

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

John P. Beasley, Mayor
Kenny Sims, Council President
Lee Pickett, Council Pro Tem
Joe Michaels, Councilman
Jared Wollitz, Councilman
Dallis Hunter, Councilman

ADMINISTRATIVE STAFF

Lisa Purvis, Town Clerk
Cory Hobbs, Interim Public Works Director
Gabe Whittenburg, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

AGENDA

THURSDAY, APRIL 03, 2025, 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

PROCLAMATIONS

ITEM-1 Town Council to designate April 2025 as "Election Worker Appreciation Month" in the Town of Hilliard.

John P. Beasley – Mayor

ITEM-2 Town Council to designate April 2025 as "Water Conservation Month" in the Town of Hilliard.

John P. Beasley – Mayor

PRESENTATIONS

ITEM-3 Nassau County Assistant County Manager to provide a general overview of the Live Local Act, SB 102, and answer questions that the Town Council may have.

Marshall Eyerman, ICMA-CM – Assistant County Manager

ITEM-4 Town Council to review and discuss the Draft Resolution regarding Property Tax Exemption Portion of the Live Local Act following the presentation by Marshall Eyerman, Assistant Nassau County Manager.
Lee Anne Wollitz – Land Use Administrator

REGULAR MEETING

ITEM-5 Additions/Deletions to Agenda

ITEM-6 Town Council approval of the design proposal for the construction of West Sixth Street with Peters Yaffee Transportation & Traffic Engineering; with Mr. Doug Adkin’s of Dayspring Commons LLC, paying the cost in the amount of \$101,672.26.
Lisa Purvis, MMC – Town Clerk

ITEM-7 Town Council approval to set a Workshop for the review of the Preliminary & Tentative Annual Financial Statements, for the fiscal year ending September 30,2024, prior to the April 17, 2025, Regular Meeting at 6:00 p.m.
Lisa Purvis, MMC – Town Clerk

ITEM-8 Town Council to consider the Park Facility Use Agreement for First Baptist Church of Hilliard’s community event at the Town Hall Park on Saturday, April 19, 2025, 4:00 p.m. through 6:00 p.m.
Gabe Whittenburg – Parks & Recreation Director

ITEM-9 Town Council approval of Town Employee Rebecca Mirando’s Pay Increase.
Gabe Whittenburg – Parks & Recreation Director

ITEM-10 Town Council approval of the Minutes for the March 13, 2025, Workshop, the March 20, 2025, Public Hearing & Regular Meeting, and the March 24, 2025, Workshop.
Lisa Purvis, MMC – Town Clerk

ITEM-11 Town Council approval of L & M’s Drilling & Waterworks, Payable through March 27, 2025, Project Name: Well #4 Pump Replacement in the amount of \$35,125.15.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$35,125.15

ITEM-12 Town Council approval of Lampe, Roy, & Associates, Inc., Payable through March 25, 2025, Project Name: Land Along Eastwood Road at the Hilliard Airpark in the amount of \$1,200.
FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM GRANT \$175,000.00

ITEM-13 Town Council approval of Mittauer & Associates, Inc., Payable through March 14, 2025, Project Name: Manhole 167 & 170 Repairs in the amount of \$5,760.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$18,400

ITEM-14

Town Council approval of Moody Williams Appraisal Group LLC, Payable through March 19, 2025, Project Name: Land Along Eastwood Road at the Hilliard Airpark in the amount of \$2,000.

**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM GRANT
\$175,000.00**

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 first 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 accessed 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.

2025 HOLIDAYS

TOWN HALL OFFICES CLOSED

- | | |
|----------------------------------|------------------------------|
| 1. Martin Luther King, Jr. Day | Monday, January 20, 2025 |
| 2. Memorial Day | Monday, May 26, 2025 |
| 3. Independence Day | Friday, July 4, 2025 |
| 4. Labor Day | Monday, September 1, 2025 |
| 5. Veterans Day | Tuesday, November 11, 2025 |
| 6. Thanksgiving Day | Thursday, November 27, 2025 |
| 7. Friday after Thanksgiving Day | Friday, November 28, 2025 |
| 8. Christmas Eve | Wednesday, December 24, 2025 |
| 9. Christmas Day | Thursday, December 25, 2025 |
| 10. New Year's Eve | Wednesday, December 31, 2025 |
| 11. New Year's Day | Thursday, January 1, 2026 |

**A PROCLAMATION OF THE TOWN OF HILLIARD DESIGNATING APRIL 2025 AS
“ELECTION WORKER APPRECIATION MONTH”
IN THE TOWN OF HILLIARD**

WHEREAS, Article IV, Section 4 of the United States Constitution requires the United States to guarantee to the states a republican form of government; and

WHEREAS, this constitutionally mandated republican form of government is one in which the people govern through elections; and

WHEREAS, in *Wesberry v. Sanders*, Justice Hugo Black wrote that “No right is more precious in a free country than that of having a voice in the election of those who make the laws under which, as good citizens, we must live. Other rights, even the most basic, are illusory if the right to vote is undermined”; and

WHEREAS, the Fifteenth Amendment of the United States Constitution is enforced by the Voting Rights Act of 1965, and provides that the right of the citizens of the United States to vote shall not be denied or abridged on account of race, color, or previous condition of servitude; and

WHEREAS, the Nineteenth Amendment of the United States Constitution provides that the right of the citizens of the United States to vote shall not be denied or abridged on account of sex; and

WHEREAS, in the words of Lyndon B. Johnson, “the vote is the most powerful instrument ever devised by man for breaking down injustice and destroying the terrible walls which imprison men because they are different from other men”; and

WHEREAS, elections serve as a beacon of freedom and fairness; and

WHEREAS, the conscientious efforts of Nassau County Election Workers make safe, accurate, and secure elections possible; and

WHEREAS, a public office is a public trust, and the knowledge, skills, and competence demonstrated by Election Workers strengthens the trust and confidence that Nassau County voters have in our elections; and

WHEREAS, 374 election workers served Nassau County voters during the 2024 Elections serving as clerks, assistant clerks, voting system specialists, assistant voting system specialists, EViD operators, deputies, early voting couriers, survey specialists, line attendants, secure ballot intake station attendants, canvassing board opening teams, and election technicians; and

WHEREAS, Nassau County Election Workers assist with equipment testing, precinct cabinet assembly, polling place set up, supervised voting, and canvassing board activities and assisted the historic voter turnout of 85.51% in the 2024 General Election; and

WHEREAS, Nassau County Election Workers participate in local outreach events and voter registration drives throughout the year; and

WHEREAS, we wish to recognize and thank all Nassau County Election Workers who demonstrate a true commitment to serving voters and showing kindness through their service.

NOW, THEREFORE, I, John P. Beasley, Mayor of the Town of Hilliard, do hereby acknowledge and commend the many election workers who lend their time, skill, and effort to make extraordinary contributions to voters in Nassau County and proclaim the month of April 2025 as **ELECTION WORKER APPRECIATION MONTH** in the Town of Hilliard, Nassau County, Florida.

John P. Beasley, Mayor

Date

**A PROCLAMATION OF THE TOWN OF HILLIARD
DESIGNATING APRIL 2025 AS
“WATER CONSERVATION MONTH”
IN THE TOWN OF HILLIARD**

WHEREAS, water is a basic and essential need of every living creature; and

WHEREAS, The State of Florida, Water Management Districts and the Town of Hilliard are working together to increase awareness about the importance of water conservation; and

WHEREAS, the Town of Hilliard and the State of Florida has designated April, typically a dry month when water demands are most acute, Florida’s Water Conservation Month, to educate citizens about how they can help save Florida’s precious water resources; and

WHEREAS, the Town of Hilliard has always encouraged and supported water conservation, through various educational programs and special events; and

WHEREAS, every business, industry, school and citizen can make a difference when it comes to conserving water; and

WHEREAS, every business, industry, school and citizen can help by saving water and thus promote a healthy economy and community; and

WHEREAS, efficient irrigation design, programming, and maintenance can conserve water, the Town of Hilliard will encourage citizens and businesses to evaluate their irrigation systems for potential efficiency enhancements;

NOW, THEREFORE, be it resolved that by virtue of the authority vested in me John P. Beasley as Mayor, of the Town of Hilliard, do hereby proclaim the month of April as

Water Conservation Month

The Town of Hilliard, Florida is calling upon each citizen and business to help protect our precious resource by practicing water saving measures and becoming more aware of the need to save water. For this, the 27th year of Water Conservation Month, there will be a special focus on irrigation system evaluations.

John P. Beasley, Mayor

Date



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 3, 2025

FROM: ***Marshall Eyerman, ICMA-CM – Assistant County Manager***

SUBJECT: Nassau County Assistant County Manager to provide a general overview of the Live Local Act, SB 102, and answer questions that the Town Council may have.

BACKGROUND:

Town taxing bodies have the option to opt out of the Property Tax Exemption portion of the Live Local Act, and Nassau County has chosen to do so. The Property Appraiser's Office has reached out to the Town, recommending that the Town Council consider this option as well.

Included for review:

- 3.2 Presentation detailing the finer points, as presented to the Nassau County Board of County Commissioners
- 3.3 Nassau County Board of County Commissioners opt-out Resolution

The Town Attorney has confirmed that this is a permissible policy at the Town Council's discretion, with no legal barriers to opting out. He is also prepared to draft the necessary Resolution if desired.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Town Council to review and discuss the Property Tax Exemption Portion of the Live Local Act.

LIVE LOCAL ACT SENATE BILL 102

JULY 8, 2024

Live Local Act, SB 102

General Overview

- ▶ Affordable Housing Bill Passed 2023 Legislative Session
- ▶ Signed by the Governor on March 28, 2023, Effective July 1, 2023
- ▶ Allows Affordable Housing on Commercial, Industrial, Mixed Use
- ▶ Becomes a Qualified Property; 40% of Units are Deemed Affordable
- ▶ Must be Administratively Approved, No BOCC Approval
- ▶ Allows for 75% -100% Property Tax Exemption for 30 Years
- ▶ Allows Maximum Density to be used countywide
- ▶ Allows Maximum Height within 1 mile

Live Local Act, SB 102

General Overview

196.1978(3)(d)(1) Affordable Housing Property Exemption

Qualified property used to house natural persons or families whose annual household income is greater than 80 percent but not more than 120 percent of the median annual adjusted gross income for households within the metropolitan statistical area or, if not within a metropolitan statistical area, within the county in which the person or family resides, must receive an **ad valorem property tax exemption of 75 percent of the assessed value**

Qualified property used to house natural persons or families whose annual household income does not exceed 80 percent of the median annual adjusted gross income for households within the metropolitan statistical area or, if not within a metropolitan statistical area, within the county in which the person or family resides, **is exempt from ad valorem property taxes**

Live Local Act, SB 102

80-120% is not Affordable - It Is Market Rate

HUD release: 4/2/2024
 Effective: 4/1/2024
 Implement on/before: 5/16/2024
 4/22/2024 add HS Gulf & Levy

2024 Income Limits and Rent Limits
 Florida Housing Finance Corporation
 Multifamily Rental Programs and CWHIP Homeownership Program
NOTE: Does not pertain to CDBG-DR, HHRP, HOME, NHTF or SHIP

County (Metro)	Percentage Category	Income Limit by Number of Persons in Household										Rent Limit by Number of Bedrooms in Unit					
		1	2	3	4	5	6	7	8	9	10	0	1	2	3	4	5
Nassau County (Jacksonville HMFA)	20%	13,640	15,560	17,520	19,460	21,020	22,580	24,140	25,700	27,244	28,801	341	365	438	506	564	623
	25%	17,050	19,450	21,900	24,325	26,275	28,225	30,175	32,125	34,055	36,001	426	456	547	632	705	778
	28%	19,096	21,784	24,528	27,244	29,428	31,612	33,796	35,980	38,142	40,321	477	511	613	708	790	872
	30%	20,460	23,340	26,280	29,190	31,530	33,870	36,210	38,550	40,866	43,201	511	547	657	759	846	934
	33%	22,506	25,674	28,908	32,109	34,683	37,257	39,831	42,405	44,953	47,521	562	602	722	834	931	1,027
	35%	23,870	27,230	30,660	34,055	36,785	39,515	42,245	44,975	47,677	50,401	596	638	766	885	987	1,090
	40%	27,280	31,120	35,040	38,920	42,040	45,160	48,280	51,400	54,488	57,602	682	730	876	1,012	1,129	1,246
	45%	30,690	35,010	39,420	43,785	47,295	50,805	54,315	57,825	61,299	64,802	767	821	985	1,138	1,270	1,401
	50%	34,100	38,900	43,800	48,650	52,550	56,450	60,350	64,250	68,110	72,002	852	912	1,095	1,265	1,411	1,557
	60%	40,920	46,680	52,560	58,380	63,060	67,740	72,420	77,100	81,732	86,402	1,023	1,095	1,314	1,518	1,693	1,869
70%	47,740	54,460	61,220	68,040	73,570	79,020	84,490	89,950	95,351	100,802	1,192	1,277	1,532	1,774	1,975	2,180	
80%	54,560	62,240	70,080	77,840	84,080	90,320	96,560	102,800	108,976	115,203	1,364	1,460	1,752	2,024	2,258	2,492	
120%	81,840	93,360	105,120	116,760	126,120	135,480	144,840	154,200	163,464	172,805	2,046	2,190	2,628	3,036	3,387	3,738	
140%	95,400	108,920	122,640	136,220	147,140	158,060	168,980	179,900	190,760	201,600	2,381	2,555	3,060	3,542	3,951	4,381	
HERA Special Limits per Section 142(d)(2)(E)	25% - HS	17,175	19,625	22,075	24,525	26,500	28,450	30,425	32,375	34,335	36,297	429	460	551	637	711	785
	28% - HS	19,236	21,980	24,724	27,468	29,680	31,864	34,076	36,260	38,455	40,653	480	515	618	714	796	879
	30% - HS	20,610	23,550	26,490	29,430	31,800	34,140	36,510	38,850	41,202	43,556	515	552	662	765	853	942
For use by projects that placed in service at least one building on or before 12/31/2008	33% - HS	22,671	25,905	29,139	32,373	34,980	37,554	40,161	42,735	45,322	47,912	566	607	728	841	938	1,036
	35% - HS	24,045	27,475	30,905	34,335	37,100	39,830	42,595	45,325	48,069	50,816	601	644	772	892	995	1,099
	40% - HS	27,480	31,400	35,320	39,240	42,400	45,520	48,680	51,800	54,936	58,075	687	736	883	1,020	1,138	1,256
	45% - HS	30,915	35,325	39,735	44,145	47,700	51,210	54,765	58,275	61,803	65,335	772	828	993	1,148	1,280	1,413
	50% - HS	34,350	39,250	44,150	49,050	53,000	56,900	60,850	64,750	68,670	72,594	858	920	1,103	1,275	1,422	1,570
60% - HS	41,220	47,100	52,980	58,860	63,600	68,280	73,020	77,700	82,404	87,113	1,030	1,104	1,324	1,530	1,707	1,884	

Median: 98,100

80% - 120% Range

MSA Median Income is \$98,100

3 Factors for Qualification

- Household Income
- Persons in Household
- Number of Bedrooms

Scenario

- 1 Person Household
- Earning up to \$81,840
- 1 Bedroom Rental Range:
 - \$1,460 - \$2,190

Qualifies for Affordable Housing

Live Local Act, SB 102

Shimberg 2023 Report

APPENDIX 4. SURPLUS/DEFICIT OF AFFORDABLE AND AVAILABLE RENTAL HOUSING UNITS BY INCOME (% AMI), FLORIDA REGIONS, 2022

Region	Counties	Affordable/Available Units Minus Renter Households					
		0-30% AMI	0-40% AMI	0-50% AMI	0-60% AMI	0-80% AMI	0-120% AMI
Jacksonville, FL MSA plus Putnam	Baker, Clay, Duval, Nassau, Putnam, St. Johns	-33,046	-38,430	-42,592	-33,940	-20,099	4,418

- ▶ 80 -120% Range
 - ▶ Current surplus of units
 - ▶ Additional new projects completed or in process
- ▶ 80% or below
 - ▶ Need to support additional units

Live Local Act, SB 102

80-120% is not Affordable - It Is Market Rate

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Nassau County (Jacksonville HMFA)	20%	13,640	15,560	17,520	19,460	21,020	22,580	24,140	25,700	27,244	28,801	341	365	438	506	564	623
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	70%	47,740	54,460	61,320	68,110	73,570	79,030	84,490	89,950	95,354	100,803	1,193	1,277	1,533	1,771	1,975	2,180
	80%	54,560	62,240	70,080	77,840	84,080	90,320	96,560	102,800	108,976	115,203	1,364	1,460	1,752	2,024	2,258	2,492
120%	81,840	93,360	105,120	116,760	126,120	135,480	144,840	154,200	163,464	172,805	2,046	2,190	2,628	3,036	3,387	3,738	
140%	95,460	108,920	122,640	136,220	147,140	158,060	168,980	179,900	190,708	201,606	2,387	2,555	3,066	3,542	3,951	4,361	
HERA Special Limits per Section 142(d)(2)(E)	25% - HS	17,175	19,625	22,075	24,525	26,500	28,450	30,425	32,375	34,335	36,297	429	460	55	67	711	785
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	50% - HS	34,350	39,250	44,150	49,050	53,000	56,900	60,850	64,750	68,670	72,594	858	920	1,103	1,275	1,422	1,570
60% - HS	41,220	47,100	52,980	58,860	63,600	68,280	73,020	77,700	82,404	87,113	1,030	1,104	1,324	1,530	1,707	1,884	

Median: 98,100

Comparable: The Lofts at Wildlight

- Located in Wildlight
- 1 Bedroom Apt.
- Starts at \$1,579
- Just value \$61.2M
- Taxable Property Value \$52.3M
- Annual Tax Liability is \$871,056

The Lofts At Wildlight

125 Daydream Ave, Yulee, FL 32097
 Yulee

★★★★★ 4.9 (25 reviews) ▼
✓ Verified Listing

Monthly Rent

\$1,579 - \$2,779

Bedrooms

1 - 3 bd

Live Local Act, SB 102

80-120% is not Affordable - It Is Market Rate

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	25%	17,050	19,450	21,900	24,325	26,275	28,225	30,175	32,125	34,055	36,001	426	456	547	632	705	778
	28%	19,096	21,784	24,528	27,244	29,428	31,612	33,796	35,980	38,142	40,321	477	511	613	708	790	872
	30%	20,460	23,340	26,280	29,190	31,530	33,870	36,210	38,550	40,866	43,201	511	547	657	759	846	934
	33%	22,506	25,674	28,908	32,109	34,683	37,257	39,831	42,405	44,953	47,521	562	602	722	834	931	1,027
	35%	23,870	27,230	30,660	34,055	36,785	39,515	42,245	44,975	47,677	50,401	596	638	766	885	987	1,090
	40%	27,280	31,120	35,040	38,920	42,040	45,160	48,280	51,400	54,488	57,602	682	730	876	1,012	1,129	1,246
	45%	30,690	35,010	39,420	43,785	47,295	50,805	54,315	57,825	61,299	64,802	767	821	985	1,138	1,270	1,401
	50%	34,100	38,900	43,800	48,650	52,550	56,450	60,350	64,250	68,110	72,002	852	912	1,095	1,265	1,411	1,557
	60%	40,920	46,680	52,560	58,380	63,060	67,740	72,420	77,100	81,732	86,402	1,023	1,095	1,314	1,518	1,693	1,869
70%	47,740	54,460	61,320	68,110	73,570	79,030	84,490	89,950	95,354	100,803	1,193	1,277	1,533	1,771	1,975	2,180	
80%	54,560	62,240	70,080	77,840	84,080	90,320	96,560	102,800	108,976	115,203	1,364	1,460	1,752	2,024	2,258	2,492	
120%	81,840	93,360	105,120	116,760	126,120	135,480	144,840	154,200	163,464	172,805	2,046	2,190	2,628	3,036	3,387	3,738	
140%	95,460	108,920	122,640	136,220	147,140	158,060	168,980	179,900	190,708	201,606	2,387	2,555	3,066	3,542	3,951	4,361	
HERA Special Limits per Section 142(d)(2)(E)	25% - HS	17,175	19,625	22,075	24,525	26,500	28,450	30,425	32,375	34,335	36,297	429	460	55	67	711	785
	28% - HS	19,236	21,980	24,724	27,468	29,680	31,864	34,076	36,260	38,455	40,653	480	515	61	74	796	879
	30% - HS	20,610	23,550	26,490	29,430	31,800	34,140	36,510	38,850	41,202	43,556	515	552	66	75	853	942
For use by projects that placed in service at least one building on or before 12/31/2008	33% - HS	22,671	25,905	29,139	32,373	34,980	37,554	40,161	42,735	45,322	47,912	566	607	728	841	938	1,036
	35% - HS	24,045	27,475	30,905	34,335	37,100	39,830	42,595	45,325	48,069	50,816	601	644	772	892	995	1,099
	40% - HS	27,480	31,400	35,320	39,240	42,400	45,520	48,680	51,800	54,936	58,075	687	736	883	1,020	1,138	1,256
	45% - HS	30,915	35,325	39,735	44,145	47,700	51,210	54,765	58,275	61,803	65,335	772	828	993	1,148	1,280	1,413
	50% - HS	34,350	39,250	44,150	49,050	53,000	56,900	60,850	64,750	68,670	72,594	858	920	1,103	1,275	1,422	1,570
60% - HS	41,220	47,100	52,980	58,860	63,600	68,280	73,020	77,700	82,404	87,113	1,030	1,104	1,324	1,530	1,707	1,884	

Median: 98,100

Comparable: Mills Creek Preserve

- Located near 95
- 1 Bedroom Apt.
- Starts at \$1,490
- Just value \$40.1M
- Taxable Property Value \$40.1M
- Annual Tax Liability is \$640,460

Mills Creek Preserve

74700 Mills Preserve Cir, Yulee, FL 32097
 Yulee

★★★★★ 4.9 (3 reviews) ✓ Verified Listing

Monthly Rent \$1,490 - \$2,025	Bedrooms 1 - 3 bd
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Live Local Act, SB 102

Tax Exemption Problems

- ▶ 80 -120% Range Allows for Current Market Rate
 - ▶ 75% Tax Exemption is Virtually Automatic
- ▶ Tying 75% Exemption to 80 -120% Range
 - ▶ Creates Unfair Competitive Market Place
 - ▶ New Apartments are Tax Exempt
 - ▶ Existing Apartments are Taxable
- ▶ Does Not Incentivize True Workforce Housing: 50-80% AMI

Live Local Act, SB 102

80-120% is not Affordable - It Is Market Rate

Recommendation

- ▶ Remove the 80% -120% Median Income Range (current market rate)

Qualified property used to house natural persons or families whose annual household income is greater than 80 percent but not more than 120 percent of the median annual adjusted gross income for households within the metropolitan statistical area or, if not within a metropolitan statistical area, within the county in which the person or family resides, must receive an ad valorem property tax exemption of 75 percent of the assessed value

- ▶ Solely use 80% or less to Qualify for Any Tax Exemption

Qualified property used to house natural persons or families whose annual household income does not exceed 80 percent of the median annual adjusted gross income for households within the metropolitan statistical area or, if not within a metropolitan statistical area, within the county in which the person or family resides, is exempt from ad valorem property taxes

Live Local Act, SB 102

Local Resident Tax Increase Burden

- ▶ Local School and County Property Tax Exemption
 - ▶ Using ad valorem taxes to subsidize Affordable Housing
- ▶ Burdened Local Gov't with Infrastructure, Public Safety and Other Costs
 - ▶ Additional Police, Fire and Other Services
 - ▶ 1 Project; at 2.5 persons/unit; 188 units; increases our county population by 470 people
- ▶ Loss in Revenue + Increase in Expense = Tax Increase on Residents
- ▶ Some agencies are still questioning constitutionality of the law

Ongoing Support for Affordable Housing

- ▶ Focus on affordable housing targeting 50% AMI but not to exceed 80% AMI
- ▶ Resolution 2023-113 identified county owned land available for affordable housing
- ▶ Requiring new developments provide affordable units – Tributary 100 units
- ▶ Winter Strategic Planning Session
 - ▶ Develop concept plans, preliminary performance standards, and affordability parameters to be included in an RFP for a third-party to deliver affordable rental units on the 14th street property
- ▶ Local Housing Assistance Plan (LHAP)
 - ▶ Incentive strategies
 - ▶ Expedited/streamline permitting
 - ▶ Reduction of parking and set back requirements
 - ▶ Flexible densities / density bonuses
 - ▶ New Construction
 - ▶ Up to \$150,000
 - ▶ Rental Housing Development Assistance
 - ▶ up to \$500,000
 - ▶ Application process opens by end of July

RESOLUTION NO. 2024- 113

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA, PURSUANT TO SECTION 196.1978(3)(o), FLORIDA STATUTES, ELECTING TO NOT EXEMPT PROPERTY UNDER SECTION 196.1978(3)(d)1.a., FLORIDA STATUTES, COMMONLY KNOWN AS THE “LIVE LOCAL ACT PROPERTY TAX EXEMPTION”.

WHEREAS, Section 196.1978(3), Florida Statutes (the “Live Local Act Property Tax Exemption”) requires the Nassau County Property Appraiser to exempt certain rental properties from ad valorem taxes if such properties meet the criteria of the Live Act Local Property Tax Exemption; and

WHEREAS, beginning with the 2025 tax roll, Section 196.1978(3)(o), Florida Statutes, allows taxing authorities to "opt-out" of providing the Live Local Act Property Tax Exemption to units in multifamily projects that are used to house natural persons or families whose annual household income is between 80 and 120 percent of the median annual adjusted gross income for households within the metropolitan statistical area (“MSA”) or, if not within a MSA, within the county in which the person or family resides (the “80 to 120 Tax Exemption”), if the taxing authority finds that the latest Shimberg Center for Housing Studies Annual Report, prepared pursuant to Section 420.6075, Florida Statutes (“Shimberg Annual Report”), identifies that the number of affordable and available units in the MSA or region is greater than the number of renter households in the MSA or region for natural persons or families who meet the income criteria for the 80 to 120 Tax Exemption; and

WHEREAS, the Nassau County Board of County Commissioners hereby finds that the latest Shimberg Annual Report identifies a surplus of affordable and available units in the Jacksonville MSA, in which Nassau County is located, for those households that meet the income criteria for the 80 to 120 Tax Exemption; and

WHEREAS, the Nassau County Board of County Commissioners hereby finds that Nassau County is a taxing authority that is eligible for the election in Section 196.1978(3)(o), Florida Statutes, which allows Nassau County to not exempt properties that would otherwise qualify for the 80 to 120 Tax Exemption.

NOW, THEREFORE BE IT RESOLVED by the Board of County Commissioners of Nassau County, Florida, as follows:

Section 1. Nassau County hereby elects not to exempt properties eligible for the 80 to 120 Tax Exemption in Section 196.1978(3)(d)1.a., Florida Statutes, pursuant to the authority in Section

196.1978(3)(o), Florida Statutes, and hereby requests that the Nassau County Property Appraiser not grant any such exemptions.

Section 2. This resolution applies to all ad valorem property tax levies imposed by Nassau County.

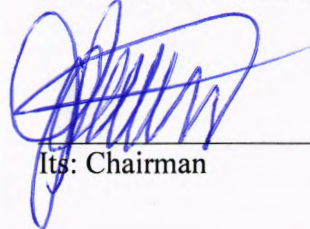
Section 3. This resolution shall take effect on January 1, 2025 and shall expire on January 1, 2026. This resolution may be renewed prior to January 1, 2026 pursuant to Section 196.1978(3)(o), Florida Statutes.

Section 4. This resolution has been duly advertised in accordance with Section 50.011(1), Florida Statutes. A copy of this resolution shall be provided to the Nassau County Property Appraiser prior to January 1, 2025.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon its passage.

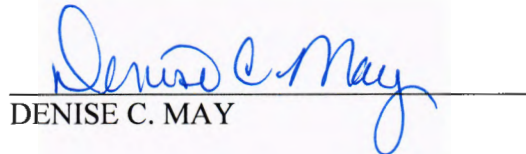
DULY ADOPTED this 8th this day of July, 2024.

**BOARD OF COUNTY COMMISSIONERS
OF NASSAU COUNTY, FLORIDA**

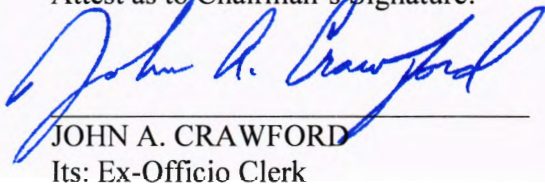


Its: Chairman

Approved as to form by the
Nassau County Attorney:


DENISE C. MAY

Attest as to Chairman's Signature:


JOHN A. CRAWFORD
Its: Ex-Officio Clerk



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 3, 2025

FROM: ***Lee Anne Wollitz – Land Use Administrator***

SUBJECT: Town Council to review and discuss the Draft Resolution regarding Property Tax Exemption Portion of the Live Local Act following the presentation by Marshall Eyerman, Assistant Nassau County Manager.

BACKGROUND:

Presentation provided by Nassau County Manager Marshall Eyerman.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Town Council to review and discuss the Draft Resolution regarding Property Tax Exemption Portion of the Live Local Act following the presentation by Marshall Eyerman, Assistant Nassau County Manager.

RESOLUTION NO. 2025-**A RESOLUTION BY THE HILLIARD TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, PURSUANT TO SECTION 196.1978(3)(o), FLORIDA STATUTES, ELECTING TO NOT EXEMPT PROPERTY UNDER SECTION 196.1978(3)(d)1.a., FLORIDA STATUTES, COMMONLY KNOWN AS THE "LIVE LOCAL ACT PROPERTY TAX EXEMPTION"; AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, Section 196.1978(3), Florida Statutes (the "Live Local Act Property Tax Exemption") requires the Nassau County Property Appraiser to exempt certain rental properties from ad valorem taxes if such properties meet the criteria of the Live Act Local Property Tax Exemption; and

WHEREAS, beginning with the 2025 tax roll, Section 196.1978(3)(o), Florida Statutes, (Chapter 2024-158, Laws of Florida) allows taxing authorities to "opt-out" of providing the Live Local Act Property Tax Exemption to units in multifamily projects that are used to house natural persons or families whose annual household income is between 80 and 120 percent of the median annual adjusted gross income for households within the metropolitan statistical area ("MSA") or, if not within a MSA, within the county in which the person or family resides (the "80 to 120 Tax Exemption"), if the taxing authority finds that the latest Shimberg Center for Housing Studies Annual Report, prepared pursuant to Section 420.6075, Florida Statutes ("Shimberg Annual Report"), identifies that the number of affordable and available units in the MSA or region is greater than the number of rental households in the MSA or region for natural persons or families who meet the income criteria for the 80 to 120 Tax Exemption; and

WHEREAS, the Town Council of the Town of Hilliard hereby finds that the latest Shimberg Annual Report identifies a surplus of affordable and available units in the Jacksonville, FL MSA, in which the Town of Hilliard is located, for those households that meet the income criteria for the 80 to 120 Tax Exemption; and

WHEREAS, the Town Council of the Town of Hilliard hereby finds that the Town of Hilliard is a taxing authority that is eligible for the election in Section 196.1978(3)(o), Florida Statutes, which allows the Town of Hilliard to not exempt properties that would otherwise qualify for the 80 to 120 Tax Exemption.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA AS FOLLOWS:

SECTION 1. Legal Findings of Fact. The foregoing recitals are hereby adopted as legislative findings of the Town Council and are ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution upon adoption hereof.

SECTION 2. Opt-Out Election; Required Findings. The Town Council of the Town of Hilliard hereby finds that the latest Shimberg Annual Report identifies a surplus of affordable and available units in the Jacksonville, FL MSA, in which the Town of

Hilliard is located, for those households that meet the income criteria for the 80 to 120 Tax Exemption. Therefore, the Town of Hilliard hereby elects not to exempt properties eligible for the 80 to 120 Tax Exemption in Section 196.1978(3)(d)1.a., Florida Statutes, pursuant to the authority in Section 196.1978(3)(o), Florida Statutes, and hereby requests that the Nassau County Property Appraiser not grant any such exemptions.

SECTION 3. Applicability. This Resolution applies to all ad valorem property tax levies imposed by the Town of Hilliard.

SECTION 4. Notice to Property Appraiser. The Clerk of the Town Council is directed to provide a copy of this Resolution to the Nassau County Property Appraiser prior to May 1, 2025.

SECTION 5. No Waiver of Rights. Other governmental entities have alleged that the Live Local Act Property Tax Exemption is unconstitutional, and inconsistent with Section 196.012(7), Florida Statutes. Further, other governmental entities have raised concerns with relying entirely on the Shimberg Annual Report to meet the "affordable and available" test in Section 196.1978(3)(o), Florida Statutes. The adoption of this Resolution shall not constitute an admission that the Live Local Property Tax Exemption is constitutional or consistent with Section 196.012(7), Florida Statutes, and shall not constitute an admission that the Shimberg Annual Report is the best method of determining the current inventory of "affordable and available" housing in the Town of Hilliard. If the Town of Hilliard ceases to qualify for the election in Section 196.1978(3)(o), Florida Statutes, in future years, or if this Resolution is determined to be invalid or unenforceable by the Nassau County Property Appraiser or a court of competent jurisdiction, nothing in this Resolution shall be deemed a waiver of the Town of Hilliard's right to challenge the Live Local Act Property Tax Exemption.

SECTION 6. Effective Date. Pursuant to Section 196.1978(3)(o), Florida Statutes, this Resolution shall take effect on January 1, 2026; shall expire on January 1, 2027; and may be renewed prior to January 1, 2027.

ADOPTED this _____ day of _____, 2025 by the Town Council for the Town of Hilliard, Florida.

TOWN OF HILLIARD, FL

By: _____
Kenny Sims
Council President

Attest: _____
Lisa Purvis
Town Clerk

Approved: _____

John P. Beasley
Mayor



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 3, 2025

FROM: ***Lisa Purvis, MMC – Town Clerk***

SUBJECT: Town Council approval of the design proposal for the construction of West Sixth Street with Peters Yaffee Transportation & Traffic Engineering; with Mr. Doug Adkin's of Dayspring Commons LLC, paying the cost in the amount of \$101,672.26.

BACKGROUND:

Mr. Doug Adkin's as part of the Dayspring Commons PUD agreed to the requirements of paving the portion of West Sixth Street connecting US Highway 1 to Orange Street. The engineering and construction portions of the project will be covered through State Appropriations however the design portion of the project remained the financial responsibility of Dayspring Commons LLC. Attached you will find evidence of the wire transfer to the Town of Hilliard to cover the design fee cost.

FINANCIAL IMPACT:

No financial impact on the Town, all fees covered by the developer.

RECOMMENDATION:

Town Council approval of the design proposal for the construction of West Sixth Street with Peters Yaffee Transportation & Traffic Engineering; with Mr. Doug Adkin's of Dayspring Commons LLC, paying the cost in the amount of \$101,672.26.

January 8, 2025

Lisa Purvis
Via Email: LPurvis@townofhilliard.com
Town of Hilliard – Town Clerk
PO Box 249, 15859 West CR 108
Hilliard, Florida 32046

RE: Proposal for W. 6th Street Project

Lisa,

Peters and Yaffee, Inc. appreciates this opportunity to propose our services in connection with this important project. Enclosed, please find a copy of our Scope of Services and Compensation for your review. If the proposal is acceptable to you, please execute and return to Peters and Yaffee as our notice to proceed with the included services.

Should you have any questions concerning the information provided, please do not hesitate to contact us.

Sincerely,



Dow W. Peters III, PE
President

Peters and Yaffee, Inc.
9822 Tapestry Park Circle, Suite 205
Jacksonville, FL, 32246
Phone: (904) 265-0751
Cell: (904) 735-6486



Exhibit A – Scope of Services

W. 6th Street Project

A. PROJECT DESCRIPTION

1. Peters and Yaffee is pleased to provide Town of Hilliard with this proposal for roadway improvements for W. 6th Street. The intent of this project is to provide final construction documents and all required permits for the proposed dirt road paving project along W. 6th Street from US 301 to Orange Street is a two-lane dirt rural roadway in Hilliard, Florida.
2. The project limits are from US 301/N. Kings Road to Orange Street in northeast Nassau County for approximately 450 feet.
3. The scope of this project includes:
 - a. The pavement improvements for proposed asphalt pavement at the existing dirt road surface for W. 6th Street.
 - b. Design for the Signing and Pavement Markings for W. 6th Street.
 - c. Implementation of a closed drainage system (curb and gutter) within the project limits.
 - d. Environmental Permitting and Coordination.
 - e. Design of Temporary Traffic Control Plans (TTCP) for the W. 6th Street Project.
 - f. Development of Construction Specifications, Front-End Documents and Bid Phase Services.

B. PROJECT SCOPE

1. Data Collection
 - a. Geotechnical - These services include Auger Borings, Standard Penetration Test Borings and LBR/Corrosion Series Testing as outlined in the Geotechnical Scope of Services (MAE).
 - b. Survey – These services include a route survey with 3D topographic features for design purposes, as outlined in the Survey Scope of Services (ETM).
2. Project General Tasks
 - a. Notice to Proceed (NTP) Meeting - The Consultant team shall prepare for and attend one NTP Meeting with Town of Hilliard staff. The Consultant shall prepare and distribute meeting minutes following this meeting.

- b. Project Status Meetings - The appropriate members of the Consultant team shall attend progress meetings at each major submittal with Town staff to discuss project status, upcoming events and activities. The purpose of these meetings is to maintain clear communication between the Town and the Project Team. The Consultant shall prepare and distribute meeting minutes following each of these meetings.
- c. Other Coordination Meetings - The appropriate members of the Consultant team shall attend other additional meetings for purposes of project submittals with the appropriate agencies as necessary. The Consultant shall prepare and distribute meeting minutes following each of these meetings.
- d. Project Schedule - The Consultant shall prepare and submit a project schedule for this project identifying major tasks, their duration and task relationships. The schedule shall be updated monthly and at other appropriate intervals.
- e. Invoices/Progress Report - Invoices shall be prepared in the format prescribed by the Town. Progress reports shall be submitted with each monthly invoice.
- f. Quality Assurance/Quality Control - The Consultant shall designate appropriate staff to conduct Quality Assurance/Quality Control (QA/QC) reviews of all work products prior to submittals to the Town.

3. Roadway Analysis and Plans

The Consultant will perform the necessary roadway analyses and prepare construction plan sheets, notes and details for a complete set of roadway construction documents to convey the intent and scope of the project for the purposes of construction. The Consultant will develop a pavement design based on the existing traffic data provided by the Town and soil cores obtained as part of this scope. Included herein are also the analyses, plans and design details necessary for a safe and effective TTCP to move vehicular traffic during all phases of construction. The design will be prepared in accordance with the [FDOT Design Criteria for Resurfacing, Restoration and Rehabilitation \(RRR\) Chapter of the Florida Design Manual \(FDM\)](#), the FDOT “Green Book” and the Nassau County Land Development Code. This task will also include the preparation of Standard Specifications and Special Provisions.

4. Utility Coordination

The Consultant shall coordinate with the known private and public utility companies within the project corridor and obtain plans of their existing facilities (horizontally) within the project limits. The Consultant shall re-contact these utilities and submit 60% design plans that include all known existing utilities. The Consultant shall make a final contact with these utilities to submit 90% plans that show all proposed roadway and drainage improvements. The Consultant shall provide a list of utility contacts at the preliminary and final design. The Consultant will coordinate one Utility Design Meeting and prepare and distribute meeting minutes following this meeting.

5. Signing and Pavement Marking Analyses and Plans

The Consultant will perform the necessary signing and pavement marking analyses and prepare construction plan sheets, notes and details for a complete set of signing and pavement marking documents to convey the intent and scope of the project for the purposes of construction.

6. Permitting

The Consultant believes this this project will be exempt from permitting per SJRWMD Statute 62-330.051(4)(e). The Consultant will submit for the connection permit with FDOT required for this project as we are adjacent to US 301.

7. Construction Cost Estimate

The Consultant will provide four construction cost estimates. The first will be a preliminary cost estimate to be provided one week following the NTP date. The other three will be provided at the 60%, 90% and Final design development stages.

8. Bid Phase Services

The Consultant will prepare a bid package including front end documents and specifications for the bidding of this project. The Consultant will also formally respond to questions during the bidding phase of the project and prepare a recommendation of the lowest qualified bidder based on the Town prepared bid tabulations.

9. Post Design Services

The Consultant will provide services necessary to assist the Town during the construction phase of this project. The consultant will respond to contractor requests for information, review and approve shop drawings, attend meetings as necessary and revise plans as necessary.

C. PROJECT DELIVERABLES

The Consultant shall contact the Town prior to making a submission to verify the number of copies to submit. Up to five draft copies of the construction plans and required supporting documents (utility certifications, drainage and permit certifications, QC certifications, design calculations, letters, memos, etc.) will be submitted at the 60%, 100% and Final stages of design.

D. PROJECT SCHEDULE

The Consultant will provide a revised project schedule to the Town no later than 10 days after the NTP date and meet all permitting requirements of this scope. However, timeliness of receipt of permits is out of the Consultant’s control.

E. COMPENSATION

Peters and Yaffee, Inc. and its subconsultants will perform the scope of services outlined herein for a lump sum fee of **\$101,672.26**. Prime Consultant and Subconsultant fee amounts are indicated in Exhibit B and Estimate of Work Effort Fee.

F. TOWN RESPONSIBILITIES

1. Documents – The Town shall provide access to any available plans, maps, survey data and other pertinent information under its control essential to the satisfactory completion of the work indicated herein.
2. Reviews – The Town will provide timely reviews of the Consultant’s work in accordance with the schedule agreed upon between the Town and the Consultant. Each review period by the Town shall be two weeks, at which time all comments will be forwarded to the Consultant.

G. ASSUMPTIONS

1. This effort does not include any contamination investigations or analysis. If areas are identified during the design, requiring further analysis, they will be addressed separately.
2. Utility relocation design services are not included in this scope of work. If relocations and/or upgrades are identified as necessary by utility agencies, the relocation design work will be addressed separately.
3. Wetland mitigation and/or threatened and endangered species mitigation efforts and/or designs are not included in this scope of services.
4. This project will be exempt from any SJRWMD permitting.
5. The Town will be responsible for all agency permitting and/or application fees. These costs are not part of the Consultant’s scope and proposal.

Exhibit B – Compensation

W. 6th Street Project

For the services described in Exhibit A, the CLIENT agrees to pay and the CONSULTANT agrees to accept the lump sum amounts delineated as:

W. 6th Street Project	
Peters and Yaffee, Inc.	\$ 83,121.34
ETM, Inc.	\$ 7,745.00
Meskel and Associates Engineering, LLC	\$ 10,805.92
Total	\$ 101,672.26

which sum constitutes compensation for all of the CONSULTANT’s salary costs, general and administrative overhead, direct project expenses and profit. The CLIENT agrees to pay the CONSULTANT monthly based on the estimated percentage of total work completed through the billing period as certified by the CONSULTANT.

ESTIMATE OF WORK EFFORT AND COST - PRIME CONSULTANT

Name of Project: W. 6th Street Roadway Improvements
 County: Nassau
 FPN: N/A
 FAP No.: N/A

Consultant Name: Peters and Yaffee, Inc.
 Consultant No.: N/A
 Date: 1/8/2025
 Estimator: DWP

Staff Classification	Total Staff Hours From "SH Summary - Firm"	Principal Engineer	Chief Engineer	Senior Engineer	Engineer 2	Engineer 1	Engineering Intern	Engineering Tech	Senior Designer	Clerical	Staff Classification 10	Staff Classification 11	Staff Classification 12	SH By	Salary Cost By	Average Rate Per
		\$325.00	\$241.82	\$190.00	\$186.00	\$139.00	\$110.50	\$95.00	\$115.23	\$94.92	\$0.00	\$0.00	\$0.00	Activity	Activity	Task
3. Project Common and Project General Tasks	114	6	23	29	11	23	23	0	0	0	0	0	0	115	\$20,806	\$180.92
4. Roadway Analysis	127	4	38	25	13	13	19	0	15	0	0	0	0	127	\$23,292	\$183.40
5. Roadway Plans	77	2	12	9	6	8	15	12	13	0	0	0	0	77	\$11,785	\$153.06
6a. Drainage Analysis	82	2	25	16	8	8	12	0	10	0	0	0	0	81	\$14,814	\$182.89
6b. Drainage Plans	25	1	4	3	2	3	5	4	4	0	0	0	0	26	\$4,045	\$155.57
6c. Selective C&G	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
7. Utilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
8. Environmental Permits, and Env. Clearances	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
9. Structures - Misc. Tasks, Dwgs, Non-Tech.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
10. Structures - Bridge Development Report	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
11. Structures - Temporary Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
12. Structures - Short Span Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
13. Structures - Medium Span Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
14. Structures - Structural Steel Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
15. Structures - Segmental Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
16. Structures - Movable Span	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
17. Structures - Retaining Walls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
18. Structures - Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
19. Signing & Pavement Marking Analysis	37	1	11	7	4	4	6	0	4	0	0	0	0	37	\$6,739	\$182.13
20. Signing & Pavement Marking Plans	10	0	2	1	1	1	2	2	2	0	0	0	0	11	\$1,640	\$149.10
21. Signalization Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
22. Signalization Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
23. Lighting Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
24. Lighting Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
25. Landscape Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
26. Landscape Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
27. Survey (Field & Office Support)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
28. Photogrammetry	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
29. Mapping	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
30. Terrestrial Mobile LiDAR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
31. Architecture Development	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
32. Noise Barriers Impact Design Assessment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
33. Intelligent Transportation Systems Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
34. Intelligent Transportation Systems Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
35. Geotechnical	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
Total Staff Hours	472	16	115	90	45	60	82	18	48	0	0	0	0	474		
Total Staff Cost		\$5,200.00	\$27,809.30	\$17,100.00	\$8,370.00	\$8,340.00	\$9,061.00	\$1,710.00	\$5,531.04	\$0.00	\$0.00	\$0.00	\$0.00		\$83,121.34	\$175.36

Survey Field Days by Subconsultant
 4 - Person Crew:

- Notes:
 1. This sheet to be used by Prime Consultant to calculate the Grand Total fee.
 2. Manually enter fee from each subconsultant. Unused subconsultant rows may be hidden.

SALARY RELATED COSTS:				\$83,121.34
OVERHEAD:		0%		\$0.00
OPERATING MARGIN:		0%		\$0.00
FCCM (Facilities Capital Cost Money):		0.00%		\$0.00
EXPENSES:		0.00%		\$0.00
Survey (Field - If by Prime)	0	4-person crew days @	\$ - / day	\$0.00
SUBTOTAL ESTIMATED FEE:				\$83,121.34
Subconsultant:	ETM, Inc.			\$7,745.00
Subconsultant:	Meskel & Associates, Inc.			\$10,805.92
Subconsultant:	Sub 3			\$0.00
Subconsultant:	Sub 4			\$0.00
Subconsultant:	Sub 5			\$0.00
Subconsultant:	Sub 6			\$0.00
Subconsultant:	Sub 7			\$0.00
Subconsultant:	Sub 8			\$0.00
Subconsultant:	Sub 9			\$0.00
Subconsultant:	Sub 10			\$0.00
Subconsultant:	Sub 11			\$0.00
Subconsultant:	Sub 12			\$0.00
SUBTOTAL ESTIMATED FEE:				\$101,672.26
Geotechnical Field and Lab Testing				\$0.00
SUBTOTAL ESTIMATED FEE:				\$101,672.26
Optional Services				\$0.00
GRAND TOTAL ESTIMATED FEE:				\$101,672.26

Check = \$83,121.34

November 15, 2024

Mr. Eric Lanning, P.E.
Peters and Yaffee, Inc.
9822 Tapestry Park Circle, Suite 205
Jacksonville, FL. 32246
Tel: (904) 677-5902
Cell: (904) 566-9574
Email: elanning@petersandyaffee.com

Reference: **Town of Hilliard West 6th Street, Nassau County, Florida~ Surveying Services**
ETM-SMI No. S0024.639

Dear Mr. Waller,

Pursuant to your request, ETM Surveying & Mapping, Inc., is pleased to submit a fee proposal for surveying services for the West 6th Street Project in Nassau County, Florida. Our proposed scope of services and fee schedule are as follows:

Route Survey

Prepare a topographic 3D route survey for design purposes for 400 feet of W. 6th Street from US 301 easterly to Orange Street, as depicted on the attached graphic received from Peters & Yaffee labeled as Exhibit "A". Cross sections to populate the DTM will be taken at 50 foot intervals and high and low points. The survey will extend from right of way to right of way. The surveyed data will be referenced to NAD83/2011 horizontal datum and NAVD88 vertical datum and will include a Tree Survey of all trees within the right of way corridor being surveyed.

Conduct a limited right of way control survey to accurately determine and place the right of way of the above referenced limits. This effort will include the survey of subdivisions adjoining the project corridor, research of plats and right of way maps available in the Public Records of Nassua County and from the FDOT.

The location and mapping of improvements will be limited to above ground visible evidence only. Pipe sizes, types and inverts will be obtained where accessible from the surface through manholes and inlets. The deliverables will consist of digital data (Cadd) files of the survey data in MicroStation SS10 format suitable for civil engineering design and a signed and sealed topographic survey.

Lump Sum Fee.....\$7,745.00

Reference: Town of Hilliard West 6th Street, Nassau County, Florida~ Surveying Services

Items Not Included

Boundary Survey
Jurisdictional Wetlands Survey
As-Built Survey
Plat Preparation
County Plat Review
Plat Processing for Recordation

Title Review
Construction Layout
Underground Utility Location
Sketch and Legal Description
Research/Consultation
Document Processing for Recordation

Cost such as additional printing and delivery services will be invoiced at direct cost plus 15%. Fees outlined hereon are valid for a period of 90 days from the above referenced date.

Please indicate your agreement with this proposal and the attached General Conditions by signing in the space provided and return one copy to our office.

If you should have any questions or need additional information, please call. Thank you for this opportunity to be of professional service.

Sincerely,

ETM Surveying and Mapping, Inc., INC.



Scott A. Graham, P.S.M.
Vice President

Accepted this _____ day
of _____, 2024.

By: _____
Signature

Print Name and Title

Company

Attachments: General Conditions

Reference: Town of Hilliard West 6th Street, Nassau County, Florida~ Surveying Services

GENERAL CONDITIONS

PAYMENT TERMS - Payment is due upon receipt of our invoice. If payment is not received within thirty days from the invoice date, Client agrees to pay a finance charge on the principal amount of the past due account of one and one-half percent per month. If one and one-half percent per month exceeds the maximum allowed by law, the charge shall automatically be reduced to the maximum legally allowable. If payment is not received within thirty days from the invoice date, ETM-SMI reserves the right to suspend all work on the project until all payments due are received.

In the event Client requests termination of the services prior to completion, the Client shall pay all outstanding invoices and all charges incurred between the issuance of the latest invoice through the date services are stopped plus any shutdown costs. If during the execution of the services, England, Thims & Miller, Inc. (ETM-SMI) is required to stop operations as a result of changes in the scope of services such as requests by the Client or requirements of third parties, additional charges will be applicable.

ETM-SMI will issue monthly invoices. For Lump Sum work, the invoice will reflect the percentage complete for each contract task item. For hourly services, the invoice will reflect the hours worked times the standard hourly billing rates as shown on Attachment A, (incorporated herein by reference). ETM-SMI's standard hourly billing rates are reevaluated annually prior to the beginning of each calendar year.

If a Retainer Fee is requested, the retainer amount will be returned to the Client after the final billing cycle once all invoices have been paid in full. Should the Client default on payment or there is an outstanding balance on the Client's account after the final invoice has been paid, the retainer will be used to pay the remaining invoice balance, with the retainer balance being returned to the Client once all ETM-SMI expenses have been paid in full.

INSURANCE - ETM-SMI maintains Workers' Compensation and Employer's Liability Insurance in conformance with applicable state law. In addition, we maintain Comprehensive General Liability Insurance and Automobile Liability Insurance with bodily injury and property damage limits of \$1,000,000. A certificate of insurance can be supplied evidencing such coverage which contains a clause providing that ten days written notice be given prior to cancellation.

Cost of the above coverage is included in our quoted fees. If additional coverage or increased limits of liability are required, ETM-SMI will endeavor to obtain the requested insurance and charge separately for costs associated with additional coverage or increased limits.

STANDARD OF CARE - The only warranty or guarantee made by ETM-SMI in connection with the services performed hereunder, is that we will use that degree of care and skill ordinarily exercised under similar conditions by reputable members of our profession practicing in the same or similar locality. No other warranty, expressed or implied, is made or intended by our proposal for consulting services or by our furnishing oral or written reports.

During the project design, ETM-SMI shall examine current codes and standards and shall use professional skill and care to design Project to meet the requirements of current codes and standards identified as applicable to the Project. ETM-SMI by training and experience, does not possess the expertise to assess the effects of climate change or extreme climate events not addressed by current codes and standards on the Project and assumes no responsibility beyond the professional skill and care in designing to current codes and standards.

CERTIFICATE OF MERIT - Client shall make no claim (whether directly or in the form of a third-party claim) against ETM-SMI unless Client has first provided ETM-SMI with a written certification executed by an independent engineer licensed in the jurisdiction in which the Project is located, reasonably specifying each and every act or omission which the certifier contends constitutes a violation of the Standard of Care. Such certificate shall be a precondition to the initiation of any judicial proceeding by Client and shall be provided to ETM-SMI within thirty (30) days prior to the initiation of such judicial proceedings.

PERMITTING/ZONING - The Client is herein notified that several City, State and Federal environmental, zoning and regulatory permits may be required for this project. ETM-SMI will assist the Client in preparing these permits at the Client's direction. However, the Client acknowledges that it has the responsibility for submitting, obtaining and abiding by all required permits. Furthermore, the Client holds ETM-SMI harmless from any losses or liabilities resulting from such permitting or regulatory action.

LIMITATION OF LIABILITY - To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of England, Thims & Miller, Inc. and its officers, directors, partners, employees, agents and subconsultants, and any of them, to the Client and anyone claiming by, through or under the Client, for any and all claims, losses, costs or damages of any nature whatsoever arising out of, resulting from or in any way related to the Project or the Agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract or warranty, express or implied, of ETM-SMI and its officers, directors, employees, agents or subconsultants, or any of them, shall not exceed the total compensation received by ETM-SMI under this Agreement, or the total amount of \$50,000.00, whichever is less.

If Client prefers to have higher limits on professional liability, ETM-SMI agrees to increase the limits up to a maximum of \$500,000 upon Client's written request at the time of accepting this proposal provided that the Client agrees to pay an additional charge as a result of such increase.

SEVERABILITY AND SURVIVAL - If any of the provisions contained in this AGREEMENT are held invalid, illegal, or unenforceable, such invalidity, illegality or unenforceability will not affect any

other provision, and this AGREEMENT will be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

SALES TAX - The purchaser of the services described herein shall pay any applicable state sales tax in the manner and in the amount as required by law.

OWNERSHIP OF DOCUMENTS - All documents, including, but not limited to drawings, specifications, reports, boring logs, field notes, laboratory test data, calculations and estimates, prepared by ETM-SMI as instruments of service pursuant to this Agreement, shall be the sole property of ETM-SMI. Client agrees that all documents of any nature furnished to Client or Client's agents or designees, if not paid for, will be returned upon demand and will not be used by Client for any purpose whatsoever. Client further agrees that under no circumstances shall any documents produced by ETM-SMI, pursuant to this Agreement be used at any location or for any project not expressly provided for in this Agreement without the written permission of ETM-SMI. The Client does agree and warrant to hold ETM-SMI harmless for any such unauthorized use and to diligently defend and indemnify ETM-SMI from all claims, damages, and expenses against ETM-SMI resulting out of said unauthorized use.

SAFETY - Should ETM-SMI provide periodic observations or monitoring services at the job site during construction, Client agrees that, in accordance with generally accepted construction practices, the contractor will be solely and completely responsible for working conditions on the job site, including safety of all persons and property during the performance of the work and compliance with OSHA regulations, and that these requirements will apply continuously and not be limited to normal working hours. Any monitoring of the contractor's procedures conducted by ETM-SMI is not intended to include review of the adequacy of the contractor's safety measures in, on, adjacent to, or near the construction site.

INDEMNIFICATION - In addition, and notwithstanding any other provisions of this Agreement, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless ETM-SMI and its directors, employees, agents and subconsultants from and against all damage, liability or cost, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with this project or the performance by any of the parties above named of the services under this Agreement, excepting only those damages, liabilities or costs attributable to the sole negligence or willful misconduct of ETM-SMI.

PURSUANT TO FLORIDA STATUTES SECTION 558.0035(2013), AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

MUTUAL WAIVER OF CONSEQUENTIAL DAMAGES - In no event shall either party hereunder be liable to the other party for punitive, speculative, consequential or special damages of any kind.

CONTRACT ADMINISTRATION - Client agrees that ETM-SMI will not be expected to make exhaustive or continuous on-site inspections but that periodic observations appropriate to the construction stage shall be performed. It is further agreed that ETM-SMI will not assume responsibility for the contractor's means methods, techniques, sequences or procedures of construction and it is understood that field services provided by ETM-SMI will not relieve the contractor of his responsibilities for performing the work in accordance with the plans and specifications. The words "supervision", "inspection", or "control", are used to mean periodic observation of the work by ETM-SMI to verify substantial compliance with the plans, specifications and design concepts. Continuous inspections by our employees do not mean that ETM-SMI is observing placement of all materials. Full-time inspection means that an employee of ETM-SMI has been assigned for eight-hour days during regular business hours.

Construction inspection and monitoring services which exceed 40 hours per week for one individual shall be invoiced at 150% of the standard billing rate.

ASSIGNABILITY - Client and ETM-SMI, respectively bind themselves, their successors and assigns to the other party to this Agreement and to the successors and assigns of such other part with respect to all covenants of this Agreement. Neither Client nor ETM-SMI shall assign this Agreement without the prior written consent of the other part.

INTEGRATION - This Agreement represents the entire and integrated Agreement between Client and ETM-SMI and supersedes all prior negotiations, representations or Agreements, either written or oral. This Agreement may be amended only by written instrument signed by both parties. Terms, fees, and conditions are valid for 45 days from the date of the attached proposal.

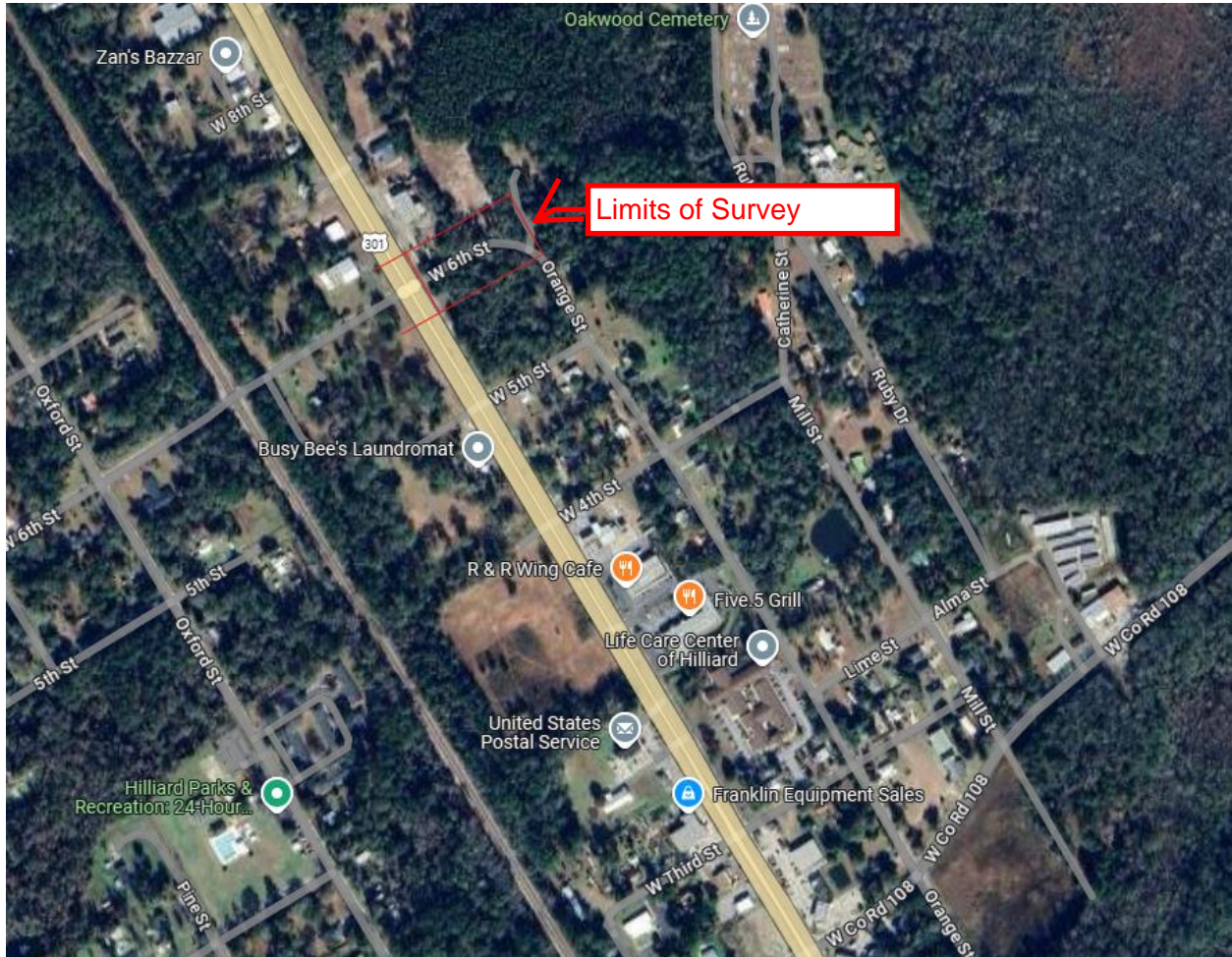
LIMITATIONS ON CAUSES OF ACTION - Causes of action between the parties to this Agreement pertaining to acts or failures to act shall be deemed to have occurred and the applicable statutes of limitations shall commence to run not later than (i) the date of substantial completion for acts or failures to act occurring prior to substantial completion of our engineering services pursuant to this Agreement; or (ii) the date of issuance of our final invoice for acts or failure to act occurring after substantial completion of our engineering services pursuant to this Agreement.

THIRD PARTY BENEFICIARY - Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either Client or ETM-SMI.

GOVERNING LAW - This agreement shall be governed in all respects by the laws of the State of Florida.

COST OPINIONS - Any cost opinions or Project economic evaluations provided by ETM-SMI will be on a basis of experience and judgment, but, since it has no control over market conditions or bidding procedures, ETM-SMI cannot warrant that bids, cost estimates, ultimate construction cost, or Project economics will not vary from these opinions.

Exhibit "A"



GEOTECHNICAL SCOPE

Nassau County 23-009 – Town of Hilliard – W. 6th Street Extension

The objective of the geotechnical exploration is to provide site and subsurface information to evaluate the subsurface conditions for the proposed construction. Based on the information provided, the following table summarizes the requested scope of services.

Test Location	Test No. & Type	Test Depth ft below existing ground
W. 6 th Street	8 Auger Borings ¹	6
	2 Standard Penetration Test (SPT) Borings ²	20
	2 Bulk Samples (LBR/Corrosion Series Testing)	Upper 5 feet

1. Auger borings for the roadway project will be performed every 100 LF to aid in design of the roadway per the FDOT Soils & Foundations Handbook, minimum number of required borings.
2. SPT Borings for the roadway project will be performed every 500 LF to aid in design of the roadway per the FDOT Soils & Foundations Handbook, minimum number of required borings.
3. Limerock Bearing Ratio (LBR) and Corrosion Series Testing will be performed on bulk samples collected at 1,500 LF centers along the roadway widening per the FDOT Soils & Foundations Handbook.

The locations appear to be easily accessible with our truck-mounted drilling equipment with limited Maintenance-of-Traffic along the roadway alignment.

We will locate the borings using our hand-held GPS equipment, accurate to within 3 meters (+/- 10 feet), as requested. The SPT and auger borings will be performed in general accordance with ASTM D 1586 and ASTM D 1452, respectively. Once the SPT borings are completed, they will be backfilled with grout per St. Johns River Water Management District guidelines. Once the auger borings are completed, they will be backfilled with native soil cuttings. We will take all reasonable precautions to prevent damage to property and will reasonably restore the boring and pavement core locations to the condition existing prior to the start of our fieldwork.

In accordance with Florida law, we will attempt to locate existing underground utilities at the site by utilizing the Sunshine State One-Call (SSOC) system. Any private utilities not included in the SSOC system will need to be located by the Owner. We will make every attempt to minimize the need for maintenance of traffic operations, with the exception of signs and cones, as required. It should be noted that the presence of overhead and below grade utilities may require that the boring be offset a minimal distance away from the actual structure location(s).

The recovered soil samples will be described in the field by the field crew. The field logs and samples will be delivered to our laboratory, where the logs will be reviewed, and the samples will be classified, by a geotechnical engineer in general accordance with ASTM D2488.

Laboratory classification, soil index tests, and corrosion series testing will be performed in general accordance with ASTM and/or Florida Method (FM) procedures for each applicable test as necessary on selected soil samples to confirm the soil and/or environmental classification and provide engineering characteristics to estimate compressibility. The LBR tests will be performed in general accordance with the FM test method 5-515.

A geotechnical engineer, licensed in the State of Florida, will direct the geotechnical exploration and provide an engineering evaluation of the subsurface conditions encountered at the boring locations. The results of the exploration and engineering evaluation will be documented in a report that will include the following:

- Our understanding of the planned construction and general description of the project;
- A boring location plan detailing the location of each boring and type of equipment used;
- Field exploration procedures and soil sampling methods used;
- Graphical representation in profile view of our boring logs and stratification which will detail the number of borings performed, description and thickness of each soil layer, any fluid loss(es) during drilling, and SPT-N values at each sample interval;
- The laboratory test procedures performed, and the results obtained;
- Results of the corrosion series testing and limerock bearing ratio testing;
- Design LBR using the Mean & 90% Methods;
- A Roadway Soil Survey Sheet;
- Recommendations for engineering design associated with the roadway; and
- Signed and sealed core boring sheets for the project plans.

**CONTRACT FEE SUMMARY FOR ENGINEERING DIVISION
NASSAU COUNTY, FLORIDA**

ITEM-6

PART I - GENERAL				
1. Project Town of Hilliard - W. 6th Street			2. Contract No. 23-009	
3. Name of Consultant Meskel & Associates Engineering, PLLC			4. Date of Proposal November 19, 2024	
PART II - LABOR RELATED COSTS				
5. Reimbursable Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principal Engineer	\$ 77.03	0	\$ 0.00	
Senior Project Engineer	\$ 74.76	1	\$ 74.76	
Project Manager	\$ 51.00	6	\$ 306.00	
Staff Engineer	\$ 32.20	20	\$ 644.00	
Drafter	\$ 26.10	6	\$ 156.60	
Senior Field Technician	\$ 33.00	10	\$ 330.00	
Clerical	\$ 25.30	7	\$ 177.10	
TOTAL REIMBURSABLE LABOR	\$33.77	50		\$ 1,688.46
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate	200 % x Total Direct Labor			\$ 3,376.92
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$ 5,065.38
8. PROFIT: Labor Related Costs (Item 7)				\$ 506.54
				x 10%
PART III - OTHER COSTS				
9. Miscellaneous Reimbursable Costs				
Field Exploration				
209-Asphalt Pavement Coring - 4in dia with Base Depth Check	0	\$180.00	\$	0.00
401-Geo Auger Borings-H& Truck/Mud Bug	48	\$12.00	\$	576.00
427-Geo Extra SPT Samples-Truck/Mud Bug 0-50 Ft	6	\$48.00	\$	288.00
440-Geo Grout Boreholes- Truck/Mud Bug 0-50 Ft	40	\$7.50	\$	300.00
478-Geo SPT Truck/Mud Bug 0-50 Ft	40	\$16.00	\$	640.00
498-Geo Temp Casing 4in Truck/Mud Bug 0-50 Ft	0	\$12.00	\$	0.00
531-Geo Truck/Mudbug Drill Rig and Crew (2-person)	2	\$240.00	\$	480.00
612-Mobilization Drill Rig Truck Mount	1	\$600.00	\$	600.00
GPR Services – Utility Locates, Day	0	\$1,300.00	\$	0.00
MOT Services – Lane Closure, Day	0	\$2,500.00	\$	0.00
Laboratory Testing				
817-Soils Moisture Content Laboratory AASHTO T265	10	\$21.00	\$	210.00
812-Soils Materials Finer than 200 Sieve FM 1-T011	0	\$50.00	\$	0.00
822-Soils Particle Size Anlys AASHTO T88 (No Hydrometer)	10	\$75.00	\$	750.00
819-Soils Organic Content Ignition FM 1 T-267	4	\$50.00	\$	200.00
811-Soils Liquid Limit AASHTO T89	0	\$60.00	\$	0.00
826-Soils Plastic Limit & Plasticity Index AASHTO T90	0	\$58.00	\$	0.00
805-Soils Corrosion Series FM 5-550 through 5-553	2	\$230.00	\$	460.00
810-Soils Limerock Bearing Ratio (LBR) FM 5-515	2	\$365.00	\$	730.00
MISCELLANEOUS REIMBURSABLE COSTS SUB-TOTAL				\$ 5,234.00
10. SUBCONTRACTS (Lump Sum)				
SUB-CONTRACT SUB-TOTAL				\$ -
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)				\$ 10,805.92
11. REIMBURSABLE COSTS (Limiting Amount)				
SUB-TOTAL REIMBURSABLES				\$ -
PART IV - SUMMARY				
12. TOTAL AMOUNT AMENDMENT NO. 0 (Reimbursable) (Items 5, 6, 8, 9, 10 and 11)				\$ 10,805.92

ESTIMATE OF WORK EFFORT AND COST - SUBCONSULTANT

Name of Project: NC 23-009_Town of Hilliard-W. 6th Street
 County: Nassau
 Contract Number: NC 23-009
 FAP No.: N/A

Consultant Name: Meskel & Associates Engineering
 Consultant No.: 240474
 Date: 11/19/2024
 Estimator: B. Harbison

Staff Classification	Total Staff Hours From "SH Summary Firm"	Principal Engineer	Senior Project	Project Manager	Staff Engineer	Drafter	Senior Field Technician	Clerical	Staff Classification 8	Staff Classification 9	Staff Classification 10	Staff Classification 11	Staff Classification 12	SH By Activity	Salary Cost By Activity	Average Rate Per Task
3. Project General and Project Common Tasks	0	\$77.03	\$74.76	\$51.00	\$32.20	\$26.10	\$33.00	\$25.30	\$25.75	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0	#DIV/0!
4. Roadway Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
5. Roadway Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
6a. Drainage Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
6b. Drainage Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
7. Utilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
8. Environmental Permits, and Env. Clearances	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
9. Structures - Misc. Tasks, Dwgs, Non-Tech.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
10. Structures - Bridge Development Report	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
11. Structures - Temporary Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
12. Structures - Short Span Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
13. Structures - Medium Span Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
14. Structures - Structural Steel Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
15. Structures - Segmental Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
16. Structures - Movable Span	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
17. Structures - Retaining Walls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
18. Structures - Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
19. Signing & Pavement Marking Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
20. Signing & Pavement Marking Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
21. Signalization Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
22. Signalization Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
23. Lighting Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
24. Lightings Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
25. Landscape Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
26. Landscape Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
27. Survey (Field & Office Support)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
28. Photogrammetry	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
29. Mapping	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
30. Terrestrial Mobile LIDAR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
31. Architecture Development	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
32. Noise Barriers Impact Design Assessment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
33. Intelligent Transportation Systems Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
34. Intelligent Transportation Systems Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
35. Geotechnical	50	0	1	6	20	6	10	7	0	0	0	0	0	50	\$1,688	\$33.77
36. 3D Modeling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
Total Staff Hours	50	0	1	6	20	6	10	7	0	0	0	0	0	50		
Total Staff Cost		\$0.00	\$74.76	\$306.00	\$644.00	\$156.60	\$330.00	\$177.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,688.46	\$33.77

Check = \$1,688.46

Notes:
 1. This sheet to be used by Subconsultant to calculate its fee.

SALARY RELATED COSTS:				\$1,688.46
OVERHEAD:		200%		\$3,376.92
OPERATING MARGIN:		10%		\$506.54
FCCM (Facilities Capital Cost Money):		0.00%		\$0.00
EXPENSES:		0.00%		\$0.00
SUBTOTAL ESTIMATED FEE:				\$5,571.92
Survey (Field)	0	4-person crew	\$ - / day	\$0.00
Geotechnical Field and Lab Testing				\$5,234.00
SUBTOTAL ESTIMATED FEE:				\$10,805.92
Optional Services				\$0.00
GRAND TOTAL ESTIMATED FEE:				\$10,805.92

35. Geotechnical

ITEM-6

Estimator:

NC 23-009_Town of Hilliard-W. 6th Street
NC 23-009

Representing	Print Name	Signature / Date
FDOT District		
Consultant Name		

NOTE: Signature Block is optional, per District preference

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
	Roadway					
35.1	Document Collection and Review	LS	1	1	1	W. 6th Street Extension : 400 LF New Roadway with swales and sidewalk (2 borings per 100 LF, 2 bulk samples for LBR and Corrosions)
35.2	Develop Detailed Boring Location Plan	LS	1	1	1	TOTAL: 8 Auger Borings at 6 LF each = 48 LF Auger (1 boring each side every 100 LF); 2 SPT Borings at 20 LF each = 40 LF SPT (1 boring each side every 500 LF); 2 Bulk samples (LBR & Corrosions)
35.3	Stake Borings/Utility Clearance	Boring	12	0.5	6	
35.4	Muck Probing	Crew Day	1	0	0	48 LF Auger + 40 LF SPT = 88 LF Drilling (12 Borings/Samples)
35.5	Coordinate and Develop MOT Plans for Field Investigation	EA	1	1	1	
35.6	Drilling Access Permits	Location	1	1	1	
35.7	Property Clearances	EA	0	0	0	N/A Within County ROW. Unless requested.
35.8	Groundwater Monitoring	EA	0	0	0	N/A
35.9	LBR/Resilient Modulus Sampling	EA	2	1	2	
35.10	Coordination of Field Work	100 lf of boring	0.88	2	2	
35.11	Soil and Rock Classification - Roadway	100 lf of boring	0.88	1	1	
35.12	Design LBR	LS	1	1	1	Only if LBR tests are required
35.13	Laboratory Data	100 lf of boring	0.88	1.5	1	
35.14	Seasonal High Water Table	Boring	10	0.1	1	
35.15	Parameters for Water Retention Areas	EA	0	0	0	N/A
35.16	Delineate Limits of Unsuitable Material	Cross-section	5	1	5	
35.17	Electronic Files for Cross-Sections	100 lf of boring	0.88	1	1	
35.18	Embankment Settlement and Stability	Embankment Boring	0	0	0	N/A
35.19	Monitor Existing Structures	LS	1	0	0	N/A

35. Geotechnical

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
35.20	Stormwater Volume Recovery and/or Background Seepage Analysis	EA	0	0	0	N/A
35.21	Geotechnical Recommendations	LS	1	4	4	
35.22	Pavement Condition Survey and Pavement Evaluation Report	LS	1	0	0	N/A
35.23	Preliminary Roadway Report	LS	1	4	4	
35.24	Final Report	EA	1	2	2	
35.25	Auger Boring Drafting	100 lf boring	0.48	3	1	
35.26	SPT Boring Drafting	100 lf boring	0.4	4	2	
Roadway Geotechnical Subtotal					37	
	Structures					
35.27	Develop Detailed Boring Location Plan	LS	1	0	0	No Structures
35.28	Stake Borings/Utility Clearance	Boring	0	0	0	
35.29	Coordinate and Develop MOT Plans for Field Investigation	EA	0	0	0	
35.30	Drilling Access Permits	Location	0	0	0	
35.31	Property Clearances	EA	0	0	0	
35.32	Collection of Corrosion Samples	EA	2	1	2	Bulk samples (1 per 1500 LF of roadway)
35.33	Coordination of Field Work	100 lf of boring	0	0	0	
35.34	Soil and Rock Classification - Structures	100 lf of boring	0	0	0	
35.35	Tabulation of Laboratory Data	100 lf of boring	0	0	0	
35.36	Estimate Design Groundwater Level for Structures	EA	0	0	0	
35.37	Selection of Foundation Alternatives (BDR)	Bridge boring	0	0	0	
35.38	Detailed Analysis of Selected Foundation Alternate(s)	Bridge boring	0	0	0	
35.39	Bridge Construction and Testing Recommendations	Bridge boring	0	0	0	
35.40	Lateral Load Analysis (Optional)	Bridge boring	0	0	0	
35.41	Walls	Wall Boring	0	0	0	
35.42	Sheet Pile Wall Analysis (Optional)	Wall Boring	0	0	0	
35.43	Design Soil Parameters for Signs, Signals, High Mast Lights, and Strain Poles and Geotechnical Recommendations	Boring	0	0	0	

35. Geotechnical

ITEM-6

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
35.44	Box Culvert Analysis	EA	0	0	0	
35.45	Preliminary Report - BDR	EA	0	0	0	
35.46	Final Report - Bridge and Associated Walls	EA	0	0	0	
35.47	Final Reports - Signs, Signals, Box Culvert, Walls and High Mast Lights	EA	0	0	0	
35.48	SPT Boring Drafting	100 lf of boring	0	0	0	
35.49	Other Geotechnical	LS	1	0	0	
Structural Geotechnical Subtotal					2	
Geotechnical Technical Subtotal					39	
35.50	Technical Special Provisions and Modified Special Provisions	EA	0	0	0	
35.51	Field Reviews	LS	1	6	6	
35.52	Technical Meetings	LS	1	2	2	Meetings listed below
35.53	Quality Assurance/Quality Control	LS	%	3%	1	
35.54	Supervision	LS	%	3%	1	
Geotechnical Nontechnical Subtotal					10	
35.55	Coordination	LS	%	3%	1	
35. Geotechnical Total					50	

Technical Meetings	Units	No of Units	Hours/ Unit	Total Hours	Comments	PM Attendance at Meeting Required?	Number
Kickoff Meeting with FDOT	EA	0	0	0			0
Boring Layout Approval	EA	0	0	0			0
Attend in BDR Review Meeting	EA	0	0	0			0
30/60/90% Submittal Review	EA	0	0	0			0
Other Meetings	EA	2	1	2			0
Subtotal Technical Meetings				2		Subtotal Project Manager Meetings	0
Progress Meetings (if required by FDOT)	EA	0	0	0	PM attendance at Progress Meetings is manually entered on General Task 3		--
Phase Review Meetings	EA	0	0	0	PM attendance at Phase Review Meetings is manually entered on General Task 3		--
Total Meetings				2	Total Project Manager Meetings (carries to Tab 3)		0

Carries to 35.52

Carries to Tab 3



Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.
SECRETARY

June 19, 2023

Antoinette Meskel, President
MESKEL & ASSOCIATES ENGINEERING, PLLC
3728 Philips Highway, Suite 208
Jacksonville, Florida 32207

Dear Ms. Meskel:

The Florida Department of Transportation has reviewed your application for prequalification package and determined that the data submitted is adequate to technically prequalify your firm for the following types of work:

- Group 9 - Soil Exploration, Material Testing and Foundations
 - 9.1 - Soil Exploration
 - 9.2 - Geotechnical Classification Laboratory Testing
 - 9.3 - Highway Materials Testing
 - 9.4.1 - Standard Foundation Studies
 - 9.5 - Geotechnical Specialty Laboratory Testing
- Group 10 - Construction Engineering Inspection
 - 10.1 - Roadway Construction Engineering Inspection
 - 10.3 - Construction Materials Inspection

Your firm is now technically prequalified with the Department for Professional Services in the above referenced work types. The overhead audit has been accepted, and your firm may pursue projects in the referenced work types with fees of any dollar amount. This status shall be valid until June 30, 2024, for contracting purposes.

Approved Rates

Home/ Branch Overhead	Field Overhead	Facilities Capital Cost of Money	Premium Overtime	Reimburse Actual Expenses	Home Direct Expense	Field Direct Expense	Published Fee Schedule
231.00%	142.37%	1.247%	Reimbursed	No	8.20%	0.00%*	Yes

*Rent and utilities excluded from field office rate. These costs will be directly reimbursed on contracts that require the consultant to provide field office.

Per Title 23, U.S. Code 112, there are restrictions on sharing indirect cost rates. Refer to Code for additional information.

Should you have any questions, please feel free to contact me by email at carliayn.kell@dot.state.fl.us or by phone at 850-414-4597.

Sincerely,

Carliayn Kell
Professional Services
Qualification Administrator

Meskel & Associates Engineering, PLLC
Billing Rates
Nassau County CSC - NC23-009

	Labor	Overhead	Labor +	Profit	Billing
Position	Rate	200%	O/H	10%	Rate
Principal Engineer	\$ 77.03	\$ 154.06	\$ 231.09	\$ 23.11	\$ 254.20
Senior Project Engineer	\$ 74.76	\$ 149.52	\$ 224.28	\$ 22.43	\$ 246.71
Project Manager	\$ 51.00	\$ 102.00	\$ 153.00	\$ 15.30	\$ 168.30
Staff Engineer	\$ 32.20	\$ 64.40	\$ 96.60	\$ 9.66	\$ 106.26
Drafter	\$ 26.10	\$ 52.20	\$ 78.30	\$ 7.83	\$ 86.13
Senior Field Technician	\$ 33.00	\$ 66.00	\$ 99.00	\$ 9.90	\$ 108.90
Clerical	\$ 25.30	\$ 50.60	\$ 75.90	\$ 7.59	\$ 83.49

MESKEL & ASSOCIATES ENGINEERING, PLLC
2022 - 2023 FEE SCHEDULE

DESCRIPTION	UNIT	UNIT PRICE
209-Asphalt Pavement Coring - 4in dia with Base Depth Check	Each	\$180.00
210-Asphalt Pvmnt. Coring - 4in dia without Base Depth Check	Each	\$145.00
211-Asphalt Pavement Coring - 6in dia with Base Depth Check	Each	\$220.00
212-Asphalt Pvmnt Coring - 6in dia without Base Depth Check	Each	\$175.00
305-Concrete Pavement Coring - 4in Dia	Each	\$210.00
306-Concrete Pavement Coring - 6in Dia	Each	\$250.00
401-Geo Auger Borings-H& & Truck/Mud Bug	LF	\$12.00
402-Geo Auger Borings-Track	LF	\$16.00
407-Geo Chainsaw (Owned)	Day	\$120.00
408-Geo Concrete Pad & Cover for Monitoring Wells	Each	\$325.00
415-Geo Double Ring Infiltration ASTM D3385	Each	\$575.00
418-Geo Drill Crew Support Vehicle	Day	\$260.00
422-Geo Extra SPT Samples-Barge/Track/Amphib 0-50 Ft	Each	\$65.00
423-Geo Extra SPT Samples-Barge/Track/Amphib 50-100 Ft	Each	\$72.00
424-Geo Extra SPT Samples-Barge/Track/Amphib 100-150 Ft	Each	\$90.00
425-Geo Extra SPT Samples-Barge/Track/Amphib 150-200 Ft	Each	\$115.00
426-Geo Extra SPT Samples-Barge/Track/Amphib 200-250 Ft	Each	\$150.00
427-Geo Extra SPT Samples-Truck/Mud Bug 0-50 Ft	Each	\$48.00
428-Geo Extra SPT Samples-Truck/Mud Bug 50-100 Ft	Each	\$56.00
429-Geo Extra SPT Samples-Truck/Mud Bug 100-150 Ft	Each	\$68.00
430-Geo Extra SPT Samples-Truck/Mud Bug 150-200 Ft	Each	\$84.00
431-Geo Extra SPT Samples-Truck/Mud Bug 200-250 Ft	Each	\$98.00
432-Geo Field Perm 0-10 Ft Open-End Borehole Method	Each	\$350.00
433-Geo Field Perm 10-25Ft Open-End Borehole Method	Each	\$425.00
435-Geo Grout Boreholes- Barge/Track/Amphib 0-50 Ft	LF	\$9.00
436-Geo Grout Boreholes- Barge/Track/Amphib 50-100 Ft	LF	\$11.00
437-Geo Grout Boreholes- Barge/Track/Amphib 100-150 Ft	LF	\$14.00
438-Geo Grout Boreholes- Barge/Track/Amphib 150-200 Ft	LF	\$18.00
439-Geo Grout Boreholes- Barge/Track/Amphib 200-250 Ft	LF	\$20.00
440-Geo Grout Boreholes- Truck/Mud Bug 0-50 Ft	LF	\$7.50
441-Geo Grout Boreholes- Truck/Mud Bug 50-100 Ft	LF	\$8.50
442-Geo Grout Boreholes- Truck/Mud Bug 100-150 Ft	LF	\$9.50
443-Geo Grout Boreholes- Truck/Mud Bug 150-200 Ft	LF	\$12.00
444-Geo Grout Boreholes- Truck/Mud Bug 200-250 Ft	LF	\$13.50
445-Geo Grouted Monitor Well 2in 0-50 Ft	LF	\$35.00
446-Geo H& Auger with DCP (0-50 ft) ASTM D1452	LF	\$22.00
447-Geo H& Auger with SCP (0-50 ft) ASTM D1453	LF	\$20.00
450-Geo Piezometer 2in 0-50 Ft	LF	\$42.00
452-Geo Rock Coring Brg/Track/Amph 0-50 Ft 4in ID & over	LF	\$90.00
453-GeoRocCoring Brg/Track/Amp 0-50 Ft less than 4in ID	LF	\$60.00
454-GeoRocCoring Brg/Track/Amph 50-100 Ft 4in ID & over	LF	\$110.00
455-GeoRocCoring Brg/Track/Amp 50-100Ft less than 4in ID	LF	\$70.00
456-GeoRocCoring Brg/Track/Amph 100-150 Ft 4in ID & over	LF	\$140.00
457-GeoRocCoring Brg/Track/Amp 100-150Ft less than 4in ID	LF	\$80.00
458-GeoRocCoring Brg/Track/Amph 150-200 Ft 4in ID & over	LF	\$185.00
459-GeoRocCoring Brg/Track/Amp 150-200Ft less than 4in ID	LF	\$100.00
460-GeoRocCoring Brg/Track/Amph 200-250 Ft 4in ID & over	LF	\$230.00
461-GeoRocCoring Brg/Track/Amp 200-250Ft less than 4in ID	LF	\$120.00
462-Geo Rock Coring Truck/Mud Bug 0-50 Ft 4in ID & over	LF	\$76.00
463-GeoRocCoring Truck/MudBug 0-50 Ft less than 4in ID	LF	\$44.00
464-Geo Rock Coring Truck/Mud Bug 50-100 Ft 4in ID over	LF	\$86.00

MESKEL & ASSOCIATES ENGINEERING, PLLC
2022 - 2023 FEE SCHEDULE

DESCRIPTION	UNIT	UNIT PRICE
465-GeoRocCoring Truck/MudBug 50-100 Ft les than 4in ID	LF	\$50.00
466-GeoRocCoring Truck/MudBug 100-150 Ft 4in ID & over	LF	\$104.00
467-GeoRocCoring Truck/MudBug 100-150 Ft les than 4in ID	LF	\$56.00
468-GeoRocCoring Truck/MudBug 150-200 Ft 4in ID & over	LF	\$114.00
469-GeoRocCoring Truck/MudBug 150-200 Ft les than 4in ID	LF	\$62.00
470-GeoRocCoring Truck/MudBug 200-250 Ft 4in ID & over	LF	\$145.00
471-GeoRocCoring Truck/MudBug 200-250 Ft les than 4in ID	LF	\$72.00
473-Geo SPT Barge/Track/Amphib 0-50 Ft	LF	\$25.00
474-Geo SPT Barge/Track/Amphib 50-100 Ft	LF	\$32.00
475-Geo SPT Barge/Track/Amphib 100-150 Ft	LF	\$45.00
476-Geo SPT Barge/Track/Amphib 150-200 Ft	LF	\$63.00
477-Geo SPT Barge/Track/Amphib 200-250 Ft	LF	\$75.00
478-Geo SPT Truck/Mud Bug 0-50 Ft	LF	\$16.00
479-Geo SPT Truck/Mud Bug 50-100 Ft	LF	\$19.00
480-Geo SPT Truck/Mud Bug 100-150 Ft	LF	\$30.00
481-Geo SPT Truck/Mud Bug 150-200 Ft	LF	\$40.00
482-Geo SPT Truck/Mud Bug 200-250 Ft	LF	\$48.00
493-Geo Temp Casing 4in Barge/Track/Amphib 0-50 Ft	LF	\$17.50
494-Geo Temp Casing 4in Barge/Track/Amphib 50-100 Ft	LF	\$19.50
495-Geo Temp Casing 4in Barge/Track/Amphib 100-150 Ft	LF	\$23.50
496-Geo Temp Casing 4in Barge/Track/Amphib 150-200 Ft	LF	\$27.50
497-Geo Temp Casing 4in Barge/Track/Amphib 200-250 Ft	LF	\$31.00
498-Geo Temp Casing 4in Truck/Mud Bug 0-50 Ft	LF	\$12.00
499-Geo Temp Casing 4in Truck/Mud Bug 50-100 Ft	LF	\$14.00
500-Geo Temp Casing 4in Truck/Mud Bug 100-150 Ft	LF	\$16.00
501-Geo Temp Casing 4in Truck/Mud Bug 150-200 Ft	LF	\$18.00
502-Geo Temp Casing 4in Truck/Mud Bug 200-250 Ft	LF	\$20.00
503-Geo Temp Casing 6in Barge/Track/Amphib 150-200 Ft	LF	\$40.00
504-Geo Temp Casing 6in Barge/Track/Amphib 200-250 Ft	LF	\$45.00
505-Geo Temp Casing 6in Barge/Track/Amphib 0-50 Ft	LF	\$22.00
506-Geo Temp Casing 6in Barge/Track/Amphib 50-100 Ft	LF	\$26.50
507-Geo Temp Casing 6in Barge/Track/Amphib 100-150 Ft	LF	\$31.00
508-Geo Temp Casing 6in Truck/Mud Bug 0-50 Ft	LF	\$15.00
509-Geo Temp Casing 6in Truck/Mud Bug 50-100 Ft	LF	\$17.00
510-Geo Temp Casing 6in Truck/Mud Bug 100-150 Ft	LF	\$19.50
511-Geo Temp Casing 6in Truck/Mud Bug 150-200 Ft	LF	\$25.00
512-Geo Temp Casing 6in Truck/Mud Bug 200-250 Ft	LF	\$31.00
514-Geo Truck/Mud Bug Mobil (30 miles straightline distance)	Each	\$650.00
515-Geo Undisturbed Samples Barge/Track/Amphib 0-50 Ft	Each	\$225.00
516-Geo Undisturbed Samples Barge/Track/Amphib 50-100Ft	Each	\$275.00
517-Geo Undisturbed Samples Brg/Track/Amph 100-150 Ft	Each	\$325.00
518-Geo Undisturbed Samples Brg/Track/Amph 150-200 Ft	Each	\$375.00
519-Geo Undisturbed Samples Truck/Mud Bug 0-50 Ft	Each	\$155.00
520-Geo Undisturbed Samples Truck/Mud Bug 50-100 Ft	Each	\$180.00
521-Geo Undisturbed Samples Truck/Mud Bug 100-150 Ft	Each	\$215.00
522-Geo Undisturbed Samples Truck/Mud Bug 150-200 Ft	Each	\$240.00
525-Geo Well Development	Hour	\$215.00
531-Geo Truck/Mudbug Drill Rig and Crew (2-person)	Hour	\$240.00
532-Geo Truck/Mudbug Drill Rig and Crew (3-person)	Hour	\$310.00
533-Geo Track/Barge Drill Rig and Crew (2-person)	Hour	\$260.00
534-Geo Track/Barge Drill Rig and Crew (3-person)	Hour	\$350.00

MESKEL & ASSOCIATES ENGINEERING, PLLC
2022 - 2023 FEE SCHEDULE

DESCRIPTION	UNIT	UNIT PRICE
538-Geo Clearing Equipment	Each	\$2,000.00
539-Geo Wash Boring, 0-50 Ft	LF	\$12.50
540-Geo Wash Boring, 50-100 Ft	LF	\$15.00
541-Geo Wash Boring, 100-150 Ft	LF	\$19.50
542-Geo Wash Boring, 150-200 Ft	LF	\$23.00
543-Geo Wash Boring, 200-250 Ft	LF	\$28.00
603-Mobilization Asphalt Coring Equipment	Each	\$425.00
606-Mobilization Concrete Coring	Each	\$425.00
610-Mobilization Drill Rig Track Mount	Each	\$2,500.00
612-Mobilization Drill Rig Truck Mount	Each	\$600.00
614-Mobilization Mudbug/All Terrain Vehicle	Each	\$750.00
618-Mobilization Support Boat	Each	\$500.00
619-Mobilization Tri-Pod	Each	\$1,500.00
620-Mobilization of Clearing Equipment	Each	\$650.00
800-Soils Chloride Soil or Water FM 5-552	Test	\$64.00
801-Soils Consol-Addtl Incrmnts AASHTO T216 (13 to 24 Loads)	Each	\$80.00
802-Soils Consol-Addtl Incrmnts AASHTO T216 (up to 12 Loads)	Each	\$525.00
803-Soils Consolidation - Constant Strain ASTM D4186	Test	\$525.00
804-Soils Consol-Extend Load Incrmnts AASHTO T216	Day	\$175.00
805-Soils Corrosion Series FM 5-550 through 5-553	Test	\$230.00
806-Soils Direct Shear Consolid Drained/ Point FM 3-D3080	Test	\$330.00
808-Soils Flexible Wall Permeability ASTM D5084	Test	\$490.00
809-Soils Hydrometer Only AASHTO T88	Test	\$135.00
810-Soils Limerock Bearing Ratio (LBR) FM 5-515	Test	\$365.00
811-Soils Liquid Limit AASHTO T89	Test	\$60.00
812-Soils Materials Finer than 200 Sieve FM 1-T011	Test	\$50.00
813-Soils Maximum Density ASTM D4254	Test	\$240.00
815-Soils Minimum Density ASTM D4253	Test	\$240.00
817-Soils Moisture Content Laboratory AASHTO T265	Test	\$21.00
818-Soils Moisture Content Microwave AASHTO D4643	Test	\$17.50
819-Soils Organic Content Ignition FM 1 T-267	Test	\$50.00
820-Soils Organic Content Wet Combustion AASHTO T194	Test	\$50.00
821-Soils Particle Size Anlys AASHTO T88 (Incl. Hydrometer)	Test	\$194.00
822-Soils Particle Size Anlys AASHTO T88 (No Hydrometer)	Test	\$75.00
823-Soils Permeability Constant Head AASHTO T215	Test	\$350.00
824-Soils Permeability Falling Head FM 5-513	Test	\$350.00
825-Soils pH Soil or Water FM 5-550	Test	\$48.00
826-Soils Plastic Limit & Plasticity Index AASHTO T90	Test	\$58.00
827-Soils Proctor Modified FM 1-T180	Test	\$135.00
828-Soils Proctor Standard AASHTO T99	Test	\$135.00
829-Soils Resistivity Soil or Water FM 5-551	Test	\$60.00
831-Soils Specific Gravity AASHTO T100	Test	\$80.00
832-Soils Split Tensile Strgth of Rock Cores ASTM D3967	Test	\$150.00
833-Soils Sulfate Soil or Water FM 5-553	Test	\$70.00
835-Soils Triaxl Consl-Drain (CD) Per Point\Cell ASTM D7181	Test	\$525.00
836-Soils Tri Cnsl-Undrn (CU) Pt\Cell AASHTO T297/ASTM D4767	Test	\$500.00
837-Soil Tri Uncnsl-Undrn (UU) Pt\Cell AASHTO T296/ASTM D2850	Test	\$300.00
838-Soils Unconfined Compression - Rock ASTM D7012, Method C	Test	\$175.00
839-Soils Unconfined Compress - Soil AASHTO T208/ASTM D2166	Test	\$150.00

ESTIMATE OF WORK EFFORT AND COST - PRIME CONSULTANT

Name of Project: W. 6th Street Roadway Improvements
 County: Nassau
 FPN: N/A
 FAP No.: N/A

Consultant Name: Peters and Yaffee, Inc.
 Consultant No.: N/A
 Date: 2/24/2025
 Estimator: EWL

Staff Classification	Total Staff Hours From "SH Summary - Firm"	Principal Engineer	Chief Engineer	Senior Engineer	Engineer 2	Engineer 1	Engineering Intern	Engineering Tech	Senior Designer	Staff Classification 09	Staff Classification 10	Staff Classification 11	Staff Classification 12	SH By	Salary Cost By	Average Rate Per
		\$325.00	\$241.82	\$190.00	\$186.00	\$139.00	\$110.50	\$95.00	\$115.23	\$0.00	\$0.00	\$0.00	\$0.00	Activity	Activity	Task
3. Project Common and Project General Tasks	102	5	20	26	11	20	20	0	0	0	0	0	0	102	\$18,437	\$180.76
4. Roadway Analysis	137	4	41	27	14	14	21	0	16	0	0	0	0	137	\$25,059	\$182.91
5. Roadway Plans	75	2	11	9	6	8	15	11	13	0	0	0	0	75	\$11,449	\$152.65
6a. Drainage Analysis	80	2	24	16	8	8	12	0	10	0	0	0	0	80	\$14,572	\$182.15
6b. Drainage Plans	29	1	4	3	3	3	6	4	5	0	0	0	0	29	\$4,456	\$153.67
6c. Selective C&G	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
7. Utilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
8. Environmental Permits, and Env. Clearances	80	2	24	16	8	8	12	0	10	0	0	0	0	80	\$14,572	\$182.15
9. Structures - Misc. Tasks, Dwgs, Non-Tech.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
10. Structures - Bridge Development Report	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
11. Structures - Temporary Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
12. Structures - Short Span Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
13. Structures - Medium Span Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
14. Structures - Structural Steel Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
15. Structures - Segmental Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
16. Structures - Movable Span	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
17. Structures - Retaining Walls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
18. Structures - Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
19. Signing & Pavement Marking Analysis	37	1	11	7	4	4	6	0	4	0	0	0	0	37	\$6,739	\$182.13
20. Signing & Pavement Marking Plans	10	0	2	1	0	1	2	2	2	0	0	0	0	10	\$1,454	\$145.41
21. Signalization Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
22. Signalization Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
23. Lighting Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
24. Lighting Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
25. Landscape Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
26. Landscape Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
27. Survey (Field & Office Support)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
28. Photogrammetry	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
29. Mapping	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
30. Terrestrial Mobile LiDAR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
31. Architecture Development	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
32. Noise Barriers Impact Design Assessment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
33. Intelligent Transportation Systems Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
34. Intelligent Transportation Systems Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
35. Geotechnical	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
Total Staff Hours	550	17	137	105	54	66	94	17	60	0	0	0	0	550		
Total Staff Cost		\$5,525.00	\$33,129.34	\$19,950.00	\$10,044.00	\$9,174.00	\$10,387.00	\$1,615.00	\$6,913.80	\$0.00	\$0.00	\$0.00	\$0.00		\$96,738.14	\$175.89

Survey Field Days by Subconsultant
 4 - Person Crew:

- Notes:
 1. This sheet to be used by Prime Consultant to calculate the Grand Total fee.
 2. Manually enter fee from each subconsultant. Unused subconsultant rows may be hidden.

SALARY RELATED COSTS:				\$96,738.14
OVERHEAD:		0%		\$0.00
OPERATING MARGIN:		0%		\$0.00
FCCM (Facilities Capital Cost Money):		0.00%		\$0.00
EXPENSES:		0.00%		\$0.00
Survey (Field - If by Prime)	0	4-person crew days @	\$ - / day	\$0.00
SUBTOTAL ESTIMATED FEE:				\$96,738.14
Subconsultant:	ETM, Inc.			\$7,745.00
Subconsultant:	Meskel & Associates, Inc.			\$10,805.92
Subconsultant:	Sub 3			\$0.00
Subconsultant:	Sub 4			\$0.00
Subconsultant:	Sub 5			\$0.00
Subconsultant:	Sub 6			\$0.00
Subconsultant:	Sub 7			\$0.00
Subconsultant:	Sub 8			\$0.00
Subconsultant:	Sub 9			\$0.00
Subconsultant:	Sub 10			\$0.00
Subconsultant:	Sub 11			\$0.00
Subconsultant:	Sub 12			\$0.00
SUBTOTAL ESTIMATED FEE:				\$115,289.06
Geotechnical Field and Lab Testing				\$0.00
SUBTOTAL ESTIMATED FEE:				\$115,289.06
Optional Services				\$0.00
GRAND TOTAL ESTIMATED FEE:				\$115,289.06

Project Activity 3: General Tasks

Estimator: E. Lanning						W. 6th Street Roadway Improvements N/A
Representing		Print Name				Signature / Date
Nassau County						
Peters and Yaffee, Inc.						
NOTE: Signature Block is optional, per District preference						
Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
3.1	Public Involvement					
3.1.1	Community Awareness Plan	LS	1	0	0	
3.1.2	Notifications	LS	1	0	0	
3.1.3	Preparing Mailing Lists	LS	1	0	0	
3.1.4	Median Modification Letters	LS	1	0	0	
3.1.5	Driveway Modification Letters	LS	1	0	0	
3.1.6	Newsletters	LS	1	0	0	
3.1.7	Renderings and Fly Throughs	LS	1	0	0	
3.1.8	PowerPoint Presentation	LS	1	0	0	
3.1.9	Public Meeting Preparations	LS	1	0	0	
3.1.10	Public Meeting Attendance/Followup	LS	1	0	0	
3.1.11	Other Agency Meetings	LS	1	0	0	
3.1.12	Web Site	LS	1	0	0	
3.1 Public Involvement Subtotal					0	
3.2	Joint Project Agreements	EA	0	0	0	
3.3	Specifications & Estimates					
3.3.1	Specifications Package Preparation	LS	1	16	16	Work with Town of Hilliard to Prepare Bid Package (Range 12 to 24)
3.3.2	Estimated Quantities Report Preparation	Report	0	Calculated Hours	0	
		Components	0	0		
3.4	Contract Maintenance and Project Documentation	LS	1	36	36	Initial Set Up (8 hrs) + 2 hours per 12 months + 4 hrs close out
3.5	Value Engineering (Multi-Discipline Team) Review	LS	1	0	0	
3.6	Prime Consultant Project Manager Meetings	LS	1	3	3	See listing below
3.7	Plans Update	LS	1	0	0	

Project Activity 3: General Tasks

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
3.8	Post Design Services	LS	1	32	32	Post Design, Bid Review etc.
3.9	Digital Delivery	LS	1	15	15	Roadway/TTCP, SPM, Geotech, Survey (6 + 3 x 3 = 15hrs.)
3.10	Risk Assessment Workshop	LS	1	0	0	N/A
3.11	Railroad, Transit, and/or Airport Coordination	LS	1	0	0	N/A
3.11.1	Aeronautical Evaluation	LS	1	0	0	NA
3.12	Landscape and Existing Vegetation Coordination	LS	1	0	0	N/A
3.13	Other Project General Tasks	LS	1	0	0	N/A
3. Project Common and Project General Tasks Total					102	
3.6 - List of Project Manager Meetings						
		Units	No of Units	Hours/ Unit	Total Hours	Comments
	Roadway Analysis	EA	1	0	0	
	Drainage	EA	0	0	0	
	Selective C&G	EA	0	0	0	
	Utilities	EA	0	0	0	
	Environmental	EA	2	0	0	
	Structures	EA	0	0	0	
	Signing & Pavement Marking	EA	0	0	0	
	Signalization	EA	0	0	0	
	Lighting	EA	0	0	0	
	Landscape Architecture	EA	0	0	0	
	Survey	EA	0	0	0	
	Photogrammetry	EA	0	0	0	
	ROW & Mapping	EA	0	0	0	
	Terrestrial Mobile LiDAR	EA	0	0	0	
	Architecture	EA	0	0	0	
	Noise Barriers	EA	0	0	0	
	ITS Analysis	EA	0	0	0	
	Geotechnical	EA	0	0	0	
	Progress Meetings	EA	0	0	0	
	Phase Reviews	EA	3	1	3	
	Field Reviews	EA	0	0	0	
Total Project Manager Meetings			6		3	Total PM Meeting Hours carries to Task 3.6 above

Project Activity 3: General Tasks

ITEM-6

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
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Notes:

1. If the hours per meeting vary in length (hours) enter the average in the hour/unit column.
2. Do not double count agency meetings between permitting agencies.
3. Project manager meetings are calculated in each discipline sheet and brought forward to Column D.

Estimator: **4. Roadway Analysis Staff Hours** W. 6th Street Roadway Improvements N/A

Representing	Print Name	Signature / Date
FDOT District		
Consultant Name		

NOTE: Signature Block is optional, per District preference

Task No.	Task	Project Parameter			Staff Hours				Documentation
		Description	Units	Complexity	Calculated	Department	Consultant	Negotiated	
What is the overall project complexity? (See Roadway Guidelines)			Below						Provide documentation when negotiated hours differ from the calculated hours.
4.1	Typical Section Package	Cover	0		0	0	0	0	N/A
		Typical	0	2-Lane FS & Ramps	0	0	0	0	
		Typical	0	2-Lane C & Multi-Lane FS	0	0	0	0	
		Typical	0	LA w/ Barrier & Multi-Lane C	0	0	0	0	
4.2	Pavement Type Selection Report	Report	0		0	0	0	0	N/A follow Land Development Code
4.3	Pavement Design Package	Report & Assembly	0	Below	0	0	0	0	N/A
		Pavt Designs	0	Travel/Aux. Lanes	0	0	0	0	
		Pavt Designs	0	Other Roads & Shoulders	0	0	0	0	
4.4	Cross Slope Analysis (lanes and shoulders)	X-Slope Assessment	0.00	Undivided Roadway	0	0	0	0	
		X-Slope Assessment	0.00	Divided Roadway	0	0	0	0	
		Concepts for Corrections	0		0	0	0	0	
4.5	Safety Analysis	HSM Assessment	0		0	0	0	0	
		Crash Analysis	0		0	0	0	0	
4.6	Design Analysis	Monitor Exist. Structures	0	Below	0	0	0	0	
		Access Management	0.00	Below	0	0	0	0	
4.7	Operational Analysis	Roundabout	0	1x1 Roundabout	0	0	0	0	
		Roundabout	0	1x2 Roundabout	0	0	0	0	
		Roundabout	0	2x2 Roundabout	0	0	0	0	
4.8	Design Reports	RRR	0		0	0	0	0	
		Other Reports			0	0	0	0	
4.9	Design Variations and Exceptions	Variation Memo	0		0	0	0	0	
		Formal Variation	0		0	0	0	0	
		Design Exception	0		0	0	0	0	
4.10	Master Design File Setup & Maintenance, Model Management Plan	LS	1	Below	20	0	0	20	
	Horizontal /Vertical Master Design Files	Mainline	0.08	Below	10	0	0	10	
		Side Road & Ramps	0.00	Below	0	0	0	0	
		Frontage Road	0.00	Below	0	0	0	0	

4.11	3D Modeling Development	Mainline	0.08	Below	5	0	0	5	
		Side Road & Ramps	0.00	Below	0	0	0	0	
		Frontage Road	0.00	Below	0	0	0	0	
		AMG Files	0	Below	0	0	0	0	
4.12	TTCP Analysis	LS	1	Below	10	0	0	10	Level 1 Only, Full Closure
	TTCP Master Design Files	Length (Phase-Miles)	0.00	Below	0	0	0	0	
		Pedestrian	0		0	0	0	0	
	TTCP 3D Modeling (Isolated Locations)	Locations	0		0	0	0	0	
4.13	Utility Data Collection & Analysis	LS	1	Below	2	0	0	2	
4.14	Roadway Quantities for EQ Report	Length (Miles)	0.40	Below	1	0	0	2	
		Interchanges Rest Areas	0		0	0	0	0	
		Validation	0	Below	0	0	0	0	
	TTCP Quantities for EQ Report	Major Phases	1	Simple	6	0	0	6	
4.15	Cost Estimate	Engineer Estimate	2	Below	16	0	0	10	
		LRE Updates	0	Below	0	0	0	0	
4.16	Technical or Modified Special Provisions	TSPs & MSPs	0		0	0	0	0	
4.17	Other Roadway Tasks	Other Analysis			0	0	0	40	FDOT Connection Permit (20 hrs) + Utility Coord (20 hrs)
Roadway Analysis Technical Subtotal					70	0	0	105	
4.18	Quality Assurance/Quality Control	LS	1	5%	4	0	0	6	
4.19	Supervision	LS	1	5%	4	0	0	6	
4.20	Roadway Meetings (listed below)	Meetings	1		2	0	0	2	
		Travel Time			2	0	0	2	
4.21	Field Reviews (listed below)	LS			12	0	0	12	
Roadway Analysis Non-Technical Subtotal					24	0	0	28	
4.22	Coordination	LS	1	3%	3	0	0	4	
4. Roadway Analysis Total					97	0	0	137	

Carries to Summary Tab

Technical Meetings	# Meetings Designer	Travel Time (Hours)	# Meetings PM	Documentation
Typical Section	0	0	0	
Pavement Design	0	0	0	
Access Management / Driveways	0	0	0	
15% Line and Grade	0	0	0	
RRR / ECAR Resolution	0	0	0	
Local Governments (cities, counties, MPO)	0	0	0	
Work Zone Traffic Control	0	0	0	
30/60/90/100% Comment Review Meetings	0	0	0	
Utility Coordination	0	0	0	
Other Meetings	1	2	1	
Subtotal Technical Meetings	1	2	1	
Progress Meetings (if required by FDOT)	0	0		
Phase Review Meetings	0	0		
Total Roadway Meetings	1	2		

Field Reviews	# of Staff	Site Time (per staff)	Travel Time (per staff)	Total Hours
Field Review #1	2	1	2	6
Field Review #2	2	1	2	6
Field Review #3	0	0	0	0
Field Review #4	0	0	0	0
Plans-in-hand Field Review	0	0	0	0
Total Field Review Hours				12

Estimator: **5. Roadway Plans Staff Hours** W. 6th Street Roadway Improvements
N/A

Representing	Print Name	Signature / Date
FDOT District		
Consultant Name		

NOTE: Signature Block is optional, per District preference

Task No.	Task	Project Parameter			Staff Hours				Documentation
		Description	Units	Complexity	Calculated	Department	Consultant	Negotiated	
What is the overall project complexity? (See Roadway Guidelines)				Below					Provide documentation when negotiated hours differ from the calculated hours.
5.1	Key Sheet		1		4	0	0	4	
	Signature Sheet		1		2	0	0	2	
5.2	Typical Section Sheets	Typical Sections w/ CADD	0		0	0	0	0	
		Typical Sections w/o CADD	1		10	0	0	8	
		Partial Sections	0		0	0	0	0	
5.3	Cross Slope Correction Details	Pavement Segments	0		0	0	0	0	
5.4	General Notes/Pay Item Notes		1	Simple	6	0	0	6	
5.5	Project Layout/Model Management		0		0	0	0	0	N/A
5.6	Plan View (Plan Sheets)	Length (Miles)	0.08	Below	2	0	0	2	
		Interchange	0		0	0	0	0	
		Roundabout	0		0	0	0	0	
5.7	Profile View (Plan/Profile Sheets)	Length (Miles)	0.00	Flush Shoulder	0	0	0	0	
		Length (Miles)	0.08	Curbed	2	0	0	2	
5.8	Special Profiles	Driveway Curb Return	0		0	0	0	0	
		Intersection RR Xing	0		0	0	0	0	
5.9	Sidewalk Profiles	Length (Miles)	0.00		0	0	0	0	
5.10	Interchange Layout Sheet	Interchange	0	Standard 2 Levels	0	0	0	0	
			0	Complex 3+ Levels	0	0	0	0	
5.11	Details	Ramp Terminal	0		0	0	0	0	
		Intersection Layout	1		12	0	0	12	Intersection at W 6th Street and Orange St.
		Special	0		0	0	0	0	
5.12	Soil Survey Sheets		1		2	0	0	2	
5.13	Cross Sections	Alignments	1		4	0	0	4	

5.14	Temporary Traffic Control Plan	TTC Notes	1		4	0	0	4	General Notes/Phase Notes
		Length (Miles)	0.00	Below	0	0	0	0	
		Critical Cross Sections	0		0	0	0	0	
		TTC Details	2		16	0	0	16	Detour Plan, Advanced Signing
5.15	Utility Adjustment Sheets	Length (Miles)	0.08	Simple	1	0	0	1	Show on Roadway Plan/Profile Sheets
5.16	Project Control Sheets		1		4	0	0	4	
5.17	Utility Verification Data (SUE)		0		0	0	0	0	
Roadway Plans Technical Hours Subtotal					69	0	0	67	
5.18	Quality Assurance/Quality Control	%	1	5%	4	0	0	4	
5.19	Supervision	%	1	5%	4	0	0	4	
Roadway Plans Total					77	0	0	75	

Carries to Summary Tab

Estimator: **6a. Drainage Analysis Staff Hours** W. 6th Street Roadway Improvements N/A

Representing	Print Name	Signature / Date
FDOT District		
Consultant Name		

NOTE: Signature Block is optional, per District preference

Task No.	Task	Project Parameter			Staff Hours				Documentation
		Description	Units	Complexity	Calculated	Department	Consultant	Negotiated	Provide documentation when negotiated hours differ from the calculated hours.
6a.1	Base Clearance Analysis	Locations	0		0	0	0	0	N/A
		Report	0		0	0	0	0	N/A
6a.2	Hydroplaning Analysis	LS	0		0	0	0	0	N/A
6a.3	Existing Permit Analysis	LS	1	Simple	4	0	0	4	
6a.4	Utility Conflict Matrix (for drainage structures)	LS	0		0	0	0	0	N/A
6a.5	Noise Barrier Drainage Analysis	Wall Length (Miles)	0.00		0	0	0	0	N/A
6a.6	Temporary Drainage Analysis	LS	0		0	0	0	0	N/A
6a.7	Pond Siting Analysis and Report	Basins	0	Simple	0	0	0	0	N/A - drainage to be routed to developer pond
		Report	0		0	0	0	0	
6a.8	Analysis of Pipe Video Inspection Report	LS	0		0	0	0	0	N/A
6a.9	Bridge Hydraulic Report (Canal Crossing or Ped Bridge)	Canal Xing or Ped Bridge	0		0	0	0	0	N/A
	Bridge Hydraulic Report (Main Bridge, Non-Tidal)	w/o Relief Bridges	0		0	0	0	0	N/A
		With Relief Bridges	0		0	0	0	0	N/A
		No-Rise	0		0	0	0	0	N/A
	Bridge Hydraulic Report (Main Bridge, Tidal)	w/o Relief Bridges	0		0	0	0	0	N/A
		With Relief Bridges	0		0	0	0	0	N/A
		No-Rise	0		0	0	0	0	N/A
Wave Modeling	Wave Modeling	0		0	0	0	0	N/A	
6a.10	Design of Minor Cross Drains		0	Simple	0	0	0	0	N/A
		Cross Drains	2	Standard	18	0	0	18	Up to 2 cross drains to maintain positive drainage
			0	Complex	0	0	0	0	N/A
	Design of Major Cross Drains	Cross Drains	0	Simple	0	0	0	0	N/A
			0	Standard	0	0	0	0	N/A
6a.11	Design of Ditches and Side Drains		0.00	Simple	0	0	0	0	N/A
		Ditches (Miles)	0.00	Standard	0	0	0	0	N/A
			0.00	Complex	0	0	0	0	N/A
		Side Drains	0		0	0	0	0	N/A

6a.12	Design of Stormwater Management Facility	Ponds	1	Simple	50	0	0	20	Route water to developer pond
			0	Standard	0	0	0	0	N/A
		0	Complex	0	0	0	0	0	N/A
		Cells	0		0	0	0	0	N/A
6a.13	Design of Floodplain Compensation	Basins	0		0	0	0	0	N/A
6a.14	Design of Storm Drains	Drainage Structures	6	Simple	18	0	0	18	
		Non-Standard Structures	0		0	0	0	0	N/A
6a.15	Optional Culvert Material	Drainage Pipes	0		0	0	0	0	N/A
6a.16	Design of Trench Drains	Each	0		0	0	0	0	N/A
6a.17	Design of French Drain Systems	Cell	0		0	0	0	0	N/A
	Evaluation of Existing French Drain Systems	Cell	0		0	0	0	0	N/A
6a.18	Design of Drainage Wells	Wells	0		0	0	0	0	N/A
6a.19	Stormwater Runoff Control Concept	Length (Miles)	0.08	Standard	1	0	0	1	
6a.20	Other Drainage Tasks	LS			0	0	0	0	
6a.21	Drainage Design Documentation Report	Report	0		0	0	0	0	
		Exhibits	0		0	0	0	0	
6a.22	Drainage Quantities for EQ Report	LS	0		0	0	0	0	
6a.23	Cost Estimate	Engineer Estimate	2	Standard	10	0	0	6	
		LRE Updates	0		0	0	0	0	
6a.24	Technical or Modified Special Provisions	TSPs & MSPs	0		0	0	0	0	
Drainage Analysis Technical Subtotal					101	0	0	67	
6a.25	Quality Assurance/Quality Control	LS	1	5%	6	0	0	4	
6a.26	Supervision	LS	1	5%	6	0	0	4	
6a.27	Drainage Meetings (listed below)	Meetings	0		0	0	0	0	
		Travel Time			0	0	0	0	
6a.28	Field Reviews (listed below)	LS			2	0	0	2	
Drainage Analysis Non-Technical Subtotal					14	0	0	10	
6a.29	Coordination	%	1	3%	4	0	0	3	
Drainage Analysis Total					119	0	0	80	

Carries to Summary Tab

Technical Meetings	# Meetings Designer	Travel Time (Hours)	# Meetings PM	Documentation
Base Clearance Water Elevation	0	0	0	
Pond Siting	0	0	0	
Agency	0	0	0	
Local Governments (cities, counties)	0	0	0	
FDOT Drainage	0	0	0	
Utility Coordination	0	0	0	
Other Meetings	0	0	0	
Subtotal Technical Meetings	0	0	0	
Progress Meetings (if required by FDOT)	0	0		
Phase Review Meetings	0	0		
Total Drainage Meetings	0	0		

Field Reviews	# of Staff	Site Time (per staff)	Travel Time (per staff)	Total Hours
Field Review #1	1	1	1	2
Field Review #2	0	0	0	0
Field Review #3	0	0	0	0
Field Review #4	0	0	0	0
Plans-in-hand Field Review	0	0	0	0
Total Field Review Hours				2

6b. Drainage Plans

ITEM-6

Estimator: 6b. Drainage Plans Staff Hours W. 6th Street Roadway Improvements N/A									
Representing		Print Name						Signature / Date	
FDOT District									
Consultant Name									
NOTE: Signature Block is optional, per District preference									
Task No.	Task	Project Parameter			Staff Hours				Documentation
		Description	Units	Complexity	Calculated	Department	Consultant	Negotiated	Provide documentation when negotiated hours differ from the calculated hours.
6b.1	Drainage Map (Including Interchanges)	Length (Miles)	0.08	Standard	2	0	0	4	Pre and Post Maps
6b.2	Bridge Hydraulics Recommendation Sheets	Bridges	0		0	0	0	0	N/A
6b.3	Drainage Structures	Drainage Structures	6		18	0	0	18	
		Details	1		3	0	0	3	
6b.4	Lateral Ditches	Ditches	0	Standard	0	0	0	0	N/A
			0	Complex	0	0	0	0	N/A
		Cross Section Alignments	0		0	0	0	0	N/A
6b.5	Retention/Detention/Floodplain Compensation Ponds	Ponds	0	Standard	0	0	0	0	N/A
			0	Complex	0	0	0	0	N/A
		Cross Section Alignments	0		0	0	0	0	N/A
Drainage Plans Technical Subtotal					23	0	0	25	
6b.6	Quality Assurance/Quality Control	%	1	5%	2	0	0	2	
6b.7	Supervision	%	1	5%	2	0	0	2	
Drainage Plans Total					27	0	0	29	

Project Activity 8: Environmental Permits

ITEM-6

Estimator: E. Lanning

W. 6th Street Roadway Improvements

N/A

Representing	Print Name	Signature / Date
Town of Hilliard		
Peters and Yaffee, Inc.		

NOTE: Signature Block is optional, per District preference

Task No.	Task	Units	No. of Units	Hours/ Units	Total Hours	Comments
Environmental Permits and Environmental Clearances						
8.1	Preliminary Project Research	LS	1	4	4	
Permits						
8.2	Field Work					
8.2.1	Pond Site Alternatives	per pond site	0	0	0	
8.2.2	Establish Wetland Jurisdictional Lines and Assessments	LS	1	0	0	
8.2.3	Species Surveys	LS	1	0	0	
8.3	Agency Verification of Wetland Data	LS	1	0	0	
8.4	Complete And Submit All Required Permit Applications					
8.4.1	Complete and Submit All Required Wetland Permit Applications	LS	1	60	60	SJRWMD Permit (No FDEP, No ACOE, No Wetlands)
8.4.2	Complete and Submit All Required Species Permit Applications	LS	1	0	0	
8.5	Coordinate and Review Dredge and Fill Sketches	LS	1	0	0	
8.6	Complete and Submit Documentation for Coordination and/or USCG Bridge Permit Application					
8.6.1	Prepare and submit required documents for USCG coordination	LS	1	0	0	
8.6.2	Complete and submit USCG Bridge Application	LS	1	0	0	
8.7	Prepare Water Management District or Local Water Control District Right of Way Occupancy Permit Application	LS	1	0	0	
8.8	Prepare Coastal Construction Control Line (CCCL) Permit Application	LS	1	0	0	

Project Activity 8: Environmental Permits

ITEM-6

Task No.	Task	Units	No. of Units	Hours/ Units	Total Hours	Comments
8.9	Prepare USACE Section 408 Application to Alter a Civil Works Project	LS	1	0	0	
8.10	Compensatory Mitigation Plan	LS	1	0	0	
8.11	Mitigation Coordination and Meetings	LS	1	0	0	
8.12	Regulatory Agency Support	LS	1	0	0	
8.13	Other Environmental Permits	LS	1	0	0	
Environmental Clearances, Reevaluations, and Technical Support						
8.14	Technical support to the Department for Environmental Clearances and Reevaluations (use when consultant provides technical support only)					
8.14.1	NEPA or SEIR Reevaluation	LS	1	0	0	
8.14.2	Archaeological and Historical Resources	LS	1	0	0	
8.14.3	Section 4(f), 6(f), and ARC	LS	1	0	0	
8.14.4	Wetland Impact Analysis	LS	1	0	0	
8.14.5	Essential Fish Habitat Impact Analysis	LS	1	0	0	
8.14.6	Protected Species and Habitat Impact Analysis	LS	1	0	0	
8.15	Preparation of Environmental Clearances and Reevaluations (use when consultant prepares all documents associated with reevaluation)					
8.15.1	NEPA or SEIR Reevaluation	LS	1	0	0	
8.15.2	Archaeological and Historical Resources	LS	1	0	0	
8.15.3	Section 4(f), 6(f), and ARC	LS	1	0	0	
8.15.4	Wetland Impact Analysis	LS	1	0	0	
8.15.5	Essential Fish Habitat Impact Analysis	LS	1	0	0	
8.15.6	Protected Species and Habitat Impact Analysis	LS	1	0	0	
Contamination Analysis						
8.16	Contamination Impact Analysis	LS	1	0	0	
8.17	Asbestos Survey	LS	1	0	0	

Project Activity 8: Environmental Permits

ITEM-6

Task No.	Task	Units	No. of Units	Hours/ Units	Total Hours	Comments
Environmental Permits and Environmental Clearances/Reevaluations Technical Subtotal					64	
8.18	Technical Meetings	LS	1	8	8	Meetings are listed below
8.19	Quality Assurance/Quality Control	LS	%	5%	3	
8.20	Supervision	LS	%	5%	3	
Environmental Permits and Environmental Clearances Nontechnical Subtotal					14	
8.21	Coordination	LS	%	3%	2	
8. Environmental Permits and Environmental Clearances Total					80	

Technical Meetings	Units	No of Units	Hours/ Unit	Total Hours	Comments	PM Attendance at Meeting Required?	Number
WMD	EA	2	4	8	Pre App Meeting and Application Meeting	Yes	2
NMFS	EA	0	0	0			0
USACE	EA	0	0	0			0
USCG	EA	0	0	0			0
USFWS	EA	0	0	0			0
FFWCC	EA	0	0	0			0
FDOT	EA	0	0	0			0
Other Meetings	EA	0	0	0			0
Subtotal Technical Meetings				8	Subtotal Project Manager Meetings		2
Progress Meetings (if required by FDOT)	EA	0	0	0	<i>PM attendance at Progress Meetings is manually entered on General Task 3</i>		--
Phase Review Meetings	EA	0	0	0	<i>PM attendance at Phase Review Meetings is manually entered on General Task 3</i>		--
Total Meetings				8	Total Project Manager Meetings (carries to Tab 3)		2

Carries to 8.18

Carries to Tab 3

Project Activity 19: Signing and Pavement Marking Analysis

ITEM-6

Estimator:

W. 6th Street Roadway Improvements

N/A

Representing	Print Name	Signature / Date
FDOT District		
Consultant Name		

NOTE: Signature Block is optional, per District preference

Task No.	Task	Units	No. of Units	Hours/ Units	Total Hours	Comments
19.1	Traffic Data Analysis	LS	1	0	0	
19.2	No Passing Zone Study	LS	1	0	0	
19.3	Signing and Pavement Marking Master Design File	LS	1	1	20	
19.4	Multi-Post Sign Support Calculations	EA	1	0	0	
19.5	Sign Panel Design Analysis	EA	1	0	0	
19.6	Sign Lighting/Electrical Calculations	EA	1	0	0	
19.7	S&PM Quantities for EQ Report	Length (Miles)	0.08	Calculated Hours	0	
		Complexity				
		Interchanges Rest Areas	0			
19.8	Cost Estimate	LS	1	1	12	
19.9	Technical Special Provisions and Modified Special Provisions	LS	1	0	0	
19.10	Other Signing and Pavement Marking	LS	1	0	0	
Signing and Pavement Marking Analysis Technical Subtotal					32	
19.11	Field Reviews	LS	1	0	0	
19.12	Technical Meetings	LS	1	0	0	Meetings are listed below
19.13	Quality Assurance/Quality Control	LS	%	5%	2	
19.14	Independent Peer Review	LS	%	5%	2	
19.15	Supervision	LS	%	0%	0	
Signing and Pavement Marking Analysis Nontechnical Subtotal					4	
19.16	Coordination	LS	%	3%	1	
19. Signing and Pavement Marking Analysis Total					37	

Project Activity 19: Signing and Pavement Marking Analysis

ITEM-6

Task No.	Task	Units	No. of Units	Hours/ Units	Total Hours	Comments		
	Technical Meetings	Units	No of Units	Hours/ Unit	Total Hours	Comments	PM Attendance at Meeting Required?	Number
	Sign Panel Design	EA	0	0	0			0
	Queue Length Analysis	EA	0	0	0			0
	Local Governments (cities, counties)	EA	0	0	0			0
	Other Meetings	EA	0	0	0			0
	Subtotal Technical Meetings				0		Subtotal Project Manager Meetings	0
	Progress Meetings (if required by FDOT)	EA	0	0	0	PM attendance at Progress Meetings is manually entered on General Task 3		--
	Phase Review Meetings	EA	0	0	0	PM attendance at Phase Review Meetings is manually entered on General Task 3		--
	Total Meetings				0		Total Project Manager Meetings (carries to Tab 3)	0

Carries to 19.12

Carries to Tab 3

Estimator: **20. Signing and Pavement Marking Plans Staff Hours** W. 6th Street Roadway Improvements
N/A

Representing	Print Name	Signature / Date
FDOT District		
Consultant Name		

NOTE: Signature Block is optional, per District preference

Task No.	Task	Project Parameter			Staff Hours				Documentation
		Description	Units	Complexity	Calculated	Department	Consultant	Negotiated	Provide documentation when negotiated hours differ from the calculated hours.
20.1	Key Sheet		0		0	0	0	0	
	Signature Sheet		0		0	0	0	0	
20.2	General Notes/Pay Item Notes		1	Simple	6	0	0	6	
20.3	Project Layout		0		0	0	0	0	
20.4	Plan Sheet	Length (Miles)	0.08	Low	2	0	0	2	
		Sig Intersection Mid-Block Xing	0		0	0	0	0	
		Interchange Roundabout	0		0	0	0	0	
		Rest Area Toll Facility	0		0	0	0	0	
20.5	Special Details	Details	0	Simple	0	0	0	0	
			0	Standard	0	0	0	0	
			0	Complex	0	0	0	0	
20.6	Service Point Details	Service Point	0	Simple	0	0	0	0	
			0	Standard	0	0	0	0	
20.7	Guide Sign Data	Sign Panel	0		0	0	0	0	
20.8	Cross Sections (Sign Installations)	Multi-post signs	0		0	0	0	0	
		Overhead Sign Structures	0	Standard	0	0	0	0	
			0	Complex	0	0	0	0	
S&PM Plans Technical Hours Subtotal					8	0	0	8	
20.9	Quality Assurance/Quality Control	%	1	5%	1	0	0	1	
20.10	Supervision	%	1	5%	1	0	0	1	
S&PM Plans Total					10	0	0	10	


Carries to Summary Tab


WIRE TRANSFER CREDIT DAYSPRING COMMONS LLC XXXX4820 US HIGHWAY 1
HILLARD, FL XXXX2046 REF: WEST 6TH ST DESIGN XXXX0324QMGFTXXX0345
XXXX0324MMQFMPIXXX0009 XXXX1106FT01

3/24/2025

+\$101,672.26

 Add tags

 Add notes

 Add images



Southeastern Bank - SCMNOW 2110

*WIRE TRANSFER CREDIT DAYSPRING COMMONS LLC 554820 US HIGHWAY 1 HILLARD, FL 32046 REF: WEST 6TH ST
DESIGN 20250324QMGFT001000345 20250324MMQFMPI8000009 03241106FT01*



AGENDA ITEM REPORT TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 3, 2025

FROM: ***Lisa Purvis, MMC – Town Clerk***

SUBJECT: Town Council approval to set a Workshop for the review of the Preliminary & Tentative Annual Financial Statements, for the fiscal year ending September 30, 2024, prior to the April 17, 2025, Regular Meeting at 6:00 p.m.

BACKGROUND:

The Annual Financial Statements & Audit are prepared by Powell & Jones, CPAs. Mr. Brad Hough, CPA, will be delivering in detail the Town's Annual Financial Statements for the fiscal year ending September 30, 2024, prior to the Town Council accepting at the Regular Meeting held this same night at 7:00 p.m.

FINANCIAL IMPACT:

Annual Financial Statements & Audit - \$38,000.00.
 Single Audit Federal & State Funds Expended over \$750,000.00 - \$3,000.00.
 Total - \$41,000.00 (Double Federal & State Single Audit for FYE 2024).

RECOMMENDATION:

Town Council approval to set a Workshop for the review of the Preliminary & Tentative Annual Financial Statements, for the fiscal year ending September 30, 2024, prior to the April 17, 2025, Regular Meeting at 6:00 p.m.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 3, 2025

FROM: ***Gabe Whittenburg – Parks & Recreation Director***

SUBJECT: Town Council to consider the Park Facility Use Agreement for First Baptist Church of Hilliard's community event at the Town Hall Park on Saturday, April 19, 2025, 4:00 p.m. through 6:00 p.m.

BACKGROUND:

See attached.

Insurance to be provided.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Town Council approval of the Park Facility Use Agreement for First Baptist Church of Hilliard's community event at the Town Hall Park on Saturday, April 19, 2025, 4:00 p.m. through 6:00 p.m.

**TOWN OF HILLIARD
PARK FACILITY USE AGREEMENT**

THIS PARK FACILITY USE AGREEMENT (the "Agreement") is hereby made effective this 19th day of April, 2025, between the Town of Hilliard, a Florida municipal corporation (the "Town"), and the following entity or entities, First Baptist Church Hilliard (the "User").

1. **Property.** The Town agrees to grant User a non-exclusive license to use the Town's park facility located at _____ and referred to as Town Hall Park (the "Property") for certain times and dates described in Section 2 of this Agreement. This license is not assignable.

2. **License Times.** The Town agrees that User shall be permitted to use the Property on the following dates and times: 4pm - 6pm on April 19

However, in no event shall the license extend past 4/19/25 without renewal by the Town.

3. **User Information.** For the purposes of this Agreement, User provides the following contact information, which User agrees shall be used by the Town for communication and delivery of notices pursuant to this Agreement:

- Name of User: FBC Hilliard
- Type of User (circle): Individual / Company / Partnership
- Authorized Agent: Ryan Mason
- Title of Agent: Pastor
- Contact Phone Number: 904 845 3614
- Contact Email: _____
- Contact Mail Address: fbchilliard@gmail.com
15850 CA 108 Hilliard, FL

4. **Purpose.** The Town and User agree that the license provided by the Town to User shall only be used for the following purpose: Community Event
on April 19th for Easter.

5. **Maximum Occupancy.** The Town and User agree that the license is limited to a maximum occupancy of _____ persons.

6. **Fee.** As valuable and good consideration for the license provided in this Agreement, User agrees to pay the Town a fee of \$ n/a on or before _____

7. **Indemnification.** User hereby agrees to release, indemnify, and hold harmless the Town, its officers, Town Council members, department heads, staff, employees, contractors, volunteers, and agent of any kind (cumulatively, the "Releasees") from and against all liability, including claims, demands, losses, damages, and expenses of every kind and description to persons who use the Property in any manner arising out of the purpose described in Section 4 of this Agreement by User. This includes liability resulting directly or indirectly from acts or omissions of Releasees or User, or the persons who User permits, invites, or contemplates using the Property pursuant to its purpose described in Section 4 of this Agreement, unless such liability results from the sole negligence of Releasees. Such indemnification and release includes attorney fees, court costs, dispute resolution costs, as well as costs of damage to property and expenses of every kind resulting from use of the Property. **Further, User agrees that it shall obtain a waiver and release form approved by the Town from all of its invitees and guests directly participating in the approved Use and provide copies to the Town.**
8. **Insurance.** At least seven (7) business days prior to the beginning date in Section 2, above, User shall acquire and provide to the Town copies of certificates of insurance verifying that User has obtained:
- Commercial General Liability insurance in the amount of _____
 - Automobile Liability insurance in the amount of _____
 - Bodily Injury & Property Damage insurance in the amount of _____
 - _____
9. **Cancellation.** Either User or Town may terminate the license at any time upon one giving written notice to the other, using the contact information provided in this Agreement. For purposes of the Town receiving notice, User shall provide written notice to the Town by email g.w.hub@townoflv.com or regular mailing address 37516 Oxford St. In no event shall any fees provided by User be returned except in the Town's sole discretion.
10. **Force Majeure.** If by reason of fire, action of the elements, catastrophe, or some similar Act of God, the Property cannot be made available by the Town for use by User, and the use for which User desired using the Property cannot be rescheduled, then User shall release the Town from any and all claims, demands, agreements, and liabilities whatsoever that User may have had, except that the Town shall refund to User any prorated fees made by User to the Town less any costs incurred by the Town reasonably incurred in anticipation of the use.
11. **Property Damage.** User agrees that alcohol, illegal drugs, or smoking are not permitted on the Property. User shall be responsible for any and all damage to the Property caused by negligent or willful conduct of any person attending or participating in the use on the Property. Aside from normal wear and tear, any damages or losses resulting from an event will be assessed to User on the basis of actual cost of repair and/or replacement as determined by the Town.

- 12. **Disputes.** Any action arising out of the terms of this Agreement shall be brought in Nassau County, Florida, unless only a federal court has jurisdiction, in which case the case shall be brought in the U.S. District Court for the Middle District of Florida. Florida law shall govern this Agreement. The prevailing party in any litigation shall be entitled to recover its reasonable attorney fees and costs.
- 13. **Binding.** This Agreement shall be binding upon and inure to the benefit of the parties hereto, their agents, successors, and assigns, if permitted.
- 14. **Entire Agreement.** This Agreement embodies the entire agreement between the Town and User and there are no other representations, promises, agreements, conditions, or understandings, either oral or written, between the parties other than are set forth herein. No subsequent alteration or amendment to this Agreement shall be binding upon either the Town or User unless reduced to writing and executed by all parties.
- 15. **Other Terms.** _____

IN WITNESS WHEREOF, this Agreement is executed by the respective parties hereto.

DATED this ____ day of _____, 20__ by the Town of Hilliard, Florida.

DATED this ____ day of _____, 20__ by User.

ATTEST

TOWN OF HILLIARD

Lisa Purvis, Town Clerk

By: _____
John Beasley, Mayor

By: _____
Kenny Sims, Council President

Witnesses as to execution by User

Witness

Witness

By: _____
Print: Ryan Mason
Is: Pastor



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 3, 2025
FROM: ***Gabe Whittenburg – Parks & Recreation Director***
SUBJECT: Town Council approval of Town Employee Rebecca Mirando’s Pay Increase.

BACKGROUND:

See attached.

FINANCIAL IMPACT:

Grade 4 / Step 4: \$21.26 Hourly & \$45,211.77 Annually

Grade 5 / Step 2: \$22.90 Hourly & \$47,624.20 Annually

\$1.64 an hour increase

RECOMMENDATION:

Town Council approval of Town Employee Rebecca Mirando’s Pay Increase.

Background

RM was transitioned from part time status to full time status at the end of FY-23. Prior to this she served as an administrative assistant in the Parks & Recreation department since 2018. While the department was without a department head, she kept the department afloat along with support from the other departments.

RM has consistently received 'exceeds standard' reviews and has been a thoughtful, dedicated employee. Upon her transition to full time, she has assumed what should be considered as an Office Manager role. This role was not previously classified during the salary study performed in 2022 and should be addressed.

With the unprecedented growth in the P&R department, there have been two additional full time staff members added to the department. This has been a welcome addition, and all parties involved have collaborated well for the good of the Town and the department. With that said, RM has the most tenure of the three in the department and oversees key functions, while being at a lower pay scale. Some of these key functions are as follows:

- Complete/Oversee all transactions (registrations, rentals, memberships) are completed on time and per resolution – with PT Administrative Assistant.
- Provide 'dotted line' supervisory oversight for After School/Summer Camp and PT Administrative Assistant.

Recommendation

At the beginning of FY-24 RM is at a current grade of G4-S4 (\$21.26) while the other two additional roles are at G4-S5 (\$22.04) and G5-S1 (\$21.98). Job Family/Description, performance and tenure, lead me to recommend that the 'Office Manager' role be classified as a G5. This role, like the Program Manager role, has dotted line supervisory responsibilities while the PIO/Event Coordinator should be described as an Individual Contributor role. Due to tenure and performance in job/role, my recommendation is to set current Grade/Step to G5-S2 (\$22.90).

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

John P. Beasley, Mayor
Kenny Sims, Council President
Lee Pickett, Council Pro Tem
Joe Michaels, Councilman
Jared Wollitz, Councilman
Dallis Hunter, Councilman

ADMINISTRATIVE STAFF

Lisa Purvis, Town Clerk
Cory Hobbs, Interim Public Works Director
Gabe Whittenburg, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, MARCH 13, 2025, 6:00 PM

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Mayor John Beasley
Council President Kenny Sims
Council Pro Tem Lee Pickett
Councilman Jared Wollitz
Councilman Joe Michaels
Town Clerk Lisa Purvis
Interim Public Works Director Cory Hobbs
Assistant Public Works Director Charles Chavarria
Parks & Recreation Director Gabe Whittenburg
Public Information Officer & Event Coordinator Alicia Head

ABSENT

Councilman Dallis Hunter
Town Attorney Christian Waugh
Land Use Administrator Lee Anne Wollitz

WORKSHOP

ITEM-1 Town Council to review and discuss possible solutions for the water needs of Tompkins Preserve Planned Unit Development with Randy Martinuzzi, of SEDA.
Lee Anne Wollitz – Land Use Administrator

Randy Martinuzzi from SEDA Homes discusses fire flow for fire protection would be a guess without a hydraulic model, all agree that one should be conducted per the Town Engineer's recommendation. A discussion follows regarding the 8" water main extension and if there could be cost sharing. Discussion ensues regarding potential legislative appropriation if funding is secured.

Council President Sims states that the Town should contribute to the hydraulic model cost.

Timothy Fisk, 27146 West First Avenue, Hilliard, addresses the water loop lines

and suggests that the Town should provide financial assistance for the hydrants along Henry Smith Road.

Courtney Gaver, Attorney at Rogers Towers, asks about the feasibility of a private water system for fire protection. In response, Council President Sims questions who would be responsible for maintaining such a system.

- ITEM-2 Town Council to review and discuss the allocation of funds raised for the Vietnam's Voices – Traveling Memorial Wall.

Alicia Head – Public Information Officer & Event Coordinator

The Public Information Officer & Event Coordinator explains the allocation of funds, noting that the fairground rental, memorial, and police escort are considered in-kind donations. She further outlines plans to upgrade the sound system, purchase a podium and décor, utilize a drone and photographer, and invest in marketing and media advertising all with the donated funds.

- ITEM-3 Town Council to review and discuss the updated Parks & Recreation Fees for Resolution 2021-10.

Gabe Whittenburg – Parks & Recreation Director

Parks & Recreation Director Gabe Whittenburg presents the updated fee resolution for his department. He further explains the decision to implement a uniform fee for both city and non-city residents, citing the need to streamline technology. The resolution is scheduled to be included on the April 3, 2025, agenda.

- ITEM-4 Town Council to review and discuss the Property Tax Exemption Portion of the Live Local Act.

Lisa Purvis, MMC – Town Clerk

The Town Council requests that Nassau County Assistant County Manager, Marshall Eyerman, be contacted and asked if he would make his presentation at the April 3, 2025, regular meeting for additional information regarding the Property Tax Exemption.

- ITEM-5 Town Council to review and discuss the repair and upgrade of the Ring Power CAT Generator located at the Water Treatment Plant.

Cory Hobbs – Interim Public Works Director

Interim Public Works Director Cory Hobbs proposes repairing the 1998 CAT Generator through Ring Power within the current fiscal year, with plans to replace it in the next fiscal year.

- ITEM-6 Town Council to review and discuss the Public Works Director position vacancy.

Lisa Purvis, MMC – Town Clerk

The Town Council requests setting a separate workshop on the March 20, 2025, agenda to further discuss the position of Public Works Director.

- ITEM-7 Town Council to review and discuss the options for the Mickelson Estate.

Lisa Purvis, MMC – Town Clerk

Discussion regarding if the property is purchased by a developer, the Town would receive tax revenue forever; however, if acquired by the Nassau County School Board, no tax revenue would be generated. The Council emphasizes the need for the Town to obtain its own appraisal as soon as possible. The Town Clerk Lisa Purvis advises that she have one done.

ADDITIONAL COMMENTS

Town Clerk Lisa Purvis, provides an update on the 2025 Legislative Session, emphasizing that sewer system rehabilitation is the top priority due to the Town's infrastructure needs. She highlights that many of the Town's sewer lines are damaged and stresses the impact of the growing population. To address this, the Town is seeking financial assistance through the FDEP Clean Water State Revolving Fund Program and has allocated a portion of the American Recovery Funds to cover its 50% loan obligation.

Parks & Recreation Director Gabe Whittenburg, discusses that he would like first rights to be able to utilize the County's fields and he discusses the plans for the County's Regional Park.

ADJOURNMENT

Motion to adjourn at 7:49 p.m.

Motion made by Council President Sims, Seconded by Councilman Wollitz.

Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Michaels

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

John P. Beasley, Mayor
Kenny Sims, Council President
Lee Pickett, Council Pro Tem
Joe Michaels, Councilman
Jared Wollitz, Councilman
Dallis Hunter, Councilman

ADMINISTRATIVE STAFF

Lisa Purvis, Town Clerk
Cory Hobbs, Interim Public Works Director
Gabe Whittenburg, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, MARCH 20, 2025, 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

PRESENT

Mayor John Beasley
Council President Kenny Sims
Council Pro Tem Lee Pickett
Councilman Jared Wollitz
Councilman Dallis Hunter
Councilman Joe Michaels

PUBLIC HEARING

ITEM-1 Ordinance No 2025-02 – Rezoning the property consisting of approximately 9.87 acres, more or less, located on the east side of Pine Street north of Henry Smith Road, more particularly describes in Attachment "A", Legal Description specifically described in Attachment "B" Written Description; and Attachment "C" Site Plan; Hilliard Florida, Nassau County Parcel ID No. 16-3N-24-0000-0021-0030; from Agricultural A-1 to PUD, Planned Unit Development; providing for severability, repealer, and setting an effective date.

Mayor Beasley

Open Public Hearing
Call for Public Comments

Courtney Gavers of Rogers Towers presents to the Town Council, highlighting the following key points:

- Proposal includes 22 single-family homes and 6 townhomes.
- Single-family homes will have 25-foot setbacks.
- A reservation letter from the Nassau County School Board confirms capacity.
- Acknowledges a deficit in fire protection measure compared to the Town's current resources but assures it will not impact existing residents.
- Outlines alternative fire protection measures, including a dry hydrant system or "dry" hydrant, a hydrant well/private system, or individual residential fire suppression/sprinkler systems.

Ben Buchannan, 37242 Lee Street, Hilliard, property owner of Holland Walk states he has built 1,310 homes, totaling over 2.4 million square feet, with none lost to fire. He emphasizes that if homes 1,311 to 1,339 were to catch fire, multiple conditions would need to be met before the Town would need to issue boil water notices. He further discusses fire incidents involving specific housing requirements.

Timothy Fisk, of 27146 West First Avenue, Hilliard, expresses no objections to the plan, acknowledging that the homes will be built. He also notes the presence of two realtors on the Town Council and states that they should not be voting on this item.

Close Public Hearing on Ordinance No. 2025-02

Following public comments, Motion to close Public Hearing at 7:19 p.m.

Motion made by Council President Sims, Seconded by Council Pro Tem Pickett. Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

TOWN COUNCIL ACTION

Town Council to consider adopting Ordinance No. 2025-02, and to set a Public Hearing & Final Reading for April 17, 2025.

Councilman Hunter abstains from the vote for discussion.

Councilman Michaels requests to abstain, but Town Attorney Waugh clarifies that while Councilman Hunter must abstain, Councilman Michaels cannot do so solely because he is a realtor.

Following this clarification, Councilman Michaels withdraws his request to abstain.

Before the vote, Council President Sims raises questions.

Land Use Administrator Lee Anne Wollitz explains that the Town Council is not required to make a decision that evening but can outline necessary requirements before adopting the ordinance.

Council Pro Tem Pickett inquiries about ownership of the well and generators.

Courtney Gaver with Rogers Towers, clarifies that the Homeowners Association

would be responsible for them.

A discussion follows regarding the fire protection well generator and the lift station generator. It is noted that the generator under the Town management will receive annual reports, and once the Town establishes a water supply, protection measures would be doubled.

Motion made by Council Pro Tem Pickett, Seconded by Councilman Michaels.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Michaels
Voting Abstaining: Councilman Hunter

REGULAR MEETING

ITEM-2 Additions/Deletions to Agenda

ITEM-20 Setting a Workshop for the Hurricane Shelter/Community Center.

Motion made by Councilman Wollitz, Seconded by Councilman Michaels.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

ITEM-11 Add an amendment to Item-11.

Motion made by Council President Sims, Seconded by Councilman Wollitz.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

ITEM-3 Town Council to consider Ordinance No. 2025-03, and Ordinance establishing a Tree Mitigation Fund for the Town of Hilliard, providing for fees collected from tree removal and associated activities, and providing for the use of such funds to promote tree conservation, preservation and replacement. Adopting on First Reading and Setting Public Hearing & Final Reading for April 17, 2025.
Lisa Purvis, MMC – Town Clerk

Town Attorney Christian Waugh points out a typo in the Ordinance, followed by Land Use Administrator Lee Anne Wollitz providing an explanation of the Ordinance.

Motion made by Councilman Hunter, Seconded by Council Pro Tem Pickett.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

ITEM-4 Town Council to consider Ordinance No. 2025-05, and Ordinance approving the confirmation of reservation of plant capacity and cost recovery agreement between the Town of Hilliard and Greenbrier Nassau, LLC. Adopting on First Reading and Setting Public Hearing & Final Reading for April 17, 2025.
Lisa Purvis, MMC – Town Clerk

Land Use Administrator Lee Anne Wollitz continues explaining the Ordinance.
Town Attorney Christian Waugh clarifies that while most contracts do not require

an Ordinance, this particular contract must be adopted by Ordinance because it is tied to the Town's Utility Code.

Motion made by Councilman Wollitz, Seconded by Councilman Hunter.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

- ITEM-5 Town Council approval of the Minor Subdivision Application No. 20250211, Parcel ID No. 08-3N-24-2380-0075-0020, Property Owner, Sherry Downs.
Lee Anne Wollitz – Land Use Administrator

Land Use Administrator Lee Anne Wollitz states that the second parcel will need a development investigation and must meet all development requirements before approval.

Motion made by Councilman Wollitz, Seconded by Councilman Michaels.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

- ITEM-6 Town Council approval to adopt Resolution No. 2025-05, Amending Resolution No. 2021-10, Setting forth the rules and regulation; programs and fees; and facilities and properties for the Town of Hilliard Parks & Recreation Department; providing an effective date.
Gabe Whittenburg – Parks & Recreation Director

Motion made by Councilman Michaels, Seconded by Council Pro Tem Pickett.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

- ITEM-7 Town Council approval of the annual Parks & Recreation Seasonal Staffing Request.
Gabe Whittenburg – Parks & Recreation Director

Motion made by Council Pro Tem Pickett, Seconded by Councilman Michaels.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

- ITEM-8 Town Council approval of the Capital Budget Expenditure for the Fire Department's Overhead Doors with Burdens Overhead Doors, in the amount of \$19,565.00.
Lisa Purvis, MMC – Town Clerk

Motion made by Council President Sims, Seconded by Councilman Wollitz.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

- ITEM-9 Town Council to approve the Capital Budget Expenditure for the repair and upgrade of the Ring Power CAT Generator located at the Water Treatment Plant, in the amount of \$24,843.50.
Cory Hobbs – Interim Public Works Director

Motion made by Council Pro Tem Pickett, Seconded by Councilman Wollitz.

Councilman Wollitz asks Interim Public Works Director Cory Hobbs if there is a timeline for the project. Public Works Director Cory Hobbs advises that he provide one.

Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

- ITEM-10 Town Council to set a Workshop to discuss the Public Works Director position vacancy.
Lisa Purvis, MMC – Town Clerk

Motion to set a Workshop for Monday, March 24, 2025, at 6:00 p.m.

Motion made by Council President Sims, Seconded by Councilman Wollitz.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

- ITEM-11 Town Council approval of Public Information Officer & Event Coordinator, Alicia Head to be appointed as liaison for the 4th of July Fireworks Display.
Lisa Purvis, MMC – Town Clerk

Motion made by Council President Sims, Seconded by Councilman Wollitz.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

- ITEM-12 Town Council approval of the termination of Rachael Sparkman within the probationary period in the Administrative Assistant Position.
Lisa Purvis, MMC – Town Clerk

Motion made by Councilman Wollitz, Seconded by Councilman Hunter.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

- ITEM-13 Town Council approval of the Town Clerk's recommendation to move Town Hall Administrative Assistant Kendra McNeal from one administrative position to another.
Lisa Purvis, MMC – Town Clerk

Councilman Wollitz inquiries about any potential pay changes. Town Clerk Lisa Purvis confirms that both positions start at the say pay grade and step.

Motion made by Council President Sims, Seconded by Councilman Wollitz.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

ITEM-14 Town Council approval of the Town Clerk's recommendation to fill the Town Hall Administrative Assistant vacant position.

Lisa Purvis, MMC – Town Clerk

Motion made by Councilman Wollitz, Seconded by Council President Sims.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

ITEM-15 Town Council approval of the Minutes for the March 3, 2025, Workshop, and the March 6, 2025, Regular Meeting.

Lisa Purvis, MMC – Town Clerk

Motion made by Council Pro Tem Pickett, Seconded by Councilman Michaels.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

ITEM-16 Town Council approval of AECOM Technical Services, Inc., Payable through February 28, 2025, Project Name: Environmental Assessment for the North and South Property Acquisitions at the Hilliard Airpark in the amount of \$6,600.00.
FDOT PTGA 100% GRANT FUNDED PROJECT \$55,000; AECOM S.A. NO. 21 LUMP SUM CONTRACT \$55,000

Motion made by Council Pro Tem Pickett, Seconded by Councilman Hunter.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

ITEM-17 Town Council approval of PQH Group, Payable through March 3, 2025, Project Name: Hurricane Shelter / Community Center Project in the amount of \$15,000.00.

FDOM 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT \$572,000

Motion made by Council Pro Tem Pickett, Seconded by Councilman Michaels.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

ITEM-18 Town Council approval of Island Hopper Home Repairs, Payable through March 14, 2025, Project Name: Gym Maintenance in the amount of \$8,000.00.

CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$36,750

Motion made by Council President Sims, Seconded by Councilman Hunter.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

ITEM-19 Town Council approval of Miller Electric Company & Evanlily Engineering, Payable through March 7, 2025, Project Name: Generator & Electric, in the amount of \$11,883.51.

CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$30,200

Motion made by Council President Sims, Seconded by Council Pro Tem Pickett.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

ADDED ITEMS

ITEM-20 Town Council to set a Workshop to review building design of the Hurricane Shelter / Community Center Project.
Lisa Purvis, MMC – Town Clerk

Motion to set Workshop Thursday, March 27, 2025, at 6:15 p.m.

Motion made by Council President Sims, Seconded by Councilman Hunter.
 Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

ADDITIONAL COMMENTS

PUBLIC

John Gates, Hilliard, thanks the Town for repairing two holes but notes that the repairs have worsened the issue and that more than just two holes exist. He expresses concern, emphasizing that he does not want to see another child fall and get hurt.

Timothy Fisk, 27146 West First Avenue, Hilliard, criticizes the lack of proper maintenance at the Veteran's Crosses outside of Town Hall, stating that he is appalled by its condition. He states that he would like the names removed from the four crosses he sponsored, asserting that his family and friends deserve better care than what the Town has provided. Additionally, he points out that the shared-use path at the park, funded with \$60,000 from a Nassau County grant and taxpayer money, does not meet FDOT and ADA compliance standards. He urges the Town to bring the path up to required standards.

MAYOR & TOWN COUNCIL

Mayor Beasley, thanks everyone who attended Rural Counties Day at Capitol Hill in Tallahassee to advocate for the Town's needs.

He announces that the Town Cleanup will take place on March 22, 2025, starting at 8:30 a.m. He also shares that Food Truck Friday is scheduled for March 28, 2025, and that Music in the Park will begin in May.

Councilman Wollitz, expresses gratitude to the state for hosting Rural Counties Day and acknowledges the Nassau County Economic Development Board for assisting the Town in presenting its projects.

Councilman Hunter, remarks that Rural Counties Day was a great event. He also shares his experience attending the FLOC Leadership Class, describing it as excellent and encourages others to take advantage of similar opportunities.

Councilman Michaels, states that he spoke with Parks & Recreation Director Gabe Whittenburg, and he is currently spending time with his family.

Council Pro Tem Pickett, states that Rural Counties Day was a great experience and that he feels optimistic about it.

Council President Sims, agrees, highlighting that they were able to use a private vehicle, avoiding any insurance concerns. He remains hopeful for a positive outcome from the Capitol visit.

ADMINISTRATIVE STAFF

PRESENT

Town Clerk Lisa Purvis
Interim Public Works Director Cory Hobbs

ABSENT

Parks & Recreation Director Gabe Whittenburg

Councilman Michaels, announces that soccer registration is now open.

Town Clerk Lisa Purvis, shares that the Town has been awarded the FDEP Resilient Program Grant, which Mayor Beasley has already signed. The \$180,000 grant will be used for storm drainage planning and related projects.

She adds that all food has been ordered for the Town Cleanup and Gabe will be picking it up tomorrow.

Purvis also thanks everyone who participated in Rural Counties Day, giving special recognition to Land Use Administrator Lee Anne Wollitz for effectively conveying the Town’s needs to the Senator and House Representative in her absence.

TOWN ATTORNEY

Town Attorney Waugh, expresses his appreciation that valuable insights were gained during the Capitol trip. He mentions that he is currently speaking from the Cliffs of Moher in Ireland while on vacation.

ADJOURNMENT

Motion to adjourn at 8:12 p.m.

Motion made by Council President Sims, Seconded by Councilman Hunter.

Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

John P. Beasley, Mayor
Kenny Sims, Council President
Lee Pickett, Council Pro Tem
Joe Michaels, Councilman
Jared Wollitz, Councilman
Dallis Hunter, Councilman

ADMINISTRATIVE STAFF

Lisa Purvis, Town Clerk
Cory Hobbs, Interim Public Works Director
Gabe Whittenburg, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

MINUTES

MONDAY, MARCH 24, 2025, 6:00 PM

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Mayor John Beasley
Council President Kenny Sims
Council Pro Tem Lee Pickett (Late 6:40 p.m.)
Councilman Jared Wollitz
Councilman Dallis Hunter
Councilman Joe Michaels
Town Clerk Lisa Purvis
Interim Public Works Director Cory Hobbs
Land Use Administrator Lee Anne Wollitz

ABSENT

Parks & Recreation Director Gabe Whittenburg
Town Attorney Christian Waugh

WORKSHOP

ITEM-1 Town Council to review and discuss the Public Works Director position vacancy.
Lisa Purvis, MMC – Town Clerk

The Town Council addresses several key points during their discussion:

- The Public Works Director must have a working knowledge of all positions.
- Land Use Administrator Lee Anne Wollitz emphasizes the need for documented procedures and manuals for all roles and questions the necessity of annual training and certifications. She notes that Mr. Hobbs has been proactive in engaging in Land Use matters and attending EOC meetings.
- Councilman Wollitz highlights the importance of certifications and education for career advancement.

- Councilman Hunter inquiries about Mr. Hobbs' certifications, to which he responds that he holds a CDL and an equipment operator's license.
- Councilman Wollitz asserts that reading instructional materials can provide knowledge even without formal certification.
- Mayor Beasley states that experience in the role is required to become Public Works Director.
- Mr. Hobbs mentions that Parks & Recreation Director Gabe Whittenburg has offered to help him with the budget but has not worked on it since last year.
- Councilman Wollitz questions the number of overtime hours worked the previous week and expresses concern that Mr. Hobbs has not fully embraced the position over the past nine months.
- Mr. Hobbs asks for clarification on how he has fallen short in his role.
- Councilman Wollitz responds that there has been no evident professional growth.
- Council President Sims inquiries about the necessity of a new piece of equipment, with Assistant Public Works Director Charles Chavarria attempting to justify the need.
- Council President Sims suggests reallocating pay from Charles and Cory to Land Use Administrator Lee Anne Wollitz to cover her pay to start assisting as the Public Works Director's Assistant.
- Lee Anne Wollitz states that she may need to adjust her hours due to staff shortages in the Public Works Department but is willing to work an additional two hours to assist in that department.
- Council President Sims plans to speak with Town Attorney Waugh regarding the position, then with Interim Public Works Director Cory Hobbs, and Land Use Administrator Lee Anne Wollitz to finalize pay adjustments.

ADJOURNMENT

Motion to adjourn at 7:52 p.m.

Motion made by Councilman Hunter, Seconded by Councilman Michaels.

Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

L & M's Drilling and Waterworks



Final Invoice

Prepared for: Cory Hobbs

Email: chobbs@townofhilliard.com

Address: 37283 Ruby Dr Hilliard FL 32046

Phone: 904-424-4530

Prepared by: Jimmy Larsen CEO

85316 Elise Rd Yulee FL 32097

Phone: 912-414-1278

Date: 2/24/2025

Invoice Number: 03-2425

EXECUTIVE SUMMARY

Objective

Provide Commercial/residential water well surface and sub-surface equipment used for consumption and irrigation purposes promptly. And to clean up and replace and repair any existing components of the same. And as needed for optimal use according to Customers needs and or demands at an agreed upon price including guarantees of work and add on as needed.

Goals

Our Goal is to provide professional services of water wells and repairs of the same at an affordable, competitive price. To establish and build relationships to last a lifetime of fellowship and cooperation. To build the kingdom of God as set the standard for service in the well water drilling and service industry.

Solution

We believe proper planning and communication within our company and in cooperation with our customers and the greatest desire to do the absolute best work possible, and to overcome all obstacles that may arise

Project Outline

Upon acceptance and signing of quote and 50% down payment prior to beginning work

- Mobilize equipment and stage same
 - Hold Pre job safety meeting to identify any hazards associated with scope of work, and mitigate same
 - Go through pre job checklist to make sure all equipment and necessary tools are correct and functional
 - Clear work space of all debris and prep for completion of scope of work
 - Stage in crane and function test all Mechanical equipment for safety and function
 - De-energize and verify source of power disconnected and safely stage for completion of scope of work
 - Connect pick up slings to turbine and remove and set a side
 - Connect pump head, remove flange bolts, and begin pull first column, capture buoyed weight and any additional information for future maintenance
 - Pull out of hole with remaining columns and pump and strainer basket set a side
 - Pick up and Install New Simflow SM9M VERTTURBINE- 4 stage 352 GPM @ 198TDH 6" Discharge, (13) 6"X9' 11 1/4" .288 Wall T&C Column Pipe/1-13/16" X 120" 416 SS 12 TPI Line Shaft W/Coupling, 1-13/16" X 60" SS 12 TPI Line Shaft W/Coupling, 6" X 2" X 3/4" SS Retainer W/W/R3 insert, 6" SS Male Cone Strainer 1-13/16" Motor Shaft W/nut and key

- Secure same.
- Pick up New HO15P2BLG 15 HP 1800 RPM Turbine motor and attach
- Connect Power Source and Energize and function test same
- Re-Connect City manifold and secure same
- Energize and Put New pump and assembly online to verify no leaks present.
- Final walkthrough.

BUDGET

Invoice shall be paid upon completion of scope of work. An additional interest rate of 18% will be applied after 30 days upon completion of scope of work if invoice is unpaid at that time.

Description	Quantity	Unit Price	Cost
Mobilize and gather equipment for scope of work travel to job site	1	\$250	\$250
Remove existing Motor Pump Head assembly, Pump and Column pipe and drive rods and stage for removal	1	\$6500	\$6500
Make up new 6" pup assembly and Column pipe with new SS line shaft and run in hole to setting depth	1	\$6500	\$6500
New 6" Simflo SM9M Vertibine 352 GPM turbine pump and assembly	1	\$18,133.22	\$18,133.22
US Motors(NIDEC)HO15P2BLG 15 HP 1800 RPM Turbine drive motor	1	\$3,741.93	\$3,741.93
Total			\$35,125.15
Deposit Amount			
Balance upon Completion of scope of work		\$35,125.15	\$35,125.15

Signature: Cory Hobbs

Date: 3-27-25

LAMPE, ROY & ASSOCIATES, INC.

APPRAISERS - CONSULTANTS

1912 Hamilton Street, Suite 204
Jacksonville, Florida 32210
(904) 388-7020
FAX (904) 388-9298

March 25, 2025

Lisa Purvis, MMC
Town Clerk
The Town of Hilliard
15859 County Road 108
Hilliard, FL 32046
lpurvis@townofhilliard.com

Appraisal Review of the Appraisal by Moody Williams Appraisal Group, LLC on Three Vacant Residential Land Parcels Lying on the West Side of Eastwood Road in Hilliard, Nassau County, Florida; Our File 5231

AMOUNT DUE: \$1,200

JRL

Payment is appreciated upon receipt. Balances which remain unpaid for thirty days will accrue late fees at the rate of 1.5% per month.

MITTAUER & ASSOCIATES,
 INC.
 580 Wells Rd
 Orange Park, FL 32073
 +19042780030



Invoice 25161

ITEM-13

BILL TO

Town of Hilliard
 P.O. Box 249
 Hilliard, FL 32046

DATE 03/14/2025	PLEASE PAY \$5,760.00	DUE DATE 04/03/2025
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M&A PROJECT NO.

9610-61-1

DESCRIPTION	QTY	RATE	AMOUNT
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MH 167 AND MH 170 REPAIRS
 TOWN OF HILLIARD, FLORIDA

Engineering services concerning the MH 167 and MH 170 Repairs project for the Town of Hilliard including progress toward Item A. Engineering Design and the completion of Item B. Topographic Survey Services during the period ending March 14, 2025.

LUMP SUM CONTRACT AMOUNT: \$18,400.00
 Item A. Engineering Design, \$11,200 (30% complete)
 Item B. Topographic Survey, \$2,400 (100% complete)
 Item C. Construction Bidding Services, \$1,200 (0% complete)
 Item D. Construction Administration, \$3,600 (0% complete)

Services	5,760.00
AMOUNT EARNED THIS PERIOD:	

Thank you for your business!

TOTAL DUE	\$5,760.00
------------------	-------------------

THANK YOU.

Moody Williams Appraisal Group LLC
1300 Riverplace Blvd Ste 640
Jacksonville, FL 32207
9045168900
moodywilliams.com



INVOICE

BILL TO

Ms. Lisa Purvis
Hilliard Town Clerk
15859 West County Road 108
Hilliard, Florida 32046

INVOICE # 008973

DATE 03/19/2025

TERMS Due on receipt

PROFESSIONAL SERVICES

AMOUNT

Appraisal
Vacant Residential Land
7624 Nyrens Way
Hilliard, Nassau County, FL 32046

2,000.00

Appraisal Number: 2025-0065

BALANCE DUE

\$2,000.00

FEDERAL TAX ID # 84-4100717

PLEASE PAY FROM THIS INVOICE