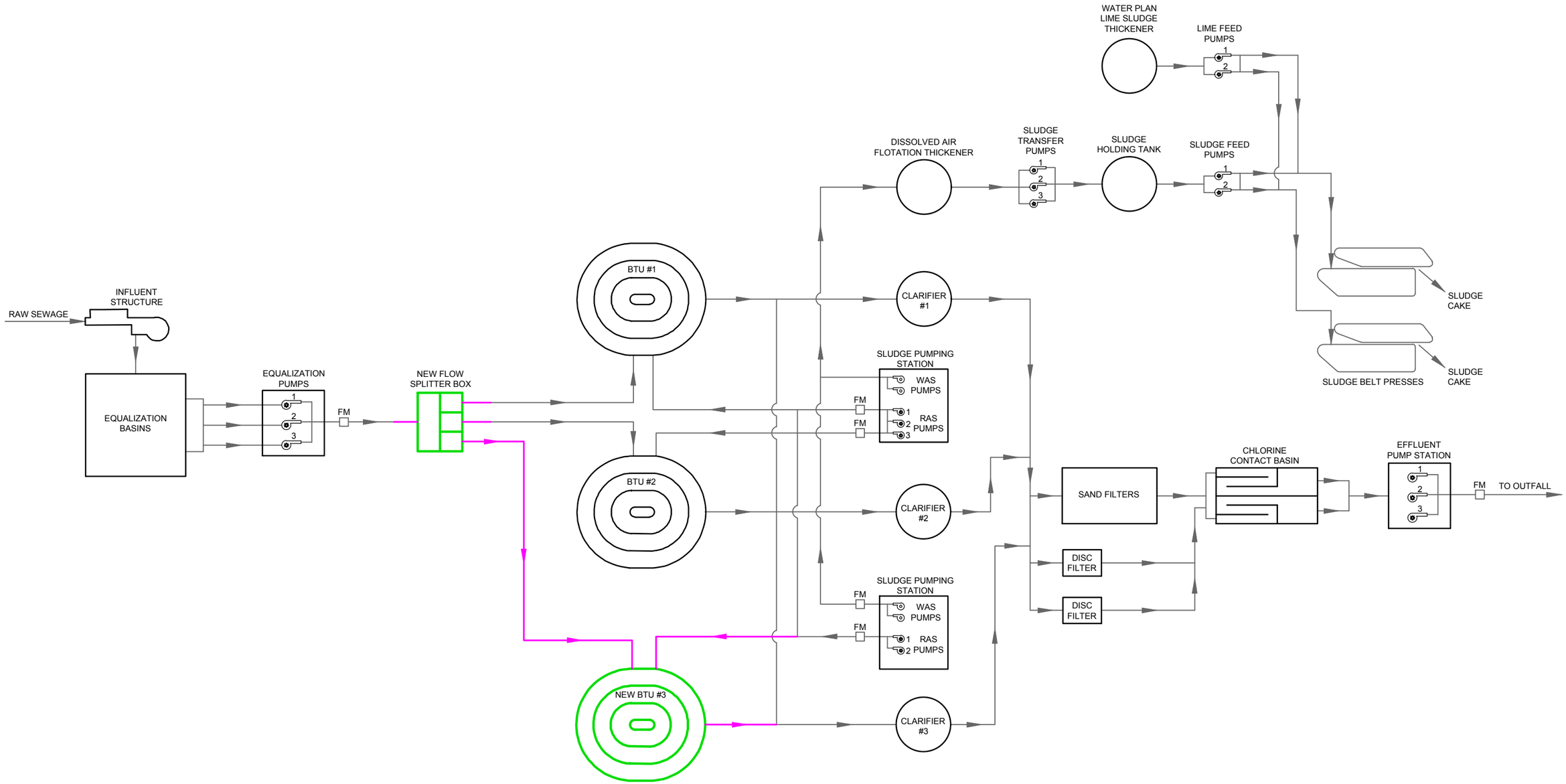
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SHEET CONTENTS
PROPOSED SITE PLAN

SHEET NO.
FIGURE 4-1

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

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PROCESS FLOW DIAGRAM

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3RD BTU & INFLUENT HEADWORKS MODIFICATIONS

FIGURE 4-2

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

4.5 Influent Structure

4.5.1 Screening

Raw sewage is pumped from the collection system pump stations into the influent structure. Two mechanical bar screens currently remove rags and plastic from the influent stream. Discussion with the WWTP staff has indicated numerous operational challenges and frequent problems with the existing screens resulting in expensive repairs.

A site visit by a Vulcan screen representative was performed to evaluate the existing screens. The findings are summarized as follows:

- WWTP staff identified operational issues including torque alarms, replacement of parts etc., which could be resulting due to rocks impacting the screens operation. Per the staff, the rocks are originating from City's brick manholes, which makes it way to the collection system pump stations, before being pumped to the WWTP headworks.
- The current screens are not designed for rocks in the influent.

The WWTP staff also indicated instances of influent flows overflowing the influent channels during wet weather conditions. The flow measurement at the headworks is currently limited to 6 MGD. It is estimated that wet weather flows currently exceed the 6 MGD.

The following criteria was developed to evaluate screens for the WWTP:

- Screens capable of handling rocks
- Screens need to fit into existing 24-in wide channel
- Two (2) Screens should be able to pass a combined flows equivalent or greater than 9 MGD.

Two kinds of screens from different manufacturers were evaluated including:

- Alternative 1 - Hydro-Dyne Bull Shark Through Flowscreen (4mm)
- Alternative 2 – Saveco FSM® Alpha Beta Perforated Screens (6mm)

It is further recommended that the City perform a manhole inspection study to identify the extent of manholes requiring rehabilitation and identify a longer-term solution to address them and reduction of I/I to the WWTP.

4.5.1.1 Alternative 1 - Hydro-Dyne Bull Shark Through Flowscreen (4mm)

The Hydro-Dyne Bull Shark Through Flowscreen considered for this project is a continuous band (stainless steel laced links) 4mm screen and can handle a design capacity of 4.5 MGD (combined capacity 9 MGD). An example of this screen is shown in **Figure 4-3**.

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

FIGURE 4-3: HYDRO-DYNE BULL SHARK THROUGH FLOWSCREEN



Additional technical details of the proposed 4 mm Hydro-Dyne screens are included in **Appendix B**. The screen shall each include a washing compactor and associated controls.

4.5.1.2 Alternative 2 - Saveco FSM® Alpha Beta Perforated Screens (6mm)

The Saveco FSM® Alpha Beta is a 6mm perforated plate belt filter screen and can handle a design capacity of 7.5 MGD (combined capacity,15 MGD) within the existing influent channels. The FRSIII Multi-Angle screen (as shown in **Figure 4-4**) increases the flow capacity through the screen without increasing the screen footprint. The first section of the screen sits at a 30° angle which significantly increases the exposed surface area. The screen then transitions to a 75° transport area. That increased surface area at the 30° angle translates into nearly a 100% increase in capacity relative to a straight 75-degree screen installation.

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

FIGURE 4-4: FSM ALPHA BETA PERFORATED SCREEN



Additional technical details of the proposed 6 mm Saveco FSM Alpha Beta screens are included in **Appendix C**. The screen shall each include a common washing compactor along with associated controls.

4.5.1.3 Evaluation Matrix for Comparison of Screens

An evaluation matrix was developed to compare the two alternatives for the screens and is presented in **Table 4-3**.

TABLE 4-3: EVALUATION MATRIX FOR SCREEN COMPARISON

Alternative	Description	Capital Costs	O&M Costs	Flow Capacity	Capture Rate	Total
1	Hydro-Dyne Bull Shark Through Flowscreen	3	3	3	5	14
2	Saveco FSM® Alpha Beta Perforated Screen	3	3	5	4	15

Evaluation Criteria: The Scoring Scale is from 1 to 5, with 5 being the best score (highly preferred) of category and 1 being the lowest score (less preferred). The evaluation matrix considers the following categories:

a. Capital Costs – This includes equipment costs.
b. O&M Costs – This compares the annual O&M costs. Assumed to be similar for both alternatives.
c. Flow Capacity – This compares the ability of screens to handle flows when installed within existing channels. This is critical under wet weather flow conditions.
d. Capture Rate – this compares the screen sizes between the two alternatives.

Based on the above table, Alternative 2- Saveco FSM® Alpha Beta Perforated Screen is recommended for this project.

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4.6 Equalization Basin

The treatment plant design utilizes existing structures to provide aeration and some flow equalization capacity. The two basins have a detention volume of 199,000 gallons. This represents 7% of the plant's rated capacity and 10% of current annual average flow; hydraulic retention time at 3.0 MGD is 96 minutes. The utilization of these basins reduces peak flows by roughly 10%. If peak flows occur over an 8-hour period, these basins will attenuate the plant flow rate from 3.0 ADF to 2.7 ADF. This helps improve plant performance by reducing the magnitude of flow fluctuation experienced throughout the day.

The volume available to equalize flow in the equalization basin has diminished throughout the operation of the plant by means of grit and organic material deposition on the bottom of the tank. This design details the draining of the tank and removal of all materials contained therein.

To address the EQ basin mixing, needed to keep grit and organic matter from settling, two alternatives were evaluated including:

- Alternative 1 – Repair/Replace in kind of the existing coarse air diffuser system
- Alternative 2 – Installation of new Jet Aspiration Mixing System

4.6.1.1 Alternative 1 – Repair/Replace in Kind Existing Coarse Air Diffuser System

While the tank is drained the contractor is to inspect all air piping and diffusers for deterioration and damage, the contractor shall replace or repair internal equipment of this basin as necessary. It is assumed that the air diffusers will be replaced in kind as part of this project. The estimated cost for replacement of coarse air diffuser system is approximately $100,000.

Out of the three (3) air blowers dedicated for EQ basins/Sludge holding tank, only two (2) blowers are currently operational. The remaining operational blowers have currently reached the end of its useful life and may soon need replacement to keep the current mode of operation. Though not part of this project, the cost of new blower to replace the non-operational blower is estimated to be $400,000. A PD blower with VFD was considered as a replacement and technical details are included in **Appendix D**.

4.6.1.2 Alternative 2 - Installation of a New Jet Aspiration Mixing System

This alternative evaluated the installation of a new Jet Aspiration Mixing System after removal of all existing air piping and cleaning (grit and organic matter) of the entire tank.

A Jet Aspiration Mixing System typically consists of a jet aspirator pump (submersible) and basin specific layout of jet nozzles. In passing through the nozzle, the liquid flow increases in velocity. Air is drawn into the low-pressure zone in the aspirator and mixes with the liquid in an outer nozzle, forcing oxygen to transfer into solution. The jet plume then discharges through the liquid into the basin and mixes the oxygenated liquid in the plume with the bulk of the basin liquid, thereby eliminating the need for any

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external blowers. **Appendix E** includes general information regarding jet aspiration mixing and the design specific to this PDR.

It is noted that the existing blowers can continue to provide air to sludge holding tank or a smaller dedicated blower can be considered in the future for the sludge holding tank. This will result in significant energy savings. A life cycle cost analysis for the blowers was not performed.

4.6.1.3 Present Worth Cost Comparison for Alternative 1 vs Alternative 2

As described above, both the alternatives being evaluated for the EQ basin mixing have potential impacts on other WWTP components which are not part of the proposed improvements for this project. To provide a full picture, a present worth cost comparison for Alternative 1 vs Alternative 2 was performed within a 15-year time frame.

TABLE 4-4: PRESENT WORTH COST COMPARISON FOR ALTERNATIVE 1 VS ALTERNATIVE 2

Parameter	Jet Aspiration Mixing System	Replacement of Blowers + EQ Basin Aeration System
Capital Cost (Equipment + Controls)	$250,000	$750,000[1]
New Blower (Sludge Holding Tank)[2]	$200,000	-
Annual O&M (5% of Capital Cost)	$22,500	$37,500
Interest (i)	3%	3%
Time Period	15 years	15 years
Present Worth	**$718,604**	**$1,197,673**

1. Includes new coarse air diffuser system and replacement of at least two (2) blowers within next 2 years
2. Not needed for Jet Aspiration Mixing System. Assumes a smaller blower dedicated for Sludge holding tank air requirements and no requirement for current three (3) blowers.

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4.6.1.4 Evaluation Matrix for Alternative 1 vs Alternative 2

An evaluation matrix was developed to compare the two alternatives for the EQ Basin mixing and is presented in **Table 4-5**.

TABLE 4-5: EVALUATION MATRIX FOR ALTERNATIVE 1 VS ALTERNATIVE 2

Alternatives	Capital Cost	Annual O&M	Present Worth Cost (15 years)	Total
Alternative 1 – Repair/Replace in Kind Existing Coarse Air Diffuser System	5	3	1	9
Alternative 2 – Installation of New Jet Aspiration Mixing System	3	5	5	13

Evaluation Criteria: The Scoring Scale is from 1 to 5, with 5 being the best score (highly preferred) of category and 1 being the lowest score (less preferred).

Based on the above table, Alternative 2 – Installation of new Jet Aspiration Mixing System is recommended for EQ Basin Mixing.

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

4.7 Influent Pumping

Flow is pumped from the EQ basin to the Orbal units utilizing three (3) 2,700 gpm variable speed dry pit submersible pumps. Pump sizes were selected to allow peak hour flow demands to be conveyed with one pump out of service leaving two duty pumps. The existing peak hour flow of 7.5 MGD split between two duty pumps means each pump can flow 2,604 gpm. Each pump is designed to flow 2,700 gpm with a total dynamic head (TDH) of 17 ft.

No improvements are proposed as part of this project.

4.8 Biological Treatment Through Orbal Basins

Advanced wastewater treatment in the City's WWTP is achieved through the Orbal process in its basins. The Orbal process is a continuous flow activated sludge process, which utilizes anoxic treatment within a carrousel and internal recycle to achieve nitrogen and carbonaceous BOD reduction.

The WWTP currently has two Orbal basins (BTU #1 and BTU #2), each designed to treat 1.5 MGD ADF, thereby providing a total design capacity of 3 MGD total. Neither Orbal basin can be taken out of service for maintenance while maintaining Class 1 reliability. The proposed BTU #3 will provide the critically needed Class 1 reliability.

Flow will be divided equally between the existing Orbal units (BTU#1 and BTU #2) and proposed Orbal unit (BTU #3) via new precision valve actuators. REXA valve actuators are proposed to provide precise flow control to each BTU.

4.8.1 Proposed Orbal Basin (BTU #3)

A third 1.5 MGD ADF Orbal Basin (BTU #3) is proposed for the WWTP improvements. The third Orbal Basin will provide the critically needed Class 1 reliability and will allow the WWTP staff to take down one BTU out of service for maintenance. The BTU #3 is designed around the influent wastewater characteristics and required effluent AWT standards as provided in **Table 4-1.** The permit requirements for the WWTP are not expected to change for this project.

The design parameters for the proposed BTU #3 are provided in **Table 4-6.**

TABLE 4-6: ORBAL DESIGN PARAMETERS

Orbal Design Parameters	Value
SRT for Nitrification	8.0 days
Design MLSS Liquid Temp	25 °C
Min MLSS Liquid Temp	18 °C
Orbal Organic Loading Rate	19.52 lb/1,000 ft^3/day
System Organic Loading Rate	19.52 lb/1,000 ft^3/day
MLSS	2,500 mg/L

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

Sludge Yield	1.01
Total WAS	2,533 lb/day
Overall Alpha	0.95 Disc
Beta	0.98
Mass O_2/Mass BOD Selected	1.09
Submergence Correction Factor	
Altitude Correction Factor	0.98
Total System SRT	8.0 days
RAS Pump Rate	100% of ADF
Nitrate Recycle Pump Rate	400% of ADF
Site Elevation	500 ft

The expected Tank configuration for the proposed BTU #3 is as follows:

- Overall Length (ft) = 129.00
- Overall Width (ft) = 112.00
- Long Axis Straight Length (ft) = 17
- Short Axis Straight Length (ft) = 0
- Center Island Radius (ft) = 5
- Wall Thickness (ft) = 1.00
- Side Water Depth (SWD) (ft) = 12

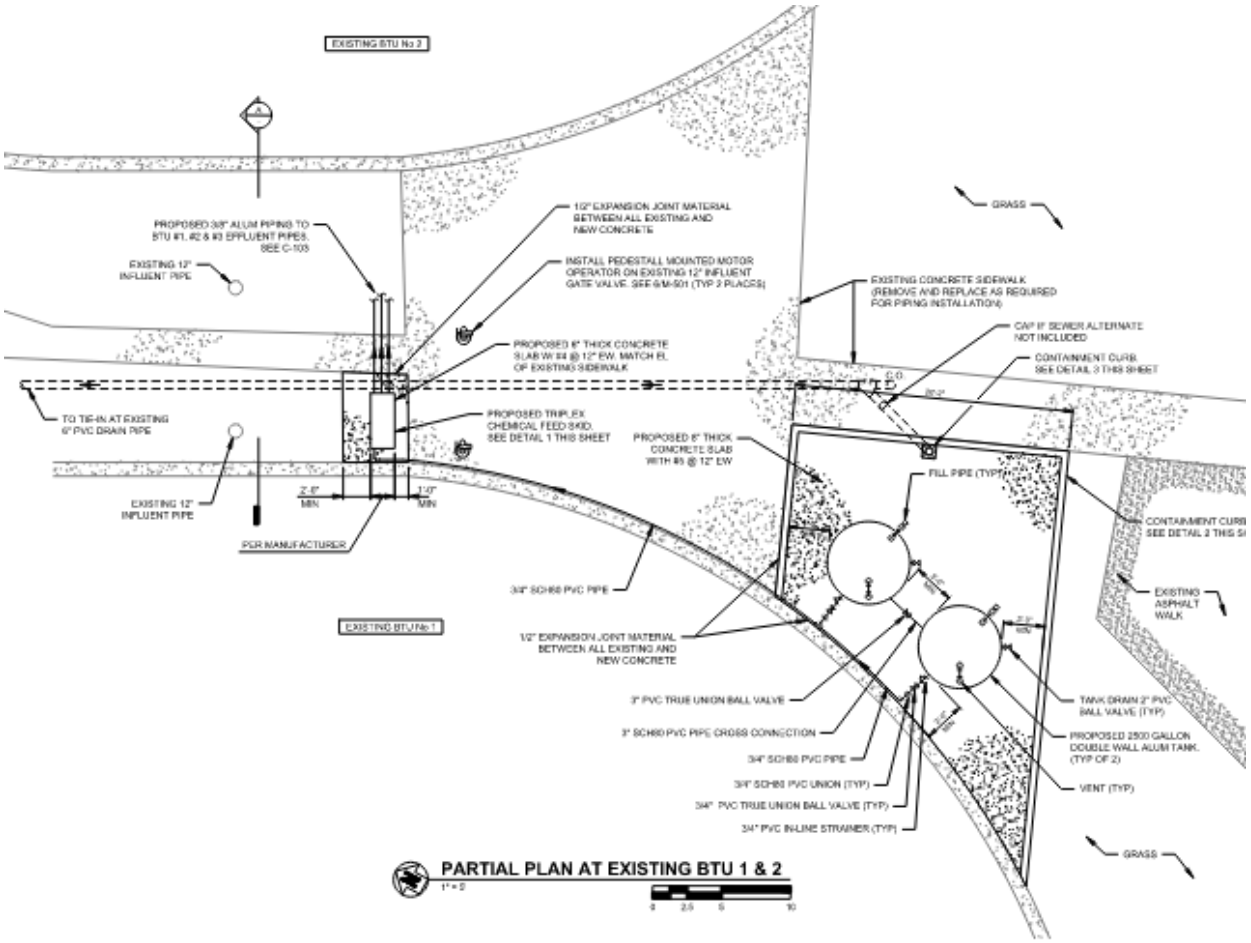
Further technical details regarding the Orbal basin process data are found in **Appendix F.**

4.8.2 Chemical Feed System

A new chemical feed system is proposed as part of this project. The existing chemical storage/feed system are located by the headworks of the plant. This improvement involves building a new chemical feed system by the three Orbal basins. **Figure 4-5** shows the new chemical feed system.

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

FIGURE 4-5: NEW CHEMICAL FEED SYSTEM



Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

4.9 Secondary Clarifiers

Solids separation for the activated sludge process is currently provided via sedimentation in three (3), 75 ft diameter circular clarifiers. Each of the existing clarifiers has a rated capacity of 1.2 MGD (AADF).

The biological treatment calculations require a return sludge flow rate equal to influent flows, 3.0 MGD. In order to meet this pumping requirement with one pump out of service the pumps should have a capacity greater than 1,042 gpm. The existing RAS pumps, serving BTU #1 and BTU #2 are three (3) dry pit submersible pumps each capable of pumping 2,200 gpm at 12 ft TDH. The WAS pumping requirement was calculated as part of the biological design to be 84 gpm, the two (2) existing pumps are dry pit submersible pumps each capable of pumping 125 gpm at 22 ft TDH.

The existing Clarifier #3 will be connected to proposed BTU #3. The existing RAS and WAS pumping station will serve the BTU #3 and are already designed to handle the BTU #3 requirements. This pump station includes two (2) RAS pumps and two (2) WAS pumps. RAS pumping requirements for this clarifier were calculated to be 1.5 MGD = 1,041 gpm. This flow will be conveyed by two (2) RAS pumps each capable of pumping 750 gpm at 20 ft TDH. The WAS pumps have a capacity of 125 gpm at 22 ft TDH.

The City has experienced significant flow issues from the existing BTUs to the secondary clarifiers. Without the additional capacity from the 3rd BTU, the City cannot take a clarifier offline to investigate the issue. It is recommended that the influent lines from the BTUs to the secondary clarifiers be televised and cleaned.

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

4.10 Filtration

The City's WWTP currently has two (2) automatic backwashing sand filter basins, rated at 1.5 MGD each, and two (2) Kruger Hydrotech discfilters rated at 0.6 MGD each. The WWTP has a total of 4.2 MGD of filtration capacity.

4.10.1 Sand Filter Alternatives

The existing sand filters have several items that are in poor condition and need to be replaced or rehabilitated.

4.10.1.1 Alternative 1 – Rehabilitate Existing Sand Filters and Kruger Discfilters

The sand filter and discfilter rehabilitation items include:

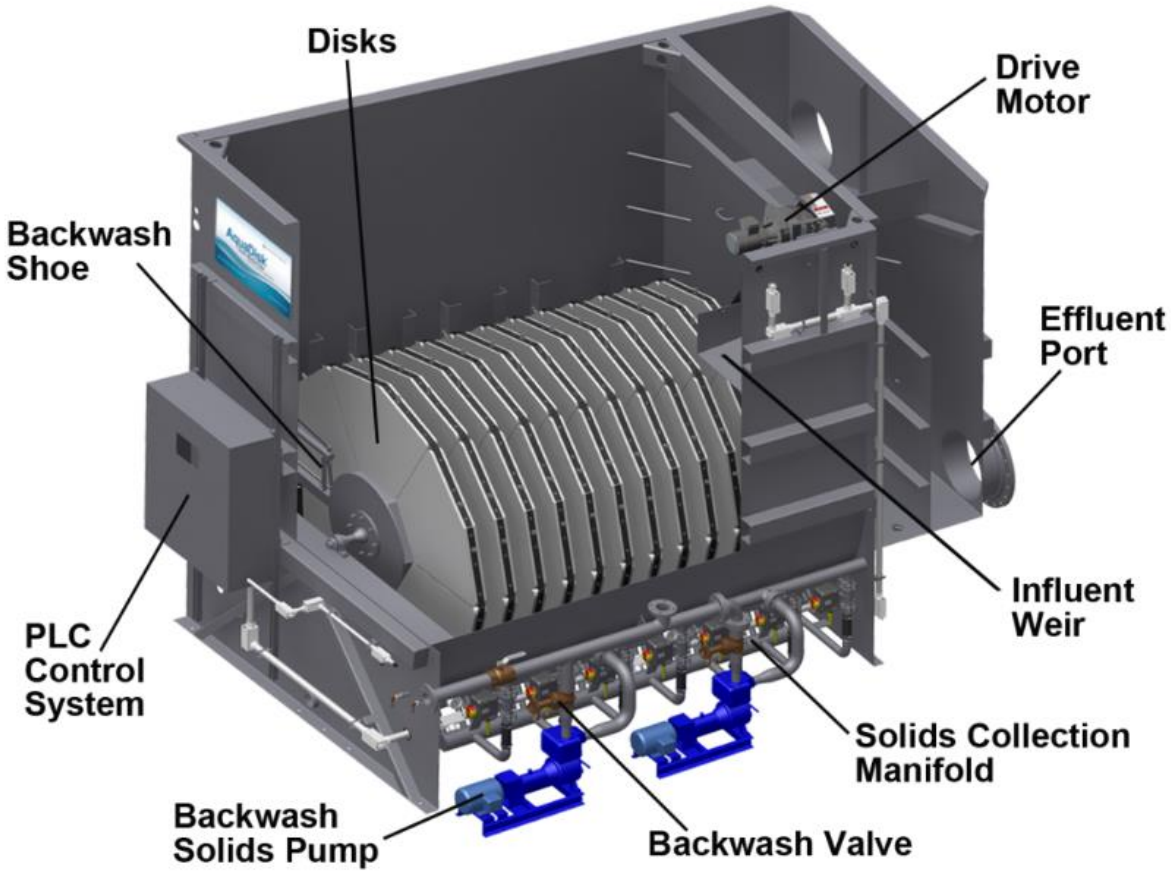
- Replace filter media
- Replace filter tube drains
- Replace all equipment on travelling bridges (control panels, backwash pumps, control wiring, and rollers). Handrails, grating, and main bridge structure are to remain and be re-used.
- Replace festoon wire system and supports
- Repair eroded concrete at influent end of filter and provide protective coating
- Replace influent manual sluice gates with hand-wheel actuated gates
- Replace influent chamber drain plug and valves with gate valves
- Replace cloth media in Kruger discfilters
- Rehabilitate existing motors, rotating equipment, and backwash pumps within existing discfilters

4.10.1.2 Alternative 2 – Abandon Existing Sandfilters and Replace Kruger Discfilters with (2) 2.0 MGD Aqua-Aerobic AquaDisk Filters

This alternative involves abandoning the sand filters and replacing the Kruger filters with Aqua-Aerobic cloth media disk filters. The Aqua-Aerobic cloth media disk filters provide high level tertiary filtration. Filtration follows an outside-in path where filtrate is collected inside the disks. There are no moving parts during filtration. Due to the cost savings while maintaining 4 MGD capacity, this is the recommended alternative. **Figure 4-6** displays a typical AquaDisk cloth media filter configuration.

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

FIGURE 4-6: AQUADISK CLOTH MEDIA FILTER

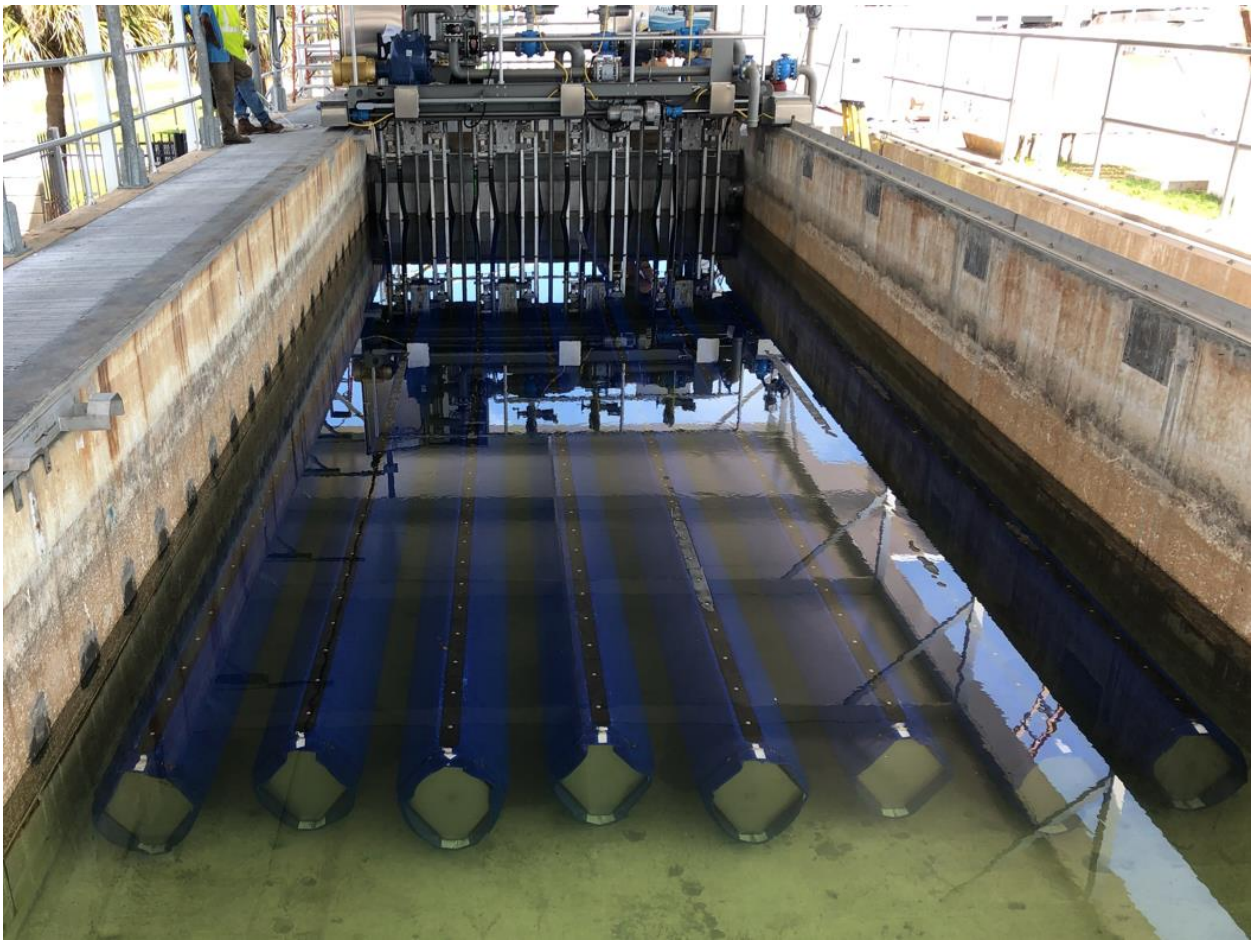


4.10.1.1 Alternative 3 – Retrofit Existing Sand Filters with Aqua-Aerobic AquaDiamond Cloth Media Filters

This alternative involves retrofitting the existing sand filter basins with Aqua-Aerobic AquaDiamond cloth media filters. Each filter basin can fit six (6) 50' long AquaDiamond filters. This provides an average design flow capacity of 4.48 MGD and a max design flow of 11.20 MGD. This capacity will be more than sufficient for significant peak flow events. **Figure 4-7** displays recently installed AquaDiamonds for a sand filter retrofit project.

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

FIGURE 4-7: AQUADIAMOND INSTALLATION



4.10.2 Cost Evaluation

Table 4-7 below displays the cost comparison of the three (3) alternatives.

TABLE 4-7: FILTRATION ALTERNATIVES COST EVALUATION

Alternative	Unit	Unit Cost	Total Cost
Alternative 1 – Rehab Existing Sand and Disc Filters	LS	$2,600,000	$2,600,000
Alternative 2 – Abandon Sand Filters and Replace Kruger Discfilters with AquaDisk Filters	LS	$1,500,000	$1,500,000
Alternative 3 – Retrofit Sand Filters with AquaDiamond Filters	LS	$4,000,000	$4,000,000

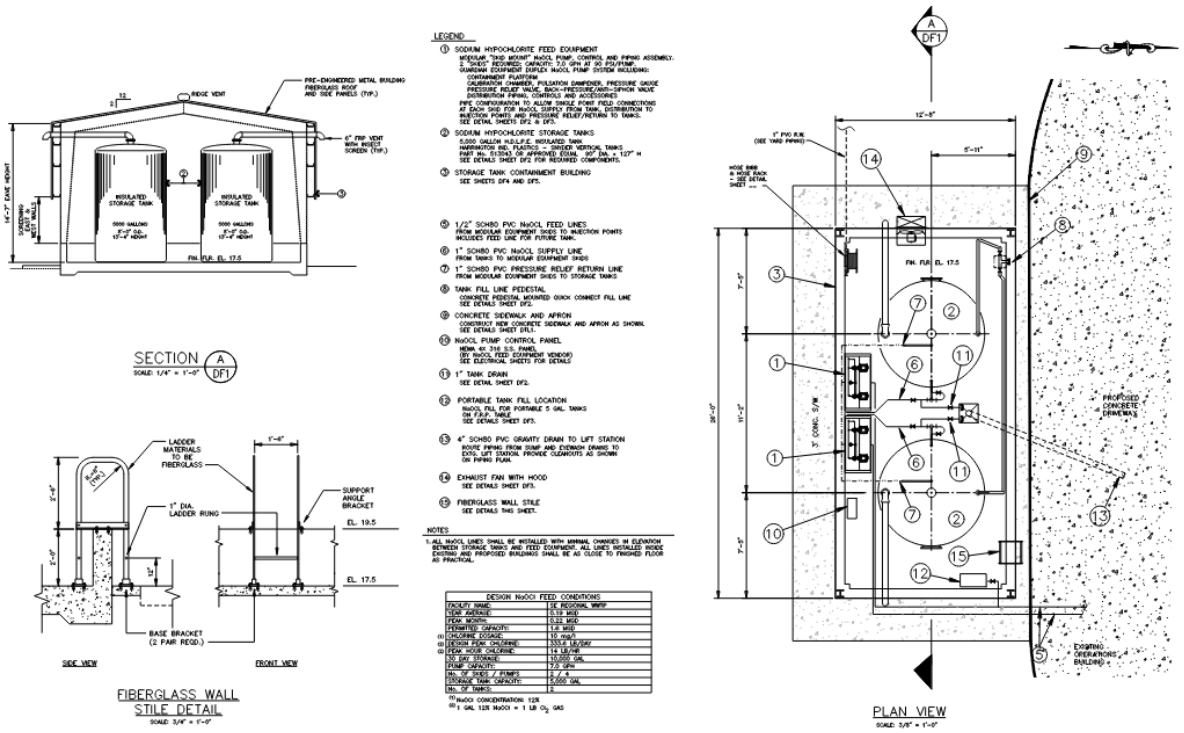
Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

4.11 Disinfection/Re-Aeration

The existing chlorine contact basin will be utilized in this design. The current chlorine contact basin has a rated capacity of 3.0 MGD. Process water flows from the chlorine contact basin into a re-aeration basin. Diffused air is available to elevate soluble dissolved oxygen levels. The re-aeration chamber volume is 48,590 gallons providing a hydraulic retention time of 25 minutes at 3.0 MGD.

The City has historically utilized chlorine gas for disinfection. As part of the WWTP improvements, it is recommended the City switch to liquid sodium hypochlorite for disinfection. This will require a new chemical storage structure with two (2) 4,000-gallon sodium hypochlorite double walled tanks. **Figure 4-8** displays the liquid chlorine storage structure and chemical feed skid.

FIGURE 4-8: LIQUID CHLORINE STORAGE AND CHEMICAL FEED



With a transition to liquid chlorine, the City will also need to utilize liquid sodium bisulfite for de-chlorination. The existing de-chlorination building and totes will be used to house the liquid sodium bisulfite.

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4.12 Effluent Transfer and Disposal

Effluent disposal is currently accomplished via reuse water sold to residential and commercial customers for irrigation purposes. The current distribution system is designed to be easily expanded to dispose of future flow increases as required.

All effluent not transferred to reuse is chemically de-chlorinated onsite prior to disposal in the Halifax River. The effluent outfall is a 16-inch diameter pipe and is currently permitted for discharge.

The Halifax River outfall has a permitted capacity of 2.4 MGD. This design does not require any additional flow disposed of in the river. All additional flow generated by the facility will be disposed of through the public access reuse system. Current reuse demand is approximately 0.5 MGD which is the proposed permitted capacity added to this facility. Also, a reuse interconnect with the City of Ormond Beach will allow Holly Hill to dispose of an additional 0.3 MGD.

New submersible effluent transfer pumps will be added for the enhanced reclaimed water storage and effluent management facilities. In addition to new transfer pumps, a new aeration/mixing system for the re-aeration basin is recommended. Similar to the proposed EQ basin improvements, the new mixing system will be a jet aspirating mixing system utilizing submersible pumps.

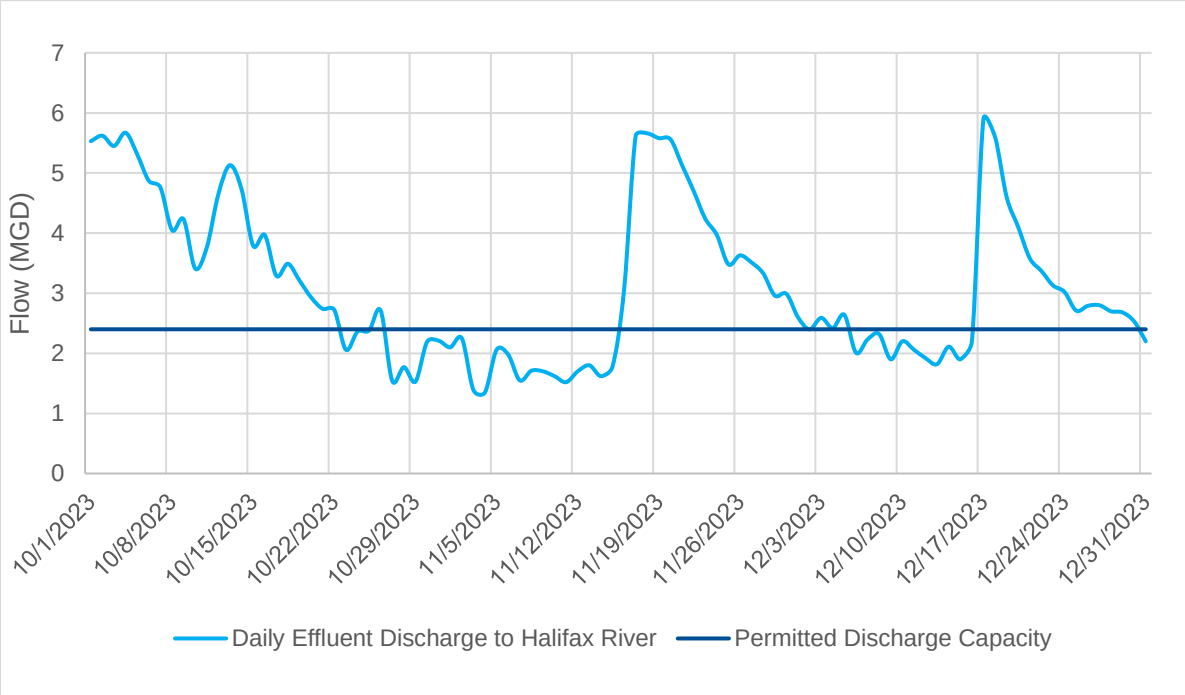
Additional reclaimed water storage and high service pumping will be added to enhance effluent management capabilities during hurricanes and extreme events. These improvements are further described in the subsequent section.

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4.13 Effluent Storage and Reclaimed Water Pumping

There is currently one (1) 0.5 MG reclaimed water ground storage tank at the WWTP. This tank has inadequate storage and causes the City to discharge a significant portion of their reclaimed water production to the Halifax River. An additional reclaimed water ground storage tank is proposed as part of the WWTP modifications and improvements provided in this Facility Plan. Additional reclaimed water storage is fundamental in the resiliency of the City's WWTP. Having the ability to transfer more reclaimed water to storage will help avoid the plant upstream from backing up and creating overflow in the BNRs. **Figure 4-9** displays the daily discharge flow to the Halifax River during the months of October 2023 – December 2023.

FIGURE 4-9: EFFLUENT DISCHARGE TO HALIFAX RIVER



As displayed by the severe peaks in the figure above, the City is greatly impacted by wet weather events. With limited public access reuse demand during these events, the City has no choice but to discharge a majority of their effluent to the Halifax River.

There are three (3) alternatives being evaluated for a new ground storage tank:

1. 2.0 MG Ground Storage Tank
2. 3.0 MG Ground Storage Tank
3. No Action

4.13.1 Alternative 1 - 2.0 MG Ground Storage Tank

This alternative involves a new 2.0 MG reclaimed water ground storage tank. This would give the City 2.5 MG of on-site reclaimed water storage. The additional 2.0 MG of storage will give the City freedom to hold reclaimed water during the day when there is less demand in the public access

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reuse distribution system. The two onsite storage tanks would be interconnected, and the 2.0 MG tank would gravity feed the existing 0.5 MG tank. The existing tank would act as a "day tank" while effluent from the chlorine contact chamber would be pumped to the new 2.0 MG tank. A 2.0 MG reclaimed water tank would help mitigate discharging to the Halifax River on most occasions, the City would still need to discharge to the river during significant wet-weather events. Due to the cost savings compared to a 3.0 MG tank, this is the recommended alternative.

4.13.2 Alternative 2 - 3.0 MG Ground Storage Tank

This alternative involves a new 3.0 MG reclaimed water ground storage tank. This would give the City 3.5 MG of on-site reclaimed water storage. Like the first alternative, this additional storage will mitigate the need to discharge to the Halifax River. While the additional storage still won't be able to fully handle the significant weather events where flows can exceed 6.0 MGD, it provides more storage than alternative 1. With an emphasis on cost savings, the larger tank does not provide enough storage to justify the cost increase.

4.13.3 Alternative 3 – No Action

This alternative involves not adding any additional reclaimed water storage. With an initiative to mitigate discharging to the Halifax River, this alternative is not being considered.

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

4.14 Residuals Management

Holly Hill operates one aerobic sludge holding tank. Plant operators utilize the mixing energy of the diffusers to mix waste activated sludge with lime sludge from the adjacent water treatment plant. The combined sludge is low in volatile solids content and fecal coliform levels. This sludge is classified as class “B” sludge.

The City is currently investigating an alternate method for disposal of lime sludge from the water treatment plant. This method would involve eliminating the need to mix the lime sludge with the waste activated sludge. Under the assumption there will no longer be lime sludge introduced into the aerobic holding tank, it is recommended that the aeration system be replaced with course air utilizing positive displacement blowers.

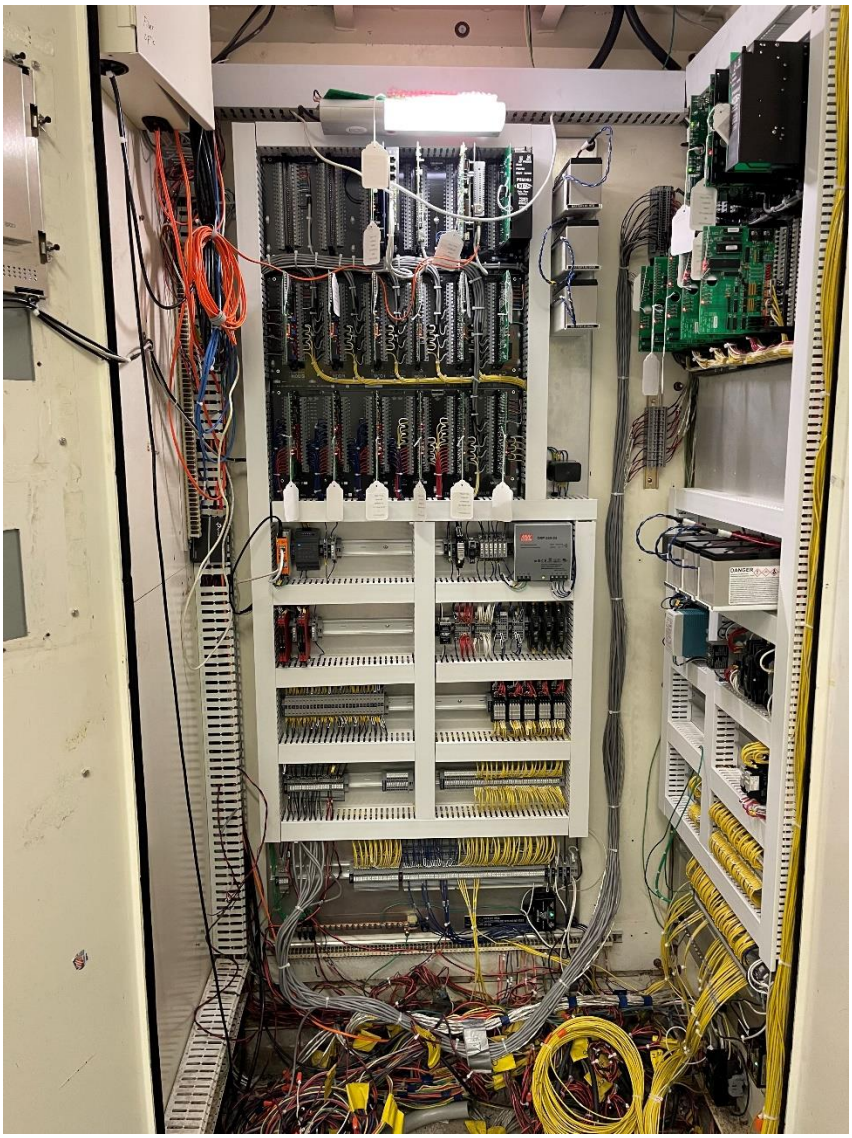
The mixing and aeration system for the aerobic sludge holding tank is in poor condition and requires replacement.

Two (2) belt filter presses are used to dewater the combined sludge. Each press is capable of dewatering 4,000 pounds per hour of sludge, which is much more than will be produced by the upgraded plant. The dewatered sludge has a solids concentration of 14-16%. The combined dewatered sludge is land applied by a contract sludge management company, H & H Liquid Sludge Disposal, Inc.

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

4.15 Electrical Automation and Resiliency

Modifications to the existing electrical room are recommended to improve overall plant automation and the ability to operate during extreme events without subjecting operators to the weather. Proposed upgrades will also enable remote monitoring of the facility. The modifications will include new programmable logic controller (PLC) equipment and digital communication modules within existing VFD's and motor starters. This work will also enable automated and remote control from the CTU and/or remote access from offsite locations via a secure VPN or alternative means of communication. The image below displays the state of the existing main control panel (MCP) in the electrical room. This panel will be retrofit with new PLC equipment and fiber optic communication modules to enable digital control of new and existing VFD equipment in the electrical room. It will also enable monitoring of field equipment that will be connected to the network.



In addition to the electrical automation modifications, proposed upgrades include floodproofing the electrical room. The floodproofing improvements include constructing a coffer dam and floodgate at the

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

electrical room entryway. Within the coffer dam, a sump pump will be installed so the area always stays dry. The cofferdam will have removable slide gates to enable personnel access while protecting the electrical control room from flooding and storm surge.

The automation and floodproofing improvements will make the City's WRF more resilient against significant weather events.

4.16 Miscellaneous Improvements

The following miscellaneous improvements will be included in this project:

- Addition of two (2) isolation valves on the influent forcemains to the WWTP as shown in **Figure 4-1**.
- All required instrumentation and controls (I&C) systems to enable remote monitoring and control of primary plant systems and processes.
- All necessary required electrical work for the proposed improvements. Floodproofing for electrical controls and emergency power.
- All necessary yard piping changes/relocations for the proposed improvements

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

5. Engineer's Opinion of Probable Construction Cost

5.1 3rd BTU and Headworks Improvements

The cost estimate for the 3rd BTU and Headworks Modifications identified in this Facility Plan is summarized in **Table 5-1.**

TABLE 5-1: 3RD BTU AND HEADWORKS IMPROVEMENTS COST ESTIMATE

Item	Description	Qty	Unit	Unit Cost	Total
1	Demolition	1	LS	$60,000	$60,000
2	Sitework	1	LS	$450,000	$450,000
3	Mechanical (Pipes, Valves, Fittings)	1	LS	$1,310,000	$1,310,000
4	Precision Valve Actuators	3	EA	$60,000	$180,000
5	3rd BTU Orbal Basin Structure	1	LS	$4,100,000	$4,100,000
6	3rd BTU Orbal Basin Mechanical and Equipment	1	LS	$600,000	$600,000
7	Internal Recycle Pump	1	EA	$110,000	$110,000
8	Miscellaneous Metals	1	LS	$30,000	$30,000
9	Flow Meters at Existing BTUs	2	EA	$25,000	$50,000
10	Electrical	1	LS	$650,000	$650,000
11	Electrical Automation and Resiliency	1	LS	$250,000	$250,000
12	Unsuitable Materials	2700	CY	$30	$81,000
13	Equalization Basin Modifications	1	LS	$720,000	$720,000
14	Influent Structure Modifications	1	LS	$1,000,000	$1,000,000
15	New Chemical Feed System	1	LS	$170,000	$170,000
16	Chemical Storage Gravity Drain	1	LS	$20,000	$20,000
17	Liquid Chlorine Conversion	1	LS	$250,000	$250,000
18	Filtration Upgrades	1	LS	$1,500,000	$1,500,000
	TOTAL				**$11,531,000**

5.2 Effluent Management Facilities Cost Estimate

The cost estimate for the Effluent Management Facilities project identified in this Facility Plan is displayed in **Table 5-2**.

TABLE 5-2: EFFLUENT MANAGEMENT FACILITIES COST ESTIMATE

Item	Description	Qty	Unit	Unit Cost	Total
1	Submersible Transfer Pumps	1	LS	$200,000	$200,000
2	2.0 MG Ground Storage Tank	1	LS	$3,000,000	$3,000,000
3	High Service Pump Station Modifications	1	LS	$250,000	$250,000
	TOTAL				**$3,450,000**

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

6. Capital Finance Plan

The Florida Department of Environmental Protection's (FDEP) SRF is expected to be the financing source for the project. The CFP can be found in **Appendix G.**

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

Appendix A – DEP SSO Reports

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

7.1.a

The City of Holly Hill

John Dally <jdally@hollyhillfl.org>

DEP Incident ID 16850

3 messages

John Dally <jdally@hollyhillfl.org> Mon, Oct 3, 2022 at 2:27 PM
To: "Farrell, Jenny E." <Jenny.E.Farrell@dep.state.fl.us>, DEP_CD@dep.state.fl.us

Jenny, the intermittent leakage from the equalization tank ended at 1835 hrs.- 0/9/30/22. The cause of the leakage was the excessive rain (20 inches) and flooding experienced in the city as a result of Hurricane IAN. Contaminations appears to be immediately adjacent to the EQ tank and consist mainly of some floatables. The amount of water lost is difficult to ascertain but would appear to be about 4000 gallons which soaked into the ground. No water bodies were impacted. Facility personnel are removing the floatables from the area around the EQ tank and will then apply sodium hypochlorite to the area.

If you have any questions do not hesitate to contact me.

--
John R. Dally, Chief WWTP Operator
Department of Public Works
City of Holly Hill
453 LPGA Boulevard
Holly Hill, FL 32117
386-248-9463 (office)
386-334-9801 (mobile)
386-248-9499 (fax)
jdally@hollyhillfl.org
www.hollyhillfl.org

Farrell, Jenny E. <Jenny.E.Farrell@dep.state.fl.us> Mon, Oct 3, 2022 at 5:25 PM
To: John Dally <jdally@hollyhillfl.org>

Thank you for this notification. Jenny

From: John Dally <jdally@hollyhillfl.org>
Sent: Monday, October 3, 2022 2:28 PM
To: Farrell, Jenny E. <Jenny.E.Farrell@dep.state.fl.us>; DEP_CD <DEP_CD@dep.state.fl.us>
Subject: DEP Incident ID 16850

EXTERNAL MESSAGE
This email originated outside of DEP. Please use caution when opening attachments, clicking links, or responding to this email.

Jenny, the intermittent leakage from the equalization tank ended at 1835 hrs.- 0/9/30/22. The cause of the leakage was the excessive rain (20 inches) and flooding experienced in the city as a result of Hurricane IAN. Contaminations appears to be immediately adjacent to the EQ tank and consist mainly of some floatables. The amount of water lost is difficult to ascertain but would appear to be about 4000 gallons which soaked into the ground. No water bodies were impacted. Facility personnel are removing the floatables from the area around the EQ tank and will then apply sodium hypochlorite to the area.

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

If you have any questions do not hesitate to contact me.

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John R. Dally, Chief WWTP Operator

Department of Public Works

City of Holly Hill

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John Dally <jdally@hollyhillfl.org> Thu, Oct 6, 2022 at 10:20 AM
To: Antoine Khoury <akhoury@hollyhillfl.org>

Email to FDEP about EQ tank

---------- Forwarded message ---------
From: **John Dally** <jdally@hollyhillfl.org>
Date: Mon, Oct 3, 2022 at 2:27 PM
Subject: DEP Incident ID 16850
To: Farrell, Jenny E. <Jenny.E.Farrell@dep.state.fl.us>, <DEP_CD@dep.state.fl.us>

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If you have any questions do not hesitate to contact me.

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

--
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The City of Holly Hill

John Dally <jdally@hollyhillfl.org>

SSO Report - Volusia - SWO ID: 2023-8150

1 message

no-reply@dep.state.fl.us <no-reply@dep.state.fl.us> Mon, Oct 2, 2023 at 10:49 AM
To: jdally@hollyhillfl.org
Cc: jdally@hollyhillfl.org, Bob.Vincent@flhealth.gov, DEP_CD@dep.state.fl.us, David.Polk@flhealth.gov, Eric.Maday@flhealth.gov, Jeanine.robinson@flhealth.gov, Robert.Maglievaz@flhealth.gov, SSO_Reports@dep.state.fl.us

DEP Logo

FLORIDA DEPARTMENT OF
Environmental Protection

Bob Martinez Center
2600 Blair Stone Road
Tallahassee, Florida 32399-2400

Ron DeSantis
Governor

Jeanette Nuñez
Lt. Governor

Shawn Hamilton
Secretary

Receipt for Submission

Sanitary Sewer Overflow Reporting

Thank you for submitting a Report of a Sanitary Sewer Spill or Overflow Incident in accordance with 62-620.610 and/or 62-604.550, F.A.C. You have indicated that the incident is on-going or that this is not the final closeout report for this incident, please ensure that you return to the system in the future to close out this incident.

Your DEP Incident ID is **21462**. Please use this ID during any future correspondence with the Department concerning this incident.

Type of Notice: Initial Report
Date of Notice: 10/02/2023

Incident Information
Name of Incident: Rain Event 10-2023
State Watch Office Report Number: 2023-8150
PNP Incident Number:
Start of Incident: 10/01/2023 10:30
End of Incident: 10/01/2023 23:50
Incident Description: After significant rainfall the treatment facility was hydraulically overloaded and resulted in an intermittent leakage from the Equalization tank and Biological Treatment units. Everything was contained onsite immediate adjacent to the treatment tanks and discharge to any water bodies.
Wastewater Type: Untreated
Cause: Extreme Weather
Spill Volume: Unknown
Volume Recovered: 0
Waterbodies Impacted: NA
Clean-up Status: In-progress

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

Clean-up Actions: Applied lime, Washed down area
Agencies Notified:

Incident Location
Address Line 1: 1065 ridgewood ave
Address Line 2: holly hill
Directions:
City: Daytona Beach
State: FL
Zip Code: 32117
County: Volusia
Coordinates (in decimal degrees):
Lat: 29.242920921305046 Long: -81.04731393878996
Other Impacted Counties: Volusia

Facility Information
Facility ID: FL0027677
Facility/Installation Name: Holly Hill, WRF
Operating Entity Name: NA
Address Line 1: 453 Lpga Blvd
Address Line 2:
Facility/System Type: DOMESTIC WASTEWATER
City: Holly Hill
State: FL
Zip Code: 32117

Incident Reported By
Name: John R Dally
Affiliation: Chief WWTP Operator
Phone: (386) 248-9463
Email Address: jdally@hollyhillfl.org
Relationship: Operator of the Facility/Installation

On-Site Contact
Name: John R Dally
Phone: (386) 248-9463
Email Address: jdally@hollyhillfl.org

Florida Department of Environmental Protection



noname
50K

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

After significant rainfall the previous several days the treatment facility was hydraulically overloaded and resulted in an intermittent leakage from the Equalization tank and Biological Treatment units.

At approximately 0600 hrs. 10/01/23 the EQ level started to increase from 5.4 feet at rose to 12.5 feet. The EQ pumps were running at the maximum capacity that the facility could accept. Recycle rates had been previously lower to allow more water to pass through the Biologically Treatment Units. Eventually the recycle rates needed to be increased to prevent the final clarifiers from be overloaded. This resulted in the release of biosolids through the aerator bearing openings. Review of the flow data indicates that approximately 77K gallons was released. Everything was contained onsite immediate adjacent to the treatment tanks and there was no discharge to any water bodies. Cleanup- Very little debris or floatables were found around the EQ basin. Lime was applied around the basin. The biosolids that came out of the BTU's was contained in the area between the two units. This area was also limed and is being removed to the facilities Vac dump pit

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

Appendix B – Hydro-Dyne Bull Shark Through Flowscreen

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

Bull Shark Through Flow Screen Equipment Sizing

HYDRO DYNE ENGINEERING

Tel: 813-818-0777 Fax: 813-818-0770

Project: Holly Hill, FL
Date: 7/14/2022
Rep: TSC-Jacobs-North
By: RH **Checked:** JMB

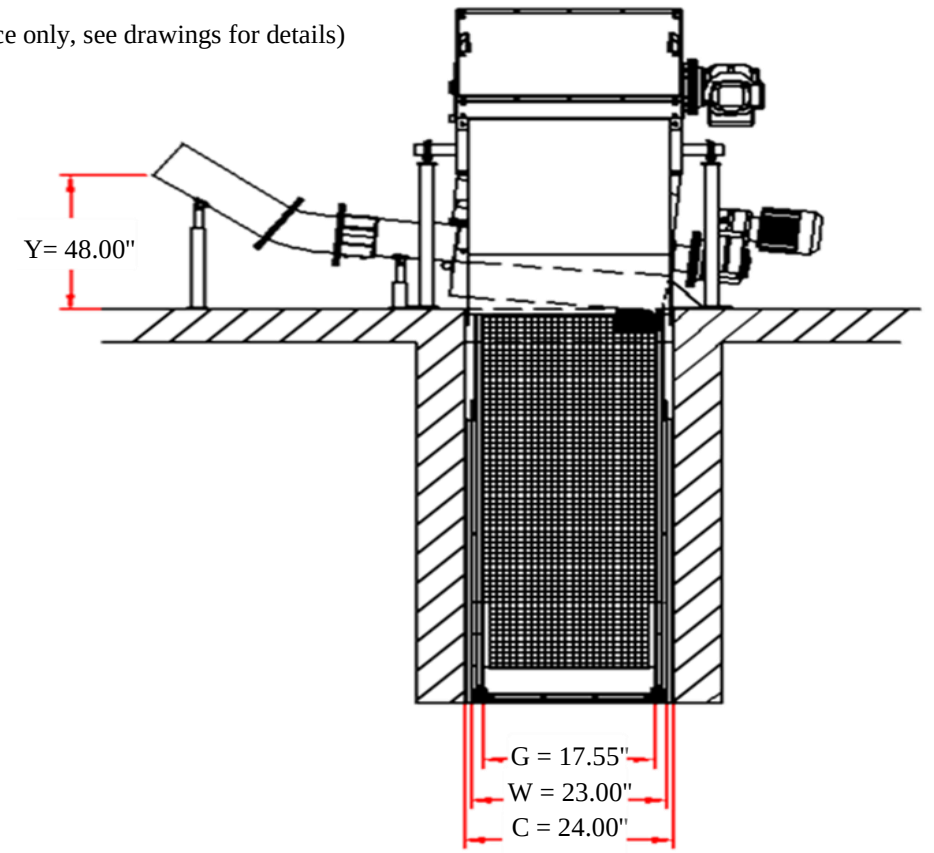
Model # **STR** 23 – 96 – 4 – L

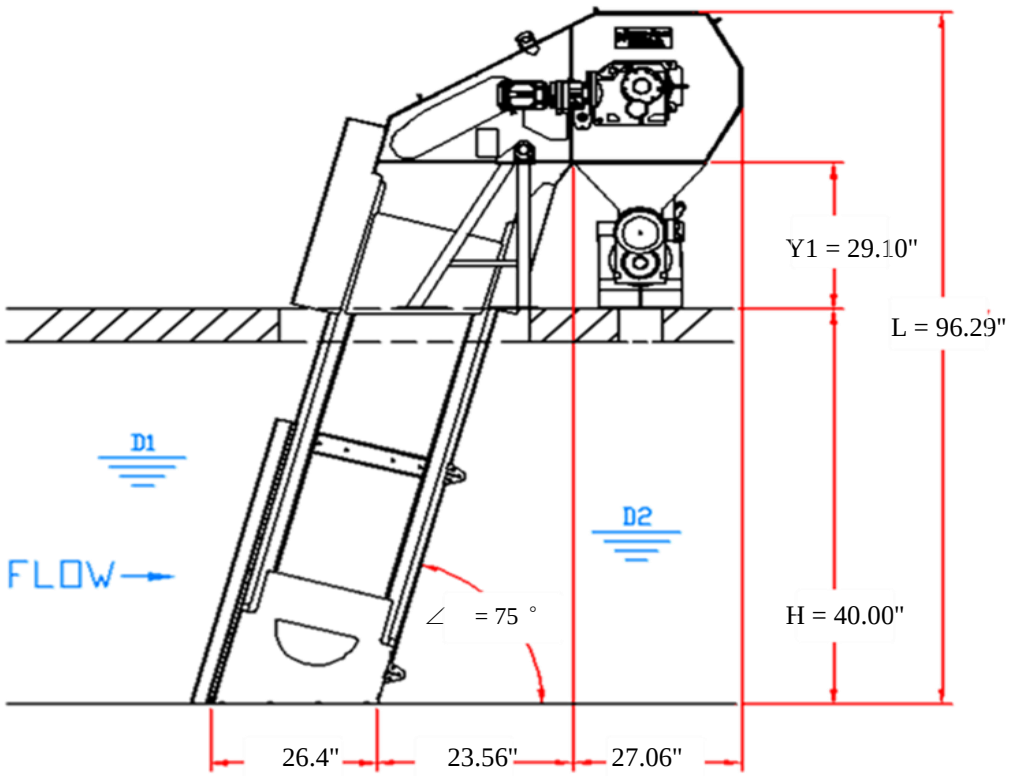
Channel Dimensions:		English Units	SI Units
C	Channel Width	24.00 in	610 mm
H	Channel Height	40.00 in	1016 mm
TC	Height from Grade to Top of Channel	0.00 in	0 mm

Screen Grid Parameters:					
S	Grid Opening Spacing		4 mm		
Obs	Percent of Screen Obstructed	30 %	Hook Link	16	ga
OA_{eff}^{*}	Effective Percent of Grid Opening	41.98 %	Straight Link	16	ga

Equipment Dimensions:		English Units	SI Units
L	Length of Screen	96.29 in	2446 mm
W	Width of Screen	23.00 in	584 mm
G	Width of Grid	17.55 in	446 mm
∠	Screen Angle	75 °	75 °
Y1	Discharge Height from the Screen	29.10 in	739 mm
Y	Discharge Height from the Compactor	48.00 in	1219 mm

(For reference only, see drawings for details)





NOTE: * Effective Percent of Grid Opening = Percent of Grid Opening at 4mm Opening × (1 - Proposed 30% of Screen Obstructed).

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Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility

Bull Shark Through Flow Screen Hydraulic Performance

HYDRO DYNE ENGINEERING

Tel: 813-818-0777 Fax: 813-818-0770

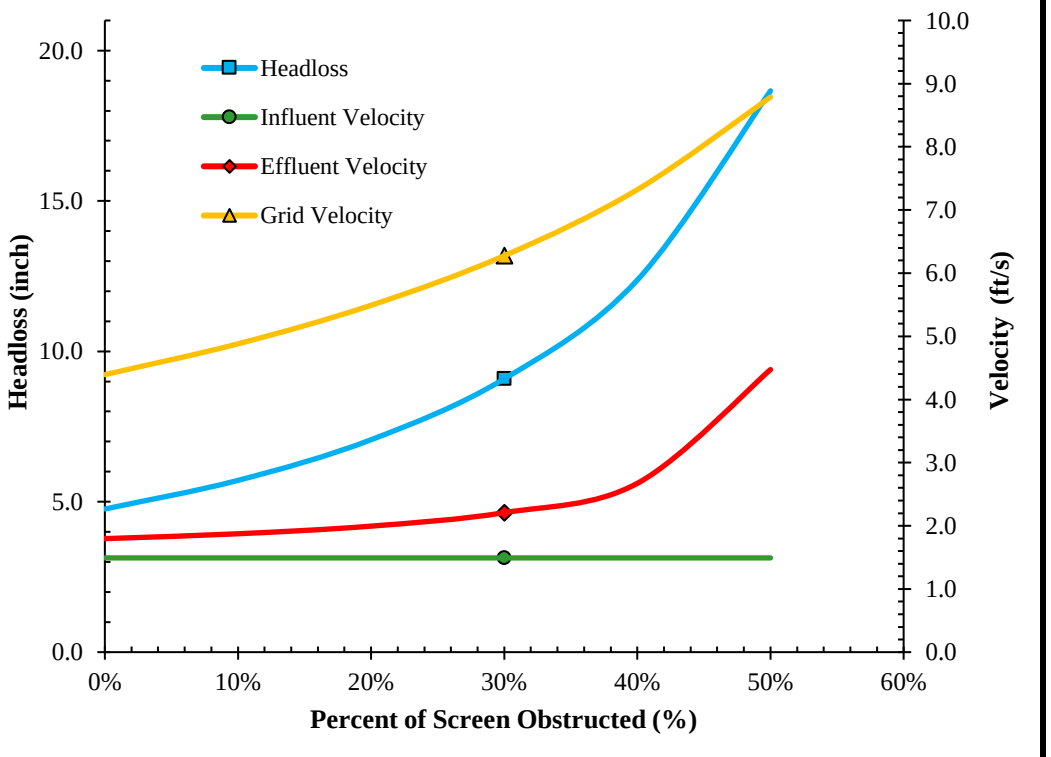
Project: Holly Hill, FL
Date: 7/14/2022
Rep: TSC-Jacobs-North
By: RH **Checked:** JMB

Model # **STR** 23 – 96 – 4 – L

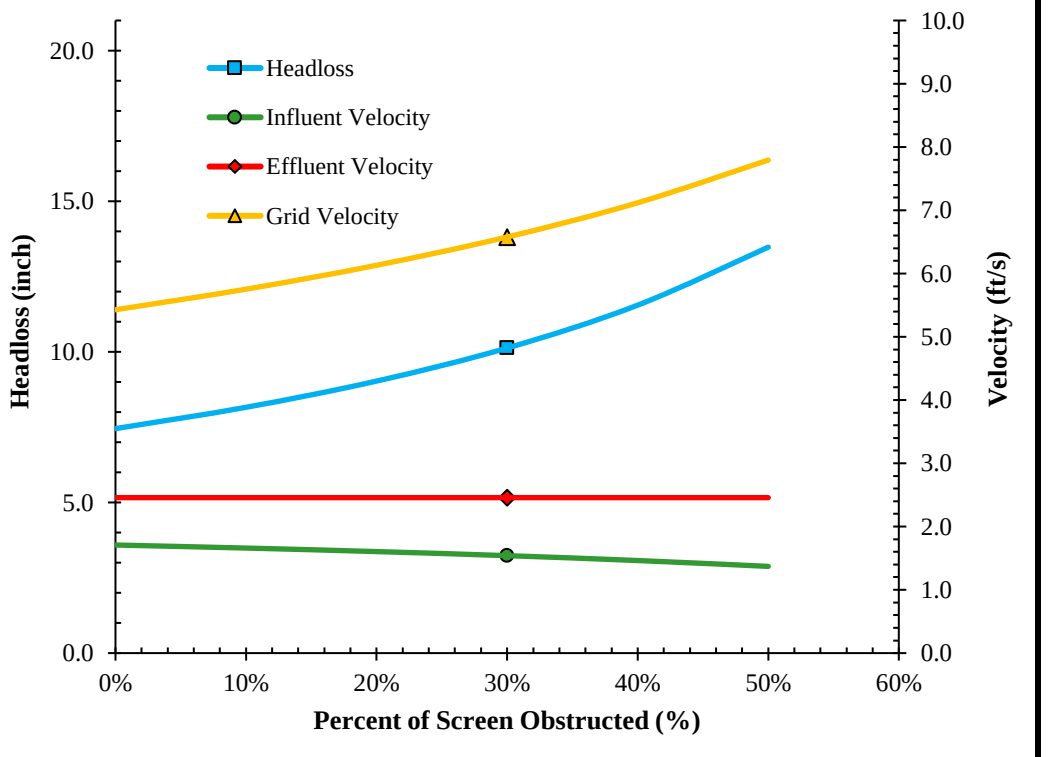
Fixed D_1 Condition @ 30% Obs		English Units		SI Units	
Q	Flow Rate	4.50 MGD	3125 gpm	197 L/s	17034 m^3/d
D_1	Upstream Water Depth	28.00 in		711 mm	
D_2	Downstream Water Depth	18.91 in		480 mm	
ΔH	Total Headloss	9.09 in		231 mm	
F	Freeboard	12.00 in		305 mm	
V_1	Influent Channel Velocity	1.49 ft/s		0.45 m/s	
V_G	Velocity Through Grid	6.28 ft/s		1.91 m/s	
V_2	Effluent Channel Velocity	2.21 ft/s		0.67 m/s	

Fixed D_2 Condition @ 30% Obs		English Units		SI Units	
Q	Flow Rate	4.50 MGD	3125 gpm	197 L/s	17034 m^3/d
D_1	Upstream Water Depth	27.13 in		689 mm	
D_2	Downstream Water Depth	17.00 in		432 mm	
ΔH	Total Headloss	10.13 in		257 mm	
F	Freeboard	12.87 in		327 mm	
V_1	Influent Channel Velocity	1.54 ft/s		0.47 m/s	
V_G	Velocity Through Grid	6.58 ft/s		2.01 m/s	
V_2	Effluent Channel Velocity	2.46 ft/s		0.75 m/s	

Screen Performance VS. Screen Blocking at Fixed D_1



Screen Performance VS. Screen Blocking at Fixed D_2



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Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility

HYDR DYNE® ENGINEERING

Designed to Protect. Built to Perform.™

City, ST Holly Hill, FL

Date August 17th, 2022

Mechanical Screen System

Quantity	Screen Type	Grid Type	Grid Opening	Model Number
1 EA	Bull Shark Through Flow Screen	Stainless Steel Laced Links	4mm	STR 23-96-4L

Motor Horsepower	Wash water requirements (EA)			
0.5 HP	11	GPM	60	PSI

Stainless Steel
304SS

Screening Handling System

Quantity	Screening Handling Equipment	Auger Size	Model Number
1 EA	Whitetip Shark Washing Compactor	6"	WCP 6S-26-3S

Motor Horsepower	Wash water requirements (EA)			
1.5 HP	0	GPM	0	PSI

Accessories

Valve Type	Classification	Material	QTY
Solenoid Valve	C1D2	Brass	1 EA

Strainer	Material	QTY
Included	Bronze	1 EA

Booster Pump	Horsepower	QTY
Not Included		

Safety Switch	QTY
Not Included	

Float Switch	QTY
Included	1 EA

Controls

Main Control Panel	Classification Type
1 EA	NEMA 4x

Local Control Panels	Classification Type
Not Included	

Screen Control Type	QTY
VFD	1 EA

Screening Handling Control Type	QTY
Motor Starter	1 EA

Level Control System	Differential Level Control
Classification of Motors	C1D2

Start up and Commissioning

Trips	1
Days	1

Warranty	1 year

Notes

- Local Control Panel not included within this scope of supply. Proposing the main control panel be installed within line of sight of the equipment.

Budget Price $290,000

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

Appendix C - Saveco FSM Alpha Beta Screen

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

FSM® Filterscreen

Multi-Angle Perforated Plate Belt Filter Screen

FRSIII 3075 αβ

Increase the Flow Capacity, not the Channel

No need to increase the size of the channel to handle increased flow and achieve high capture. The FRSIII Multi-Angle screen increases the flow capacity through the screen without increasing the screen footprint. The first section of the screen sits at a 30° angle which significantly increases the exposed surface area. The screen then transitions to a 75° transport area. That increased surface area at the 30° angle translates into nearly a 100% increase in capacity relative to a straight 75 degree screen installation.

- 30°Capture / 75° Transport / 6mm perforated plate
- Doubles wetted screen area.
- Reduces velocity through the screen.
- Maintains original channel footprint.
- Includes the FSM Auto-Brush feature.

This FSM screen utilizes all the existing Filterscreen technology but in a slightly different configuration. This is not a new product and FSM has hundreds of installations worldwide. This is a testament to FSM Engineering's innovative talent for solving problems.





Here is a retrofit example. A plant in Wisconsin planned to replace their two aging screens but they were trapped by an existing screw pump that limited the hydraulic grade line available. The first screen was replaced with a FSM Multi-Angle screen that increased capacity from 8.2 MGD to 11.1 MGD. A year later they replace their second screen and now the plant is capable of handling first flush storm flows up to 22 MGD.

Water usage is kept to a minimum because the proprietary, self-adjusting brush acts as the primary cleaning mechanism. The self-adjusting brush maintains the exact cleaning position with the curved perforated plates and requires no manual adjustment. By maintaining optimal cleaning position, 85% capture is guaranteed for the life of the brush.

Enviro-Care®
A WAMGROUP® Company
Is now SAVECO® North America, Inc.

Enviro-Care Company is the exclusive licensee for the sale of FSM Frankenberger GmbH & Co. KG equipment in North America.

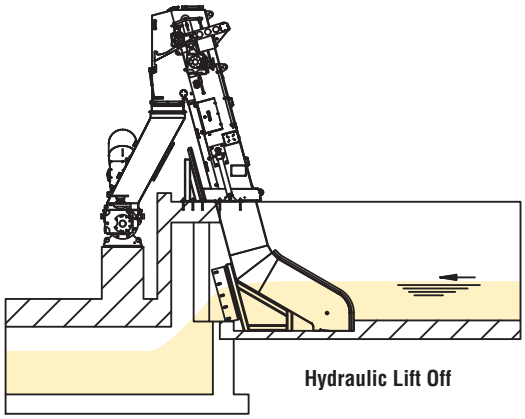
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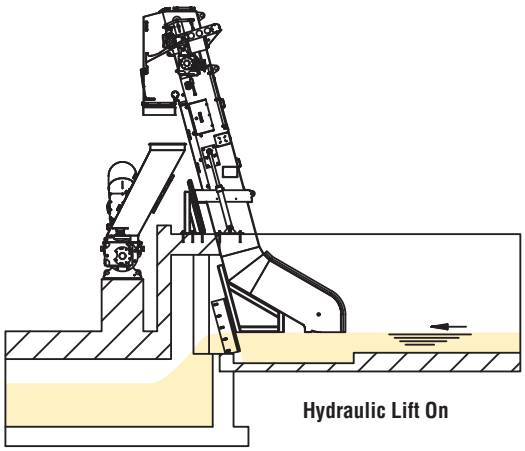
Optional Screen Bypass System



This hydraulic system will automatically raise the screen high enough to allow flow to bypass under the screen during emergency conditions. Lifting the screen can be a less expensive alternative to the expensive civil work involved with constructing a bypass channel.

The lifting system is supplied with two hydraulic cylinders and a hydraulic power pack to control the cylinders. A NEMA 7 local control station with a Screen Lift-Off Screen lower selector switch is supplied for manual operation of the hydraulic bypass system. The hydraulic power pack provides location flexibility which makes this a potential retrofit option.





Specifications

Material: 304L or 316L SS
Channel Widths: 1 foot to 10 feet
Channel Depths: Up to 50 feet
Perf Openings: 2 mm to 12mm
Increased Flow Capacity: Up to 92% relative to a standard 75° design.

Enviro-Care
A WAMGROUP® Company
Is now SAVECO® North America, Inc.
1570 St. Paul Avenue
Gurnee, IL 60031 U.S.A.
P. 815.636.8306 • F: 847.672.7968
ecsales@Enviro-Care.com
www.Enviro-Care.com

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Appendix D – Positive Displacement Blower Details

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

8/19/2022

Project: Holly Hill, FL
Customer: TSC Jacobs North

Model: 60 HP EE-PAC w/ ACOUSTI-PAC Enclosure	Design	66%	33%
Mass Airflow Requirement (SCFM)	1500	990	495
Volume Airflow Requirement (ICFM)	1649	1088	544
Differential Pressure (psig)	5.8	5.8	5.8
System RPM	1939	1411	899
Compressor Power Draw (bhp)	53.7	37.8	23.8
System Noise Level at 1m (dBA)	84	80	76

Design Notes

1. This proposal is for three high efficiency EE-PAC blower systems utilizing 60 HP motors.

2. Site conditions assumed for conversion of SCFM: 14.7 psia, 100F, 36% RH.

3. The attached drawing is a typical layout. It does not denote the exact scope of supply we anticipate, but is representative of the configuration and footprint requirement. This configuration can be modified to meet dimensional constraints or other customer needs.

4. This system utilizes a hybrid lobe impeller for reduced noise and pulsation.

5. The compressor is directly coupled with the motor through use of a drive coupling versus a belt or gearing mechanism. This eliminates lateral loading on the compressor and motor shafts that shortens bearing life. It also eliminates belt maintenance and the 3-5% power transfer losses normally incurred with a belt drive.

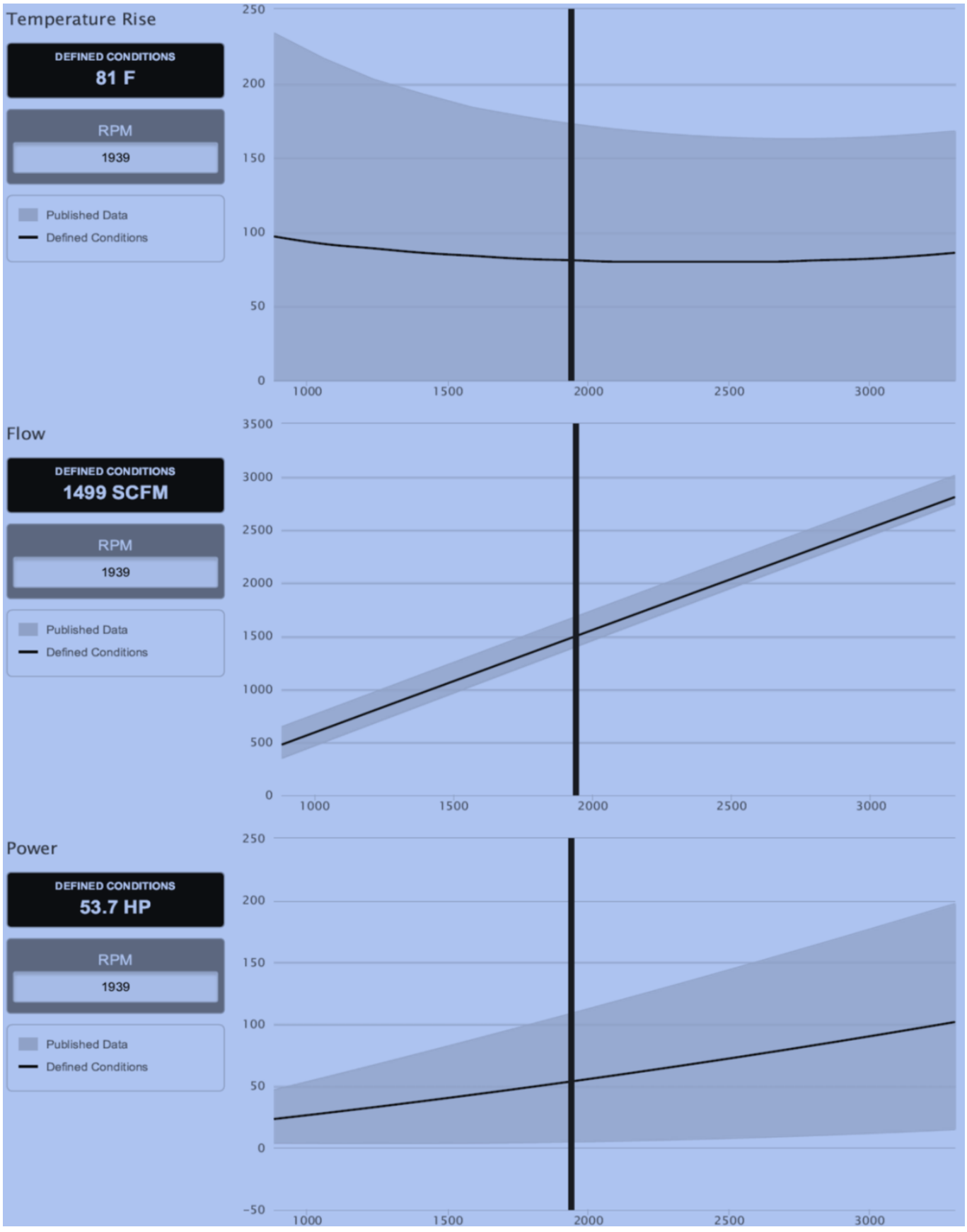
6. The unit's speed and flow will be controlled by a NEMA 3R VFD control panel, supplied by *Universal Blower Pac.*

7. The unit will operate within an ACOUSTI-PAC partial acoustical enclosure at an estimated noise level ≤ 84 dBA.

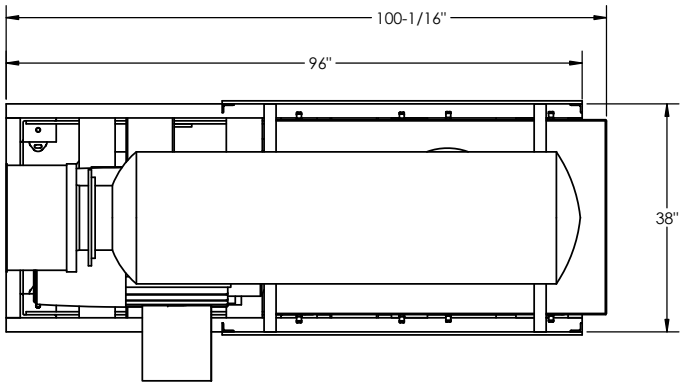
Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

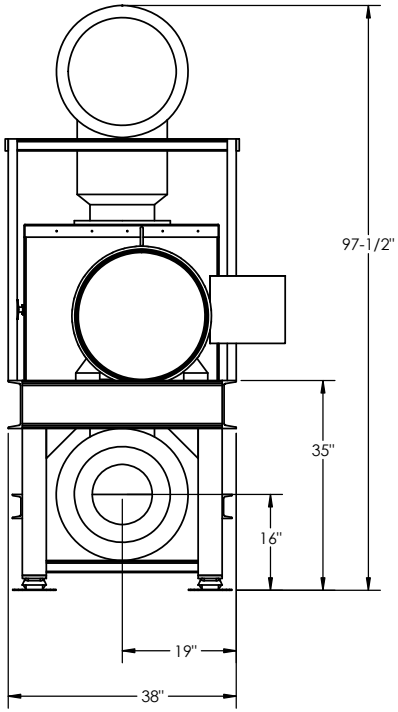
Performance Curves

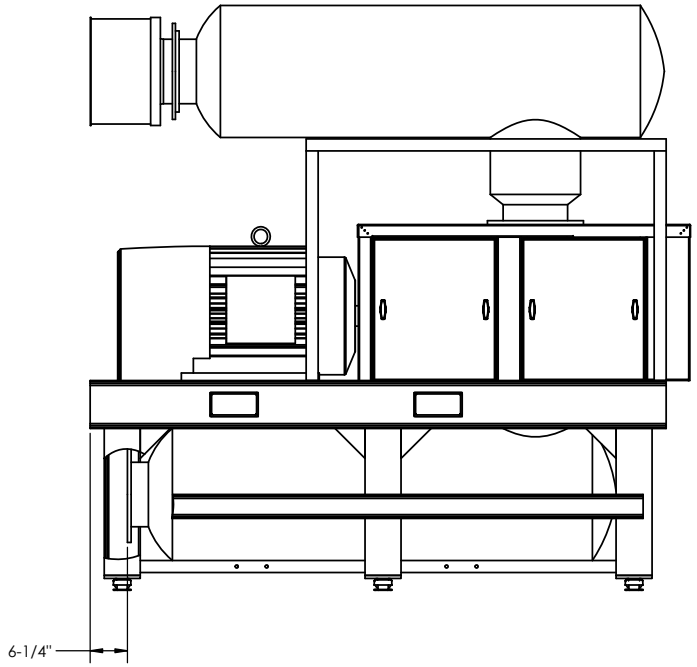
Model: 60 HP EE-PAC w/ ACOUSTI-PAC Enclosure



Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)







NOTE:

1. INSTALL AND OPERATE ACCORDING TO O&M MANUAL.
2. SOME ITEMS, USUALLY SILENCERS, MAY BE DISASSEMBLED FOR SHIPMENT. REASSEMBLY MAY BE REQUIRED.

UNLESS OTHERWISE SPECIFIED:
DIMENSIONS ARE IN INCHES
TOLERANCES:
FRACTIONAL ±
USER CONNECTIONS: ±1"
FRACTIONAL ±
MOUNTING LOCATIONS: 1/4"
OTHER FRACTIONAL: ±1
ANGULAR: MACH ±0.5 BEND ±2
TWO PLACE DECIMAL ±0.05
THREE PLACE DECIMAL ±0.005

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UNIVERSAL BLOWER PAC

UNIVERSAL BLOWER P.
440 PARK 32 WEST DRI
NOBLESVILLE, IN 46061
PHONE: 317-773-7256
www.universalblower

	NAME	DATE
DRAWN		
MATERIAL		
STOCK SIZE		
FINISH		

TITLE:

SIZE C DWG. NO.

SCA

DO NOT SCALE DRAWING

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI

UNIVERSAL BLOWER PAC

HIGH EFFICIENCY SCREW BLOWER SYSTEM

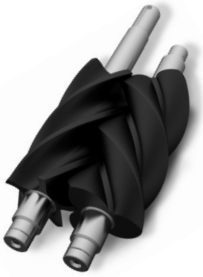


Universal Blower Pac's EE-PAC offers a low maintenance, advanced high efficiency screw blower system that delivers air efficiently across its entire operating range. *UBPs* patented design has proven more efficient than traditional PD blowers and achieves turbo blower efficiency over a 5:1 turndown. This robust system is able to withstand pressure and temperature fluctuations that turbo blowers can not, eliminating risk of surge and thus expensive repairs.

THREE EFFICIENT SCREW ROTOR PROFILE OPTIONS



3x3 w/ Axial Rotors



3x5 w/ Internal Compression



3x5 Variable Helix w/ Internal Compression

The advanced screw compressor technology is 100% oil free and is directly coupled to an induction motor for optimized efficiency. The updated design is modular and comes with a base configuration without an acoustical enclosure at a lower cost, but can easily be upgraded to include a partial or full enclosure with on board controls as desired. This unique combination of efficiency and flexibili can effectively manage wastewater aeration to pneumatic conveying or any variety of system application needs.

YOUR PAIN	OUR SOLUTION
>> High operating cost	**>> SAVES ENERGY & MAINTENANCE COST** *Oil free compressor, no v-belt drive maintenance and proven efficiency over traditional PD blowers*
>> Turbo blower generally provide 2:1 turndown before surging and have limited operating and pressure ranges	**>> BETTER EFFICIENCY OVER ENTIRE OPERATING RANGE** *Achieves 5:1 turndown*
>> Blower failures due to surge	**>> DISPLACEMENT COMPRESSOR WON'T SURGE** *Allows for operation of multiple units on a single header*
>> Expensive blower failures and downtime	**>> REPAIRS DO NOT REQUIRE EE-PAC REPLACEMENT** *Design has readily available American manufactured components for ease of maintenance, servicing or parts replacements*
>> Replacing old equipment requires room modifications	**>> NARROW DESIGN FITS EXISTING PADS OF CURRENT SYSTEM** *Engineered to replace the area of most multistage centrifugal blowers, thus minimizing typical room or pad modifications*

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

PROVEN RELIABILITY
MORE FLEXIBILITY

1. >> **EE-PAC is modular featuring multiple configurations available for each size**. Forklift slots are provided for easy installation in any configuration.

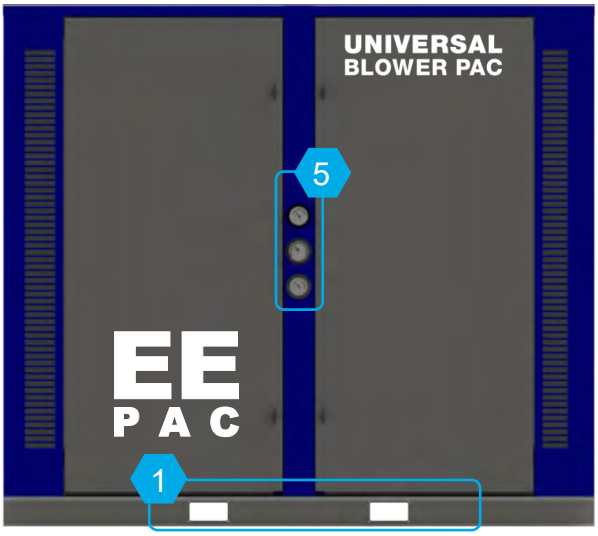
2. >> **All EE-PAC designs feature direct drive coupling** to provide a lossless power transmission to maximum efficiency.

3. >> **Upgrade to either a partial acoustical enclosure or a full acoustical enclosure** with internal sub-base.

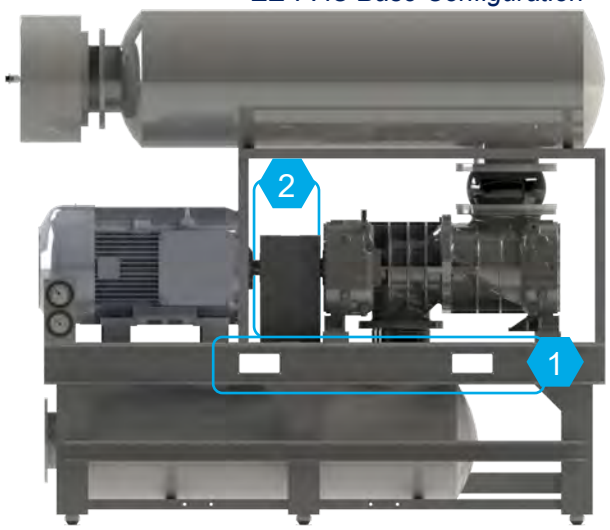
4. >> All configurations **suitable for outdoor installation** with starting temperatures as low as -20˚ F.

5. >> **Instrumentation configured to your requirements.**

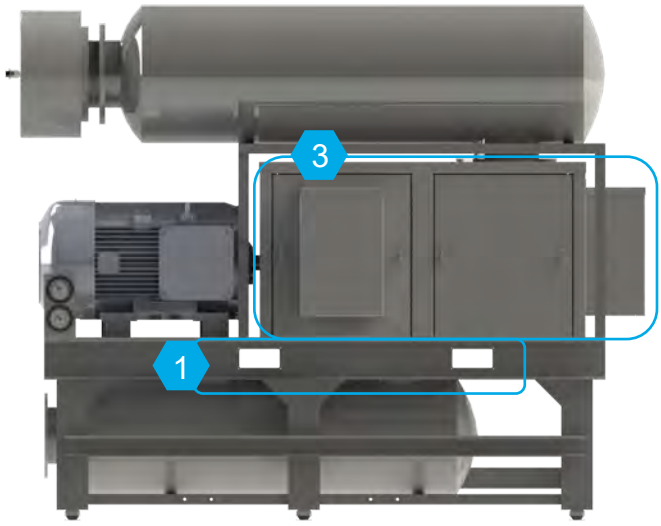
ATTENU-PAC Enclosure



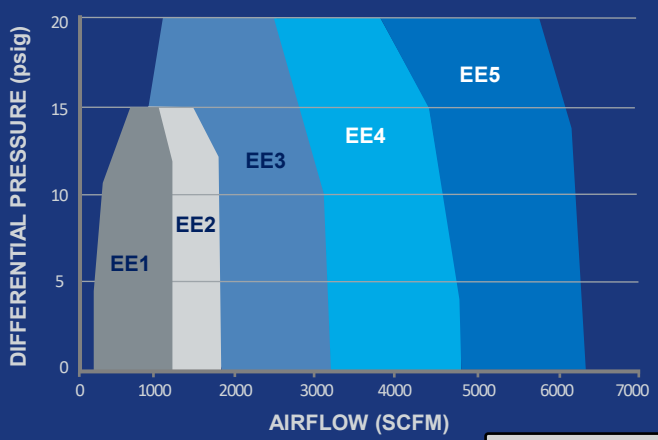
EE-PAC Base Configuration



ACOUSTI-PAC Enclosure



Standard units to fit your requirements



Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

EE-PAC ADVANTAGE

ADVANTAGE #1: THE UBP DIFFERENCE

Universal Blower Pac uses standardized, readily available, American manufactured parts on all systems and equipment. What does this mean for our clients?

>> Lower repair and parts replacement costs. Units can be repaired without need for full replacement

>> Systems can be locally serviced throughout the US with ease of interchangeability

>> Less downtime. More Savings. Less headache

EASY INSTALLATION FOR INDOOR OR OUTDOOR USE

>> Engineered with *UBP's* high quality noise enclosure with high density acoustic foam and removable panels for easy maintenance access

>> Enclosure is powder coated aluminum and galvannealed steel proven to withstand corrosive environments

>> Modular designs feature a narrow footprint for easy side-by-side installation

DIRECT DRIVE COUPLING

>> Significantly improves system bearing life

>> No belt tightening or replacement costs

>> More efficiency, less maintenance

EFFICIENCY OVER ENTIRE OPERATING RANGE

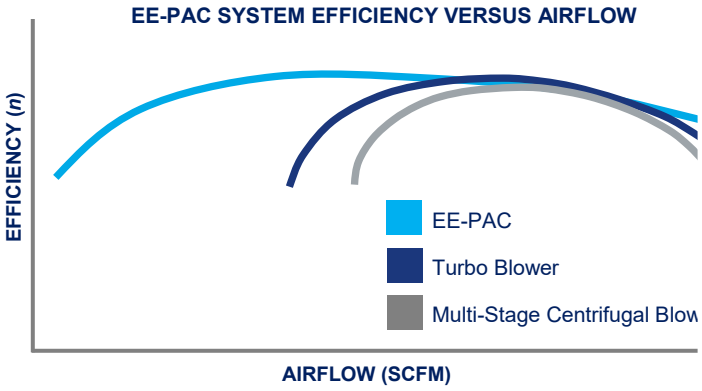
>> Reliable and improved longevity: EE-PAC handles higher pressures and temperature ranges to ensure performance

>> Drastically reduce operating costs

>> Increased functionality and Lower noise levels

- Hybrid lobe and hybrid screw technology offers a wider turndown range than a turbo or multi-stage blower system

- Positive displacement does not surge



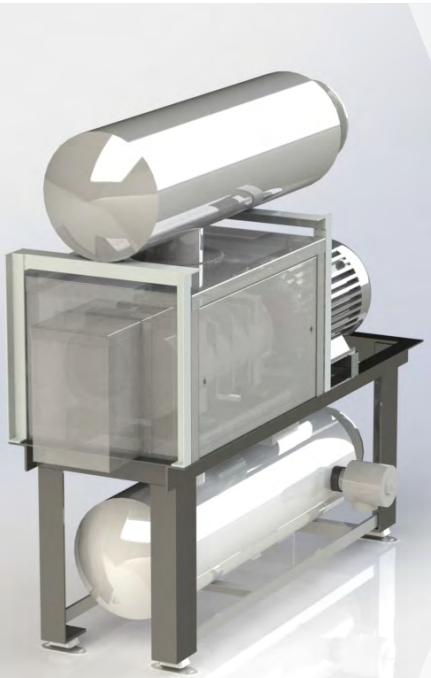
REPLACE MULTI-STAGE CENTRIFUGAL BLOWERS WITH EASE

>> EE-PAC Base and Partial ACOUSTI-PAC enclosure narrow configurations easily fit existing facility and pads

>> Keep your current capacity but only use the flow you need to drastically lower power costs

>> Increased pressure capability and will not surge

>> Combine with a DO control upgrade for further optimization





Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

UBPstandardFLEX

UBPstandardFLEX provides you with all the benefits of a standardized system with FLEXibility to choose a variety of add-on options for a more custom solution at a fraction of the cost. Whether it's more instrumentation, noise solutions or need for specific valve vendors, EE-PAC can be FLEXed to optimize your investment. For variable flow operation, *UBP* can integrate any major brand constant torque VFD and provide your choice of drive for the system. Get more cutting edge technology and efficiency to meet your needs and budget. Email ***sales@universalblowerpac.com*** to discuss options.

EE-PAC FLEXibility:

Energy Efficiency

Noise Reduction

Scan to view the EE-PAC video tour and the UBP Global Installation Map

440 Park 32 West Drive
Noblesville, IN 46062
P >> 317.773.7256
F >> 317.776.5086

UNIVERSALBLOWERPAC.COM
HYBRIDBLOWER.COM

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

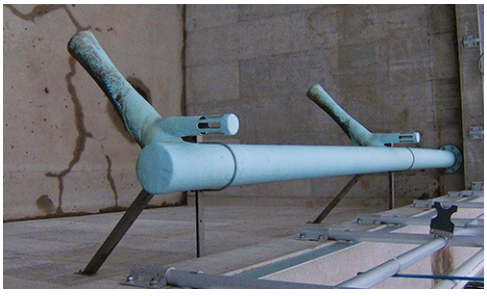
Appendix E – Jet Aspiration Mixing System

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)



FLUIDYNE'S JET AERATION, ASPIRATION & MIXIN







FLUIDYNE
THE EXPERIENCED LEADER IN WASTEWATER TREATMENT TECHNOLOGY
fluidynecorp.com

319.266.9967

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)



FLUIDYNE'S JET AERATION ™

Fluidyne's Jet Aeration provides an economical and effective approach to oxidizing and mixing wastewater. Jet Aeration Systems are ideal for both industrial and municipal activated sludge processes including SBRs, oxidation ditches, extended aeration and BNR. Due to their flexibility, large solids handling capability and efficiency, jets are also commonly used in aerobic digesters, sludge holding tanks, flow equalization basins and post aeration tanks.

FEATURES:

INNOVATIVE DESIGN

Jet mixing employs an arrangement of either jets or ejectors, each a jet nozzle, to entrain a large volume of liquid, using a small amount of pumped fluid or gas. This innovative systems produces extremely high mixing rates and strong fluid movement using very little energy.

COST EFFECTIVE & EASY TO MAINTAIN

It's far simpler, far less costly and far easier to maintain than other aeration and mixing methods including fine bubble diffusers, coarse bubble diffusers and surface type aerators. In a Fluidyne jet aeration and mixing manifold, there are no moving parts, bearings or metal components submerged in the liquid. The only moving parts are the pump or compressor located outside the liquid tank or basin. A built-in back-flush assembly allows cleaning the manifold without entering the tank. The units are standard models backed by quickly available service.

WELL CONSTRUCTED

Submerged components of a Fluidyne system, the nozzle and piping, are built of corrosion and abrasion resistant stainless steel or fiberglass reinforced polyester.

BENEFITS:

- High Oxygen Transfer Efficiencies
- High Alpha Values
- Self-Cleaning Without Entering or Draining Tank
- No Icing, Fogging or Misting
- Ideal for Industrial Wastewater
- No In-Basin Moving Parts
- Low Operation Costs
- Long Life Cycle Compared to Coarse/Fine Bubble
- Large Solids Handling Capability
- FRP or Stainless Steel



HOW IT WORKS:

BIOLOGICAL REACTION

To provide the oxygen source for the biological reaction, a jet aeration manifold with multiple jet nozzle assemblies is connected to a pump and a blower. Each jet has a primary mixing nozzle and an outer secondary nozzle. The tank contents are re-circulated by the pump through the primary mixing nozzle. Low pressure air is mixed with the liquid in the outer secondary nozzle creating fine bubbles. By turning off the blower connected to the airline, anoxic mixing can be achieved with the same equipment to promote biological nutrient removal. No separate mixer is needed.

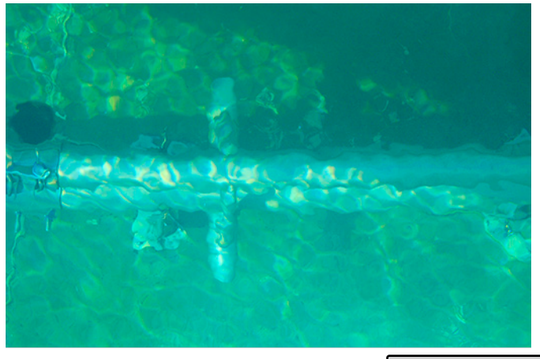
ENERGY EFFICIENT

Jets have high oxygen transfer and higher alpha values compared to other aeration devices. The design alpha for a Fluidyne jet system is 0.9 with hundreds of successful installations worldwide. Performance data has demonstrated alpha values above 1 in the use of some industrial wastewaters. Jet nozzle gassing rates can vary significantly without major changes in oxygen transfer efficiency. Jets also provide energy efficient off-bottom solids suspension.



HIGH VELOCITY

Tank liquid is pumped through the liquid line and through the inner nozzle. High velocity is created by the inner nozzle forming a jet plume. Compressed air is forced through the air line into the air transfer duct and then the outer nozzle. The high velocity jet plume from the inner nozzle shears the air in the outer nozzle creating fine bubbles. These bubbles are carried by the jet plume into the tank liquid. As the jet plume disperses and velocity slows. The buoyant force of the bubble causes the bubbles to rise.



Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)



FLUIDYNE'S JET ASPIRATION ™

Jet aspiration is a simple, efficient and cost effective solution to wastewater treatment and mixing problems. Liquid from the tank is pumped through a specially designed double nozzle assembly which aspirates air into the mixing section. The combined air/liquid plume is then discharged below the surface to provide high oxygen transfer and off-bottom solids suspension.

HOW IT WORKS:

The principle is simple, liquid from below the surface is pumped through a specially designed nozzle. In passing through the nozzle, the liquid flow increases in velocity. Air is drawn into the low pressure zone in the aspirator and mixes with the liquid in an outer nozzle, forcing oxygen to transfer into solution. The jet plume then discharges through the liquid into the basin and mixes the oxygenated liquid in the plume with the bulk of the basin liquid. The result is efficient oxygenated mixing at a reasonable cost, especially designed for small applications.

FEATURES:

FIXED ASPIRATORS

In the fixed units, the motive pump is submersible with an integrally mounted motor and is suitable for many different wastewater treatment and mixing applications. The jet aspirating nozzle assembly is mounted directly to the jet motive pump. The entire assembly is retrievable on guide rails for service and maintenance. The pump body is cast iron with a corrosion resistant coating. The jet aspirating nozzle assembly is fabricated out of stainless steel or corrosion resistant fiberglass.

PORTABLE ASPIRATORS

Portable aspirators are submerged units which are effective bottom mixing devices. The nozzle is close to the basin floor providing scouring velocities which lift solids from the floor toward the surface. Multiple units can also be positioned to create a circular mixing pattern which will make more efficient use of mixing energy input. These units are adapted to holding tanks, aerobic lagoons, aerobic digesters with secondary solids, small oxidation channels, SBRs, ISAM™ and equalization basins. These can also be adapted to temporary aeration applications.

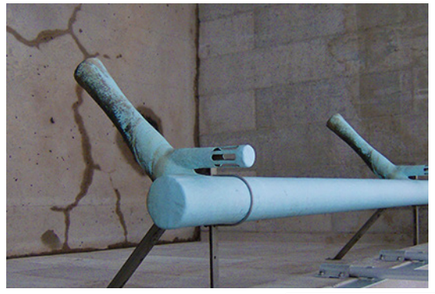


BENEFITS:

- Simple & low maintenance
- Quick and easy to install
- No additional piping required
- No compressed air required
- Efficient & low cost
- Constant pump power, not variation
- Complete system delivered & installed







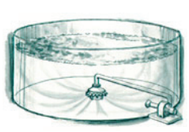
Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)



FLUIDYNE'S JET MIXING ™

Fluidyne Jet mixers can be used in a wide variety of wastewater applications including flow equalization basins, CSO tanks, anoxic reactors, anaerobic digesters, SBRs, oxidation ditches and flash mix tanks. Fluidyne's jet mixing systems are simple, cost effective and available for new installations or for retrofit in existing tanks.

HOW IT WORKS:



Jet mixing employs a special dual nozzle assembly with entrainment ports. Tank liquid is pumped through a liquid line and then through the inner nozzle. High velocity is created by the inner nozzle forming a jet plume. This jet plume pulls tank liquid through the entrainment port and then discharges the liquid through the outer nozzle. Transfer of the high velocity stream to the surrounding liquid entrains additional flow increasing the pumping rate by as much as ten times the pumping capacity.

There are no moving parts within the jet mixing nozzle with several nozzles typically installed along a header system or radially around a central mounted cluster. Several different nozzle sizes are available depending on the particular application and type of mixing energy desired.

CUSTOM MIXING SYSTEMS

Our mixing systems are custom designed and sized based on the level of mixing required including solids suspension, stirring, blending, tank turnover or flash mixing. Depending on the makeup of the water, components can include special corrosion-resistant or chemical-resistant materials as needed.

FEATURES:

Each jet nozzle entrains a large volume of liquid, using a small amount of pumped fluid. This innovative system produces extremely high mixing rates and strong movement using very little energy.

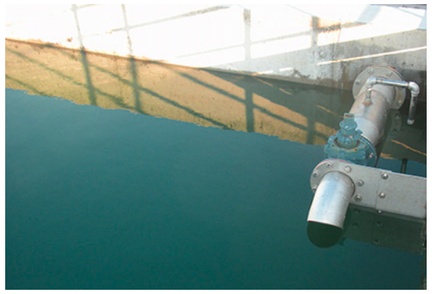
Due to their flexibility, jet mixing systems can be used in many different tank geometries and depths including very shallow or deep tanks. It's simple, cost less and is easier to maintain than other traditional methods, particularly those employing rotating devices.

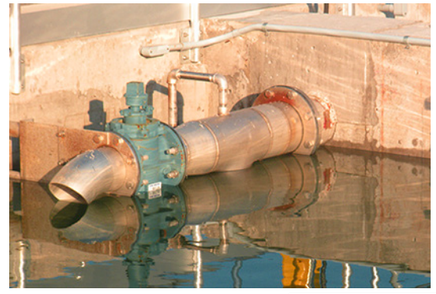


BENEFITS:

- Low installed cost
- Energy efficient
- Long life cycle (20 + years)
- Standard unit models backed by availability
- Nozzles and piping are built stainless steel or FRP







Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

FLUIDYNE

THE EXPERIENCED LEADER IN WASTEWATER TREATMENT TECHNOLOGY





THE EXPERIENCED LEADER IN WASTEWATER TREATMENT TECHNOLOGY

FLUIDYNE CORPORATION

5436 Nordic Drive, Suite D
Cedar Falls, IA 50613

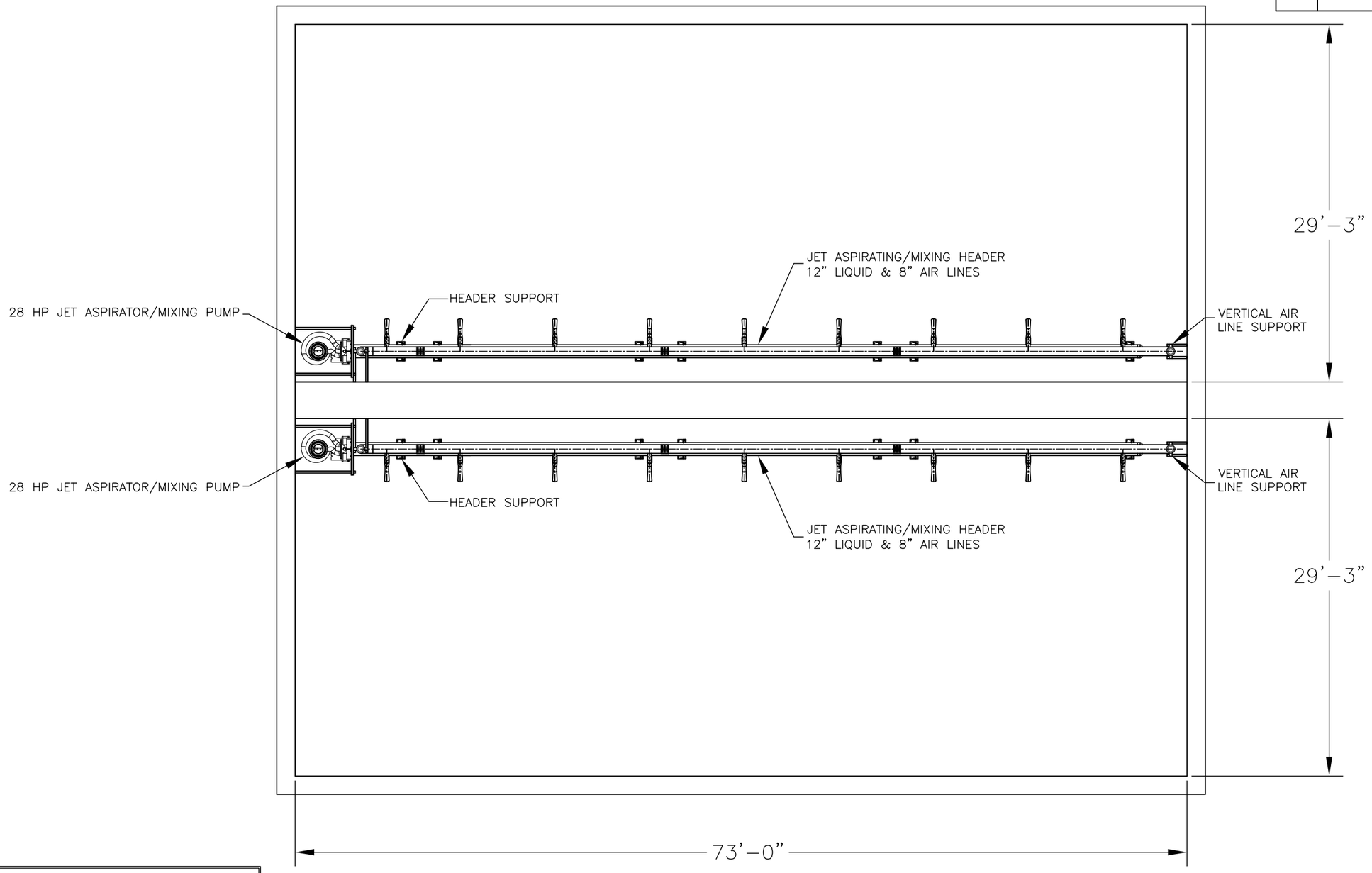
319.266.9967

fax: 319.277.6034
fluidyne@fluidynecorp.com

FLUIDYNECORP.COM

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

REVISIONS			
REV.	DESCRIPTION	DATE	APPROVED



NOTES:

1. THOROUGHLY REVIEW INSTALLATION INSTRUCTIONS PRIOR TO BEGINNING FIELD WORK. IF YOU HAVE ANY QUESTIONS PLEASE CONSULT FACTORY.
2. ALL NOZZLES TO BE LEVELED AND AT THE SAME ELEVATION ± 1/4".
3. ALL SUPPORT SPACING IS NOMINAL, SOME FIELD ADJUSTMENT MAY BE REQUIRED.
4. SEE INSTALLATION INSTRUCTIONS FOR PROPER PREPARATION TO ENSURE PROPER FITTING OF ALL COMPONENTS.
5. ALL HEADERS & AIR PIPING ARE 304 SST SCHEDULE 10.
6. ALL FREEZE PROTECTION AND HEAT TRACING BY OTHERS

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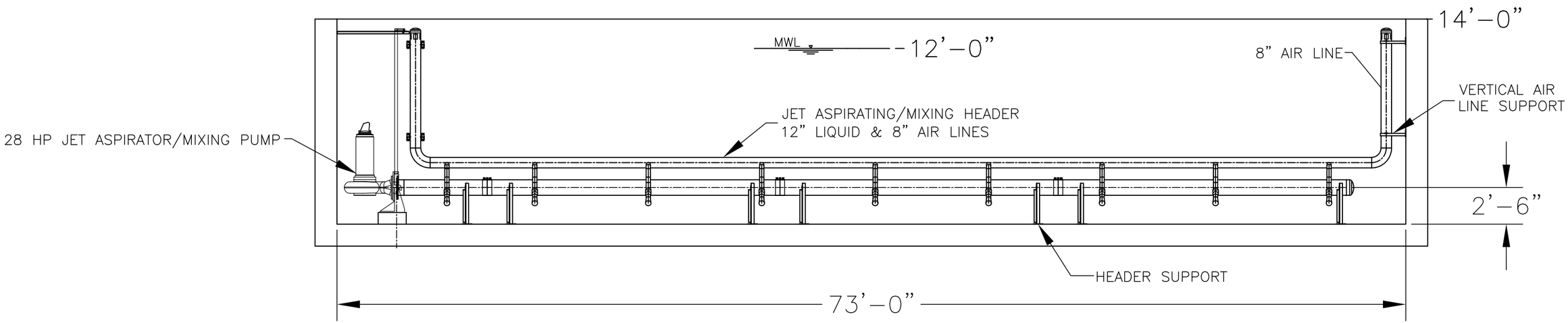
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HOLLY HILL, FL – 1 – PLAN VIEW

DRAWN	DATE	JOB #	CAD FILE
CAS	8/29/22	––	Holly Hill, FL – 1 – Plan View
CHECKED	DATE	SCALE	SHEET
––	––		1

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

REVISIONS			
REV.	DESCRIPTION	DATE	APPROVED



SECTION A–A

NOTES:

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HOLLY HILL, FL – 2 – ELEVATION VIEW

DRAWN	DATE	JOB #	CAD FILE
CAS	8/29/22	––	Holly Hill, FL – 2 – Elevation View
CHECKED	DATE	SCALE	SHEET
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Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

Appendix F – New Orbal Basin Design Details

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

EVOQUA WATER TECHNOLOGIES

Orbal Design Outline

New Orbal Basin

Project: Holly Hill WWTP
Engineer: Mead & Hunt
Date: 21-Feb-2022
Designer: VandenBoom

Influent Characteristics

Average Daily Flow	1.50	MGD	
BOD_5	200	mg/L	2,502 lb/day
TSS	200	mg/L	2,502 lb/day
Ammonia (NH_3-N)	25	mg/L	313 lb/day
Nitrate (NO_3-N)		mg/L	lb/day
TKN	32	mg/L	400 lb/day
Total Phosphorous (TP)	7	mg/L	88 lb/day
TN	32	mg/L	400 lb/day
Alkalinity	350	mg/L	

Effluent Requirements

BOD_5	5.0 mg/L	63 lb/day
TSS	5.0 mg/L	63 lb/day
Ammonia (NH_3-N)	1.0 mg/L	13 lb/day
Nitrate (NO_3-N)		lb/day
TKN		lb/day
Total Phosphorous (TP)	1.0 mg/L	13 lb/day
TN	3.0 mg/L	38 lb/day

Orbal Design Parameters

SRT for Nitrification	8.0	days	Total System SRT	8.0 days
Design MLSS Liquid Temp	25	°C		
Min MLSS Liquid Temp	18	°C		
Orbal Organic Loading Rate	19.52	lb/1,000 ft³/day		
System Organic Loading Rate	19.52	lb/1,000 ft³/day		
MLSS	2,500	mg/L		
Sludge Yield	1.01			
Total WAS	2,533	lb/day		
Overall Alpha	0.95	Disc		
Beta	0.98		RAS Pump Rate	100% of ADF
Mass O_2/Mass BOD Selected	1.09		Nitrate Recycle Pump Rate	400% of ADF
Submergence Correction Factor				
Altitude Correction Factor	0.98		Site Elevation	500 ft

Tank Configuration

Number of Trains 1

Channel	Qty/train	Length, ft	Channel Width, ft	SWD, ft	Volume, Gallons	%Vol	HRT, h
Outer Channel	1		16.0	12.0	472,974	49.34%	7.57
Middle Channel	1		16.0	12.0	319,561	33.33%	5.11
Inner Channel	1		16.0	12.0	166,149	17.33%	2.66
Total					**958,684**	**100.00%**	**15.34**

Dimensions for each Orbal basin
Overall Length (ft) = 129.00
Overall Width (ft) = 112.00
Long axis straight length (ft) = 17
Short axis straight length (ft) = 0
Center island radius (ft) = 5
Wall thickness (ft) = 1.00

Process Data (per train)

Reactor	Volume Split	AOR Split	DO, mg/L	Disc AOR, lb/h	FCF Discs, AOR/SOR	Disc SOR, lb/h
Outer Channel	49.3%	38.6%	0.0	48.40	0.94	51.74
Middle Channel	33.3%	34.8%	0.2	47.19	0.91	51.74
Inner Channel	17.3%	26.6%	2.0	36.23	0.70	51.74
Total	**100.0%**	**100.0%**		**131.82**		**155.22**

Disc Aerator Equipment Selection per train

Reactor	Disc Aerator	Span	Discs per Drive	Drive Size, HP	Design Disc RPM	Design immersion, inch	Max. Disc RPM	Max. immersion, inch
Outer	2	1	11	20	43.0	20.0	52.0	24.0
Center Island	2	2	22	40	43.0	20.0	52.0	24.0

Estimate of Total Operating Power Requirements for 1 Train

	Units Installed	Units Operating	Flow/Unit	Discharge Pressure	Assumed Efficiency	Rated Power/Unit (bHP)	Operating Power/Unit (eHP)	Total Operating Power (eHP)	Total Installed Power (bHP)
Nitrate Recycle Pump	1	1	4167 gpm	1.5 ft	28%	7.4	5.8	5.8	7.4
Disc Aerators	4	4			90%	Variable	Variable	59.8	120.0
						Total System Power:		**65.7**	**127.4**

* Assumed efficiency includes equipment, motor and VFD efficiency.

** Electric motor ratings are based on output bHP. Input eHP can be greater than rated bHP without damaging the motor.

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

EVOQUA WATER TECHNOLOGIES

Orbal System Scope

New Orbal Basin

Project:	Holly Hill WWTP	Date:	21-Feb-2022
Engineer:	Mead & Hunt	Designer:	VandenBoom

Orbal

Scope	Qty	Description
Evoqua	2	20 HP direct drive shaft mounted aerator assemblies
Evoqua	2	40 HP direct drive shaft mounted aerator assemblies
Evoqua	66	Complete 66 inch disc assemblies
Evoqua	6	Shafts
Evoqua	12	Bearings
Evoqua	8	Automatic bearing lubrication units
Evoqua	2	Shaft Couplings
Evoqua	-	*Aerators also include anchors , galvanized steel splash shields*
Evoqua	-	*2 trips and 4 days of field service*

SmartBNR Instrumentation and Controls

Scope	Qty	Description
Evoqua	2	Oxidation Reduction Potential (ORP) probes with handrail mounting kits (Hach)
Evoqua	2	Dissolved Oxygen probes with handrail mounting kits (Hach LDO)
Evoqua	2	Analytical transmitters with sun shield (Hach SC200)
Evoqua	12	Probe mounts
Evoqua	1	Control panel with Allen Bradley Compact Logix 5370 PLC and 15" AB Panel View Plus 1500 HMI (Touch Screen)
Evoqua	-	New PLC and I/O cards for existing panel
Evoqua	1	Control Logic for original and new panels
Evoqua	1	Software & Graphics

Scope Exclusions

Concrete or steel tanks, piping, valves, gates, effluent troughs, weirs, baffles and associated supports, RAS/WAS pumps, blowers, blower controls, air valves, air main piping, flow meters for influent, RAS, and WAS, Motor Control Center (MCC), Variable Frequency Drives (VFDs), walkways, handrail, grating, stairs, ladders, etc. other than indicated in pricing below

**Evoqua has not included selections for classified areas.

Budget Pricing

Orbal System Equipment with Splashshields	$	-	(Included)
Dome Fiberglass Weatherhoods	$	-	(Not Included)
Smart BNR Process Controls	$	-	(Optional)
Variable Frequency Drives	$	-	(Not Included)
Field Service	$	-	(Included)
Freight	$	-	(Included)
Handrail and Grating for Aerator Walkways	$	-	(Not Included)
Suggested Spare Parts	$	-	(Not Included)
Pumps/Mixers/Diffusers	$	-	(Not Included)
Direct Drive Units	$	-	(Included)
Total =	**$**	**-**	

The scope of supply and pricing are based on Evoqua's standard equipment selection, standard terms of sale and warranty terms. Any variations from these standards may affe this budgetary quotation. Additionally, please note that this budgetary quotation is for review and informational purposes only and does not constitute an offer for acceptance. Budget prices include freight and field service unless noted otherwise. A request for updated pricing can be made every six months throughout the project evaluation and design stage in order to keep the project cost estimation accurate and up to date.

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

Appendix G – Capital Financing Plan

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

CAPITAL FINANCING PLAN

City of Holly Hill
(Project Sponsor)
Joseph Forte, City Manager
(Authorized Representative and Title)
Holly Hill, FL 32117
(City, State, and Zip Code)

Sheryl Parsons, Funding Practic Leader, 608.443.0404
(Capital Financing Plan Contact, Title and Telephone Number)

4401 Eastport Parkway
(Mailing Address)

Port Orange, FL 32127
(City, State, and Zip Code)

The Department needs to know about the financial capabilities of potential State Revolving Fund (SRF) loan applicants. Therefore, a financial capability demonstration (and certification) is required well before the evaluation of the actual loan application.

The sources of revenues being dedicated to repayment of the SRF loan are N/A (100%Principal Forgivemess)
(Note: Projects pledging utility operating revenues should attach a copy of the existing/proposed rate ordinance)

Estimate of Proposed SRF Loan Debt Service

Capital Cost*	**$9,300,000**
Loan Service Fee (2% of capital cost)	**$186,000**
Subtotal	**$9,486,000**
Capitalized Interest**	**$0**
Total Cost to be Amortized	**$0**
Interest Rate***	**0%**
Annual Debt Service	**$0**
Annual Debt Service Including Coverage Factor****	**$0**

* Capital Cost = Allowance + Construction Cost (including a 10% contingency) + Technical Services after Bid Opening.
** Estimated Capitalized Interest = Subtotal times Interest Rate times construction time in years divided by two.
***20 GO Bond Rate times Affordability Index divided by 200.
**** Coverage Factor is generally 15%. However, it may be higher if other than utility operating revenues are pledged.

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

SCHEDULE OF PRIOR AND PARITY LIENS

List annual debt service beginning two years before the anticipated loan agreement date and continuing at least fifteen fiscal years. Use additional pages as necessary.

IDENTIFY EACH OBLIGATION

#1 Water-Sewer Improvement Revenue Bond, Series 2005	#2Water-Sewer Improvement Revenue Bond, Series 2011	#3Water-Sewer Refunding Revenue Bond, Series 2012
Coverage %	Coverage %	Coverage %
Insured (Yes/No) Yes	Insured (Yes/No) Yes	Insured (Yes/No) Yes
#4 W/S Rev Bond, 2013	**#5 SBITA**	**#6**
Coverage %	Coverage %	Coverage %
Insured (Yes/No) Yes	Insured (Yes/No) Yes	Insured (Yes/No)

Fiscal Year	Annual Debt Service (Principal + Interest)						Total Non-SRF Debt Service w/coverage	Total SRF Debt Service w/coverage
	#1	#2	#3	#4	#5	#6		
2022	$113,839	$389,562	$937,940	$173,999	$0		$1,615,340	$421,006
2023	$110,067	$379,284		$173,298	$75,045		$737,694	$355,512
2024	$106,295	$369,006			$75,045		$550,345	$425,537
2025	$102,522	$358,727			$75,044		$536,294	$425,537
2026		$348,449			$75,046		$423,495	$421,575
2027		$338,171			$75,044		$413,215	$378,652
2028		$327,893			$75,045		$402,938	$378,652
2029		$317,615			$75,045		$392,660	$79,859
2030		$307,343			$75,045		$382,388	
2031					$75,045		$75.045	
2032					$75,045		$75.045	
2033					$75,045		$75.045	
2034					$75,045		$75.045	
2035					$75,045		$75.045	
2036					$75,045		$75.045	
2037					$75,045		$75.045	
2038					$33,770		$33,770	
2039					$33,770		$33,770	

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

SCHEDULE OF ACTUAL REVENUES AND DEBT COVERAGE FOR PLEDGED REVENUE

(Provide information for the two fiscal years preceding the anticipated date of the SRF loan agreement)

		FY2022	FY2023
(a)	Operating Revenues (Identify)		
	Charges for Water and Sewer	$7,856,776	$8,101,948
	Other Operating Revenues	$301,302	$356,655
(b)	Interest Income	$28,278	$588,173
(c)	Other Incomes or Revenues (Identify)		
	Leases and Other Income	$56,605	$32,749
(d)	Total Revenues	**$8,242,961**	**$9,079,525**
(e)	Operating Expenses (excluding interest on debt, depreciation, and other non-cash items)	$4,254,518	$5,363,536
(f)	**Net Revenues (f = d – e)**	**$3,988,443**	**$3,715,989**
(g)	Debt Service (including coverage) Excluding SRF Loans	$1,615,340	$737,694
(h)	Debt Service (including coverage) for Outstanding SRF Loans	$421,006	$355,512
(i)	**Net Revenues After Debt Service (i = f – g – h)**	**$1,952,097**	**$2,622,783**

Source: Comprehensive Financial Reports 2022, 2023

Notes: 1. Detailed schedule of prior and parity liens, plus SRF debt coverage attached

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

SCHEDULE OF PROJECTED REVENUES AND DEBT COVERAGE
FOR PLEDGED REVENUE
(Begin with the fiscal year preceding first anticipated semiannual loan payment)

		FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
(a)	Operating Revenues (Identify) Charges for Water and Sewer	$8,046,822	$8,248,446	$8,455,322	$8,667,594	$8,885,405
	Other Operating Revenue	$350,230	$350,230	$350,230	$350,230	$350,230
(b)	Interest Income	$30,159	$31,064	$31,996	$32,956	$33,945
(c)	Other Incomes or Revenues (Identify) Leases and Other Income	$20,000	$20,000	$20,000	$20,000	$20,000
(d)	Total Revenues	**$8,447,212**	**$8,649,740**	**$8,857,548**	**$9,070,780**	**$9,289,580**
(e)	Operating Expenses[1]	$5,423,838	$5,736,510	$6,070,039	$6,425,944	$6,805,863
(f)	**Net Revenues (f = d - e)**	**$3,023,374**	**$2,913,229**	**$2,787,509**	**$2,644,835**	**$2,483,716**
(g)	Existing Debt Service on Non-SRF Projects (including coverage)	$536,294	$423,495	$413,215	$402,938	$392,660
(h)	Existing SRF Loan Debt Service (including coverage)	$425,537	$421,575	$378,652	$378,652	$79,859
(i)	**Total Existing Debt Service (i = g + h)**	**$961,831**	**$845,070**	**$791,868**	**$781,590**	**$472,519**
(j)	Projected Debt Service on Non-SRF Future Projects (including coverage)	$0	$0	$0	$0	$0
(k)	Projected SRF Loan Debt Service (including coverage)	$0	$0	$0	$0	$0
(l)	**Total Debt Service (Existing and Projected) (l = i + j + k)**	**$961,831**	**$845,070**	**$791,868**	**$781,590**	**$472,519**
(m)	**Net Revenues After Debt Service (m = f – l)**	**$2,061,543**	**$2,068,159**	**$1,995,641**	**$1,863,245**	**$2,011,197**

Source: Annual Budgets, FY 23/24 and FY 22/23

Notes: (i.e. rate increases, explanations, etc.)
1. For existing and proposed facilities, excluding interest on debt, depreciation, and other non-cash items.
2. Calculations for projected amounts based on historical data. A further explaination is included on the Budget Spreadsheet (attached).

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

CERTIFICATION

I, Michele Moore , certify that I have reviewed the information
Chief Financial Officer (please print)

included in the preceding capital financing plan worksheets, and to the best of my knowledge, this information accurately reflects the financial capability of the City of Holly Hill

Project Sponsor

I further certify that the City of Holly Hill has the financial capability to ensure
Project Sponsor

adequate construction, operation, and maintenance of the system, including this SRF project.

Signature

Date

Attachment: HH 3rd BTU and Resiliency Improvements Facility Plan 6.11.24 (2) (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

THE DAYTONA BEACH
NEWS-JOURNAL PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Valerie Manning
City Of Holly Hill
1065 Ridgewood AVE
Holly Hill FL 32117-2807

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Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of The News-Journal, published in Volusia and Flagler Counties, Florida; that the attached copy of advertisement, being a Govt Public Notices, was published on the publicly accessible website of Volusia and Flagler Counties, Florida, or in a newspaper by print in the issues of, on:

09/07/2025

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.
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CITY OF HOLLY HILL
PUBLIC NOTICE
NOTICE OF PUBLIC HEARING

Notice is hereby given that a public hearing will be held before the City Commission of the City of Holly Hill on Tuesday, September 23, 2025, beginning at 6:00 PM or as soon thereafter as possible, at the City Commission Chambers, City Hall, 1065 Ridgewood Avenue, Holly Hill, FL 32117 to discuss the Facility Plan for the proposed Wastewater and Drinking Water treatment works. It is proposed that these projects will be funded, in a large part by a Supplemental Appropriation for Hurricane Fiona and Ian (SAHFI) principal forgiveness loan from the State of Florida through the Florida Department of Environmental Protection's Clean Water and Drinking Water State Revolving Fund Loan program.

A copy of the Facility Plans are available to be viewed by the public in the City Clerk's office located at 1065 Ridgewood Avenue, Holly Hill, FL 32117. Persons are advised that if they decide to appeal any decision made at these meetings/hearings, he/she/they will need a record of the proceedings and for such purpose, he/she/they 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, per Section 286.0105, Florida Statutes. Persons with disabilities needing assistance to participate in any of these proceedings should contact the City of Holly Hill City Clerk's office, at (386) 248-9441, 24 hrs in advance of the meeting.

L#11636731 9/7/2025

Attachment: Proof of Legal Ad - SAHFI Facility Plans Public Notice (2025-R-79 : SRF - SAHFI Wastewater Facility Plan)

HOLLY HILL
FLORIDA

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Resolution

MEETING DATE: **September 23, 2025**
FROM: **Josef Grusauskas**
SUBJECT: **A Resolution of the City Commission of the City of Holly Hill, Florida, Approving a Water Facility Plan for Incorporation into the City's SRF - SAHFI Grant Application as Prepared by Mead & Hunt**
NUMBER: **2025-R-80**
APPLICANT:
PLANNER:

DISCUSSION

The facility plan prepared for the Florida State SAHFI grant funding for water treatment improvements was been advertised in the Daytona Beach News Journal on Sunday, August 7, 2025 to be reviewed and received public comment at this City Commission meeting. This item was previously reviewed and approved by the City Commission on a regular meeting on July 9, 2024 as Resolution Number 2024-R-49. However, in finalizing the documents related this grant, the State recently requested a second legal advertised meeting be held to ensure the State's public notice requirement was fulfilled to access the SAHFI funding.

The City Commission authorized Supplemental Appropriation for Hurricanes Fiona and Ian (SAHFI) grant applications with the Florida Department of Environmental Protection with Resolution (FDEP) with Resolution 2024-R-41 on June 11, 2024. The application requested up to $11,25 million dollars in water facility improvements. The SAHFI grants are being awarded through the Florida State Revolve Funds (SRF) loan program with a "no payment" obligation.

The City Utility's engineering consultant, Mead and Hunt, facilitated the application and has worked with City staff to assess the utility needs and evaluate various alternatives in the development of a facility plan. The Water Facility Plan is attached as Exhibit A. The plan's goal is to create a more resilient water operation. The Water Facility Plan as part of loan application.

The State will issue a SAHFI agreement for water resilience project based on the successful completion of the applications. The agreement shall be brought to the City Commission for ratification. The FDEP grant schedule anticipates that the agreements will be issued in November of 2024.

FISCAL ANALYSIS

Mead and Hunt, Inc., was provided a task order to complete the SAHFI grant application for $55,000.00. Capital Project 24-WA-06 was created for this grant project. The city is required to complete its application for the SAHFI grant application to access funding. The grant is for Capital Water facility improvements of up to $11.25 million dollars. The SAHFI grants are being awarded through the Florida State Revolve Funds (SRF) loan program with a "no payment" obligation.

STAFF RECOMMENDATION

The City Commission to review, receive public input and approve the Water Facility Plan for incorporation with the SAHFI application to the State as prepared by with Mead and Hunt, Inc.

COMMISSION GOALS

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

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

MOTION

THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING A WATER FACILITY PLAN FOR INCORPORATION INTO THE CITY'S SAHFI GRANT APPLICATION AS PREPARED BY MEAD & HUNT.

ATTACHMENTS:

- WTP Resiliency Upgrades Facility Plan - Revised (PDF)
- Proof of Legal Ad - SAHFI Facility Plans Public Notice (PDF)

Resolution No. 2025-80

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING A WATER FACILITY PLAN FOR INCORPORATION INTO THE CITY'S SRF - SAHFI GRANT APPLICATION AS PREPARED BY MEAD & HUNT

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING A WATER FACILITY PLAN FOR INCORPORATION INTO THE CITY'S SRF-SAHFI GRANT APPLICATION AS PREPARED BY MEAD & HUNT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Florida Statutes provide for loans to local government agencies to finance the construction of wastewater facilities; and Florida Administrative Code requires the formal authorization by City Council to formally adopt a facility plan outlining necessary $11,250,000.00 facility improvements to comply with State of Florida funding requirements; and

WHEREAS, The City has placed a legal advertisement providing the public notice in the local newspaper of the plan hearing, adequate time to review the plan and provide public input into the plan at August 23, 2025 Commission Meeting; and

WHEREAS, formal adoption of the proposed Facility Plan is required for the City Utility to participate in the SAHFI Grant program being administered under the State Revolving Loan Fund Program; and

WHEREAS, the City Commission of the City of Holly Hill, Florida agrees with the findings and summary of necessary improvements as outlined in the Facility Plan for the purpose of creating a more resilient wastewater service.

WHEREAS, The City has placed a legal advertisement providing the public notice in the local newspaper of the plan hearing, adequate time to review the plan and provide public input into the plan at the September 23, 2025 regular City Commission meeting.

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

SECTION 1. The foregoing findings are incorporated herein by reference and made a part hereof.

SECTION 2. The City of Holly Hill, Florida, formally approves and adopts the Water Facility Plan as written and presented to the City Commission on this date.

SECTION 3. This loan will be one hundred percent (100%) principal forgiveness. There will be no revenues pledged for the repayment of this loan.

SECTION 4. The City Manager is hereby designated as the authorized representative to provide the assurances and commitments required to implement the facility plan.

SECTION 5. The mayor is hereby designated as the authorized representative to execute the Facility Plan which will become the foundation of all activities related to the wastewater facility improvements. The mayor is authorized to represent the city in carrying out the City's responsibilities under the Facility Plan. The mayor is authorized to delegate responsibility to appropriate the City Manager to carry out technical, financial, and administrative activities associated with the Facility Plan.

SECTION 6. The legal authority for borrowing moneys to construct this Project is Section 166.111, Florida Statutes and Section 403.8532, Florida Statutes.

SECTION 7. All Resolutions or part of Resolutions in conflict with any of the provisions of this resolution are hereby repealed.

SECTION 8. 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 9. This Resolution shall become effective immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 23rd day of SEPTEMBER, 2025.

PREPARED BY

Mead & Hunt

FINAL

Water Treatment Plant Improvements and Resiliency Upgrades Facility Plan

June 2024

Brad T. Blais, PE
FL # 47130

Attachment: WTP Resiliency Upgrades Facility Plan - Revised (2025-R-80 : SRF - SAHFI Water Facility Plan)

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Attachment: WTP Resiliency Upgrades Facility Plan - Revised (2025-R-80 : SRF - SAHFI Water Facility Plan)

1. Introduction

1.1 Objective

The City of Holly Hill provides water service to residential and commercial customers throughout the City's service area. The City currently operates one water treatment plant which is in need of critical upgrades to obtain critical reliability and resiliency. This facility plan sets forth design criteria and a preliminary cost estimate for the proposed upgrades. A project location map is provided in Figure 1-1. The Plan is prepared in a format consistent with the facilities plan review checklist developed by the Florida Department of Environmental Protection (FDEP). Future State Revolving Fund (SRF) Loan Application requests will be submitted for funding wastewater projects defined herein.

1.2 Background

The City of Holly Hill (City) owns and operates the City of Holly Hill Water Treatment Plant (WTP) located at 453 LPGA Blvd Holly Hill, FL 32117. The WTP is permitted to treat up to 2.3 million gallons per day (MGD). The facility's raw water supply undergoes several treatment processes including aeration, coagulation, lime softening, filtration, corrosion control, fluoridation, and disinfection. Downstream of the disinfection and filtration process, an existing clearwell stores the treated water. Three (3) vertical turbine pumps withdraw water from the clearwell, including two (2) clearwell transfer pumps and one (1) filter backwash pump. Waste generated from the softening process is diverted to the thickener and then combined with sludge from the wastewater treatment plant for final solids processing.

Holly Hill's WTP, and the City's service area, is sited within a low-lying area between 2 major state roads. The roadway elevations are 2-5' above the prevailing ground elevations within the service area and create a closed drainage basin that relies upon drainage canals that discharge into the Halifax River. During extreme storm and high tide events, the drainage canals are tailwater limited and the roadways and WTP site are submerged until the rainfall and tide subsides. The image below (Figure 1-1) depicts the WTP site approximately 24 hours after the peak of Hurricane Ian which made landfall in 2022. This resiliency project is intended to provide emergency backup power, replace at-risk structures, waterproof/elevate electrical equipment, install larger capacity storage tanks, install redundant chemical feed system, and improve the SCADA system to enable remote operation.



FIGURE 1-1: WATER TREATMENT PLANT IMPACTED DURING AND AFTER HURRICANE IAN

Attachment: WTP Resiliency Upgrades Facility Plan - Revised (2025-R-80 : SRF - SAHFI Water Facility Plan)

13 Proposed Project

1.3.1 Water Treatment Plant Improvements and Resiliency Upgrades

The City desires to undertake targeted improvements at the City's Water Treatment Plant (WTP) to provide operational resiliency against significant weather events. The proposed improvements shall include the following:

- Install emergency power systems including backup generators and automatic transfer switch (ATS) equipment.
- Replace existing elevated water storage tank with ground storage and associated control equipment including VFD controlled high service pumps.
- Replace, raise and floodproof existing electrical equipment, including the switchgear, motor control centers, and breakers.
- Install new VFD, PLC and metering equipment to enable plant-wide automation and remote monitoring for raw water supply, finished water and disinfection.
- Installation of larger capacity chemical storage and feed equipment.
- Replace gas chlorine with large-capacity liquid bleach (NaOCl) storage tanks and feed equipment with automation and flow-pacing capability.
- SCADA system upgrades to enable remote or multiple system operation locations.
    - Replace PLC and SCADA systems for raw water supply wells, plant and high service pump station.
    - Install continuous water quality monitoring equipment.
    - Install continuous water quality out to distribution system.
    - Automate filter backwash.
    - Automate softening process.
    - Flow pace control for disinfection, recarbonation and chemical feed.
    - Replace lime slaker with flow equipment or new process.

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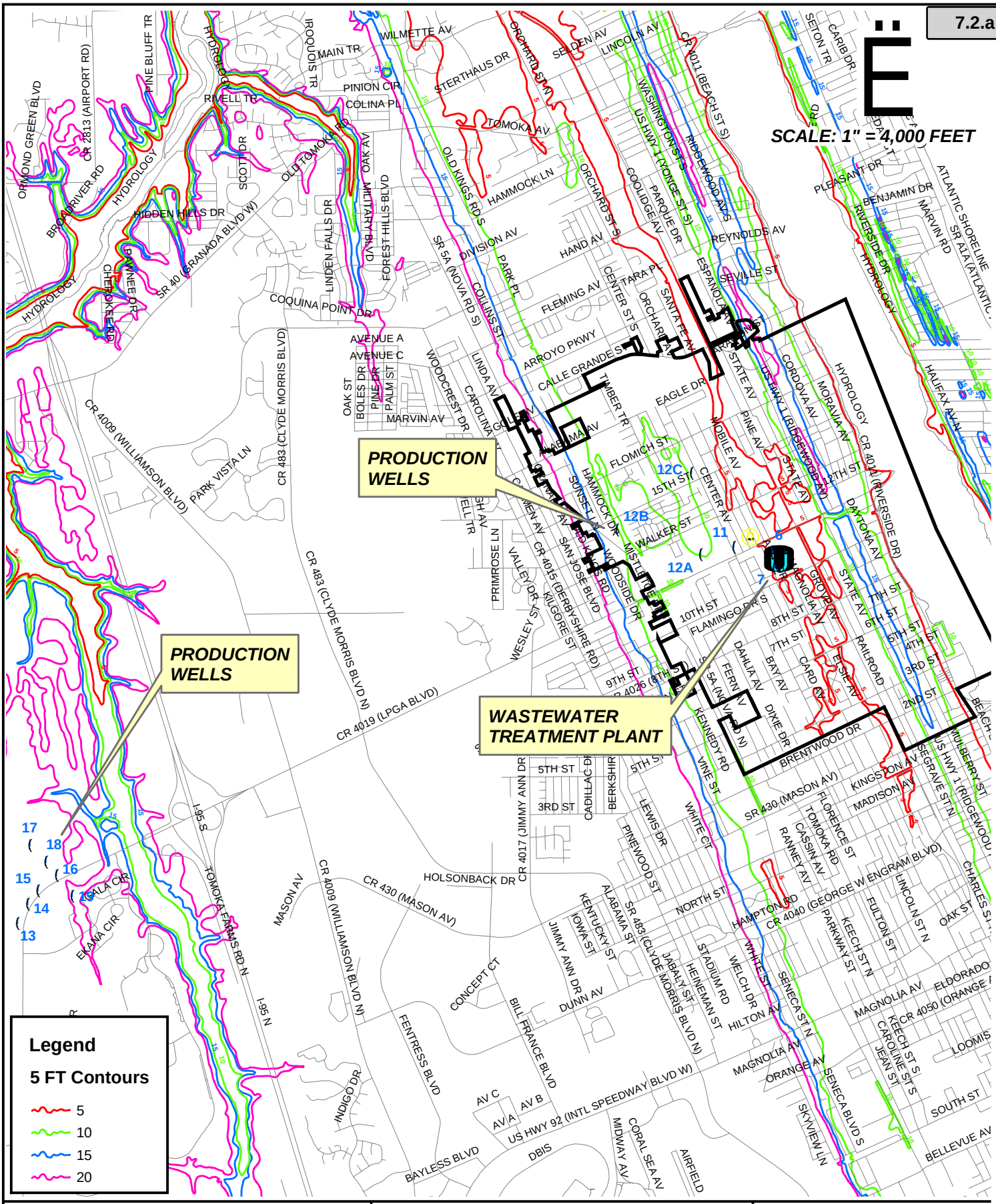
2. Existing Conditions

21 Topography

Figure 2-1 details the service area's location with respect to topographic features. Most of the service area is located on the Silver Bluff Terrace. Surface topography on the Silver Bluff Terrace is relatively flat with an average elevation of approximately 5-10 feet above mean sea level (msl). The service area is bounded by US Hwy #1 and SR #5A to the east and west, respectively. The roadway elevations are at elevation 20.0 (approximately), creating a closed basin that relies upon a single drainage canal discharging to the Halifax River. During severe rainfall and high tide events, the area is subject to significant flooding. Topographic elevations along the Atlantic Coastal Ridge are approximately fifteen to twenty feet higher. This Ridge roughly parallels Nova Road and represents the west boundary of the service area.

The water and wastewater treatment plant sites are located on the eastern, lower portion of the Silver Bluff Terrace. The WWTP/WTP plant site is approximately one mile west of the barrier island and the raw water supply wells are located immediately west of I-95 in the vicinity of the Rima Ridge.

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REGIONAL TOPOGRAPHY

File Name: FIG_3-1_regional topography.mxd

22 Geology

Regional geologic data collected by various sources indicates that the wastewater plant is underlain by unconsolidated Pleistocene and Holocene deposits consisting of fine to medium quartz sands, clayey sand and localized shell beds. Surficial deposits are underlain by sediments of Pliocene to late Miocene age consisting of sand, shells and calcareous clay.

Underlying these unconsolidated deposits is the Ocala limestone formation which is composed of cream to white fossiliferous limestone. Its thickness is generally less than 100 feet. Beneath the Ocala limestone is the Avon Park limestone of late-middle Eocene Age. It consists of layers of dark brown dolomite separated by layers of chalky limestone. The formation thickness is estimated at approximately 300 feet. Production wells at the City's wellfield are open holes from 120 feet to 300 feet below grade, all are withdrawing from the Ocala and Avon Park limestone.

23 Hydrogeology

Soil borings taken during the wellfield development program detail the composition of the shallow aquifer. There is a clay layer at a depth of approximately 60 feet. It is the primary confining layer which establishes the top of the artesian aquifer.

This clay layer serves as a confining unit which hydraulically separates the potentiometric heads of the Upper Floridan Aquifer from the surficial aquifer system. Based on data obtained annually by St. Johns River Water Management District typical potentiometric water surface elevations of the Floridian Aquifer in the vicinity of the wellfield range from 10 to 15 feet NGVD. The hydraulic gradient is towards the northeast.

Ground surface elevations in the Holly Hill wellfield and corresponding water surface/surficial aquifer elevations range between 25 to 30 feet NGVD. As a result of the net downward gradient between the surficial aquifer and Upper Floridan Aquifer as well as leakance through the confining layer, the terrace and ridge areas provide some recharge to the Upper Floridan Aquifer.

The source of water for the surficial aquifer is primarily local rainfall. Water is stored in the pore space of the soils. Water exits the surficial aquifer via downward leakance, horizontal flow to drainage ways, and evapotranspiration. The volume available for withdrawal from the Volusia Floridan Aquifer is dependent upon the surficial system. Any discussion of the surficial aquifer in the Holly Hill service area should point out the positive aspects of the Miocene Age clay. This clay helps assure the water quality of the municipal supply. The ion exchange potential of the material forms a protective barrier to the downward migration of pollutants. Nevertheless, improper waste disposal including toxic chemicals must be isolated from the surficial aquifer. The groundwater resource must be protected.

It should be noted that the confining layer exhibits leakance and as such, promotes recharge. This characteristic is valuable as it renews water supplies withdrawn for consumption; however, leakance creates a hydraulic connection from the surficial aquifer to the Upper Floridan aquifer. If contamination of the surficial aquifer occurs, it is possible to compromise the City's water supply.

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24 Surface Water Hydrology

The wastewater treatment plant discharge is to the Halifax River and public access reclaimed water distribution system. The Halifax River is a Class III surface water as defined by the State of Florida. There are no Outstanding Florida Waters in the Holly Hill Service area.

The Halifax River serves as a massive settling basin for the silts generated during the wet season. This is evidenced by the estuarine marsh present at the lagoon's outlet to the ocean and other settlement areas. The silt source from Holly Hill is the 11th Street Canal. This canal transports stormwater from the majority of the service area and discharges to the river south of 11th Street.

This canal is affected by tidal action. Brackish water may encroach on the canal during the dry season. During the wet season, the high flows of fresh water will flush these brackish waters out of the canal and into the river.

The soils in the Holly Hill service area are in general, poorly drained. The terrain on the Silver Bluff Terrace has very little relief. Thus, rainfall is impounded in shallow depressions. The shallow relief minimizes the driving pressure for subsoil water. There is almost no energy gradient to cause lateral movement. This lack of movement accounts for the generally saturated condition of the clastic aquifer. The saturated condition prevents the subsoil from accepting further rainfall. Surface flow is directed to the stormwater system with ultimate discharge to the Halifax River. The eastern portions of the basin, and the WWTP/WTP site, are subject to flooding.

25 Climate

The climate of the Holly Hill service area is subtropical. According to the U.S. Weather Bureau, the mean annual temperature is 70°F, and the normal average rainfall is approximately 52 inches. Generally, precipitation is greatest between June and mid-October and accounts for approximately 60 percent of the year's precipitation. Periods of cloudiness or rainfall lasting over two or three days occur infrequently. These periods are usually caused by a stationary front, such as a northeasters or tropical storms.

The Holly Hill service area is within the "hurricane belt". Generally, hurricanes pass well offshore or lose most of their force crossing the State before they reach the project area, however, recent years has seen increased activity leading to increased exposure and vulnerability to flooding, high winds etc.

26 Terrestrial and Aquatic Plant and Animal Communities

Very few coastal vegetative resources remain in the City. The remaining mangroves, seagrass beds, and estuarine marshes located within the City's boundaries are stressed.

Each of these vegetative communities perform important natural functions. Mangroves and estuarine marshes improve water quality, control erosion, and provide protection from storms by trapping sediments and debris, removing excess nitrogen and phosphorous nutrients, stabilizing shorelines, and buffeting winds. Seagrass beds trap and bind sediments thereby improving water quality and stabilizing the shoreline.

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Mangroves provide a habitat for many types of fish, crustaceans, and birds. Several species of birds which frequent mangroves in Volusia County are considered threatened or endangered, these include: the Snowy Egret, the Brown Pelican, the Roseate Spoonbill and the Least Tern.

Estuarine marshes serve as habitat for many types of birds and a nursery habitat for many fish. Threatened or endangered fowl include the Snowy Egret and the Least Tern. The seagrass beds provide food and protection for many kinds of juvenile fish.

The pinewoods vegetative community is dominated by the slash pine and includes pine flatwoods. These trees form the highest layer of vegetation above the ground and the floor is usually covered by palmetto bushes. Threatened or endangered wildlife found in the pine flatwoods are the Gopher Frog, the Gopher Tortoise and the Indigo Snake. In addition, nesting Bald Eagles and Osprey are found in these communities.

Freshwater marsh occur in seasonally flooded depressions and along streams, creeks, lakes and drainage ways. The dominant plant growth is emergent water plants and water tolerant grasses and sedges. Few trees inhabit marsh areas except for low growing, water tolerant species such as the coastal plains willow. Marshes are well suited for wading birds and aquatic wildlife. Threatened or endangered species found in freshwater marshes are the Florida Sandhill Crane, the Snowy Egret, and the Silver Rice Bat. Occasionally, Bald Eagles inhabit freshwater marshes.

The deciduous communities are characterized by pure or mixed strands of mature hardwood dominant trees. Historically, the upland forest or hardwood hammocks occupy the ridges. Today, small stands (less than 100 acres) are scattered throughout the County. The City contains only a few of these stands. Vegetation consists of live oak, laurel oak, hickory trees and, if conditions are suitable, red cedar, cabbage palm, magnolia, and red bay. Threatened or endangered wildlife associated with these communities are, the Indigo Snake and the Gopher Tortoise, The Osprey also nests in these areas.
Improved pasture sites are 75 to 95 percent open grasslands with a few scattered trees. Few native wildlife species inhabit these areas because of the lack of available food. Common garden varieties of birds, such as the house sparrow and starling make up the majority of wildlife in these areas.

The sites occupied by the wastewater collection system are fully developed. Rehabilitation of the existing improvements will have no detrimental impact upon flora and fauna or threatened and endangered species.

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3. Existing Water Treatment Plant

31 General

3.1.1 System Description

The City of Holly Hill is a regional provider of water service and operates a single water treatment plant with a rated capacity of 2.3 MGD. The existing facility was built in the 1970's and is operating with many of the original process components and systems. The plant generally operates at an average daily flow of 1.2 MGD with a peak capacity of 3.50 MGD. It is a conventional lime softening plant with filtration. A map illustrating primary water system components is included as Water supply for the City of Holly Hill is derived from a series of Upper Floridan aquifer wells installed inside and outside of the City's service area, (as shown in Figure 3-1). Historical growth of the area has not required the installation of new wells to meet increased demand. The City's eastern wells are sited along the formation identified as the Atlantic Coastal Ridge. The western wells are sited along the Rima Ridge. Groundwater is withdrawn from the Upper Floridan Aquifer (UFA) in both the eastern and central recharge wellfields. Water quality and well levels within both the eastern and western wellfields has remained consistent over the past ten years. Moreso, the existing raw water supply can meet peak day flows up to 6.5 MGD with an assumed availability factor of 2 – 2.5. The City withdraws approximately 10% and 90% of its raw water from the eastern and western wellfields, respectively. Judicious management of the resource has enabled the City to supply its customers with a reliable source of high quality groundwater.

Figure 3-1**.** Additional details relative to the treatment plant are included within Section 3.3.

The water plant is served by 12 water supply wells, 5 eastern and 7 western. Each of the wells is 250'-300' deep and withdraws fresh groundwater from the Floridan Aquifer. All raw water is discharged to the WTP for subsequent treatment and distribution. The City's storage capacity includes 1.0 MG storage tank, 0.15 MG elevated water tower as well as clearwell storage. Additional information relative to raw water supply is included within Section 3.2

The finished water distribution system includes approximately 354,000 LF of distribution piping and the elevated storage tank.

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3.2 Raw Water Supply

3.2.1 Water Supply and Production Areas

Water supply for the City of Holly Hill is derived from a series of Upper Floridan aquifer wells installed inside and outside of the City's service area, (as shown in Figure 3-1). Historical growth of the area has not required the installation of new wells to meet increased demand. The City's eastern wells are sited along the formation identified as the Atlantic Coastal Ridge. The western wells are sited along the Rima Ridge. Groundwater is withdrawn from the Upper Floridan Aquifer (UFA) in both the eastern and central recharge wellfields. Water quality and well levels within both the eastern and western wellfields has remained consistent over the past ten years. Moreso, the existing raw water supply can meet peak day flows up to 6.5 MGD with an assumed availability factor of 2 – 2.5. The City withdraws approximately 10% and 90% of its raw water from the eastern and western wellfields, respectively. Judicious management of the resource has enabled the City to supply its customers with a reliable source of high quality groundwater.

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Figure 3-1
Water Treatment System Components

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33 Water Treatment

3.3.1 Existing Treatment Processes

A schematic diagram depicting unit processes for the Holly Hill WTP is included as Figure 3-2.

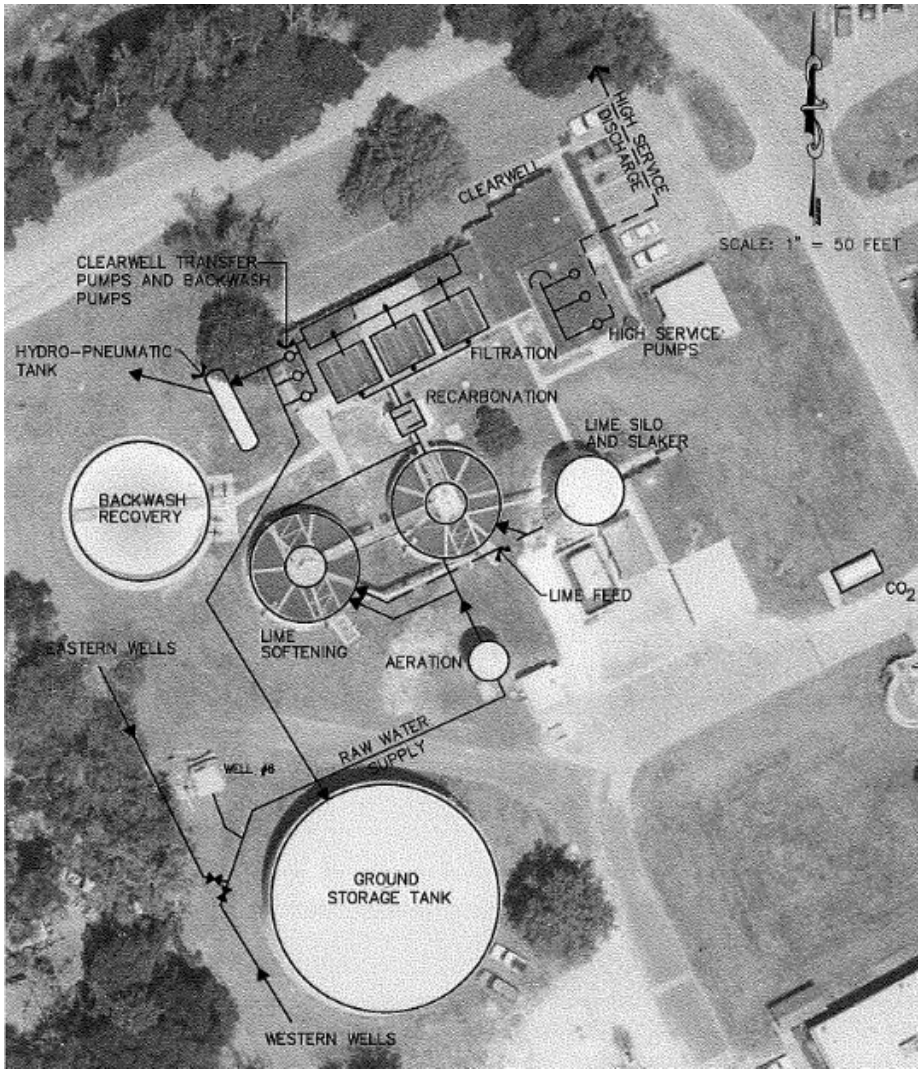


FIGURE 3-2: HOLLY HILL WTP SCHEMATIC

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3.3.2 Aeration Process

The first treatment process at the Holly Hill Plant is aeration. In this process, air and water are brought into contact. The objective is to transfer volatile substances from the water to the air. The principal effects of aeration include the following:

- Reduce the concentration of hydrogen sulfide.
- Reduce the concentration of carbon dioxide.
- Reduce the concentration of volatile organic compounds.

Since the objective of the process is to transfer volatile substances from the liquid to air, the rate of transfer is important. The theory regarding this process is termed “Henry’s Law”. Substances like carbon dioxide and hydrogen sulfide with high Henry’s Law constants are easily removed by aeration. The optimum aeration treatment system is one that includes a high surface area for mass transfer per unit volume. That surface area is provided by the weir length in the tray aerators. The flower petal shape has a weir length that is 200% of the weir length of a circular tray aerator.

Important design considerations include sufficient natural ventilation and corrosion resistant material. Slime and algae growth will occur on these units. This may be controlled by treating the source water with chlorine or with periodic cleansing.

Raw water from the City's wellfields enter the plant through a piped system that overflows into a multiple tray natural draft aerator (see Figure 3-3). The plant has one aerator. It has a nominal diameter of 12 feet. There are 6 trays in each unit The estimated surface area for the trays in the aerator is 160 square feet.



FIGURE 3-3 TRAY AERATOR

The design standard for multiple tray aerator design is 20 gallons per minute per square foot. This value was derived from "Water Treatment Plant Design" a text prepared by American Water Works Association and the American Society of Civil Engineers.

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The actual design loading at the plant is 10 gallons per minute per square foot of tray area. The aeration structure has sufficient capacity for its 2.30 MGD rating and could accept peak flows of 3.50 MGD with no detrimental effects. Thus, overall capacity is 2.30 MGD.

3.3.3 Lime Softening Process

The Holly Hill Plant utilizes chemical precipitation with lime operating at a pH between 9.6-9.8 to reduce the raw water's hardness and to enhance clarity before filtration. The plant reduces total hardness by approximately 200 mg/l. Hardness is defined as the sum of the concentration of multivalent ions (primarily calcium and magnesium.) Hardness is expressed in terms of equivalent milligrams per liter of calcium carbonate.

The degree of hardness acceptable to the public varies. The American Water Works Association established a target range for total hardness of 80 - 100 mg/l. Holly Hill's finished water falls within that range.

Water, post aeration, enters the primary mixing and reaction zone of the solids contact clarifier where it is mixed with previously formed slurry, lime and a polymer. The second step is the secondary mixing and reaction zone. In this zone, the softening reaction approaches equilibrium. The lime is fully reacted. Calcium carbonate crystal size and density are increased. Treated water flows upward and slurry solids settle out in the clarifier. Excess sludge is collected in the sludge concentrators and periodically drawn off. Since lime softening creates excess solids, sludge removal is essential to the maintenance of treatment.

The solids contact process requires operator attention to maintain and control the solids inventory and chemical feeds.

Solids contact softening basins combine mixing, residuals recirculation and sedimentation in one basin as shown in Figure 3-4.



FIGURE 3-4 SOLIDS CONTACT CLARIFIERS

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The design criteria for this equipment is influenced by field performance. The surface loading rate in the sedimentation zone is usually in the range of 1.0 to 1.75 gallons per minute per square foot. The unit at the plant has the following design characteristics:

- Side water depth 16 feet
- Contact time (1,600 gpm) 30 minutes
- Surface loading rate (1,600 gpm) 1.4 gpm/ft^2

Based upon the foregoing, the softening process is rated 2.30 MGD (1.15 MGD) per train. Using surface loading rates as the critical component, peak flows of 3.5 MGD would fall within the established criteria. Thus, the overall capacity is 2.30 MGD.

3.3.4 Recarbonation Process

Carbon dioxide gas is used to lower the pH and stabilize lime softened water. After stabilization, calcium carbonate is unlikely to precipitate onto the filter media. The carbon dioxide combines with unprecipitated calcium carbonate to form soluble bicarbonate. The basin design includes an underflow baffle wall and an overflow baffle wall to reduce short circuiting of the flow and assure a complete reaction with the pressurized carbon dioxide feed.

The City purchases carbon dioxide in bulk quantities and stores it in a refrigerated tank installed horizontally at site (See Figure 3-5). The liquid carbon dioxide is stored at a temperature of 0°F. A vaporizer is provided to convert liquid carbon dioxide to a vapor for injection and the refrigeration unit helps to control tank pressure based on operation. The carbon dioxide gas is forced into solution under pressure. The carbonated air and water is injected by diffuser. The reaction is rapid requiring only 60 — 90 seconds detention between the injection point and the pH control probe. The reaction will be completed within three minutes.



FIGURE 3-5 CARBON DIOXIDE SYSTEM

Recarbonation utilizing pressurized solution feed (PSF) results in rapid adsorption by the high pH water leaving the softener. The volume in the carbon dioxide basin is 1,016 cubic feet (7,600 gallons). At a peak flow of 2,430 gallons per minute (3.5 MGD), the detention time is 3.12 minutes. Process testing has demonstrated that 99% of the reaction will take place within three minutes of chemical injection. The "10 State Standards" recommends a mixing zone of three minutes and a submergence of at least 7.5 feet to reduce gas release at the surface. The submergence at the plant is 10 feet. The primary limitation for this process is the hydraulic

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capacity of the structure. As flow increases beyond 2,450 gallons per minute there will be some flow crossing over the top of the baffle wall. This should not adversely affect operating results. Thus, the plant's peak capacity is 3.5 MGD.

3.3.5 Filtration Process

Filtration provides two functions. It removes suspended material and provides a second barrier against the transmission of waterborne disease. Selection of the filter media is also an important element of filter designs. Holly Hill uses silica sand media. The existing sand filters use a single media and porous plates to remove suspended solids. The filters are backwashed at regular intervals, waste backwash water is returned to the backwash recovery basin.

The primary design constraints for the filtration process are flow rate and backwash rate. The surface area in each filter is 272 square feet. The (3) cells have a total area of 816 square feet. Ten (10) state Standards references that “the rate shall not exceed three gallons per minute per square foot of filter area except where in-plant testing has demonstrated satisfactory results at higher rates.” In a similar vein, the 10 State Standards for filter backwash in 20 gallons per minute per square foot or the rate necessary to provide a 50% expansion of the filter bed.



FIGURE 3-6 SAND FILTER

The filter at Holly Hill’s plant (above) has the following design characteristics:

- Peak Filtration 2.97 gpm/ft^2
- Backwash Rate 20 gpm/ft^2

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3.3.6 Disinfection

Disinfection of water refers to the removal or inactivation of pathogenic organisms. Disinfection does not mean sterilization. The result of effective disinfection is the production of potable water. Chlorine has long been recognized as an effective and efficient disinfection agent.

Experimentation with the mixtures of ammonium hydroxide and hypochlorite resulted in the production of chloramines. Chloramines meet disinfection requirements and also improves the taste and odor of the finished product.

Currently, at Holly Hill, gaseous chlorine (as shown in Figure 3-7) is fed via solution ejectors. The primary injection points for chlorine injection are at the recarbonation basin with an alternative injection point at the effluent weir chambers. Chlorine is fed first followed by ammonia injection.



FIGURE 3-7 GASEOUS CHLORINE

Chlorine gas is an effective means of chlorine feed; however, reporting requirements associated with the EPA's risk management program have made gas feed systems less desirable. Holly Hill also faces constant flooding impact of the chlorine gas area even with routine rainstorms per ground level existing installations.

An alternative system is liquid sodium hypochlorite, (NaOCl). The product has a limited shelf life and will degenerate with extreme heat or UV exposure. As such, it is recommended that storage tanks be opaque, covered and insulated to minimize heat and UV exposure. The stability of hypochlorite solutions is also affected by the presence of heavy metals such as iron, copper nickel or cobalt. The actual decay rate of NaOCl solutions is variable and dependent upon solution strength. Higher concentrations of NaOCl will deteriorate more rapidly than lower strength solutions. The most stable solutions are those of low hypochlorite concentration, 10% or less, stored in the dark at 70°F.

Typical commercial concentrations are delivered at a solution strength of approximately 12%. Therefore, an average decay rate of up to 10% may be assumed during a two-week period. To minimize degradation, quantities stored on-site should be limited to a two-week supply with weekly deliveries preferable.

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NaOCl functions as a disinfecting agent by virtue of its high oxidation potential terms of "pounds per day". For example, a facility feeding 500#/day of gaseous chlorine would feed approximately 500 gal/day of 12% NaOCl solution. The Holly Hill Plant has an average daily chlorine demand of approximately 125 #/day, thereby corresponding to 125 gal/day of 12% NaOCl.

3.3.7 Sludge Handling Facilities

Holly Hill operates one gravity thickener (see Figure 3-8) that is used to concentrate sludge prior to dewatering. The thickener has a diameter of 20 feet (314 sq. ft) and a side water depth of 10 feet. The design criteria for gravity thickeners addresses solids loading rate and surface loading rate. The recommended range for solids loading is 30 - 60 pounds per square foot. The recommended range for surface loading rate is 200 – 350 gallons/day per square foot.



FIGURE 3-8 SLUDGE GRAVITY THICKENER

The loadings at the plant are summarized as follows:

- Solids Loading Rate 30 pounds/square foot
- Surface Loading Rate 250 gallons/day/square foot

These structures and the mechanical equipment are more than sufficient to concentrate the sludge prior to dewatering.

3.3.8 Sludge Dewatering

Thickened sludge is pumped from the water plant to the sludge holding tank at the wastewater plant. Here, it is combined with sewage sludge, the blended product is aerated. Blending lime sludge with sewage sludge (biosolids) raises the pH of the material. Doing so decreases the detention time necessary to achieve Class ‘B‘ compliance. The blended sludge is dewatered via mechanical belt presses and land applied.

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3.3.9 Plant Operations

From an operational perspective, the water plant permit requires 16-hour staffing per day. All equipment are individually and locally controlled via their respective control panels and also via local access and control of manual valves. During a storm event, given lack of automation and remote monitoring/control, 24-hour staffing is required. Additionally, plant access is further impacted due to the flooding at the access road and parking area of the facility. Under such conditions, operators are unable enter the site and/or access plant equipment safely. Flooding of 6” to 2 ft of water, per the last major hurricane event, presented trip hazards, risk of electrical shock and unsafe exposure to chemicals such as ammonia, polymer and chlorine gas.

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4. Proposed Water Treatment Plant (WTP) Alternatives

Given the age of many existing plant components, and the need for adjustments for improved resiliency, a series of plant upgrades have been identified. Proposed improvements include: plant upgrades via improvement in automation, remote monitoring, equipment redundancy, replacement of at-risk structures/equipment, installation of emergency power and floodproofing electrical equipment.

4.1.1 Project Alternative Evaluation Matrix

Each project element discussed contains alternatives that were considered for implementation and feasibility. Each element alternative was ranked using an evaluation matrix that is based on cost, resiliency, and overall operability, reliability, and automation. Higher values reflect a more desirable outcome. The evaluation matrix includes the following criteria:

- Cost – This criterion involves comparing total cost of construction (with present worth analysis) for the project. The cost estimates are planning level estimates. The scoring scale is between 1 and 3 with 3 being the lowest cost option and 1 being the highest cost option.
- Resiliency – This criterion measures the element's specific improvement and upgrade to resiliency and redundancy within the facility. The scoring scale is between 1 and 3 with 1 being the least resilient option and 3 being the most resilient option.
- O&M/ Reliability - This criterion compares the O&M/Reliability of each option once the project is complete. The scoring scale is between 1 and 3 with 3 being option with lowest O&M, highest reliability, and least complex with the maximum enhancement of automation and remote operation and 1 being option with highest O&M, least reliability, and most complex with the least enhancement of automation and remote operation.
- Goals – This criterion measures the project's alignment with the stated purpose of the project. The scoring scale is between 1 and 3 with 3 being the option that most closely aligns to the overall goals and 1 being the option that adheres to the overall goals the least.

4.2 Aerator Improvements and Replacement

The existing structure and fiberglass trays were completed in 1972 and is approaching its end of life. Given the extensive corrosion of the system, replacement or repair of the trays is necessary. The equipment in use at the Plant is a multiple tray aerator consisting of six trays and an aerator pan. Raw water is distributed at the top; cascades from each tray and is collected at the base.

4.2.1 Alternative 1 – Aerator System Replacement and Upgrade

Alternative 1 considers the replacement and structure upgrade of the tray aerators with new trays and hardware, new screening, bypass piping, access ladder and platforms, wash-down water supply and chlorine feed to the raw water supply. Figure 4-1 displays the proposed Westech aerator.

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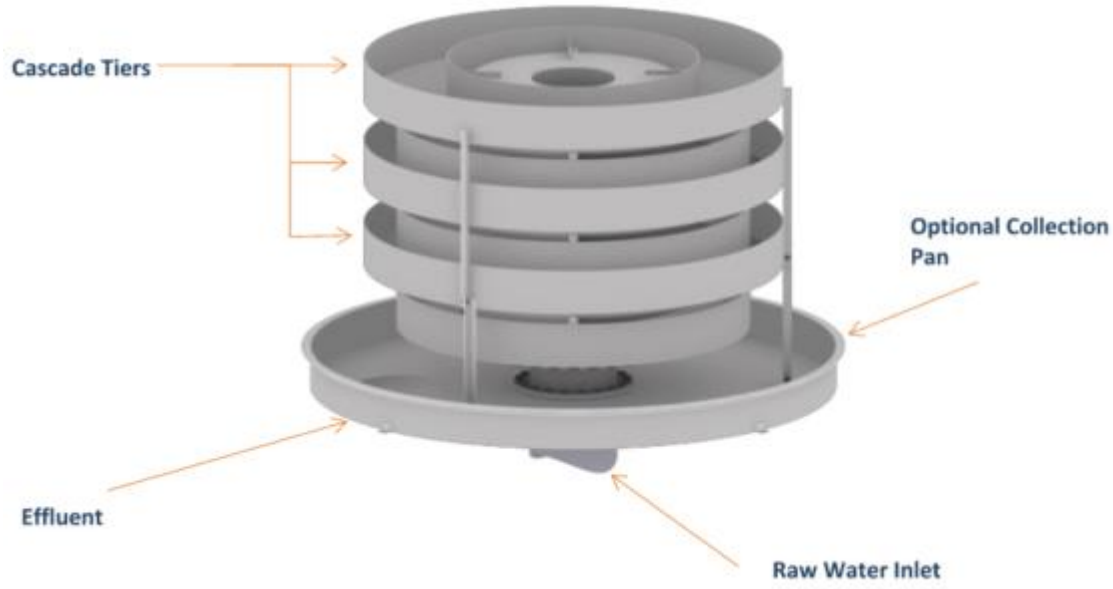


FIGURE 4-1 WESTECH CASCADE AERATOR

4.2.1 Alternative 2 – Repair of Existing Aerator System

Given the existing tray aerators are rated for 2.3 MGD, alternative 2 considers the repair and refurbishment of each tray to restore the system and prevent further corrosion. The approach on this option considers conducting work on one tray at a time to clean, repair and re-coat the trays.



FIGURE 4-2 CORRODED AERATOR TRAY

4.2.2 Alternative 3 – No Action

This alternative assumes the City will continue to operate the existing tray aerators. Considering there is lack in redundancy, this option will not improve resiliency or operational reliability if system bypass cannot be achieved.

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4.2.3 Estimated Construction Cost

The present worth capital cost of each of the alternatives outlined above was calculated using best available data and estimates from equipment vendors. The present worth of Alternative 1 – Aerator Replacement is shown in Table 4-1 below.

TABLE 4-1 ESTIMATED CONSTRUCTION COST FOR ALTERNATIVE 1 - AERATOR REPLACEMENT

Item #	Treatment System	QTY	Unit	Unit Cost	Estimated Cost
1	Aerator Trays and Hardware	1	LS	$112,500	$112,500
2	Structural	1	LS	$80,000	$80,000
3	Mechanical	1	LS	$70,750	$70,750
4	Electrical and I&C	1	LS	$30,000	$30,000
				Subtotal (Site & Equipment)	**$293,250**
	Contractor O&P (@20%)				$58,650
	Contingency (@20%)				$58,650
				Total (EOPCC)	**$410,550**

The present worth of Alternative 2 – Aerator Repair is shown in Table 4-2 below. This option includes improving the automation of the existing lime slaking system and installation of a redundant liquid lime system above the flood plain to ensure constant feed of lime.

TABLE 4-2 ESTIMATED CONSTRUCTION COST FOR ALTERNATIVE 2 – AERATOR REPAIR AND REHABILITATION

Item #	Treatment System	QTY	Unit	Unit Cost	Estimated Cost
1	Aerator Trays and Hardware	1	LS	$95,000	$95,000
2	Structural Replacement	1	LS	$80,000	$40,000
3	Coating for H2S	1	LS	$85,500	$85,500
				Subtotal (Site & Equipment)	**$220,500**
	Contractor O&P (@20%)				$44,100
	Contingency (@20%)				$44,100
				Total (EOPCC)	**$308,700**

4.2.1 Recommended Project Alternative

The evaluation matrix for the Aerator Improvements and Replacement is shown in Table 4-3 below. Based on the evaluation matrix, Alternative 1 is the higher ranking alternative and is recommended for implementation.

Attachment: WTP Resiliency Upgrades Facility Plan - Revised (2025-R-80 : SRF - SAHFI Water Facility Plan)

TABLE 4-3 EVALUATION MATRIX FOR AERATOR IMPROVEMENTS

Alt #	Description	Cost	Resiliency	O&M/ Reliability	Goals	Total
1	Tray Aerator Upgrade	1	3	3	3	**10**
2	Tray Aerator Repair	2	2	3	2	**9**
3	No Action	3	2	2	2	**9**

43 Lime Softening Improvements

4.3.1 Alternative 1 – Upgrade Existing Process

The lime softening clarifier mechanisms (Figure 4-3) have exceeded their design life and require renewal and replacement for continued operation. Additionally, the elevation of the controls and electrical equipment for the lime slaking and feed equipment is below the flood elevation, leaving it vulnerable to emergency events and contributes to safety concerns for the operators during these events. Major elements of Alternative 1 include:

- Replacement of the solids contact clarifier mechanism and bridge for the two clarifiers
- Raising the elevation and floodproofing the lime feed equipment and electrical
- Improve the Lime Slaker and dosing with flow pace control



FIGURE 4-3 SOLIDS CONTACT CLARIFIER

4.3.2 Alternative 2 –Upgrade Existing and Add Alternate Feed System

The water plant currently has a single silo for the storage of lime and feed to the slaking system. As such, if there are issues with the silo, or there is a clog in the solids in the silo, it would require the intervention of an operator. As noted, the system is below the flood plain and reaching the lime facility during a storm event contributing to safety concerns for staff. Major elements of Alternative 2 include:

- Replacement of the solids contact clarifier mechanism and bridge for the two clarifiers
- Improve the Lime Slaker and dosing with flow pace control
- Installation of two (2) new 12,500-gallon chemical storage tanks with mixers for Liquid Lime (Calcium Hydroxide ($Ca(OH)_2$)) slurry storage

Attachment: WTP Resiliency Upgrades Facility Plan - Revised (2025-R-80 : SRF - SAHFI Water Facility Plan)

- Installation of new $Ca(OH)_2$ dosing pump skids with automation and flow paced dosing
- Construction of a new chemical building that is elevated for the new $Ca(OH)_2$ slurry storage and dosing system
- Add automation to the $Ca(OH)_2$ slurry storage and dosing system to allow for automatic and remote operation

4.3.3 Alternative 3 – Alternative Softening Process

The current lime softening system creates a large amount of sludge, which is sent to the wastewater plant and combined with biosolids prior to dewatering and disposal. Alternative 3 would remove the existing clarifiers and replace them with lime softening pelletizers (per Figure 4-4) and separate the water treatment residuals from the wastewater plant. Major elements of Alternative 3 include:

- Removal and demolition of existing clarifiers, sludge holding tank, and sludge thickener
- Installation of two new pelletizers, sand injection, and waste pellet dumpster
- Demolition of the existing lime silo, slaking and dosing equipment
- Installation of new caustic dosing system above the flood plane
- Automation of installed equipment to allow for automatic and remote operation



FIGURE 4-4 INSTALLATION OF ACTINA PELLETIZER SOFTENING UNIT

4.3.4 Alternative 4 – No Action

This alternative assumes the City will continue to operate and maintain the existing lime softening system as is. Updating the clarifiers and improvements to the lime feed system would not be considered. This will not improve the hazards experienced by the operators in emergency situations, such as flooding and hurricanes.

4.3.5 Cost Effectiveness Analysis

The present worth capital cost of each of the alternatives outlined above was calculated using best available data and estimates from equipment vendors. The present worth of Alternative 1 – Lime Softening Resiliency Upgrades is shown in Table 4-4 below.

Attachment: WTP Resiliency Upgrades Facility Plan - Revised (2025-R-80 : SRF - SAHFI Water Facility Plan)

TABLE 4-4 ESTIMATED CONSTRUCTION COST FOR ALTERNATIVE 1 – UPGRADE EXISTING PROCESS

Item #	Treatment System	QTY	Unit	Unit Cost	Estimated Cost
1	Clarifier Mechanism	2	EA	$300,000	$600,000
2	Clarifier Bridge Assembly	2	EA	$200,000	$400,000
3	Equipment Elevation	1	LS	$400,000	$400,000
4	Exterior Clarifier Coating	3000	SF	$4	$12,000
5	Mechanical	1	LS	$200,000	$200,000
6	Electrical and I&C	1	LS	$250,000	$250,000
				Subtotal (Site & Equipment)	**$1,862,000**
	Contractor O&P (@20%)				$372,400
	Contingency (@20%)				$372,400
				Total (EOPCC)	**$2,606,800**

The Operational and Maintenance (O&M) for Alternative 1 – Clarifier and Lime System Upgrades is shown in Table 4-5 below. The lime usage is based on data received from the City for the past year and the sludge hauling cost is based on a recently submitted bid for contract held by the City. The Lime softening cleaning cost is data received from the City and the estimated FTE requirement is based on the average loaded regular rate for one year for the City's operators.

TABLE 4-5 ESTIMATED O&M COST FOR ALTERNATIVE 1 – UPGRADE EXISTING PROCESS

Description	Qty	Units	Unit Price	Subtotal
High Calcium Quick Lime	354	TON	$462.67	$163,970
Sludge Hauling	3348	CY	$37.00	$123,876
Lime Softening Cleaning	1	EA	$20,000	$20,000
Estimated FTE Requirement	0.5	EA	$70,000	$35,000
			Total O&M Cost	**$342,846**

The present worth of Alternative 2 – Lime Softening Resiliency and Redundancy is shown in Table 4-6 below. This option includes improving the automation of the existing lime slaking system and installation of a redundant liquid lime system above the flood plain to ensure constant feed of lime.

Attachment: WTP Resiliency Upgrades Facility Plan - Revised (2025-R-80 : SRF - SAHFI Water Facility Plan)

TABLE 4-6 ESTIMATED CONSTRUCTION COST FOR ALTERNATIVE 2 – UPGRADE EXISTING AND ADD ALTERNATE FEED SYSTEM

Item #	Treatment System	QTY	Unit	Unit Cost	Estimated Cost
1	Clarifier Mechanism	2	EA	$300,000	$600,000
2	Clarifier Bridge Assembly	2	EA	$200,000	$400,000
3	Lime Tank (12,500 Gal)	2	EA	$75,000	$150,000
4	Dosing Pump Skid	1	LS	$100,000	$100,000
5	Pre-Engineered Metal Enclosure	1	LS	$250,000	$250,000
6	Exterior Clarifier Coating	3000	SF	$4	$12,000
7	Mechanical	1	LS	$300,000	$300,000
8	Electrical and I&C	1	LS	$350,000	$350,000
				Subtotal (Site & Equipment)	**$2,162,000**
	Contractor O&P (@20%)				$432,400
	Contingency (@20%)				$432,400
				Total (EOPCC)	**$3,026,800**

The Operation and Maintenance (O&M) for Alternative 2 – Clarifier Upgrade and Redundancy is shown in Table 4-7below. The lime usage is based on data received from the City for the past year and converted to the average dosing rate of slaked lime and average treated water flow rate of the plant to estimate Liquid Lime requirements. The sludge quantity was estimated based on testing performed, which indicated the process would yield approximately 25% less sludge and the sludge hauling cost is based on a recently submitted bid for contract held by the City. The Lime softening cleaning cost was assumed to be lower as liquid lime has nearly all grit removed, and the estimated FTE requirement is based on the average loaded regular rate for one year for the City's operators.

TABLE 4-7 ESTIMATED O&M COST FOR ALTERNATIVE 2 – UPGRADE EXISTING AND ADD ALTERNATE FEED SYSTEM

Description	Qty	Units	Unit Price	Subtotal
Cal-Flo	243,323	GAL	$0.98	$238,457
Sludge Hauling	2511	CY	$37.00	$92,907
Lime Softening Cleaning	1	EA	$10,000	$10,000
Estimated FTE Requirement	0.1	EA	$70,000	$7,000
			Total O&M Cost	**$348,364**

The present worth of Alternative 3 – Resiliency and Improvements is shown in Table 4-8 below. This option includes removal of the existing lime slaking system and clarifiers and installation of new softening pelletizers with required chemical storage and dosing and ancillary systems.

Attachment: WTP Resiliency Upgrades Facility Plan - Revised (2025-R-80 : SRF - SAHFI Water Facility Plan)

TABLE 4-8 ESTIMATED CONSTRUCTION COST FOR ALTERNATIVE 3 – ALTERNATIVE SOFTENING PROCESS

Item #	Treatment System	QTY	Unit	Unit Cost	Estimated Cost
1	Sitework	1	LS	$500,000	$500,000
2	Pelletizer Reactors w/Installation	2	LS	$750,000	$1,500,000
3	Caustic Tanks	2	EA	$75,000	$150,000
4	Caustic Pump Skids	2	EA	$100,000	$200,000
5	Pre-Engineered Metal Enclosure	1	LS	$250,000	$250,000
6	Solids Handling w/Cover	1	LS	$250,000	$250,000
7	Clearwell & Transfer Pumping	1	LS	$1,500,000	$1,500,000
8	Structural	1	LS	$500,000	$500,000
9	Mechanical	1	LS	$500,000	$500,000
10	Electrical and E&I	1	LS	$500,000	$500,000
				Subtotal (Site & Equipment)	**$5,850,000**
	Contractor O&P (@20%)				$1,170,000
	Contingency (@20%)				$1,170,000
				Total (EOPCC)	**$8,190,000**

The Operational and Maintenance (O&M) for Alternative 3 – Resiliency and Improvements is shown in Table 4-9below. The caustic usage and sludge quantity are based on projections received from the pelletizer vendor and average treated water flow rate of the plant. The cost of caustic was based on local municipal contract costs over the last few years, which have ranged in cost from ~$800 per ton to ~$1200 per ton. The cost used in the estimate is $800 per ton. The sand cost is an estimate from the vendor. The sludge hauling cost is an estimate based on a higher quality and drier sludge. The Lime softening cleaning cost was assumed to be lower as caustic does not contain grit and cleaning is limited to the tower distributor system. The estimated FTE requirement is based on the average loaded regular rate for one year for the City's operators.

Attachment: WTP Resiliency Upgrades Facility Plan - Revised (2025-R-80 : SRF - SAHFI Water Facility Plan)

TABLE 4-9 ESTIMATED O&M COST FOR ALTERNATIVE 3 – ALTERNATIVE SOFTENING PROCESS

Description	Qty	Units	Unit Price	Subtotal
Caustic	275	TN	$800.00	$220,000
Sand	80	TN	$300.00	$24,000
Pellet Hauling	1700	CY	$20.00	$34,000
ACTINA Reactor Cleaning	1	EA	$10,000	$10,000
Estimated FTE Requirement	0.2	EA	$70,000	$14,000
			Total O&M Cost	**$302,000**

Present Worth Analyses have been prepared for each of the alternatives utilizing the following criteria:

- Project Life Cycle of 20 years
- Discount rate of 2%
- Capital Costs as of 2024
- Operation, maintenance and replacement costs as of 2024
- Salvage values based on appropriate useful lives of various project components

TABLE 4-10 PRESENT WORTH ANALYSIS FOR LIME SOFTENING IMPROVEMENTS PROJECT ALTERNATIVES

Alt #	Description	EOPCC	Project Life Cycle (years)	O&M	Residual Value	Total Present Worth Cost
1	Upgrade Existing Process	$2,606,800	20	$342,846	$0	$8,212,828
2	Upgrade Existing and Add Alternate Feed System	$3,026,800	20	$348,364	$0	$8,723,043
3	Alternative Softening Process	$8,190,000	20	$302,000	$0	$13,128,133
4	No Action	$0	20	$342,846	$0	$5,606,028

Attachment: WTP Resiliency Upgrades Facility Plan - Revised (2025-R-80 : SRF - SAHFI Water Facility Plan)

4.3.6 Recommended Project Alternative

The alternatives for the Lime Softening Improvements were evaluated using the criteria described in Section 4.1.1. The evaluation matrix for the Lime Softening Improvements is shown in Table 4-11 below. Based on the evaluation matrix, Alternative 2 – Softening Resiliency is the highest-ranking alternative and is recommended for implementation.

TABLE 4-11 EVALUATION MATRIX FOR LIME SOFTENING IMPROVEMENTS

Alt #	Description	Cost	Resiliency	O&M/ Reliability	Goals	Total
1	Softening Resiliency Upgrades	3	2	3	2	**10**
2	Softening Resiliency	2	3	3	3	**11**
3	Resiliency Upgrades	1	2	3	2	**8**
4	No Action	3	1	1	1	**6**

Attachment: WTP Resiliency Upgrades Facility Plan - Revised (2025-R-80 : SRF - SAHFI Water Facility Plan)

44 Liquid Disinfection Conversion

4.4.1 Alternative 1 – Combined Chemical Feed and Storage

The existing 2,000# gaseous chlorine containers and the anhydrous ammonia system at the plant represent a safety hazard to operational staff and the surrounding residents. Additionally, these systems are in a flood prone area that is inaccessible during storm events (Figure 4-5).



FIGURE 4-5 CHLORINE STORAGE AREA

Alternative 1 would eliminate gaseous chlorine and ammonia feed systems, install and elevate a new liquid chlorine storage and dosing system that is shared with the wastewater facility, install and elevate a new liquid ammonia storage and dosing system, and add automation to provide redundancy and improved operation to optimize chemical feed and improve water quality. Major elements of Alternative 1 include:

- Removal and demolition of existing gaseous chlorine and anhydrous ammonia feed systems
- Modification of existing chemical feed building at the wastewater facility
- Installation of two (2) new 5,000-gallon double walled poly tanks for Sodium Hypochlorite (NaOCl) storage
- Installation of new NaOCl dosing pump skids with automation and flow paced dosing
- Installation of two (2) new 1,000-gallon double walled poly tanks for SBS storage
- Installation of new SBS dosing pump skids with automation and flow paced dosing
- Construction of new Liquid Ammonium Sulfate (LAS) storage and dosing facility
- Installation of two (2) new 1,000-gallon double walled poly tanks for LAS storage
- Installation of a new LAS dosing pump skid with automation and flow paced dosing

Attachment: WTP Resiliency Upgrades Facility Plan - Revised (2025-R-80 : SRF - SAHFI Water Facility Plan)

4.4.2 Alternative 2 – Separate Chemical Feed and Storage

Alternative 2 is the same as alternative 1, but the chlorine storage and dosing system for the water plant would be independent for the wastewater plant. Major elements of Alternative 2 for the water treatment facility include:

- Removal and demolition of existing gaseous chlorine and anhydrous ammonia feed systems
- Construction of new NaOCl and LAS storage and dosing facility
- Installation of two (2) new 5,000-gallon double walled poly tanks for NaOCl storage
- Installation of a new NaOCl dosing pump skids with automation and flow paced dosing
- Installation of two (2) new 1,000-gallon double walled poly tanks for LAS storage
- Installation of new LAS dosing pump skid with automation and flow paced dosing

4.4.3 Alternative 3 – Retrofit Existing Infrastructure

Given Alternative 1 and 2 considers new infrastructure for sodium hypochlorite, Alternative 3 considers utilizing and retrofitting the existing chlorine gas structure for conversion to sodium hypochlorite. Major elements of Alternative 3 for the water treatment facility include:

- Removal and demolition of existing gaseous chlorine and anhydrous ammonia feed systems
- Retrofit of existing chlorine gas structure and construction of new and LAS storage and dosing facility
- Installation of two (2) new 5,000-gallon double walled poly tanks for NaOCl storage
- Installation of a new NaOCl dosing pump skids with automation and flow paced dosing
- Installation of two (2) new 1,000-gallon double walled poly tanks for LAS storage
- Installation of new LAS dosing pump skid with automation and flow paced dosing

4.4.4 Alternative 4 – No Action

This alternative assumes the City will continue to operate and maintain the existing liquid disinfection system as is. Conversion to liquid chlorine and ammonia would not be considered. This will not improve the hazards experienced by the operators in emergency situations, such as flooding and hurricanes.

4.4.5 Estimated Construction Cost

The present worth capital cost of each of the alternatives outlined above was calculated using best available data and estimates from equipment vendors. The present worth of Alternative 1 – Combined Chemical Feed and Storage is shown in Table 4-12 below. This cost includes tanks and pump skids for both the water treatment and wastewater treatment facilities.

Attachment: WTP Resiliency Upgrades Facility Plan - Revised (2025-R-80 : SRF - SAHFI Water Facility Plan)

TABLE 4-12 ESTIMATED CONSTRUCTION COST FOR ALTERNATIVE 1 – COMBINED CHEMICAL FEED AND STORAGE

Item #	Treatment System	QTY	Unit	Unit Cost	Estimated Cost
1	Site Work	1	LS	$75,000	$75,000
2	NaOCl Tank (5,000 Gal)	2	EA	$50,000	$100,000
3	NaOCl Triplex Pump Skid	2	EA	$75,000	$150,000
4	Pre-Engineered Metal Enclosure	1	LS	$200,000	$200,000
5	Raise Ammonia Tank and Automate Feed	1	LS	$75,000	$75,000
6	Mechanical	2	LS	$100,000	$200,000
7	Electrical and I&C	1	LS	$250,000	$250,000
				Subtotal (Site & Equipment)	**$1,050,000**
	Contractor O&P (@20%)				$210,000
	Contingency (@20%)				$210,000
				Total (EOPCC)	**$1,470,000**

The Operational and Maintenance (O&M) for Alternative 1 – Combined Chemical Feed and Storage is shown in Table 4-13 below. The chemical usage is shown for the NaOCl usage at the water treatment plant only and is based on data received from the City for the past year electricity cost is assumed to be $0.11 per kW-hr.

TABLE 4-13 ESTIMATED O&M COST FOR ALTERNATIVE 1 – COMBINED CHEMICAL FEED AND STORAGE

Description	Qty	Units	Unit Price	Subtotal
NaOCl	48000	GAL	$1.50	$72,000
Power Consumption	15000	kW-hr	$0.11	$1,650
			Total O&M Cost	**$73,650**

The present worth of Alternative 2 – Separate Chemical Feed and Storage is shown in Table 4-14 below. This cost includes tanks and pump skids for both the water treatment and wastewater treatment facilities.

TABLE 4-14 ESTIMATED CONSTRUCTION COST FOR ALTERNATIVE 2 – SEPARATE CHEMICAL FEED AND STORAGE

Item #	Treatment System	QTY	Unit	Unit Cost	Estimated Cost
1	Site Work	1	LS	$75,000	$75,000
2	NaOCl Tank (5,000 Gal)	2	EA	$50,000	$100,000
3	NaOCl Dosing Pump Skid	2	EA	$75,000	$150,000

Attachment: WTP Resiliency Upgrades Facility Plan - Revised (2025-R-80 : SRF - SAHFI Water Facility Plan)

4	Pre-Engineered Metal Enclosure	1	LS	$400,000	$400,000
5	Raise Ammonia Tank and Automate Feed	1	LS	$75,000	$75,000
6	Mechanical	1	LS	$150,000	$150,000
7	Electrical and I&C	1	LS	$300,000	$300,000
				Subtotal (Site & Equipment)	**$1,250,000**
	Contractor O&P (@20%)				$250,000
	Contingency (@20%)				$250,000
				Total (EOPCC)	**$1,750,000**

The Operational and Maintenance (O&M) for Alternative 2 – Separate Chemical Feed and Storage is shown in Table 4-15 below. The chemical usage is shown for the water treatment plant only and is based on data received from the City for the past year electricity cost is assumed to be $0.11 per kW-hr.

TABLE 4-15 ESTIMATED O&M COST FOR ALTERNATIVE 2 – SEPARATE CHEMICAL FEED AND STORAGE

Description	Qty	Units	Unit Price	Subtotal
NaOCl	48000	GAL	$1.50	$72,000
Power Consumption	15000	kW-hr	$0.11	$1,650
			Total O&M Cost	**73,650**

The present worth of Alternative 3 – Retrofit Existing Infrastructure is shown in Table 4-16 below. This cost includes tanks and pump skids for both the water treatment and wastewater treatment facilities.

TABLE 4-16 ESTIMATED CONSTRUCTION COST FOR ALTERNATIVE 3 – RETROFIT EXISTING STORAGE

Item #	Treatment System	QTY	Unit	Unit Cost	Estimated Cost
1	Site Work	1	LS	$95,000	$95,000
2	NaOCl Tank (5,000 Gal)	2	EA	$50,000	$100,000
3	NaOCl Dosing Pump Skid	2	EA	$75,000	$150,000
4	Retrofit Existing Structure	1	LS	$250,000	$250,000
5	Raise Ammonia Tank and Automate Feed	1	LS	$75,000	$75,000
6	Mechanical	1	LS	$150,000	$150,000
7	Electrical and I&C	1	LS	$300,000	$300,000
				Subtotal (Site & Equipment)	**$1,120,000**

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Contractor O&P (@20%)	$224,000
Contingency (@20%)	$224,000
Total (EOPCC)	**$1,568,000**

The Operational and Maintenance (O&M) for Alternative 3 remains the same as Alternative 2 and is shown in Table 4-17 below. The chemical usage is shown for the water treatment plant only and is based on data received from the City for the past year electricity cost is assumed to be $0.11 per kW-hr.

TABLE 4-17 ESTIMATED O&M COST FOR ALTERNATIVE 3 – RETROFIT EXISTING STORAGE

Description	Qty	Units	Unit Price	Subtotal
NaOCl	48000	GAL	$1.50	$72,000
Power Consumption	15000	kW-hr	$0.11	$1,650
			Total O&M Cost	**73,650**

Present Worth Analyses have been prepared for each of the alternatives utilizing the following criteria:

- Project Life Cycle of 20 years
- Discount rate of 2%
- Capital Costs as of 2024
- Operation, maintenance and replacement costs as of 2024
- Salvage values based on appropriate useful lives of various project components

TABLE 4-18 PRESENT WORTH ANALYSIS FOR LIQUID DISINFECTION PROJECT ALTERNATIVES

Alt #	Description	EOPCC	Project Life Cycle (years)	O&M	Residual Value	Total Present Worth Cost
1	Combined Chemical Feed and Storage	$1,470,000	20	$73,650	$0	$2,674,283
2	Separate Water and Wastewater Chemical Feed and Storage	$1,750,000	20	$73,650	$0	$2,954,283
3	Retrofit Existing	$1,568,000	20	$73,650	$0	$2,772,283
4	No Action	$0	20	$150,000	$0	$2,452,715

4.4.6 Recommended Project Alternative

The alternatives for the Lime Softening Improvements were evaluated using the criteria described in Section 4.1.1 The evaluation matrix for the Lime Softening Improvements is shown in Table 4-19 below. Based on the evaluation matrix, Alternative 1 – Combine Water and Wastewater Chemical Feed and Storage is the highest-ranking alternative and is recommended for implementation.

Attachment: WTP Resiliency Upgrades Facility Plan - Revised (2025-R-80 : SRF - SAHFI Water Facility Plan)

TABLE 4-19 EVALUATION MATRIX FOR LIQUID DISINFECTION CONVERSION

Alt #	Description	Cost	Resiliency	O&M/ Reliability	Goals	Total
1	Combine Water and Wastewater Chemical Feed and Storage	2	3	3	3	**11**
2	Separate Water and Wastewater Chemical Feed and Storage	1	3	3	3	**10**
3	Retrofit Infrastructure	2	2	3	2	**9**
4	No Action	3	1	1	1	**4**

45 Potable Water Supply Resiliency

4.5.1 Alternative 1 – Potable Water Improvements

The existing 150,000-gallon elevated water tower is at an elevation that does not allow the City to operate at a higher pressure. Operating at a higher pressure is desired to provide higher system pressures and improved fire flows. The high service pumps are currently installed in the electrical room. This alternative considers decommissioning the tower and improving the resiliency and operational reliability of the high service pumps.

4.5.1 Alternative 2 – Disconnect and Remove Elevated Tank

This alternative considers the disconnection and removal of the elevated tank. Since 75% of meter reading signals are processed via antennas at the tower, a new tower would be required to manage and monitor meter readings.

4.5.2 Alternative 3 – No Action

This alternative assumes no action taken to improve the high service pumping system and retains the elevated water tower which is incapable of providing higher required pressures.

4.5.3 Estimated Construction Cost

The present worth cost of each of the alternatives outlined above was calculated using best available data and estimates from equipment vendors. The present worth of Alternative 1 – Potable Water Resiliency Upgrade is shown in Table 4-20 below.

Attachment: WTP Resiliency Upgrades Facility Plan - Revised (2025-R-80 : SRF - SAHFI Water Facility Plan)

TABLE 4-20 ESTIMATED COST FOR ALTERNATIVE 1 – POTABLE WATER UPGRADES

Item #	Treatment System	QTY	Unit	Unit Cost	Estimated Cost
1	Tower Decommissioning	1	LS	$50,000	$50,000
2	Mechanical	1	LS	$25,000	$25,000
3	Electrical and I&C	1	LS	$75,000	$75,000
				Subtotal (Site & Equipment)	**$150,000**
	Contractor O&P (@20%)				$30,000
	Contingency (@20%)				$30,000
				Total (EOPCC)	**$210,000**

TABLE 4-21 ESTIMATED COST FOR ALTERNATIVE 2 – DISCONNECT AND REMOVE TOWER

Item #	Treatment System	QTY	Unit	Unit Cost	Estimated Cost
1	Tower Decommissioning and Demolition	1	LS	$225,000	$225,000
2	Mechanical	1	LS	$25,000	$25,000
3	Electrical and I&C	1	LS	$175,000	$175,000
				Subtotal (Site & Equipment)	**$425,000**
	Contractor O&P (@20%)				$85,000
	Contingency (@20%)				$85,000
				Total (EOPCC)	**$595,000**

4.5.1 Recommended Project Alternative

The evaluation matrix for the Potable Water System Improvements and Upgrades is shown in Table 4-22 below. Based on the evaluation matrix, Alternative 1 is the higher ranking alternative and is recommended for implementation.

TABLE 4-22 EVALUATION MATRIX FOR POTABLE WATER SYSTEM IMPROVEMENTS

Alt #	Description	Cost	Resiliency	O&M/ Reliability	Goals	Total
1	Potable Water Upgrade	1	3	3	3	**10**
2	Disconnect and Remove Tower	2	3	2	2	**9**
3	No Action	3	2	2	2	**9**

Attachment: WTP Resiliency Upgrades Facility Plan - Revised (2025-R-80 : SRF - SAHFI Water Facility Plan)

46 Electrical Replacement

The alternatives for electrical and I&C replacement include complete replacement of primary gear and switch gear (as shown in Figure 4-6) along with a complete rework of the instrumentation and control discussed in detail in Section 4.8.



FIGURE 4-6 POWER DISTRIBUTION

4.6.1 Alternative 1 – Electrical Upgrade and Elevation Above Flood Elevation

The existing high service pump room elevation is within the flood plain. Additionally, the high service pump room houses the plant main electrical gear, leaving it vulnerable to emergency events and contributes to additional safety concerns (see Figure 4-7).

Attachment: WTP Resiliency Upgrades Facility Plan - Revised (2025-R-80 : SRF - SAHFI Water Facility Plan)



FIGURE 4-7 HIGH SERVICE PUMPS WITH ELECTRICAL EQUIPMENT

Major elements of Alternative 1 include:

- Raising the floor elevation of the high service pump building / electrical room
- Install pump pads to raise the pumps above the flood elevation
- Install new electrical gear on raised pads on the opposite side of the existing electrical equipment
- Replacing all electrical conduit in clearwell gallery hallway
- Demolish and remove the existing electrical equipment

4.6.2 Alternative 2 – New Electrical Building

Alternative 2 considers segregation of electrical and mechanical equipment via installation of a new electrical room near the existing one. This alternative focuses on the installation and upgrade of electrical equipment above the flood plain in a new electrical building or other infrastructure such as an electrical house. Major elements of Alternative 2 include:

- Installing and separating new electrical gear considering raised floors/pads.
- Installing new electrical room as an extension of the existing or a new building.
- Replacing all electrical conduit in clearwell gallery hallway
- New foundation for the new electrical infrastructure.
- Demolish and remove the existing electrical equipment.
- Installing pump pads in the existing room to raise pumps above the flood elevation

Attachment: WTP Resiliency Upgrades Facility Plan - Revised (2025-R-80 : SRF - SAHFI Water Facility Plan)



FIGURE 4-8 POTENTIAL LOCATION OF NEW ELECTRICAL BUILDING

4.6.3 Alternative 3 – Floodproof Electrical Room

Alternative 3 considers floodproofing the electrical room/building rather than considering the elevation of the electrical gear but also considers the replacement of the aged electrical equipment and gear. Major elements of Alternative 3 include:

- Floodproofing doors, windows etc. where applicable per examples shown in Figure 4-9
- Install new electrical gear on the opposite side of the current electrical room
- Replacing all electrical conduit in clearwell gallery hallway
- Demolish and remove the existing electrical equipment



FIGURE 4-9 EXAMPLES OF FLOODPROOF PRODUCTS

Important considerations should be noted as follows:

- Limitation of existing building infrastructure given it was not designed considering wind and flood loads. This is important if door and window barriers are considered.
- Foundational requirements for the floodproof barriers/walls.
- Labor associated with the installation, removal of the floodproof barriers/products.
- Accessibility to the electrical room/building.
- Backwater valves required.
- Existing and/or replaced electrical equipment are installed with mechanical equipment and plumbing nearby which adds another level of safety concern.
- Floodproof all wall openings other than doors, windows, louvers etc.

Attachment: WTP Resiliency Upgrades Facility Plan - Revised (2025-R-80 : SRF - SAHFI Water Facility Plan)

4.6.4 Alternative 4 – No Action

This alternative assumes the City will continue to operate and maintain the existing high service pumps and electrical gear/equipment per the current installation. This will not improve resiliency for operators in emergency situations, such as flooding and hurricanes.

4.6.5 Estimated Construction Cost

Capital cost estimates were prepared for each alternative presented based on available data and estimates from vendors. The present worth of Alternative 1 – Electrical Upgrade and Elevation Above Flood Elevation is shown in Table 4-23 below. This cost includes sitework, temporary power and demolition.

TABLE 4-23 ESTIMATED CONSTRUCTION COST FOR ALTERNATIVE 1 – ELECTRICAL UPGRADE AND ELEVATION

Item #	Treatment System	QTY	Unit	Unit Cost	Estimated Cost
1	Electrical	1	LS	$1,140,000	$1,140,000
2	Site Electrical and Civil	1	LS	$225,000	$225,000
3	Structural	1	LS	$250,000	$250,000
				Subtotal (Site & Equipment)	**$1,615,000**
	Contractor O&P (@20%)				$323,000
	Contingency (@20%)				$323,000
				Total (EOPCC)	**$2,261,000**

Capital cost estimates for Alternative 2 – New Electrical Building is shown in Table 4-25 below. This cost includes sitework and demolition.

TABLE 4-24 ESTIMATED CONSTRUCTION COST FOR ALTERNATIVE 2 – NEW ELECTRICAL BUILDING

Item #	Treatment System	QTY	Unit	Unit Cost	Estimated Cost
1	Electrical	1	LS	$1,140,000	$1,140,000
2	Structural	1	LS	$550,000	$550,000
3	Civil and Electrical Sitework	1	LS	$800,000	$800,000
				Subtotal (Site & Equipment)	**$2,490,000**
	Contractor O&P (@20%)				$498,000
	Contingency (@20%)				$498,000
				Total (EOPCC)	**$3,486,000**

Capital cost estimates for Alternative 3 – Floodproof Electrical Room is shown in Table 4-25 below. The cost includes sitework and demolition.

Attachment: WTP Resiliency Upgrades Facility Plan - Revised (2025-R-80 : SRF - SAHFI Water Facility Plan)

TABLE 4-25 ESTIMATED CONSTRUCTION COST FOR ALTERNATIVE 3 – FLOODPROOF ELECTRICAL ROOM

Item #	Treatment System	QTY	Unit	Unit Cost	Estimated Cost
1	Electrical	1	LS	$1,140,000	$1,140,000
2	Structural	1	LS	$150,000	$150,000
3	Site Electrical and Civil	1	LS	$475,000	$475,000
				Subtotal (Site & Equipment)	**$1,765,000**
	Contractor O&P (@20%)				$353,000
	Contingency (@20%)				$353,000
				Total (EOPCC)	**$2,471,000**

4.6.1 Recommended Project Alternative

The alternatives for the Electrical Improvements were evaluated using the criteria described in Section 4.1.1 The evaluation matrix for Electrical Improvements is shown in Table 4-26 below. Based on the evaluation matrix, Alternative 1 and 2 are tied for the highest-ranking alternative. Based on cost, Alternative 1 is recommended for implementation.

TABLE 4-26 EVALUATION MATRIX FOR ELECTRICAL IMPROVEMENTS

Alt #	Description	Cost	Resiliency	O&M/ Reliability	Goals	Total
1	Electrical and Resiliency Upgrades	2	3	3	3	**11**
2	New Electrical Room	1	3	2	3	**9**
3	Resiliency Improvements	2	2	2	2	**8**
4	No Action	3	1	1	1	**6**

Attachment: WTP Resiliency Upgrades Facility Plan - Revised (2025-R-80 : SRF - SAHFI Water Facility Plan)

47 Generator Redundancy

4.7.1 Alternative 1 – Complete Redundant Generator with Base Mount Fuel Tank

This alternative involves installing a generator constructed within a hurricane-rated, weatherproof enclosure dedicated to the WTP only. There will be a base mount fuel tank that will raise the generator above the 100-year flood and design storm surge elevation – 8.5 feet. Figure 4-10 displays a typical generator with a base mounted fuel tank.



FIGURE 4-10 EXAMPLE ELECTRICAL GENERATOR

Installation of a backup generator and an automatic transfer switch (ATS) will provide reliable power supply in the event of a flood or other natural disaster. Critical equipment will remain operational maintaining plant operations and treatment.

4.7.2 Alternative 2 - No Action

This alternative assumes the City will continue to operate per current plant operations. This will not address hazards or maintain power during emergency situations, such as flooding and hurricanes.

4.7.3 Estimated Construction Cost

Capital cost estimates were prepared for each alternative presented based on available data and estimates from vendors. The present worth of Alternative 1 – Complete Redundant Generator with Base Mount Fuel Tank is shown in Table 4-27 below. This cost includes sitework.

Attachment: WTP Resiliency Upgrades Facility Plan - Revised (2025-R-80 : SRF - SAHFI Water Facility Plan)

TABLE 4-27 ESTIMATED CONSTRUCTION COST FOR ALTERNATIVE 1 – GENERATOR ADDITION

Item #	Treatment System	QTY	Unit	Unit Cost	Estimated Cost
1	Generator ATS and Fuel Tank	1	LS	$425,000	$325,000
2	Sitework	1	LS	$95,000	$95,000
				Subtotal (Site & Equipment)	**$420,000**
	Contractor O&P (@20%)				$84,000
	Contingency (@20%)				$84,000
				Total (EOPCC)	**$588,000**

4.7.4 Recommended Project Alternative

The evaluation matrix for the addition of a redundant generator is shown in Table 4-28 below. Based on the evaluation matrix, Alternative 1 is the highest-ranking alternative and is recommended for implementation.

TABLE 4-28 EVALUATION MATRIX FOR GENERATOR ADDITION

Alt #	Description	Cost	Resiliency	O&M/ Reliability	Goals	Total
1	Redundant Generator	2	3	3	3	**11**
2	No Action	1	2	2	2	**7**

Attachment: WTP Resiliency Upgrades Facility Plan - Revised (2025-R-80 : SRF - SAHFI Water Facility Plan)

4.8 Automation and Remote Monitoring

4.8.1 Alternative 1 – PLC and SCADA Improvements

Automation and remote monitoring provide resiliency and increase operational efficiency especially during flood and storm conditions. The City is currently permitted for 16 hour staffing per day where improvements and upgrades to plant equipment would support 24/7 remote monitoring and process control as well as the potential to shift to 8 hour/day on-site staffing.

The Holly Hill WTP and WWTP are linked via a fiber optic communication network cable. The existing computer monitoring system at the WTP was originally configured with a commercial software platform called, Ifix. The existing system also uses Data Flow Systems. Updates recommended should include new software licensing and integration of new data points. This effort will entail new PLC equipment enabling enhanced monitoring, reporting and control functions.

The following SCADA and automation improvements are proposed:

- Replace and elevate PLC and SCADA systems for raw water supply wells, treatment plant and high service pump station. Consider options such as VTSCADA.
- Install continuous water quality monitoring equipment
- Install continuous water quality out to distribution system
- Upgrade programming to allow remote monitoring and operation of equipment:
    - Automation of filter backwash
    - Automation of the softening process
    - Flow paced control for disinfection, recarbonation, and chemical feed systems.
    - Remote interface capability

The western well improvements also involve installing VFD's on all seven (7) western well pumps. This also includes incorporating a transmitter on the existing flow meters to monitor flow through SCADA and have a remote interface.

4.8.2 Alternative 2 - No Action

This alternative assumes the City will continue to operate with local and manual operation of equipment and systems. This will not improve or remove the hazards experienced by the operators in emergency situations, such as flooding and hurricanes and will require 24/7 staffing to maintain plant operations.

4.8.3 Estimated Construction Cost

Capital cost estimates were prepared for based on available data and estimates from vendors. The present worth of Alternative 1 – Automation and Remote Monitoring is shown in Table 4-29 below.

Attachment: WTP Resiliency Upgrades Facility Plan - Revised (2025-R-80 : SRF - SAHFI Water Facility Plan)

TABLE 4-29 ESTIMATED CONSTRUCTION COST FOR ALTERNATIVE 1 – INSTRUMENTATION & CONTROLS UPGRADE

Item #	Treatment System	QTY	Unit	Unit Cost	Estimated Cost
1	Electrical	1	LS	$130,000	$130,000
2	I&C and Programming	1	LS	$880,000	$880,000
3	Sitework/Elevation of Equipment	1	LS	$125,000	$125,000
				Subtotal (Site & Equipment)	**$1,135,000**
	Contractor O&P (@20%)				$227,000
	Contingency (@20%)				$227,000
				Total (EOPCC)	**$1,589,000**

4.8.4 Recommended Project Alternative

The evaluation matrix for the improvements in the PLC/SCADA system is shown in Table 4-30 below. Based on the evaluation matrix, Alternative 1 is the higher ranking alternative and is recommended for implementation given it provides more flexibility and reliability for the facility. The added elevation of the equipment also contributes to improved resiliency.

TABLE 4-30 EVALUATION MATRIX FOR CONTROLS UPGRADE

Alt #	Description	Cost	Resiliency	O&M/ Reliability	Goals	Total
1	Controls Upgrade	3	3	3	3	**11**
2	No Action	1	1	1	1	**4**

Attachment: WTP Resiliency Upgrades Facility Plan - Revised (2025-R-80 : SRF - SAHFI Water Facility Plan)

5. Engineer's Opinion of Probable Construction Cost

Table 5-1 displays the total cost of all recommended alternatives for the Water Treatment Improvements and Resiliency Upgrades project.

TABLE 5-1: TOTAL RECOMMENDED ALTERNATIVES EOPCC SUMMARY

WTP Upgrades					
Item	**Description**	**Qty**	**Unit**	**Unit Cost**	**Total Cost**
1	Aerator Improvements and Replacement	1	LS	$410,550	$410,550
2	Softening Resiliency - Clarifier and Redundant Lime System	1	LS	$3,026,800	$3,026,800
3	Combine WTP and WWTF Chemical Feed and Storage	1	LS	$1,470,000	$1,470,000
4	Potable Water Improvements	1	LS	$455,000	$455,000
5	Electrical Upgrade and Elevate Above Flood Elevation	1	LS	$2,261,000	$2,261,000
6	Redundant Generator and ATS	1	LS	$560,000	$588,000
7	PLC and SCADA Improvements	1	LS	$1,589,000	$1,589,000
				Total (EOPCC)	**$9,800,350**

Attachment: WTP Resiliency Upgrades Facility Plan - Revised (2025-R-80 : SRF - SAHFI Water Facility Plan)

THE DAYTONA BEACH
NEWS-JOURNAL PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Valerie Manning
City Of Holly Hill
1065 Ridgewood AVE
Holly Hill FL 32117-2807

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09/07/2025

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Legal Clerk

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CITY OF HOLLY HILL
PUBLIC NOTICE
NOTICE OF PUBLIC HEARING

Notice is hereby given that a public hearing will be held before the City Commission of the City of Holly Hill on Tuesday, September 23, 2025, beginning at 6:00 PM or as soon thereafter as possible, at the City Commission Chambers, City Hall, 1065 Ridgewood Avenue, Holly Hill, FL 32117 to discuss the Facility Plan for the proposed Wastewater and Drinking Water treatment works. It is proposed that these projects will be funded, in a large part by a Supplemental Appropriation for Hurricane Fiona and Ian (SAHFI) principal forgiveness loan from the State of Florida through the Florida Department of Environmental Protection's Clean Water and Drinking Water State Revolving Fund Loan program.

A copy of the Facility Plans are available to be viewed by the public in the City Clerk's office located at 1065 Ridgewood Avenue, Holly Hill, FL 32117. Persons are advised that if they decide to appeal any decision made at these meetings/hearings, he/she/they will need a record of the proceedings and for such purpose, he/she/they 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, per Section 286.0105, Florida Statutes. Persons with disabilities needing assistance to participate in any of these proceedings should contact the City of Holly Hill City Clerk's office, at (386) 248-9441, 24 hrs in advance of the meeting.

L#11636731 9/7/2025

Attachment: Proof of Legal Ad - SAHFI Facility Plans Public Notice (2025-R-80 : SRF - SAHFI Water Facility Plan)

HOLLY HILL
FLORIDA

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Agenda Item

MEETING DATE:	**September 23, 2025**
FROM:	**Brian Walker**
SUBJECT:	**817 Center Avenue - Special Exception Request**
NUMBER:	**(ID # 5005)**
APPLICANT:	**Danny Gagne**
PLANNER:	**Joshua Steele**

INTRODUCTION: The applicant is seeking special exception approval to allow a **Type B Service Station** on a parcel in the B-5 zoning district. The subject property is located at 817 Center Ave; (Express Packaging Inc, Applicant) (Joshua Steele, Senior Planner)

A Type B Service Station means servicing of automotive vehicles, which includes the sale of fuel, lubricants and other products necessary to the operation of motor vehicles, including the sale and installation of accessories, tires and batteries, minor engine tune-ups, wheel balancing and alignment and brake service, but not including other types of mechanical or body repair or the sale of motor vehicles.

BACKGROUND: The applicant is applying to utilize the site as an auto service station, however, this use is only permitted as a special exception subject to the provisions of Section **114-682** (**Exhibit A**) of the Land Development Regulations of Holly Hill due to the use being abandoned more than 12 months, as per **Sec. 82-349.**

DISCUSSION: In order to approve the use of a **TYPE B Service Station** at the subject location, the City Commission must find that the site and conditions meet the requirements of Section **114-682**.

The property, in the past, has been used as a service station. However, as per City Code (Sec. 82-349), if a use is "abandoned for 12 consecutive months from the date of rendition, it shall expire." Therefore, the applicant is making a new application for an automobile service station.

RECOMMENDATION: Staff recommends conditional special exception approval to allow the above property to be utilized as a TYPE B Service Station.

PROPOSED CONDITIONS:

The fenced-in storage area must be 100% opaque to block the view of any contents from the street.
Outdoor storage/staging of vehicles for more than 7 days is prohibited.
The hours of operation are to be limited to 8am-6pm.
Fuel stations are not proposed as part of this special exception.

The following work and activities are PROHIBITED:
The storage of tires and other vehicle parts

Auto body work
Sale of vehicles or vehicle parts except accessories, tires and batteries
Major engine repairs and or transmission work

Work on vehicles is limited to:
Sale and installation of accessories
Changing of tires and batteries
Wheel balancing and alignment
Brake services
Minor engine tune-ups and repairs meaning routine maintenance and small fixes that keep a vehicle running efficiently such as:
Oil changes and fluid top-ups
Routine inspections to ensure everything is functioning properly
Replacement of worn-out parts such as spark plugs, brake pads, and filters
Minor tune-ups like changing the distributor cap or spark plug
Addressing minor issues like flat tires

- Images (PDF)
- Maps (PDF)
- EXHIBIT A - Type A and B Service Stations Text (PDF)
- EXHIBIT B - 82-349 Text (PDF)
- EXHIBIT C - Type A and B Service Station Definitions (PDF)
- 817 Center Ave Application. (PDF)



Fencing to be made 100% opaque



Attachment: Images (5005 : 817 Center Avenue - Special Exception Request)





Attachment: Images (5005 : 817 Center Avenue - Special Exception Request)



Attachment: Images (5005 : 817 Center Avenue - Special Exception Request)



Attachment: Maps (5005 : 817 Center Avenue - Special Exception Request)



Attachment: Maps (5005 : 817 Center Avenue - Special Exception Request)

Sec. 114-682. - Service stations, self-service automobile fuel stations and accessory self-service fuel pumps.

Type A and B service stations, self-service automobile fuel stations and accessory self-service fuel pumps are permitted as special exceptions, provided:

(1) No operation in connection with type A and B service stations, self-service automobile fuel stations and accessory self-service fuel pumps shall be conducted in a manner which impedes free flow of vehicular or pedestrian traffic using public ways, or restricts vision within the triangular area defined in section 114-768, pertaining to visibility at intersections.

(2) All motor vehicles being handled, stored or repaired at type A and B service stations or in connection with such operations shall be maintained in such condition that they may be moved under their own power at any time, except such vehicles as may be stored or under repair in garages or other buildings as provided in this section.

(3) No repair of motor vehicles or parts thereof shall be made at type A and B service stations except within a structure provided for such purpose, and no storage of motor vehicles parts shall be other than in an enclosed building.

(4) Type A and B service station lots shall be not less than 100 feet in width and 15,000 square feet in area.

(5) No self-service automobile fuel station or retail trade establishment with accessory self-service fuel pumps shall be permitted on any lot less than 100 feet in width and 15,000 square feet in area.

(6) Fuel pumps shall be located not less than 22 feet from any street right-of-way line and not less than ten feet from any property line. Where a gas fuel pump is located within 25 feet of the street right-of-way line, there shall be an installed curb of not less than six inches high along the street right-of-way line between entrance drives.

(7) No fuel pumps shall be located within 80 feet of any property which is residentially zoned or within 300 feet of a public or private school.

(8) For all type A and B service stations, self-service automobile fuel stations and retail trade establishments with accessory self-service fuel pumps, a landscaped buffer shall be installed along property lines, without breaks except at approved driveways, and a visual screen shall be installed along all property lines other than the street right-of-way lines. Such buffer and screen shall comply with the requirements of chapter 98, article III.

(9) Canopies over fuel pump areas shall be located not less than ten feet from any property line, unless the minimum required yard size is less than ten feet, in which case the minimum required yard size shall apply. Canopies shall be open from the ground upward to the canopy except for the essential supporting structure.

Attachment: EXHIBIT A - Type A and B Service Stations Text (5005 : 817 Center Avenue - Special Exception Request)

(Ord. No. 2352, § 2(5.6.1.U), 7-13-93)

Attachment: EXHIBIT A - Type A and B Service Stations Text (5005 : 817 Center Avenue - Special Exception Request)

DIVISION 4. SPECIAL EXCEPTIONS

Sec. 82-341. Generally.

The city commission shall hear and decide such special exceptions as are specifically authorized under the terms of this subpart.

(Ord. No. 2352, § 2(11.3), 7-13-93)

Sec. 82-342. Petition and submission of information.

A written petition for a special exception shall be submitted to the development code administrator. The petition shall include any information or exhibits necessary to demonstrate that the grant of a special exception will be in harmony with the general intent and purpose of this subpart. Such information or exhibits may include:

(1) Site plans to scale, showing proposed placement of structures on the property, provisions for ingress and egress, off-street parking and loading areas, refuse and service areas, and required yards and other open spaces.

(2) Utilities.

(3) Landscaping or buffer areas.

(4) Proposed signs and lighting.

(5) Any additional information deemed necessary by any reviewing department or agency.

(Ord. No. 2352, § 2(11.3.1), 7-13-93)

Sec. 82-343. Administrative review.

(a) All requests for special exceptions shall be reviewed administratively by the development code administrator in conjunction with pertinent city staff. The development code administrator shall make a written determination that the request be approved, approved with conditions, or denied. He shall base his determination on the conditions described in section 82-346.

(b) A determination by the development code administrator to deny a request for special exception shall become final unless the applicant appeals the determination to the city commission within 30 days of the date of such determination.

(c) When the development code administrator determines that a special exception should be approved or approved with conditions, he shall schedule the matter for review and final determination by the city commission.

(d) An applicant shall not be required to pay a fee for administrative review of the request.

(Ord. No. 2352, § 2(11.3.2), 7-13-93)

Attachment: EXHIBIT B - 82-349 Text (5005 : 817 Center Avenue - Special Exception Request)

Sec. 82-344. Appeal or review of determination of development code administrator.

(a) An applicant for special exception may appeal a determination of the development code administrator to deny such special exception. When an applicant does appeal such determination to deny, the development code administrator shall schedule the matter for review and determination by the city commission.

(b) When an applicant appeals a determination by the development code administrator to deny a special exception, or the development code administrator recommends to the city commission that a special exception be approved or approved with conditions, the development code administrator shall schedule the matter for review and determination by the city commission.

(Ord. No. 2352, § 2(11.3.3), 7-13-93)

Sec. 82-345. Determination by commission; conditions.

(a) The city commission shall, before granting any special exception, confer with the planning staff seeking the planning staff's recommendation in the matter from the standpoint of land use planning and the effect of the special exception on the general area in which it is proposed to be located. The planning staff's recommendation shall in no way have the effect of limiting the judgment of the city commission in its final decision concerning the special exception, except that reasons for nonacceptance of the recommendation shall be written into the record of the meeting.

(b) The city commission may prescribe appropriate conditions and safeguards in conformity with this subpart. Violation of such conditions and safeguards so imposed, when made a part of the terms under which the special exception is granted, shall be deemed a violation of this subpart.

(c) The city commission may prescribe reasonable time limits within which benefits authorized by the granting of a special exception shall begin or end.

(d) A determination by the city commission of any such matters shall be final, and the determination of the development code administrator shall in no way have the effect of limiting the judgment of the city commission in its final determination concerning the special exception, except that the reasons for nonacceptance of the determination shall be written into the record of the meeting.

(Ord. No. 2352, § 2(11.3.4), 7-13-93)

Sec. 82-346. Reasons for denial.

The city commission may deny any application for a special exception for one or more of the following reasons:

(1) It is inconsistent with the purpose or intent of this subpart.

(2) It is inconsistent with any element of the comprehensive plan.

(3) It will adversely affect the public interest.

(4) It does not meet the expressed requirements of the applicable special exception.

(5) The applicant will not be able to meet all requirements imposed by federal, state or local governments, or by the city commission.

(6) It will generate undue traffic congestion.

(7) It will create a hazard or a public nuisance, or be dangerous to individuals or to the public.

Attachment: EXHIBIT B - 82-349 Text (5005 : 817 Center Avenue - Special Exception Request)

(8) It will materially alter the character of surrounding neighborhoods, or adversely affect the value of surrounding land, structures or buildings.

(9) It will adversely affect the natural environment, natural resources or scenic beauty, or cause excessive pollution.

(Ord. No. 2352, § 2(11.3.5), 7-13-93)

Sec. 82-347. Notice.

When an applicant appeals a determination by the development code administrator to deny a special exception, or the development code administrator recommends to the city commission that a special exception should be approved or approved with conditions, the applicant shall pay all costs of providing notice as follows:

(1) An applicant seeking a special exception for property in any zoning district shall provide written notice to property owners as identified in the current tax roll within 300 feet of the property perimeter which is the subject of a special exception request.

(2) The written notices shall be made at least ten days prior to the date of hearing before the city commission. The written notice shall be sent certified mail, return receipt requested, and shall advise the property owner of the nature of the special exception requested, and that the matter will be considered by the city commission, for final determination within 30 days of the date of the appeal or recommendation.

(3) In addition to written notice provided in accordance with subsection (1) or (2) of this section, city staff shall post notice (minimum size of 19" x 28") in a visible and conspicuous manner upon the subject property ten days prior to the city commission meeting. Two signs shall be posted on corner properties.

(Ord. No. 2352, § 2(11.3.6), 7-13-93; Ord. No. 2825, § 1, 2-26-08)

Sec. 82-348. Revocation.

The city commission shall have the authority to revoke special exceptions issued under this division upon a showing that the conditions under which the special exceptions were issued have been violated. If the city commission determines to proceed with revocation of such special exception, the city commission shall notify the owner and occupant, in writing, of the conditions alleged to have been violated and the date on which a hearing with respect to revocation shall be held. The decision of the city commission shall be final.

(Ord. No. 2352, § 2(11.3.7), 7-13-93)

Sec. 82-349. Time limit for commencing use; abandonment of use.

If a special exception does not begin to serve the purpose for which it was granted within 12 months from the date of rendition, or if its use is abandoned for 12 consecutive months from the date of rendition, it shall expire.

(Ord. No. 2352, § 2(11.3.8), 7-13-93)

Attachment: EXHIBIT B - 82-349 Text (5005 : 817 Center Avenue - Special Exception Request)

Sec. 82-350. Uses or structures approved under prior zoning regulations.

A particular use or structure which was legally authorized under the terms of any prior zoning regulations of the city and which would be permitted as a special exception under the terms of this subpart may be continued after the effective date of the ordinance from which this subpart is derived as if a special exception under this subpart has been expressly granted therefor. Any terms or conditions which applied to such use or structure prior to the effective date of the ordinance from which this subpart is derived, including limitations on time, shall remain in full force and effect following such effective date.

(Ord. No. 2352, § 2(11.3.9), 7-13-93)

Secs. 82-351—82-370. Reserved.

Attachment: EXHIBIT B - 82-349 Text (5005 : 817 Center Avenue - Special Exception Request)

Automobile service station and *service station*.

(1) *Service station type A* means a business primarily engaged in servicing motor vehicles but limited to the sale of fuel, lubricants and other accessory products necessary to the operation of motor vehicles, and not including mechanical or body repairs, on-site rental or storage of utility or other type trailers or vehicles, or anything else not customarily a part of a bona fide service station operation.

(2) *Service station type B* means servicing of automotive vehicles, which includes the sale of fuel, lubricants and other products necessary to the operation of motor vehicles, including the sale and installation of accessories, tires and batteries, minor engine tune-ups, wheel balancing and alignment and brake service, but not including other types of mechanical or body repair or the sale of motor vehicles.

Attachment: EXHIBIT C - Type A and B Service Station Definitions (5005 : 817 Center Avenue - Special Exception Request)

Var-25-000177

SE#_____

HOLLY HILL
FLORIDA

1065 Ridgewood Avenue, Holly Hill, FL 32117
Phone: 386-248-9442 Email: permitdesk@hollyhillfl.org

SPECIAL EXCEPTION

APPLICATION WILL NOT BE ACCEPTED UNLESS ALL REQUIRED DOCUMENTS ARE SUBMITTED AND A PRE-APPLICATION HAS BEEN REVIEWED

PROPERTY

PARCEL ID #:	4244010800 61		
ADDRESS:	817 CENTER AVE		Holly Hill, FLA 32117
TOTAL ACREAGE:	1/8 of ACRE (EST)	CURRENT USE OF PROPERTY:	VACANT
WATER PROVIDER:	City of Holly Hill	SEWER PROVIDER:	City of Holly Hill
ZONING:		FUTURE LAND USE:	
IS THE PROPERTY AVAILABLE FOR INSPECTION WITHOUT AN APPOINTMENT?	☐ YES ☑ NO	Danny Gagne 386-451-8031	

OWNER

NAME:	Express Packaging Inc	COMPANY:	
ADDRESS:	P.O. Box 133	912 N. MAIN ST	
CITY:	Plum Brook	STATE: GA	ZIP: 31321
PHONE:	386-451-8031	EMAIL: JohnReardon@ExpressPkg.com	

APPLICANT/CONSULTANT

NAME:	COMPANY:	
ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	EMAIL:	

John Reardon

ADG Road Service
Danny Gagne
386-451-8031
adGRoadService@G[illegible]

REVISED 2018

Attachment: 817 Center Ave Application. (5005 : 817 Center Avenue - Special Exception Request)

SE#_____

HOLLY HILL
FLORIDA

1065 Ridgewood Avenue, Holly Hill, FL 32117
Phone: 386-248-9442 Email: permitdesk@hollyhillfl.org

ATTACHMENT CHECKLIST

- [x] APPLICATION
- [x] APPLICATION FEE - $500.00
- [x] LIST OF PROPERTY OWNERS REQUIRING INDIVIDUAL NOTIFICATION. THE LIST AND NOTIFICATION LETTER WILL BE PROVIDED TO THE APPLICANT BY CITY STAFF. **THE APPLICANT WILL MAIL THE NOTIFICATIONS AT THEIR EXPENSE VIA CERTIFIED MAIL RETURN RECEIPT REQUESTED.**
- [ ] OWNERSHIP DISCLOSURE FORM (ADD'L DOCUMENTATION REQUIRED IF OWNER IS A TRUST OR CORPORATION)
- [ ] OWNER'S AUTHORIZATION FORM, IF APPLICABLE
- [ ] STATEMENT OF REQUEST (INCLUDE: SUMMARY OF BUSINESS OPERATION, SQUARE FOOTAGE, HOURS OF OPERATION, SEATING CAPACITY, NUMBER OF CLIENTS/STUDENTS AND STAFF, EMPLOYEE SHIFTS, SITE CONCERNS THAT MAY IMPACT ADJACENT PROPERTIES, ETC.)
- [ ] ONE SIGNED AND SEALED SURVEY OF THE PROPERTY (NO MORE THAN 2 YEARS OLD).
- [ ] DETAILED CONCEPTUAL SITE PLAN (INCLUDE: SIZE AND DIMENSION OF THE PARCEL, EXISTING AND/OR PROPOSED STRUCTURES, FENCES AND IMPROVEMENTS, STRUCTURE HEIGHT(S), SETBACKS FROM EACH STRUCTURE TO THE PROPERTY LINES, IDENTIFICATION OF AVAILABLE UTILITIES, LOCATIONS OF WETLANDS, FLOOD LINES, ABUTTING STREETS/RIGHT OF WAYS, DRIVEWAYS, SEPTIC SYSTEMS, DRAIN FIELDS, WELLS, EASEMENTS, BUFFERS, PARKING SPACES, OUTDOOR LIGHTING, SIGNAGE, FIRE LANES, ETC.)
- [ ] A DESCRIPTION OF THE SPECIAL EXCEPTION AND HOW IT COMPLIES WITH THE SPECIAL EXCEPTION CRITERIA OF CHAPTER 114. ARTICLE III. DIVISION 2. COMPLETE QUESTIONAIRE BELOW.

Joel Reardon Express Packaging Inc President 7/16/2025

SIGNATURE OF OWNER/AUTHORIZED AGENT **DATE**

REVISED 2018

Attachment: 817 Center Ave Application. (5005 : 817 Center Avenue - Special Exception Request)

SE#_____

HOLLY HILL
FLORIDA

1065 Ridgewood Avenue, Holly Hill, FL 32117
Phone: 386-248-9442 Email: permitdesk@hollyhillfl.org

What are you requesting?

_____

_____

_____

_____

The following items must be completed in sufficient detail to allow the City to determine if the application complies with the City Code Chapter 114 and Section 82-346.

1. Is it inconsistent with the purpose or intent of this subpart? ☐YES ☐NO Explain.

_____

_____

_____

_____

2. Is it inconsistent with any element of the comprehensive plan? ☐YES ☐NO Explain.

_____

_____

_____

_____

3. Will it adversely affect the public interest? ☐YES ☐NO Explain.

_____

_____

_____

_____

Attachment: 817 Center Ave Application. (5005 : 817 Center Avenue - Special Exception Request)

SE#_____

HOLLY HILL
FLORIDA

1065 Ridgewood Avenue, Holly Hill, FL 32117
Phone: 386-248-9442 Email: permitdesk@hollyhillfl.org

4. Does it meet the expressed requirements of the applicable special exception? ☑YES ☐NO
Explain.

5. Is the applicant able to meet all requirements imposed by federal, state or local governments, or by the city commission? ☑YES ☐NO Explain.

6. Will it generate undue traffic congestion? ☐YES ☑NO Explain.

7. Will it create a hazard or a public nuisance, or be dangerous to individuals or to the public? ☐ YES ☑NO Explain.

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Attachment: 817 Center Ave Application. (5005 : 817 Center Avenue - Special Exception Request)

SE#_____

HOLLY HILL
FLORIDA

1065 Ridgewood Avenue, Holly Hill, FL 32117
Phone: 386-248-9442 Email: permitdesk@hollyhillfl.org

8. Will it materially alter the character of surrounding neighborhoods, or adversely affect the value of surrounding land, structures or buildings? ☐YES ☑NO Explain.

_____

_____

_____

_____

9. Will it adversely affect the natural environment, natural resources or scenic beauty, or cause excessive pollution? ☐YES ☑NO Explain.

_____

_____

_____

_____



Attachment: 817 Center Ave Application. (5005 : 817 Center Avenue - Special Exception Request)

HOLLY HILL Holly Hill, FL

Account Transaction

09-11076-07
AT THEE GARAGE, LLC
572 8TH ST
HOLLY HILL, FL 32117

Service Address: 572 8TH ST
Balance Due: 185.47

Date	Transaction	Packet Number	Receipt No.	Transaction Description	Amount	Balance
4/24/2025	Cutoff Exclusion	UBPKT05239		CUTOFF EXCLUSION Billing Criteria: UBPKT05131	0.00	185.47
4/21/2025	Bill	UBPKT05261		DISCONNECT BILL 3/16/2025 - 4/11/2025	5.46	185.47
4/14/2025	Penalty	UBPKT05239		PENALTY Billing Criteria: UBPKT05131	0.90	180.01
4/8/2025	Reinstate (Exclude from	UBPKT05097		REINSTATEMENT Billing Criteria: UBPKT05006	0.00	179.11
3/25/2025	Cutoff Exclusion	UBPKT05097		CUTOFF EXCLUSION Billing Criteria: UBPKT05006	0.00	179.11
3/21/2025	Bill	UBPKT05131		BILL 2/14/2025 - 3/16/2025	6.30	179.11
3/13/2025	Memo	UBPKT05097		Past Due Cutoff Notification	0.00	172.81
3/13/2025	Penalty	UBPKT05097		PENALTY Billing Criteria: UBPKT05006	0.90	172.81
3/6/2025	Reinstate (Exclude from	UBPKT04971		REINSTATEMENT Billing Criteria: UBPKT04874	0.00	171.91
2/20/2025	Cutoff Exclusion	UBPKT04971		CUTOFF EXCLUSION Billing Criteria: UBPKT04874	0.00	171.91
2/19/2025	Bill	UBPKT05006		BILL 1/12/2025 - 2/14/2025	6.30	171.91
2/10/2025	Memo	UBPKT04971		Past Due Cutoff Notification	0.00	165.61
2/10/2025	Penalty	UBPKT04971		PENALTY Billing Criteria: UBPKT04874	0.90	165.61
2/4/2025	Reinstate (Exclude from	UBPKT04842		REINSTATEMENT Billing Criteria: UBPKT04761	0.00	164.71
1/21/2025	Cutoff Exclusion	UBPKT04842		CUTOFF EXCLUSION Billing Criteria: UBPKT04761	0.00	164.71
1/17/2025	Bill	UBPKT04874		BILL 12/3/2024 - 1/12/2025	6.30	164.71
1/9/2025	Memo	UBPKT04842		Past Due Cutoff Notification	0.00	158.41
1/9/2025	Penalty	UBPKT04842		PENALTY Billing Criteria: UBPKT04761	0.90	158.41
12/18/2024	Bill	UBPKT04761		BILL 10/29/2024 - 12/3/2024	6.30	157.51
6/13/2024	Reinstate (Exclude from	UBPKT03723		REINSTATEMENT Billing Criteria: UBPKT03565	0.00	151.21
5/30/2024	Cutoff Exclusion	UBPKT03723		CUTOFF EXCLUSION Billing Criteria: UBPKT03565	0.00	151.21
5/21/2024	Bill	UBPKT03746		DISCONNECT BILL 4/2/2024 - 5/7/2024	37.35	151.21
5/7/2024	Memo	UBPKT03514		DISCONNECT POSTED Billing Criteria: UBPKT02807	0.00	113.86
4/25/2024	Memo	UBPKT03514		CUTOFF POSTED Billing Criteria: UBPKT02807	0.00	113.86
4/23/2024	Bill	UBPKT03565		BILL 3/3/2024 - 4/2/2024	6.30	113.86
4/11/2024	Memo	UBPKT03514		Past Due Cutoff Notification	0.00	107.56
4/11/2024	Penalty	UBPKT03514		PENALTY Billing Criteria: UBPKT02807	0.78	107.56

Balance Due for Account 09-11076-07: 185.47

No BTR
No Water for last 1.5 years
No busines conducted for over 6 mo.

Special Exception Needed.

Attachment: 817 Center Ave Application. (5005 : 817 Center Avenue - Special Exception Request)

HOLLY HILL FLORIDA Holly Hill, FL

Account Transaction

09-11076-06
EXPRESS PACKAGING INC (VACANT)
PO BOX 1333
PEMBROKE, GA 31321-1333

Service Address: **572 8TH ST**
Balance Due: 0.00

Date	Transaction	Packet Number	Receipt No.	Transaction Description	Amount	Balance
7/7/2025	Payment	Batch:Cashiering Batc	R00207480		-102.53	0.00
6/18/2025	Bill	UBPKT05562		BILL 5/16/2025 - 6/15/2025	102.53	102.53
6/2/2025	Payment	Batch:Cashiering Batc	R00200996		-79.43	0.00
5/20/2025	Bill	UBPKT05410		BILL 4/15/2025 - 5/16/2025	79.43	79.43
5/12/2025	Payment	Batch:Cashiering Batc	R00197673		-50.47	0.00
4/21/2025	Credit Application	UBPKT05262		Credit Application	0.00	50.47
4/21/2025	Bill	UBPKT05261		BILL 3/16/2025 - 4/15/2025	225.47	50.47
4/11/2025	Payment	Batch:Cashiering Batc	R00192233		-175.00	-175.00

Balance Due for Account 09-11076-06: 0.00

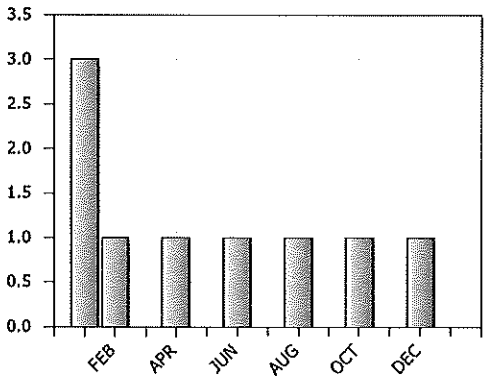
Attachment: 817 Center Ave Application. (5005 : 817 Center Avenue - Special Exception Request)

City of Holly Hill
1065 Ridgewood Ave
Holly Hill, FL 32117

Account Number	AMOUNT DUE
09-11076-07	$276.26
Due Date	After Due Date Pay
2/12/2024	$286.11
Billing Date	Penalty Date
1/22/2024	2/13/2024
Service From	Service To
12/18/2023	1/17/2024
Service Address	
572 8TH ST	

AT THEE GARAGE, LLC
572 8TH ST
HOLLY HILL, FL 32117

Usage



CURRENT READING	PREVIOUS READING	USAGE
158	158	0

PAST DUE AMOUNT	$179.2
WATER	10.3
WATER	0.0
TRASH	34.3
R&R SEWER	3.0
R&R WATER	3.0
SEWER	14.8
ADMINISTRATIVE FEE	30.0
Tax	$1.3
CURRENT BILL	$96.9
AMOUNT DUE	$276.2
AMOUNT DUE AFTER 02/12/2024	$286.1

CUSTOMER ACCOUNT INFORMATION - RETAIN FOR YOUR RECORDS

City of Holly Hill
1065 Ridgewood Ave
Holly Hill, FL 32117

There will be a charge on all returned checks
Please return this portion with your payment
When paying in person, please bring both portions of this bill

Account Number	AMOUNT DUE
09-11076-07	$276.26
Due Date	After Due Date Pay
2/12/2024	$286.11
Account Name	
AT THEE GARAGE, LLC	
Service Address	
572 8TH ST	
Amount Enclosed	

City of Holly Hill

Holly Hill, FL 32117

Attachment: 817 Center Ave Application. (5005 : 817 Center Avenue - Special Exception Request)

CITY OF HOLLY HILL LOCAL BUSINESS TAX APPLICATION

CIRCLE ONE: New Business OR - TRANSER OF: Address Owner

Date 07-08-2025

Business Name ADG Road service

Business Address 572 8th st Unit # _____ Bus. Tel. 386-457-80

Mailing Address (if different) _____ City Holly Hill

E-mail ADG Roadservice@ Website Address: ADGRoadservice.com
Gmail.com

Type of Business (Describe in Detail) _____
auto motive Repair & Storage

Owner Danny Gayne DOB 03/17/1965 Tel. 386-451-80

Home Address 738 palm Ave Holly hill fl 32117

Manager/ Operator/Contact Person Danny Gayne Tel. 386-457-8031

HomeAddress _____ Email: _____

Federal Employer ID Number 59-3251169

CERTIFICATE: **I certify that the information contained herein is true and correct to the best of my knowledge and belief. I understand that if any portion is false or misrepresented, such fact may constitute a criminal violation of City Code, and cause for immediate revocation of any license issued to me. If any refund is due, please note that the application fee is non-refundable. I further understand that if I engage in a business under a fictitious name, I must comply with the "Fictitious Name Statute", Section 865.09, Florida Statutes.**

Signature _____ **Date** 07-08-2025

****

B&Z OFFICE USE ONLY

Zoning Designation B-5 Zoning Official Signature _____ Date: _____

Comments _____

Fire Inspector Signature _____ Date _____

Classification Storage License Number GENL-2952

Occupational License Fee	33.08
Fire Inspection Fee	40.00
Application Fee (**non-refundable**)	20.00
Sign Renewal Fee	0
Technology Fee	10.00
TOTAL	$103.08

HOLLY HILL RECEIVED
JUL 08 2025

Attachment: 817 Center Ave Application. (5005 : 817 Center Avenue - Special Exception Request)

PLEASE ENTER ALL APPLICABLE INFORMATION:

BUILDING/UNIT	3000	Square Footage
RETAIL OR WHOLESALE MERCHANTS:	_____	Inventory Value
RESTAURANT	_____	# of Seats
MANUFACTURING	_____	# of Employees
HOTEL/MOTEL/APARTMENT	_____	# Units
GAS STATION	_____	# of Nozzles
BEAUTY/BARBER SHOP	_____	# of Chairs
ALF, RETIREMENT HOME	_____	# of Units/Residents

****

IF TRANSFER, PLEASE FILL OUT <u>OLD</u> INFORMATION:

Current Business License # Gend-00270

Business Name ADB Road Service

Business Address 228 palm Ave Phone # 386-457-8031

****

Attachment: 817 Center Ave Application. (5005 : 817 Center Avenue - Special Exception Request)

FLORIDA COMMERCIAL LEASE AGREEMENT

1. **THE PARTIES.** This Commercial Lease Agreement ("Agreement") is made on JULY 1,2025, by and between:

   Landlord: EXPRESS PACKAGING, with a mailing address of P.O BOX 1333 PEMBROKE GA ("Landlord"), who agrees to lease the Premises to:

   Tenant: DANNY GAYNE, with a mailing address of 728 PALM AVE HOLLY HILL FL 32117 ("Tenant"), who agrees to rent the Premises under the following terms:

   Collectively, the Landlord and Tenant shall be known as the "Parties."

2. **LEASED PREMISES.** The Landlord agrees to lease to the Tenant the following described space:

   Street Address: 572 8TH STREET HOLLY HILL FL 32117.
   Square Feet: 3000 ESTSF
   Type of Space: GARAGE.
   Other Description: OFFICE SPACE NOT INCLUDED.

   Hereinafter known as the "Premises."

3. **USE.** The Tenant agrees to use the Premises for: (check one)

   ☐ - **All purposes legal under law.**

   ☒ - **Only for the following purpose(s):** TRUCK & AUTOMOTIVE REPAIR.
   Any change in the above-mentioned purpose(s) of the Premises shall only be permitted upon the Landlord's prior written consent.

4. **TERM.** This Agreement shall be considered a: (check one)

   ☐ - **Fixed Lease.** The Tenant shall be allowed to occupy the Premises starting on 7-1-25 and ending on 7-1-27.

   ☐ - **Month-to-Month Lease.** The Tenant shall be allowed to occupy the Premises on a month-to-month basis starting on _____ and ending upon written notice of ____ days from one party to the other.

   Hereinafter known as the "Initial Term."

eSign

Attachment: 817 Center Ave Application. (5005 : 817 Center Avenue - Special Exception Request)

5. **SECURITY DEPOSIT.** The Tenant is obligated to pay: (check one)

☒ - **No Security Deposit.** There shall be no deposit required for the successful performance of this Agreement by the Tenant ("Security Deposit").

☐ - **Security Deposit Required.** The Tenant is required to pay $_____ and it shall be due and payable in advance of the Initial Term ("Security Deposit") and shall be held in escrow by the Landlord in a separate bank account as security for the successful performance of the terms and conditions of this Agreement. The Security Deposit may not be used to pay the last month's rent.

6. **RENT.** During the Initial Term, there shall be: (check one)

☒ - **No Rent Increases.**
Monthly Rent: $ $1750.00

☐ - **Increases in Rent.** The Tenant shall be obligated to pay rent for the Initial Term in accordance with the following time periods:

1st Period – Rent Amount
Monthly Rent: $_____
From: _____ To: _____

2nd Period – Rent Amount
Monthly Rent: $_____
From: _____ To: _____

3rd Period – Rent Amount
Monthly Rent: $_____
From: _____ To: _____

Hereinafter known as the "Base Rent."

7. **PERCENTAGE RENT.** In addition to the Base Rent, there is: (check one)

☒ - **No Percentage Rent.**

☐ - **Percentage Rent.** The Tenant must pay ____% of _____ (gross sales, net sales, etc.). Such payments shall be made, with proof of calculation: (check one)
☐ - Monthly
☐ - Quarterly
☐ - Annually

Attachment: 817 Center Ave Application. (5005 : 817 Center Avenue - Special Exception Request)

Hereinafter known as the "Percentage Rent." The Base Rent and the Percentage Rent shall be referred to collectively as the "Rent."

8. **PAYMENT INSTRUCTIONS.** The Tenant shall be obligated to pay the Landlord the Rent on the 1ST day of the month (the "Due Date") under the following payment method: CHECK.

9. **RENEWAL PERIODS.** The Tenant shall have: (check one)

☐ - **No Option to Renew.**

☒ - **Option to Renew.** The Tenant has the option to renew this Agreement under the following terms:

2 YEARS TERM
COST OF LIVING PLUS PROPERTY TAX INCREASE

10. **LATE FEE.** If Rent has not been paid on the Due Date, there is: (check one)

☐ - **No Late Fee.**

☒ - **Late Fee Required.** If the Rent is not paid within 15 day(s) of the Due Date, the Landlord shall charge a penalty in the following manner: (check one)

☒ - Flat Fee. A late fee of $175.00 shall be applied each ☐ occurrence ☐ day until the Rent is paid in full.

☐ - Based on Interest. A late fee shall be charged at a rate of ____% of the Rent amount and applied each ☐ occurrence ☐ day until the Rent is paid in full.

All late payments made related to Rent shall be first applied to the late fee and all remaining amounts toward the outstanding Rent amounts.

11. **LIABILITY INSURANCE.** The Tenant is: (check one)

☐ - **Not Required to Obtain Liability Insurance.**

☐ - **Required to Obtain Liability Insurance.** The Tenant is required to obtain general liability insurance with a minimum coverage of $_____ per occurrence and $_____ aggregate.

Attachment: 817 Center Ave Application. (5005 : 817 Center Avenue - Special Exception Request)

12. **PROPERTY EXPENSES.** In addition to the Rent, the Tenant is required to pay: (check one)

☐ - **No Property Expenses.** The Tenant shall not be obligated to pay any fees related to real estate taxes, insurance, or common area maintenance expenses.

☐ - **Property Expenses.** The Tenant shall be required to pay the following prorated property expenses: (check all that apply)

- ☐ - Real Estate Taxes
- ☐ - Property Insurance
- ☒ - Common Area Maintenance (CAMs)
- ☐ - Other. _____.

13. **DELIVERY OF PREMISES.** The Landlord agrees to deliver the Premises on the start date of the Initial Term in the following condition: (check one)

☒ - **As-Is.** The Tenant agrees to accept delivery of the Premises in its current condition.

☐ - **Vanilla Box.** The Tenant agrees to accept delivery of the Premises in a standard "vanilla box," with the Tenant being required to provide fixtures, furniture, or any other buildouts. All utilities and services shall be brought to connection with the Premises.

☐ - **Custom Fit-Out.** The Landlord and Tenant agree that the Premises shall be delivered in accordance with the following arrangement:

14. **PARKING.** The Premises shall have the following: (check one)

☐ - **No Parking Provided.** The Tenant acknowledges that the Landlord shall provide no parking on the Premises.

☐ - **Parking Provided.**

a.) Type of Parking. The Landlord agrees to provide: (check one)

- ☐ - **Shared or Common Parking.**
- ☐ - **Designated Parking.** A minimum of ____ parking space(s).

Attachment: 817 Center Ave Application. (5005 : 817 Center Avenue - Special Exception Request)

b.) Parking Fees. The parking space(s) is provided with: (check one)

[X]- **No Fee**. The Tenant shall not pay a fee for parking access.

[ ]- **Monthly Fee**. The fee for the parking spaces shall be $_____ per month for[ ]each[ ]all parking space(s).

15. **LEASEHOLD IMPROVEMENTS**. Regarding making improvements to the Premises, the Tenant is: (check one)

[X]- **Not Allowed to Make Changes**. The Landlord does not allow the Tenant to make improvements or changes to the Premises unless written consent is granted.

[ ]- **Allowed to Make Changes**. The Landlord allows the Tenant to make changes to the Premises under the condition that any change made must be reverted to its original condition at the termination of this Agreement unless otherwise agreed upon by the Landlord.

16. **SUBLETTING**. The Tenant is: (check one)

[X]- **Not Allowed to Sublet**. The Tenant is not permitted to sublet the Premises.

[ ]- **Allowed to Sublet**. The Tenant is allowed to sublet the Premises with: (check one)

[ ]- No Approval. No written approval is required by the Landlord.

[ ]- Approval. Written approval is required by the Landlord.

17. **DEFAULT AND POSSESSION**. If the Tenant fails to perform or observe any terms, covenants, or conditions under this Agreement, the Landlord shall deliver unto the Tenant a written notice to remedy said breach within 15 days or the minimum number of days required by state or local law, whichever is more. If the Tenant fails to remedy the breach within the applicable number of days, the Landlord shall have the right to terminate this Agreement and seek any remedies available by law.

18. **LICENSES AND PERMITS**. The Tenant must keep all necessary local, state, and federal permits on-site and present them to the Landlord, their agents, or government officials upon request.

19. **OBLIGATIONS OF TENANT**. The Tenant is responsible for maintaining the entranceway, minor repairs, waste removal, and overall cleanliness of the Premises. Any damage caused by the Tenant's negligence must be reported

Attachment: 817 Center Ave Application. (5005 : 817 Center Avenue - Special Exception Request)

and repaired, with costs covered by insurance or the Tenant. The Tenant must comply with all laws and avoid keeping hazardous materials on the Premises.

20. **INSURANCE**. If the Tenant fails to obtain or maintain required insurance, the Landlord can obtain insurance and charge the Tenant. The Tenant should not keep items that could increase insurance premiums, and if their actions do increase premiums, they must cover the cost.

21. **DAMAGE TO LEASED PREMISES**. If damage not caused by the Tenant makes the Premises unfit for use, Rent will be adjusted or stopped until repairs are made. The Landlord's responsibility for repairs is limited to the insurance proceeds available for reconstruction.

22. **INDEMNIFICATION**. The Tenant must indemnify the Landlord against all liabilities arising from their use of the Premises, including any latent defects unknown to the Landlord.

23. **BANKRUPTCY – INSOLVENCY**. If the Tenant becomes bankrupt or insolvent, the Landlord can end the Agreement and re-enter the Premises, and the leased Premises will not be considered an asset in any bankruptcy proceedings.

24. **SUBORDINATION AND ATTORNMENT**. The Tenant agrees to subordinate their lease rights to any mortgages on the Premises and to recognize any purchaser as the new Landlord in case of foreclosure or sale.

25. **MISCELLANEOUS TERMS**.

a. The Tenant must comply with all legal regulations, avoid hazardous activities, and obtain the Landlord's consent for signage.
b. Pets are allowed only for disability needs.
c. The Tenant accepts the Premises as per the condition arrangement set forth under Section 13 and allows the Landlord entry for inspections or repairs.

26. **ESTOPPEL CERTIFICATE**. Upon request, the Tenant must provide a statement confirming the Agreement's status, any modifications, Rent payment status, and any Landlord defaults.

27. **HOLDOVER**. Upon the expiration of this Agreement's fixed lease term, the Agreement shall: (check one)

☐ - **Convert**. The Agreement shall convert to a month-to-month tenancy unless the Landlord stipulates otherwise.

☒ - **Terminate**. The Agreement shall terminate with immediate effect unless the Landlord agrees to a renewal or allows the Tenant to remain on a month-to-month basis.

eSign

Attachment: 817 Center Ave Application. (5005 : 817 Center Avenue - Special Exception Request)

28. **WAIVER.** Waiver by Landlord of a default under this Agreement shall not constitute a waiver of a subsequent default of any nature.

29. **GOVERNING LAW.** This Agreement shall be governed by the laws of the state where the Premises is located.

30. **NOTICES.** Payments and notices shall be addressed to the following:

Landlord
Name: EXPRESS PACKAGING
Phone: 912-653-2800
Address: P.O BOX 1333 PEMBROKE GA 31321
E-Mail: JOHNREARDON@EXPRESSPKG.COM

Tenant
Name: DANNY GAYNE
Phone: 386-451-8031
Address: 728 PALM AVE
E-Mail: ADGROADSERVICE@GMAIL.COM

31. **AMENDMENT.** No amendment of this Agreement shall be effective unless reduced to writing and subscribed by the Parties with all the formality of the original.

32. **BINDING EFFECT.** This Agreement and any amendments thereto shall be binding upon the Landlord and the Tenants and/or their respective successors, heirs, assigns, executors, and administrators.

33. **RADON DISCLOSURE.** In accordance with § 404.056(5), Fla. Stat. (2023), the Landlord provides the follow notification to the Tenant:

RADON GAS: Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from your county health department.

34. **ATTACHMENTS.** The following attachments are incorporated herein: (check all that apply and describe)

☐ - _____.
☐ - _____.
☐ - _____.

eSign

Attachment: 817 Center Ave Application. (5005 : 817 Center Avenue - Special Exception Request)

35. **ADDITIONAL TERMS & CONDITIONS.**

TENANT IS RESPONSIBLE FOR KEEPING GRASS CUT AND AREA CLEAN AROUND BUILDING

IN WITNESS WHEREOF, the Parties have indicated their acceptance of the terms and conditions of this Agreement by their signatures below on the dates indicated.

Landlord's Signature: _____ Date: 7-1-2025

Print Name: JOHN T REARDON

Tenant's Signature: _____ Date: 7/8/25

Print Name: DANNY GAYNE

Tenant's Signature: _____ Date: _____

Print Name: _____

Attachment: 817 Center Ave Application. (5005 : 817 Center Avenue - Special Exception Request)

Attachment: 817 Center Ave Application. (5005 : 817 Center Avenue - Special Exception Request)

City of Holly Hill, FL
1065 Ridgewood Ave
Holly Hill, FL 32117
(386) 248-9442

2025

BUSINESS TAX RECEIPT

Business Name:	ADG ROAD SERVICE
Business Location:	728 PALM AV HOLLY HILL, FL 32117
Owner:	DANNY GAYNE
License Number:	GENL-002770
Issued Date:	12/16/2024
Expiration Date:	9/30/2025

Mailing Address:	728 PALM AV HOLLY HILL, FL 32117
License Type:	General
Classification:	Home Occupation License
Fees Paid:	$96.15

* THIS DOCUMENT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS, PENALTY FOR FAILURE TO DO SO.
* TAX RECEIPT DOES NOT GUARANTEE JOB AND/OR WORK PERFORMANCE.
* BUSINESS MUST COMPLY WITH CITY ORDINANCE.

TO BE POSTED IN A CONSPICUOUS PLACE

HOLLY HILL
FLORIDA

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Agenda Item

MEETING DATE:	**September 23, 2025**
FROM:	**Brian Walker**
SUBJECT:	**1539 Center Avenue Nuisance Abatement**
NUMBER:	**(ID # 5004)**
APPLICANT:	**Holly Hill Code Enforcement Division**
PLANNER:	**Brian Walker**

DESCRIPTION:
Jimmy Van LLC is the owner of the property located at 1539 Center Avenue. The property has been found to be in violation of the codes listed in **Exhibits A and B**.

BACKGROUND:
In the Fall of 2023, a Stop Work order was placed on the property at 1539 Center Avenue because an unlicensed contractor was working on the interior. A subsequent inspection of the property's interior found that there were multiple violations and that the structure was in non-compliance with the Florida Building Code, City ordinances and the International Property Maintenance Code. The property owner was issued a Notice of Violation (NOV) for the violations. There was no response to the NOV and the property was taken to the Special Master on October 27th, 2023. The Special Master found the property to be in violation of the codes listed in the Magistrate Orders attached as **Exhibit A**.

The Special Master gave the property owner 10 days to come into compliance after which time daily fines would begin to accrue.

The property was not brought into compliance and the property continued to deteriorate.

In January of 2024, after email communication between REI Property Management, Lewis Vigliotti (civil engineer) and city staff, failed to produce any meaningful progress with the property owner, a letter of condemnation was issued.

In March of 2024, permits were submitted by Sanjay Kumar of New Edge Construction, but were denied due to their scope not including any of the unpermitted work done by previous contractors. Additionally, the permit application did not address all of the code violations, nor did they address the foundational issues.

Another Notice of Violation was issued on 5/3/24 and a Notice to Appear was issued on 5/13/24. On May 24, 2024, the property was again taken to Special Master. The Special Master found that the property continued to be in violation of the codes listed in **Exhibit B**. He also granted permission for the City of Holly Hill to demolish the structure with a ruling of same from the City Commission as it was deemed a danger to public safety by the Chief Building Official.

Sample photographs of the property are attached and document the appearance of the property.

In the Spring of 2025, the contractor and owner had meetings with City staff to discuss the status of structure and violations. There were no solid answers from the owner as to addressing the current issues and the contractor did not move forward.

Fines from 11/6/2023 to 8/31/2025 are $50 per violation for 6 violations, and are accumulating at $300 per day. The amount owed as of 9/23/25 is $206,100. A Magistrate fine of $500 is also owed.

A title search was done for the property by the City Attorney, and all 5 interested parties listed in the title report were notified by staff of this meeting and its subject matter via certified mail, return receipt requested.

Given the long history of the homeowner's failure to correct all violations or demolish the structure, and given that this situation has continued to exist for an extended period of time despite repeated efforts by staff, liens, and orders of the Special Magistrate, staff request the following in accordance with Ordinance 3083:

1. That based on the evidence submitted, the Commission make a finding that a nuisance exists, and has been allowed to exist in violation of Section 3-200 (aka Sec. 26-61 and 26-62).
2. That the Commission give the homeowner no more than 30 days from the date of this meeting, to remove the nuisance based on Section 3-200, to the City's satisfaction in accordance with the Code.
3. That if the homeowner fails to remove the nuisance by October 23rd, 2025, the Commission authorize City employees, subcontractors, and/or agents, to enter the property and demolish the structure in accordance with Section 3-200, and to further authorize that all expenses incurred by the City for demolition be paid by the property owner, and that if the property owner fails to pay such cost and expenses, that they be recorded as a lien on the property, or if such expenses qualify, that they be added to the property's non-ad valorem portion of the property tax bill.

- EXHIBIT A - SM Orders - Oct. 27-2023 (PDF)
- EXHIBIT B - SM Orders - May 24-2024 (PDF)
- Property Record Card (PDF)
- Jimmy Van, LLC Corp Info (PDF)
- CBO Opinion 1 (PDF)
- CBO Opinion 2 (PDF)
- Pics Taken 1st Quarter of 2025 (PDF)
- Pics Taken 9-10-25 (PDF)
- APPROVED - Ordinance 3083 (PDF)

CITY OF HOLLY HILL CODE ENFORCEMENT

SPECIAL MAGISTRATE HEARING

HOLLY HILL, FLORIDA

City of Holly Hill, a Political Sub-division of the State of Florida

Petitioner,

-vs-

Jimmy Van LLC., Owner

Respondent.

Parcel No. 4242-2222-0100

Case No. 23-4209

New # CER2024-000146

ORDER OF NON-COMPLIANCE

The City of Holly Hill Code Enforcement Special Magistrate has heard testimony under oath at a hearing on the above styled case on the 27th of October 2023, and based on the evidence received, the Special Magistrate, thereupon issues its FINDINGS OF FACT, CONCLUSIONS OF LAW, AND ORDER as follows:

FINDINGS OF FACT

That Jimmy Van LLC., Owner and Respondent of the property located at 1539 Center Ave., Holly Hill, 32117 was found in non-compliance on June 18th 2019 and September 17 2019 this is a second offense. The Owner Respondent Jimmy Van LLC was not present. The Respondent, was issued a Notice of Violation for the following violations: IPMC 304.1 Exterior Maintenance. Obtain permits to repair and replace, 82-131 Building Permits Obtain after the fact permits., IPMC 304.5 Foundation Walls. Repair the damaged rolling foundation, IPMC 111.1 Unsafe Structure. Due to the nature of unpermitted electrical work being done on site this is an unsafe structure, IPMC 111.1.5 Dangerous Structure. Per the Chief Building Official Ricki Lee, the foundation on the east side of the building is rolling and separating, Violation 14-176 Electrical Permit. After the fact permitting is required for all of the electrical work done on the property without permits

At the hearing, the Code Enforcement Officer Kyle Mahanes provided evidence through testimony and photographs that there is a violation of: IPMC 304.1 Exterior Maintenance.

Attachment: EXHIBIT A - SM Orders - Oct. 27-2023 (5004 : 1539 Center Avenue Nuisance Abatement)

Repair all existing walls, windows, doors, etc., 82-131 Building Permits Work done without permits, IPMC 304.5 Foundation Walls. Repair the damaged rolling foundation, IPMC 111.1 Unsafe Structure. Due to the nature of unpermitted electrical work being done on site this is an unsafe structure, IPMC 111.1.5 Dangerous Structure. Per the Chief Building Official Ricki Lee, the foundation on the east side of the building is rolling and separating, Violation 14-176 Electrical Permit. After the fact permitting is required for all of the electrical work done on the property without permits, Chief Building official Ricki Lee testified to the electrical and structural violations and elaborated on all the violations.

CONCLUSIONS OF LAW

That the Owner and Respondent of the property located at 1539 Center Ave., Holly Hill, FL 32117 is in violation of: IPMC 304.1 Exterior Maintenance. Obtain permits to repair and replace all exterior surfaces., 82-131 Building Permits Obtain after the fact permits for all work done and permits for all work you plan to have done., IPMC 304.5 Foundation Walls. Repair the damaged rolling foundation, IPMC 111.1 Unsafe Structure. Due to the nature of unpermitted electrical work being done on site this is an unsafe structure, IPMC 111.1.5 Dangerous Structure. Violation 14-176 Electrical Permit. After the fact permitting is required for all of the electrical work done on the property without permits, the respondent must obtain all permits and engineering plans for structure, electrical, plumbing and mechanical. If respondent decides to demolish the building, a demolition permit must be obtained

ORDER

Based on the foregoing Findings of Fact and Conclusions of Law, and the authority of Chapter 162, Florida Statutes and the Holly Hill Code Enforcement Ordinance, Chapter 2 Section 2-118, it is duly ORDERED by this Special Magistrate that the Respondent shall pay an administrative fine of Five hundred dollars ($500.00), due within ninety (90) days of this Order. If the Respondent fails to pay the administrative fine in ninety (90) days, a certified copy of this order shall be recorded in the public records and such recordation shall constitute a lien against the Respondent's real (except homestead) and personal property in Volusia County, Florida, said property to include, but not necessarily limited to that described above.

The Respondent must bring all the violations listed above into compliance within ten (10) days of this Order. Failure to comply with this deadline shall result in a daily fine, per violation. The Respondent shall be required to pay a fine of One Hundred dollars ($100.00) per day, PER VIOLATION until the property comes into compliance. Any unpaid daily accruing fines shall also be recorded as a lien on the property.

Any repeat violations within five (5) years of this order shall result in enhanced fines and fees.

Attachment: EXHIBIT A - SM Orders - Oct. 27-2023 (5004 : 1539 Center Avenue Nuisance Abatement)

DONE AND ORDERED this 27th day of October 2023, in Holly Hill, County of Volusia, Florida.

CITY OF HOLLY HILL
CODE ENFORCEMENT

By, _____
John A. Pascucci, Special Magistrate

Attest: _____
Code Enforcement Official

This instrument prepared by john A. Pascucci, Special Magistrate for the Code Enforcement, 1065 Ridgewood Avenue, Holly Hill, Florida 32117, Telephone number: (386) 248-9441.

STATE OF FLORIDA, VOLUSIA COUNTY

I HEREBY CERTIFY the foregoing is a true copy

of the original filed in this office. This 27th, day of October 2023.

VALERIE MANNING
MY COMMISSION # HH 417239
EXPIRES: October 30, 2027

_____
City Clerk, City of Holly Hill

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that on 30th day of October, 2023 a true and accurate copy of the foregoing has been furnished by U.S. Mail to:

Jimmy Van LLC.

1539 Center Ave

Holly Hill, FL 32117

_____
Code Enforcement Official

Attachment: EXHIBIT A - SM Orders - Oct. 27-2023 (5004 : 1539 Center Avenue Nuisance Abatement)

3/7/2024 9:12:11 AM
Instrument# 2024044571 4 p
Book: 8526 Page: 4429
Electronically Recorded By
Volusia County Clerk of the Court

Return To:	
Name:	Brian M. Walker, Community Development Director
Address:	1065 Ridgewood Ave
	Holly Hill, FL 32117-2807
This instrument Prepared by:	
Name:	**Peg Collier**
Address:	1065 Ridgewood Ave
	Holly Hill, FL 32117-2807
Property Appraisers Parcel ID Number(s): 424222220100	

Claim of Lien

State of Florida, County of Volusia

Before me, the undersigned Notary Public, personally appeared Brian M. Walker, Community Development Director
Who was duly sworn and says he/she is the lienor herein.

City of Holly Hill

whose address is 1065 Ridgewood Ave, Holly Hill, Florida 32117

Respondent ordered to pay fines, fees and cost as allows:
Special Magistrate Administrative Hearing Fine of $500.00 ordered on October 27, 2023, which remains unpaid as of February 27, 2024.
Case #CER2024-000146

Fines of $50.00 per day ($50 per day, per violation, 6 violations) commencing on November 6, 2023.

on the following described real property in Volusia County, Florida:

LOTS 10 & 11 BLK 22 FLOMICH GARDENS MB 10 PG 93 PER OR 2089 PG 1895 PER OR 7690 PGS 4133 THRU 4134 INC PER OR 8214 PG 37 21 PER OR 8323 PG 1476

1539 Center Ave., Holly Hill, FL 32117.

Owned by Jimmy Van LLC. Fine, fees and cost of $50 per day ($50 per day per violation, 6 violations) commencing on November 6, 202 along with a Five Hundred Dollar ($500.00) Hearing Fine, which remains unpaid as of February 27, 2024.

Failure to timely pay the fine and costs; may result in a certified copy of this Order, being recorded in the Public Records of Volusia Coun Florida. Which if so recorded shall constitute a lien against the subject property; and upon any other real or personal property owned by Respondent. Respondent shall be responsible for all charges incurred to record any lien, or satisfaction of lien, with the Clerk of Court.

Lienor: City of Holly Hill

By _____ (Agent)

Print Name: Brian M. Walker, Community Development Direct

Sworn to and subscribed before me this 4th day of March, 2024.

PEGGY C. COLLIER
Notary Public-State of Florida
Commission # GG 971072
My Commission Expires
March 18, 2024

_____
Notary Public

Attachment: EXHIBIT A - SM Orders - Oct. 27-2023 (5004 : 1539 Center Avenue Nuisance Abatement)

CITY OF HOLLY HILL CODE ENFORCEMENT

SPECIAL MAGISTRATE HEARING

HOLLY HILL, FLORIDA

City of Holly Hill, a Political Sub-division of the State of Florida

Petitioner,

-vs-

Jimmy Van LLC., Owner

Respondent.

Parcel No. 4242-2222-0100

Case No. CER2024-000636

ORDER OF NON-COMPLIANCE

The Holly Hill Code Enforcement Special Magistrate has heard testimony under oath at a hearing on the above styled case on the 24th of May 2024. The owner, was not present. Based on the evidence received, the Special Magistrate, thereupon issues its FINDINGS OF FACT, CONCLUSIONS OF LAW, AND ORDER as follows:

FINDINGS OF FACT

That Jimmy Van LLC., Owner and Respondent of the property located at 1539 Center Ave., Holly Hill, Florida 32117 was issued a Notice of Violation on 05/03/2024 On 05/13/2024 a Notice to Appear was issued for the violations of :

14-3 Damaged Structures: Demolish the damaged building.

26-61(1) Sanitary Grass: Mow and maintain property.

38-34 Vacant/Foreclosure Registration: This property must be registered as a vacant property.

IPMC 110-1 Demolition: This property has been condemned and must be torn down to prevent any public safety issues from arising.

Code Enforcement Officer Mahanes and Construction Specialist, Chief Building Official Ricki Lee, offered testimony and photographic evidence.

CONCLUSIONS OF LAW

Jimmy Van LLC, Owner and Respondent of the property located at 1539 Center Ave., Holly Hill, 32117 is in violation of Holly Hill Zoning and Ordinances:

14-3 Damaged Structures: Demolish the damaged building.

26-61(1) Sanitary Grass: Mow and maintain property.

Attachment: EXHIBIT B - SM Orders - May 24-2024 (5004 : 1539 Center Avenue Nuisance Abatement)

38-34 Vacant/Foreclosure Registration: This property must be registered as a vacant property.

IPMC 110-1 Demolition: This property has been condemned and must be torn down to prevent any public safety issues from arising.

Order

Based on the foregoing Findings of Fact and Conclusions of Law, and the authority of Chapter 162, Florida Statutes and the Holly Hill Code Enforcement Ordinance, Chapter 2 Section 2-118, it is duly ORDERED by this Special Magistrate that the Respondent shall pay an administrative fine of five hundred ($500.00) dollars, due within fifteen (15) days of this Order. If the Respondent fails to pay the administrative fine in fifteen (15) days, a certified copy of this order shall be recorded in the public records and such recordation shall constitute a lien against the Respondent's real (except homestead) and personal property in Volusia County, Florida, said property to include, but not necessarily limited to that described above.
Permission granted to the City of Holly Hill for the demolition of the structure with a ruling of the same from the City Council as it has been deemed an imminent danger to public health and safety by the Chief Building Official. All fees associated with the demolition to be paid by the owner or placed as a lien against the property. Previous case 10/27/23

DONE AND ORDERED this 24th day of May 2024, in Holly Hill, County of Volusia, Florida.

CITY OF HOLLY HILL

CODE ENFORCEMENT

By, John A Pascucci

John A. Pascucci, Special Magistrate

Attest: [signature]

Code Enforcement Official

STATE OF FLORIDA, VOLUSIA COUNTY

I HEREBY CERTIFY the foregoing is a true copy

of the original filed in this office. This 24th day of May, 2024.

VALERIE MANNING
MY COMMISSION # HH 417239
EXPIRES: October 30, 2027

Valerie Manning

City Clerk, City of Holly Hill

Attachment: EXHIBIT B - SM Orders - May 24-2024 (5004 : 1539 Center Avenue Nuisance Abatement)

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that on 4th day of June, 2024 a true and accurate copy of the foregoing has been furnished by U.S. Mail to:

Jimmy Van LLC
1539 Center Ave.
Holly Hill, FL 32117

Jimmy Van LLC.
7563 Charlin Pkwy.
Orlando, Fl. 32822

Code Enforcement Official

IMPORTANT NOTICE

The Respondent must notify the Code Enforcement Officer, when this order is complied with. Until the Code Enforcement Officer verifies the property is in compliance the fine will continue to accrue. This order will be recorded in the Official Records of the Office of the Clerk of the Court in Volusia County, Florida, and such recordation shall constitute a lien against the Respondent's real and personal property in Volusia County, Florida, said property to include, but not necessarily limited to that described above (EXCEPT HOMESTEAD)

The Respondent has the right to appeal whether the property is in compliance. The Respondent must file their appeal for a hearing within 20 days from the date the fine goes into effect. If the property is found to be still in non-compliance the fine will begin on the original date the fine was to go into effect. This hearing will only cover whether the property is now in compliance. It will not be a rehearing of the whole case which was previously ruled on.

Attachment: EXHIBIT B - SM Orders - May 24-2024 (5004 : 1539 Center Avenue Nuisance Abatement)

11/21/2024 8:29:39 AM
Instrument# 2024223265 1 pa
Book: 8634 Page: 3176
Electronically Recorded By
Volusia County Clerk of the Court

Return To:	
Name:	Brian M. Walker, Community Development Director
Address:	1065 Ridgewood Ave
	Holly Hill, FL 32117-2807
This instrument Prepared by:	
Name:	**Kyle Mahanes**
Address:	1065 Ridgewood Ave
	Holly Hill, FL 32117-2807
Property Appraisers Parcel ID Number(s):	424222220100

Claim of Lien

State of Florida, County of Volusia

Before me, the undersigned Notary Public, personally appeared Brian M. Walker, Community Development Director
Who was duly sworn and says he/she is the lienor herein.

City of Holly Hill

whose address is 1065 Ridgewood Ave, Holly Hill, Florida 32117

Respondent ordered to pay fines, fees and cost as follows: Special Magistrate Administrative Hearing Fine of $500.00 ordered on May 24th 2024 which remains unpaid.

on the following described real property in Volusia County, Florida LOTS 10 & 11 BLK 22 FLOMICH GARDENS MB 10 PG 93 PER OR 2089 PG 1895 PER OR 7690 PGS 4133 THRU 4134 INC PER OR 8214 PG 37 21 PER OR 8323 PG 1476

1539 Center Ave, Holly Hill FL 32117.

Owned by JIMMY VAN LLC

Failure to timely pay the fine and costs; may result in a certified copy of this Order, being recorded in the Public Records of Volusia County, Florida. Which if so recorded shall constitute a lien against the subject property; and upon any other real or personal property owned by Respondent. Respondent shall be responsible for all charges incurred to record any lien, or satisfaction of lien, with the Clerk of Court.

Lienor: City of Holly Hill

By _____ (Agent)

Print Name: Brian M. Walker, Community Development Director

State of Florida, County of Volusia I hereby certify that on 19th day of November, 2024, before me, an officer duly authorized to administer oaths and take acknowledgment, personally appeared Brian W. Walker, Community Development Director, City of Holly Hill, who is personally known to me and who acknowledged before me that he executed the foregoing instrument and an oath was not taken.

Sworn to and subscribed before me this 19th day of November, 2024.

NOTARY PUBLIC STATE OF FLORIDA
VALERIE MANNING
MY COMMISSION # HH 417239
EXPIRES: October 30, 2027

Notary Public

Attachment: EXHIBIT B - SM Orders - May 24-2024 (5004 : 1539 Center Avenue Nuisance Abatement)

Volusia County Property Appraiser
123 W. Indiana Ave., Rm. 102
DeLand, FL. 32720
Phone: (386) 736-5901 Web: vcpa.vcgov.org

AltKey: 3190548 **Parcel ID: 424222220100**
JIMMY VAN LLC **1539 CENTER AVE, HOLLY HILL, FL**

Parcel Summary

Alternate Key:	3190548
Parcel ID:	424222220100
Township-Range-Section:	14 - 32 - 42
Subdivision-Block-Lot:	22 - 22 - 0100
Owner(s):	JIMMY VAN LLC - FS - Fee Simple - 100%
Mailing Address On File:	7563 CHARLIN PKWY ORLANDO FL 32822
Physical Address:	1539 CENTER AVE, HOLLY HILL 32117
Property Use:	0100 - SINGLE FAMILY
Tax District:	203-HOLLY HILL
2024 Final Millage Rate:	17.8471
Neighborhood:	2728
Subdivision Name:	
Homestead Property:	No

Attachment: Property Record Card (5004 : 1539 Center Avenue Nuisance Abatement)

Detail by Entity Name

Florida Limited Liability Company
JIMMY VAN, LLC

Filing Information

Document Number	L15000153393
FEI/EIN Number	47-5113886
Date Filed	09/08/2015
Effective Date	09/08/2015
State	FL
Status	ACTIVE
Last Event	REINSTATEMENT
Event Date Filed	01/18/2024

Principal Address

317 W Central Ave
WINTER HAVEN, FL 33880

Changed: 06/23/2022

Mailing Address

317 W. Central Ave
Winter Haven, FL 33880

Changed: 06/23/2022

Registered Agent Name & Address

VAN, JIMMY
317 W. Central Ave
Winter Haven, FL 33880

Name Changed: 09/27/2017

Address Changed: 06/23/2022

Authorized Person(s) Detail

Name & Address

Title MGR

Attachment: Jimmy Van, LLC Corp Info (5004 : 1539 Center Avenue Nuisance Abatement)

VAN, JIMMY
317 W. Central Ave
ORLANDO, FL 33880

Annual Reports

Report Year	Filed Date
2022	06/23/2022
2023	01/18/2024
2024	01/18/2024

Document Images

01/18/2024 -- REINSTATEMENT	View image in PDF format
06/23/2022 -- ANNUAL REPORT	View image in PDF format
10/13/2021 -- REINSTATEMENT	View image in PDF format
10/06/2020 -- REINSTATEMENT	View image in PDF format
10/02/2019 -- REINSTATEMENT	View image in PDF format
12/12/2018 -- REINSTATEMENT	View image in PDF format
09/27/2017 -- REINSTATEMENT	View image in PDF format
08/17/2016 -- AMENDED ANNUAL REPORT	View image in PDF format
04/18/2016 -- ANNUAL REPORT	View image in PDF format
09/08/2015 -- Florida Limited Liability	View image in PDF format

Florida Department of State, Division of Corporations

Attachment: Jimmy Van, LLC Corp Info (5004 : 1539 Center Avenue Nuisance Abatement)

HOLLY HILL
FLORIDA

CITY OF HOLLY HILL
1065 Ridgewood Avenue Holly Hill, Florida 32117
www.hollyhillfl.org

February 28, 2024

RE: 1539 Center Ave

Due to the removal of the structural walls, fireplace and foundation by unpermitted work the structural integrity of the building, second floor and the chimney has been compromised.

The foundation at the rear of the building is degraded and crumbling, the first floor system was rotting and the foundation compromised, seems unpermitted work had been performed and covered up concerning the floor, plumbing, and electrical. Windows and exits have been covered up within the interior, extensive electrical, plumbing, and mechanical work has been performed without permits, or inspections.
Due to the extensive unpermitted work compromising the structure, removal of structural multiple loadbearing walls, loadbearing foundations, and floor framing, the structure is a life safety hazard and is deemed condemned.

The extent of the work to repair and replace the integrity of the structure will place the building renovation as a Level III per the Existing Building Code, therefor the structure and all components will have to be brought up to code or the structure removed to alleviate a health, and life safety hazard to the immediate community.

Rickie Lee CBO
Chief Building Official

Attachment: CBO Opinion 1 (5004 : 1539 Center Avenue Nuisance Abatement)

HOLLY HILL
FLORIDA

CITY OF HOLLY HILL
1065 Ridgewood Avenue Holly Hill, Florida 32117
www.hollyhillfl.org

Building, Zoning, Licensing & Inspections
386-248-9442
Fax 386-248-9498

City Clerk
386-248-9441
Fax 386-248-9448

City Manager
386-248-9425
Fax 386-248-9448

Economic Development
386-248-9424
Fax 386-248-9448

Finance
386-248-9427
Fax 386-248-9448

Human Resources
386-248-9440
Fax 386-248-9448

Information Technology
386-248-9449
Fax 386-248-9448

Public Works
386-248-9463
Fax 386-248-9499

Recreation
386-248-9460
Fax 386-248-9446

Utility Billing
386-248-9432
Fax 386-248-9448

September 2, 2025

RE: 1539 Center Ave

The residential structure located at the stated address above is condemned for human occupanc The structure is to be considered unsafe, a life safety hazard and structurally unsound due to the extensive unpermitted work performed and overall condition of critical structural components. Some examples are:

- Foundation at rear of the structure blown out, crumbling, and deteriorated.
- Foundation at various locations compromised.
- Structural loadbearing walls removed without permit, compromising second floor and second floor exterior walls.
- Masonry fireplace removed but leaving masonry chimney in place, no support.
- Windows broken and some removed exposing interior to elements.
- Windows and exits covered up from interior.
- Extensive electrical work rewiring of structure.
- Extensive plumbing of sewer and water lines.
- Mechanical work.
- First floor structural floor joists system rotted and some covered up.
- Deteriorated and rotted loadbearing walls

The extent of the work to repair and replace the integrity of the structure will place the building renovation as a Level III per the Florida Building Code. Therefore, the structure and all componer will be required to be brought up to all current Building, Mechanical, Electrical, Plumbing codes a local ordinances, or hazardous structure to be removed to alleviate the health and life safety haza to the immediate community.

Rickie Lee CBO.

Rickie Lee CBO
Chief Building Official

Attachment: CBO Opinion 2 (5004 : 1539 Center Avenue Nuisance Abatement)

1539 Center Avenue

Aerial - 1/2025



Pictures 2-2025



Attachment: Pics Taken 1st Quarter of 2025 (5004 : 1539 Center Avenue Nuisance Abatement)















Street View – 3/2025



Attachment: Pics Taken 1st Quarter of 2025 (5004 : 1539 Center Avenue Nuisance Abatement)





Attachment: Pics Taken 9-10-25 (5004 : 1539 Center Avenue Nuisance Abatement)









Attachment: Pics Taken 9-10-25 (5004 : 1539 Center Avenue Nuisance Abatement)





Attachment: Pics Taken 9-10-25 (5004 : 1539 Center Avenue Nuisance Abatement)










ProForm
All Purpose







Attachment: Pics Taken 9-10-25 (5004 : 1539 Center Avenue Nuisance Abatement)









Attachment: Pics Taken 9-10-25 (5004 : 1539 Center Avenue Nuisance Abatement)



Attachment: Pics Taken 9-10-25 (5004 : 1539 Center Avenue Nuisance Abatement)

HOLLY HILL
FLORIDA

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Ordinance

MEETING DATE: **March 11, 2025**
FROM: **Brian Walker**
SUBJECT: **SECOND READING - an Ordinance of the City of Holly Hill, Florida, Repealing Chapter 2, Article III, Division III (Code Enforcement); Chapter 3 (Enforcement); and Chapter 26, Article III (Sanitary Nuisances); Adopting a New Chapter 3 (Code Enforcement/Nuisance Abatement) Consolidating All Code Enforcement and Nuisance Abatement Provisions into a Single Chapter and Amending the Code Enforcement and Nuisance Abatement Provisions; Providing for Conflicting Ordinances; Providing for Severability; and Providing an Effective Date.**
NUMBER: **2025-O-3083**
APPLICANT: **Brian Walker**
PLANNER:

TITLE

Consider adoption of an Ordinance of the City of Holly Hill, Florida, repealing Chapter 2, Article III, Division III (Code Enforcement); Chapter 3 (Enforcement); and Chapter 26, Article III (Sanitary Nuisances); adopting a new Chapter 3 (Enforcement) consolidating all code enforcement and nuisance abatement provisions into a single chapter and amending the code enforcement and nuisance abatement provisions.

BACKGROUND

The process through which Code Officers do their job is outlined in the City's Code of Ordinances - particularly Chapter 2, Division 3, titled Code Enforcement, and Chapter 3, titled Enforcement. These chapters discuss definitions, the enforcement procedure, issuance of citations, and abatement, along with other topics related to the code enforcement process.

Chapter 26, Section 26-61 of the Code, titled Special items declared a nuisance, provides a list of items that are declared to be and constitute a nuisance. These include items such as the accumulation of trash and debris, storage of junk, improperly maintained septic tanks, as well as other types of nuisances.

While the general rules and framework which guide the code enforcement process have served the city for many years, it has become evident that a complete update is due. Much of the code concerning code enforcement was written in 1984 and 1997 with partial updates occurring in 2002, 2013 and 2023. The latest update in February of 2023 was to expand the ability of the city to abate the nuisances listed in Chapter 26, Section 26-61.

Attachment: APPROVED - Ordinance 3083 (5004 : 1539 Center Avenue Nuisance Abatement)

The purpose of the proposed Ordinance is to update the entire body of rules addressing code enforcement as follows:

1) All of the various code enforcement provisions in the Code have been consolidated into one section. This includes not only the code enforcement procedures but also the nuisance abatement procedures.

2) There has been a clear delineation made between the two code enforcement procedures in the code, those being a citation procedure, and the other being a notice of violation procedure. The citation procedure is for those codes designated as being ones whose violations can be enforced by citation. All other code violations will be handled through a notice of violation procedure.

3) Language has been added to the authority of the special master to authorize the city to enter property to correct violations for all corrective action except demolition of the structure or building, which remains the decision of the city commission.

4) Additional language about what constitutes a public nuisance has been added to include language received from the county regarding structures and a description of building/structures posing an imminent danger.

5) It has been clarified that the abatement process normally starts with code enforcement, but that if an emergency exists, such as a building/structure posing an imminent danger, city staff can go straight to the commission for a declaration of public nuisance and we have provided for reduced notice requirements of the public hearing in the emergency.

STAFF RECOMMENDATION / MOTION

Adopt an Ordinance of the City of Holly Hill, Florida, repealing Chapter 2, Article III, Division III (Code Enforcement); Chapter 3 (Enforcement); and Chapter 26, Article III (Sanitary Nuisances); adopting a new Chapter 3 (Enforcement) consolidating all code enforcement and nuisance abatement provisions into a single chapter and amending the code enforcement and nuisance abatement provisions.

HISTORY:

02/25/25 City Commission APPROVED AT 1ST READING
Next: 03/11/25

Mayor Penny opened public participation.

Phillip Wahby, Holly Hill and Danielle Latona, Holly Hill.

Mayor Penny closed public participation.

Attorney Simpson let the Mayor and Commissioners know that this is nothing new. That a vast majority of this is what is already in the Code book now. The vast of these are not new regulations. This is bringing the four different areas together into one Code section.

(A copy of this agenda item/meeting in its entirety is available online or available upon request on a CD in the City Clerk's Office).

Attachment: APPROVED - Ordinance 3083 (5004 : 1539 Center Avenue Nuisance Abatement)

Ordinance No. 2025-3083

SECOND READING - AN ORDINANCE OF THE CITY OF HOLLY HILL, FLORIDA, REPEALING CHAPTER 2, ARTICLE III, DIVISION III (CODE ENFORCEMENT); CHAPTER 3 (ENFORCEMENT); AND CHAPTER 26, ARTICLE III (SANITARY NUISANCES); ADOPTING A NEW CHAPTER 3 (CODE ENFORCEMENT/NUISANCE ABATEMENT) CONSOLIDATING ALL CODE ENFORCEMENT AND NUISANCE ABATEMENT PROVISIONS INTO A SINGLE CHAPTER AND AMENDING THE CODE ENFORCEMENT AND NUISANCE ABATEMENT PROVISIONS; PROVIDING FOR CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

AN ORDINANCE OF THE CITY OF HOLLY HILL, FLORIDA REPEALING CHAPTER 2, ARTICLE III, DIVISION III (CODE ENFORCEMENT); CHAPTER 3 (ENFORCEMENT); AND CHAPTER 26, ARTICLE III (SANITARY NUISANCES); ADOPTING A NEW CHAPTER 3 (CODE ENFORCEMENT/NUISANCE ABATEMENT) CONSOLIDATING ALL CODE ENFORCEMENT AND NUISANCE ABATEMENT PROVISIONS INTO A SINGLE CHAPTER AND AMENDING THE CODE ENFORCEMENT AND NUISANCE ABATEMENT PROVISIONS; PROVIDING FOR CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City's code enforcement process, including nuisance abatement, are in different provisions of the City's Code of Ordinances; and

WHEREAS, the City Commission believes that consolidating the current code enforcement provisions into a single chapter is in the City's best interest; and

WHEREAS, due to recent code enforcement issues, the City Commission wanted to review and update the City's Code Enforcement procedures.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION

Attachment: APPROVED - Ordinance 3083 (5004 : 1539 Center Avenue Nuisance Abatement)

OF THE CITY OF HOLLY HILL, FLORIDA:

SECTION 1. The City Commission of the City of Holly Hill hereby repeals Chapter 2, Article III, Division III (Code Enforcement); Chapter 3 (Enforcement); and Chapter 26, Article III (Sanitary Nuisances) and adopts a new Chapter 3 (Code Enforcements/Nuisance Abatement) to read as follows:

CHAPTER 3 - CODE ENFORCEMENT/NUISANCE ABATEMENT

The following provisions shall be administrative options to the city for the enforcement of code violations and abatement of public nuisances. The city can use one or more of the below outlined enforcement provisions at the same time to remedy issues with the same property. The enforcement provisions below shall be in addition to any and all other enforcement procedures allowed under State law, such as nuisance abatement in Florida Statute Chapter 60.

Division I - Code Enfoncement

Sec. 3-100. - Définitions.

The following words, terms and phrases, as used in this article, shall have the meanings respectively ascribed to them in this section, unless the context clearly indicates otherwise:

city means City of Holly Hill, Florida.

city attorney means the city attorney or any assistant city attorney of the city.

Code means the Code of Ordinances, the Land Development Code, and all other ordinances of the City of Holly Hill.

Code enforcement officer shall mean the city manager, assistant city manager, chief building official, code enforcement supervisor, code enforcement officer, fire safety inspector,

Attachment: APPROVED - Ordinance 3083 (5004 : 1539 Center Avenue Nuisance Abatement)

director of public works, law enforcement officer and any other person designated in writing by the city manager.

Law enforcement officer shall mean any person who is elected, appointed, or employed full-time by a municipality or the state or any political subdivision thereof; who is vested with authority to bear arms and make arrests; and whose primary responsibility is the prevention and detection of crime or the enforcement of penal, criminal, traffic, or highway laws of the state.

Person means any natural person, corporation, partnership, or other entity.

Repeat violation means a violation of a provision of a code by a person who has previously been found to have violated by order of the special master the same provision within five years prior to the violation.

Sec. 3-101. - Declaration of legislative intent.

(a) It is the intent of this division to promote, protect, and improve the health, safety and welfare of the citizens of the city by providing an equitable, expeditious, effective and inexpensive method of enforcing the various codes of the city.

(b) Further, the provisions of this division are intended to provide an additional and supplemental means of enforcing the various codes of the city, and nothing contained herein shall prohibit the city from enforcing its codes by any other means, specifically including F.S. ch. 162, pts. I and II and F.S. ch. 60.

Sec. 3-102. - Special masters.

(a) The city hereby establishes a special master code enforcement system for the enforcement of its various codes. In order to avoid any potential conflict of interest, it is

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preferable for a special master not be a resident of the city, own real property in the city or own a business with a location in the city. This requirement can be waived by the city commission. Special masters shall be active or retired lawyers. One or more special masters shall be appointed by the city commission based upon the joint recommendation of the city attorney and city manager. Special masters shall serve at the pleasure of the city commission and may be removed at any time with or without cause by the city commission. Special masters shall receive compensation for their services as approved by the city commission.

(b) A special master shall have the power to:

(1) Adopt rules for the conduct of hearings.

(2) To hold hearings and assess fines against violators of the various codes of the city.

(3) Subpoena alleged violators and witnesses to the hearings. Subpoenas may be served by any law enforcement officer of the city or as otherwise permitted by law.

(4) Subpoena evidence to the hearings.

(5) Take testimony under oath.

(6) Issue orders having the force of law to command whatever steps are necessary to bring a violation into compliance with city codes, including authorizing the city to enter the property to remedy the violation(s), such as removal of debris/trash/personal property stored in violation of city codes. However, any orders that require that city to spend money or directs city employees to perform work, i.e. removal of debris/trash/ personal property from the property or repair of a structure on the property, must be approved by the city manager.

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Sec. 3-103. - Enforcement procedure.

(a) It shall be the duty of code enforcement officers to investigate allegations of violations of city codes and to initiate enforcement proceedings relative hereto. Special masters shall not have any independent authority to conduct their own investigation of such complaints or to initiate enforcement proceedings.

(b) A code enforcement officer is authorized to issue a civil citation or notice of violation to a person when, based upon personal investigation, the code enforcement officer has reasonable cause to believe that the person has committed q code violation, or allowed a violation of city code to be committed or occurring on property owned by them.

(c) The city shall primarily utilize two code enforcement procedures. One procedure shall be the citation procedure which will be utilized for code violations selected by the city commission as outlined below under CITATION PROCEDURE. All other code violations shall be enforced as outlined below under NOTICE OF VIOLATION PROCEDURE. Below are the details of each procedure:

CITATION PROCEDURE

(1) The city commission shall adopt a resolution classifying those codes to be enforced by citation and establishing and periodically revise a schedule of fines to be assessed for violations and repeat violations of said codes. In setting and revising the schedule of fines, the city commission shall classify violations by seriousness and magnitude and take into consideration the extent and nature of the violation, whether the violation is isolated and temporary or repetitive and continuous, the city's cost of investigating and correcting the violation, and other relevant factors.

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(2) Prior to issuing an initial citation, a code enforcement officer shall (i) provide notice to the person in possession and property owner, if different, that a violation of a code has been committed or is occurring, and (ii) establish a reasonable time within which the person and property owner must correct the violation. If the person receiving a citation has received a citation for the same violation within 12 months of the current violation, notice shall not be required prior to issuing the citation. If, upon personal investigation, a code enforcement officer finds that the person and property owner has not corrected the violation within the given time, a code enforcement officer may issue a civil citation to the person and property owner who has committed the violation or is allowing the violation to occur.

(3) A civil citation issued by a code enforcement officer shall be in the form prescribed by the city and shall contain:

(i) The date and time of issuance.

(ii) The name and address of the person to whom the citation is issued.

(iii) The date and time the violation was first observed.

(iv) The facts constituting reasonable cause that a violation exists.

(v) The section of the code that has been violated and a description of the nature of the violation.

(vi) The necessary corrective action and the date the corrective action shall be completed.

(vii) The fine amount and the date to be paid.

(viii) In the event the violation is not corrected by the due date and the fine

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paid, the case shall be referred to the special master.

(ix) In the event the issue is referred to the special master, a maximum per day fine of $250 per day for each violation or $500 repeat violation may be levied by the special master if found in violation. That the special master has the authority to levy the per day fine starting on the date the citation was issued through the date the violation is corrected or from the day the violation was first observed by the code enforcement officer for repeat violations.

(x) The name, work phone number and work address of the code enforcement officer and a statement that it is the responsibility of the person to contact the city for an inspection when the violation is corrected. The violation will be deemed to be in existence until the code enforcement officer determines that the violation has been corrected.

(xi) The date, time and place the special master hearing will be conducted, if necessary.

(xii) A conspicuous statement that if the person fails to correct the violation and pay the civil penalty or to appear at the special master hearing to contest the violation, the person shall be deemed to have admitted that the violation exists.

(4) Cases in which a violator has been issued a citation, but who has failed to pay the fine and correct the code violation for which the citation was originally issued, may be brought before the special master. The special master shall have the right to levy additional fines for each day the violation was in existence beginning with the date of the citation through the date the code enforcement officer confirms compliance. The maximum fine shall be $250 per day for first time violations and $500 per day for repeat violations. It is the responsibility of the violator to notify the city that the violation has been corrected. The violation will be deemed to

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have continued until the code enforcement officer has determined that the violation has been corrected.

NOTICE OF VIOLATION PROCEDURE

(1) Any violation of a code that is not enforced by the citation procedure above shall be enforced under the below notice of violation procedure, unless other lawful enforcement procedures are pursued.

(2) Upon observing a code violation(s), the code enforcement officer shall issue a notice of violation, the contents of which are outlined below, which shall include a reasonable time to correct the violation. However, if the violation is a repeat violation, time to correct the violation shall not be required. If, upon personal investigation, a code enforcement officer finds that the person or property owner has not corrected the violation within the required time period, a code enforcement officer may refer the item to the special master for a hearing and action.

(3) A notice of violation issued by a code enforcement officer shall be in the form prescribed by the city and shall contain:

(i) The date and time of issuance.

(ii) The name and address of the person to whom the citation is issued.

(iii) The date and time the violation was first observed.

(iv) The facts constituting reasonable cause that a violations exists.

(v) The section(s) of the code that has been violated and a description of the nature of the violation.

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(vi) The necessary corrective action and the date the corrective action shall be completed.

(vii)In the event the issue is referred to the special master, a maximum per day fine of $250 per day for each violation or $500 repeat violation may be levied by the special master if found in violation. That the special master has the authority to levy the per day fine from the date the order of the special master is not complied with or from the day the violation was first observed by the code enforcement officer for repeat violations.

(viii) The name, work phone number and work address of the code enforcement officer. A conspicuous statement that it is the responsibility of the person to contact the city for an inspection when the violation is corrected. The violation will be deemed to be in existence until the code enforcement officer determines that the violation has been corrected.

(ix) The date, time and place the special master hearing will be conducted, if necessary.

(x) A conspicuous statement that if the person fails to correct the violation by the time allowed by the code enforcement officer and fails to appear at the special master hearing to contest the violation, the person shall be deemed to have admitted that the violation exists.

(d) A civil citation or notice of violation issued by a code enforcement officer shall be served as consistent with Section 3-107 below. The refusal of a person to sign the civil citation or notice of violation shall not affect the validity of the citation. However, any person who willfully refuses to sign and accept a civil citation or notice of violation issued by any code enforcement officer shall be guilty of a misdemeanor of the second degree, punishable as provided in F.S. §§

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775.082 or 775.083. The civil citation or notice of violation shall contain all elements listed in this section.

(e) If a repeat violation is found or if a code enforcement officer has reason to believe that the violation presents a serious threat to the public health, safety, or welfare, or if the violation is irreparable or irreversible, or that the violator is engaged in a violation of an itinerant or transient nature within the jurisdiction while moving from place to place, or occurs under a special event permit, code enforcement officer does not have to provide the person or property owner with a reasonable time period to correct the violation or abate the nuisance and may immediately issue a civil citation or notice of violation.

However, a "fire safety inspector" as that term is defined in F.S. § 633.052, shall provide a violator a minimum time of 45 days to correct the violation, except for major structural changes, which may be corrected within an extended adequate period of time. A life safety code violation as per National Fire Prevention Codes may be ordered to comply in less than 45 days. In the event the violation continues to exist beyond the time specified for correction, a police officer or code enforcement officer shall issue a citation or notice of violation to the violator in accordance with the requirements of this section.

(f) If repeat violation(s) are found, the code enforcement officer shall notify the violator and advise him or her of the nature of the repeat violation, but is not required to provide that person a reasonable period of time to correct the repeat violation. The code enforcement officer may, upon notifying the violator of a repeat violation, issue a civil citation or a notice of violation to the violator in accordance with the provisions of this section. The case may be presented to the special master even if the fine for the repeat violation has been paid and the repeat violation corrected prior to the hearing. The special master shall have the authority to levy

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a per day fine beginning the date that the violation was first observed by the code enforcement officer.

(g) After issuing a citation or notice of violation to an alleged violator, the code enforcement officer shall deposit the original citation or notice of violation in a file for the special master, and shall deposit one copy thereof with the city's finance director.

(h) All fines imposed by civil citation or notice of violation procedure pursuant to this article shall be paid through the city's finance department and shall be paid by cash, check or other manners acceptable to the city, with coins only being accepted for any amounts which may require change to pay the exact amount.

(i) The provisions of this section are an additional and supplemental means of enforcing a code. Nothing contained in this section shall prohibit the city or special master from enforcing a code by any other means authorized by ordinance or statute.

Sec. 3-105. - Conduct of hearing.

(a) Special master hearings should be held once a month, but may be held more or less often as the demand necessitates. Minutes shall be kept of all special master hearings and all such hearings shall be open to the public. The city manager or designee shall provide clerical and administrative personnel as may be reasonably required for the proper performance of his or her duties. At any hearing, a special master may continue any matter to a future hearing date.

(b) Each case before a special master shall be presented by a code enforcement officer, a member of the city's administrative staff, or the city attorney, any assistant city attorney, or any special counsel. The city attorney may present the case before the special master or serve as council to the special master, but cannot perform both functions on a single case. If the city

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prevails in prosecuting a case before a special master, it shall be entitled to recover all costs incurred in prosecuting the said case and such costs may be added to the fine and become part of any lien authorized under section 3-106.

(c) A special master shall proceed to hear the cases on the agenda for the respective hearing. All testimony shall be under oath and shall be recorded. Formal rules of evidence shall not apply, however, fundamental due process shall be observed and shall govern all proceedings. Both the city and the alleged violator shall have the right to subpoena witnesses to testify at the hearing.

(d) A special master shall advise the alleged violator of the section of the code of which he or she is accused of violating and the nature of the violation. A special master shall first seek to determine whether the alleged violator admits the violation. If the alleged violator admits the violation, the special master shall hear such testimony and evidence as he or she deems necessary to determine the extent of the violation and appropriate fine amount. If the alleged violator denies the violation, the special master shall hear first from the city and any city witnesses and evidence, and the alleged violator shall have the right to cross-examine city witnesses. At the close of the presentation of the city's case against the alleged violator, the violator shall be permitted to present evidence, testimony of other witnesses and own testimony in defense. The city shall have the right to cross-examine the alleged violator and witnesses. The city shall have the burden of proving the violation by a preponderance of the evidence.

(e) At the conclusion of the hearing, the special master shall issue findings of fact, conclusions of law and order imposing fine based on the evidence of record, and shall issue an order affording the proper relief consistent with the powers granted herein. If the special master finds the person in violation, the special master shall establish a per day fine amount that may

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begin accruing on the date the citation was issued and shall continue accruing until the violation is corrected. A certified copy of such order may be recorded in the public records of the county and shall constitute notice to any subsequent purchasers, successors in interest or assigns if the violation concerns real property, and the findings therein shall be binding upon the violator and, if the violation concerns real property, any subsequent purchasers, successors in interest or assigns of said real property. Upon compliance and payment of the fine, the city shall record an order acknowledging compliance of the code violation and satisfaction of the fine. A hearing is not required for the issuance of such an order acknowledging compliance.

Sec. 3-106. - Administrative fines and liens.

(a) *Amount of fine.* A special master may impose a fine up to the maximum amount described in this subparagraph as provided below:

(1) A fine imposed pursuant to this section shall not exceed $250.00 per day for the first violation and shall not exceed $500.00 per day for a repeat violation; and, in addition thereto, may include all costs incurred by the city in prosecuting the case including city attorney fees and cost of repairs ordered by the special master. However, if a special master finds the violation to be irreparable or irreversible in nature, he or she may impose a fine not to exceed $5,000.00 per violation.

(2) In determining the amount of the fine, if any, a special master shall consider the following factors:

(i) The gravity of the violation;

(ii) Any actions taken by the violator to correct the violation; and

(iii) Any previous violations committed by the violator.

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(3) Each day a violation exists shall constitute a separate violation for the purpose of assessing such fine.

(b) *Reduction of fine.* If the violation has been brought into compliance, a special master may reduce any fine imposed pursuant to this article upon the request of the person found in violation who will receive notice of the date and time of the hearing to consider the request. The City Commission shall also have the right to reduce the fines imposed.

(c) *Lien for unpaid fine.* A certified copy of the findings of fact, conclusions of law and order imposing fine may be recorded in the public records of the county and shall thereafter constitute a lien against the land on which the violation exists and upon any other real or personal property owned by the violator. Upon petition to the circuit court, such order may be enforced in the same manner as a court judgment by the sheriffs of this state, including levy against the real and personal property, but such order shall not be deemed to be a court judgment except for enforcement purposes. A lien arising from a fine imposed pursuant to this section runs in favor of the city and the city manager may authorize the execution of a satisfaction and release of lien entered pursuant to this article. No lien created pursuant to the provisions of this section may be collected on real property that is a homestead under Section 4, Article X of the Florida Constitution. Once the lien is recorded in public records, the lien shall accumulate interest at the same rate as a judgment. The City may also collect expenses incurred in correcting the violation such as mowing, debris removal, structure demolition, etc., as an assessment pursuant to chapter 30 <https://library.municode.com/fl/holly_hill/codes/code_of_ordinances?nodeId=PTIICOOR_CH30FI> (finance), article IV (special assessment). In addition to the above, the city may collect the lien, including all costs incurred, by any other legal means.

Sec. 3-107. - Notices.

(a) All notices required by this article shall be provided to the alleged violator by certified mail, return receipt requested to the address listed in the tax assessor’s office for tax notices, or by hand delivery by the sheriff or other law enforcement officer, or code enforcement officer, or by leaving the notice at the violator's usual place of residence with any person residing therein who is above 15 years of age and informing such person of the contents of the notice. In the case of commercial property, the notice may be provided to the manager or other person in charge. Further, in the event notice is provided by certified mail, return receipt requested, and

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acceptance of such notice is refused or is returned to the city, and additional notice is provided using the same address by regular U.S. mail delivery and said additional notice is not returned to the city, a rebuttable presumption shall arise that the violator has received notice of the violation.

(b) In addition to providing notice as set forth in subsection (a) notice may also be served by publication or posting, as follows:

(1) Such notice shall be published once during each week for four consecutive weeks (four publications being sufficient) in a newspaper of general circulation in the county. The newspaper shall meet such requirements as are prescribed under F.S. ch. 50, for legal and official advertisements. Proof of publication shall be made as provided in F.S. §§ 50.041 and 50.051.

(2) In lieu of publication as described in subsection (b)(1), such notice may be posted for at least ten days in at least two locations, one of which shall be the property upon which the violation is alleged to exist and the other of which shall be at city hall. Proof of posting shall be by affidavit of the person posting the notice, which affidavit shall include a copy of the notice posted and the date and places of its posting.

(3) Notice by publication or posting may run concurrently with, or may follow, an attempt or attempts to provide notice by hand delivery or by mail as required under subsection (a). Evidence that an attempt has been made to hand deliver or mail notice as provided in subsection (a), together with proof of publication or posting as provided in subsection (b), shall be sufficient to show that the notice requirements of this article have been met, without regard to whether or not the alleged violator actually received such notice.

(c) The provisions of this section shall not apply to the enforcement, pursuant to F.S.

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§§ 553.79 and 553.80, as amended from time to time, of the building codes adopted pursuant to F.S. § 553.73, as they apply to construction, provided that a building permit is either not required or has been issued. For purposes of this section, "building codes" means only those codes adopted pursuant to F.S. § 553.73.

Sec. 3-108. - Appeals.

Except as otherwise provided herein, an aggrieved party, including the city, may appeal a final administrative order of a special master by certiorari to the circuit court of the county. Such an appeal shall not be a hearing de novo but shall be limited to appellate review of the record created before the special master. An appeal shall be filed within 30 days of the execution of the order to be appealed. The foregoing notwithstanding, appeals from dangerous dog determinations by the special master shall be governed by section 10-8 of this Code.

Sec. 3-109. - Duration of lien.

No lien provided by this article shall continue for a period longer than 20 years after the certified copy of an order imposing a fine has been recorded, unless within that time an action to collect the lien is commenced in a court of competent jurisdiction. In an action to collect a lien, the city is entitled to recover all costs, including a reasonable attorney's fee, that it incurs in the collection action. The city shall be entitled to collect all costs incurred in recording and satisfying a valid lien.

Division II - Nuisance Abatement Non-Statutory Process.

Sec. 3-200. - Special items declared a nuisance.

The maintaining, using, placing, depositing, leaving or permitting to be or remain on any public or private property of any of the following items, conditions or actions are hereby

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declared to be and constitute a nuisance:

(a) Any weeds such as broom grass, jimson, burdock, ragweed, sandspur or other similar weeds; or any other vegetation, other than trees, ornamental bushes, flowers or other ornamental plants with a height exceeding 12 inches;

(b) Accumulation of trash, litter, debris, garbage, bottles, paper, cans, rags, dead or decayed fish, fowl, meat or other animal matter; fruit, vegetables, offal, bricks, concrete, scrap lumber or other building debris or other refuse of any nature, including drug paraphernalia, including needles, and evidence of living outside or inside without proper utilities and proper disposal of sanitary sewage;

(c) Any condition which provides harborage for rats, mice, snakes and other vermin;

(d) Any building or other structure which is in such a dilapidated condition that it is unfit for human habitation, or kept in such an unsanitary condition that it is a menace to the health of people residing in the vicinity thereof, or presents a more than ordinarily dangerous fire hazard in the vicinity where it is located;

(e) All unnecessary or unauthorized noises and annoying vibrations, including animal noises;

(f) All disagreeable or obnoxious odors and stenches, as well as the conditions, substances or other causes which give rise to the emission or generation of such odors and stenches;

(g) The carcasses of animals or fowl not disposed of within a reasonable time after death;

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(h) The pollution of any public well or cistern, stream, lake, canal or body of water by sewage, dead animals, creamery wastes, industrial wastes or other substances;

(i) Any building, structure or other place or location where any activity which is in violation of local, state or federal law is conducted, performed or maintained, including but not limited to;

(1) There is an unusual sagging or leaning out of plumb of the building or structure or any parts of the building or structure and such effect is caused by deterioration or over-stressing to such an extent that there is a reasonable likelihood that the walls or other structural members may fall or give way.

(2) The building or structure has improperly distributed loads upon the floors or roofs, or the same are overloaded or have insufficient strength to be reasonably safe for the purpose used.

(3) The building or structure has been damaged or destroyed by fire, wind, or other causes and has become dangerous to life, safety, or the general health and welfare of people within or nearby the building or structure.

(4) The building or structure is so dilapidated, decayed, unsafe, unsanitary, or so utterly fails to provide the amenities essential to decent living that it is unfit for human habitation or occupancy, or is likely to cause sickness or disease, so as to injure the health, safety or general welfare.

(5) The building or structure has parts that are so attached that there is a reasonable likelihood they may fall and injure members of the public or property in general.

(6) The building or structure is vacant and not sufficiently secured to prevent easy

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access to trespassers and vagrants, or is otherwise untended or unkempt to the extent that it poses a general health or safety hazard for neighboring people or property.

(7) The electrical, mechanical or plumbing installations or systems create a hazardous condition contrary to the standards of the Florida Building Code.

(8) An unsanitary condition exists by reason of inadequate or malfunctioning sanitary facilities or waste disposal systems.

A building or structure poses imminent danger when:

(1) Unsound conditions of a structure, building system or portion thereof are likely to cause illness or physical injury to a person entering or occupying the structure;

(2) Structurally unsound conditions will likely cause a portion of the building or structure to fall, be carried by the wind, or otherwise detach or move, and in doing so cause physical injury or damage to a person or property nearby; or

(3) The condition of the property is such that it harbors or is inhabited by pests, vermin or organisms injurious to human health, the presence of which constitutes an immediate hazard to persons in the vicinity.

(4) A vacant structure that is unsecure and there is evidence of vagrants or squatters residing on the property without public utilities serving the property, including evidence of human waste: accumulation of garbage/debris evidencing residing on the property such as fresh food wrapping; the use of fire for light, heat, etc.

(j) Any accumulation of stagnant water permitted or maintained on any lot or piece of ground;

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(k) The storage or accumulation of junk in any area zoned for residential use;

(l) Any act resulting in the discharge, dumping, or disposal of any contents of any septic tank, dry well, raw sewage, grease or similar material, regardless of its source, into or upon any land or body of water within the city, except as may be allowed through the city's sewer system or as otherwise authorized by section 70-173 <https://library.municode.com/fl/holly_hill/codes/code_of_ordinances?nodeId=PTIICOOR_CH70UT_ARTVSESEDI_DIV2CO_S70-173COARSESE>;

(m) Improperly built or maintained septic tanks, water closets, or privies;

(n) Any act by which the health or life of any individual may be threatened or impaired, or by which or through which, directly or indirectly, disease may be caused;

(o) Any method for disposing of the contents of any septic tank, dry well, raw sewage, grease or similar material which has not been approved by the county health department or state department of health and rehabilitative services;

(p) Improper maintenance or operation of any vehicle designed or used for the transportation or disposal of the contents of any septic tank, dry well, raw sewage, grease, or similar material, which may threaten or impair the health or lives of any individual, or by which or through which, directly or indirectly, disease may be caused.

(q) Vehicles and other equipment parked or stored in violation of the city regulations or ordinances, including, but not limited to chapter 114 <https://library.municode.com/fl/holly_hill/codes/code_of_ordinances?nodeId=PTIICOOR_CH114ZO>, divisions 6 and 7.

(r) Any other condition that constitutes a public nuisance as a threat to the public's health, safety and welfare as defined and determined under the law.

Sec. 3-201. - Prohibited.

It shall be unlawful for any person to create a nuisance, or suffer or permit a nuisance to exist, upon property which is under his care, custody or control.

Sec. 3-202. - General provision.

(a) Except when specifically provided otherwise in this Code, violations of this Code shall be enforced as provided pursuant to this Chapter. The city shall initially attempt corrective action through code enforcement action outlined above.

(b) The city shall have the authority, in addition to any procedure established under state law, to abate nuisances described in section 3-200 above pursuant to the following procedure:

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(1) Whenever a code enforcement officer, building official, police chief or any member of their respective departments (hereinafter referred to collectively as city official) determines that there is a violation of a code, such city official shall initially pursue code enforcement pursuant Division 1 above, unless an emergency condition, such as a building or structure poses an imminent danger, justifies other lawful response. The city official can request the special master authorize the city to enter the property for the removal or correction of any public nuisance other than the demolition of a structure, which shall be abated as set forth in Section 3-203 below. If the condition poses an emergency condition, in addition to any other remedy allowed under the law to remedy the emergency condition, the city may go directly to the city commission.

(2) If the property owner fails to correct the violation(s) pursuant to the order issued pursuant to Division 1 above and the nuisance condition still exists, the city official may pursue abatement pursuant to section 3-2 <https://library.municode.com/fl/holly_hill/codes/code_of_ordinances?nodeId=PTIICOOR_CH3EN_S3-2ABNUDE>03 below.

(3) The term "property owner" as used in this section for purpose of issuance of a citation or notice of violation shall mean the owner for owner-occupied structures and vacant land and the owner and tenant for rental properties. The intent is to provide the notice to the owner of the subject premises and the individual in possession and control of the subject premises if not the owner. If property is removed from the subject premises, i.e., the towing of a vehicle, the notice required herein, shall be given to the same party receiving the notice of violation, and to the owner of the property removed.

Sec. 3-203. - Abatement of nuisance by removal or demolition.

The city shall have the right to abate a nuisance by removing or correcting the condition(s) constituting a nuisance, such as demolishing the structure or other property constituting such nuisance, removing junk, garbage and debris, and any other condition constituting a nuisance under section 3-200 above pursuant to the following procedure:

(a) The city official shall provide a written notice to the property owner and tenant setting forth the following:

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(1) The violation(s) that exist on the premises and a cite to the code section(s) that are in violation;

(2) The corrective action to be taken;

(3) A reasonable time for the corrective action to be performed; and

(4) That if the corrective action is not taken within the time allowed, the city commission will hold a public hearing to determine whether a public nuisance exists and if so, the appropriate remedy to abate the nuisance, including the demolition of the structure or property and correcting any other conditions constituting a nuisance.

(b) The city shall also perform a title search on the subject property to determine all lien holder(s) and shall provide the notice in section 3-203(a) above, to such lien holder(s).

(c) If the corrective action is not performed within the time allowed, and any extensions thereto, the city official is authorized to request a public hearing before the city commission for a determination as to whether or not a public nuisance exists on the subject property and if so, the remedy that the city official deems appropriate, including the demolition of the structure or the removal of any conditions that constitutes a nuisance under section 3-200. If the city commission determines a nuisance exists, the city commission shall determine a reasonable time for the property owner to eliminate the nuisance(s) and if not eliminated within the allowed time, authorize the city to enter the subject property and abate the nuisance(s). The property owner(s), tenant(s) and all lien holders shall receive a copy of the notice of public hearing. At such public hearing, the city commission shall hear testimony and receive other forms of evidence from all interested parties and shall make its determination based on the evidence presented.

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(d) Once property is removed at the direction of the city, the property shall become the responsibility of the company removing the property. The property shall be disposed of by the company as provided by law and the city shall not be responsible for such property nor the ultimate disposition of such property.

Sec. 3-204. - Notice requirements.

All notices required by this division shall be provided to the required party in one of the following methods:

(a) By certified mail, return receipt requested, to the last known address of the alleged violator pursuant to the tax rolls;

(b) By hand delivery by the code inspector, by a city police officer or other person designated by the city;

(c) By publishing the notice once a week for four consecutive weeks in a paper of general circulation in the county, with the proof of publication made in compliance with F.S. §§ 50.041 and 50.051, as amended;

(d) By posting for at least ten days in two locations, one of which shall be the property upon which the violation is alleged to exist and the other of which shall be at City Hall, along with a proof of posting by affidavit which shall include a copy of the notice posted and the date and place of posting;

(e) Evidence that an attempt has been made to hand deliver or mail the notice as provided in subsections (a) and (b), above, together with proof of publication or posting as provided in subsections (c) and (d), above, shall be sufficient to establish that the notice requirements have been met, without regard to whether or not the party actually received such

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notice.

(f) In the event of an emergency, the city shall provide the notice required in (d) above with as much advance notice as reasonably possible, but the hearing may proceed if the posting is less than 10 days and without a title search and notice to creditors required above.

Sec. 3-205 - Lien for cost and collection.

All costs incurred by the city in abating the nuisance (including cost of remedying the code violation(s) or public nuisance(s), all administrative, legal, posting and publication expenses, as well as other direct or indirect costs associated therewith) may be recorded as a lien on the subject property and to the extent permitted, may be collected as an assessment pursuant to chapter 30 <https://library.municode.com/fl/holly_hill/codes/code_of_ordinances?nodeId=PTIICOOR_CH30FI> (finance), article IV (special assessment). In addition to the above, the city may collect the costs incurred by any other legal means.

Division III - Section 893.138, Florida Statutes. Local administrative action to abate certain activities declared public nuisances.

Sec. 3-300. - Nuisance abatement.

It is the intent of this division to promote, protect, and improve the health, safety, and welfare of the citizens of the city by authorizing the special master with authority to impose administrative fines and other noncriminal penalties in order to provide an equitable, expeditious, effective, and inexpensive method of enforcing city circumstances when a pending or repeated violation continues to exist. The city hereby authorizes and delegates to the special master the right to enforce all of the city's powers, rights, duties and obligations as set forth in F.S. § 893.138, as amended. The city hereby adopts and incorporates all of F.S. § 893.138, as amended, as if specifically set forth herein.

Sec. 3-301. - Fines.

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The special master shall have the authority to levy fines in the same manner as set forth in section <https://library.municode.com/fl/holly_hill/codes/code_of_ordinances?nodeId=PTIICOOR_CH2AD_ARTIIIBOCOCO_DIV3COEN_S2-122ADFILI>3-106 above. In addition to the fines set forth above, the special master shall award to the city the reasonable fees and costs associated with the investigation of and hearing on the public nuisance, including all attorney fees incurred.

Sec. 3-302. - Continuing jurisdiction.

The special master shall retain continuing jurisdiction for a period of one year over any place or premises that has been or is declared to be a public nuisance.

Sec. 2-303. - Recording of orders.

Orders of the special master on public nuisances shall be recorded in the public records to provide notice to subsequent purchases, successors in interest, or assigns of the real property that is subject to the order. Recorded orders shall become a lien against the real property that is the subject of the order and may be collected as provided by law. The city shall be entitled to reimbursement of all costs, including reasonable attorney fees, associated with the recording of the order and foreclosures.

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

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

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

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APPROVED AND AUTHENTICATED on this 11th day of MARCH, 2025 for second and final reading.

John Penny, Mayor 3/11/2025

Valerie Manning, City Clerk,CMC 3/11/2025

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

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