

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

AGENDA

THURSDAY, JANUARY 20, 2022, 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 The Town of Hilliard recognizes Mr. Donald J. Humphrey, Sr. - November 27, 1961 - January 6, 2022

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

REGULAR MEETING

ITEM-2 Additions/Deletions to Agenda

ITEM-3 Ordinance No. 2022-01
An Ordinance relating to Public right-of-way; making findings; vacating Public right-of-way within the proposed Greenbrier PUD within the Town of Hilliard, Florida; authorizing recording of a certified copy of this Ordinance; providing for severability; and providing for an effective date.
Town Attorney Waugh

Town Council to discuss and review Ordinance No. 2022-01, on First Reading and Set the Public Hearing and Final Reading for Thursday, February 17, 2022, at 7:00 p.m.

ITEM-4

Town Council approval of the Final Plat Application No. 20211202 for the Pine Street Estates Subdivision, Property Owner – Ralph Bennett.

Janis K. Fleet, AICP – Land Use Administrator

ITEM-5

Town Council to review and approve the Land Use Administrators Quarterly Report for October 1, 2021, through December 31, 2021.

Janis K. Fleet, AICP – Land Use Administrator

ITEM-6

Town Council to review and approve the Building Official/Inspectors Quarterly Report for October 1, 2021, through December 31, 2021.

Bryan Higginbotham – Town Building Official / Inspector Services

ITEM-7

Town Council to review and approve the Code Enforcement Officers Quarterly Report for October 1, 2021, through December 31, 2021.

Del Miley – Code Enforcement Officer

ITEM-8

Town Council approval of the Minutes from the January 6, 2022, Public Hearing & Regular Meeting, the January 10, 2022, Workshop, and the January 13, 2022, Special Meeting.

Lisa Purvis, MMC - Town Clerk

ITEM-9

Town Council approval of Chad Brock Enterprises, Inc., Payable through January 12, 2022, Project Name: Turf Runway Maintenance and Improvements at the Hilliard Airpark in the amount of \$25,500.00.

**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT
\$90,800.00**

ITEM-10

Town Council approval of First Coast Mulch, Payable through December 15, 2021, Project Name: Installation of Certified Mulch Chips in the amount of \$14,625.00.

MAINTENANCE FUNDED PROJECT LUMP SUM CONTRACT \$14,625.00

ITEM-11

Town Council approval of McInnis Services, LLC dba LMC Steel, Payable for Pay Request No. 5 through January 5, 2022, Project Name: New Box Hangar, Hangar Repair & New Equipment Storage Building at the Hilliard Airpark in the amount of \$87,912.05.

**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT
\$544,157.00**

ITEM-12

Town Council approval of Mittauer & Associates, Inc., Payable through December 31, 2021, Project Name: CDBG 20 NR Water Main Replacement in the amount of \$3,830.00.

**DEO CDBG GRANT FUNDED PROJECT AND CAPITAL FUNDED PROJECT
MATCH LUMP SUM CONTRACT \$105,700.00**

- ITEM-13** Town Council approval of Suez, Utility Services Co., Inc., Payable, Project Name: Interior Renovation on Chlorine Contact Tank in the amount of \$81,252.00.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$82,000.00
- ITEM-14** Town Council approval of Suez, Utility Services Co., Inc., Payable, Project Name: Repairs Performed on the 100,000 concrete WTP GST 1 Tank in the amount of \$77,311.00.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$77,500.00
- ITEM-15** Town Council approval of Suez, Utility Services Co., Inc., Payable, Project Name: Repairs Performed on the 100,000 concrete WTP GST 2 Tank in the amount of \$77,311.00.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$77,500.00
- ITEM-16** Town Council approval of Capital purchase of a 2022 Ford Super Cab Truck equipped with accessories for Water and Sewer Line repair on State Contract #120716-NAF & 060920-NAF from Alan Jay Fleet sales total cost \$46,885.00.
Ritchie Rowe - Public Works Director
- ITEM-17** Town Council approval of Capital expense to upgrade the Aqua Aerobic Filter Electronic System from Energy Engineering System, LLC total cost \$7,200.00
Ritchie Rowe - Public Works Director
- ITEM-18** Town Council Review and Discussion of Classification and Compensation Study for the Town of Hilliard Draft Salary Study Analysis.
Gabe Whittenburg - Parks & Recreation Director

ADDED ITEMS

ADDITIONAL COMMENTS

PUBLIC

MAYOR & TOWN COUNCIL

ADMINISTRATIVE STAFF

TOWN ATTORNEY

ADJOURNMENT

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

TOWN COUNCIL MEETINGS

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

PLANNING & ZONING BOARD MEETINGS

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

MINUTES & TRANSCRIPTS

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

TOWN WEBSITE & YOUTUBE MEETING VIDEO

The Town's Website can be access at www.townofhilliard.com.

Live & recorded videos can be access at www.youtube.com search - Town of Hilliard, FL.

ADA NOTICE

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

APPEALS

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

PUBLIC PARTICIPATION

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

EXPARTE COMMUNICATIONS

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

2022 HOLIDAYS

TOWN HALL OFFICES CLOSED

1. Martin Luther King, Jr. Day	Monday, January 17, 2022
2. Memorial Day	Monday, May 30, 2022
3. Independence Day Monday	Monday, July 4, 2022
4. Labor Day	Monday, September 5, 2022
5. Veterans Day	Friday, November 11, 2022
6. Thanksgiving Day	Thursday, November 24, 2022

7. Friday after Thanksgiving Day	Friday, November 25, 2022
8. Christmas Eve	Friday, December 23, 2022
9. Christmas Day	Monday, December 26, 2022
10. New Year's Eve	Friday, December 30, 2022
11. New Year's Day	Monday, January 2, 2023

TOWN OF HILLIARD PROCLAMATION

WHEREAS, Donald J. Humphrey, Sr., was born on November 27, 1961, but passed away on January 6, 2022, at the age of 60 years after a battle with cancer;

WHEREAS, Councilman Humphrey was one of the Town of Hilliard's most pre-eminent citizens;

WHEREAS, Councilman Humphrey first served the Town as a member of the Town of Hilliard's Planning and Zoning Board from March through December 2005;

WHEREAS, Councilman Humphrey next served Hilliard as a member of the Town Council for 7 years from January 2006 through December 2012;

WHEREAS, Councilman Humphrey may have best served Hilliard as he served the rest of the country, as a proud veteran and member of the United States Army for 22 years;

WHEREAS, Councilman Humphrey was active in the community, mentoring students as a coach, particularly of girls basketball at Hilliard Middle-Senior High School, that he remains fondly remembered by those he coached, and even those he refereed;

WHEREAS, Councilman Humphrey also enjoyed giving back to the community, devising and implementing the donation of bicycles to kids during the Hilliard Youth Explosion and Biker Fest for Kids;

WHEREAS, Councilman Humphrey never lost sight of the things most important in life, serving also as a Deacon at Hisbon Baptist Church;

WHEREAS, Councilman Humphrey was cherished by all, but particularly by his family, who remain, such as his wife of 38 years, Betty Ann Smith Humphrey, his daughters, Lakystia Jean and Dionna Myles; his mother, former Town Council member Mary Humphrey; his brothers, Frank Humphrey Jr., Ronald Humphrey, and Quincy Mitchell; his sisters, Sandra Moore, Melanie Thompson, and Katrina Jackson; his grandkids, Niana, Carter-Jay, Addison, Savannah, Journey, and Gavin-Donald;

WHEREAS, Councilman Humphrey may be gone, but he will always be remembered in the Town of Hilliard, especially as a man who had the courage of his convictions and always sought to act in the best interest of the Town;

WHEREAS, the Town of Hilliard values the contributions, significance, and life of Donald J. Humphrey, Sr.;

NOW, THEREFORE, I, Floyd Vanzant, Mayor of the Town of Hilliard, joined by the Town Council President, John Beasley, Councilman Pro Tem Kenny Sims, Councilman Lee Pickett, Councilman Jared Wollitz, and Councilwoman Callie Kay Bishop, do hereby honor the life of Donald J. Humphrey, Sr., and proclaim this day to be Donald J. Humphrey, Sr. Day.

IN WITNESS WHEREOF, I hereunto have set my hand and caused the Seal of the Town of Hilliard to be affixed this ____ day of January, 2022.

Floyd L. Vanzant, Mayor

John Beasley, Town Council President

Kenny Sims, Councilman Pro Tem

Lee Pickett, Councilman

Jared Wollitz, Councilman

Callie Kay Bishop, Councilwoman

ORDINANCE NO. 2022-01

AN ORDINANCE RELATING TO PUBLIC RIGHT-OF-WAY; MAKING FINDINGS; VACATING PUBLIC RIGHT-OF-WAY WITHIN PROPOSED GREENBRIER PUD WITHIN TOWN OF HILLIARD, FLORIDA; AUTHORIZING RECORDING OF A CERTIFIED COPY OF THIS ORDINANCE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Council passed Ordinance No. 2021-09 for the rezoning of real property from A-1 classification to PUD in order to facilitate and authorize the Greenbrier Planned Unit Development;

WHEREAS, in order for the Greenbrier Planned Unit Development to proceed, a platted, unopened right-of-way therein must be vacated;

WHEREAS, the Town Council finds that it will further the public health, safety, and welfare of the citizens of the Town of Hilliard for said public right-of-way to be vacated, abandoned, discontinued and closed; and

WHEREAS, the Town Council finds that the citizens of the Town of Hilliard have not used the right-of-way and currently do not use the right-of-way.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA:

SECTION 1. The foregoing findings are true and correct and are hereby adopted and made a part hereof.

SECTION 2. The Town Council hereby discontinues, abandons, closes, vacates, and cancels that certain existing public right-of-way as more specifically and graphically described in Exhibit A, attached hereto and incorporated herein by reference.

SECTION 3. The Town Clerk is authorized and directed to forward a certified copy of this Ordinance to the Clerk of the Court for recordation.

SECTION 4. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 5. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction such portion shall not affect the validity of the remaining portion of this Ordinance.

SECTION 6. This ordinance shall become effective upon its passage.

ADOPTED this _____ day of _____, 2022, by the Hilliard Town Council.

John P. Beasley
Council President

ATTEST:

Lisa Purvis
Town Clerk

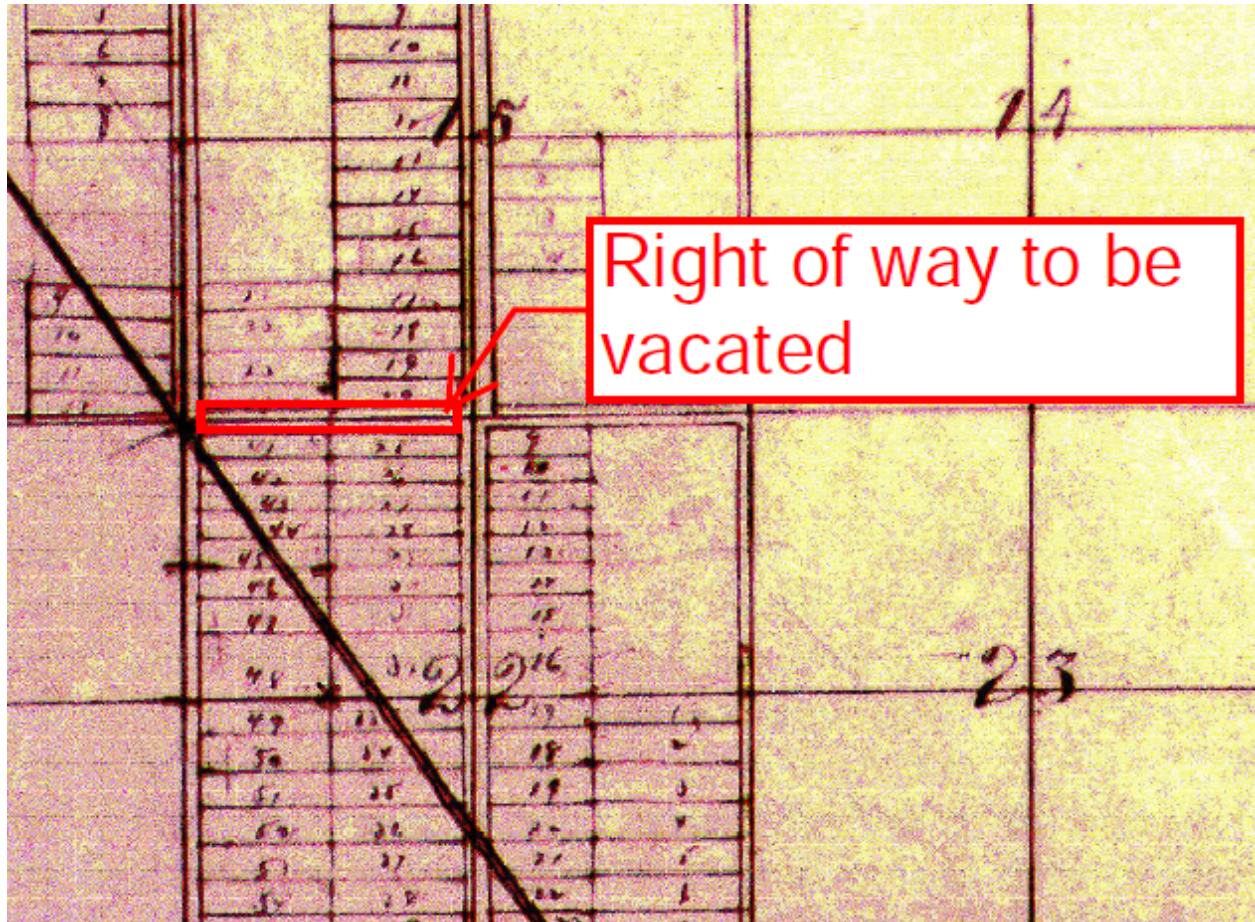
APPROVED:

Floyd L. Vanzant
Mayor

Town Council First Reading:	January 20, 2022
Town Council Publication:	January 26, 2022
Town Council Public Hearing:	February 17, 2022
Town Council Final Reading:	February 17, 2022

EXHIBIT A

Variable width right-of-way being within Sections 15 & 22, Township 3 North, Range 24 E adjoining Lots 20, 24, 25, and 41 being within and as shown upon the Plat of Joseph R. Dunns Fruit and Truck Farms, according to the Plat thereof, as recorded in Deed Book B-10, Page 48, of the Public Records of Nassau County, Florida.





AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: January 20, 2022

FROM: ***Janis K. Fleet, AICP – Land Use Administrator***

SUBJECT: Town Council approval of the Final Plat Application No. 20211202 for the Pine Street Estates Subdivision, Property Owner – Ralph Bennett.

BACKGROUND: Mr. Ralph Bennett has applied for a Final Plat to create the Pine Street Estates Subdivision, with 9 lots from 3 lots. The development will add 6 lots, and therefore is subject to all the State requirements for a subdivision and Chapter 46, of the Town Code.

Pursuant to the applicable provisions of the Town Code, the Town Engineer and Town Attorney have reviewed and approved the final plat as to form. The Land Use Administrator, upon request of the Town Attorney, has reviewed the final plat for consistency with Chapter 62 and found that it complies. The matter is now provided to the Town Council to decide with a staff recommendation for approval.

FINANCIAL IMPACT: None to the Town. The applicant is required to pay for all costs for reviews by the Town's consultants and any permitting costs.

RECOMMENDATION: Approve the Final plat to create the Pine Street Estates Subdivision for the property with the following Parcel ID Numbers:

Parcel ID No. 08-3N-24-2380-0064-0040

Parcel ID No. 08-3N-24-2380-0064-0030

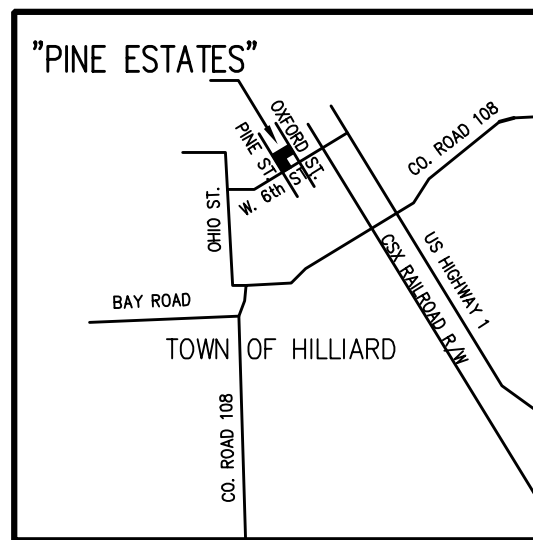
Parcel ID No. 08-3N-24-2380-0064-0020

1. Pay all consultant review fees to the Town of Hilliard.
2. Record the plat with the Nassau County Clerk of the Courts.
3. Submit a site plan application to the Town for approval. The site plan application will provide details for the water, sewer, and drainage to serve the development.

" PINE STREET ESTATES "

A REPLAT OF
LOT'S 2, 3 AND 4 OF BLOCK 64 AS SHOWN ON "MAP OF HILLIARD",
ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 1 ON PAGE 28
OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.

SECTION 8 – TOWNSHIP 3 NORTH – RANGE 24 EAST
"TOWN OF HILLIARD"



VACINTY & LOCATION MAP
(NOT TO SCALE)

PROPERTY OWNED AND DEVELOPED BY:
BENNETT'S PROPERTY SERVICES, INC.
542030 US HWY 1
CALLAHAN, FLORIDA 32011
904-759-1487
(ORB 2355, PAGE 189)

OFFICIAL RECORDS BOOK _____, PAGE _____

SHEET 1 OF 1

INSTRUMENT NUMBER _____

REAL ESTATE PARCEL NUMBERS

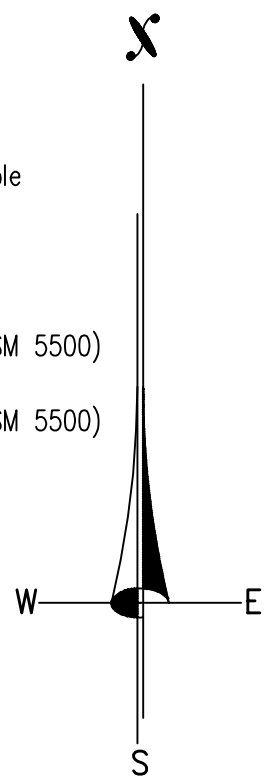
Lot 2, Block 64 – RE No: 08-3N-24-2380-0064-0020
Lot 3, Block 64 – RE No: 08-3N-24-2380-0064-0030
Lot 4, Block 64 – RE No: 08-3N-24-2380-0064-0040

TYPICAL ABBREVIATIONS:

(Fm)= Field Measured
(Dd)= Deed
DB= Deed Book
SEC. (Sec)= Section
PRM= Permanent Reference Monument
PCP= Permanent Control Point
Sq. Ft.= Square Foot Area

PSM= Professional Surveyor and Mapper
R/W= Right-of-Way
ORB= Official Records Book
DB= Deed Book
NTS= Not To Scale
ID= Identification Number
P= Powerline and Pole

- Set PCP 1/2" Iron Rod w/ Cap (PSM 5500)
- Found 3 x 3 Concrete Monument (NO – ID)
Replaced With PRM 4 x 4 Concrete Monument (PSM 5500)
- Found 5/8" Iron Rod (RLS 3145)
Replaced With PRM 4 x 4 Concrete Monument (PSM 5500)



NORTH ARROW
Scale : 1 Inch = 40 Feet
GRAPHIC SCALE IN FEET

CAPTION:

A TRACT OF LAND BEING LOTS 2, 3, AND 4 IN BLOCK 64 OF "MAP OF HILLIARD", ACCORDING TO PLAT THEREOF RECORDED IN PLAT BOOK 1 ON PAGE 28 OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA; SAID TRACT BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGIN AT A CONCRETE MONUMENT AT THE NORTHEAST CORNER OF SAID LOT 4, BLOCK 64 AND RUN S 58 DEG 47 MIN 58 SEC W, ALONG THE NORTHERLY LINE OF SAID BLOCK 64, A DISTANCE OF 419.78 FEET TO THE NORTHWEST CORNER THEREOF; THENCE RUN S 30 DEG 52 MIN 14 SEC E, ALONG THE WESTERLY LINE OF SAID BLOCK 64, A DISTANCE OF 209.87 FEET; THENCE RUN S 31 DEG 01 MIN 32 SEC E, ALONG SAID WESTERLY LINE, 210.17 FEET TO THE SOUTHWESTERLY CORNER OF SAID BLOCK 64; THENCE RUN N 58 DEG 52 MIN 42 SEC E, ALONG THE SOUTHERLY LINE OF SAID BLOCK 64, A DISTANCE OF 209.70 FEET TO THE SOUTHEASTLY CORNER OF SAID LOT 2, BLOCK 64; THENCE RUN N 30 DEG 54 MIN 45 SEC W, ALONG THE EASTERLY LINE OF SAID LOT 2, A DISTANCE OF 210.20 FEET TO THE SOUTHWESTERLY CORNER OF SAID LOT 4; THENCE RUN N 58 DEG 52 MIN 33 SEC E, ALONG THE SOUTHERLY LINE OF SAID LOT 4, A DISTANCE OF 210.14 FEET TO THE SOUTHEASTLY CORNER THEREOF; THENCE RUN N 31 DEG 00 MIN 00 SEC W, ALONG THE EASTERLY LINE OF SAID LOT 4 AND THE EASTERLY LINE OF SAID BLOCK 64, A DISTANCE OF 210.41 FEET TO THE POINT OF BEGINNING.

ADOPTION AND DEDICATION:

THIS IS TO CERTIFY THAT THE UNDERSIGNED, BENNETT'S PROPERTY SERVICES, INC., (OWNER) IS THE LAWFUL OWNER OF THE LANDS DESCRIBED IN THE CAPTION HEREON WHICH SHALL HEREAFTER BE KNOWN AS "PINE ESTATES", AND THAT IT HAS CAUSED THE SAME TO BE SURVEYED AND SUBDIVIDED AND THIS PLAT MADE IN ACCORDANCE WITH SAID SURVEY IS HEREBY ADOPTED AS A TRUE AND CORRECT PLAT OF SAID LANDS.

IN WITNESS THEREOF, THE OWNER HAS CAUSED THIS PLAT AND DEDICATION TO BE EXECUTED BY ITS DULY ELECTED OFFICERS ACTING BY AND WITH THE AUTHORITY OF THE BOARD OF DIRECTORS.

BENNETT'S PROPERTY SERVICES, INC. (OWNER)

BY: _____ WITNESS: _____
RALPH BENNETT – PRESIDENT
PRINTED NAME
WITNESS: _____
PRINTED NAME

STATE OF FLORIDA: COUNTY OF _____

THIS IS TO CERTIFY THAT ON THIS DAY PERSONALLY APPEARED BEFORE ME, AN OFFICER DULY AUTHORIZED TO ADMINISTER OATHS AND TAKE ACKNOWLEDGEMENTS, RALPH BENNETT, AS PRESIDENT OF BENNETT'S PROPERTY SERVICES, INC., TO ME WELL KNOWN AND KNOWN TO BE THE PERSON DESCRIBED IN THE AND WHOM EXECUTED THE AFOREGOING ADOPTION AND DEDICATION AND WHO ACKNOWLEDGED BEFORE ME THAT HE EXECUTED THE SAME FREELY AND VOLUNTARILY FOR THE USE AND PURPOSES THEREIN EXPRESSED.

WITNESS MY SIGNATURE AND OFFICIAL SEAL AT THE CITY OF _____ IN THE COUNTY OF _____ AND THE STATE OF FLORIDA, THIS _____ DAY OF _____, 2021.

NOTARY PUBLIC, STATE OF FLORIDA MY COMMISSION EXPIRES: _____
COMMISSION No: _____

HEALTH CERTIFICATION: COUNTY OF NASSAU:

THIS PLAT HAS BEEN EXAMINED AND REVIEWED THIS _____ DAY OF _____, 2021, BY ME AND THE LOTS SHOWN HEREON ARE APPROVED TO BE PLACED ON TOWN OF HILLIARD PUBLIC UTILITIES SYSTEM

NASSAU COUNTY HEALTH OFFICER

ENGINEER APPROVAL: TOWN OF HILLIARD:

THIS PLAT HAS BEEN EXAMINED FOR ENGINEERING REQUIREMENTS AND APPROVED THIS _____ DAY OF _____, 2021.

TOWN ENGINEER – TOWN OF HILLIARD

ATTORNEY'S CERTIFICATION: TOWN OF HILLIARD:

THIS PLAT HAS BEEN EXAMINED FOR LEGAL SUFFICIENCY, COMPLIANCE AND APPROVED THIS _____ DAY OF _____, 2021.

TOWN ATTORNEY – TOWN OF HILLIARD

TOWN COUNCIL CERTIFICATION: TOWN OF HILLIARD:

THIS PLAT HAS BEEN EXAMINED AND APPROVED THIS _____ DAY OF _____, 2021.

TOWN MAYOR – TOWN OF HILLIARD

CLERK'S CERTIFICATION: TOWN OF HILLIARD:

THIS PLAT HAS BEEN EXAMINED AND APPROVED THIS _____ DAY OF _____, 2021.

TOWN ATTORNEY – TOWN OF HILLIARD

CLERK OF CIRCUIT COURT CERTIFICATION: COUNTY OF NASSAU:

THIS PLAT HAS BEEN RECORDED IN OFFICIAL RECORDS BOOK _____ ON PAGE _____ OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA ON THIS _____ DAY OF _____, 2021.

CLERK OF CIRCUIT COURT – NASSAU CO., FLORIDA

SURVEYORS CERTIFICATE OF REVIEW

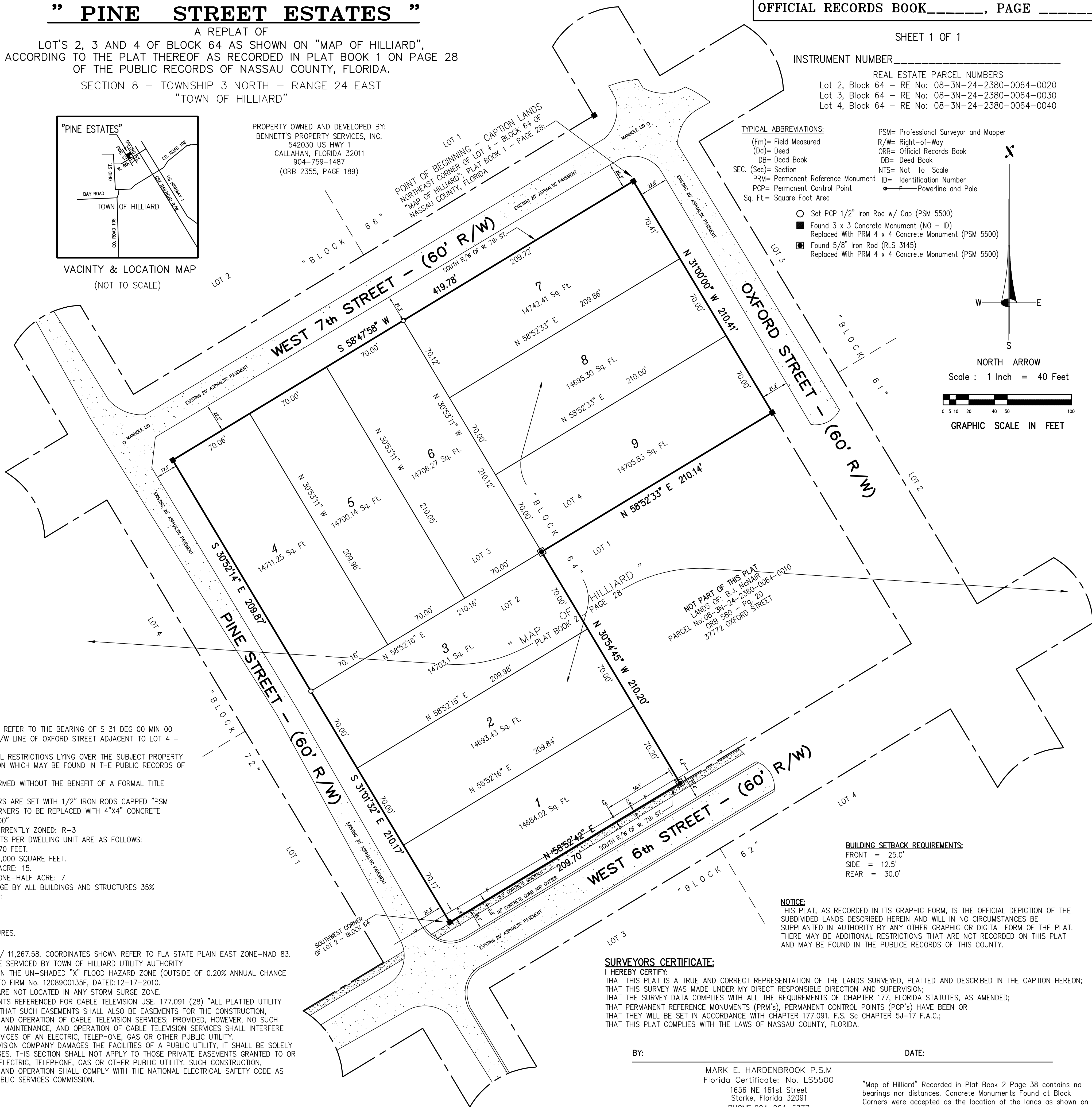
I HEREBY CERTIFY THAT:

I HAVE REVIEWED THIS PLAT FOR CONFORMITY TO CHAPTER 177, FLORIDA STATUTES AND THAT I AM EMPLOYED BY OR UNDER CONTRACT TO THE APPROPRIATE LOCAL GOVERNMENT BODY AND ACTING HERETO AS AN AGENT THEREOF, THIS LIMITED CERTIFICATION AS TO FACIAL CONFORMITY WITH REQUIREMENTS OF CHAPTER 177, FLORIDA STATUTES, IS NOT INTENDED TO BE AND SHOULD NOT BE CONSTRUED AS A CERTIFICATION OF ACCURACY OR QUALITY OF THE SURVEYING/MAPPING REFLECTED ON THIS PLAT.

BY: _____ DATE: _____
MICHAEL A. MANZIE P.L.S. No. 4069
MANZIE AND DRAKE SURVEYING
117 S. 9TH STREET
FERNANDINA BEACH, FL. 32034

NOTES:

- 1.) BEARINGS SHOWN HEREON REFER TO THE BEARING OF S 31 DEG 00 MIN 00 SEC E, FOR THE WESTERLY R/W LINE OF OXFORD STREET ADJACENT TO LOT 4 – BLOCK 64
- 2.) THERE MAY BE ADDITIONAL RESTRICTIONS LYING OVER THE SUBJECT PROPERTY THAT ARE NOT SHOWN HEREON WHICH MAY BE FOUND IN THE PUBLIC RECORDS OF NASSAU COUNTY.
- 3.) THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A FORMAL TITLE REVIEW.
- 4.) ALL INTERIOR LOT CORNERS ARE SET WITH 1/2" IRON RODS CAPPED "PSM 5500". OUTER BOUNDARY CORNERS TO BE REPLACED WITH 4"x4" CONCRETE MONUMENTS CAPPED "PSM5500"
- 5.) SUBJECT PROPERTY IS CURRENTLY ZONED: R-3
- 6.) MINIMUM LOT REQUIREMENTS PER DWELLING UNIT ARE AS FOLLOWS:
 - (A) MINIMUM LOT WIDTH: 70 FEET.
 - (B) MINIMUM LOT AREA: 7,000 SQUARE FEET.
 - (C) MAXIMUM UNITS PER ACRE: 15.
 - (D) MAXIMUM UNITS PER ONE-HALF ACRE: 7.
 - (E) MAXIMUM LOT COVERAGE BY ALL BUILDINGS AND STRUCTURES 35%
- MINIMUM YARD REQUIREMENTS:
 - (1) FRONT: 25 FEET.
 - (2) SIDE: 12.5 FEET.
 - (3) REAR: 30 FEET.
- MAXIMUM HEIGHT OF STRUCTURES.
 - (1) 30 FEET.
- 7.) ERROR OF CLOSURE = 1 / 11,267.58. COORDINATES SHOWN REFER TO FLA STATE PLAIN EAST ZONE–NAD 83.
- 8.) SUBJECT PROPERTY TO BE SERVICED BY TOWN OF HILLIARD UTILITY AUTHORITY
- 9.) SUBJECT PROPERTY LIES IN THE UN-SHADED "X" FLOOD HAZARD ZONE (OUTSIDE OF 0.20% ANNUAL CHANCE FLOOD HAZARD) ACCORDING TO FIRM No. 12089C0135F, DATED:12-17-2010.
- 10.) LANDS SHOWN HEREON ARE NOT LOCATED IN ANY STORM SURGE ZONE.
- 11.) ANY ADDITIONAL EASEMENTS REFERENCED FOR CABLE TELEVISION USE, 177.091 (28) "ALL PLATTED UTILITY EASEMENTS" SHALL PROVIDE THAT SUCH EASEMENTS SHALL ALSO BE EASEMENTS FOR THE CONSTRUCTION, INSTALLATION, MAINTENANCE, AND OPERATION OF CABLE TELEVISION SERVICES; PROVIDED, HOWEVER, NO SUCH CONSTRUCTION, INSTALLATION, MAINTENANCE, AND OPERATION OF CABLE TELEVISION SERVICES SHALL INTERFERE WITH THE FACILITIES AND SERVICES OF AN ELECTRIC, TELEPHONE, GAS OR OTHER PUBLIC UTILITY. IN THE EVENT A CABLE TELEVISION COMPANY DAMAGES THE FACILITIES OF A PUBLIC UTILITY, IT SHALL BE SOLELY RESPONSIBLE FOR THE DAMAGES. THIS SECTION SHALL NOT APPLY TO THOSE PRIVATE EASEMENTS GRANTED TO OR OBTAINED BY A PARTICULAR ELECTRIC, TELEPHONE, GAS OR OTHER PUBLIC UTILITY. SUCH CONSTRUCTION, INSTALLATION, MAINTENANCE, AND OPERATION SHALL COMPLY WITH THE NATIONAL ELECTRICAL SAFETY CODE AS ADOPTED BY THE FLORIDA PUBLIC SERVICES COMMISSION.



BUILDING SETBACK REQUIREMENTS:

FRONT = 25.0'
SIDE = 12.5'
REAR = 30.0'

NOTICE:

THIS PLAT, AS RECORDED IN ITS GRAPHIC FORM, IS THE OFFICIAL DEPICTION OF THE SUBDIVIDED LANDS DESCRIBED HEREIN AND WILL IN NO CIRCUMSTANCES BE SUPPLANTED IN AUTHORITY BY ANY OTHER GRAPHIC OR DIGITAL FORM OF THE PLAT. THERE MAY BE ADDITIONAL RESTRICTIONS THAT ARE NOT RECORDED ON THIS PLAT AND MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY.

SURVEYORS CERTIFICATE:

I HEREBY CERTIFY:

THAT THIS PLAT IS A TRUE AND CORRECT REPRESENTATION OF THE LANDS SURVEYED, PLATTED AND DESCRIBED IN THE CAPTION HEREON; THAT THIS SURVEY WAS MADE UNDER MY DIRECT RESPONSIBLE DIRECTION AND SUPERVISION; THAT THE SURVEY DATA COMPLIES WITH ALL THE REQUIREMENTS OF CHAPTER 177, FLORIDA STATUTES, AS AMENDED; THAT PERMANENT REFERENCE MONUMENTS (PRM's), PERMANENT CONTROL POINTS (PCP's) HAVE BEEN OR THAT THEY WILL BE SET IN ACCORDANCE WITH CHAPTER 177.091, F.S. SEC CHAPTER 5J-17 F.A.C.; THAT THIS PLAT COMPLIES WITH THE LAWS OF NASSAU COUNTY, FLORIDA.

BY: _____ DATE: _____
MARK E. HARDENBROOK P.S.M
Florida Certificate: No. LS5500
1656 NE 161st Street
Starke, Florida 32091
PHONE: 904-964-5777

"Map of Hilliard" Recorded in Plat Book 2 Page 38 contains no bearings nor distances. Concrete Monuments Found at Block Corners were accepted as the location of the lands as shown on the plat.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: January 20, 2022

FROM: ***Janis K. Fleet, AICP – Land Use Administrator***

SUBJECT: Town Council to review and accept the Land Use Administrators Quarterly Report for October 1, 2021, through December 31, 2021.

BACKGROUND: The following is a summary of activities performed from October 1, 2021, through December 31, 2021:

- Planning and Zoning Board
 - Prepared agenda for the October, November, and December meetings.
 - Reviewed and finalized minutes for the October, November, and December meetings.
 - Prepared staff reports for all agenda items.
 - October Meeting– 5 agenda Items
 - November Meeting – 2 agenda items
 - September Meeting - 5 agenda items
 - Presented potential revisions to Land Developments Regulations required by Comprehensive Plan update at workshops in October, November, and December.
 - Prepared staff report and ordinance for Greenbrier PUD rezoning.
 - Prepared staff report for Special Exception for the Mobile Home at 3737 Webb Street.
 - Prepared staff report for the Site Clearing/Site Work permits for Dawn and Carey Carter.
 - Prepared staff report for lot split for Mr. Pokorski.
 - Prepared staff report for the Tracks Subdivision.
 - Prepared staff report for Special Exception for Chickens, Roosters, and Ducks for Ms. Morgan.
 - Prepared staff report for Special Exception for Busy Bee Laundromat.
 - Prepared staff report for Special Exception for Site Clearing/Site Work for the Whisper Ridge PUD.
- Worked with Ben Buchanan and Nassau County Engineering on driveway permits for 3 lots off County Road 108.
- Attended meeting with FDOT and Nassau Count Engineering on the traffic impacts of the Greenbrier PUD.
- Worked with Marcus Medlock and Chris Goodin on the development of 6 single family dwelling units.
- Coordinated with local surveyor on reviewing plats on behalf of the Town.
- Continue to work with Doug Adkins to assist with the PUD application for a potential Day Springs Health project in Hilliard.

- Worked with the applicant and their engineer on the revisions to the site plan and written description for the Bayside PUD.
- Met with Wayne Bishop on potential multi-family development.
- Assisted with the review and approval of the construction plans for infrastructure for the Whisper Ridge PUD.
- Met with Chris Goodin and Tamara Garber on developing single family dwellings and a mobile home park in the Town.
- Answered questions from property owners to discuss process for development.
- Met with Tim Norman, Kellen Lindsay, Richie Rowes, Myra Cockerham, and Lisa Purvis to develop a system to assure that infrastructure (water, sewer, and drainage) impacts are accounted for when developing housing on platted lots.
- Responded to zoning/development requests submitted, an average of 2 to 3 a week.
- Reviews and signed off on business licenses.
- Reviewed and signed off on building permits, an average of 5 to 6 a week.
- Signed off on the "Certificate of Occupancy" for completed single family dwelling units.
- Prepared staff report for 1st reading of the ordinance for the Greenbrier PUD
- Attended Town Council meeting for 1st reading of the ordinance adopting the Greenbrier PUD.
- Attended Town Council workshop planning issues.

FINANCIAL IMPACT: None

RECOMMENDATION: Accept report.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: January 20, 2022

FROM: Bryan Higginbotham – Town Building Official / Inspector Services

SUBJECT: Town Council to review and accept the Building Official/Inspectors Quarterly Report for October 1, 2021, through December 31, 2021.

BACKGROUND:

Summary of activities performed from October 1, 2021, through December 31, 2021:

Report #1 - Screen print that shows all the inspections performed by permit type, location, date paid, date of inspection, and if the inspection passed or failed.

Report #2 - Project Payment Report that shows the permit number, dated paid, name, address, and amount paid.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Accept Report.



Selection		Assignment		Task Dates	
Incident Code	* - All	User	* - All	Origination	99/99/9999
Task Code		Group	BP	Due	99/99/9999
Status	Closed	Priority	* - All	Resolution	10/01/2021 12/31/2021
Incident	Task	Types	* - All	Task Type <input checked="" type="radio"/> Regular <input type="radio"/> Document	

Task ±	Incident ±	Property ±	S ±	P ±	D ±	Group ±	User ±	Origination ±	Due ±	Resolution ±
5989-INSPECTION	5474-Z-MISC	2752 BRITTANY PLACE	C	1	P	BP	bhigg	10/04/21	10/05/21	10/05/21 APPROVED/PAS
6000-INSPECTION	5485-Z-TEMP POLE	37161 RAILROAD ST	C	1	P	BP	bhigg	10/11/21	10/12/21	10/12/21 APPROVED/PAS
5799-INSPECTION	5296-Z-UNDERGROUN	37002 INGHAM RD	C	1	P	BP	bhigg	7/16/21	7/19/21	10/14/21 APPROVED/PAS
6009-INSPECTION	5493-Z-TAPOUT	37002 INGHAM RD	C	1	P	BP	bhigg	10/15/21	10/13/21	10/14/21 APPROVED/PAS
6003-INSPECTION	5488-Z-BLD-FINAL	27461 NEW FRONT ST	C	1	P	BP	bhigg	10/12/21	10/13/21	10/14/21 FAILED
6012-INSPECTION	5496-Z-SHEATH	37161 RAILROAD ST	C	1	P	BP	bhigg	10/18/21	10/19/21	10/19/21 APPROVED/PAS
6010-INSPECTION	5494-Z-SHED FINAL	175646 BAY RD	C	1	P	BP	bhigg	10/15/21	10/18/21	10/19/21 FAILED
6014-INSPECTION	5498-Z-FOUND	27029 W THIRD AVE	C	1	P	BP	bhigg	10/19/21	10/20/21	10/21/21 APPROVED/PAS
6019-INSPECTION	5503-Z-DEMO-FINAL	109 W FIRST ST	C	1	P	BP	bhigg	10/21/21	10/22/21	10/21/21 APPROVED/PAS
6015-INSPECTION	5499-Z-BLD-FINAL	37154 S OAK ST	C	1	P	BP	bhigg	10/19/21	10/20/21	10/21/21 FAILED
6026-REINSPECTION	5494-Z-SHED FINAL	175646 BAY RD	C	1	P	BP	bhigg	10/21/21	4/19/22	10/21/21 FAILED
6041-INSPECTION	5522-Z-ROOF MAT ATT	27157 NEW FRONT ST	C	1	P	BP	bhigg	10/27/21	10/28/21	10/28/21 APPROVED/PAS
6042-INSPECTION	5523-Z-SHEATH	27175 NEW FRONT ST	C	1	P	BP	bhigg	10/27/21	10/28/21	10/28/21 APPROVED/PAS
6043-INSPECTION	5524-Z-MISC	27395 IOWA ST	C	1	P	BP	bhigg	10/27/21	10/28/21	10/28/21 APPROVED/PAS
6044-INSPECTION	5525-Z-MISC	37792 EASTWOOD RD	C	1	P	BP	bhigg	10/29/21	11/01/21	11/02/21 APPROVED/PAS
6048-INSPECTION	5528-Z-ROOF IN PROG	37078 SIREN LN	C	1	P	BP	bhigg	11/02/21	11/03/21	11/02/21 APPROVED/PAS
6049-INSPECTION	5529-Z-ELE-FINAL	37011 CYPRESS LN	C	1	P	BP	bhigg	11/02/21	11/03/21	11/02/21 APPROVED/PAS
6051-INSPECTION	5531-Z-ROOF FINAL	37078 SIREN LN	C	1	P	BP	bhigg	11/02/21	11/03/21	11/02/21 APPROVED/PAS
6056-INSPECTION	5536-Z-ROOF IN PROG	27214 W SECOND AVE	C	1	P	BP	bhigg	11/04/21	11/04/21	11/04/21 APPROVED/PAS
6027-REINSPECTION	5494-Z-SHED FINAL	175646 BAY RD	C	1	P	BP	bhigg	10/21/21	11/09/21	11/09/21 APPROVED/PAS
6057-INSPECTION	5537-Z-ROOF MAT ATT	27175 NEW FRONT ST	C	1	P	BP	bhigg	11/05/21	11/08/21	11/09/21 APPROVED/PAS
6059-INSPECTION	5539-Z-ROOF IN PROG	27165 KRISTIE CIR S	C	1	P	BP	bhigg	11/08/21	11/09/21	11/09/21 APPROVED/PAS
6061-INSPECTION	5541-Z-MISC	37392 W SIXTH ST	C	1	P	BP	bhigg	11/09/21	11/10/21	11/09/21 APPROVED/PAS
6065-INSPECTION	5545-Z-ELE-FINAL	37392 W SIXTH ST	C	1	P	BP	bhigg	11/09/21	11/10/21	11/09/21 APPROVED/PAS
6067-INSPECTION	5547-Z-ROOF FINAL	27165 KRISTIE CIR S	C	1	P	BP	bhigg	11/09/21	11/10/21	11/09/21 APPROVED/PAS
5843-INSPECTION	5334-Z-FRAME	37002 INGHAM RD	C	1	P	BP	bhigg	8/06/21	8/09/21	11/16/21 APPROVED/PAS
6063-INSPECTION	5543-Z-TAPOUT	27157 NEW FRONT ST	C	1	P	BP	bhigg	11/09/21	11/10/21	11/16/21 APPROVED/PAS
6064-INSPECTION	5544-Z-TAPOUT	27175 NEW FRONT ST	C	1	P	BP	bhigg	11/09/21	11/10/21	11/16/21 APPROVED/PAS
6075-INSPECTION	5555-Z-MISC	27157 NEW FRONT ST	C	1	P	BP	bhigg	11/15/21	11/16/21	11/16/21 APPROVED/PAS
6076-INSPECTION	5556-Z-MISC	27175 NEW FRONT ST	C	1	P	BP	bhigg	11/15/21	11/16/21	11/16/21 APPROVED/PAS
6097-INSPECTION	5577-Z-ELE ROUGH	37002 INGHAM RD	C	1	P	BP	bhigg	11/24/21	11/25/21	11/16/21 APPROVED/PAS
6098-INSPECTION	5578-Z-MEC ROUGH	37002 INGHAM RD	C	1	P	BP	bhigg	11/24/21	11/25/21	11/16/21 APPROVED/PAS
6099-INSPECTION	5563-Z-ROOF FINAL	37002 INGHAM RD	C	1	P	BP	bhigg	11/17/21	11/18/21	11/18/21 APPROVED/PAS
6122-INSPECTION	5600-Z-ROOF FINAL	37059 PECAN ST	C	1	P	BP	bhigg	12/09/21	11/18/21	11/18/21 APPROVED/PAS
6087-INSPECTION	5567-Z-TEMP POLE	37500 ORANGE ST	C	1	P	BP	bhigg	11/22/21	11/23/21	11/22/21 APPROVED/PAS
5908-INSPECTION	5395-Z-SHED FINAL	27150 W THIRTEENTH AVE	C	1	P	BP	bhigg	9/01/21	9/02/21	11/30/21 APPROVED/PAS
6035-REINSPECTION	5499-Z-BLD-FINAL	37154 S OAK ST	C	1	P	BP	bhigg	10/21/21	4/19/22	11/30/21 APPROVED/PAS
6089-INSPECTION	5569-Z-FRAME	27175 NEW FRONT ST	C	1	P	BP	bhigg	11/23/21	11/24/21	11/30/21 APPROVED/PAS
6090-INSPECTION	5570-Z-PLUMBING RO	27157 NEW FRONT ST	C	1	P	BP	bhigg	11/24/21	11/25/21	11/30/21 APPROVED/PAS
6091-INSPECTION	5571-Z-ELE ROUGH	27157 NEW FRONT ST	C	1	P	BP	bhigg	11/24/21	11/25/21	11/30/21 APPROVED/PAS
6092-INSPECTION	5572-Z-MEC ROUGH	27157 NEW FRONT ST	C	1	P	BP	bhigg	11/24/21	11/25/21	11/30/21 APPROVED/PAS
6093-INSPECTION	5573-Z-PLUMBING RO	27175 NEW FRONT ST	C	1	P	BP	bhigg	11/24/21	11/25/21	11/30/21 APPROVED/PAS
6094-INSPECTION	5574-Z-ELE ROUGH	27175 NEW FRONT ST	C	1	P	BP	bhigg	11/24/21	11/25/21	11/30/21 APPROVED/PAS
6095-INSPECTION	5575-Z-MEC ROUGH	27175 NEW FRONT ST	C	1	P	BP	bhigg	11/24/21	11/25/21	11/30/21 APPROVED/PAS
6103-INSPECTION	5583-Z-MISC	27251 W FIRST AVE	C	1	P	BP	bhigg	12/01/21	11/25/21	11/30/21 APPROVED/PAS
6104-INSPECTION	5584-Z-ELE-FINAL	27251 W FIRST AVE	C	1	P	BP	bhigg	12/01/21	11/25/21	11/30/21 APPROVED/PAS
6088-INSPECTION	5568-Z-FRAME	27157 NEW FRONT ST	C	1	P	BP	bhigg	11/23/21	11/24/21	12/01/21 APPROVED/PAS
6105-INSPECTION	5585-Z-INSULATION	27157 NEW FRONT ST	C	1	P	BP	bhigg	12/02/21	12/03/21	12/02/21 PASSED
5998-INSPECTION	5483-Z-MISC	37157 S PINE ST	C	1	P	BP	ggrooms	10/08/21	10/11/21	12/07/21 APPROVED/PAS
6114-INSPECTION	5592-Z-ROOF IN PROG	37177 OXFORD ST	C	1	P	BP	bhigg	12/03/21	12/06/21	12/07/21 APPROVED/PAS
6119-INSPECTION	5597-Z-ROOF FINAL	37177 OXFORD ST	C	1	P	BP	bhigg	12/08/21	12/07/21	12/07/21 APPROVED/PAS
6129-INSPECTION	5604-Z-CULVERT FINA	37157 S PINE ST	C	1	P	BP	ggrooms	12/14/21	12/15/21	12/07/21 APPROVED/PAS
6117-INSPECTION	5595-Z-ROOF FINAL	37223 RUBY DR	C	1	P	BP	bhigg	12/08/21	12/09/21	12/09/21 APPROVED/PAS
6116-INSPECTION	5594-Z-INSULATION	27175 NEW FRONT ST	C	1	P	BP	lhogan	12/09/21	12/10/21	12/09/21 PASSED
6118-INSPECTION	5596-Z-SHED FINAL	27395 IOWA ST	C	1	P	BP	bhigg	12/08/21	12/09/21	12/14/21 APPROVED/PAS
6120-INSPECTION	5598-Z-SHED FINAL	27289 NEW FRONT ST	C	1	P	BP	bhigg	12/08/21	12/09/21	12/14/21 APPROVED/PAS
6130-INSPECTION	5605-Z-DEMO-FINAL	3736 WADE DR	C	1	P	BP	bhigg	12/14/21	12/15/21	12/16/21 APPROVED/PAS
6134-INSPECTION	5609-Z-MISC	37002 INGHAM RD	C	1	P	BP	bhigg	12/15/21	12/16/21	12/16/21 APPROVED/PAS
6138-INSPECTION	5613-Z-FOOTINGS	37638 EASTWOOD RD	C	1	P	BP	bhigg	12/16/21	12/17/21	12/16/21 FAILED
6139-INSPECTION	5614-Z-FOOTINGS	38002 EASTWOOD RD	C	1	P	BP	bhigg	12/16/21	12/17/21	12/16/21 FAILED
6135-INSPECTION	5610-Z-MISC	37002 INGHAM RD	C	1	P	BP	bhigg	12/15/21	12/16/21	12/21/21 APPROVED/PAS
6140-REINSPECTION	5613-Z-FOOTINGS	37638 EASTWOOD RD	C	1	P	BP	bhigg	12/16/21	6/14/22	12/21/21 APPROVED/PAS
6141-REINSPECTION	5614-Z-FOOTINGS	38002 EASTWOOD RD	C	1	P	BP	bhigg	12/16/21	6/14/22	12/21/21 APPROVED/PAS
6145-INSPECTION	5618-Z-SHED FINAL	27222 W TENTH AVE	C	1	P	BP	bhigg	12/20/21	12/21/21	12/21/21 APPROVED/PAS
6146-INSPECTION	5619-Z-DEMO-FINAL	27484 W THIRD AVE	C	1	P	BP	bhigg	12/20/21	12/21/21	12/21/21 APPROVED/PAS
6147-INSPECTION	5620-Z-ROOF IN PROG	37632 EASTWOOD RD	C	1	P	BP	bhigg	12/21/21	12/22/21	12/21/21 APPROVED/PAS
6156-INSPECTION	5629-Z-ROOF FINAL	37692 EASTWOOD RD	C	1	P	BP	bhigg	12/22/21	12/23/21	12/21/21 APPROVED/PAS
6157-INSPECTION	5630-Z-ROOF FINAL	37706 EASTWOOD RD	C	1	P	BP	bhigg	12/22/21	12/23/21	12/21/21 APPROVED/PAS
6158-INSPECTION	5631-Z-ROOF FINAL	37718 EASTWOOD RD	C	1	P	BP	bhigg	12/22/21	12/23/21	12/21/21 APPROVED/PAS
6159-INSPECTION	5632-Z-ROOF FINAL	37728 EASTWOOD RD	C	1	P	BP	bhigg	12/22/21	12/23/21	12/21/21 APPROVED/PAS
6160-INSPECTION	5633-Z-ROOF FINAL	37776 EASTWOOD RD	C	1	P	BP	bhigg	12/22/21	12/23/21	12/21/21 APPROVED/PAS
6161-INSPECTION	5634-Z-ROOF FINAL	37788 EASTWOOD RD	C	1	P	BP	bhigg	12/22/21	12/23/21	12/21/21 APPROVED/PAS
6165-INSPECTION	5638-Z-ELE ROUGH	37054 W FOURTH ST	C	1	P	BP	bhigg	12/27/21	12/28/21	12/27/21 APPROVED/PAS
6164-INSPECTION	5637-Z-UNDERGROUN	15726 CR 108	C	1	P	BP	bhigg	12/27/21	12/28/21	12/28/21 APPROVED/PAS

01/13/2022 8:59 AM
STATUS: ALL
SEGMENT CODES: All
FEE CODES: All

PROJECT PAYMENT REPORT

PAGE: 1

PROJECTS: THRU ZZZZZZZZZZ
PAYMENT DATES: 10/01/2021 TO 12/31/2021
SORTED BY: PROJECT

ITEM-6

PROJECT	PAY DATE	ISSUED TO	PROPERTY	TOTAL PAID	COMMENT
20210053	12/13/2021	STOCK, DONALD	27074 OHIO ST	317.50CR	
20210097	11/12/2021	BISHOP, DAVID W JR	37500 ORANGE ST	4,142.28CR	~
20210110	10/15/2021	WAINWRIGHT, RALPH L	27461 NEW FRONT ST	25.00CR	
20210115	12/15/2021	WALLIS, ROBERT LEE	37041 S PINE ST	777.00CR	
20210115	12/22/2021	WALLIS, ROBERT LEE	37041 S PINE ST	243.63CR	
20210117	12/15/2021	WALLIS, ROBERT LEE	37041 S PINE ST	164.00CR	
20210138	11/30/2021	BROWN, LATASHIA	3737 WEBB ST	207.00CR	
20210152	10/15/2021	CALHOUN, MICHAEL G	27395 IOWA ST	263.00CR	
20210163	10/14/2021	ZANDER, ERIC S	175646 BAY RD	293.00CR	
20210163	11/08/2021	ZANDER, ERIC S	175646 BAY RD	25.00CR	
20210168	10/13/2021	NAPA AUTO PARTS JAX	551513 US HWY 1	164.00CR	
20210169	10/21/2021	ALTMAN, DONALD	37154 S OAK ST	25.00CR	
20210207	10/11/2021	CRIBB, LARRY C	37054 W FOURTH ST	84.00CR	
20210208	12/29/2021	SMITH, PHILLIP	37093 NEW OAK ST	885.70CR	
20210209	10/12/2021	KILPATRICK, DAWN A	37153 S PINE ST	246.00CR	
20210210	10/08/2021	MASON & MAGNOLIA LLC	37161 RAILROAD ST	164.00CR	
20210218	10/13/2021	CAMPBELL, TIM	361570 PINE ST	122.00CR	
20210219	10/15/2021	HIGGINBOTHAM, GLENN	3736 WADE DR	50.00CR	
20210220	10/14/2021	HILLIARD LLC	3707 RAVEN LN	50.00CR	
20210221	10/14/2021	HILLIARD LLC	3714 FINCH PL	50.00CR	
20210222	10/20/2021	L & L PROPERTIES	551673 US HWY 1	60.00CR	
20210223	12/15/2021	WALLIS, ROBERT LEE	37041 S PINE ST	1,171.08CR	
20210224	12/15/2021	WALLIS, ROBERT LEE	37041 S PINE ST	188.00CR	
20210225	12/15/2021	WALLIS, ROBERT LEE	37041 S PINE ST	164.00CR	
20210226	10/21/2021	HARRIS, MITCHELL D	37078 SIREN LN	74.28CR	
20210227	10/21/2021	HADDOCK, PATRICIA & GLEN	109 W FIRST ST	200.00CR	
20210228	10/22/2021	BISHOP, DAVID W JR	27147 W TWELFTH AVE	44.00CR	
20210229	10/26/2021	CASON, JAMES L	37011 CYPRESS LN	44.00CR	
20210230	11/08/2021	L L PROPERTIES	27078 W NINTH AVE	7,184.43CR	~
20210231	10/26/2021	COWART, TAMMY	27214 W SECOND AVE	62.44CR	
20210232	12/17/2021	MASON & MAGNOLIA LLC	37161 RAILROAD ST	44.00CR	
20210233	11/08/2021	PICKETT, KRISTIN	37662 SOLI DEO GLORIA WAY	8,075.70CR	~
20210234	12/21/2021	SOWING SEEDS, LLC	15726 CR 108	7,593.77CR	~
20210235	12/21/2021	SOWING SEEDS, LLC	15730 CR 108	7,593.77CR	~
20210236	12/15/2021	BUSY BEES LAUNDROMAT	551943 US HWY 1	3,864.00CR	~
20210238	11/10/2021	DAVIS, ROBERT M	36841 PINE ST	317.12CR	
20210239	12/10/2021	EDWARDS, CARYL	37114 W FOURTH ST	774.07CR	
20210240	11/10/2021	CUBBEDGE, BRUCE D	27102 COUNTRY DR	99.00CR	
20210241	11/17/2021	GUYNN, GERALD	37059 PECAN ST	59.00CR	
20210243	11/22/2021	BISHOP, DAVID W JR	37500 ORANGE ST	122.00CR	
20210244	11/17/2021	BISHOP, DAVID W JR	37500 ORANGE ST	164.00CR	
20210245	11/17/2021	L L PROPERTIES	27078 W NINTH AVE	164.00CR	
20210247	11/18/2021	MCALOE, JEREMY	27484 W THIRD AVE	50.00CR	
20210248	11/23/2021	POWELL, LISA ANN	27251 W FIRST AVE	44.00CR	

01/13/2022 8:59 AM
STATUS: ALL
SEGMENT CODES: All
FEE CODES: All

PROJECT PAYMENT REPORT

PAGE: 2

PROJECTS: THRU ZZZZZZZZZZ
PAYMENT DATES: 10/01/2021 TO 12/31/2021
SORTED BY: PROJECT

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PROJECT	PAY DATE	ISSUED TO	PROPERTY	TOTAL PAID	COMMENT
20210249	11/23/2021	WHITE, TRACY OR BRENDA	27157 NEW FRONT ST	49.00CR	
20210250	11/23/2021	WHITE, THOMAS T	27175 NEW FRONT ST	49.00CR	
20210251	12/01/2021	34 M STREET, LLC	27247 W THIRD AVE	50.00CR	
20210252	12/16/2021	WJH LLC DBA WADE JURNEY HOMES	27079 NEW FRONT ST	10,136.02CR	~
20210253	12/16/2021	WJH LLC DBA WADE JURNEY HOMES	27326 W FOURTH AVE	10,349.77CR	~
20210254	12/08/2021	WARNER, STERLING	551735 US HWY 1	75.00CR	
20210255	12/03/2021	OSTRANDER, RICHARD	37002 NEW OAK ST	44.00CR	
20210256	12/06/2021	SCHMOLDT, RAYMON & MARTHA	37223 RUBY DR	54.00CR	
20210257	12/03/2021	L & L PROPERTIES	27078 W NINTH AVE	122.00CR	
20210258	12/07/2021	DAVIS III, JAMES C	37375 MILL ST	54.00CR	
20210259	12/10/2021	KIRKWOOD, JOHN	15724 CR 108	74.00CR	
20210260	12/16/2021	WJH LLC DBA WADE JURNEY HOMES	27079 NEW FRONT ST	25.00CR	
20210261	12/07/2021	CAMPBELL, TIM	361570 PINE ST	44.00CR	
20210262	12/08/2021	BROWN, STEVEN W	27289 NEW FRONT ST	79.00CR	
20210263	12/16/2021	WJH LLC DBA WADE JURNEY HOMES	27326 W SECOND AVE	10,247.17CR	~
20210264	12/10/2021	MASON & MAGNOLIA LLC	37161 RAILROAD ST	54.00CR	
20210265	12/13/2021	CAMPBELL, TIM	361570 PINE ST	124.00CR	
20210273	12/16/2021	WJH LLC DBA WADE JURNEY HOMES	27326 W FOURTH AVE	25.00CR	
20210274	12/16/2021	WJH LLC DBA WADE JURNEY HOMES	27326 W SECOND AVE	25.00CR	
20210275	12/16/2021	GREEN, SHERRY SHINE	371045 OXFORD ST	54.00CR	
20210276	12/20/2021	RODEFFER, JOE	27222 W TENTH AVE	25.00CR	
20210277	12/22/2021	SOWING SEEDS, LLC	15730 CR 108	134.00CR	
20210278	12/22/2021	SOWING SEEDS, LLC	15726 CR 108	134.00CR	

TOTAL ALL PROJECTS: 67 78,481.73CR

01/13/2022 8:59 AM
STATUS: ALL
SEGMENT CODES: All
FEE CODES: All

P R O J E C T P A Y M E N T R E P O R T

PAGE: 3
PROJECTS: THRU ZZZZZZZZZZ
PAYMENT DATES: 10/01/2021 TO 12/31/2021
SORTED BY: PROJEC

ITEM-6

** SEGMENT CODE TOTALS **

SEGMENT CODE	DESCRIPTION	TOTAL PAID
01-NRES	NEW RESIDENTIAL BUILDING	58,138.48CR
01-RESBULD	NEW RESIDENTIAL BUILDING	7,184.43CR
01-RMISC	RESIDENTIAL MISCELLANEOUS	1,009.70CR
01-RREM	RESIDENTIAL REMODEL	774.07CR
02-CMISC	COMMERCIAL MISCELLANEOUS	239.00CR
02-CREM	COMMERCIAL REMODEL	3,864.00CR
CARPORT	CARPORT	1,833.58CR
CULVERT	CULVERT	75.00CR
DEMO	DEMOLITION	400.00CR
ELE	ELECTRICAL	1,076.00CR
MEC-RES	MECHANICAL - RESIDENTIAL	436.00CR
MH	MOBILE HOME	207.00CR
MOVE	MOVING STRUCTURES	50.00CR
PLB-SFR	PLUMBING - SINGLE FAM RES	700.00CR
POOL	SWIMMING POOL	317.12CR
ROOF	ROOF	357.72CR
SHED-MANF	MANUFACTURED SHED	421.00CR
SHED-SB	SITE BUILT SHED	1,338.63CR
SIGN	SIGN	60.00CR
TOTAL		78,481.73CR

STATUS: ALL
 SEGMENT CODES: All
 FEE CODES: All

PROJECTS: THRU ZZZZZZZZZZ
 PAYMENT DATES: 10/01/2021 TO 12/31/2021
 SORTED BY: PROJECT

ITEM-6

** FEE CODE TOTALS **

FEE CODE	DESCRIPTION	TOTAL PAYMENTS	TOTAL PAID
1-REINSP	REINSPECTION FEE	3	75.00CR
BLD-01	BLDG PERMIT FEE ESTIMATED COST	1	240.00CR
BLD-03	BLDG PERMIT FEE CONST COST SQF	21	10,868.00CR
CULV-PERM	CULVERT INST PERMIT	3	75.00CR
DEMO	DEMOLITION FEES	5	400.00CR
ELE RES	INTERIOR WIRING / RE WIRE	4	160.00CR
ELE- ADD 2	ELE RES ADD . REPAIR CHANGE	5	440.00CR
ELE-200	ELE SERVICE - 200 AMPS	4	320.00CR
ELE-TEMP	TEMPORARY POLE	3	120.00CR
FIRE TEMP	TEMPORARY USE / SPECIAL EVENT	1	25.00CR
FIRE-CPR	CONSTRUCTION PLAN REVIEW	1	140.00CR
IMPACT-SF	EDUCATION IMPACT FEE - SINGLE	7	38,014.20CR
LAND USE	PERMIT REVIEW FEE RES MULTI CO	10	630.00CR
LAND USE 2	PERMIT REVIEW FEE ACCESSORY	11	300.00CR
MEC R C 1	RES/COM NEW UNITS UP TO 2.5 TO	4	160.00CR
MEC R C 2	RES/COM NEW UNITS 3 TON	2	90.00CR
MEC- REMOD	MEC DUCT CHANGES	1	40.00CR
MH-01	SINGLE-WIDE MOBILE HOME MOVE-O	1	100.00CR
MOVE	MOVING STRUCTURE	1	50.00CR
PLB-SFB	PLB SINGLE FAMILY RES BASE FEE	6	360.00CR
PLB-SFE	PLB SINGLE FAMILY RES EXT FIXT	4	66.00CR
PLB-SFI	PLB SINGLE FAMILY RES INT FIXT	6	372.00CR
PR-03	PLAN REVIEW ESTMATED COSTS	22	3,844.68CR
ROOF	ROOFING NEW OR REROOF PERMIT	6	333.72CR
SDC-SEWER	SEWER SYSTEM DEV CHARGE, PER E	5	10,169.00CR
SDC-WATER	WATER SYSTEM DEV CHARGE, PER E	8	2,772.00CR
SHED	PRE BUILT STORAGE SHEDS	2	100.00CR
SIGN	SIGN PERMIT	1	60.00CR
SIGN-01	SIGN PERMIT REVIEW	1	90.00CR
SURCHARGE	SURCHARGE	50	360.63CR
SURCHARGE1	SURCHARGE	1	6.50CR
TAP-SEWERN	SEWER TAP FEE	4	2,800.00CR
TAP-WATER	WATER TAP FEE	1	700.00CR
TAP-WATERN	WATER TAP FEE	6	4,200.00CR
TOTAL			78,481.73CR

01/13/2022 8:59 AM
STATUS: ALL
SEGMENT CODES: All
FEE CODES: All

P R O J E C T P A Y M E N T R E P O R T

PAGE: 5
PROJECTS: THRU ZZZZZZZZZZ
PAYMENT DATES: 10/01/2021 TO 12/31/2021
SORTED BY: PROJECT

ITEM-6

** GENERAL LEDGER DISTRIBUTION **

FUND G/L ACCOUNT	ACCOUNT NAME	AMOUNT
001-00-101003	RESTR CASH-EDUC IMPACT FE	38,014.20
001-01-322000	BUILDING PERMITS	18,099.40CR
001-01-329000	ZONING REVENUE	1,020.00CR
001-01-329001	MOVE-ON PERMIT	100.00CR
001-01-329002	RADON	367.13CR
001-01-342500	FIRE INSPECTIONS	165.00CR
001-01-363290	EDUCATION IMPACT FEES	38,014.20CR
001-03-349000	CULVERT PERMITS - STREETS	75.00CR
401-00-101002	RESTR CASH-SYSTEM DEV CHA	12,941.00
401-06-349001	TAP-ON FEES - W&S	7,700.00CR
401-06-363240	SYSTEM DEVELOPMENT CHARGES	12,941.00CR
999-00-101000	POOLED CASH	27,526.53



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: January 20, 2022

FROM: ***Del Miley – Code Enforcement Officer***

SUBJECT: Town Council to review and accept the Code Enforcement Officers Quarterly Report for October 1, 2021, through December 31, 2021

BACKGROUND:

- (2) Posted Zoning Signs for Janis Land Use
- (2) Zoning Signs removed
- (18) Lien Letter Inspections
- (7) Permit Inspections
- (1) Citation
- (7) Closed Cases
- (36) Miscellaneous Inspections

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Accept of Report.

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, JANUARY 06, 2022, 7:00 PM

NOTICE TO PUBLIC

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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 Floyd Vanzant
Council President John Beasley
Council Pro Tem Kenny Sims
Councilman Lee Pickett
Councilman Jared Wollitz
Councilwoman Callie Kay Bishop

PUBLIC HEARING

- ITEM-1 PUD Rezoning No. 20210809 - Rezoning A-1 to Establish the Greenbrier PUD Ordinance No. 2021-09 - Open Public Hearing
An Ordinance of the Town Council of the Town of Hilliard, Florida, Rezoning the Property Located on the Westside of U.S. 301 (U.S. Highway 1/State Road No. 5) to the South of the Intersection with Henry Smith Road, and West of Old Dixie Highway/Kings Road, Described in Attachment "A", Legal Description from A-1, Agricultural to PUD, Planned Unit Development, Specifically Described in Attachment "B" Written Description, and Attachment "C" Site Plan; Providing for Severability, Repealer, and Setting an Effective Date.

Town Attorney Waugh

Disclosure of Ex Parte Communication

Applicant: Rodgers Towers, P.A. and National Land Partners II, LLC, authorized agents for Hilliard Equity Resources, Property Owner

Courtney Gaver with Rodgers Towers provides Power Point Presentation and explain that Greenbrier PUD will pay a portion of Educational Impact Fees up front for School Concurrency. Ms. Garver also requests that the Vacating of Right of Way Ordinance be on the Town Council's next agenda.

Call for Public Comment

Following no public comments, motion is made to close the Public Hearing on Ordinance No. 2021-09.

Motion to close at 7:15 p.m.

Motion made by Council Pro Tem Sims, Seconded by Council President Beasley. Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

Planning and Zoning Board recommendation of Town Council approval of Ordinance No. 2021-09 Greenbrier PUD

Janis Fleet, AICP - Land Use Administrator

Land Use Administrator Fleet provides staff recommendation.

REGULAR MEETING - Town Council Action

Town Council Final Reading and adoption of Ordinance No. 2021-09.

Motion made by Council Pro Tem Sims, Seconded by Council President Beasley. Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

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

Intercoastal Coordinator for St. John Rivers Water Management, Douglas Cockey, explains Governmental Affairs Program and the Cost Share Program that has been around since 2014.

REGULAR MEETING

ITEM-2 Additions/Deletions to Agenda

Item – 17 Town Council to set Joint Workshop between the Planning & Zoning Board, Town Council and the Town's Consulting Engineers for Tuesday, January 11, 2022, 6:00 p.m. to discuss direction for infrastructure requirements for development on individual lots within the Town limits.

Lisa Purvis, MMC – Town Clerk

Motion made by Council President Beasley, Seconded by Council Pro Tem Sims.
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

- ITEM-3 Town Council to appoint the Town Council President and Town Council Pro Tem for the 2022 Calendar Year for the Organization of Office.

Lisa Purvis, MMC – Town Clerk

Motion to retain Council Member, John Beasley as Council President and Council Member, Kenny Sims as Council Pro Tem.

Motion made by Councilman Wollitz, Seconded by Councilman Pickett.
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

- ITEM-4 Town Council to appoint the Town Council Department Commissioners for the 2022 Calendar Year for the Organization of Departments.

Lisa Purvis, MMC – Town Clerk

Motion to retain each Council Member as follows:
Council Pro Tem Sims as Street Department Commissioner
Council President Beasley as Recreation Department Commissioner
Councilman Pickett as Water & Sewer Department Commissioner
Councilman Wollitz as Fire Department Commissioner
Councilwoman Bishop as Airpark Department Commissioner

Motion made by Council President Beasley, Seconded by Councilman Pickett.
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

- ITEM-5 Town Council approval to Reappoint Charles Reed and Skip Frey to the Planning and Zoning Board for another 3-Year Term.

Janis K. Fleet, AICP - Land Use Administrator

Council President Beasley asks if Mr. Reed and Mr. Frey have been asked if they want to continue to serve for another three-year term.

Land Use Administrator Fleet states that Mr. Reed and Mr. Frey were asked at the last Planning and Zoning Board meeting and they both wanted to continue serving.

Councilwoman Bishop states in the Minutes from November's Planning and Zoning Board meeting, Town Clerk Lisa Purvis, stated there was someone interested in serving on the Planning and Zoning Board.

Town Clerk Lisa Purvis states that person is no longer interested in serving and if someone is interested in serving, there is information on the Town's website on how to apply.

Motion made by Councilman Pickett, Seconded by Council President Beasley.
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

- ITEM-6 Town Council to set Joint Workshop between Nassau County School Board and the Hilliard Town Council for Monday, January 10, 2022, at 6:00 p.m.
Lisa Purvis, MMC - Town Clerk

Mayor Vanzant advises that he will be absent from the Workshop on Monday, January 10, 2022, at 6:00 p.m.

Motion made by Councilman Wollitz, Seconded by Council President Beasley.
 Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

- ITEM-7 Town Council to set Special Meeting Review and Discussion of Classification and Compensation Study for the Town of Hilliard.
Lisa Purvis, MMC - Town Clerk

Motion made to set a Special Meeting for January 13, 2022, at 6:00 p.m.

Motion made by Council Pro Tem Sims, Seconded by Councilman Wollitz.
 Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

- ITEM-8 Town Council to approve Jasmine Booth's Transition from Temporary to Regular Part-Time Employment Status.
Gabe Whittenburg – Parks & Recreation Director

Motion made by Council President Beasley, Seconded by Councilman Wollitz.
 Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

- ITEM-9 Town Council approval for CDBG Water Main Replacement Change Order No. 3 which is an increase in contract price of \$15,088.39 due to addition of a directional drill at road crossing from change in field conditions.
Lisa Purvis, MMC – Town Clerk

Motion made by Council Pro Tem Sims, Seconded by Council President Beasley.
 Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

- ITEM-10 Resolution No. 2022-01 - Town of Hilliard 2022 Holidays
 A Resolution of the Town Council of the Town of Hilliard, Florida, a municipal corporation; adopting recognized holiday dates for the Town of Hilliard; at its first meeting of the Town Council held in January; as outlined in the personnel policy manual; as it relates to holidays under the employee benefit programs section; and providing for an effective date.
Town Attorney Waugh

Town Council to adopt Resolution No. 2022-01 approving the Town of Hilliard 2022 Holidays as outlined in the personnel policy manual.
Lisa Purvis, MMC - Town Clerk

Motion made by Council Pro Tem Sims, Seconded by Councilman Wollitz.
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

- ITEM-11 Town Council approval of the Minutes from 2020 and 2021 Workshops, as well as the Minutes from the November 29, 2021, Special Meeting, the December 2, 2021, Public Hearing and Regular Meeting, and the December 13, 2021, Special Meeting.

Lisa Purvis, MMC - Town Clerk

Motion made by Councilman Pickett, Seconded by Councilman Wollitz.
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz
Voting Nay: Councilwoman Bishop

- ITEM-12 Town Council approval of FDOT PTGA Security Camera, Lighting and Video Recording System Change Order No. 1 which is an increase in contract price of \$3,250.00 to add and install one dome camera inside the FBO building in the Vending Area.

Lisa Purvis, MMC – Town Clerk

Motion made by Councilman Pickett, Seconded by Councilwoman Bishop.
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

- ITEM-13 Town Council approval of AEC Electrical Contractors Inc., Payable for Pay Request No. 3 through December 27, 2021, Project Name: Security & Lighting at the Hilliard Airpark in the amount of \$19,950.00.

**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT
\$165,000.00**

Motion made by Councilman Wollitz, Seconded by Council President Beasley.
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

- ITEM-14 Town Council approval of AECOM, Payable through December 3, 2021, Project Name: New Box Hangar & Hangar Repair at the Hilliard Airpark in the amount of \$1,768.20.

**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT
\$58,940.00**

Motion made by Councilwoman Bishop, Seconded by Council Pro Tem Sims.
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

- ITEM-15 Town Council approval of AECOM, Payable through November 5, 2021, Project Name: Security Improvements at the Hilliard Airpark in the amount of \$5,137.00.

**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT
\$51,370.00**

Motion made by Council Pro Tem Sims, Seconded by Councilwoman Bishop.
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

- ITEM-16 Town Council approval of McInnis Services, LLC dba LMC Steel, Payable for Pay Request No. 4 through December 31, 2021, Project Name: New Box Hangar, Hangar Repair & New Equipment Storage Building at the Hilliard Airpark in the amount of \$47,883.80.
FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT
\$544,157.00

Motion made by Council Pro Tem Sims, Seconded by Councilman Wollitz.
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

ADDED ITEMS

- ITEM – 17 Town Council to set Joint Workshop between the Planning & Zoning Board, Town Council and the Town's Consulting Engineers for Tuesday, January 11, 2022, 6:00 p.m. to discuss direction for infrastructure requirements for development on individual lots within the Town limits.
Lisa Purvis, MMC – Town Clerk

Council President Beasley and Councilman Wollitz state they cannot be present at the meeting on January 11, 2022.

To set another date, January 18, 2022, at 6:00 p.m. is discussed as an option. Town Clerk Lisa Purvis will contact Town Engineer, Tim Norman, regarding setting the Workshop on January 18, 2022, at 6:00 p.m. instead of January 11, 2022.

Motion made by Council Pro Tem Sims, Seconded by Councilman Wollitz.
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

ADDITIONAL COMMENTS

PUBLIC

Skip Frey, 37132 West Fourth Street, Hilliard, thanks the Town Council for re-appointment and states that he always looks out for the Town as a whole and not just a few individuals.

Raymond Schmoldt, 37138 Lee Street, Hilliard, advised Ordinance No. 2021-10, the Golf Cart Ordinance, paperwork states that insurance is required before a permit can be granted. Mr. Schmoldt asks for clarification from the Town Council.

Town Attorney Waugh states the Town Hall Office Staff did reach out to him regarding the Insurance issue and he advised to remove that verbiage from the forms.

Raymond Schmoldt 37138, Lee Street, Hilliard, states he is happy that verbiage was removed and has no other issue.

MAYOR & TOWN COUNCIL

Mayor Vanzant reads the upcoming meeting dates

January Meetings:

Thursday, 01-06-2022 @ 7PM Public Hearing & Regular Meeting

Monday, 01-10-2022 @ 6PM Joint Workshop (NCSB)

Thursday, 01-13-2022 @ 6PM Special Meeting (Compensation Study)

Thursday, 01-20-2022 @ 7PM Regular Meeting

All Council Members and Mayor Vanzant state to remember past Councilman Donald Humphrey and his family during this difficult time.

Council President Beasley states that Parks and Recreation Director Gabe Whittenburg thanked the Town Council for sponsoring teams.

ADMINISTRATIVE STAFF**PRESENT**

Town Clerk, Lisa Purvis

ABSENT

Public Works Director, Ritchie Rowe

Parks & Recreation Director, Gabe Whittenburg

Town Clerk, Lisa Purvis advises Newspaper Reporters of past Councilman Donald Humphrey's passing and states that he served on the Planning and Zoning Board from March 2005 through December 2005 and served on the Town Council for two terms from January 2006 through December 2012.

TOWN ATTORNEY

No comment.

ADJOURNMENT

Motion to adjourn at 8:10 p.m.

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

Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

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

John P. Beasley
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

Floyd L. Vanzant

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

MINUTES

MONDAY, JANUARY 10, 2022, 6:00 PM

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Council President John Beasley
Council Pro Tem Kenny Sims
Councilman Lee Pickett
Councilman Jared Wollitz
Councilwoman Callie Kay Bishop

ABSENT

Mayor Floyd Vanzant

NASSAU COUNTY SCHOOL BOARD MEMBERS PRESENT

Dr. Kathy Burns, Superintendent
Mrs. Donna Martin, Chairman
Ms. Gail Cook, Vice-Chairman
Mr. Jamie Deonas
Ms. Lissa Braddock
Ms. Cindy Grooms
Brett Steger, NCSB Attorney

WORKSHOP

ITEM-1 Nassau County School Board - District Update.
Dr. Kathy Burns - Superintendent

Superintendent, Dr Kathy Burns states that even with the COVID pandemic, the School Board still chose to be graded and received an "A" grade. Currently, there are 12,349 students enrolled with Nassau County Schools with a 93.4% Graduation Rate.

- ITEM-2 Nassau County School Board - Land Growth Report.
Dr. Kathy Burns – Superintendent

Superintendent, Dr Kathy Burns thanks Council President Beasley, Councilman Wollitz and Planning & Zoning Board Member Harold “Skip” Frey for their participation with the Land/Growth Committee. Dr. Burns also states there is an expected 30% increase in growth in Nassau County over the next 10 years and comments on the two new sub-divisions in Hilliard, Whisper Ridge and Greenbrier.

- ITEM-3 Nassau County School Board – Concurrency and Capacity Update.
Dr. Kathy Burns - Superintendent

Superintendent, Dr Kathy Burns advises that Hilliard Elementary, Hilliard Middle Senior High School and Bryceville Elementary are the only schools in Nassau County that are not at capacity, but with the growth Hilliard will be experiencing reaching capacity is inevitable.

- ITEM-4 Nassau County School Board - Interlocal Agreement Draft for Review.
Dr. Kathy Burns - Superintendent

Superintendent, Dr Kathy Burns and Brett Steger, NCSB Attorney comment on the Interlocal Agreement Draft and how it will no longer be just between Nassau County School Board and Hilliard. The New Interlocal Agreement will consist of Nassau County Board of County Commissioners, Town of Callahan, and the Town of Hilliard. It will also streamline the process for future development. Dr. Burns advises a copy of the draft will be sent out in the next few days.

ADDITIONAL COMMENTS

Superintendent, Dr Kathy Burns states there is a need for Teachers, Bus Drivers, Cafeteria Workers and Substitutes.

ADJOURNMENT

Motion to adjourn at 6:37 p.m.

Motion made by Councilman Wollitz, Seconded by Council Pro Tem Sims.
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

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

John P. Beasley
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

Floyd L. Vanzant
Mayor

HILLIARD TOWN COUNCIL MEETING

Hilliard Town Hall / Council Chambers
15859 West County Road 108
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Hilliard, FL 32046

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ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, JANUARY 13, 2022, 6:00 PM

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CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Council President John Beasley
Councilman Lee Pickett
Councilman Jared Wollitz

ABSENT

Mayor Floyd Vanzant
Council Pro Tem Kenny Sims
Councilwoman Callie Kay Bishop

COUNCIL PRESIDENT BEASLEY

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

Councilman Wollitz informs everyone that Councilman Sims was called into work and may be at the meeting late.

SPECIAL MEETING

ITEM-1 Additions/Deletions to Agenda

No additions to or deletions from the agenda.

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

Parks & Recreation Director Whittenburg reviews the Salary Study Analysis by discussing the following items:

- Raw Data Analysis (pg. 2)
- Variable Step Rate (pg. 3)
- Job to Grade Mapping (pg. 4)
- Salary Recommendations (pg. 5)
- Salary Recommendations (pg. 6)

Motion made to table item to the Thursday, January 20, 2022, Regular Meeting to allow the Mayor and absent Council Members to review the material before a final vote is made.

Motion made by Councilman Wollitz, Seconded by Councilman Pickett.

Voting Yea: Council President Beasley, Councilman Pickett, Councilman Wollitz

ADDITIONAL COMMENTS

PUBLIC

Jody Wildes, 28170 Quick Fox Run Hilliard, Florida thanks Parks and Recreation Director Whittenburg for all his hard work on the Classification and Compensation Study. He also thanks the Town Council for the \$1,000.00 bonus on behalf of the Town employees and for working to get the Classification and Compensation Study resolved.

MAYOR & TOWN COUNCIL

Councilman Wollitz thanks the Town Employees and states he would like to retain those currently employed.

Councilman Pickett thanks Parks and Recreation Director Whittenburg for all his hard work on the Classification and Compensation Study.

Council President Beasley also thanks Parks and Recreation Director Whittenburg and states that Mr. Donald Humphrey's viewing will be at 10:00 a.m. and the service will be held at 11:00 a.m. on Saturday, January 15, 2022 at Hilliard Community Cemetery.

ADMINISTRATIVE STAFF

PRESENT

Town Clerk, Lisa Purvis

Parks & Recreation Director, Gabe Whittenburg

ABSENT

Public Works Director, Ritchie Rowe

Parks and Recreation Director Whittenburg states there will be 21 basketball games on Saturday, January 15, 2022.

Town Clerk, Lisa Purvis advises the Council that the Nassau County Council on Aging Annual Meeting will be held on January 25, 2022, from 11:00 a.m. until 11:45 a.m. at the newly renovated Westside Senior Life Center.

TOWN ATTORNEY

Not requested to attend.

ADJOURNMENT

Motion to adjourn at 7:10 p.m.

Motion made by Councilman Wollitz, Seconded by Councilman Pickett.

Voting Yea: Council President Beasley, Councilman Pickett, Councilman Wollitz

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

John P. Beasley
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:


Floyd L. Vanzant
Mayor

Chad Brock Enterprises, Inc.
P.O. Box 1325
Hilliard, FL 32046
P: 904-507-3299
Fax: 904-845-1296
cbrocklandscape@windstream.net

ITEM-9	
Date	Invoice
1/12/2022	11139

Town Of Hilliard
P.O. Box 249
15859 C.R. 108
Hilliard, FL 32046

P.O. No.

Item	Quantity	Description	Rate	Amount
Topdressing	1	<p>Turf Runway Improvements. Project NO. 60611457.</p> <p>Topdress and drag 360 cubic yds of builders sand between runway lights South half of runway end.</p> <p>Installed 40 yds on North Half. Completed Jan 12 2022.</p> <p>Approved 1/12/2022 by Michael R. Arnold</p> 	25,500.00	25,500.00
Jan			Total	\$25,500.00



First Coast Mulch
 4672 Race Track Rd
 St Johns, FL 32259
 (904)254-5366
 bobbyk@firstcoastmulch.com

ITEM-10
Invoice

BILL TO
City Of Hilliard 37516 Oxford Street Hilliard, Florida 32046

SHIP TO
City Of Hilliard 37516 Oxford Street Hilliard, Florida 32046 Office: 904.845.2733 Cell: 904.314.3566

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
4113	12/15/2021	\$14,625.00	01/14/2022	Net 30	

TRACKING NO.

NO. 2021.12.09 GB

ACTIVITY	QTY	RATE	AMOUNT
Mulch Installation:Playground Chips Installation of IPEMA Certified chips https://www.cpsc.gov/safety-education/safety-guides/playgrounds North Oxford Park Playground Area (59'x64') 371093 Oxford Street Hilliard, FL 32046	65	45.00	2,925.00
Mulch Installation:Playground Chips Installation of IPEMA Certified chips https://www.cpsc.gov/safety-education/safety-guides/playgrounds Oxford Street Park Playground Area (52'x70') 37516 Oxford Street Hilliard, FL 32046	65	45.00	2,925.00
Mulch Installation:Playground Chips Installation of IPEMA Certified chips https://www.cpsc.gov/safety-education/safety-guides/playgrounds D.H. "Buck" Buchanan Town Square Park Large Area (84'x121') Small Area (48'x42') 27531 West Third Avenue Hilliard, FL 32046	195	45.00	8,775.00

We appreciate the opportunity to work with you. Let everyone know how great we did by reviewing us on our First Coast Mulch Facebook page. Please let us know if you need anything else.

BALANCE DUE

\$14,625.00

Exhibit M

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE 1 of 2 PAGES

TO OWNER:

Town of Hilliard
15859 West CR 108
Hilliard, FL 32046

PROJECT:

New Box Hangar, Hangar Repairs and New Equipment Storage Bldg.
Hilliard Airpark
37792 Eastwood Rd. Hilliard FL 3246

APPLICATION NO: 5

Distribution to:

<input checked="" type="checkbox"/>	OWNER
<input type="checkbox"/>	ARCHITECT
<input type="checkbox"/>	CONTRACTOR

PERIOD TO: 1/5/2022

FROM CONTRACTOR:

McInnis Services, LLC dba LMC Steel
PO Box 367
Obrien, FL 32071

ARCHITECT:

AECOM
7650 W Courtney Campbell Cswy
Tampa, FL 33607

FDOT FPID Nos. 431303-1-94-18 and 444413-1-94-01

CONTRACT FOR: New Box Hangar, Hangar Repairs and New Equipment Storage Bldg.

CONTRACT DATE: 8/19/2021

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.

Continuation Sheet, AIA Document G703, is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

1. ORIGINAL CONTRACT SUM	\$ 515,857.00
2. Net change by Change Orders	\$ 28,300.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$ 544,157.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$ 336,393.00
5. RETAINAGE:	
a. 5 % of Completed Work (Column D + E on G703)	\$ 15,404.65
b. % of Stored Material (Column F on G703)	\$ -
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$ 15,404.65
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$ 320,988.35
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$ 233,076.30
8. CURRENT PAYMENT DUE TO McInnis Services, LLC	\$ 87,912.05
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$ 223,168.65

CONTRACTOR: McInnis Services, LLC dba LMC Steel

By:  Date: 1/5/2022

State of: _____ County of: _____
Subscribed and sworn to before me this _____ day of _____
Notary Public: _____

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 87,912.05

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)
ARCHITECT:

Digitally signed by Prange, Bill
DN: cn=Prange, Bill, ou=USTPA1,
email=bill.prange@aecom.com
Date: 2022.01.06 15:15:28 -05'00'

January 6, 2022

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Added work in Hangars 12 and 13 See CO #1	\$28,300.00	\$0.00
Total approved prior months	\$28,300.00	\$0.00
Total approved this month	\$0.00	\$0.00
TOTALS	\$28,300.00	\$0.00
NET CHANGES by Change Order	\$28,300.00	

CONTINUATION SHEET

AIA DOCUMENT G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing
Contractor's signed Certification is attached.
In tabulations below, amounts are listed to the nearest dollar.

APPLICATION NUMBER: 5
APPLICATION DATE: 1/5/2022
PERIOD TO: 1/5/2022
PROJECT NAME: New Box Hangar, Hangar Repairs and New Equipment Storage Bldg.

A	B	C	D	E	F	G	H	I	J
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	PREVIOUS APPLICATIONS	WORK COMPLETE THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED (D+E+F)	% COMPLETE (G/C)	BALANCE TO FINISH (C-G)	RETAINAGE (5% OF G)
	BOX HANGAR BUILDING (FPID 431303-1-94-18)								
C-105-2.1	MOBILIZATION	\$ 12,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 12,000.00	\$ -
13125-1	PREFABRICATED BOX HANGAR WITH HYDRAULIC DOOR, INCLUDING FINAL DESIGN, PERMITTING, FOUNDATION, SITE WORK, BUILDING ELECTRICAL WORK, AND ALL NECESSARY APPURTENANCES, COMPLETE IN PLACE	\$ 193,891.00	\$ 45,212.00	\$ 48,705.00	\$ -	\$ 93,917.00	48%	\$ 99,974.00	\$ 4,695.85
U-1	SITE UTILITIES, WATER, AND SITE ELECTRIC	\$ 7,800.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 7,800.00	\$ -
	SUBTOTAL - BOX HANGAR BUILDING (FPID 431303-1-94-18)	\$ 213,691.00	\$ 45,212.00	\$ 48,705.00	\$ -	\$ 93,917.00	44%	\$ 119,774.00	\$ 4,695.85
	REPAIRS TO MULTIPLE HANGARS (FPID 431303-1-94-18)								
C-105-2.1	MOBILIZATION	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -
REPAIR-1	HANGAR #12 REPAIRS	\$ 19,410.00	\$ 19,410.00	\$ -	\$ -	\$ 19,410.00	100%	\$ -	\$ 970.50
REPAIR-2	HANGAR #7 REPAIRS	\$ 24,820.00	\$ 24,820.00	\$ -	\$ -	\$ 24,820.00	100%	\$ -	\$ 1,241.00
REPAIR-3	HANGAR #13 REPAIRS	\$ 6,800.00	\$ 6,800.00	\$ -	\$ -	\$ 6,800.00	100%	\$ -	\$ 340.00
REPAIR-4	HANGAR #5 REPAIRS	\$ 24,820.00	\$ 24,800.00	\$ -	\$ -	\$ 24,800.00	100%	\$ 20.00	\$ 1,240.00
REPAIR-5	HANGAR #3 REPAIRS	\$ 17,490.00	\$ 17,490.00	\$ -	\$ -	\$ 17,490.00	100%	\$ -	\$ 874.50
REPAIR-6	HANGAR #14 (FBO) REPAIRS	\$ 1,620.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 1,620.00	\$ -
REPAIR-7	HANGAR #6 REPAIRS	\$ 19,910.00	\$ 19,910.00	\$ -	\$ -	\$ 19,910.00	100%	\$ -	\$ 995.50
REPAIR-8	HANGAR #8 REPAIRS	\$ 16,900.00	\$ 16,900.00	\$ -	\$ -	\$ 16,900.00	100%	\$ -	\$ 845.00
REPAIR-9	HANGAR #22 REPAIRS	\$ 980.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 980.00	\$ -
	SUBTOTAL - REPAIRS TO MULTIPLE HANGARS (FPID 431303-1-94-18)	\$ 132,750.00	\$ 130,130.00	\$ -	\$ -	\$ 130,130.00	98%	\$ 2,620.00	\$ 6,506.50
	AIRPORT EQUIPMENT STORAGE BUILDING (FPID 444413-1-94-01)								
C-105-2.21	MOBILIZATION	\$ 12,000.00	\$ -		\$ -	\$ -	0%	\$ 12,000.00	\$ -
13125-2	PREFABRICATED STORAGE BUILDING WITH ROLL-UP DOORS, INCLUDING FINAL DESIGN, PERMITTING, FOUNDATION, SITE WORK, BUILDING ELECTRICAL AND ALL NECESSARY APPURTENANCES, COMPLETE IN PLACE	\$ 147,916.00	\$ 40,212.00	\$ 43,834.00	\$ -	\$ 84,046.00	57%	\$ 63,870.00	\$ 4,202.30
U-2	SITE UTILITIES, WATER, AND SITE ELECTRIC	\$ 9,500.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 9,500.00	\$ -
	SUBTOTAL - AIRPORT EQUIPMENT STORAGE BUILDING (FPID 444413-1-94-01)	\$ 169,416.00	\$ 40,212.00	\$ 43,834.00	\$ -	\$ 84,046.00	50%	\$ 85,370.00	\$ 4,202.30
	TOTAL PROJECT COST	\$ 515,857.00	\$ 215,554.00	\$ 92,539.00	\$ -	\$ 308,093.00	192%	\$ 207,764.00	\$ 15,404.65
	Change Orders								
	added work Hangar 12	\$ 12,500.00	\$ 12,500.00		\$ -	\$ 12,500.00	100%	\$ -	
	added work Hangar 13	\$ 15,800.00	\$ 15,800.00		\$ -	\$ 15,800.00	100%	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
	TOTAL CHANGE ORDERS	\$ 28,300.00	\$ 28,300.00	\$ -	\$ -	\$ 28,300.00	100%	\$ -	\$ -
	GRAND TOTALS:	\$ 544,157.00	\$ 243,854.00	\$ 92,539.00	\$ -	\$ 336,393.00	\$ 2.92	\$ 207,764.00	\$

MITTAUER &
ASSOCIATES, INC.
580-1 WELLS ROAD
ORANGE PARK, FL 32073
904-278-0030



Invoice 22013

ITEM-12

BILL TO

Town of Hilliard
P.O. Box 249
Hilliard, FL 32046
Attn: Lisa Purvis

DATE
01/04/2022

PLEASE PAY
\$3,830.00

DUE DATE
01/24/2022

M&A PROJECT NO.

9610-52-1

DESCRIPTION

AMOUNT

CDBG 20 NR WATER MAIN REPLACEMENT
CDBG CONTRACT NO. 20DB-OO-04-55-02-N08
TOWN OF HILLIARD, FLORIDA

Engineering services concerning the CDBG 20 NR Water Main Replacement project for the Town of Hilliard including completion of permitting services and progress toward construction administration and resident project representative services during the period November 27, 2021 through December 31, 2021.

LUMP SUM CONTRACT AMOUNT: \$105,700.00

- Item A. Preliminary Engineering, \$3,100 (100% complete)
- Item B. Basic Engineering, \$39,300 (100% complete)
- Item C. Construction Administration, \$10,000 (80% complete)
- Item D. Resident Project Representative Services, \$28,300 (80% complete)
- Item D. Additional Engineering Services, \$25,000 (92% complete)
(Topographic Surveying, \$20,000 | Permit Applications, \$3,000 | Record Drawings, \$2,000)

AMOUNT PREVIOUSLY INVOICED: \$92,210.00

Amount Earned This Period

3,830.00

Thank you for your business.

TOTAL DUE

\$3,830.00

THANK YOU.



Correspondence Only:

UTILITY SERVICE CO., INC.
P. O. Box 1350
Perry, Georgia 31069
(478) 987-0303

RECEIVED
JAN - 3 2022
TOWN OF HILLIARD

INVOICE

ITEM-13

Mail Payments to:

UTILITY SERVICE CO., INC.
P. O. Box 207362
DALLAS, TX 75320-7362
(478) 987-0303

BILL TO

TOWN OF HILLIARD, FL
P O BOX 249
HILLIARD, FL 32046

SHIP TO

TOWN OF HILLIARD, FL
CATHERINE STREET
NULL NULL
CHLORINE CONTACT TANK
HILLIARD, FL 32046

PLEASE INCLUDE THE INVOICE NUMBER ON PAYMENT

Customer Number: 6299

DUE UPON RECEIPT

<u>INV. #</u>	<u>INV DATE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>TAX</u>	<u>TOTAL</u>
549344	22-DEC-21	UPON COMPLETION OF THE REPAIRS AND INTERIOR RENOVATION PERFORMED ON THE CHLORINE CONTACT TANK	\$81,252.00	\$0.00	\$81,252.00

**TOTAL DUE TO
UTILITY SERVICE CO., INC.**

\$81,252.00

401-06-53662

Thank You For Your Business

A 1.5% PER MONTH **FINANCE CHARGE** MAY BE CHARGED FOR ALL PAST DUE INVOICES.



Correspondence Only:

UTILITY SERVICE CO., INC.
P. O. Box 1350
Perry, Georgia 31069
(478) 987-0303

RECEIVED
JAN - 3 2022
TOWN OF HILLIARD

INVOICE

ITEM-14

Mail Payments to:

UTILITY SERVICE CO., INC.
P. O. Box 207362
DALLAS, TX 75320-7362
(478) 987-0303

BILL TO

TOWN OF HILLIARD, FL
P O BOX 249
HILLIARD, FL 32046

SHIP TO

TOWN OF HILLIARD, FL
3748 PECAN STREET
3748 PECAN STREET
100,000 CONCRETE
WTP GST 1
HILLIARD, FL 32046

PLEASE INCLUDE THE INVOICE NUMBER ON PAYMENT

Customer Number: 6299

DUE UPON RECEIPT

<u>INV. #</u>	<u>INV DATE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>TAX</u>	<u>TOTAL</u>
549460	22-DEC-21	UPON COMPLETION OF THE INITIAL INTERIOR AND EXTERIOR RENOVATIONS AND REPAIRS PERFORMED ON THE 100,000 CONCRETE WTP GST 1 TANK	\$77,311.00	\$0.00	\$77,311.00

**TOTAL DUE TO
UTILITY SERVICE CO., INC.**

\$77,311.00

401-06-53662

Thank You For Your Business

A 1.5% PER MONTH **FINANCE CHARGE** MAY BE CHARGED FOR ALL PAST DUE INVOICES.



Correspondence Only:

UTILITY SERVICE CO., INC.
P. O. Box 1350
Perry, Georgia 31069
(478) 987-0303

RECEIVED
JAN - 3 2022
TOWN OF HILLIARD

INVOICE

ITEM-15

Mail Payments to:

UTILITY SERVICE CO., INC.
P. O. Box 207362
DALLAS, TX 75320-7362
(478) 987-0303

BILL TO

TOWN OF HILLIARD, FL
P O BOX 249
HILLIARD, FL 32046

SHIP TO

TOWN OF HILLIARD, FL
3748 PECAN STREET
3748 PECAN STREET
100,000 CONCRETE
WTP GST 2
HILLIARD, FL 32046

PLEASE INCLUDE THE INVOICE NUMBER ON PAYMENT

Customer Number: 6299

DUE UPON RECEIPT

INV. #	INV DATE	DESCRIPTION	AMOUNT	TAX	TOTAL
549461	22-DEC-21	UPON COMPLETION OF THE INITIAL INTERIOR AND EXTERIOR RENOVATIONS AND REPAIRS PERFORMED ON THE 100,000 CONCRETE WTP GST 2 TANK	\$77,311.00	\$0.00	\$77,311.00

**TOTAL DUE TO
UTILITY SERVICE CO., INC.**

\$77,311.00

401-06-53662

Thank You For Your Business

A 1.5% PER MONTH **FINANCE CHARGE** MAY BE CHARGED FOR ALL PAST DUE INVOICES.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting

Meeting Date: January 20, 2022

FROM: ***Ritchie Rowe, Public Works Director***

SUBJECT: Capital Approval Water Truck

BACKGROUND: The current water truck is a 2001 model truck that has become a high maintenance vehicle. The 2022 Ford F250 Super Cab Truck we wish to purchase will also be equipped with accessories for water and sewer line repair.

FINANCIAL IMPACT: \$46,885.00

RECOMMENDATION: Approval to purchase a Water Truck from Alan Jay Fleet Sales 2003 U.S. 27 South, Sebring, FL 33870.

Awarded Contract



2022 Model Year FLORIDA Price Schedule

CONTRACT # 120716-NAF & 060920-NAF

ALAN JAY

FLEET SALES



5330 US HWY 27 SOUTH, SEBRING FL 33870

863-402-4234

chris.wilson@alanjay.com

scott.wilson@alanjay.com

christy.self@alanjay.com

September 2021 Market Update: Delays continue

Our industry continues to be greatly impacted by the global semi-conductor shortage. Auto manufactures have been announcing cancelled orders, scheduled plant closures, production delays, and early order-entry cutoff dates. In the US alone, it is estimated that over 3.9 million fewer vehicles will be produced during the 2021 model year production cycle.

Please relay your needs to one of us at Alan Jay Fleet and we will be happy to discuss the current lead times & order entry dates that apply. The following is listing is for 2022 production model vehicles and associated equipment in conformance with our Sourcewell bid award. Please note that as of the date of this publication, some fleet order cutoff dates have already been reached.

“Strive not to be a success, but rather to be of value.” – Albert Einstein.

Mr. Chris Wilson
 Alan Jay Automotive Network
 441 US Hwy. 27 North. Sebring, FL 33871

Authorization # 7301 Renewed R2

Recitals: National Auto Fleet Group, a wholly owned subsidiary of Chevrolet of Watsonville was the successful bidder on the National Joint Powers Alliance Bid Number 091521 CLASS 1-3 **"VEHICLES, CARS, VANS, SUV'S AND LIGHT TRUCKS WITH RELATED ACCESSORIES"**. Valid until November 8th, 2025

Bid Number: 060920 **"CLASS 4-8 CHASSI WITH RELATED EQUIPMENT, ACCESSORIES, AND SERVICES"** Valid until August 1st, 2024

The subsequent contract **resulting from bid number 091521 does not expire until November 8th, 2025 and bid number 060920 does not expire until August 1st, 2024.** In an effort to provide passenger cars, light duty medium duty and heavy duty trucks with accessories, National Auto Fleet Group elected to create **Alan Jay Automotive Management, Inc.** an **APPROVED ASSOCIATE DEALER**.

Your proposal offering is hereby accepted and is awarded for: Alan Jay Nissan, Alan Jay Chevrolet Cadillac, Inc. d/b/a Alan Jay Chevrolet Buick GMC Cadillac, Alan Jay Ford Lincoln Mercury, Inc. d/b/a Alan Jay Ford Lincoln, Alan Jay Import Center Inc. d/b/a Alan Jay Toyota, Alan Jay Enterprises of Wauchula, Inc., d/b/a Alan Jay Chrysler Dodge Jeep of Wauchula d/b/a Alan Jay Chevrolet of Wauchula, Alan Jay Ford of Wauchula, Inc., Alan Jay Chrysler Jeep, Inc. d/b/a Alan Jay Kia, Tropical Chevrolet, Inc. As an ASSOCIATE DEALER, you are now bound to terms and conditions of the ASSOCIATE DEALER AGREEMENT.

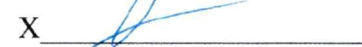
National Auto Fleet Group has selected **Alan Jay Automotive Management, Inc.** to conduct business within the states of **Florida, Alabama, Georgia, North Carolina, and South Carolina** to sell service and deliver Passenger Cars, Light, Medium & Heavy-Duty Trucks under our national contract 091521 and 060920, to any city or county, political sub-division.

ALAN JAY AUTOMOTIVE NETWORK

X 

Chris Wilson, Fleet Sales Manager
441 US Hwy. 27 North Sebring, FL 33870

NATIONAL AUTO FLEET GROUP

X 

Jesse Cooper, National Manager
490 Auto Center Drive Watsonville CA 95076

Company ID Number: 1201859

**THE E-VERIFY
MEMORANDUM OF UNDERSTANDING
FOR EMPLOYERS**

**ARTICLE I
PURPOSE AND AUTHORITY**

The parties to this agreement are the Department of Homeland Security (DHS) and the Alan Jay Automotive Management (Employer). The purpose of this agreement is to set forth terms and conditions which the Employer will follow while participating in E-Verify.

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the Social Security Administration (SSA), and DHS.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

**ARTICLE II
RESPONSIBILITIES**

A. RESPONSIBILITIES OF THE EMPLOYER

1. The Employer agrees to display the following notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system:
 - a. Notice of E-Verify Participation
 - b. Notice of Right to Work
2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted about E-Verify. The Employer also agrees to keep such information current by providing updated information to SSA and DHS whenever the representatives' contact information changes.
3. The Employer agrees to grant E-Verify access only to current employees who need E-Verify access. Employers must promptly terminate an employee's E-Verify access if the employer is separated from the company or no longer needs access to E-Verify.

Company ID Number: 1201859

4. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.
 5. The Employer agrees that any Employer Representative who will create E-Verify cases will complete the E-Verify Tutorial before that individual creates any cases.
 - a. The Employer agrees that all Employer representatives will take the refresher tutorials when prompted by E-Verify in order to continue using E-Verify. Failure to complete a refresher tutorial will prevent the Employer Representative from continued use of E-Verify.
 6. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:
 - a. If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.
 - b. If an employee presents a DHS Form I-551 (Permanent Resident Card), Form I-766 (Employment Authorization Document), or U.S. Passport or Passport Card to complete Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The Employer will use the photocopy to verify the photo and to assist DHS with its review of photo mismatches that employees contest. DHS may in the future designate other documents that activate the photo screening tool.
- Note: Subject only to the exceptions noted previously in this paragraph, employees still retain the right to present any List A, or List B and List C, document(s) to complete the Form I-9.
7. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.
 8. The Employer agrees that, although it participates in E-Verify, the Employer has a responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the antidiscrimination requirements of section 274B of the INA with respect to Form I-9 procedures.
 - a. The following modified requirements are the only exceptions to an Employer's obligation to not employ unauthorized workers and comply with the anti-discrimination provision of the INA: (1) List B identity documents must have photos, as described in paragraph 6 above; (2) When an Employer confirms the identity and employment eligibility of newly hired employee using E-Verify procedures, the Employer establishes a rebuttable presumption that it has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of that employee; (3) If the Employer receives a final nonconfirmation for an employee, but continues to employ that person, the Employer must notify DHS and the Employer is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) If the Employer continues to employ an employee after receiving a final nonconfirmation, then the Employer is subject to a rebuttable presumption that it has knowingly

Company ID Number: 1201859

employed an unauthorized alien in violation of section 274A(a)(1)(A); and (5) no E-Verify participant is civilly or criminally liable under any law for any action taken in good faith based on information provided through the E-Verify.

b. DHS reserves the right to conduct Form I-9 compliance inspections, as well as any other enforcement or compliance activity authorized by law, including site visits, to ensure proper use of E-Verify.

9. The Employer is strictly prohibited from creating an E-Verify case before the employee has been hired, meaning that a firm offer of employment was extended and accepted and Form I-9 was completed. The Employer agrees to create an E-Verify case for new employees within three Employer business days after each employee has been hired (after both Sections 1 and 2 of Form I-9 have been completed), and to complete as many steps of the E-Verify process as are necessary according to the E-Verify User Manual. If E-Verify is temporarily unavailable, the three-day time period will be extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability.

10. The Employer agrees not to use E-Verify for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use that this MOU or the E-Verify User Manual does not authorize.

11. The Employer must use E-Verify for all new employees. The Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. Employers who are Federal contractors may qualify for exceptions to this requirement as described in Article II.B of this MOU.

12. The Employer agrees to follow appropriate procedures (see Article III below) regarding tentative nonconfirmations. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending. Further, when employees contest a tentative nonconfirmation based upon a photo mismatch, the Employer must take additional steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

13. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo mismatch, does not establish, and should not be interpreted as, evidence that the employee is not work authorized. In any of such cases, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status

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(including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, withholding pay, refusing to assign the employee to a Federal contract or other assignment, or otherwise assuming that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo mismatch or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 (customer service) or 1-888-897-7781 (worker hotline).

14. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA as applicable by not discriminating unlawfully against any individual in hiring, firing, employment eligibility verification, or recruitment or referral practices because of his or her national origin or citizenship status, or by committing discriminatory documentary practices. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the immigration-related unfair employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

15. The Employer agrees that it will use the information it receives from E-Verify only to confirm the employment eligibility of employees as authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords), to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.

16. The Employer agrees to notify DHS immediately in the event of a breach of personal information. Breaches are defined as loss of control or unauthorized access to E-Verify personal data. All suspected or confirmed breaches should be reported by calling 1-888-464-4218 or via email at E-Verify@dhs.gov. Please use "Privacy Incident – Password" in the subject line of your email when sending a breach report to E-Verify.

17. The Employer acknowledges that the information it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)). Any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

18. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, which includes permitting DHS, SSA, their contractors and other agents, upon

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reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a prompt and accurate manner to DHS requests for information relating to their participation in E-Verify.

19. The Employer shall not make any false or unauthorized claims or references about its participation in E-Verify on its website, in advertising materials, or other media. The Employer shall not describe its services as federally-approved, federally-certified, or federally-recognized, or use language with a similar intent on its website or other materials provided to the public. Entering into this MOU does not mean that E-Verify endorses or authorizes your E-Verify services and any claim to that effect is false.

20. The Employer shall not state in its website or other public documents that any language used therein has been provided or approved by DHS, USCIS or the Verification Division, without first obtaining the prior written consent of DHS.

21. The Employer agrees that E-Verify trademarks and logos may be used only under license by DHS/USCIS (see [M-795 \(Web\)](#)) and, other than pursuant to the specific terms of such license, may not be used in any manner that might imply that the Employer's services, products, websites, or publications are sponsored by, endorsed by, licensed by, or affiliated with DHS, USCIS, or E-Verify.

22. The Employer understands that if it uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its participation in E-Verify according to this MOU.

B. RESPONSIBILITIES OF FEDERAL CONTRACTORS

1. If the Employer is a Federal contractor with the FAR E-Verify clause subject to the employment verification terms in Subpart 22.18 of the FAR, it will become familiar with and comply with the most current version of the E-Verify User Manual for Federal Contractors as well as the E-Verify Supplemental Guide for Federal Contractors.

2. In addition to the responsibilities of every employer outlined in this MOU, the Employer understands that if it is a Federal contractor subject to the employment verification terms in Subpart 22.18 of the FAR it must verify the employment eligibility of any "employee assigned to the contract" (as defined in FAR 22.1801). Once an employee has been verified through E-Verify by the Employer, the Employer may not create a second case for the employee through E-Verify.

a. An Employer that is not enrolled in E-Verify as a Federal contractor at the time of a contract award must enroll as a Federal contractor in the E-Verify program within 30 calendar days of contract award and, within 90 days of enrollment, begin to verify employment eligibility of new hires using E-Verify. The Employer must verify those employees who are working in the United States, whether or not they are assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within three business days after the hire date. Once enrolled in E-Verify as a Federal contractor, the Employer must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

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- b. Employers enrolled in E-Verify as a Federal contractor for 90 days or more at the time of a contract award must use E-Verify to begin verification of employment eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within three business days after the date of hire. If the Employer is enrolled in E-Verify as a Federal contractor for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within three business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must begin verification of each employee assigned to the contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.
- c. Federal contractors that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), state or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency under a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. Employers in this category must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.
- d. Upon enrollment, Employers who are Federal contractors may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only those employees assigned to a covered Federal contract. After enrollment, Employers must elect to verify existing staff following DHS procedures and begin E-Verify verification of all existing employees within 180 days after the election.
- e. The Employer may use a previously completed Form I-9 as the basis for creating an E-Verify case for an employee assigned to a contract as long as:
- i. That Form I-9 is complete (including the SSN) and complies with Article II.A.6,
 - ii. The employee's work authorization has not expired, and
 - iii. The Employer has reviewed the Form I-9 information either in person or in communications with the employee to ensure that the employee's Section 1, Form I-9 attestation has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen).
- f. The Employer shall complete a new Form I-9 consistent with Article II.A.6 or update the previous Form I-9 to provide the necessary information if:
- i. The Employer cannot determine that Form I-9 complies with Article II.A.6,
 - ii. The employee's basis for work authorization as attested in Section 1 has expired or changed, or
 - iii. The Form I-9 contains no SSN or is otherwise incomplete.

Note: If Section 1 of Form I-9 is otherwise valid and up-to-date and the form otherwise complies with

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Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired after completing Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.A.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual.

g. The Employer agrees not to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU or to authorize verification of any existing employee by any Employer that is not a Federal contractor based on this Article.

3. The Employer understands that if it is a Federal contractor, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.

C. RESPONSIBILITIES OF SSA

1. SSA agrees to allow DHS to compare data provided by the Employer against SSA's database. SSA sends DHS confirmation that the data sent either matches or does not match the information in SSA's database.

2. SSA agrees to safeguard the information the Employer provides through E-Verify procedures. SSA also agrees to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security numbers or responsible for evaluation of E-Verify or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

3. SSA agrees to provide case results from its database within three Federal Government work days of the initial inquiry. E-Verify provides the information to the Employer.

4. SSA agrees to update SSA records as necessary if the employee who contests the SSA tentative nonconfirmation visits an SSA field office and provides the required evidence. If the employee visits an SSA field office within the eight Federal Government work days from the date of referral to SSA, SSA agrees to update SSA records, if appropriate, within the eight-day period unless SSA determines that more than eight days may be necessary. In such cases, SSA will provide additional instructions to the employee. If the employee does not visit SSA in the time allowed, E-Verify may provide a final nonconfirmation to the employer.

Note: If an Employer experiences technical problems, or has a policy question, the employer should contact E-Verify at 1-888-464-4218.

D. RESPONSIBILITIES OF DHS

1. DHS agrees to provide the Employer with selected data from DHS databases to enable the Employer to conduct, to the extent authorized by this MOU:

a. Automated verification checks on alien employees by electronic means, and

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- b. Photo verification checks (when available) on employees.
2. DHS agrees to assist the Employer with operational problems associated with the Employer's participation in E-Verify. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.
3. DHS agrees to provide to the Employer with access to E-Verify training materials as well as an E-Verify User Manual that contain instructions on E-Verify policies, procedures, and requirements for both SSA and DHS, including restrictions on the use of E-Verify.
4. DHS agrees to train Employers on all important changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual. Even without changes to E-Verify, DHS reserves the right to require employers to take mandatory refresher tutorials.
5. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in E-Verify. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division, U.S. Department of Justice.
6. DHS agrees to issue each of the Employer's E-Verify users a unique user identification number and password that permits them to log in to E-Verify.
7. DHS agrees to safeguard the information the Employer provides, and to limit access to such information to individuals responsible for the verification process, for evaluation of E-Verify, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security numbers and employment eligibility, to enforce the INA and Federal criminal laws, and to administer Federal contracting requirements.
8. DHS agrees to provide a means of automated verification that provides (in conjunction with SSA verification procedures) confirmation or tentative nonconfirmation of employees' employment eligibility within three Federal Government work days of the initial inquiry.
9. DHS agrees to provide a means of secondary verification (including updating DHS records) for employees who contest DHS tentative nonconfirmations and photo mismatch tentative nonconfirmations. This provides final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

ARTICLE III

REFERRAL OF INDIVIDUALS TO SSA AND DHS

A. REFERRAL TO SSA

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the notice as directed by E-Verify. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify

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case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.
3. After a tentative nonconfirmation, the Employer will refer employees to SSA field offices only as directed by E-Verify. The Employer must record the case verification number, review the employee information submitted to E-Verify to identify any errors, and find out whether the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security number, or any other corrected employee information that SSA requests, to SSA for verification again if this review indicates a need to do so.
4. The Employer will instruct the employee to visit an SSA office within eight Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.
5. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.
6. The Employer agrees not to ask the employee to obtain a printout from the Social Security Administration number database (the Numident) or other written verification of the SSN from the SSA.

B. REFERRAL TO DHS

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.
2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.
3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation.
4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will instruct the

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employee to contact DHS through its toll-free hotline (as found on the referral letter) within eight Federal Government work days.

5. If the Employer finds a photo mismatch, the Employer must provide the photo mismatch tentative nonconfirmation notice and follow the instructions outlined in paragraph 1 of this section for tentative nonconfirmations, generally.

6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo mismatch, the Employer will send a copy of the employee's Form I-551, Form I-766, U.S. Passport, or passport card to DHS for review by:

- a. Scanning and uploading the document, or
- b. Sending a photocopy of the document by express mail (furnished and paid for by the employer).

7. The Employer understands that if it cannot determine whether there is a photo match/mismatch, the Employer must forward the employee's documentation to DHS as described in the preceding paragraph. The Employer agrees to resolve the case as specified by the DHS representative who will determine the photo match or mismatch.

8. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.

9. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

ARTICLE IV SERVICE PROVISIONS

A. NO SERVICE FEES

1. SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access E-Verify, an Employer will need a personal computer with Internet access.

ARTICLE V MODIFICATION AND TERMINATION

A. MODIFICATION

1. This MOU is effective upon the signature of all parties and shall continue in effect for as long as the SSA and DHS operates the E-Verify program unless modified in writing by the mutual consent of all parties.

2. Any and all E-Verify system enhancements by DHS or SSA, including but not limited to E-Verify checking against additional data sources and instituting new verification policies or procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes.

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B. TERMINATION

1. The Employer may terminate this MOU and its participation in E-Verify at any time upon 30 days prior written notice to the other parties.
2. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU, and thereby the Employer's participation in E-Verify, with or without notice at any time if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established E-Verify procedures and/or legal requirements. The Employer understands that if it is a Federal contractor, termination of this MOU by any party for any reason may negatively affect the performance of its contractual responsibilities. Similarly, the Employer understands that if it is in a state where E-Verify is mandatory, termination of this by any party MOU may negatively affect the Employer's business.
3. An Employer that is a Federal contractor may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such cases, the Federal contractor must provide written notice to DHS. If an Employer that is a Federal contractor fails to provide such notice, then that Employer will remain an E-Verify participant, will remain bound by the terms of this MOU that apply to non-Federal contractor participants, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.
4. The Employer agrees that E-Verify is not liable for any losses, financial or otherwise, if the Employer is terminated from E-Verify.

ARTICLE VI PARTIES

- A. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.
- B. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.
- C. The Employer may not assign, directly or indirectly, whether by operation of law, change of control or merger, all or any part of its rights or obligations under this MOU without the prior written consent of DHS, which consent shall not be unreasonably withheld or delayed. Any attempt to sublicense, assign, or transfer any of the rights, duties, or obligations herein is void.
- D. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.
- E. The Employer understands that its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to,

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Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

F. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively. The Employer understands that any inaccurate statement, representation, data or other information provided to DHS may subject the Employer, its subcontractors, its employees, or its representatives to: (1) prosecution for false statements pursuant to 18 U.S.C. 1001 and/or; (2) immediate termination of its MOU and/or; (3) possible debarment or suspension.

G. The foregoing constitutes the full agreement on this subject between DHS and the Employer.

To be accepted as an E-Verify participant, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 1-888-464-4218.

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Approved by:

Employer Alan Jay Automotive Management	
Name (Please Type or Print) Wendy McSheffrey	Title
Signature Electronically Signed	Date 05/25/2017
Department of Homeland Security – Verification Division	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 05/25/2017

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Information Required for the E-Verify Program**Information relating to your Company:**

Company Name	Alan Jay Automotive Management
Company Facility Address	2003 US Highway 27 S Sebring, FL 33870
Company Alternate Address	
County or Parish	HIGHLANDS
Employer Identification Number	593533025
North American Industry Classification Systems Code	551
Parent Company	
Number of Employees	100 to 499
Number of Sites Verified for	1

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Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:

FLORIDA

1 site(s)

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Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name Kim R Froelich
Phone Number (863) 402 - 4208
Fax Number (863) 402 - 4267
Email Address kim.froelich@alanjay.com

Name Wendy J McSheffrey
Phone Number (863) 402 - 4231
Fax Number (863) 402 - 4267
Email Address wendy.mcsheffrey@alanjay.com

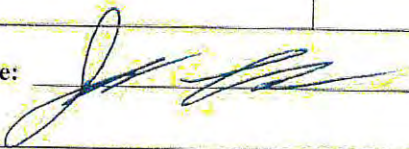
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Form C**EXCEPTIONS TO PROPOSAL, TERMS, CONDITIONS,
AND SOLUTIONS REQUEST**Company Name: 72 Hect LLC, DBA National Auto Fleet Group

Any exceptions to the terms, conditions, specifications, or proposal forms contained in this RFP must be noted in writing and included with the Proposer's response. The Proposer acknowledges that the exceptions listed may or may not be accepted by NJPA or included in the final contract. NJPA will make reasonable efforts to accommodate the listed exceptions and may clarify the exceptions in the appropriate section below.

Section/page	Term, Condition, or Specification	Exception	NJPA ACCEPTS
<u>N/A</u>		<u>None taken</u>	

Proposer's Signature: Date: 12-5-16**NJPA's clarification on exceptions listed above:**

**Contract Award
RFP #120716**

FORM D

Formal Offering of Proposal
(To be completed only by the Proposer)

VEHICLES, CARS, VANS, SUVs, AND LIGHT TRUCKS WITH RELATED EQUIPMENT, ACCESSORIES, AND SERVICES

In compliance with the Request for Proposal (RFP) for VEHICLES, CARS, VANS, SUVs, AND LIGHT TRUCKS WITH RELATED EQUIPMENT, ACCESSORIES, AND SERVICES, the undersigned warrants that the Proposer has examined this RFP and, being familiar with all of the instructions, terms and conditions, general and technical specifications, sales and service expectations, and any special terms, agrees to furnish the defined products and related services in full compliance with all terms and conditions of this RFP, any applicable amendments of this RFP, and all Proposer's response documentation. The Proposer further understands that it accepts the full responsibility as the sole source of solutions proposed in this RFP response and that the Proposer accepts responsibility for any subcontractors used to fulfill this proposal.

72 HOOT LLC, DBA

Company Name: NATIONAL AUTO FLEET GROUP Date: 12-5-16

Company Address: 490 ALTO CENTER DRIVE

City: WATSONVILLE State: CA Zip: 95076

Contact Person: JESSE COOPER Title: FLEET MANAGER

Authorized Signature: *[Signature]* JESSE COOPER
(Name printed or typed)

FORM E

CONTRACT ACCEPTANCE AND AWARD



(Top portion of this form will be completed by NJPA if the vendor is awarded a contract. The vendor should complete the vendor authorized signatures as part of the RFP response.)

NJPA Contract #: 120716-NAF

Proposer's full legal name: 72 Hour LLC, dba National Auto Fleet Group

Based on NJPA's evaluation of your proposal, you have been awarded a contract. As an awarded vendor, you agree to provide the products and services contained in your proposal and to meet all of the terms and conditions set forth in this RFP, in any amendments to this RFP, and in any exceptions that are accepted by NJPA.

The effective date of the Contract will be January 17, 2017 and will expire on January 17, 2021 (no later than the later of four years from the expiration date of the currently awarded contract or four years from the date that the NJPA Chief Procurement Officer awards the Contract). This Contract may be extended for a fifth year at NJPA's discretion.

NJPA Authorized Signatures:


NJPA DIRECTOR OF COOPERATIVE CONTRACTS
AND PROCUREMENT/CPO SIGNATURE

Jeremy Schwartz
(NAME PRINTED OR TYPED)


NJPA EXECUTIVE DIRECTOR/CEO SIGNATURE

Chad Coauette
(NAME PRINTED OR TYPED)

Awarded on January 16, 2017

NJPA Contract # 120716-NAF

Vendor Authorized Signatures:

The Vendor hereby accepts this Contract award, including all accepted exceptions and amendments.

Vendor Name 72 Hour LLC, National Auto Fleet Group

Authorized Signatory's Title Fleet Manager


VENDOR AUTHORIZED SIGNATURE

Jesse Colet
(NAME PRINTED OR TYPED)

Executed on 1-16, 2017

NJPA Contract # 120716-NAF

Form F**PROPOSER ASSURANCE OF COMPLIANCE****Proposal Affidavit Signature Page****PROPOSER'S AFFIDAVIT**

The undersigned, authorized representative of the entity submitting the foregoing proposal (the "Proposer"), swears that the following statements are true to the best of his or her knowledge.

1. The Proposer is submitting its proposal under its true and correct name, the Proposer has been properly originated and legally exists in good standing in its state of residence, the Proposer possesses, or will possess before delivering any products and related services, all applicable licenses necessary for such delivery to NJPA members agencies. The undersigned affirms that he or she is authorized to act on behalf of, and to legally bind the Proposer to the terms in this Contract.
2. The Proposer, or any person representing the Proposer, has not directly or indirectly entered into any agreement or arrangement with any other vendor or supplier, any official or employee of NJPA, or any person, firm, or corporation under contract with NJPA, in an effort to influence the pricing, terms, or conditions relating to this RFP in any way that adversely affects the free and open competition for a Contract award under this RFP.
3. The Proposer has examined and understands the terms, conditions, scope, contract opportunity, specifications request, and other documents in this solicitation and affirms that any and all exceptions have been noted in writing and have been included with the Proposer's RFP response.
4. The Proposer will, if awarded a Contract, provide to NJPA Members the /products and services in accordance with the terms, conditions, and scope of this RFP, with the Proposer-offered specifications, and with the other documents in this solicitation.
5. The Proposer agrees to deliver products and services through valid contracts, purchase orders, or means that are acceptable to NJPA Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to NJPA Members under an awarded Contract.
6. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
7. The Proposer understands that NJPA will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statute §13.591, Subd. 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals generally become public data. Minnesota Statute §13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.
8. The Proposer understands that it is the Proposer's duty to protect information that it considers nonpublic, and it agrees to defend and indemnify NJPA for reasonable measures that NJPA takes to uphold such a data designation.

[The rest of this page has been left intentionally blank. Signature page below]

By signing below, Proposer is acknowledging that he or she has read, understands, and agrees to comply with the terms and conditions specified above.

Company Name: 72 HOCH LLC, DBA National Auto Fleet Group

Address: 490 Auto Center Drive

City/State/Zip: Watsonville, CA 95076

Telephone Number: 855-289-6572

E-mail Address: JCooper@nationalautofleetgroup.com

Authorized Signature: [Signature]

Authorized Name (printed): Jesse Cooper

Title: Fleet Manager

Date: 12-2-16

Notarized

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

Subscribed and sworn to before me this 2 day of December, 2016

Notary Public in and for the County of Los Angeles State of California

My commission expires: July 30, 2019

Signature: [Signature]





Form P

PROPOSER QUESTIONNAIRE

Payment Terms, Warranty, Products and Services, Pricing and Delivery, and Industry-Specific Questions

Proposer Name: National Auto Fleet Group _____

Questionnaire completed by: Jesse Cooper _____

Payment Terms and Financing Options

- 1) What are your payment terms (e.g., net 10, net 30)?

Net 30

- 2) Do you provide leasing or financing options, especially those options that schools and governmental entities may need to use in order to make certain acquisitions?

Absolutely. We provide both municipal financing and municipal leasing available to all NJPA members in every state. We use National Cooperative Leasing, Diversified Leasing and NAFG Provided leasing options to all NJPA Members.

- 3) Briefly describe your proposed order process. Please include enough detail to support your ability to report quarterly sales to NJPA. For example, indicate whether your dealer network is included in your response and whether each dealer (or some other entity) will process the NJPA Members' purchase orders.

There are two methods. One is the electronic ordering process, where the member logs into our website located at www.nationalautofleetgroup.com, builds their desired vehicle to their specifications, and then electronically sends us a purchase order. The vehicle is delivered directly to the user's specified end-user address, then we FedEx the customer all the appropriate documentations.

The other method, should the customer not be comfortable with internet or the use of our website, is where the member calls our toll-free number at 1-855-289-6572 and is greeted by one of our sales associates, who then creates a quotation based on the customer's needs and either emails, faxes, or physically mails it to the customer. The customer then sends us a purchase order. We then process the purchase order and deliver the vehicle to the customer's specified location.

We have reported directly to NJPA for the last 22 consecutive quarters.

- 4) Do you accept the P-card procurement and payment process? If so, is there any additional cost to NJPA Members for using this process?

Yes, we do accept the P-card procurement and payment process, and there is no additional cost for using it.

Warranty

- 5) Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may include in your response a copy of your warranties, but at a minimum please also answer the following questions.
- Do your warranties cover all products, parts, and labor?
 - Do your warranties impose usage restrictions or other limitations that adversely affect coverage?
 - Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?
 - Are there any geographic regions of the United States for which you cannot provide a certified technician to perform warranty repairs? How will NJPA Members in these regions be provided service for warranty repair?
 - Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?
 - What are your proposed exchange and return programs and policies?

The manufacturer's warranties are all written between the manufacturer and the NJPA member. Therefore, should a warranty repair be required, the member merely needs to take the vehicle to the closest manufacturer franchise (i.e. Ford, Toyota etc.) If the vehicle is not drivable, the customer can notify us through our toll-free number at 1-855-289-6572 and we will have it towed to the nearest facility. All this is done at no cost to the member. There are no conditions to qualify. Any new vehicle qualifies. The manufacturer's warranty does include labor and parts. Other than abuse, there are no restrictions or limitations that affect coverage. All warranty repairs are done in the manufacturer's facilities, thus there is no travel time for technicians. Warranty repairs are all performed in all 50 states, regardless of location. Any after-market accessories installed under our contract are covered by the written warranty for both parts and labor for the after-market installer, who provided them. There is no return policy. If a vehicle is no longer needed by the member, a 25% restocking charge can be imposed.

- 6) Describe any service contract options for the items included in your proposal.

We offer a multitude of service contracts and extended warranties, running all the way up to 250,000 miles. The cost, term, and coverage are determined by the mileage and term. Contact us directly for a quote.

Pricing, Delivery, Audits, and Administrative Fee

- 7) Provide a general narrative description of the equipment/products and related services you are offering in your proposal.

All of our pricing, by manufacturer, is listed in the attached books 1-18, outlined in our price summary along with our after market equipment categories.

- 8) Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the NJPA discounted price) on all of the items that you want NJPA to consider as part of your RFP response. Provide a SKU for each item in your proposal. (Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract. See the body of the RFP and the Price and Product Change Request Form for more detail.)

Utilizing a Percentage Off MSRP / LIST method, NAFG can offer NJPA members discounts ranging from 25.86% down to 1% across the 15 manufacturers depending on model. Please

see Tab 2 as well as Attachment Book 2-18 for "Pricing." We detail the addition of All Factory Options and After Market Equipment.

- 9) Please quantify the discount range presented in this response. For example, indicate that the pricing in your response represents is a 50% percent discount from the MSRP or your published list.

The percentage will vary on the very same product from state to state as the discount structure passed onto us by the manufacturers can vary from state to state. Therefore, we have included in the 18 attachment A's / Books the exact manufacturer's list price and our price side by side. This fixed pricing makes it easy to do price validations. In addition, all factory installed options can be added at factory invoice + 3% and all after-market accessories are offered at the up fitter's municipal pricing level which varies from 1-30% off of retail prices.

All of our pricing is based on 2017 year model. Any subsequent year model in the contract will be a maximum of 3% more + any required governmental, safety, emissions requirement as mandated by the federal or Canadian government.

- 10) The pricing offered in this proposal is

- ☐ a. the same as the Proposer typically offers to an individual municipality, university, or school district.
- ☐ b. the same as the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.
- ☐ c. better than the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.
- ☒ d. other than what the Proposer typically offers (please describe).

Our bid price is the most competitive price on the marketplace. It is far lower than any individual or other cooperatives have available to them. We leverage our entire company-wide purchasing power to the benefit to the NJPA member. Last year alone, company-wide, we delivered over 34,000 vehicles, which is the driving force that allows us to obtain deep discounts from all original equipment manufacturers and deliver the savings to the NJPA member. We don't think any other vendor can do that.

- 11) Describe any quantity or volume discounts or rebate programs that you offer.

They are all included in our bid price.

- 12) Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "nonstandard options". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request.

Included in our bid are the base prices for all vehicles. Factory options can be added at +10%. All sourced goods are offered at the up fitter's municipal pricing level which varies from 1-30% off of retail prices.

- 13) Identify any total cost of acquisition costs that are **NOT** included in the pricing submitted with your response. This cost includes all additional charges that are not directly identified as freight or shipping charges. For example, list costs for items like installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.

There are no hidden or undisclosed costs in our proposal. All costs are legitimate and fully disclosed to the NJPA member.

- 14) If delivery or shipping is an additional cost to the NJPA Member, describe in detail the complete shipping and delivery program.

There is no additional cost. All shipping is included in the original quote to the member.

- 15) Specifically describe those shipping and delivery programs for Alaska, Hawaii, Canada, or any offshore delivery.

Shipping to Alaska or Hawaii can be one of two ways. Either from the assembly point directly to the franchise dealer in Alaska or Hawaii, or if the NJPA member requires a lower 48 state specialized body installation, then freight is calculated from the Port of Long Beach, Port of Los Angeles, or the Port of Seattle, Washington. It is included in the original NJPA member quote.

- 16) Describe any unique distribution and/or delivery methods or options offered in your proposal.

To us, these are not unique. We have been doing this for years, and we continue to do this every day. Our competitors do not have that advantage.

- 17) Please specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with NJPA. This process includes ensuring that NJPA Members obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to NJPA.

We have an in-house financial administrator who monitors that on a daily basis. In addition, we bring in twice a year, Polmaris and Associates (an independent certified public accountant from Sacramento, California) to review all payments and disbursements.

- 18) Identify a proposed administrative fee that you will pay to NJPA for facilitating, managing, and promoting the NJPA Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See RFP Section 6.29 and following for details.)

- 1) 1% of the unit price is up to \$700.00 other than "related equipment" pass through items
- 2) Total amount in any 12-month period will not exceed \$4,500,000.00 in Administration Fees
- 3) NAFG reserves the right to waive all or in part the Admin Fee when faced with a large county of State competition and or faced with unusable circumstances.

Industry-Specific Questions

- 19) Identify any features in your response that are different from your standard vehicle offering or that are unique to your proposal.

Our proposal is unique primarily in the fact that we are the only ones that have the order to deliver online system available exclusively for your members. None of the other bids you are reviewing today can state that.

- 20) Demonstrate your processes to handle vehicles on order with NJPA members that are subject to a recall or that have open service campaigns.

Our staff keeps a running list of open recalls by manufacturer. We cross check it on a weekly basis to try and ensure that none of your members receive a vehicle with an open our outstanding recall or campaign.

- 21) Demonstrate your NJPA member communication processes from P.O. generation to the delivery of vehicle in order to meet member expectations.

After the PO is issued to NAFG we send our client an order confirmation with an estimated time of arrival for the purchase. We give members the option of how frequently they would like updates on their vehicles, as well as communicating any complications along the way. Our staff communicates through any form that customers feel comfortable with, whether it is faxes, calls, or emails. When the vehicle is ready to be delivered, we give the customers advance notice to ensure they are ready to receive the vehicle. All vehicle paperwork documents are sent out via UPS, and tracking numbers are provided to the client.

Signature: _____

Date: 12-6-16

ALAN JAY FLEET SALES

Sourcewell
Formerly NJPA

ITEM-16

Awarded Contract

Call Us first, for all of your Fleet Automotive, & Light Truck needs.

PHONE (800) ALANJAY (252-6529)		DIRECT 863-385-9610	WWW.ALANJAY.COM	Quote 35695-1
Corporate Office	2003 U.S. 27 South Sebring, FL 33870	MOBILE 904-838-4999	Mailing Address P.O. BOX 9200 Sebring, FL 33871-9200	
		FAX 863-402-4221		

ORIGINAL QUOTE DATE
1/11/2022

QUICK QUOTE SHEET

REVISED QUOTE DATE
1/11/2022

REQUESTING AGENCY	HILLIARD, TOWN OF		
CONTACT PERSON	CORY HOBBS	EMAIL	HOBBS Cory@GMAIL.COM
PHONE	904-327-8250	MOBILE	FAX

SOURCEWELL (FORMERLY NJPA) CONTRACT # 2022 120716-NAF & 060920-NAF www.NationalAutoFleetGroup.com

MODEL	X2B 600A	MSRP	\$44,365.00
2022 FORD F-250 SUPER CAB 4WD XL 8' BED 164" WB			
CUSTOMER ID	ON-ORDER, CUSTOMER CANCELLATION TRUCK, SUBJECT TO AVAILABILITY (OFC NOTE: + 66D, 872, 67E, 86M)	BASE VEHICLE PRICE	\$30,906.00

BED LENGTH	8' BED
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** All vehicles will be ordered white w/ darkest interior unless clearly stated otherwise on purchase order.

FACTORY OPTIONS	DESCRIPTION	
Z1 AS	EXTERIOR COLOR OXFORD WHITE WITH MEDIUM EARTH GRAY HD VINYL 40/20/40 SPLIT BENCH SEAT INCLUDES CENTER ARMREST WITH CUPHOLDERS, STORAGE, AND DRIVERS SIDE MANUAL LUMBAR.	\$0.00
996 44S	6.2L EFI V8 ENGINE WITH 6-SPEED AUTOMATIC TRANSMISSION.	\$0.00
X3E	3.73 E-LOCKING REAR DIFFERENTIAL.	\$385.00
90L	Power Equipment Group -inc: Deletes passenger side lock cylinder, upgraded door-trim panel, Accessory Delay, Advanced Security Pack, SecuriLock Passive Anti-Theft System (PATS) and inclination/intrusion sensors, MyKey, owner controls feature, Power Locks, Remote Keyless Entry, Folding Trailer Tow Mirrors w/Power Heated Glass, manual telescoping, heated convex spotter mirror and integrated clearance lamps/turn signals, Power Front Side Windows, 1-touch up/down driver/passenger window	\$910.00
TT	FACTORY TRAILER TOW HITCH STANDARD.	\$0.00
52B	ELECTRIC BRAKE CONTROLLER	\$265.00
18B	BLACK PLATFORM RUNNING BOARDS	\$440.00
94P	Pre-Collision Assist -inc: Automatic Emergency Braking (AEB), automatic high beam and forward collision warning	\$110.00
153	FRONT LICENSE PLATE BRACKET	\$0.00
66D	Pickup Box Delete -inc: Deletes tie-down hooks, tailgate, rearview camera, 7/4 pin connector and center high-mounted stop lamp (CHMSL) (only on vehicles over 10,000 lbs, GVWR), Incomplete vehicle package - requires further manufacture and certification by a final stage manufacturer, In addition, Ford urges manufacturers to follow the recommendations of the Ford Incomplete Vehicle Manual and the Ford Truck Body Builder's Layout Book (and applicable supplements), Rear Bumper Delete, Spare Wheel, Tire, Carrier & Jack Delete *CREDIT*	(\$300.00)
872	Rear View Camera & Prep Kit -inc: Pre-installed content includes cab wiring, frame wiring to the rear most cross member and video display w/4" display, Upfitters kit includes camera w/mounting bracket, 14' jumper wire and camera mounting, aiming instructions and electrochromic mirror	\$410.00
67E	HD 240AMP ALTERNATOR.	\$80.00
86M	Dual 78 AH Battery, Incl.	\$209.00

CONTRACT OPTIONS	DESCRIPTION	FACTORY OPTIONS	\$2,509.00
NO-TEMP	TEMP TAG NOT REQUESTED, CUSTOMER WILL HANDLE THEIR OWN TAG WORK.		\$0.00
FS MPS62U-4 AW	(4) Federal Signal MicroPulse Ultra dual color mounted to side of utility body with white bezzel, (2) front and (2) rear Amber/White		\$705.00
DVA 3K INVERTER	3000 WATT INVERTER, SAMLEX AMERICA, SAMSAM-3000-12 MODIFIED SINE INVERTER, 12V, 115 VAC, 3000W		\$2,920.00
DVA SLU98ASW	8' Reading Standard Line utility body factory powder coated white with SST paddle latches (Includes 2nd stage MSO, weight slip, & final-stage manufacturers completed vehicle certification.)		\$7,345.00
DVA CLIV	Class IV Trailer Hitch and 7-pin round wire harness.		\$660.00

SOURCEWELL (FORMERLY NJPA) CONTRACT # 2022 120716-NAF & 060920-NAF www.NationalAutoFleetGroup.com

DVA CAMERA	Dealer installed factory ordered camera	\$90.00
DVA RACK IT SUP CAB	Rack-It Overhead Storage Rack - Black	\$1,750.00
	- 10 Steel Pipe Construction	
	- Full-Length Formed Angle Iron	
	- Maximum Structural Integrity	
	- 1,000 lb. capacity	
	- Over Cab Design	
	- Built-in Grab Handles at rear of rack	
CONTRACT OPTIONS		\$13,470.00

TRADE IN

VEHICLE TOTAL	\$33,415.00
MSRP DISCOUNT	24.7%
ACCESSORY TOTAL	\$13,470.00
CUSTOMER PRICE	\$46,885.00

YES WE TAKE TRADE INS ~~~ ASK ABOUT MUNICIPAL FINANCING ~~~ \$0.00

TOTAL COST LESS TRADE IN(S) QTY 1 \$46,885.00

Estimated Annual payments for 60 months paid in advance: \$10,500.31

Municipal finance for any essential use vehicle, requires lender approval, WAC.

Comments STOCK UNIT VIN: [VIN NA] READY FOR QUICK DELIVERY

VEHICLE QUOTED BY CHRISTY SELF GOVERNMENT ACCOUNT MANAGER christy.self@alanjay.com

"I Want to be Your Fleet Provider"

I appreciate the opportunity to submit this quotation. Please review it carefully. If there are any errors or changes, please feel free to contact me at any time.
I am always happy to be of assistance.

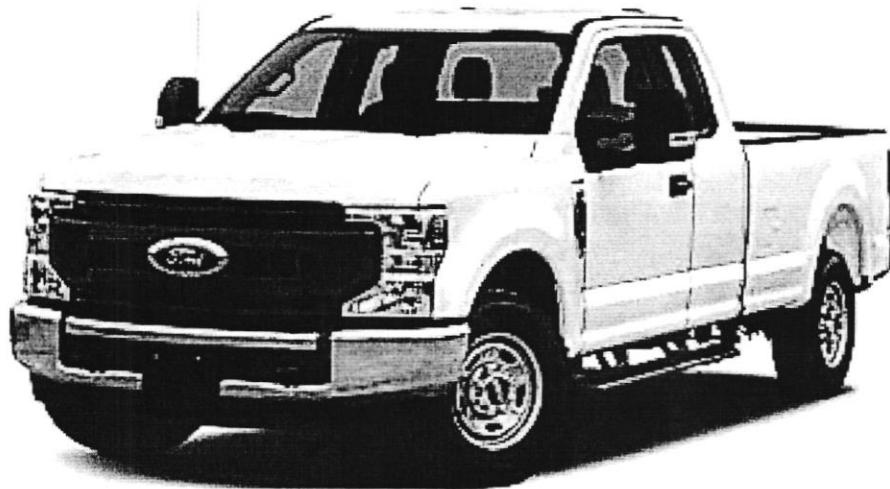


ALAN JAY FLEET

CHRISTY SELF | 863-385-9610 | CHRISTY.SELF@ALANJAY.COM

ITEM-16

Vehicle: [Fleet] 2022 Ford Super Duty F-250 SRW (X2B) XL 4WD SuperCab 8' Box (✓ Complete)



Note: Photo may not represent exact vehicle or selected equipment.

Window Sticker

SUMMARY

[Fleet] 2022 Ford Super Duty F-250 SRW (X2B) XL 4WD SuperCab 8' Box

MSRP: \$41,830.00

Interior: Medium Earth Gray, HD Vinyl 40/20/40 Split Bench Seat

Exterior 1: Oxford White

Exterior 2: No color has been selected.

Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel

Transmission: TorqShift-G 6-Spd Auto w/SelectShift

OPTIONS

CODE	MODEL	MSRP
X2B	[Fleet] 2022 Ford Super Duty F-250 SRW (X2B) XL 4WD SuperCab 8' Box	\$41,830.00
OPTIONS		
153	Front License Plate Bracket	\$0.00
18B	Platform Running Boards	\$445.00
44S	Transmission: TorqShift-G 6-Spd Auto w/SelectShift	\$0.00
52B	Trailer Brake Controller	\$270.00
600A	Order Code 600A	\$0.00

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Data Version: 15537. Data Updated: Jan 10, 2022 10:25:00 PM PST.

Jan 11, 2022



ALAN JAY FLEET

CHRISTY SELF | 863-385-9610 | CHRISTY.SELF@ALANJAY.COM

ITEM-16

Vehicle: [Fleet] 2022 Ford Super Duty F-250 SRW (X2B) XL 4WD SuperCab 8' Box (✔ Complete)

64A	Wheels: 17" Argent Painted Steel	\$0.00
66D	Pickup Box Delete	(\$625.00)
67E	240 Amp Alternator	\$85.00
86M	Dual 78 AH Battery	\$210.00
872	Rear View Camera & Prep Kit	\$415.00
90L	Power Equipment Group	\$915.00
94P	Pre-Collision Assist	\$115.00
996	Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel	\$0.00
AS	Medium Earth Gray, HD Vinyl 40/20/40 Split Bench Seat	\$0.00
TD8	Tires: LT245/75Rx17E BSW A/S (4)	\$0.00
X3E	Electronic-Locking w/3.73 Axle Ratio	\$390.00
Z1	Oxford White	\$0.00
SUBTOTAL		\$44,050.00
Adjustments Total		\$0.00
Destination Charge		\$1,695.00
TOTAL PRICE		\$45,745.00

FUEL ECONOMY

Est City:N/A
Est Highway:N/A
Est Highway Cruising Range:N/A

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ALAN JAY FLEET

CHRISTY SELF | 863-385-9610 | CHRISTY.SELF@ALANJAY.COM

ITEM-16

Vehicle: [Fleet] 2022 Ford Super Duty F-250 SRW (X2B) XL 4WD SuperCab 8' Box (✔ Complete)

Standard Equipment

Mechanical

Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel (STD)
Transmission: TorqShift-G 6-Spd Auto w/SelectShift (STD)
3.73 Axle Ratio (STD)
50-State Emissions System
Transmission w/Oil Cooler
Electronic Transfer Case
Part-Time Four-Wheel Drive
72-Amp/Hr 650CCA Maintenance-Free Battery w/Run Down Protection
157 Amp Alternator
Class V Towing Equipment -inc: Hitch and Trailer Sway Control
Trailer Wiring Harness
3460# Maximum Payload
GVWR: 10,000 lb Payload Package
HD Shock Absorbers
Front Anti-Roll Bar
Firm Suspension
Hydraulic Power-Assist Steering
34 Gal. Fuel Tank
Single Stainless Steel Exhaust
Auto Locking Hubs
Front Suspension w/Coil Springs
Leaf Rear Suspension w/Leaf Springs
4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist and Hill Hold Control

Exterior

Wheels: 17" Argent Painted Steel -inc: painted hub covers/center ornaments (STD)
Tires: LT245/75Rx17E BSW A/S (4) -inc: Spare may not be the same as road tire (STD)
Regular Box Style
Steel Spare Wheel
Spare Tire Stored Underbody w/Crankdown

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ITEM-16

Vehicle: [Fleet] 2022 Ford Super Duty F-250 SRW (X2B) XL 4WD SuperCab 8' Box (✔ Complete)

Exterior

Clearcoat Paint
Black Front Bumper w/Black Rub Strip/Fascia Accent and 2 Tow Hooks
Black Rear Step Bumper
Black Side Windows Trim and Black Front Windshield Trim
Black Door Handles
Black Manual Side Mirrors w/Manual Folding
Manual Extendable Trailer Style Mirrors
Fixed Rear Window
Light Tinted Glass
Variable Intermittent Wipers
Aluminum Panels
Black Grille
Tailgate Rear Cargo Access
Reverse Opening Rear Doors
Manual Tailgate/Rear Door Lock
Autolamp Auto On/Off Aero-Composite Halogen Daytime Running Lights Preference Setting Headlamps w/Delay-Off
Cargo Lamp w/High Mount Stop Light

Entertainment

Radio w/Seek-Scan and Clock
Radio: AM/FM Stereo w/MP3 Player -inc: 4 speakers
Fixed Antenna
SYNC Communications & Entertainment System -inc: enhanced voice recognition w/911 Assist, 4.2" LCD center stack screen, AppLink and 1 smart-charging USB-C port
2 LCD Monitors In The Front

Interior

4-Way Driver Seat -inc: Manual Recline and Fore/Aft Movement
4-Way Passenger Seat -inc: Manual Recline and Fore/Aft Movement
60-40 Folding Split-Bench Front Facing Fold-Up Cushion Rear Seat
Manual Tilt/Telescoping Steering Column

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ITEM-16

Vehicle: [Fleet] 2022 Ford Super Duty F-250 SRW (X2B) XL 4WD SuperCab 8' Box (✔ Complete)

Interior

Gauges -inc: Speedometer, Odometer, Oil Pressure, Engine Coolant Temp, Tachometer, Transmission Fluid Temp, Engine Hour Meter, Trip Odometer and Trip Computer

Fixed Rear Windows

FordPass Connect 4G Mobile Hotspot Internet Access

Rear Cupholder

Manual Air Conditioning

HVAC -inc: Underseat Ducts

Illuminated Locking Glove Box

Interior Trim -inc: Chrome Interior Accents

Full Cloth Headliner

Urethane Gear Shifter Material

HD Vinyl 40/20/40 Split Bench Seat -inc: center armrest, cupholder, storage and driver's side manual lumbar

Day-Night Rearview Mirror

Passenger Visor Vanity Mirror

2 12V DC Power Outlets

Full Overhead Console w/Storage and 2 12V DC Power Outlets

Front Map Lights

Fade-To-Off Interior Lighting

Full Vinyl/Rubber Floor Covering

Pickup Cargo Box Lights

Smart Device Remote Engine Start

Instrument Panel Covered Bin and Dashboard Storage

Manual 1st Row Windows

Systems Monitor

Trip Computer

Outside Temp Gauge

Analog Appearance

Seats w/Vinyl Back Material

Manual Adjustable Front Head Restraints and Manual Adjustable Rear Head Restraints

Securilock Anti-Theft Ignition (pats) Engine Immobilizer

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Data Version: 15537. Data Updated: Jan 10, 2022 10:25:00 PM PST.



ALAN JAY FLEET

CHRISTY SELF | 863-385-9610 | CHRISTY.SELF@ALANJAY.COM

ITEM-16

Vehicle: [Fleet] 2022 Ford Super Duty F-250 SRW (X2B) XL 4WD SuperCab 8' Box (✔ Complete)

Interior

Air Filtration

Safety-Mechanical

AdvanceTrac w/Roll Stability Control Electronic Stability Control (ESC) And Roll Stability Control (RSC)

ABS And Driveline Traction Control

Safety-Exterior

Side Impact Beams

Safety-Interior

Dual Stage Driver And Passenger Seat-Mounted Side Airbags

Tire Specific Low Tire Pressure Warning

Dual Stage Driver And Passenger Front Airbags w/Passenger Off Switch

Mykey System -inc: Top Speed Limiter, Audio Volume Limiter, Early Low Fuel Warning, Programmable Sound Chimes and Beltminder w/Audio Mute

Safety Canopy System Curtain 1st And 2nd Row Airbags

Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point and Height Adjusters

Back-Up Camera

WARRANTY

Basic Years: 3

Basic Miles/km: 36,000

Drivetrain Years: 5

Drivetrain Miles/km: 60,000

Corrosion Years: 5

Corrosion Miles/km: Unlimited

Roadside Assistance Years: 5

Roadside Assistance Miles/km: 60,000

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Data Version: 15537. Data Updated: Jan 10, 2022 10:25:00 PM PST.

Jan 11, 2022



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: January 20, 2022

FROM: *Ritchie Rowe, Public Works Director*

SUBJECT: Capital Approval WWTP Filter Disc Rebuild

BACKGROUND: WWTP Filter is approx. 10-years old. Normal wear and tear require electronic upgrade and replacement. Also, the display screen is damaged from weather.

FINANCIAL IMPACT: \$7,200.00

RECOMMENDATION: Approval to rebuild the Aqua Aerobic Filter Electronic System to include new SLC500 PLC Controller. To convert PLC to work with new controller and to Convert old Panel View Graphics to work with the new Panel View Plus Screen. Installation included.

Energy Engineering Systems, LLC

7800 Point Meadows Dr., Suite 1336
Jacksonville, FL 32256

Proposal**January 11, 2022**

Town Of Hilliard
Catherine Street
Hilliard, FL 32046

Attn: Richie Rowe

Re: Hilliard Wastewater Filter Controls Upgrade

The Hilliard wastewater treatment plant Filter control panel has a failed PanelView LCD. The PanelView LCD is also obsolete. The system is still running. However, the operator cannot see the filter status and any existing alarms.

Our proposal addresses the filter control issues and utilizes the same controller hardware that is currently used in the main WWTP control panel. This will help reduce the number and type of spare parts.

Services provided by EES - Glen Tyson

- Install New SLC500 PLC controller in the treatment plant filter panel.
- Convert the PLC program to work in the new controller.
- Convert the old PanelView graphics program to work in the new PanelView Plus operator interface screen.
- Install and setup the new SLC500 controller and PanelView Plus LCD.
- Work with plant personnel to test the upgraded filter system

Equipment provided by EES

- New SLC500 Controller with Ethernet
- New PanelView Plus LCD
- Converted Filter graphics and control programs

Scheduling, Installation and Commissioning

Engineering, programming, and on-site services are all included.

Pricing

EES shall provide the services and hardware specified in this quote for a price of:

Project Total \$7200.00

Payment Terms

Payments are due within 30 days of receiving invoice.

Prepared By:
Glen Tyson
Systems Engineer
Energy Engineering Systems
(904)631-0856














Town of Hilliard

Salary Study Analysis



Salary Study - Raw Data Analysis

ITEM-18

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

Survey Respondents:

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

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



Study Analysis - Variable Step Rate

Grade	Step												
	1	2	3	4	5	6	7	8	9	10	11	12	13
1	\$24,960.00 (\$12.00)	\$26,000.00 (\$12.50)	\$27,040.00 (\$13.00)	\$28,080.00 (\$13.50)	\$29,120.00 (\$14.00)	\$30,160.00 (\$14.50)	\$31,200.00 (\$15.00)	\$32,240.00 (\$15.50)	\$33,280.00 (\$16.00)	\$34,320.00 (\$16.50)	\$35,360.00 (\$17.00)	\$36,400.00 (\$17.50)	\$37,440.00 (\$18.00)
2	\$29,036.80 (\$13.96)	\$30,246.67 (\$14.54)	\$31,456.54 (\$15.12)	\$32,666.40 (\$15.70)	\$33,876.27 (\$16.29)	\$35,086.14 (\$16.87)	\$36,296.00 (\$17.45)	\$37,505.87 (\$18.03)	\$38,715.73 (\$18.61)	\$39,925.60 (\$19.20)	\$41,135.47 (\$19.78)	\$42,345.33 (\$20.36)	\$43,555.20 (\$20.94)
3	\$33,760.94 (\$16.23)	\$35,171.81 (\$16.91)	\$36,582.69 (\$17.59)	\$37,993.56 (\$18.27)	\$39,404.43 (\$18.94)	\$40,815.31 (\$19.62)	\$42,226.18 (\$20.30)	\$43,637.05 (\$20.98)	\$45,047.92 (\$21.65)	\$46,458.79 (\$22.33)	\$47,869.66 (\$23.01)	\$49,280.53 (\$23.69)	\$50,691.40 (\$24.37)
4	\$39,299.35 (\$18.89)	\$40,936.82 (\$19.68)	\$42,574.29 (\$20.47)	\$44,211.77 (\$21.26)	\$45,849.24 (\$22.04)	\$47,486.71 (\$22.83)	\$49,124.18 (\$23.62)	\$50,761.65 (\$24.40)	\$52,399.13 (\$25.19)	\$54,036.60 (\$25.98)	\$55,674.07 (\$26.77)	\$57,311.55 (\$27.55)	\$58,949.02 (\$28.34)
5	\$45,719.23 (\$21.98)	\$47,624.20 (\$22.90)	\$49,529.17 (\$23.81)	\$51,434.14 (\$24.73)	\$53,339.10 (\$25.64)	\$55,244.07 (\$26.56)	\$57,149.04 (\$27.48)	\$59,054.01 (\$28.39)	\$60,958.97 (\$29.31)	\$62,863.94 (\$30.22)	\$64,768.91 (\$31.14)	\$66,673.87 (\$32.05)	\$68,578.84 (\$32.97)
6	\$53,187.86 (\$25.57)	\$55,404.02 (\$26.64)	\$57,620.18 (\$27.70)	\$59,836.34 (\$28.77)	\$62,052.50 (\$29.83)	\$64,268.66 (\$30.90)	\$66,484.82 (\$31.96)	\$68,700.98 (\$33.03)	\$70,917.14 (\$34.09)	\$73,133.30 (\$35.16)	\$75,349.46 (\$36.23)	\$77,565.62 (\$37.29)	\$79,781.78 (\$38.36)
7	\$61,876.55 (\$29.75)	\$64,454.74 (\$30.99)	\$67,032.93 (\$32.23)	\$69,611.12 (\$33.47)	\$72,189.30 (\$34.71)	\$74,767.49 (\$35.95)	\$77,345.68 (\$37.19)	\$79,923.87 (\$38.42)	\$82,502.05 (\$39.66)	\$85,080.25 (\$40.90)	\$87,658.44 (\$42.14)	\$90,236.63 (\$43.38)	\$92,814.82 (\$44.62)
8	\$71,984.61 (\$34.61)	\$74,983.97 (\$36.05)	\$77,983.33 (\$37.49)	\$80,982.69 (\$38.93)	\$83,982.05 (\$40.37)	\$86,981.40 (\$41.81)	\$89,980.76 (\$43.25)	\$92,980.12 (\$44.69)	\$95,979.48 (\$46.13)	\$98,978.84 (\$47.57)	\$101,978.19 (\$49.01)	\$104,977.55 (\$50.45)	\$107,976.91 (\$51.89)

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

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



Study Analysis - Job to Grade Mapping

ITEM-18

New Title	Department	Hire Date	Service	Hourly	Annual	Recommended Grade
Administrative Assistant	P&R	6/25/2018	3	\$ 12.00	\$ 12,480.00	Grade 3
Fitness Center Attendant	P&R	6/30/2015	6	\$ 10.75	\$ 11,180.00	Grade 2
P&R Director	P&R	10/19/2020	1	\$ 26.44	\$ 55,000.00	Grade 7
P&R Facility Maintenance	P&R	5/7/2012	9	\$ 16.00	\$ 33,280.00	Grade 3
New Title	Department	Hire Date	Service	Hourly	Annual	Recommended Grade
Administrative Assistant II	Public Works	10/7/1993	28	\$ 22.75	\$ 47,320.00	Grade 4
Assistant PW Director	Public Works	4/22/2002	19	\$ 27.40	\$ 57,000.00	Grade 7
Public Works Director	Public Works	10/7/2010	11	\$ 29.33	\$ 61,000.00	Grade 8
PW Heavy Equip. Operator	Public Works	8/6/2018	6	\$ 22.00	\$ 45,760.00	Grade 4
PW Heavy Equip. Operator	Public Works	10/14/2002	19	\$ 22.00	\$ 45,760.00	Grade 4
Public Works Specialist	Public Works	3/21/2016	5	\$ 18.00	\$ 37,440.00	Grade 3
PW Lead Water Plant Specialist	Public Works	8/21/2008	13	\$ 20.00	\$ 41,600.00	Grade 5
PW Wastewater Specialist	Public Works	7/30/2018	3	\$ 16.00	\$ 33,280.00	Grade 5
PW Water Plant Specialist	Public Works	7/30/2018	3	\$ 16.00	\$ 33,280.00	Grade 5
New Title	Department	Hire Date	Service	Hourly	Annual	Recommended Grade
Administrative Assistant I	Town Hall	7/26/2021	0.3333	\$ 14.00	\$ 29,120.00	Grade 3
Administrative Assistant II	Town Hall	8/4/2014	7	\$ 17.25	\$ 35,880.00	Grade 4
Administrative Assistant II	Town Hall	9/6/2021	0.1667	\$ 17.00	\$ 35,360.00	Grade 4
Administrative Assistant III	Town Hall	9/7/1994	27	\$ 23.50	\$ 48,880.00	Grade 5
Deputy Town Clerk	Town Hall	6/6/2019	7	\$ 21.50	\$ 44,720.00	Grade 7
Town Clerk	Town Hall	11/27/1995	25	\$ 38.46	\$ 80,000.00	Grade 8

To Do:

- **Group Like Jobs / Roles**
 - Admin. Assistant / PW Roles.
- **Map Job Title to Grade.**
 - Cross Reference Across Dept.



FY 21-22 Salary Recommendations

ITEM-18

Title	Department	Grade	Current Rate	Proposed Rate
Administrative Assistant I (BM)	Parks & Recreation	Grade 3	\$12,480.00 (\$12.00)	Step 4 - \$28,501.20 (\$18.27)*
Fitness Center Attendant (MS)	Parks & Recreation	Grade 2	\$11,180.00 (\$10.75)	Step 3 - \$23,587.20 (\$15.12)*
P&R Facility Maintenance (JB)	Parks & Recreation	Grade 3	\$33,280.00 (\$16.00)	Step 1 - \$33,760.94 (\$16.23)^
P&R Director (GW)	Parks & Recreation	Grade 7	\$55,000.00 (\$26.44)	Step 1 - \$61,876.55 (\$29.75)^
Administrative Assistant II (DC)	Public Works	Grade 4	\$47,320.00 (\$22.75)	Step 6 - \$47,486.71 (\$22.83)
Assistant Public Works Director (GG)	Public Works	Grade 7	\$57,000.00 (\$27.40)	Step 1 - \$61,876.55 (\$29.75)^
Public Works Director (RR)	Public Works	Grade 8	\$61,000.00 (\$29.33)	Step 1 - \$71,984.61 (\$34.61)^
PW Heavy Equipment Operator (CH)	Public Works	Grade 4	\$45,760.00 (\$22.00)	Step 7 - \$49,124.18 (\$23.62)*
PW Heavy Equipment Operator (MS)	Public Works	Grade 4	\$45,760.00 (\$22.00)	Step 6 - \$47,486.71 (\$22.83)
Public Works Specialist (CC)	Public Works	Grade 3	\$37,440.00 (\$18.00)	Step 4 - \$37,993.56 (\$18.27)
PW Lead Water Plant Specialist (JM)	Public Works	Grade 5	\$41,600.00 (\$20.00)	Step 1 - \$45,719.23 (\$21.98)^
PW Water Plant Specialist (JB)	Public Works	Grade 5	\$33,280.00 (\$16.00)	Step 1 - \$45,719.23 (\$21.98)^
PW Wastewater Specialist (JW)	Public Works	Grade 5	\$33,280.00 (\$16.00)	Step 1 - \$45,719.23 (\$21.98)^
Administrative Assistant I (AH)	Town Hall	Grade 3	\$29,120.00 (\$14.00)	Step 1 - \$33,760.94 (\$16.23)^
Administrative Assistant II (KC)	Town Hall	Grade 4	\$35,880.00 (\$17.25)	Step 4 - \$44,211.77 (\$21.26)*
Administrative Assistant II (HM)	Town Hall	Grade 4	\$35,360.00 (\$17.00)	Step 1 - \$39,299.35 (\$18.89)^
Administrative Assistant III (MC)	Town Hall	Grade 5	\$48,880.00 (\$23.50)	Step 5 - \$53,359.10 (\$25.64)*
Deputy Town Clerk (TB)	Town Hall	Grade 7	\$44,720.00 (\$21.50)	Step 1 - \$61,876.55 (\$29.75)^
Town Clerk (LP)	Town Hall	Grade 8	\$80,000.00 (\$38.46)	Step 5 - \$83,982.69 (\$40.38)*

^ Bring to Minimum * > 1 Step



FY 21-22 Salary Recommendations

ITEM-18

Title	Grade	Current Rate	Proposed Rate	Proposed Rate (Under Minimum)
Administrative Assistant I (BM)	Grade 3	\$12,480.00 (\$12.00)	Step 4 - \$28,501.20 (\$18.27)*	
Fitness Center Attendant (MS)	Grade 2	\$11,180.00 (\$10.75)	Step 3 - \$23,587.20 (\$15.12)*	
P&R Facility Maintenance (JB)	Grade 3	\$33,280.00 (\$16.00)	Step 1 - \$33,760.94 (\$16.23)^	
P&R Director (GW)	Grade 7	\$55,000.00 (\$26.44)	Step 1 - \$61,876.55 (\$29.75)^	\$58,438.27 (\$28.09) - mid. Current & Step 1
Administrative Assistant II (DC)	Grade 4	\$47,320.00 (\$22.75)	Step 6 - \$47,486.71 (\$22.83)	
Assistant Public Works Director (GG)	Grade 7	\$57,000.00 (\$27.40)	Step 1 - \$61,876.55 (\$29.75)^	\$59,438.27 (\$28.57) - mid. Current & Step 1
Public Works Director (RR)	Grade 8	\$61,000.00 (\$29.33)	Step 1 - \$71,984.61 (\$34.61)^	\$66,492.30 (\$31.97) - mid. Current & Step 1
PW Heavy Equipment Operator (CH)	Grade 4	\$45,760.00 (\$22.00)	Step 7 - \$49,124.18 (\$23.62)*	
PW Heavy Equipment Operator (MS)	Grade 4	\$45,760.00 (\$22.00)	Step 6 - \$47,486.71 (\$22.83)	
Public Works Specialist (CC)	Grade 3	\$37,440.00 (\$18.00)	Step 4 - \$37,993.56 (\$18.27)	
PW Lead Water Plant Specialist (JM)	Grade 5	\$41,600.00 (\$20.00)	Step 1 - \$45,719.23 (\$21.98)^	\$43,659.61 (\$20.99) - mid. Current & Step 1
PW Water Plant Specialist (JB)	Grade 5	\$33,280.00 (\$16.00)	Step 1 - \$45,719.23 (\$21.98)^	\$39,499.61 (\$18.99) - mid. Current & Step 1
PW Wastewater Specialist (JW)	Grade 5	\$33,280.00 (\$16.00)	Step 1 - \$45,719.23 (\$21.98)^	\$39,499.61 (\$18.99) - mid. Current & Step 1
Administrative Assistant I (AH)	Grade 3	\$29,120.00 (\$14.00)	Step 1 - \$33,760.94 (\$16.23)^	\$31,440.47 (\$15.12) - mid. Current & Step 1
Administrative Assistant II (KC)	Grade 4	\$35,880.00 (\$17.25)	Step 4 - \$44,211.77 (\$21.26)*	
Administrative Assistant II (HM)	Grade 4	\$35,360.00 (\$17.00)	Step 1 - \$39,299.35 (\$18.89)^	\$37,329.67 (\$17.95) - mid. Current & Step 1
Administrative Assistant III (MC)	Grade 5	\$48,880.00 (\$23.50)	Step 5 - \$53,359.10 (\$25.64)*	
Deputy Town Clerk (TB)	Grade 7	\$44,720.00 (\$21.50)	Step 1 - \$61,876.55 (\$29.75)^	\$53,298.27 (\$25.62) - mid. Current & Step 1
Town Clerk (LP)	Grade 8	\$80,000.00 (\$38.46)	Step 5 - \$83,982.69 (\$40.38)*	

^ Bring to Minimum * > 1 Step

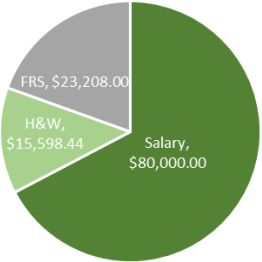


Total Compensation - Town Hall



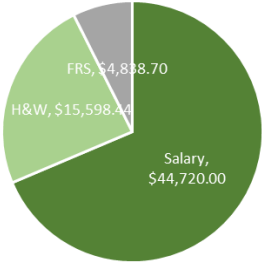
Total Compensation - Town Clerk

Current Total Compensation:
\$118,806.44



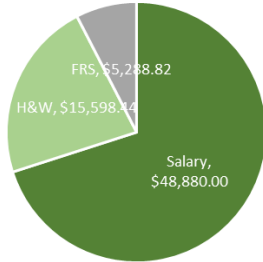
Total Compensation - Deputy Town Clerk

Current Total Compensation:
\$65,157.14



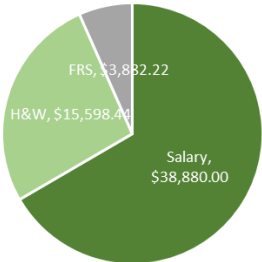
Total Compensation - Administrative Assistant III

Current Total Compensation:
\$69,767.26



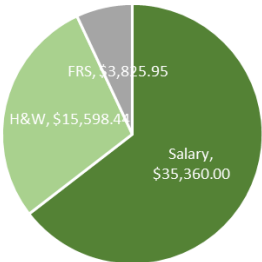
Total Compensation - Administrative Assistant II

Current Total Compensation:
\$58,360.66



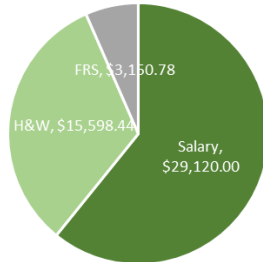
Total Compensation - Administrative Assistant II

Current Total Compensation:
\$54,784.39



Total Compensation - Administrative Assistant I

Current Total Compensation:
\$47,869.22





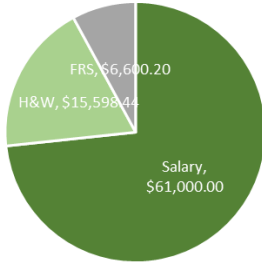
Total Compensation - Public Works

ITEM-18



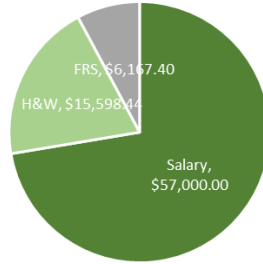
Total Compensation - Public Works Director

Current Total Compensation:
\$83,198.64



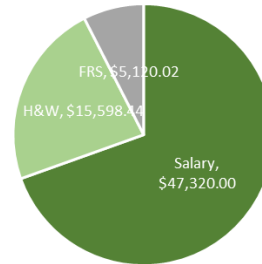
Total Compensation - Asst. Public Works Director

Current Total Compensation:
\$78,765.84



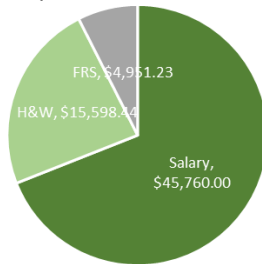
Total Compensation - Administrative Assistant II

Current Total Compensation:
\$68,083.46



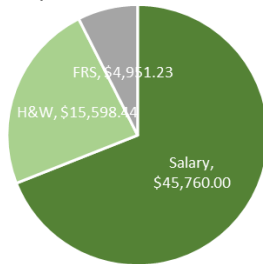
Total Compensation - PW Heavy Equipment Operator

Current Total Compensation:
\$66,309.67



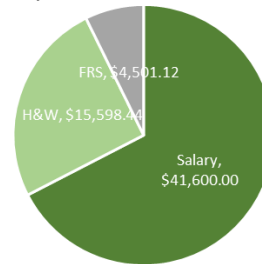
Total Compensation - PW Heavy Equipment Operator

Current Total Compensation:
\$66,309.67



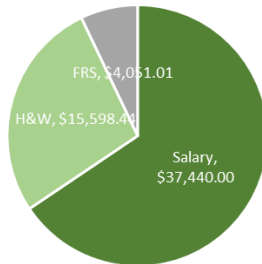
Total Compensation - PW Lead Water Plant Specialist

Current Total Compensation:
\$61,699.56



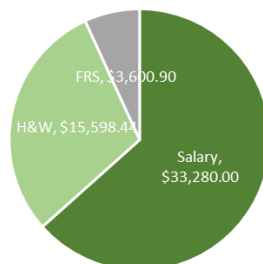
Total Compensation - Public Works Specialist

Current Total Compensation:
\$57,089.45



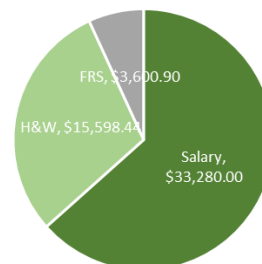
Total Compensation - PW Water Plant Specialist

Current Total Compensation:
\$52,479.34



Total Compensation - PW Wastewater Specialist

Current Total Compensation:
\$52,479.34



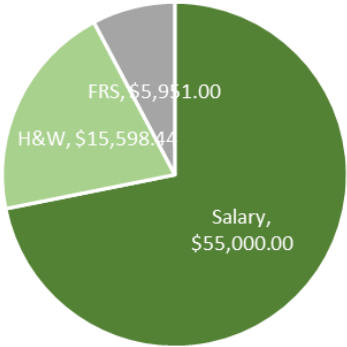


Total Compensation - Parks & Rec



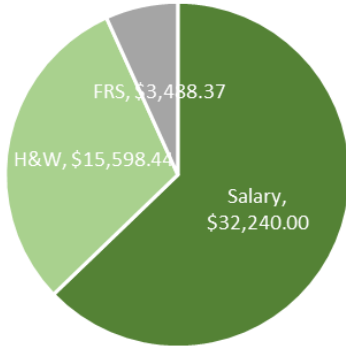
Total Compensation - P&R Director

Current Total Compensation:
\$76,549.44



Total Compensation - P&R Facility Maintenance

Current Total Compensation:
\$51,326.81



Total Compensation - Administrative Assistant I

Current Total Compensation:
\$12,480.00



Total Compensation - Fitness Center Attendant

Current Total Compensation:
\$11,180.00

