

CITY OF HOLLY HILL, FLORIDA

CITY COMMISSION

AGENDA • JANUARY 12, 2021

City Commission Chamber

Work Session

5:00 PM

CITY HALL
1065 RIDGEWOOD AVENUE
HOLLY HILL, FL 32117

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



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

CITY COMMISSION MEMBERS

Mayor
Chris Via

District 1 - Commissioner
John Penny

District 3 - Commissioner
John C. Danio

District 2 - Commissioner
Penny Currie

District 4 - Commissioner
Roy Johnson

CITY MANAGER
Joseph Forte

CITY CLERK
Valerie Manning

1. CALL TO ORDER

- a. Roll Call
- b. Invocation
- c. Pledge of Allegiance

2. CRA PROPERTY GRANT PROGRAM DISCUSSION

- 1. CRA Property Improvement Grant Program
(Requested by Valerie Manning, City Clerk)

3. ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM DISCUSSION

- 1. Discuss Enterprise Resource Planning (ERP) System
(Requested by Stella Gurnee, Finance)

4. 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.



WORKSHOP DISCUSSION (ID # 3165)

CRA Property Improvement Grant Program

DISCUSSION:

The City of Holly Hill CRA Property Improvement Grant Program presently allows for improvements in the following categories: Signage, Building/Facades, Paving, and Demolition. City staff proposes to amend the program criteria to enable additional opportunities for partnering with private sector investment to further the goals of the CRA Master Plan.

The proposed changes are summarized below:

- 1) Amend the CRA Grant criteria to remove paving as a “stand alone” grant category.
- 2) Amend the CRA Grant criteria to add an additional category for property owners who seek to Rezone their properties to Planned Development. The intent of this additional category is to enable property owners and the City an increased level of flexibility in designing and constructing property improvements that are currently restricted by limitations related to the size, shape, overall layout and/or location of a particular property.
- 3) Amend the CRA Grant criteria to enable landscaping and/or hardscaping improvements to be eligible for CRA Grant reimbursement if these improvements are included as an integral part of a Signage or Building/Façade Improvement Grant application.
- 4) Reinstatement of the CRA Painting Program for FY2021.

FISCAL

ANALYSIS:

There is no proposed changes to the FY2021 adopted CRA budget.

STAFF

RECOMMENDATION:

Staff is seeking direction regarding the proposed changes to the CRA Property Improvement Reimbursement Matching Grant Program and the CRA Paint Reimbursement Grant Program. If

approved, the changes will be instituted immediately as part of the Fiscal Year 2021 CRA work program.



CRA PAINT REIMBURSEMENT GRANT PROGRAM

The purpose of the CRA Paint Reimbursement Grant Program is to encourage and assist residents and business owners within the Community Redevelopment Area to improve the aesthetics and appearance of their properties and to create a sense of continuity along our premiere City corridors. Attractive and appealing properties enhance the overall economic vitality and character of the City.

About The Program:

- The Grant Program is available to any commercial or residential property (single family or two family homes) that is located within the City of Holly Hill Community Redevelopment Area (see CRA map on page 4).
- Eligible applicants may receive a 50/50 matching grant for the purchase of painting materials and supplies up to \$5,000.
- Grant funds are available for exterior building frontage visible to the traveling public
- The Grant is for a one-time paint improvement only, with a single reimbursement payment.
- No Grant will be awarded for work that was initiated prior to the City's approval of a Grant application.

How To Apply:

- Submit a completed Grant application including a photo of the proposed project showing the relative size of the existing building/project area and its current condition.
- Property owners must submit an authorization letter for tenant applications.
- Property owners must **not** have any code liens; if liens exist they must be paid prior to City approval of a Grant application.
- A Grant application must include sample final paint colors selections which must meet City approved architectural and color standards (page 5).
- All painting contractors must adhere to the paint specifications guide (page 6-7).
- A Grant application must include three (3) written contractor proposals.
- All self-contracted work will be reimbursed for actual expenses only-excluding labor.
- Return completed application to: City of Holly Hill, Attention: CRA Grants Coordinator

Important Application Dates:

- Grant applications will be accepted beginning **January 4, 2021**.
- Grant applications will be reviewed and approved/denied within two (2) weeks of receipt of the Grant application by the City.
- All approved CRA Paint Reimbursement Grant projects must be completed by **June 30, 2021** to be eligible for reimbursement.

If awarded a CRA Paint Reimbursement Grant, any deviation from the approved CRA Paint Reimbursement Grant application may result in withdrawal of the approval of the CRA Grant.



CRA PAINT REIMBURSEMENT GRANT APPLICATION

Please sign and return completed Grant application with required attachments to:
City of Holly Hill, CRA Grants Coordinator, 1050 Ridgewood Ave., Holly Hill, FL 32117

- ◆ Applicant Name _____ Date _____
- ◆ Business Name _____
- ◆ Mailing Address _____
- ◆ Contact Phone _____ Email Address _____
- ◆ Building Owner (if different from applicant) _____
- ◆ Building Address _____

Description of Proposed Improvements:

Use additional paper if necessary)

List Contractor Proposals and Total Amounts (*please attach original proposals*):

1. _____
2. _____
3. _____

TOTAL COST OF PROPOSED PAINT PROJECT: _____

AMOUNT OF PAINT GRANT REQUESTED:

Attach with completed application: 1) photographs of proposed work, 2) all final color samples proposed and 3) original copies of all contractor proposals.

Applicant's Signature: _____ **Date:** _____

CRA Board Review: _____ **Date:** _____

Approved: _____

Rejected: _____

Date: _____



CRA PAINT REIMBURSEMENT GRANT AGREEMENT

Please sign and return completed application with necessary attachments to:

City of Holly Hill
CRA Grants Coordinator
1065 Ridgewood Ave.
Holly Hill, FL 32117

I certify that I have met with the CRA Grants Coordinator, and I fully understand the CRA Paint Reimbursement Grant application procedures and requirements established by the City of Holly Hill. I intend to use this Grant for the aforementioned painting project to forward the goals and objectives of the City of Holly Hill CRA.

I certify that I have read the CRA Paint Reimbursement Grant application procedures and requirements. I understand that if I am awarded a CRA Paint Reimbursement Grant by the City of Holly Hill, any deviation from the project as approved in the attached Grant application may result in the partial or total withdrawal of the CRA Paint Reimbursement Grant.

Business Name: _____

Applicant's Signature: _____ **Date:** _____

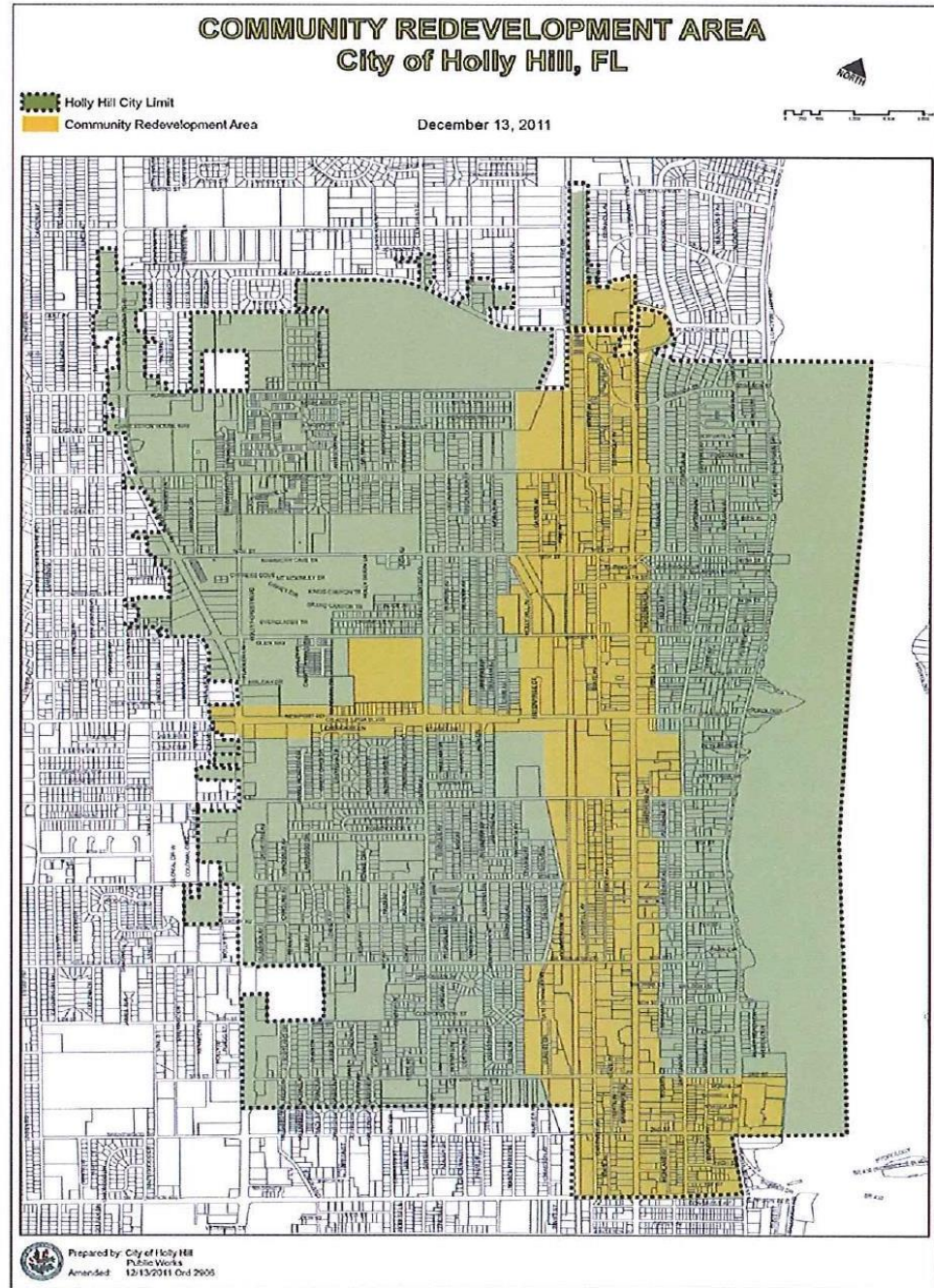
Building Owner's Signature: _____ **Date:** _____

CRA Coordinator Signature: _____ **Date:** _____

Reimbursement: When the entire CRA Paint Reimbursement Grant project has been satisfactorily completed and inspected, the applicant shall present the CRA Grants Coordinator with copies of all paid invoices and proof of payment for a single payment reimbursement of the funding amount approved as part of this Grant application.



Exhibit A – Community Redevelopment Area Map





CRA PAINT REIMBURSEMENT GRANT APPLICATION

ARCHITECTURAL AND COLOR STANDARDS

City of Holly Hill Code – Section 114-639. – Architectural styles/design standards.

For all new construction, one of the following architectural styles must be followed in the design of the project; Mediterranean, Spanish, Florida Vernacular, or Contemporary.

(Ord. No. 2721, & 1, 4-26-05)

Exterior Colors

The colors of walls, roofing, and accents such as trim and doors shall be coordinated to achieve a visually and aesthetically pleasing environment.

- Acceptable colors include light pastels, earth tones, and shades of brown, brown-taupe, sandy taupe, terra cotta, olive, sage and grey.
- No fluorescent or neon colors except that bright colors may be used as an accent color if covering no more than ten percent (10%) of the façade and with prior approval.



CRA PAINT REIMBURSEMENT GRANT APPLICATION

PAINT SPECIFICATIONS GUIDE

Painter Requirements:

- Must maintain a valid and current Business Tax Receipt in Volusia County
- Must carry Liability Insurance with not less than \$500,000 in coverage
- Must carry Workers Compensation
- Must have been in business for a minimum of five (5) years
- Must provide project references for work completed within the past two (2) years

Contract Requirements:

Proposed CRA Paint Reimbursement Grant projects on all residential and commercial properties must include (at a minimum):

- Pressure washing all areas prior to painting
- Caulking of exterior trim and removal of loose paint
- Priming of entire exterior surface prior to painting, primer to be latex primer/sealer or comparable equivalent to be approved by the City
- Painting of doors, window frames and all exterior trim
- Minimum of two (2) coats of mid-grade exterior paint or comparable equivalent to be approved by the City

Workmanship / Quality of Work: The first coat of paint must be completely dry before the second coat of paint is applied.



CRA PAINT REIMBURSEMENT GRANT APPLICATION

Required Primer and Paint Brands:

Sherwin-Williams, Behr, Valspar and Benjamin Moore as comparable.

- ✓ Valspar Reserve (Exterior)
- ✓ Valspar All Weather Exterior Primer
- ✓ Behr Premium Plus Ultra (Exterior)
- ✓ Behr Premium Plus Interior/Exterior Primer
- ✓ Sherwin-Williams A-100 Super Paint Exterior
- ✓ Sherwin-Williams Loxon Primer/Sealer (Concrete/Masonry)
- ✓ Sherwin-Williams Exterior Latex Wood Primer/A-100 Exterior Wood Primer
- ✓ Benjamin Moore Regal Select
- ✓ Benjamin Moore Fresh Start Primer

Paint Supply Locations:

- ✓ Sherwin-Williams is available locally (www.sherwin-williams.com/store-locator)
- ✓ Behr is available exclusively at the Home Depot
- ✓ Valspar is available at Ace Hardware, Lowe's Home Improvement Store, the Home Depot and Walmart
- ✓ Benjamin Moore is available locally at Southern Paint and Supply

City of Holly Hill Community Redevelopment Area ~~Commercial~~ Property Improvement Matching Grant Program

Guidelines and Application
~~adopted April 14, 2015~~
Revised January 2020



Information & Application

Please note that an application must be submitted and approved by the CRA Review Committee BEFORE work begins. The applicant assumes all financial liabilities related to work that is completed prior to a ruling. Following a review of the CRA application, the applicant will be sent an official correspondence by the CRA Officer.

____initials

Purpose:

In 1996, the City of Holly Hill adopted a Community Redevelopment Plan which listed numerous goals and objectives for the area designated within the Community Redevelopment Area. Objective 3.4 of that Plan recommended the establishment of a 50% matching grant of up to \$5,000.00 per award. This program specifically implements Objective 3.4 while incorporating other eligible costs such as landscaping, signage, building/ façade improvements, demolition, and rezoning noted within other objectives in the plan.

The purpose of the Community Redevelopment Agency (CRA) Commercial Property Improvement Grant Program is to encourage private investment to improve the appearance and functionality of existing buildings in the CRA District ~~Area~~ (map attached). The program provides 50% reimbursement of the total eligible project cost up to a maximum of \$10,000 to pay for the design and implementation of improvements within the CRA District. Funds are appropriated annually in the CRA ~~Area~~ budget, and funding is available on a first come-first served basis. The program is subject to the availability of allocated funds in the CRA budget.

The CRA Grant Program must support the goals of the CRA Master Plan for the CRA District. Applicants are required to follow the applicable design guidelines and policies in the City of Holly Hill CRA Master Plan.

Applicants are reminded that grant awards are discretionary and should not be considered an entitlement. All grant criteria contained herein are guidelines, not guarantees for awards and successful Applicants may receive any amount up to the maximum award. Should an Applicant meet all grant criteria, a grant may or may not be awarded by staff or CRA Grant Coordinator discretion due to funding limitations, competing applications, and/or competing priorities.

_____initials

Eligibility Requirements:

The CRA Grant Program is available to commercial and residential property owners that are located within the CRA District ~~Area~~. Businesses must have a valid and current Business Tax Receipt (BTR) through the appropriate agency, and Applicants must propose a permitted/conforming use within the CRA District ~~Area~~.

Applications will not be accepted from property owners who are delinquent on their property taxes. Applicants must not have code liens. ~~Additionally, Applicants must have a valid and current Business Tax Receipt (BTR).~~

Eligible Improvements:

The CRA Grant Program shall provide matching funds for the exterior (street side) improvements that are consistent with the CRA goals outlined in the CRA Master Plan. Funds may be used for the following types of improvements:

- Exterior signage, including the removal of non-conforming signs.
- Building/Façade Improvements, ~~Replacement~~, including of awnings, ~~and~~ shutters, doors and windows.
- ~~Paving~~
- Demolition
- Landscaping improvements if part of a Building/Façade Improvements or Signage project
- Rezoning to Planned Development

Non-eligible Improvements:

The CRA Grant cannot be used to fund interior renovations, general maintenance, sweat equity or electrical work (except exterior lighting), any improvement funded with a previous CRA grant or anything not listed as an eligible project.

Available Funding and Matching Requirement:

For signage, exterior building/façade improvements, ~~paving~~, demolition, landscaping with conditions and Rezoning to Planned Development up to **\$10,000** grant award shall be available to an individual property for reimbursement of 50% of eligible expenses by the property owner.

Application Process and Deadline:

Applications are accepted ~~on a monthly basis, by the 15th of each month.~~ The final application deadline is the 30th of June each fiscal year. Applications will not be processed within the current fiscal year if received after June 30th and will be held for the next fiscal year throughout the year

_____ initials

while funds last and should be submitted to the City of Holly Hill through the CRA Grants Coordinator.

- (1) The Applicant receives a CRA Grant Program Application from **the** CRA Grant Coordinator located at 1065 Ridgewood Avenue Holly Hill FL 32117; or by downloading it from the www.hollyhillfl.org website.
- (2) The Applicant **must fully** complete the application and submit it to the CRA Grant Coordinator for **review and** processing. The application package **shall** include the following:
 - (a) Current photo(s) of project site;
 - (b) Property Appraiser Parcel ID number and proof of paid property taxes;
 - (c) Applicant Information;
 - (d) Listing of businesses or services offered on site;
 - (e) Description of proposed improvements;
 - (f) Identification of project's support of the CRA Master Plan;
 - (g) **Copy of a** Business Tax Receipt (current);
 - (h) Rendering or sketch of proposed improvements;
 - (i) Photo of area to be improved;
 - (j) Sign/~~Awning~~ **Building/Facade** design drawings and/or plans;
 - (k) Documentation of cost estimates – copies of vendor bids **(three bids required)**, estimates, etc.;
 - (l) Boundary Survey
 - (m) Signature of Property Owner (Applicant).

☐ Applicants are advised to submit a complete application and all supporting materials per the instructions in this packet; incomplete applications will not reviewed.

- (3) The CRA Grants Coordinator undertakes the initial review of the application and determines if the application is complete. If the application is found incomplete, the applicant will be granted time to complete and resubmit the application.
- (4) Once the application is complete, ~~staff will review the application~~ **the CRA Grants Coordinator will schedule a full review by the CRA Grants Review Committee, to ensure compliance with the CRA Grant Program Criteria.** ~~according to the program selection criteria and forward a recommendation to the CRA Grants Coordinator to~~ **The CRA Grants Review Committee** will forward a recommendation to the City Manager for **final** approval. ~~A letter is mailed notifying the Applicant of the decision of the application. If an application is denied, at any level of review, the Applicant may modify the existing application or reapply at a later date.~~

_____ initials

- (5) An official notification from the CRA Grants Coordinator will be delivered to the Applicant informing them of the approval or denial of the application. If an application is denied at any level of review, the Applicant may modify the existing application or re-apply at a later date.

PLEASE NOTE THAT THE APPLICANT IS RESPONSIBLE FOR OBTAINING ALL BUILDING AND RELATED PERMITS ASSOCIATED WITH THE PROPOSED CRA GRANT PROJECT. ADDITIONALLY, THE APPLICANT IS RESPONSIBLE FOR ENSURING THAT THEIR CONTRACTOR HAS RECEIVED, AND PAID FOR, ALL THE REQUIRED PERMITS FROM THE CITY OF HOLLY HILL PRIOR TO ANY PROJECT-RELATED CONSTRUCTION RELATED TO THE PROPOSED PROJECT. FOR INFORMATION REGARDING CITY PERMITS AND INSPECTIONS, PLEASE CONTACT THE CITY'S BUILDING AND ZONING DIVISION AT (386) 248-9442.

☐ ~~Please note that applications must be submitted and approved BEFORE work begins. Award of the grant is not guaranteed, and the Applicant assumes all financial liabilities for work initiated prior to the approval of the Grant by the CRA Grant Review Board and City Manager.~~

THE CITY IS REQUIRED BY LAW TO FILE INFORMATIONAL RETURNS (FORM 1099-G) FOR INDIVIDUALS AND ENTITIES RECEIVING GRANT FUNDS FROM THE CITY/CRA. CRA GRANT RECIPIENTES MUST SIGN AND RETURN A SUBSTITUTE W9 FORM TO THE CITY BEFORE GRANT FUNDS CAN BE DISTRIBUTED.

- (6) Upon completion of the improvements; a final inspection and approval by the City is required, prior to the Applicant submitting a "reimbursement package" which includes the following:
- a. Completed reimbursement form (provided by the CRA Grant Coordinator);
 - b. Copies of applicable invoices or receipts;
 - c. Proof of payment for improvements; and
 - d. Photos of improvements (before and after).

Applicants will receive grant funding after the project is completed, inspected and all associated costs have been paid. It is the responsibility of the Applicant to maintain proper documentation of funds expended in the course of completing the project. Release of funds is subject to submission of this documentation to the CRA Grants Coordinator by the Applicant. The project must be completed essentially as presented to the CRA Grant

____ initials

Coordinators in order to receive payment. At approximately the midpoint of the project, the Applicant will give an update to the CRA Grants Coordinator on the progress of the project either in writing or in person. The CRA Grants Coordinator reserves the right to make on-site inspections throughout the course of the project.

- ☐ ~~Acceptable documentation is defined as PAID invoices/statements and/or schedule of values from vendors clearly detailing the work done for the project.~~

~~If the project is not completed by September 30th, or is not approved in its final inspection, or does not receive its Certificate of Occupancy (if applicable) within the fiscal year of award, the grant shall expire. In order to proceed with the project an extension *must* be submitted before August 1st of the current fiscal year in order to allocate the funds to the appropriate grant fund in the next fiscal year.~~

- ☐ ~~Applicants have 45 days from the completion date of the project to file for reimbursement according to procedures set forth within the contract.~~

If you have more than one project:

Grant applications will not be considered if a parcel of property has received grant funds in the same category within a period of five years.

The following selection criteria will be used to review applications for the CRA Grant Program. Criteria are derived from the goals and objectives of the adopted CRA Master Plan.

1. **Quality of Site Design and Materials:** Degree to which the proposed project promotes the adopted CRA Master Plan and promotes harmony with neighboring structures.
2. **Streetscape Aesthetics and Functionality:** Degree to which the proposed project enhances the streetscape of the CRA ~~Corridor~~ District, including the addition or enhancement of display windows, awnings, landscaping, exterior handicapped accessibility and architectural amenities.
3. **Increased Safety:** Degree to which the proposed project will promote safety by easily identifying the business for customers and emergency services.
4. **Removal of Slum and Blight:** Degree to which the proposed project upgrades or eliminates substandard structures or eliminates non-conforming uses.

_____ initials

Disclaimer:

The City of Holly Hill, shall not be responsible for the planning, design, or construction of the property that is owned by the Applicant. No warranties or guarantees are expressed or implied by the description of, application for, or participation in the CRA Grant Program. The Applicant is advised to consult with licensed architects, engineers, or building contractors before proceeding with final plans or construction.

_____initials

CRA GRANT PROGRAM APPLICATION

Date: _____

Property Owner: _____

Corporate Name: _____

Property Address (Project Location): _____

Phone: _____ Fax: _____

Contact Person: _____

E-mail: _____

What type of grant(s) are you applying for?

Check all that apply.

☐ Sign ☐ Building/Façade ☐ Demolition ☐ ~~Paving~~ Rezoning ☐ Landscaping

Project and financial assistance requested:

Describe proposed improvement(s):

Describe the proposed businesses or services offered on site:

Please identify the ways in which this project supports the CRA Master Plan:

Total Project Cost _____ Total Funding Request _____

Submittals

_____ initials

Applications must include the following materials, if applicable, for consideration by the CRA Grant Program:

- (a) Current photo(s) of project site;
- (b) Property Appraiser Parcel ID number and proof of paid property taxes;
- (c) Applicant Information;
- (d) Listing of businesses or services offered on site;
- (e) Description of proposed improvements;
- (f) Identification of project's support of the CRA Master Plan;
- (g) Business Tax Receipt (current);
- (h) Rendering or sketch of proposed improvements;
- (i) Photo of area to be improved;
- (j) Sign/Awning design drawings and/or plans;
- (k) Documentation of cost estimates – copies of vendor bids (three bids required);
- (l) Boundary Survey;
- (m) Signature of Property Owner (Applicant) each page of application must be initialed.

~~Applications lacking sufficient materials to describe the project will NOT be reviewed and rejected by the CRA Grant Coordinator.~~

_____initials

COST ANALYSIS

[illegible]

TOTAL: _____

FUNDING REQUEST: _____

_____initials

I, _____, attest that the information contained herein is correct to the best of my knowledge. I further understand that the CRA Grant Program benefits are contingent upon funding availability and approval, and are not to be construed as an entitlement or right of a property owner (Applicant). I further understand that I am responsible for providing construction documents and/or permits required for any work, and hold the City of Holly Hill harmless for any damages associated with this application or the CRA Grant Program. Prior to reimbursement of project costs, the applicant shall agree in writing, to maintain all improvements and not to alter the project for a period of five (5) years without approval. Non-compliance may be subject to formal proceedings that could result in daily fines or a lien against the property for the amount of the grant award. Routine maintenance (e.g. replacing same materials, repainting same color etc.) does not require City approval.

Applicant

Print Name

STATE OF FLORIDA:
COUNTY OF VOLUSIA:

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____. He/she is personally known to me or has produced _____ as identification and did not (did) take an oath.

(SEAL)

Notary Public, State of Florida, (Signature of
Notary taking acknowledgement)

Name of Notary Typed, Printed or Stamped My Commission
Expires:

Commission Number

_____ initials

Signage

Purpose:

The purpose of the sign replacement reimbursement grant program is to encourage and assist property owners within the Community Redevelopment Area to improve the aesthetics and appearance of their properties and to create a sense of continuity and design impact. Attractive and appealing images enhance the overall vitality and character of the City by adding new beautification and visual features where previously lacking.

Funding Structure:

Eligible applicants may receive awards of 50% of the total eligible project cost with no single grant exceeding \$10,000.

Criteria for Program:

Guidelines:

- Removal of old signs, replacement of existing signs and obsolete sign poles ~~to meet code,~~ and the production and installation of new signage that is code compliant;
- Property taxes must be current;
- Business Tax Receipt must be current;
- Utility bill must be current;
- The property cannot have any code liens;
- Plans, design and survey must be submitted for review;
- Must meet all applicable ordinances, regulations and permitting requirements;
- Project needs to be consistent with CRA Master Plan;
- Must maintain its approved design for a minimum period of 5 years;
- Color scheme should harmonize with surrounding structures;
- All grant applications must be accompanied by three licensed contractor cost estimates;
- Only one Sign Grant will be awarded per property.

Ineligible Projects:

- Improvements/services rendered prior to grant approval.
- Improvement to an existing sign that does not meet code, nonconforming signs.
- Property damage that may be covered by or compensated through an applicant's property insurance coverage.
- Project funded by a previous grant.
- Anything not listed above as an eligible project.

Boundaries:

CRA District (map included)

_____ initials

Building/Façade Rehabilitation

The purpose of the building/facade improvement reimbursement grant program is to encourage and assist property owners within the Community Redevelopment Area to improve the aesthetics and appearance of their properties and to create a sense of continuity and design impact. Attractive and appealing images enhance the overall vitality and character of the City by adding new beautification and visual features where previously lacking.

Funding Structure:

Eligible applicants may receive awards of 50% of the total eligible project cost with no single grant exceeding \$10,000.

Criteria for Program:

- Building must be structurally sound based on City inspection.
- Property taxes must be current.
- Business Tax Receipt must be current.
- Utility bill must be current.
- The property cannot have any code liens.
- Plans & design and survey must be submitted for review.
- Must maintain its approved design for a minimum period of 5 years.
- All grant applications must be accompanied by three cost estimates.
- Must meet all applicable ordinances, regulations and permitting requirements.
- Only one Façade Rehabilitation Grant will be awarded per property.

Eligible Improvements:

- ~~Awnings, and shutters of exterior structure replace or new~~
- Exterior renovation: including but not limited to, stucco, architectural details, replacing windows, door trims, porches, storefronts, and façade renovations;
- Awnings/shutters, including the removal of old awnings/shutters and the purchase and installation of new awnings/shutters.

Ineligible Improvements:

- Interior improvements;
- Improvements/services rendered prior to grant approval;
- Paint of interior structure or exterior not related to façade improvements;
- Electrical work ~~(except exterior lighting);~~
- General maintenance/sweat equity;
- Project funded by a previous grant.
- Project to correct a code violation for which the property has been cited.
- Anything not listed as an eligible project.

Boundaries:

CRA District (map included)

_____ initials

Paving:**Funding Structure:**

_____ Eligible applicants may receive awards of 50% of the total eligible project cost with no single grant exceeding \$10,000.

Criteria for Program:

- Plans & design and survey must be submitted for review.
- All property taxes must be current.
- The property cannot have any code liens.
- Business Tax Receipt must be current.
- Utility bill must be current.
- Must maintain approved design for a minimum period of 5 years.
- Must meet all applicable ordinances, regulations and permitting requirements.
- All grant applications must be accompanied by three cost estimates.
- Only one Paving Grant will be awarded per property.

Eligible Improvements:

- New pavement, unpaved property or repair of pavement i.e. pot holes, etc.

Ineligible Improvements:

- Routine maintenance of existing pavement will not be eligible.
- Improvements/services rendered prior to grant approval
- Property damage, compensated through an applicant's property insurance.
- Project funded by a previous grant.
- Anything not listed as an eligible project.

Boundaries:

CRA District (map included)

_____ initials

REZONING TO BUSINESS PLANNED UNIT DEVELOPMENT

The purpose of the Rezoning to Business Planned Unit Development is to enable owners of small and irregularly shaped lots to pursue the development of the properties without the “one size fits all” approach that is typical with standard municipal zoning classifications. If given the opportunity, these irregular properties can be developed into a positive use for both the property owner(s) and the City.

Funding Structure:

Applicants may receive a CRA grant reimbursement award of \$1,000 or 50% of the standard rezoning fee imposed by the City.

Criteria for Program:

- Property taxes must be current
- Business tax receipt must be current
- Utility account must be current
- No code liens on the property
- Design plans and survey must be submitted
- Must meet all applicable ordinances, regulations and permitting
- Must be an approved use

Eligible Improvements:

To be negotiated within a development agreement between the property owner and the City of Holly Hill.

____initials

Demolition

Funding Structure:

Eligible applicants may receive awards of 50% of the total eligible project cost with no single grant exceeding \$10,000.

Criteria for Program:

- Plans & design must be submitted for review.
- All property taxes must be current.
- Utility bill must be current.
- Must meet all applicable ordinances, regulations and permitting requirements.
- All grant applications must be accompanied by three cost estimates.
- Only one Demolition Grant will be awarded per property.

Ineligible Improvements:

- Anything not listed as an eligible project.
- Improvements/services rendered prior to grant approval.
- Project funded by a previous grant.

Boundaries:

CRA District (map included)

_____initials

Landscaping / Hardscaping

The purpose of the Landscaping/Hardscaping improvements reimbursement grant program is to encourage and assist property owners within the Community Redevelopment Area to improve the aesthetics and appearance of their properties and to create a sense of continuity and design impact. Attractive and appealing properties enhance the overall vitality and character of the City.

Funding Structure:

Eligible applicants may receive awards of 50% of the total eligible project cost with no single reimbursement grant exceeding \$10,000. Landscaping/hardscaping improvements combined with Building/Façade improvements and/or Signage improvements may receive awards of 75% of the total eligible project cost with no single grant exceeding \$10,000 per category.

Criteria for Program:

- Plans, designs and survey must be submitted for review and comply with City requirements.
- All property taxes must be current.
- The property cannot have any code liens.
- Business Tax Receipt must be current.
- Utility bill must be current.
- Must maintain approved design for a minimum period of 5 years.
- Must meet all applicable ordinances, regulations and permitting requirements.
- All grant applications must be accompanied by three cost estimates.
- Only one Landscaping Grant will be awarded per property.

Eligible Improvements:

- Professional landscape designs and installation.
- Replacement and addition of new plant materials.
- All landscaping must adhere to the City's list of acceptable planting materials.
- Installation of irrigation system.
- Hardscape elements
- Decorative walls, planters, window boxes and fencing

Ineligible Improvements:

- General maintenance of existing landscaping.
- Improvements funded by a previous grant.
- Improvements not listed as eligible improvements.

Boundaries:

CRA District (map included)

_____initials

This Section for Official Use Only

Date Reviewed by CRA: _____ *Recommendation to Committee:* _____

Date Reviewed by Committee: _____

Recommendation to Coordinator: _____

Action by CRA Coordinator: Recommendation to City Manager _____

Action by City Manager: _____

Amount approved: _____

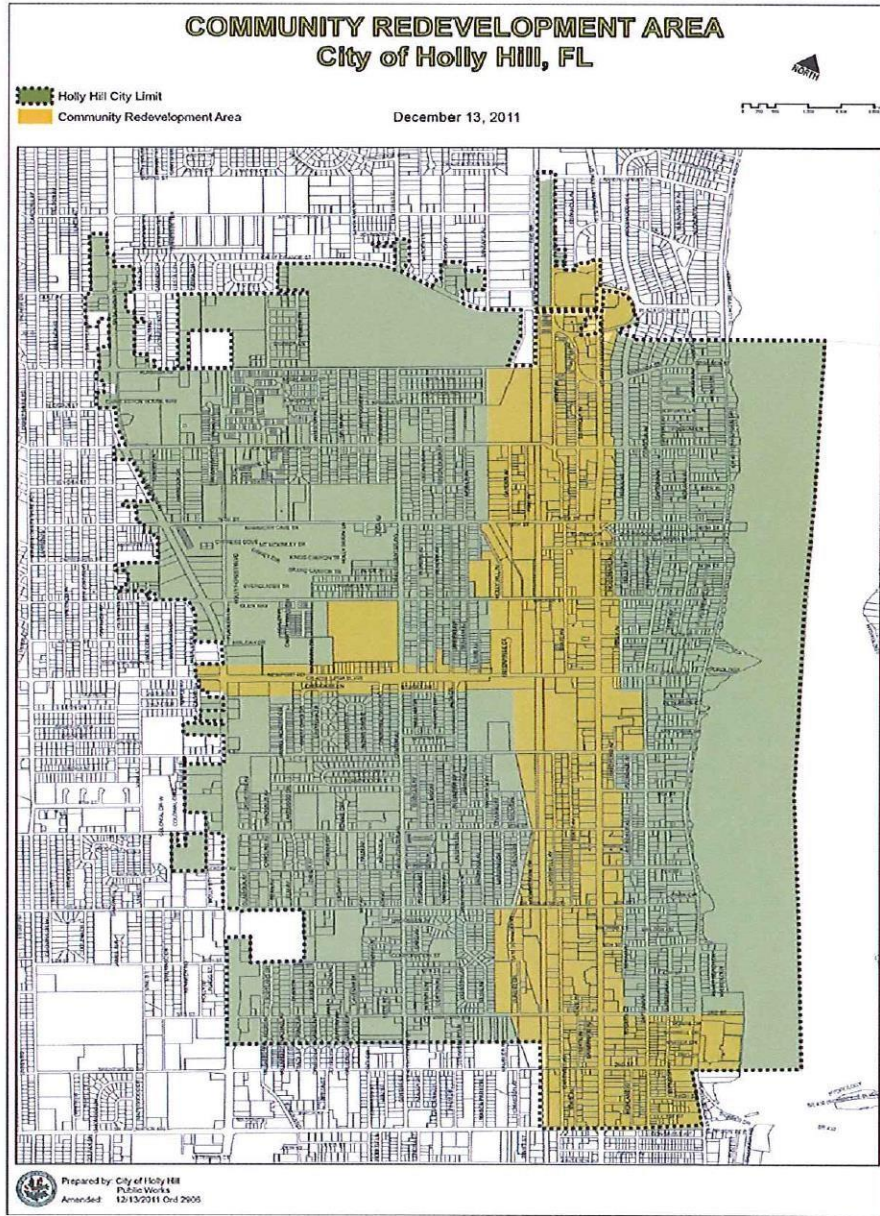
**Release of Funds authorized by*

City Manager: _____

*Release of funds only occurs after the CRA Grant Coordinator has verified that all conditions of the contract, and grant application have been satisfied.

_____ initials

Exhibit A – Community Redevelopment Area Map



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initials



City Commission

1065 Ridgewood Ave
Holly Hill, FL 32117

SCHEDULED

WORKSHOP DISCUSSION (ID # 3173)

3.1

Meeting: 01/12/21 05:00 PM

Department: Finance

Category: Workshop Item

Prepared By: Stella Gurnee

Initiator: Stella Gurnee

Sponsors:

DOC ID: 3173

Discuss Enterprise Resource Planning (ERP) System

Discuss staff's proposal to migrate to a new ERP system, Tyler Incode, that would be less costly and improve efficiency, integration of City data, and customer Service.



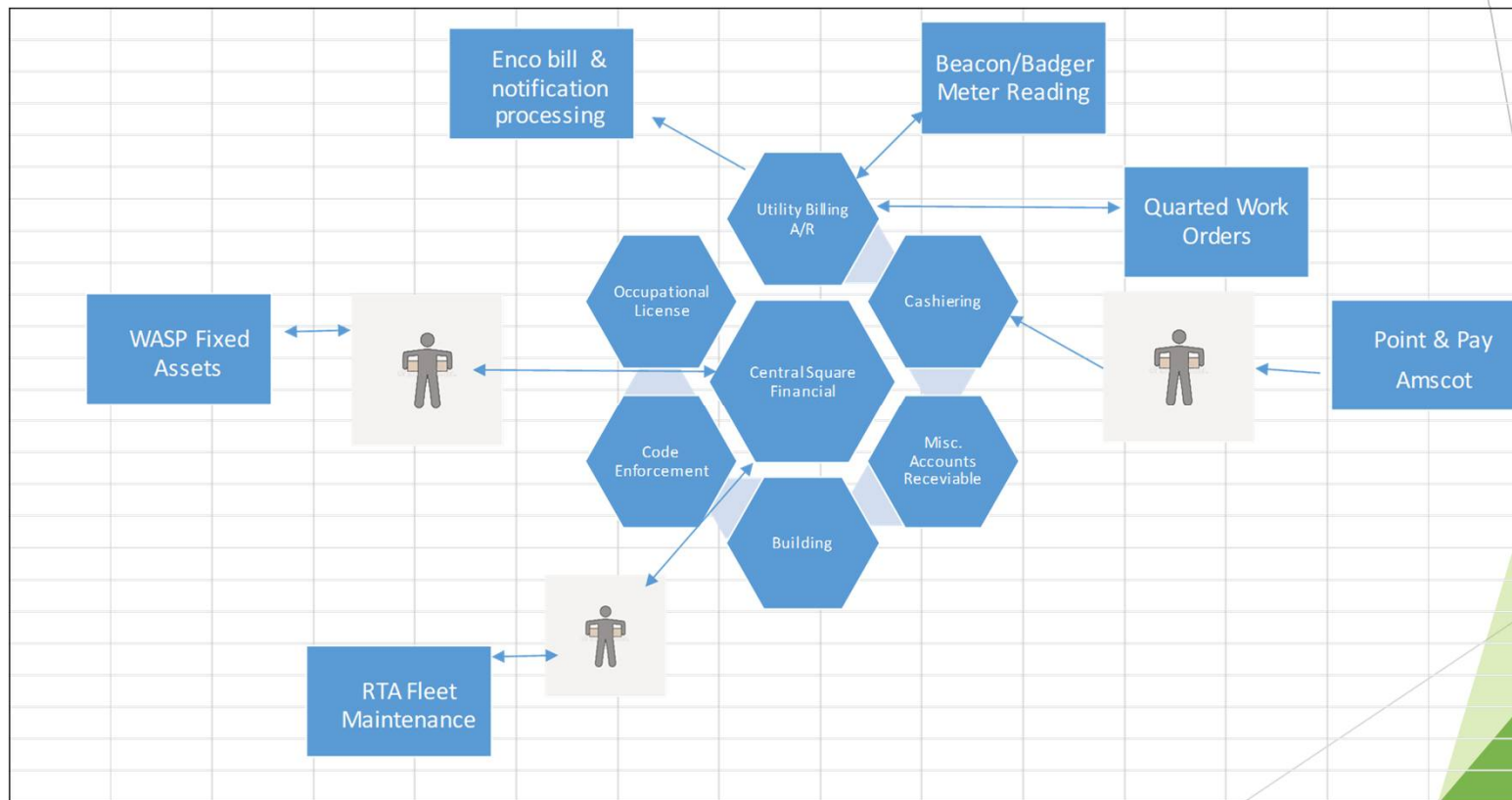
Enterprise Resource Planning (ERP) System

January 12, 2021

Discussion

- u Enterprise resource planning (ERP) is the integrated management of main business processes, often in real time and mediated by software and technology. ERP is usually referred to as a category of business management software—typically a suite of integrated applications—that an organization can use to collect, store, manage, and interpret data from many business activities.

Current Systems



ERP System Benefits

- u Improved Process Efficiency
- u Integrated Information
- u Accurate Forecasting
- u Cost Savings
- u Mobility
- u Customized Reporting
- u Increased Productivity
- u Assist with regulatory compliance
- u Flexible
- u Customer Service
- u Data reliability

	Central Square & 3rd Party Vendors		Tyler Technologies	
Upgrade Costs			\$	158,350.00
Annual Maintenance	\$	629,867.42	\$	334,935.00
Total 5 year expense	\$	629,867.42	\$	493,285.00
Total 5 year savings	\$	136,582.42		
5 year Return on Investment		28%		