

HILLIARD TOWN COUNCIL MEETING

Hilliard Town Hall / Council Chambers
15859 West County Road 108
Post Office Box 249
Hilliard, FL 32046

TOWN COUNCIL MEMBERS

Floyd L. Vanzant, Mayor
John P. Beasley, Council President
Kenny Sims, Council Pro Tem
Lee Pickett, Councilman
Jared Wollitz, Councilman
Callie Kay Bishop, Councilwoman

ADMINISTRATIVE STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Gabe Whittenburg, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

AGENDA

MONDAY, NOVEMBER 29, 2021, 7:00 PM

NOTICE TO PUBLIC

Anyone wishing to address the Town Council regarding any item on this agenda is requested to complete an agenda item sheet in advance and give it to the Town Clerk. The sheets are located next to the printed agendas in the back of the Council Chambers. Speakers are respectfully requested to limit their comments to three (3) minutes. A speaker's time may not be allocated to others.

PLEDGE OF CIVILITY

WE WILL BE RESPECTFUL OF ONE ANOTHER
EVEN WHEN WE DISAGREE.
WE WILL DIRECT ALL COMMENTS TO THE ISSUES.
WE WILL AVOID PERSONAL ATTACKS.
"Politeness costs so little." – ABRAHAM LINCOLN

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

MAYOR To call on members of the audience wishing to address the Council on matters not on the Agenda.

SPECIAL MEETING

ITEM-1 Additions/Deletions to Agenda

ITEM-2 Town Council Review and Discussion of Classification and Compensation Study for the Town of Hilliard Draft Salary Study Analysis
Gabe Whittenburg - Parks & Recreation Director

ITEM-3 Resolution No. 2021-28
A Resolution of the Town Council of the Town of Hilliard, Florida, a Municipal Corporation adopting an Amended Budget for the Fiscal Year 2020-2021, for the Town of Hilliard; and providing an effective date.
Town Attorney Waugh

Town Council to adopt Resolution No. 2021-28 for the Fiscal Year 2020-2021.
Lisa Purvis, MMC - Town Clerk

ADDED ITEMS

ADDITIONAL COMMENTS

PUBLIC

MAYOR & TOWN COUNCIL

ADMINISTRATIVE STAFF

TOWN ATTORNEY

ADJOURNMENT

The Town may take action on any matter during this meeting, including items that are not set forth within this agenda.

TOWN COUNCIL MEETINGS

The Town Council meets the first and third Thursday of each month beginning at 7:00 p.m., unless otherwise scheduled. Meetings are held in the Town Hall Council Chambers located at 15859 West County Road 108. Video and audio recordings of the meetings are available in the Town Clerk’s Office upon request.

PLANNING & ZONING BOARD MEETINGS

The Planning & Zoning Board meets the second Tuesday of each month beginning at 7:00 p.m., unless otherwise scheduled. Meetings are held in the Town Hall Council Chambers located at 15859 West County Road 108. Video and audio recordings of the meetings are available in the Town Clerk’s Office upon request.

MINUTES & TRANSCRIPTS

Minutes of the Town Council meetings can be obtained from the Town Clerk’s Office. The Meetings are usually recorded but are not transcribed verbatim for the minutes. Persons requiring a verbatim transcript may make arrangements with the Town Clerk to duplicate the recordings, if available, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be at the expense of the requesting party.

TOWN WEBSITE & YOUTUBE MEETING VIDEO

The Town’s Website can be access at www.townofhilliard.com.
Live & recorded videos can be access at www.youtube.com search - Town of Hilliard, FL.

ADA NOTICE

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the Town Clerk’s Office at (904) 845-3555 at least seventy-two hours in advance to request such accommodations.

APPEALS

Pursuant to the requirements of Section 286.0105, Florida Statutes, the following notification is given: If a person decides to appeal any decision made by the Council with respect to any matter considered at such meeting, he or she may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based.

PUBLIC PARTICIPATION

Pursuant to Section 286.0114, Florida Statutes, effective October 1, 2013, the public is invited to speak on any “proposition” before a board, commission, council, or appointed committee takes official action regardless of whether the issue is on the Agenda. Certain exemptions for emergencies, ministerial acts, etc. apply. This public participation does not affect the right of a person to be heard as otherwise provided by law.

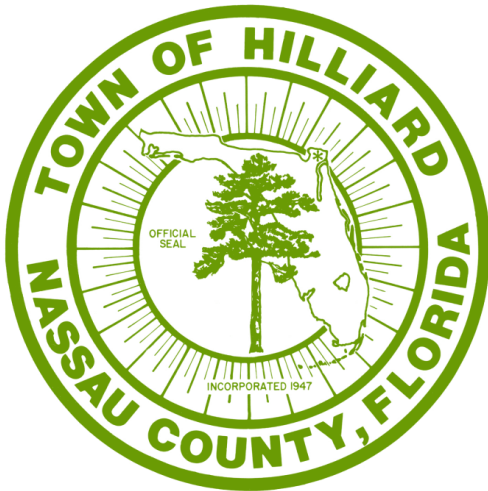
EXPARTE COMMUNICATIONS

Oral or written exchanges (sometimes referred to as lobbying or information gathering) between a Council Member and others, including staff, where there is a substantive discussion regarding a quasi-judicial decision by the Town Council. The exchanges must be disclosed by the Town Council so the public may respond to such exchanges before a vote is taken.

2021 HOLIDAYS

TOWN HALL OFFICES CLOSED

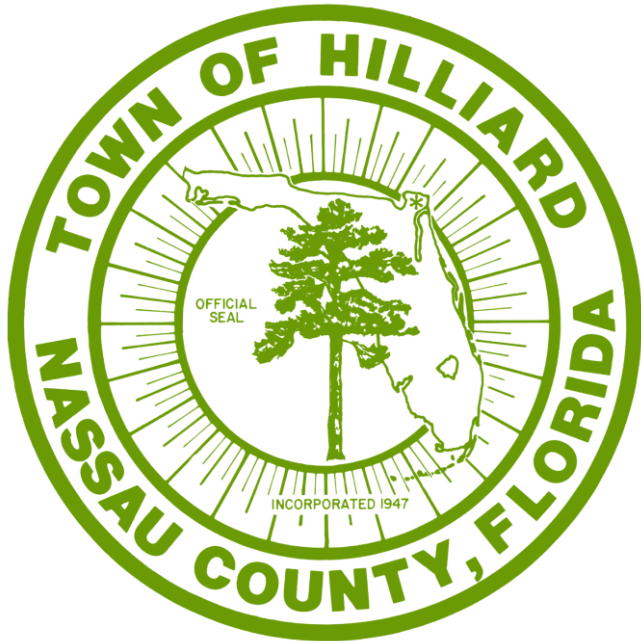
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|----------------------------------|-----------------------------|
| 1. Martin Luther King, Jr. Day | Monday, January 18, 2021 |
| 2. Memorial Day | Monday, May 31, 2021 |
| 3. Independence Day Monday | Monday, July 5, 2021 |
| 4. Labor Day | Monday, September 6, 2021 |
| 5. Veterans Day | Thursday, November 11, 2021 |
| 6. Thanksgiving Day | Thursday, November 25, 2021 |
| 7. Friday after Thanksgiving Day | Friday, November 26, 2021 |
| 8. Christmas Eve | Thursday, December 23, 2021 |
| 9. Christmas Day | Friday, December 24, 2021 |
| 10. New Year's Eve | Thursday, December 30, 2021 |
| 11. New Year's Day | Friday, December 31, 2021 |



Town of Hilliard

Salary Study Analysis

Key Assumptions / Factors



- ▶ Data Sourced from Evergreen Solutions, LLC.
 - ▶ Analysis of both raw data and suggested Salary Grades / Ranges from Evergreen Solutions.
 - ▶ Mean derived from raw data from Evergreen Solutions w/ cost of living adjustment applied.
 - ▶ High and low responses removed for determining mean.
- ▶ Two Suggested Options / Methodologies.
 - ▶ Not on Employee Level - Job Family / Title.
 - ▶ Graded Salary Structure
 - ▶ Variable Step Rate Program
- ▶ To Do / Next Steps.
 - ▶ Map Job Title Family to Salary Grade.
 - ▶ Review Across Department for Consistency.
 - ▶ Adopt / Approve / Implement.



Salary Study - Raw Data Analysis

Title	# Resp.	Avg. Midpoint	# EE	Hilliard Average	Percent Difference
Administrative Assistant	9	\$42,613.64 (\$20.49)	6	\$36,920.00 (\$17.75)	15%
Asst. Public Works Dir.	3	\$72,144.38 (\$34.68)	1	\$57,000.00 (\$27.40)	26%
Deputy Town Clerk	4	\$47,997.53 (\$23.08)	1	\$44,720.00 (\$21.50)	7%
Fitness Center Attendant	1*	\$42,877.72 (\$20.61)	1	\$22,360.00 (\$10.75)	90%
P&R Director	5	\$69,362.05 (\$23.30)	1	\$55,000.00 (\$26.44)	26%
P&R Facility Maintenance	4	\$48,465.25 (\$23.30)	1	\$32,240.00 (\$15.50)	50%
Public Works Director	7	\$89,980.76 (\$43.26)	1	\$61,000.00 (\$29.33)	47%
PW Heavy Equipment Operator	8	\$45,914.42 (\$22.07)	2	\$45,760.00 (\$22.00)	0.5%
Public Works Specialist	1*	\$27,290.83 (\$13.12)	1	\$37,440.00 (\$18.00)	37%
PW Lead Water Plant Specialist	4	\$56,995.29 (\$27.40)	1	\$41,600.00 (\$20.00)	37%
PW Wastewater Specialist	7	\$58,419.61 (\$28.09)	1	\$33,280.00 (\$16.00)	75%
PW Water Plant Specialist	7	\$51,377.00 (\$24.70)	1	\$33,280.00 (\$16.00)	54%
Town Clerk	6	\$78,117.03 (\$37.56)	1	\$80,000.00 (\$38.46)	3%

Survey Respondents:

- Fellsmere, FL
- Folkston, GA
- Green Cove Springs, FL
- Kingsland, GA
- Nassau County Schools
- Nassau County Florida
- Palatka, FL
- Trenton, FL
- City of Chipley, FL

NOTE: High and Low results from salary survey were dropped to determine Avg. Midpoint.



Study Analysis - Graded Salary Structure

Grade	Minimum (Annual / Hourly)		Midpoint (Annual / Hourly)		Maximum (Annual / Hourly)	
1	\$24,960.00	\$12.00	\$31,200.00	\$15.00	\$37,440.00	\$18.00
2	\$29,037.43	\$13.96	\$36,296.79	\$17.45	\$43,556.14	\$20.94
3	\$33,760.94	\$16.24	\$42,226.18	\$20.30	\$50,671.41	\$24.36
4	\$39,299.35	\$18.89	\$49,124.18	\$23.62	\$58,949.02	\$28.34
5	\$45,719.23	\$21.98	\$57,149.04	\$27.48	\$68,578.84	\$32.97
6	\$53,187.86	\$25.57	\$66,484.82	\$31.96	\$79,781.78	\$38.36
7	\$61,876.55	\$29.75	\$77,345.68	\$37.19	\$92,814.82	\$44.62
8	\$71,984.61	\$34.61	\$89,980.76	\$43.26	\$107,976.91	\$51.91

Common Salary Range Midpoint Progressions:

(Percent Increase in Midpoint by Grade)

- Administrative/Operative: 5-10%
- Professional/Management: 10-15%
- Executive: 15-20%
- Proposed - 16% (Evergreen - 10%)

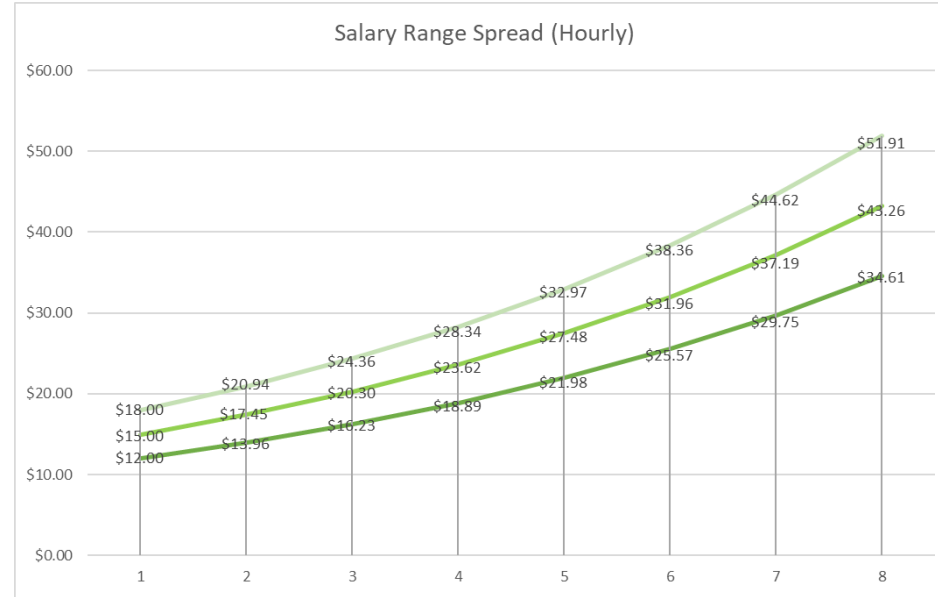
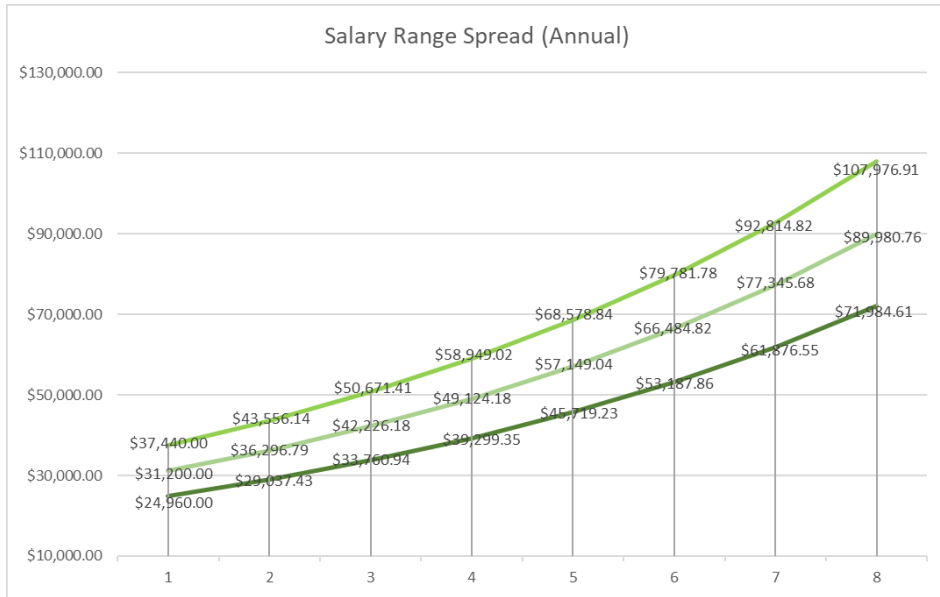
Common Salary Range Spread:

(Percent difference between the Minimum and Maximum)

- Administrative/Operative: 40%+
- Professional/Management: 50%+
- Executives: 50-65%+
- Proposed - 50% (Evergreen - 65%)



Study Analysis - Salary Grade Spread



- Salary Range Spreads should typically have a moderate overlap of 50-60%. This proposed salary range has a more substantial overlap.
- Typical Root Cause:
 - Too many salary grades or;
 - Too little difference between market rates.



Study Analysis - Variable Step Rate

Grade	Variable Step Rate						
	1	2	3	4	5	6	7
1	\$24,690.00 (\$12.00)	\$27,040.00 (\$13.00)	\$29,120.00 (\$14.00)	\$31,200.00 (\$15.00)	\$33,280.00 (\$16.00)	\$35,360.00 (\$17.00)	\$37,440.00 (\$18.00)
2	\$29,036.80 (\$13.96)	\$31,449.60 (\$15.12)	\$33,862.40 (\$16.28)	\$36,296.00 (\$17.45)	\$38,708.80 (\$18.61)	\$41,121.60 (\$19.77)	\$43,555.20 (\$20.94)
3	\$33,760.94 (\$16.23)	\$36,582.69 (\$17.59)	\$39,404.43 (\$18.94)	\$42,226.18 (\$20.30)	\$45,047.93 (\$21.66)	\$47,869.57 (\$23.01)	\$50,671.41 (\$24.36)
4	\$39,299.35 (\$18.89)	\$42,574.29 (\$20.47)	\$45,849.24 (\$22.04)	\$49,124.18 (\$23.62)	\$52,399.12 (\$25.19)	\$55,674.07 (\$26.77)	\$58,949.02 (\$28.34)
5	\$45,719.23 (\$21.98)	\$49,529.17 (\$23.81)	\$53,339.10 (\$25.64)	\$57,149.04 (\$27.48)	\$60,958.98 (\$29.31)	\$64,768.91 (\$31.14)	\$68,578.84 (\$32.97)
6	\$53,187.86 (\$25.57)	\$57,620.18 (\$27.70)	\$62,052.50 (\$29.83)	\$66,484.82 (\$31.96)	\$70,917.14 (\$34.09)	\$75,349.46 (\$36.23)	\$79,781.78 (\$38.36)
7	\$61,876.55 (\$29.75)	\$67,032.93 (\$32.23)	\$72,189.30 (\$34.71)	\$77,345.68 (\$37.19)	\$82,502.06 (\$39.66)	\$87,658.43 (\$42.14)	\$92,814.82 (\$44.62)
8	\$71,984.61 (\$34.61)	\$77,983.33 (\$37.49)	\$83,982.04 (\$40.38)	\$89,980.76 (\$43.26)	\$95,979.48 (\$46.14)	\$101,978.19 (\$49.03)	\$107,976.91 (\$51.91)

The Variable Step Rate Proposal is similar to an automatic step-rate program but also includes a performance modifier. Performance would be evaluated annually as follows:

- Exceeds Standards: 2 Steps
- Meets Standards: 1 Step
- Sometimes Meets Standards: 0-1 Step
- Does Not Meet Standards: 0 Step



Study Analysis - Job to Grade Mapping

New Title	Department	Hire Date	Service	Hourly	Annual	Recommended Grade
Administrative Assistant	P&R	6/25/2018	3	\$ 12.00	\$ 12,480.00	Grade 3
Fitness Center Attendant	P&R	6/30/2015	6	\$ 10.75	\$ 11,180.00	Grade 2
P&R Director	P&R	10/19/2020	1	\$ 26.44	\$ 55,000.00	
P&R Facility Maintenance	P&R	5/7/2012	9	\$ 15.50	\$ 32,240.00	Grade 3

New Title	Department	Hire Date	Service	Hourly	Annual	Recommended Grade
Administrative Assistant II	Public Works	10/7/1993	28	\$ 22.75	\$ 47,320.00	
Assistant PW Director	Public Works	4/22/2002	19	\$ 27.40	\$ 57,000.00	
Public Works Director	Public Works	10/7/2010	11	\$ 29.33	\$ 61,000.00	Grade 8
PW Heavy Equip. Operator	Public Works	8/6/2018	6	\$ 22.00	\$ 45,760.00	
PW Heavy Equip. Operator	Public Works	10/14/2002	19	\$ 22.00	\$ 45,760.00	
Public Works Specialist	Public Works	3/21/2016	5	\$ 18.00	\$ 37,440.00	
PW Lead Water Plant Specialist	Public Works	8/21/2008	13	\$ 20.00	\$ 41,600.00	
PW Wastewater Specialist	Public Works	7/30/2018	3	\$ 16.00	\$ 33,280.00	
PW Water Plant Specialist	Public Works	7/30/2018	3	\$ 16.00	\$ 33,280.00	

New Title	Department	Hire Date	Service	Hourly	Annual	Recommended Grade
Administrative Assistant I	Town Hall	7/26/2021	0.3333	\$ 14.00	\$ 29,120.00	
Administrative Assistant II	Town Hall	8/4/2014	7	\$ 17.25	\$ 35,880.00	
Administrative Assistant II	Town Hall	9/6/2021	0.1667	\$ 17.00	\$ 35,360.00	
Administrative Assistant III	Town Hall	9/7/1994	27	\$ 23.50	\$ 48,880.00	
Deputy Town Clerk	Town Hall	6/6/2019	7	\$ 21.50	\$ 44,720.00	
Town Clerk	Town Hall	11/27/1995	25	\$ 38.46	\$ 80,000.00	Grade 8

To Do:

- **Group Like Jobs / Roles**
 - Admin. Assistant / PW Roles.
- **Map Job Title to Grade.**
 - Cross Reference Across Dept.
- **Seasonal Temp. Staff**
 - Grade 1 or Adjust to Min. Wage.

RESOLUTION NO. 2021-28

AMENDED BUDGET FISCAL YEAR 2020-2021

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION ADOPTING AN AMENDED BUDGET FOR THE FISCAL YEAR 2020-2021, FOR THE TOWN OF HILLIARD; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Florida State Statutes allow that a Town can amend its budget up to 60 days after year end; and

WHEREAS, the Town developed new procedures to ensure all budget amendments are made within the 60 days, following year end; and

WHEREAS, as part of these new procedures the Town now wishes to amend the annual fiscal year budget by resolution to ensure that the budget that was originally adopted by ordinance can be expedited in order to meet the end of year deadline of November 30th;

NOW THEREFORE BE IT RESOLVED, by the Hilliard Town Council that the following is established as the Amended Budget for the said Town for the fiscal year 2020-2021 (October 1, 2020 through September 30, 2021), and is established as the estimated projected income and the appropriation of funds for said fiscal year.

Adopted this _____ day of _____, _____, by the Hilliard Town Council, Hilliard, Florida.

John P. Beasley, Council President

ATTEST:

Lisa Purvis, Town Clerk

APPROVED:

Floyd L. Vanzant, Mayor

STATE REVENUE TAXES 2020/2021							
QUARTERLY REVENUES	2020/2021 ESTIMATE	1ST QTR ACTUAL	2ND QTR ACTUAL	3RD QTR ACTUAL	4TH QTR ACTUAL	TOTAL	(OVER EST.) UNDER EST. ESTIMATE
Local Gov Half Cent Sales Tax	\$160,908	\$50,027	\$48,842	\$68,448	\$67,506	\$234,824	(\$73,916)
Local Communication Service Tax 5.22%	\$84,704	\$22,790	\$22,585	\$24,114	\$24,094	\$93,583	(\$8,879)
Local Discretionary Sales Surtax	\$337,234	\$106,391	\$103,784	\$139,668	\$142,529	\$492,372	(\$155,138)
Local Option Fuel Taxes (1-6 cents)	\$98,782	\$31,784	\$28,801	\$30,490	\$36,213	\$127,287	(\$28,505)
Local Option Fuel Taxes (1-5 cents)	\$62,263	\$19,700	\$20,336	\$22,174	\$22,692	\$84,903	(\$22,640)
Municipal Revenue Sharing	\$112,670	\$29,729	\$29,729	\$29,729	\$54,048	\$143,234	(\$30,564)
Department of Revenue Totals	\$856,561	\$260,420	\$254,077	\$314,623	\$347,082	\$1,176,202	(\$319,641)
							ESTIMATE
1ST QUARTER	Oct-20	Nov-20	Dec-20	TOTAL	ESTIMATE		2021/2022
Local Gov Half Cent Sales Tax	\$17,509.94	\$16,972.79	\$15,544.39	\$50,027.12			\$217,761
Local Communication Service Tax 5.22%	\$7,292.96	\$7,986.57	\$7,510.71	\$22,790.24			\$85,281
Local Discretionary Sales Surtax	\$31,375.12	\$29,525.12	\$45,490.56	\$106,390.80			\$466,606
Local Option Fuel Taxes (1-6 cents)	\$10,720.98	\$10,592.92	\$10,469.91	\$31,783.81			\$112,828
Local Option Fuel Taxes (1-5 cents)	\$6,508.42	\$6,600.61	\$6,590.68	\$19,699.71			\$73,259
Municipal Revenue Sharing	\$9,909.54	\$9,909.54	\$9,909.53	\$29,728.61			\$149,082
	\$83,316.96	\$81,587.55	\$95,515.78	\$260,420.29	\$1,041,681.16	3 mos. x 4	\$1,104,817
2ND QUARTER	Jan-21	Feb-21	Mar-21	TOTAL			
Local Gov Half Cent Sales Tax	\$17,784.63	\$15,324.59	\$15,732.70	\$48,841.92			
Local Communication Service Tax 5.22%	\$7,374.05	\$8,183.81	\$7,027.51	\$22,585.37			
Local Discretionary Sales Surtax	\$30,563.60	\$27,020.27	\$46,199.72	\$103,783.59			
Local Option Fuel Taxes (1-6 cents)	\$11,332.02	\$9,079.49	\$8,389.20	\$28,800.71			
Local Option Fuel Taxes (1-5 cents)	\$7,394.36	\$6,983.40	\$5,958.64	\$20,336.40			
Municipal Revenue Sharing	\$9,909.53	\$9,909.54	\$9,909.53	\$29,728.60			
	\$84,358.19	\$76,501.10	\$93,217.30	\$254,076.59	\$1,016,306.36	3 mos. x 4	
3RD QUARTER	Apr-21	May-21	Jun-21	TOTAL			
Local Gov Half Cent Sales Tax	\$22,700.30	\$22,386.73	\$23,361.36	\$68,448.39			
Local Communication Service Tax 5.22%	\$8,436.25	\$7,815.13	\$7,862.24	\$24,113.62			
Local Discretionary Sales Surtax	\$40,233.19	\$39,479.26	\$59,955.96	\$139,668.41			
Local Option Fuel Taxes (1-6 cents)	\$10,169.40	\$10,288.81	\$10,031.79	\$30,490.00			
Local Option Fuel Taxes (1-5 cents)	\$7,166.88	\$7,221.07	\$7,786.33	\$22,174.28			
Municipal Revenue Sharing	\$9,909.54	\$9,909.53	\$9,909.54	\$29,728.61			
	\$98,615.56	\$97,100.53	\$118,907.22	\$314,623.31	\$1,258,493.24	3 mos. x 4	
4TH QUARTER	Jul-21	Aug-21	Sep-21	TOTAL			
Local Gov Half Cent Sales Tax	\$23,990.14	\$24,477.59	\$19,038.45	\$67,506.18			
Local Communication Service Tax 5.22%	\$7,734.48	\$7,831.38	\$8,528.30	\$24,094.16			
Local Discretionary Sales Surtax	\$43,262.20	\$43,993.41	\$55,273.15	\$142,528.76			
Local Option Fuel Taxes (1-6 cents)	\$12,267.32	\$12,062.17	\$11,883.30	\$36,212.79			
Local Option Fuel Taxes (1-5 cents)	\$7,536.44	\$7,616.09	\$7,539.65	\$22,692.18			
Municipal Revenue Sharing	\$11,356.98	\$31,334.11	\$11,356.98	\$54,048.07			
	\$106,147.56	\$127,314.75	\$113,619.83	\$347,082.14	\$1,388,328.56	3 mos. x 4	