

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

AGENDA

THURSDAY, AUGUST 15, 2024, 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

PUBLIC HEARING

ITEM-1

Ordinance No. 2024-05 – Regulating the Water and Sewer Usage Rates; In accordance with the Town Charter Section 4.11 (5) Action Requiring an Ordinance; and further stated in Chapter 58 Utilities of the Town Code; and providing for an effective date.

Mayor Beasley

Open Public Hearing

Call for Public Comments

Close Public Hearing on Ordinance No. 2024-05

TOWN COUNCIL ACTION

Town Council to adopt Ordinance No. 2024-05, on Second & Final Reading.

PRESENTATIONS

- ITEM-2** Presentation to the Town Council of the Nassau County Economic Development Board's Annual Report and the Fiscal Year 2024-2025, Funding Request.
Sherri Mitchell, Executive Director – Nassau County Economic Development Board

REGULAR MEETING

- ITEM-3** Additions/Deletions to Agenda

- ITEM-4** Town Council to approve the Request for Proposal for Grant Administration Services from Fred Fox Enterprises, Inc. for the FDEM Hurricane/Community Shelter Grant # F0122 Project.
Lisa Purvis, MMC – Town Clerk

- ITEM-5** Town Council to approve the Request for Qualifications for Architectural & Engineering Services from the selected firm at the negotiated cost for the FDEM Hurricane/Community Shelter Grant # F0122 Project.
Lisa Purvis, MMC – Town Clerk

- ITEM-6** Town Council approval to proceed with the Florida Commerce Rural Infrastructure Fund Grant application for the FAA Water Main Extension Project, which will cover 100% of the infrastructure needs of the project and using the Town's State Recovery Funds for the engineering services portion.
Lisa Purvis, MMC – Town Clerk

- ITEM-7** Town Council approval of the Capital Purchase of the Aerzen Turbo Blower & Package for the Wastewater Treatment Plant Digester in the amount of \$27,540.18.
Cory Hobbs – Interim Public Works Director

- ITEM-8** Town Council approval of the request for an additional Parks & Recreation Department staff member for the new position of Program Manager.
Gabe Whittenburg – Parks & Recreation Director

- ITEM-9** Town Council approval of the purchasing of the 125' x 25' single Parcel No. 08-3N-24-2380-0094-0130, located on Georgia Street at West Seventh Avenue from Dayspring Property Services LLC.
Lisa Purvis, MMC – Town Clerk

- ITEM-10** Town Council approval of the Contract Services Agreement between the Town of Hilliard and Joel Hall, P.E. to perform Public Works related services through September 30, 2024.
Christian Waugh – Town Attorney

- ITEM-11** Town Council approval of the Town Clerk's recommendation to fill the Administrative Assistant vacant position.
Lisa Purvis, MMC – Town Clerk

ITEM-12 Town Council approval of the Minutes for the August 1, 2024, Workshop, and the August 1, 2024, Public Hearing & Regular Meeting.
Lisa Purvis, MMC – Town Clerk

ITEM-13 Town Council approval of Cantrell Ray Real Estate, LLC, Payable through August 5, 2024, Project Name: Acquire Land on the North Side at the Hilliard Airpark in the amount of \$2,500.
**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM GRANT
\$464,000.00**

ITEM-14 Town Council approval of Mittauer & Associates, Inc., Payable through August 25, 2024, Project Name: Oxford Street Force Main Rerouting in the amount of \$1,380.
**FDEP LPA0302 GRANT FUNDED PROJECT LUMP SUM CONTRACT
\$101,900**

ITEM-15 Town Council approval of Mittauer & Associates, Inc., Payable through August 25, 2024, Project Name: WWTP Permit Renewal in the amount of \$360.
CAPITAL FUNDED PROJECT LUMP SUM PROJECT \$11,000

ITEM-16 Town Council approval of Pay Request No. 4 for T B Landmark Construction, Inc., Payable through August 8, 2024, Project Name: Oxford Street Force Main Rerouting in the amount of \$26,766.25.
**FDEP LPA0302 GRANT FUNDED \$507,100 & CAPITAL FUNDED \$55,170
PROJECT LUMP SUM CONTRACT \$562,270**

ITEM-17 Town Council approval of T B Landmark Construction, Inc., Payable through July 30, 2024, Project Name: Emergency Manhole Repair at Pine Street & Shady Lane in the amount of \$203,837.18.
CAPITAL FUNDED PROJECT LUMP SUM PROJECT \$203.837.18

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 accessed at www.youtube.com search - Town of Hilliard, FL.

ADA NOTICE

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

APPEALS

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

PUBLIC PARTICIPATION

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

EXPARTE COMMUNICATIONS

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

2024 HOLIDAYS

TOWN HALL OFFICES CLOSED

- | | |
|----------------------------------|------------------------------|
| 1. Martin Luther King, Jr. Day | Monday, January 15, 2024 |
| 2. Memorial Day | Monday, May 27, 2024 |
| 3. Independence Day Monday | Thursday, July 4, 2024 |
| 4. Labor Day | Monday, September 2, 2024 |
| 5. Veterans Day | Monday, November 11, 2024 |
| 6. Thanksgiving Day | Thursday, November 28, 2024 |
| 7. Friday after Thanksgiving Day | Friday, November 29, 2024 |
| 8. Christmas Eve | Tuesday, December 24, 2024 |
| 9. Christmas Day | Wednesday, December 25, 2024 |
| 10. New Year's Eve | Tuesday, December 31, 2024 |
| 11. New Year's Day | Wednesday, January 1, 2025 |



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Public Hearing & Regular Meeting Meeting Date: August 15, 2024

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

SUBJECT: Town Council to adopt Ordinance No. 2024-05, An Ordinance regulating the Water and Sewer Usage Rates; In accordance with the Town Charter Section 4.11 (5) Action Requiring an Ordinance; and further stated in Chapter 58 Utilities of the Town Code; and providing for an effective date. Adopting on Second & Final Reading.

BACKGROUND:

See attached documents.

FINANCIAL IMPACT:

MCI – May 2024 – 2.14% Increase in Revenues.

RECOMMENDATION:

Town Council adoption of Ordinance No. 2024-05, on Second & Final Reading.

Date: July 24, 2024
To: Nassau County Record
From: Elise Earnest, Town of Hilliard
Re: Legal Advertisements (Edition 07/31/2024)

Please run the following as a legal advertisement in your legal section in your July 31, 2024, edition. Please send proof of publication and invoice to Town of Hilliard:

PUBLIC HEARING NOTICE

The Hilliard Town Council will hold a Public Hearing on August 15, 2024, at 7:00 p.m., in the Council Chambers in the Hilliard Town Hall, located at 15859 West County Road 108, Hilliard, Florida, to hear input regarding Ordinance No. 2024-05. All interested parties may appear at the meeting and be heard with respect to the proposed Ordinance No. 2024-05.

Action on the matter may be taken following the closing of the Public Hearing at the Hilliard Town Council’s regular meeting. A copy of the Ordinance which is proposed for Second Reading and Final Adoption is available by calling (904) 845-3555 or emailing lpurvis@townofhilliard.com during normal business hours 9:00 a.m. to 5:00 p.m., Monday through Friday or at www.townofhilliard.com.

ORDINANCE NO. 2024-05

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION REGULATING THE WATER AND SEWER USAGE RATES; IN ACCORDANCE WITH THE TOWN CHARTER SECTION 4.11 (5) ACTION REQUIRING AN ORDINANCE; AND FURTHER STATED IN CHAPTER 58 UTILITIES OF THE TOWN CODE; AND PROVIDING FOR AN EFFECTIVE DATE.

PURSUANT TO THE REQUIREMENTS OF F.S. 286.0105, 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.

Persons with disabilities requiring accommodations in order to participate in this proceeding should contact the Town Clerk at (904) 845-3555 at least seventy-two hours in advance to request such accommodations.

Lisa Purvis, MMC
Town Clerk
Town of Hilliard

ORDINANCE NO. 2024-05

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION REGULATING THE WATER AND SEWER USAGE RATES; IN ACCORDANCE WITH THE TOWN CHARTER SECTION 4.11 (5) ACTION REQUIRING AN ORDINANCE; AND FURTHER STATED IN CHAPTER 58 UTILITIES OF THE TOWN CODE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Hilliard has found it necessary to adopt Ordinance No. 2024-05, to ensure adequate funds to pay for the annual debt service and annual operating and maintenance costs for the water and wastewater treatment plants and in an effort to meet the goals of USDA Rural Development with respect to sufficient revenue to fund the municipal bond payments and the goals of the St. John's River Water Management District with respect to encouraging conservation; and

WHEREAS, Article IV. Town Council, Section 4.11. Action requiring an ordinance of the Town Charter requires the Town Council to regulate the rate charged for its public utilities by ordinance; and

WHEREAS, Chapter 58 of the Hilliard Utilities Code, states that the Town Council shall conduct annually a review of charges and fees for water and sewer services, and it shall set such fees and charges as are necessary to adequately maintain, repair and replace the system by ordinance. Water and sewer usage rates shall increase annually using the Municipal Cost Index as set forth in this chapter and

NOW, THEREFORE, BE IT ORDAINED, by the Town Council of the Town of Hilliard, Florida, has established that the following Water and Sewer Usage Rates for said Town and based on the Municipal Cost Index "MCI" published by American City & County Magazine, and any additional increase that shall be warranted as an attachment to this ordinance.

THIS ORDINANCE adopted this ____ day of _____, _____, by the Town Council of the Town of Hilliard, Florida, and shall become effective based on rates billed that are payable on or thereafter, _____.

Kenneth A. Sims
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

First Reading:	July 18, 2024
W&S Billing Notice:	July 31, 2024
Publication Date:	July 31, 2024
Public Hearing:	August 15, 2024
Second/Final Reading:	August 15, 2024

**ATTACHMENT
TOWN OF HILLIARD
ORDINANCE NO. 2024-05
WATER & SEWER RATES**

SECTION 1. WATER & SEWER USAGE RATES AND TAXES
2.14% INCREASE (May 2024 Municipal Cost Index)

The monthly water and sewer use rates for residential property are established as follows:

BASE CHARGE	WATER	SEWER
	\$17.22	\$21.53

The Base Charge shall be prorated for the portion of the month in which service was in use.

In addition to the Base Charge, the charge for usage shall also include a charge based on the gallons used as follows:

FIRST INCREMENT (0-6,000 gallons)	SECOND INCREMENT (over-6,000 gallons)
WATER	WATER
\$3.23	\$5.74
per whole thousand	per whole thousand
SEWER	SEWER
\$4.04	\$5.74
per whole thousand	per whole thousand

The monthly water and sewer use rates for commercial property are established as follows:

BASE CHARGE	WATER	SEWER
	\$40.19	\$49.87

The Base Charge shall be prorated for the portion of the month in which service was in use.

In addition to the Base Charge, the charge for usage shall also include a charge based on the gallons used as follows:

FIRST INCREMENT (0-2,000 gallons)	SECOND INCREMENT (2,001-10,000 gallons)	THIRD INCREMENT (over-10,000 gallons)
WATER	WATER	WATER
\$1.42	\$4.30	\$5.74
per whole thousand	per whole thousand	per whole thousand
SEWER	SEWER	SEWER
\$2.87	\$5.74	\$7.16
per whole thousand	per whole thousand	per whole thousand

TAXES

A public service tax of 5% shall be added to the water service rates.

**TOWN OF HILLIARD
Water & Sewer Rate Increase Notice
Ordinance No. 2024-05**

In accordance with Hilliard Town Charter Section 4.11 (5) Action requiring an ordinance. The Town shall by ordinance regulate the rate charged for its services by a public utility for its water and sewer rates. Florida State Statute 180.136 Water or sewer utilities; notice. Before a local government water or sewer utility increases any rate, charge, or fee for water or sewer utility service, the utility shall provide notice of the proposed increase to each customer of the utility through the utility's billing process. The notice shall state the date, time, and place of the meeting of the governing board of the local government at which such an increase will be considered.

The Town of Hilliard will hold a Public Hearing to hear citizens input where the Town proposes to increase its water and sewer rates by 2.14% for both residential and commercial users as follows:

**Public Hearing & Regular Meeting
August 15, 2024, at 7:00 p.m.
Hilliard Town Hall / Council Chambers
15859 West County Road 108
Hilliard, FL 32046**

This rate increase is following Hilliard Town Code Chapter 58 Utilities:

Sec. 58-86. Annual rate increases tied to inflation.

Effective October 1st of every year, the rates subject to annual cost adjustment as set forth above shall be increased by a percentage equal to the annual increase in the Municipal Cost Index ("MCI") published by American City & County Magazine. The MCI is a weighted average, using 2005 as the base year, of the consumer price index, producer price index for industrial commodities, and construction cost index. Notwithstanding anything to the contrary herein, any such rate increase shall be subject to approval or adjustment by the town council by ordinance.

(Ord. No. 2010-03, § 6, 10-7-2010) (Ord. No. 2023-02, 05-18-2023)



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: August 15, 2024

FROM: ***Sherri Mitchell, Executive Director – Nassau County Economic Development Board***

SUBJECT: Presentation to the Town Council of the Nassau County Economic Development Board's Annual Report and the Fiscal Year 2024-2025, Funding Request.

BACKGROUND:

See attached presentation.

FINANCIAL IMPACT:

TBD

RECOMMENDATION:

Sherri Mitchell, Executive Director of the Nassau County Economic Development Board, to present to the Town Council the Annual Report and Fiscal Year 2024-2025, Funding Request.



NASSAU COUNTY

Florida's First Best Impression





Value

As Nassau County continues to undergo a transition from both landscape and cultural standpoint it is not only our role but NCEDB's goal to position our County and its assets in the most positive and competitive nature moving forward

Our Vision & Mission



Vision

Nassau County, achieving an unparalleled quality of life together



Mission

To support opportunities across Nassau County that sustain, expand, and diversify economic prosperity.



County Overview

Demographics & Workforce Statistics

101,501
Population

\$51,110
Average Wage

2.8%
Unemployment
Rate

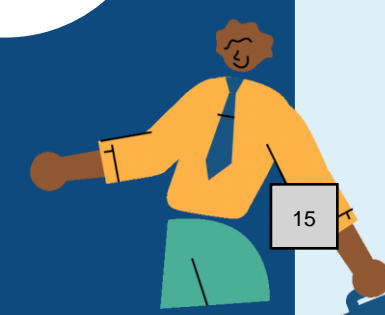
1,289
Unemployed

45,502
Workforce

\$475,000
Median Sales Price
Single Family House

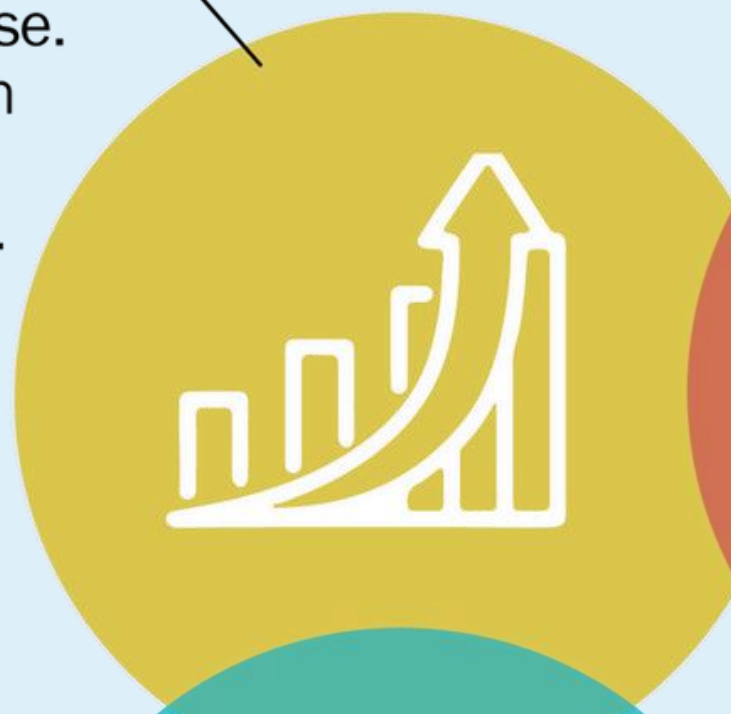
44,213
Employed

\$86,655
Median Household
Income



BUSINESS RETENTION & EXPANSION (BRE)

To support, retain, and expand upon the local business base. Increase business retention and expansion activities with all present companies.



BUSINESS RECRUITMENT & MARKETING (BRM)

Drive sustainable job growth by leveraging our quality of life, as we continue to market our key job opportunity areas.



PUBLIC RELATIONS & COMMUNICATION (PRC)

Maintain partnerships with local, regional, and national media to communicate key economic development information.



SUSTAINABLE REVENUE SOURCE (SRS)

Increase and maintain annual budget, develop sustainable revenue stream for economic development and community initiatives.



NFEDP

North Florida Economic Development Partnership



About

NFEDP is dedicated to facilitating economic development activity through high quality job growth and capital investment in the 14-county region



Services

- Central point of contact for existing and prospective companies and site selection consultants
- Market and promote the region nationally and internationally
- Provide technical assistance
- Support and assist business retention and expansion efforts
- Professional interface and coordination point
- Develop and enhance the leadership and professional economic development capacity of the region’s elected officials, economic development professionals, and community leaders by providing scholarships to attend economic development-focused conferences and events, along with the development and implementation of training and education programs

Business Retention & Expansion

Ad-Hoc Committee



BRE

Business Retention & Expansion



BRM

Business Recruitment & Marketing



PRC

Public Relations & Communication



SRS

Sustainable Revenue Source

Committee Overview

The NCEDB is bringing back Ad-Hoc Committees. These committees offer specialized expertise, workload distribution, community engagement, managements of Marketing Outreach Plan, and aligns with strategic plan goals.

Business Retention & Expansion

Roundtables

Town of Callahan



BRE Forum

Roundtable event featured all BRE Partners as well as success stories of businesses that have expanded in Nassau. Pictured here is John Henderson with Baptist Medical Center - Nassau and BRE Chair, Jerry Hinson

BRE Partners

BRE Partners informing our business community of the various resources available to them



Expansion

This event focused on expansion in Nassau County. Speakers included, Tuscan Rose Vineyard, Masonite Doors, Marlin & Barrel Distillery, and Baptist Medical Center - Nassau

BRE

Impact County Wide

With the BRE Program, we have reached 82 businesses through workforce surveys and business visits



BRE Partners

- Economic Development
- CareerSource
- Small Business Development Center
- Tourist Development Council
- Nassau County Chamber
- County Planning
- Florida State College at Jacksonville

SBDC Impact

ITEM-2

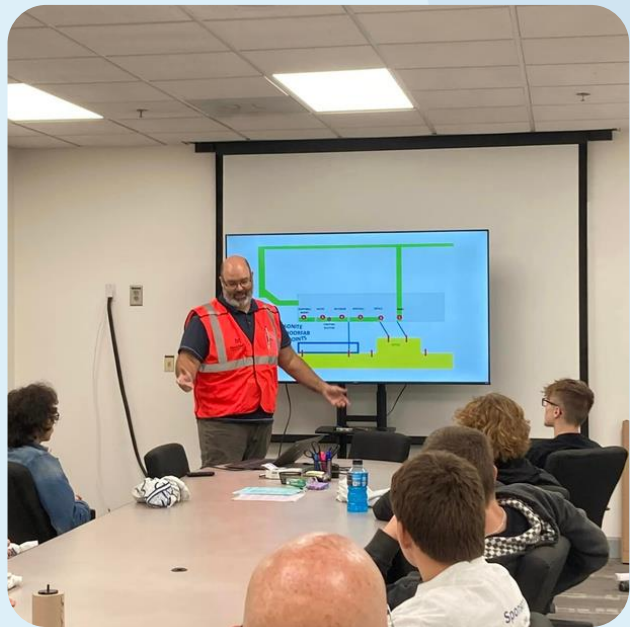
Service	FY 23-24 YTD	2023 CY
Entrepreneurs Consulted	120	114
Total Consulting Hours	313	547
Workshop Attendees	2,029	14,647
Jobs Created/Retained	42	88
Business Startups	14	18
Capital Formation	\$3,417,535	\$1,070,730

CareerSource NE Florida	FY 23-24 Q3	FY 23-24 YTD
Employers Served	42	115
Job Seeker Visitors	346	2,737
Services to Job Seekers	731	1,922



Manufacturing Day

Student Tours







RESOLUTION 2019 - 143

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA, PROCLAIMING THE MONTH OF OCTOBER 2019 AS MANUFACTURING MONTH.

WHEREAS, Manufacturing Month has been recognized as an effective way to expand knowledge about the value manufacturing brings to Florida's economy, the importance of the industry to the nation's economic well-being, and to show case the high-wage manufacturing jobs available in the industry; and

WHEREAS, by working together with educators, manufacturers can connect with the workforce of the future to build the next generation of skilled manufacturing employees, take charge of the public image of manufacturing, and ensure the ongoing prosperity of the industry and our country; and

WHEREAS, Florida ranks among the top ten (10) states for manufacturing establishments, according to Florida's Department of Economic Opportunity, with more than 381,000 manufacturing employees and more than 20,500 manufacturing companies; and

WHEREAS, Florida's manufacturing industry excelled in job gains over the year in June, adding 11,500 new jobs; and

WHEREAS, the State of Florida commends and supports Manufacturing Month 2019 and the organizations involved.

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Nassau County, Florida, this 23rd day of September, 2019 that:

- 1.The Board hereby proclaims the month of October 2019 as Manufacturing Month in Nassau County, Florida.
2.The Board recognizes October 4th as the official kick-off date and extends their best wishes to all observing October 2019 as Manufacturing Month.
3.
4.The Board urges all citizens of Nassau County to join in recognizing the value of our manufacturers and the important role they serve in our community.



BOARD OF COUNTY COMMISSIONERS NASSAU COUNTY, FLORIDA JUSTIN M. TAYLOR Its: Chairman

ATTEST AS TO CHAIRMAN'S SIGNATURE: JOHN A. CRAWFORD Its: Ex-Officio Clerk

Manufacturing Month

Student & Teacher Tours

In 2019, The Nassau County BOCC declared the first Friday in October as Manufacturing Day in Florida. The NCEDB has brought back Manufacturing Day Tours for the students and teachers to celebrate.

This year, October 2nd will be teacher tours and October 4th will be the student tours.

We will dive deep into the "Made in Nassau" world and uncover the fascinating array of products crafted right here in our community. Explore the diverse range of careers available in manufacturing and unlock the key skills and educational pathways needed to kickstart the journey into the exciting realm of modern manufacturing.

Supporting Hilliard



Business Retention

NCEDB acts as a resource for the business community. Through our BRE Partners we are able to assist with needs from capital to employee training.



Education

NCEDB is a sponsor of the Nassau Education Foundation for Teacher of the Year for West Nassau in support of Tammy Johnson and the Hilliard Middle Senior High Nursing Program.



Walking the Halls

NCEDB attends Rural Counties Day annually and sets appointments with our region's representatives in support of the west side of the county.



Marketable Sites

NCEDB has been working to identify marketable sites, especially on the west side of the county.



Grant Assistance

Submitting for grants on behalf of the Town of Hilliard.

BRM: New Prospects

Active Prospect	Industry	CAPEX	Jobs	Average Wage
10	Manufacturing	\$600 Million	205	\$73,000
11	Manufacturing	\$40 Million	125	TBD
12	Manufacturing	TBD	50	\$70,000
13	Manufacturing	TBD	TBD	TBD
14	Manufacturing	\$10 Million	50	TBD
15	Transportation	\$1 Million	15	\$100,000
16	Manufacturing	TBD	200-250	TBD
17	Life Sciences	\$20-30 Million	50	\$70,000



2022 - 2023 FY

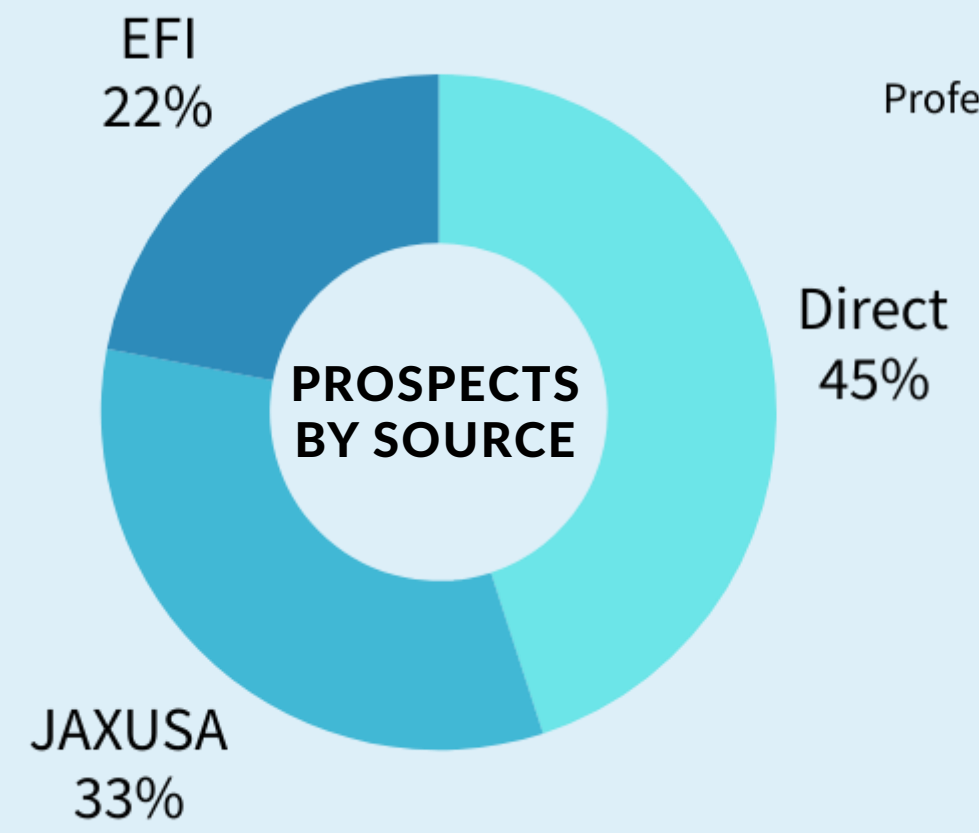
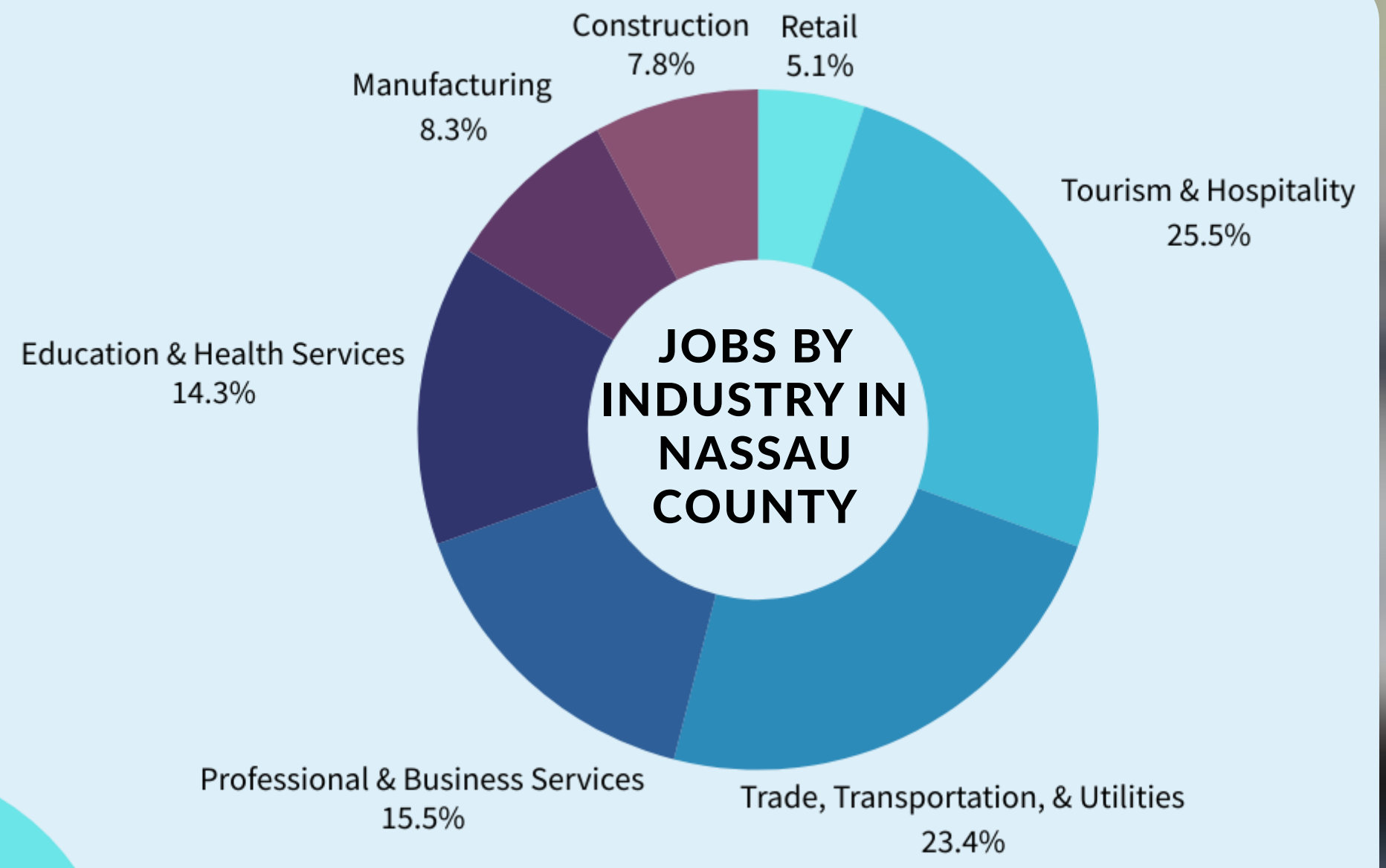
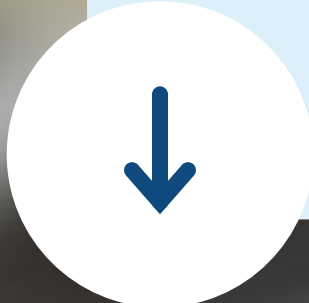
Project Overview

TOTAL PROJECTS

17

PROJECTS BY STAGE

#	#	#
SITE VISITS	RESPONSES	QUALIFIED



Key Stakeholders

CHAMPION



ELITE



MASTER



COMPETITOR



RECREATIONAL





THANK YOU



Sherri Mitchell, Executive Director
Nassau County Economic Development Board
(904) 225-8878
www.NassauFlorida.com



AGENDA ITEM REPORT TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: August 15, 2024

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

SUBJECT: Town Council to approve the Request for Proposal for Grant Administration Services from Fred Fox Enterprises, Inc. for the FDEM Hurricane/Community Shelter Grant # F0122 Project.

BACKGROUND:

See attached.

FINANCIAL IMPACT:

Pending Florida Department of Emergency Managements contract approval in the amount of \$189,900.00.

RECOMMENDATION:

Town Council to approve the Request for Proposal for Grant Administration Services from Fred Fox Enterprises, Inc. for the FDEM Hurricane/Community Shelter Grant # F0122 Project.

SUMMARY RANKING SHEET

Town of Hilliard, Florida
 State-Wide Emergency Shelter Plan (SESP) Grant # F0122
 Grant Administration Services Request for Proposal

Firms Submitting Proposals:

1. FRED FOX ENTERPRISES, INC.
2. NORTH FLORIDA PROFESSIONAL SERVICES, INC.
3. ANSER ADVISORY CONSULTANTS, LLC

Ranking Summary Score

- | | |
|-------------------------|-----------------|
| 1. Highest Scoring Firm | Score 5 points. |
| 2. Second Scoring Firm | Score 4 points. |
| 3. Third Scoring Firm | Score 3 points. |
| 4. Fourth Scoring Firm | Score 2 points. |
| 5. Fifth Scoring Firm | Score 1 point. |

Reviewers	Firm 1	Firm 2	Firm 3		
Reviewer 1	85	78	78		
Reviewer 2	100	75	75		
Reviewer 3	100	60	60		
Reviewer 4	100	85	75		
Reviewer 5	100	83	73		
Reviewer 6	100	87	75		
TOTALS:	585	468	436		

Ranking

First Ranked Firm	<u>Fred Fox Enterprise, Inc.</u>
Second Ranked Firm	<u>North Florida Professional Services, Inc.</u>
Third Ranked Firm	<u>Anser Advisory Consultants, LLC</u>



 Lisa Purvis, Town Clerk

8/8/2024

 Date

REQUEST FOR PROPOSAL
GRANT ADMINISTRATION SERVICES
TOWN OF HILLIARD
COMMUNITY CENTER / HURRICANE SHELTER
GRANT AGREEMENT NUMBER F0122

RFP #20240802

RECEIVED: AUGUST 1, 2024 @ 2P

- 1 FRED FOX ENTERPRISES, INC.
4425 US 1 SOUTH, SUITE 103
ST. AUGUSTINE, FL 32080
FRED FOX - (904) 810-5183 - fred.fox@fredfoxenterprises.com

- 2 NORTH FLORIDA PROFESSIONAL SERVICES, INC.
4168 SOUTHPOINT PARKWAY
JACKSONVILLE, FL 32216
BRANDON STUBBS - (877) 335-1525 - bstubbs@nfps.net

- 3 ANSER ADVISORY CONSULTING, LLC
529 EAST CROWN POINT ROAD, SUITE 170
OCONEE, FL 34761
COREY BURBACH - (949) 680-9232- corey.burbach@anseradvisory.com

RANKING SHEET

Town of Hilliard, Florida
 State-Wide Emergency Shelter Plan (SESP) Grant # F0122
 Grant Administration Services Request for Proposal

Reviewer Name: JARED WOLLITZ

Reviewer Number ONE

Firms Submitting Proposals:

1. FRED FOX ENTERPRISES, INC.
2. NORTH FLORIDA PROFESSIONAL SERVICES, INC.
3. ANSER

RANKING CRITERIA	Firm #1	Firm #2	Firm #3		
1. Firm's Information and Experience: Excellent - 20 points Good - 15 points Fair - 10 points Poor - 5 points Refused to respond - 0 points	15	15	15		
2. Staff Qualifications and Experience: 20 years or more - 20 points 15 to 19 years - 15 points 10 to 14 years - 10 points 5 to 9 years - 5 points Less than 5 years - 0 points	15	15	15		
3. Firm's Approach to Implementing and Managing the Project: Excellent - 20 points Good - 15 points Fair - 10 points Poor - 5 points Refused to respond - 0 points	15	15	15		
4. Firm's References: 10 or more - 20 points less than 10 based on number submitted. Must submit at least 5 to be considered.	20	15	15		
5. Quality of Firm's References Excellent - 10 points Good - 7 points Fair - 5 points Poor - 5 points None - 0 points	10	10	10		
6. Price Lowest - 10 points 2 nd Lowest - 8 points 3 rd Lowest - 5 points 4 th Lowest - 3 points No Price - 0 points	189,900 10	294,510 3	294,510 3		

Total Scores: 1. ~~85~~ 2. 78 3. 78 4. _____ 5. _____

85

08/08/2024
Date

Signature of Person Completing Ranking Form

RANKING SHEET

Town of Hilliard, Florida
 State-Wide Emergency Shelter Plan (SESP) Grant # F0122
 Grant Administration Services Request for Proposals

Reviewer Name: Joe Michaels

Reviewer Number TWO

Firms Submitting Proposals:

1. FRED FOX ENTERPRISES, INC.

2. NORTH FLORIDA PROFESSIONAL SERVICES, INC.

3. ANSER

RANKING CRITERIA	Firm #1	Firm #2	Firm #3		
1. Firm's Information and Experience: Excellent - 20 points Good - 15 points Fair - 10 points Poor - 5 points Refused to respond - 0 points	20	15	15		
2. Staff Qualifications and Experience: 20 years or more - 20 points 15 to 19 years - 15 points 10 to 14 years - 10 points 5 to 9 years - 5 points Less than 5 years - 0 points	20	15	15		
3. Firm's Approach to Implementing and Managing the Project: Excellent - 20 points Good - 15 points Fair - 10 points Poor - 5 points Refused to respond - 0 points	20	15	15		
4. Firm's References: 10 or more - 20 points less than 10 based on number submitted. Must submit at least 5 to be considered.	20	15	15		
5. Quality of Firm's References Excellent - 10 points Good - 7 points Fair - 5 points Poor - 5 points None - 0 points	10	7	7		
6. Price Lowest - 10 points 2 nd Lowest - 8 points 3 rd Lowest - 5 points 4 th Lowest - 3 points No Price - 0 points	10	8	8		

Total Scores:

1. 100 2. 75 3. 75 4. _____ 5. _____

Joe Michaels
 Signature of Person Completing Ranking Form

8/8/24
 Date

RANKING SHEET

Town of Hilliard, Florida
 State-Wide Emergency Shelter Plan (SESP) Grant # F0122
 Grant Administration Services Request for Proposals

Reviewer Name: Lee Pickett

Reviewer Number THREE

Firms Submitting Proposals:

1. FRED FOX ENTERPRISES, INC.
2. NORTH FLORIDA PROFESSIONAL SERVICES, INC.
3. ANSER ADVISORY CONSULTING, INC.

RANKING CRITERIA	Firm #1	Firm #2	Firm #3		
1. Firm's Information and Experience: Excellent - 20 points Good - 15 points Fair - 10 points Poor - 5 points Refused to respond - 0 points	20	10	10		
2. Staff Qualifications and Experience: 20 years or more - 20 points 15 to 19 years - 15 points 10 to 14 years - 10 points 5 to 9 years - 5 points Less than 5 years - 0 points	20	10	10		
3. Firm's Approach to Implementing and Managing the Project: Excellent - 20 points Good - 15 points Fair - 10 points Poor - 5 points Refused to respond - 0 points	20	10	10		
4. Firm's References: 10 or more - 20 points less than 10 based on number submitted. Must submit at least 5 to be considered.	20	20	20		
5. Quality of Firm's References Excellent - 10 points Good - 7 points Fair - 5 points Poor - 5 points None - 0 points	10	5	5		
6. Price Lowest - 10 points 2 nd Lowest - 8 points 3 rd Lowest - 5 points 4 th Lowest - 3 points No Price - 0 points	10	5	5		

Total Scores: 1. 100 2. 60 3. 60 4. 5.

Lee Pickett
 Signature of Person Completing Ranking Form

8-8-24
 Date

RANKING SHEET

Town of Hilliard, Florida
 State-Wide Emergency Shelter Plan (SESP) Grant # F0122
 Grant Administration Services Request for Proposals

Reviewer Name: Dellis Hunter

Reviewer Number FOUR

Firms Submitting Proposals:

1. FRED FOX ENTERPRISES, INC.
2. NORTH FLORIDA PROFESSIONAL SERVICES, INC.
3. ANSEIR

	FF	NPPS	ANSEIR		
RANKING CRITERIA	Firm #1	Firm #2			
1. Firm's Information and Experience: Excellent - 20 points Good - 15 points Fair - 10 points Poor - 5 points Refused to respond - 0 points	20	20	10		
2. Staff Qualifications and Experience: 20 years or more - 20 points 15 to 19 years - 15 points 10 to 14 years - 10 points 5 to 9 years - 5 points Less than 5 years - 0 points	20	20	20		
3. Firm's Approach to Implementing and Managing the Project: Excellent - 20 points Good - 15 points Fair - 10 points Poor - 5 points Refused to respond - 0 points	20	15	15		
4. Firm's References: 10 or more - 20 points less than 10 based on number submitted. Must submit at least 5 to be considered.	20	20	20		
5. Quality of Firm's References Excellent - 10 points Good - 7 points Fair - 5 points Poor - 5 points None - 0 points	10	7	7		
6. Price Lowest - 10 points 2 nd Lowest - 8 points 3 rd Lowest - 5 points 4 th Lowest - 3 points No Price - 0 points	10	3	3		

Total Scores: 1. 100 2. 85 3. 75 4. 5.

[Signature]
 Signature of Person Completing Ranking Form

8/8/24
 Date

RANKING SHEET

Town of Hilliard, Florida
 State-Wide Emergency Shelter Plan (SESP) Grant # F0122
 Grant Administration Service Request for Proposals

Reviewer Name: Kenny Sims


Reviewer Number FIVE

Firms Submitting Proposals:

1. FRED FOX ENTERPRISES, INC.
2. NORTH FLORIDA PROFESSIONAL SERVICES, INC.
3. ANSER

RANKING CRITERIA	Firm #1	Firm #2	Firm #3		
1. Firm's Information and Experience: Excellent - 20 points Good - 15 points Fair - 10 points Poor - 5 points Refused to respond - 0 points	20	15	15		
2. Staff Qualifications and Experience: 20 years or more - 20 points 15 to 19 years - 15 points 10 to 14 years - 10 points 5 to 9 years - 5 points Less than 5 years - 0 points	20	20	20		
3. Firm's Approach to Implementing and Managing the Project: Excellent - 20 points Good - 15 points Fair - 10 points Poor - 5 points Refused to respond - 0 points	20	15	15		
4. Firm's References: 10 or more - 20 points less than 10 based on number submitted. Must submit at least 5 to be considered.	20	20	10		
5. Quality of Firm's References Excellent - 10 points Good - 7 points Fair - 5 points Poor - 5 points None - 0 points	10	10	10		
6. Price Lowest - 10 points 2 nd Lowest - 8 points 3 rd Lowest - 5 points 4 th Lowest - 3 points No Price - 0 points	10	3	3		

Total Scores: 1. 100 2. 83 3. 73 4. 5.


 Signature of Person Completing Ranking Form

8-8-24
 Date

RANKING SHEET

Town of Hilliard, Florida
 State-Wide Emergency Shelter Plan (SESP) Grant # F0122
 Grant Administration Service Request for Proposals

Reviewer Name: JOHN P. BEASLEY

Reviewer Number SIX

Firms Submitting Proposals:

1. FRED FOX ENTERPRISES, INC.
2. NORTH FLORIDA PROFESSIONAL SERVICES, INC.
3. ANSWER ADVISORY CONSULTING INC

RANKING CRITERIA	Firm #1	Firm #2			
1. Firm's Information and Experience: Excellent - 20 points Good - 15 points Fair - 10 points Poor - 5 points Refused to respond - 0 points	20	15	15		
2. Staff Qualifications and Experience: 20 years or more - 20 points 15 to 19 years - 15 points 10 to 14 years - 10 points 5 to 9 years - 5 points Less than 5 years - 0 points	20	20	20		
3. Firm's Approach to Implementing and Managing the Project: Excellent - 20 points Good - 15 points Fair - 10 points Poor - 5 points Refused to respond - 0 points	20	15	15		
4. Firm's References: 10 or more - 20 points less than 10 based on number submitted. Must submit at least 5 to be considered.	20	20	5		
5. Quality of Firm's References Excellent - 10 points Good - 7 points Fair - 5 points Poor - 5 points None - 0 points	10	7	7		
6. Price Lowest - 10 points 2 nd Lowest - 8 points 3 rd Lowest - 5 points 4 th Lowest - 3 points No Price - 0 points	10	8	8		

Total Scores: 1. 100 2. 87 3. 75 4. _____ 5. _____

John P. Beasley
 Signature of Person Completing Ranking Form

8/8/2024
 Date



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: August 15, 2024

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

SUBJECT: Town Council to approve the Request for Qualifications for Architectural & Engineering Services from the selected firm at the negotiated cost for the FDEM Hurricane/Community Shelter Grant # F0122 Project.

BACKGROUND:

See attached.

FINANCIAL IMPACT:

Pending Florida Department of Emergency Managements contract approval at the negotiated cost.

RECOMMENDATION:

Town Council to approve the Request for Qualifications for Architectural & Engineering Services from the selected firm at the negotiated cost for the FDEM Hurricane/Community Shelter Grant # F0122 Project.

SUMMARY RANKING SHEET

Town of Hilliard, Florida

State-Wide Emergency Shelter Plan (SESP) Grant # F0122

Architectural & Engineering Services Request for Qualifications

Firms Submitting Proposals:

- 1. VRL ARCHITECTS, INC.
- 2. NORTH FLORIDA PROFESSIONAL SERVICES, INC.
- 3. BHIDE & HALL ARCHITECTS, P.A.
- 4. BAKER DESIGN BUILD
- 5. PQH GROUP

Ranking Summary Score

- 1. Highest Scoring Firm Score 5 points.
- 2. Second Scoring Firm Score 4 points.
- 3. Third Scoring Firm Score 3 points.
- 4. Fourth Scoring Firm Score 2 points.
- 5. Fifth Scoring Firm Score 1 point.

Reviewers	Firm 1	Firm 2	Firm 3	Firm 4	Firm 5
Reviewer 1	95	77	72	60	95
Reviewer 2	92	82	77	67	100
Reviewer 3	100	70	60	25	95
Reviewer 4	95	80	70	55	100
Reviewer 5	100	85	77	55	100
Reviewer 6	95	90	77	72	55
TOTALS:	577	484	433	334	545

Ranking

- First Ranked Firm VRL Architects, Inc.
- Second Ranked Firm PQH Group
- Third Ranked Firm North Florida Professional Services, Inc.
- Fourth Ranked Firm BHIDE + Hall Architects, P.A.
- Fifth Ranked Firm Baker Design Build



 Lisa Purvis, Town Clerk

8/8/2024

 Date

REQUEST FOR QUALIFICATIONS
ARCHITECTURAL AND ENGINEERING SERVICES
TOWN OF HILLIARD
COMMUNITY CENTER / HURRICANE SHELTER
GRANT AGREEMENT NUMBER F0122

RFP #20240801

RECEIVED: AUGUST 1, 2024 @ 2P

- 1 VRL ARCHITECTS, INC.
10609 OLD ST. AUGUSTINE ROAD
JACKSONVILLE, FL 32257
STEVE LAZAR - (904) 723-3895
- 2 NORTH FLORIDA PROFESSIONAL SERVICES, INC.
1450 SW STATE ROAD 47
LAKE CITY, FL 32025
ROBIN SMITH - (904) 947-0375 - rsmith@nfps.net
- 3 Bhide & Hall Architects, P.A.
1329-C KINGSLEY AVENUE
ORANGE PARK, FL 32073
BRIAN SAWYER - (904) 264-1919- bsawyer@bhide-hall.com
- 4 BAKER DESIGN BUILD
219 NORTH NEWNAN STREET, 2ND FLOOR
JACKSONVILLE, FL 32202
TAMARA BAKER - (904) 559-2674- tbaker@bdbjax.com
- 5 PQH GROUP
4141 SOUTHPOINT DRIVE EAST, SUITE 200
JACKSONVILLE, FL 32216
RICARDO QUINONES - (904) 224-0001- quinonesr@pqh.com

RANKING SHEET

Town of Hilliard, Florida
 State-Wide Emergency Shelter Plan (SESP) Grant # F0122
 Architectural & Engineering Services Request for Qualifications

Reviewer Name: JARED WOLLITZ

Reviewer Number ONE

Firms Submitting Proposals:

1. VRL ARCHITECTS, INC.
2. NORTH FLORIDA PROFESSIONAL SERVICES, INC.
3. BHIDE & HALL ARCHITECTS, P.A.
4. BAKER DESIGN BUILD
5. PQH GROUP

RANKING CRITERIA	Firm #1	Firm #2	Firm #3	Firm #4	Firm #5
1. Firm's Information and Experience: Excellent - 25 points Good - 20 points Fair - 15 points Poor - 5 points Refused to respond - 0 points	25	20	20	15	25
2. Staff Qualifications and Experience: 20 years or more - 20 points 15 to 19 years - 15 points 10 to 14 years - 10 points 5 to 9 years - 5 points Less than 5 years - 0 points	20	20	20	20	20
3. Firm's References: 10 or more - 20 points less than 10 based on number submitted. Must submit at least 5 to be considered.	20 20	15	10	5	20
4. Firm's Approach to Implementing and Managing the Project: Excellent - 25 points Good - 20 points Fair - 15 points Poor - 5 points Refused to respond - 0 points	20	15	15	15	20
5. Experience with Municipal Engineering; and Excellent - 10 points Good - 7 points Fair - 5 points Poor - 5 points None - 0 points	10	7	7	5	10

Total Scores: 1. 95 2. 77 3. 72 4. 60 5. 95


 Signature of Person Completing Ranking Form

08/08/2024
 Date

RANKING SHEET

Town of Hilliard, Florida
 State-Wide Emergency Shelter Plan (SESP) Grant # F0122
 Architectural & Engineering Services Request for Qualifications

Reviewer Name: Joe Michaels

Reviewer Number TWO

Firms Submitting Proposals:

1. VRL ARCHITECTS, INC.
2. NORTH FLORIDA PROFESSIONAL SERVICES, INC.
3. BHIDE & HALL ARCHITECTS, P.A.
4. BAKER DESIGN BUILD
5. PQH GROUP

RANKING CRITERIA	Firm #1	Firm #2	Firm #3	Firm #4	Firm #5
1. Firm's Information and Experience: Excellent - 25 points Good - 20 points Fair - 15 points Poor - 5 points Refused to respond - 0 points	25	20	20	20	25
2. Staff Qualifications and Experience: 20 years or more - 20 points 15 to 19 years - 15 points 10 to 14 years - 10 points 5 to 9 years - 5 points Less than 5 years - 0 points	20	15	15	10	20
3. Firm's References: 10 or more - 20 points less than 10 based on number submitted. Must submit at least 5 to be considered.	20	20	15	10	20
4. Firm's Approach to Implementing and Managing the Project: Excellent - 25 points Good - 20 points Fair - 15 points Poor - 5 points Refused to respond - 0 points	20	20	20	20	25
5. Experience with Municipal Engineering; and Excellent - 10 points Good - 7 points Fair - 5 points Poor - 5 points None - 0 points	7	7	7	7	10

Total Scores: 1. 92 2. 82 3. 77 4. 67 5. 100

Joe Michaels
 Signature of Person Completing Ranking Form

8/8/24
 Date

RANKING SHEET
 Town of Hilliard, Florida
 State-Wide Emergency Shelter Plan (SESP) Grant # F0122
 Architectural & Engineering Services Request for Qualifications

Reviewer Name: Lee PickettReviewer Number THREE

Firms Submitting Proposals:

1. VRL ARCHITECTS, INC.
2. NORTH FLORIDA PROFESSIONAL SERVICES, INC.
3. BHIDE & HALL ARCHITECTS, P.A.
4. BAKER DESIGN BUILD
5. PQH GROUP

RANKING CRITERIA	Firm #1	Firm #2	Firm #3	Firm #4	Firm #5
1. Firm's Information and Experience: Excellent - 25 points Good - 20 points Fair - 15 points Poor - 5 points Refused to respond - 0 points	25	20	20	5	25
2. Staff Qualifications and Experience: 20 years or more - 20 points 15 to 19 years - 15 points 10 to 14 years - 10 points 5 to 9 years - 5 points Less than 5 years - 0 points	20	15	15	5	20
3. Firm's References: 10 or more - 20 points less than 10 based on number submitted. Must submit at least 5 to be considered.	20	15	5	5	20
4. Firm's Approach to Implementing and Managing the Project: Excellent - 25 points Good - 20 points Fair - 15 points Poor - 5 points Refused to respond - 0 points	25	15	15	5	20
5. Experience with Municipal Engineering; and Excellent - 10 points Good - 7 points Fair - 5 points Poor - 5 points None - 0 points	10	5	5	5	10

Total Scores: 1. 100 2. 70 3. 60 4. 25 5. 95

Lee Pickett
 Signature of Person Completing Ranking Form

8-8-24
 Date

RANKING SHEET
 Town of Hilliard, Florida
 State-Wide Emergency Shelter Plan (SESP) Grant # F0122
 Architectural & Engineering Services Request for Qualifications

Reviewer Name: Doris Hunter

Reviewer Number FOUR

Firms Submitting Proposals:

1. VRL ARCHITECTS, INC.
2. NORTH FLORIDA PROFESSIONAL SERVICES, INC.
3. BHIDE & HALL ARCHITECTS, P.A.
4. BAKER DESIGN BUILD
5. PQH GROUP

RANKING CRITERIA	Firm #1	Firm #2	Firm #3	Firm #4	Firm #5
1. Firm's Information and Experience: Excellent - 25 points Good - 20 points Fair - 15 points Poor - 5 points Refused to respond - 0 points	25	20	25	15	25
2. Staff Qualifications and Experience: 20 years or more - 20 points 15 to 19 years - 15 points 10 to 14 years - 10 points 5 to 9 years - 5 points Less than 5 years - 0 points	20	20	20	15	20
3. Firm's References: 10 or more - 20 points less than 10 based on number submitted. Must submit at least 5 to be considered.	20	10	0	0	20
4. Firm's Approach to Implementing and Managing the Project: Excellent - 25 points Good - 20 points Fair - 15 points Poor - 5 points Refused to respond - 0 points	20	20	15	15	25
5. Experience with Municipal Engineering; and Excellent - 10 points Good - 7 points Fair - 5 points Poor - 5 points None - 0 points	10	10	10	10	10

Total Scores: 1. 95 2. 80 3. 20 4. 55 5. 100

[Signature]
 Signature of Person Completing Ranking Form

8/8/24
 Date

RANKING SHEET

Town of Hilliard, Florida
 State-Wide Emergency Shelter Plan (SESP) Grant # F0122
 Architectural & Engineering Services Request for Qualifications

Reviewer Name: Kenny Sims

Reviewer Number FIVE

Firms Submitting Proposals:

1. VRL ARCHITECTS, INC.
2. NORTH FLORIDA PROFESSIONAL SERVICES, INC.
3. BHIDE & HALL ARCHITECTS, P.A.
4. BAKER DESIGN BUILD
5. PQH GROUP

RANKING CRITERIA	Firm #1	Firm #2	Firm #3	Firm #4	Firm #5
1. Firm's Information and Experience: Excellent - 25 points Good - 20 points Fair - 15 points Poor - 5 points Refused to respond - 0 points	25	20	20	15	25
2. Staff Qualifications and Experience: 20 years or more - 20 points 15 to 19 years - 15 points 10 to 14 years - 10 points 5 to 9 years - 5 points Less than 5 years - 0 points	20	20	20	20	20
3. Firm's References: 10 or more - 20 points less than 10 based on number submitted. Must submit at least 5 to be considered.	20	15	10	10	20
4. Firm's Approach to Implementing and Managing the Project: Excellent - 25 points Good - 20 points Fair - 15 points Poor - 5 points Refused to respond - 0 points	25	20	20	5	25
5. Experience with Municipal Engineering; and Excellent - 10 points Good - 7 points Fair - 5 points Poor - 5 points None - 0 points	10	10	7	5	10

Total Scores: 1. 100 2. 85 3. ~~80~~ 77 4. 55 5. 100


 Signature of Person Completing Ranking Form

8-9-24
 Date

RANKING SHEET

Town of Hilliard, Florida
 State-Wide Emergency Shelter Plan (SESP) Grant # F0122
 Architectural & Engineering Services Request for Qualifications

Reviewer Name: John P. Beasley

Reviewer Number SIX

Firms Submitting Proposals:

1. VRL ARCHITECTS, INC.
2. NORTH FLORIDA PROFESSIONAL SERVICES, INC.
3. BHIDE & HALL ARCHITECTS, P.A.
4. BAKER DESIGN BUILD
5. PQH GROUP

RANKING CRITERIA	Firm #1	Firm #2	Firm #3	Firm #4	Firm #5
1. Firm's Information and Experience: Excellent - 25 points Good - 20 points Fair - 15 points Poor - 5 points Refused to respond - 0 points	25	20	20	20	15
2. Staff Qualifications and Experience: 20 years or more - 20 points 15 to 19 years - 15 points 10 to 14 years - 10 points 5 to 9 years - 5 points Less than 5 years - 0 points	20	20	20	20	20
3. Firm's References: 10 or more - 20 points less than 10 based on number submitted. Must submit at least 5 to be considered.	15	20	10	10	5
4. Firm's Approach to Implementing and Managing the Project: Excellent - 25 points Good - 20 points Fair - 15 points Poor - 5 points Refused to respond - 0 points	25	20	20	15	10
5. Experience with Municipal Engineering; and Excellent - 10 points Good - 7 points Fair - 5 points Poor - 5 points None - 0 points	10	10	7	7	5

Total Scores: 1. 95 2. 90 3. 77 4. 72 5. 55

John P. Beasley
 Signature of Person Completing Ranking Form

8/8/2024
 Date



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: August 15, 2024

FROM: *Lisa Purvis, MMC – Town Clerk*

SUBJECT: Town Council approval to proceed with the Florida Commerce Rural Infrastructure Fund Grant application for the FAA Water Main Extension Project, which will cover 100% of the infrastructure needs of the project and using the Town's State Recovery Funds for the engineering services portion.

BACKGROUND:

See attached.

FINANCIAL IMPACT:

Estimated at \$200,000.

RECOMMENDATION:

Town Council approval to proceed with the Florida Commerce Rural Infrastructure Fund Grant application for the FAA Water Main Extension Project, covering 100% of the infrastructure needs of the project and using the Town's State Recovery Funds for the engineering services portion.

Lisa Purvis

From: Lisa Purvis
Sent: Thursday, August 8, 2024 10:44 AM
To: John Petrohovich
Subject: RE: FY24/25 FloridaCommerce RIF Grant Application – Your Input Needed | FAA Water Main | Town of Hilliard 9610-23-1

John,

With the Recovery Funds the Town received that we will be using to pay the 50% Planning & 50% Design for the State Revolving Funds for the Sewer Rehabilitation based on the estimates provided we will have funds to cover the Engineering portion that is estimated at \$200K. I will add this to the August 15, 2024, agenda for approval so you can get started with the 100% Project Infrastructure costs application.

Lisa Purvis, MMC

Town Clerk
 Town of Hilliard
 PO Box 249
 15859 West CR 108
 Hilliard, FL 32046
 904.845.3555 Phone
 904.845.1221 Fax
www.townofhilliard.com



From: John Petrohovich <john.petrohovich@mittauer.com>
Sent: Thursday, August 8, 2024 10:28 AM
To: Lisa Purvis <lpurvis@townofhilliard.com>
Cc: Timothy Norman <TNorman@mittauer.com>
Subject: FY24/25 FloridaCommerce RIF Grant Application – Your Input Needed | FAA Water Main | Town of Hilliard 9610-23-1

Lisa,

The FloridaCommerce Rural Infrastructure Fund (RIF) grant application cycle is now open until September 16, 2024.

As discussed in this thread, the RIF Bureau Chief has indicated that this project is an eligible fit to compete for funding within the program.

We have two potential routes for the application:

- 1. **Project Planning and Preparation Grant** – Up to \$300K is available per project for planning, design, permitting. This portion of the project is currently estimated at \$200K. If the Town can cover the engineering costs with its own funds, we could focus on seeking funding for the construction portion in this cycle.
- 2. **Total Project Participation Grant** – This grant covers up to 100% of the project’s infrastructure costs, currently estimated at approximately \$1M.

Ultimately, the grant we choose to target will depend on whether the Town can pay for the engineering with Town funds.

Let me know your thoughts when you get a chance, and feel free to reach out if you have any questions.

Thanks, Lisa,

JOHN A. PETROHOVICH, II
PROJECT & FUNDING SPECIALIST
MITTAUER & ASSOCIATES, INC.
 580-1 Wells Road
 Orange Park, FL 32073
 Office: (904) 278-0030
 Direct: (904) 644-0647
 Cell: (904) 673-2601
 Email: john.petrohovich@mittauer.com



From: John Petrohovich
Sent: Friday, April 26, 2024 8:48 AM
To: Lisa Purvis <lpurvis@townofhilliard.com>
Cc: Timothy Norman <TNorman@mittauer.com>
Subject: RE: RIF Project Suitability | Town of Hilliard 9610-23-1

Lisa,

Understood. We’ll reconvene with you once we see if the \$1.9M appropriation is awarded to firm up the direction the Town wants to take. And we’ll be sure to be on the lookout for when the next RIF cycle opens to explore utilizing one of the two grants discussed below – either for planning & design, or for construction funds.

JOHN A. PETROHOVICH, II
PROJECT & FUNDING SPECIALIST
MITTAUER & ASSOCIATES, INC.
 580-1 Wells Road
 Orange Park, FL 32073
 Office: (904) 278-0030
 Direct: (904) 644-0647
 Cell: (904) 673-2601
 Email: john.petrohovich@mittauer.com



From: Lisa Purvis <lpurvis@townofhilliard.com>
Sent: Thursday, April 25, 2024 1:18 PM
To: John Petrohovich <john.petrohovich@mittauer.com>
Cc: Timothy Norman <TNorman@mittauer.com>
Subject: RE: RIF Project Suitability | Town of Hilliard 9610-23-1

John,

From our last meeting I feel that not all of our Council are willing to switch projects if the \$1.9K is funded, from the phases that we originally submitted for the water main extensions, especially the one along US1, with Nassau

County putting in matching funds and having their lobbyist lobbying for appropriations approval. With that said, we would like to prepare to submit applications for the August 2024 cycle for the 8” FAA Facility WM project.

Sincerely,

Lisa Purvis, MMC
Town Clerk
Town of Hilliard
PO Box 249
15859 West CR 108
Hilliard, FL 32046
904.845.3555 Phone
904.845.1221 Fax
www.townofhilliard.com



From: John Petrohovich <john.petrohovich@mittauer.com>
Sent: Monday, April 8, 2024 10:21 AM
To: Lisa Purvis <lpurvis@townofhilliard.com>
Cc: Timothy Norman <TNorman@mittauer.com>
Subject: RE: RIF Project Suitability | Town of Hilliard 9610-23-1

Good morning, Lisa,

I reached out to and spoke with Ms. Pam Portwood, Bureau Chief of the Rural Infrastructure Fund (RIF), a FloridaCommerce grant program, regarding the suitability of the FAA Facility 8” Water Main project. Ms. Portwood acknowledged the project as an eligible submittal for the RIF program. The RIF program’s main objective is to finance infrastructure projects that encourage job creation/retention and capital investment in rural communities; accordingly, I would be sure to expound on the economic correlation between the FAA and the Town of Hilliard and the project’s impact on both in the application.

If the “Hilliard Rural Water Supply Expansion” Legislative Appropriation for \$1,950,000 is not awarded, the RIF program could be a viable option to seek grant funding for this project. It is expected the program will have about \$25-\$30M available, and the FY 2024-2025 application cycle would likely open in the August – September 2024 timeframe.

There are three grant types within the program, but the two that we have used are the **Total Project Participation Grants** and the **Project Planning and Preparation Grants**.

- **Total Project Participation Grants** may be awarded for up to 75% (100% for REDI communities) of total infrastructure project costs (i.e., construction funding).
- **Project Planning and Preparation Grants** may be awarded up to \$300,000 for infrastructure feasibility studies, engineering design, or other planning activities.

The main thing to consider is that applications can be submitted for one grant-type only. Meaning, if we applied for the **Project Planning and Preparation Grant** to design the project and received funding, we would need to wait until the following application cycle in the next fiscal year to apply for the **Total Project Participation Grant** to seek construction funding. However, if design funding (currently estimated at around \$200,000) could be attained through Town funds or another avenue, then we could seek construction funding in the next application cycle when it opens.

Thank you, Lisa – please feel free to give me a call to talk through any of this information, and we can revisit this option in further detail once we know the final status of the pending Legislative Appropriation.

JOHN A. PETROHOVICH, II
 PROJECT & FUNDING SPECIALIST
 MITTAUER & ASSOCIATES, INC.
 580-1 Wells Road
 Orange Park, FL 32073
 Office: (904) 278-0030
 Direct: (904) 644-0647
 Cell: (904) 673-2601
 Email: john.petrohovich@mittauer.com



From: John Petrohovich
Sent: Friday, March 29, 2024 10:23 AM
To: Pam.Portwood@commerce.fl.gov
Subject: RIF Project Suitability | Town of Hilliard 9610-23-1

Good morning, Ms. Portwood,

I hope you're doing well. I'm writing to discuss a critical project we're seeking funding for and would greatly appreciate your thoughts on its suitability for the next Rural Infrastructure Fund cycle.

The Town of Hilliard provides domestic water to the Federal Aviation Administration (FAA) facility in Hilliard, FL, which employs over 400 personnel, along with numerous contract employees, and controls a significant portion of air traffic in the southeastern United States. The FAA's current infrastructure includes a backup on-site well capable of providing water and fire protection to the facility in case of emergencies. However, recent developments in the area, particularly the construction of the Whisper Ridge subdivision, have highlighted potential vulnerabilities in the water supply system. During fire flow testing for Whisper Ridge, low pressure was reported at the FAA facility which resulted in low pressure alarms and a switch over to their back-up on-site water system. The main concern is the lack of redundancy in the event of water loss by the Town, which could result in the shutdown of the FAA facility.

The proposed improvements entail the construction of a parallel 8" water main from the Town's water treatment plant (WTP) along CR 108 to tie into the existing 8" PVC water main serving the Whisper Ridge subdivision. Hydraulic modeling indicates that these enhancements would significantly improve water pressure, ensuring adequate supply during peak demand and emergency scenarios.

This project is crucial for maintaining the uninterrupted operation of the FAA facility and addressing potential associated with water supply disruptions.

As always, thank you for your time, consideration, and guidance, Ms. Portwood. Please let me know if you need any additional information or clarification.

Kind regards,

JOHN A. PETROHOVICH, II
PROJECT & FUNDING SPECIALIST
MITTAUER & ASSOCIATES, INC.
580-1 Wells Road
Orange Park, FL 32073
Office: (904) 278-0030
Direct: (904) 644-0647
Cell: (904) 673-2601
Email: john.petrohovich@mittauer.com



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AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: August 15, 2024

FROM: ***Cory Hobbs – Interim Public Works Director***

SUBJECT: Town Council approval of the Capital Purchase of the Aerzen Turbo Blower & Package for the Wastewater Treatment Plant Digester in the amount of \$27,540.18.

BACKGROUND:

This is a request to purchase from the sole supplier of:
Aerzen Serial No. TB25-3120001
Service Items SEI-005712
Item Number: 21-TB025-08S
Package, Turbo Blower (TB025) for the digester.
This blower is used for the sludge digester process.

FINANCIAL IMPACT:

\$27,540.18

RECOMMENDATION:

Town Council approval of the Capital Purchase of the Aerzen Turbo Blower & Package for the Wastewater Treatment Plant Digester in the amount of \$27,540.18.



AERZEN

Compressed air, gas
and vacuum solutions

Town of Hilliard WWTP
Att.: Jody Wilds
15859 County Road 108
HILLIARD, FL 32046
USA

Aerzen USA Corporation
108 Independence Way
Coatesville, PA 19320-1653
USA

order-usa@aerzen.com
www.aerzenusa.com
Phone: 610-380-0244



Quotation

Quote no. SEQ-24-003812/ 0
Date: 07/30/24
Quote Expiration date: 08/29/24
Salesperson: Aaron Groover
Salesperson: Nic Cubitt

Page 1 / 2

Payment Terms: Net 30 days

Your account no.: 21-02684
Phone number: +1904244530
Fax No.:
E-Mail: dthompson@townofhilliard.com

Serial No. TB25-3120001 Service Items SEI-005712
Item No.: 21-TB025-08S, Package, Turbo Blower (TB025)

Pos.	Item No.	Quantity	Unit of M.	Unit Price USD	Line Amount USD
	041-030032 I/O Board, Turbo Blower	1	each	976.50	976.50
	041-011497 Motor Assy (not in stock - waiting for LT from Korea)	1	each	16,813.68	16,813.68
	Onsite Installation	1		9,750.00	9,750.00

Total USD Excl. TAX	27,540.18
Tax Amount	0.00
Total USD Incl. TAX	27,540.18

Bank USD Payments - ACH/Wire
Routing JP Morgan Chase
Account No 021000021
SWIFT 350056393
Remittance email CHASUS33
remittance-usa@aerzen.com

USD Payments - Lockbox
Aerzen USA Corp
PO Box 21920
New York, NY 10087-1920
USA

EUR Payments - Wire
Commerzbank AG
Intermediary Bank: COBADEFF
150113606800EUR
COBAUS3X
remittance-usa@aerzen.com

**AERZEN**Compressed air, gas
and vacuum solutions

Page 2 / 2

Quote no. SEQ-24-003812/ 0

Ship-to Address:
Town of Hilliard WWTP
David Thompson
37261 Ruby Dr
Hilliard, FL 32046-8803
USA

For questions on this order, please contact your Regional Service Coordinator.

Best regards,

Nic Cubitt

Aerzen USA Corporation

Bank
Routing
Account No
SWIFT
Remittance email

USD Payments - ACH/Wire
JP Morgan Chase
021000021
350056393
CHASUS33
remittance-usa@aerzen.com

USD Payments - Lockbox
Aerzen USA Corp
PO Box 21920
New York, NY 10087-1920
USA

EUR Payments - Wire
Commerzbank AG
Intermediary Bank: COBADEFF
150113606800EUR
COBAUS3X
remittance-usa@aerzen.com



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: August 15, 2024

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

SUBJECT: Town Council approval of the request for an additional Parks & Recreation Department staff member for the new position of Program Manager.

BACKGROUND:

With the growth of the department, and the upcoming build of our new community center, Parks & Recreation needs an additional staff member to administer our growing sports programs. This position is not currently budgeted in the current budget but is planned for the upcoming budget cycle. Approving this item would allow the position to be added and it would allow the Parks & Recreation Director the ability to advertise for the position. This would be an add to staff and added expense to the department. However, with the department growing at the pace it has, the role is needed to continue to offer a strong suite of programs to the community. The goal would be to add programs with the addition of this position which would be able to generate additional revenue.

FINANCIAL IMPACT:

TBD

RECOMMENDATION:

Town Council approval of the request for an additional Parks & Recreation Department staff member for the new position of Program Manager.



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Parks and Recreation Program Manager

Department: Parks and Recreation
Pay Grade: 5
FLSA Status: Exempt

JOB SUMMARY

The purpose of this classification is to administer and direct comprehensive recreation programs and provide for park maintenance, swimming pool facility operations, and municipal athletic fields. The Parks & Recreation Program Manager must work closely with the Parks & Recreation Director in all discussions and decision making in these areas.

ESSENTIAL JOB FUNCTIONS:

- Responsible for all in-house programming including but not limited to, leagues and tournaments for all age groups
- Responsible for developing practice and game schedules for league and tournaments
- Responsible for coordinating with athletic associations and special interest groups regarding Parks and Recreation Programming
- Responsible for overseeing Program Providers, contracts, scheduling, and bringing a wide variety of Programming opportunities to the Department
- Responsible for supervision of recreational programs and facilities, while enforcing departmental rules and regulations
- Responsible for principles, practices, and methods used in Parks and Recreation
- Responsible for maintaining program equipment
- Responsible for Program Coordinators and recruitment of scorekeepers, officials, and any other Part-Time personnel needed for Programming
- Responsible for communication with the general public in regards to Programming; developing flyers, handouts, brochures, and other aspects for marketing purposes of recreational programs
- Support a Programming budget, bidding of equipment, and ordering supplies
- Responsible for development and implementation of new Programming
- Perform other related duties as assigned

These examples are intended only as illustrations of various types of work performed and are not necessarily all inclusive. The job description is subject to change as the needs of the employer and the requirements of the job change.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Minimum four-year college degree; B.S. Preferably with a Sports Management/Parks and Recreation background or a minimum of 5 years of experience in a related field
- Five (5) years' experience in coaching, sports administration preferably at High School level.
- Or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Driver's License
- CPR/First Aid Certified
- DCF Fingerprint Background
- Certified Pool Operator Preferred

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of parks, pools, recreation equipment, and maintenance.
- Knowledge of principal and theory of recreational programming.
- Knowledge of computer data entry systems and word processing applications; Windows OS, Microsoft Office Suite, or other related programs deemed necessary
- Skill in dealing with community groups and individuals.
- Ability to communicate both orally and in writing.
- Ability to motivate, develop, and lead subordinate staff on carrying out recreational programming.
- Ability to plan the most cost-effective use of staff and equipment.
- Ability to develop innovative ways of generating revenues for Parks & Recreation facilities.

PHYSICAL DEMANDS:

Work consists of heavy work, which requires exerting up to 100 pounds of force occasionally, and/or up to 45 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Tasks may involve extended periods of standing, or time at a keyboard or work station. Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT:

Work is performed in conditioned and non-conditioned environments with the Parks & Recreation Department.

CONDITIONS OF EMPLOYMENT:

Offer of employment is contingent upon the following: an interview of references and previous employers; satisfactory results of a background investigation and/or medical examination or inquiry, including a drug screen test.

The Town of Hilliard has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

The Town of Hilliard, Florida commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The Town's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.

HILLIARD PARKS & RECREATION REVIEW



HILLIARD

PARKS & RECREATION

904.845.2733 www.townofhilliard.com





YOUTH SPORTS PROGRAMS



Youth Basketball Registrations 2019-2024

2024 – 409	2021 – 192
2023 – 359	2020 – 60
2022 – 324	2019 - 36

1,036% Increase 2019 vs. 2024



Youth Flag Football Registrations 2019-2024

2024 – 179	2021 – 73
2023 – 110	2020 – 52
2022 – 94	2019 - 3

244% Increase 2020 vs. 2024



Spring Soccer Registrations 2018-2023

2023 – 103	2020 – 42
2022 – 90	2019 – 58
2021 – 54	2018 - 41

151% Increase 2018 vs. 2023



Youth Volleyball Registrations 2021-2023

2023 – 75
2022 – 36
2021 – 16

New Program: 368% Increase



Fall Soccer Registrations 2020, 2022, 2023

2023 – 131
2022 – 36
2020 – 16

718% Increase 2020 vs. 2023

Other Programs

- Gymnastics – 2 Seasons (40 Avg)
- Track – New Summer Program
- Tennis – New Summer Program
- Swim Team – Summer Program
- Summer Sports Camps
(Football, Basketball, Volleyball)





FITNESS CENTER STATISTICS



14,572

Fitness Center Visits (January – July 2024)

Total Previous Year (2023): 20,704



559

Individual Members (January – July 2024)

Total Previous Year (2023): 646



Top Member Visits YTD 2024

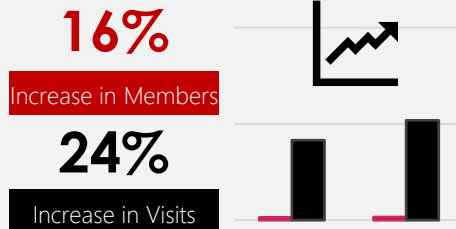
J. Pickett	211
B. Seldomridge	210
R. Dullano	209

Visits Per Member: 2024

26

Visits Per Member

Data Trends 2022 vs 2023



Historical Data Trends

- 2019 – 10,952 Visits 384 Members
- 2020 – 9,741 Visits 433 Members
- 2021 – 12,765 Visits 480 Members
- 2022 – 16,623 Visits 561 Members
- 89% Increase in Visits '19 vs. '23
- 68% Increase in Members '19 vs. '23

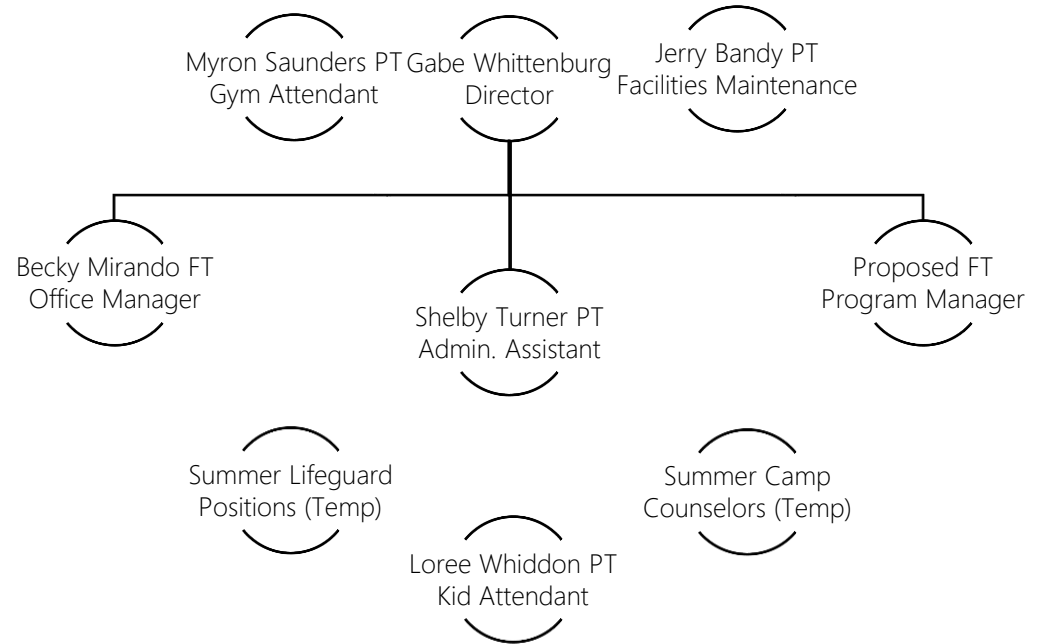




PROPOSED STAFFING MODEL

Program Manager G5

- Support Admin of Youth/Adult Programs
 - Perform Skills Assessments
 - Assist in creating Teams/Schedules
 - Coordinate Coaching/Officiating
 - Prep Facilities for Practice/Games
 - Maintain Equipment / Supplies
 - Assist in Uniform Design / Order
 - Facilitate Summer Sports Camps
 - Assist in Development of Adult Prog.
 - Assist in Lifeguard Schedules.



Office Manager G4 S3 (Current)

- Facilitate Office Operating per SOP
- Answer calls / Facilitate Registrations
- Monitor Daily Transactions (Recon. / Deposits)
- Perform Month End Recon / Transactions
- Ensure After School Programs Run Efficiently
- Ensure Summer Camp is Run Efficiently.





AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: August 15, 2024

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

SUBJECT: Town Council approval of the purchasing of the 125 x 25 single Parcel No. 08-3N-24-2380-0094-0130, located on Georgia Street at West Seventh Avenue from Dayspring Property Services LLC.

BACKGROUND:

See attached.

FINANCIAL IMPACT:

TBD

RECOMMENDATION:

Town Council approval of the purchasing of the 125 x 25 single Parcel No. 08-3N-24-2380-0094-0130, located on Georgia Street at West Seventh Avenue from Dayspring Property Services LLC.

PROPERTY INFORMATION

Parcel Number 08-3N-24-2380-0094-0130

Owner Name DAYSRING PROPERTY SERVICES LLC
 Mailing Address PO BOX 1080
 HILLIARD, FL 32046
 Location Address 0 SEVENTH AV
 HILLIARD 32046
 Tax District 003 - HILLIARD
 Milage 15.8365
 Homestead No
 Property Usage VACANT 000000
 Deed Acres 0.07
 Short Legal BLK 94 LOT 13 TOWN OF HILLIARD WEST S/D OF SEC 8-3N-24E
 PBK 1/23

2024 Preliminary Values

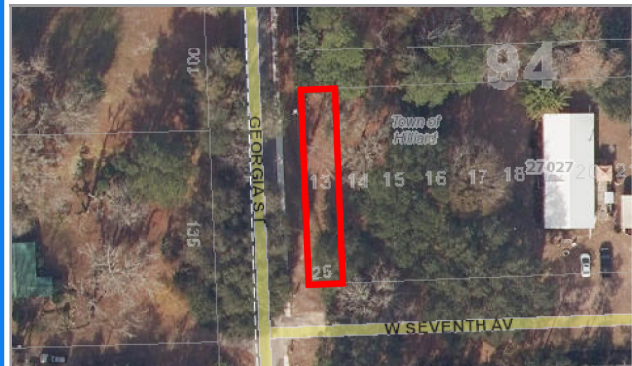
Land Value	\$1,250
(+) Improved Value	\$0
(=) Market Value	\$1,250
(-) Agricultural Classification	\$0
(-) SOH or Non-Hx* Capped Savings	\$0
(=) Assessed Value	\$1,250
(-) Homestead	\$0
(-) Additional Exemptions	\$0
(=) School Taxable Value	\$1,250
(-) Non-School HX & Other Exempt Value	\$0
(=) County Taxable Value	\$1,250

Note - *10% Cap does not apply to School Taxable Value

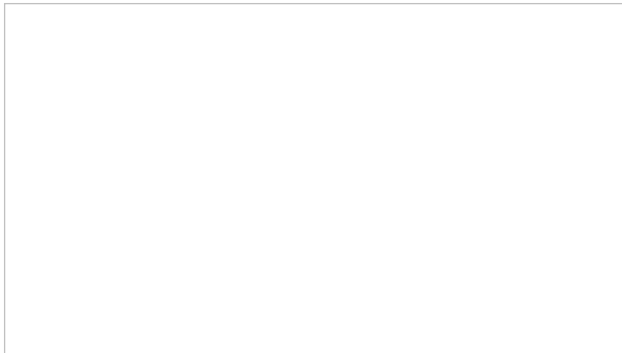
PARCEL MAP



2023 AERIAL MAP

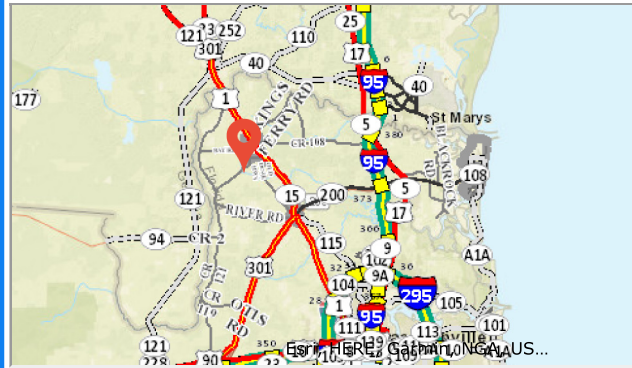


PROPERTY PHOTO



If this picture is incorrect, please email info@nassaufpa.com

LOCATION MAP



BUILDING INFORMATION

Type	Total Area	Heated Area	Bedrooms	Baths	Primary Exterior	Secondary Exterior	Heating	Cooling	Actual Year Built
VACANT									

MISCELLANEOUS INFORMATION

Description	Dimensions L X W	Units	Year Built
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SALES INFORMATION

ITEM-9

Sale Date	Book Page	Price	Instr	Qual	Imp	Grantor	Grantee
2023-07-17	2654 / 891	\$435,000	WD	U	V	FRANKLIN MICHAEL & VICKIE	DAYSRING PROPERTY SERVICES LLC
2010-07-28	1694 / 1249	\$101,500	QC	U	V	TIITF/STATE OF FLORIDA	FRANKLIN MICHAEL & VICKIE



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: August 15, 2024

FROM: ***Christian Waugh – Town Attorney***

SUBJECT: Town Council approval of the Contract Services Agreement between the Town of Hilliard and Joel Hall, P.E. to perform Public Works related services through September 30, 2024.

BACKGROUND:

Item previously discussed at the July 29, 2024, Workshop and assigned to the Town Attorney at the August 1, 2024, regular meeting. This service agreement will be sent out on Wednesday afternoon.

FINANCIAL IMPACT:

\$100 per hour.

RECOMMENDATION:

Town Council approval of the Contract Services Agreement between the Town of Hilliard and Joel Hall, P.E. to perform Public Works related services through September 30, 2024.

July 9, 2024

Dear Mayor and Town Council:

In my original resignation letter dated June 1, 2024, I indicated an effective date of July 31, 2024. After looking at the payroll calendar more closely, I would like to revise that date to be **Friday July 26, 2024**. This coincides with the last regular workday of the last two-week pay period in July rather than an arbitrary last day of the month.

I would also like to offer some thoughts for consideration on my transition from a full-time employee as the Town's Public Works Director to a possible arrangement for providing on-call assistance on a part-time/contract basis.

- Beginning after August 15, 2024, I would be available for some limited part-time work. An on-call contract consultant arrangement would be my preference rather than being a part-time town employee
- I would prefer to not have to use the payroll/time clock system
- I would need the flexibility to work both locally and remotely
- I would not be willing to commit to a fixed schedule of workdays or hours
- I would propose a flat hourly rate of \$100.00 (assuming no benefits). This provides for some recalibration of my rate as a contractor which is more in line with my professional credentials/expertise/experience as well as recovery of out of pocket cost I will incur for benefits currently paid by the town as a full-time employee. In addition, as a contractor, the Town will no longer be paying for any insurance, workers compensation, or retirement plan contributions for me.
- I have no expectation of a minimum level of work that I would be seeking
- Currently, I am thinking the maximum I would be interested in working would be around 40-50 hours per month. So, from a budgetary standpoint, this equates to a maximum of \$5,000 per month which is lower than my current full-time salary cost alone before adding fringe/indirect costs currently paid by the Town.
- I would need to have a laptop computer with active login credentials for accessing the Town's servers/files, email, and Teams access

One area where I believe I could provide valuable input would be related to tracking/closeout of the current fiscal year budget and assistance in preparation of a new budget for the next fiscal year and assistance in development of a 5-year capital plan to help address some of the Town's most critical Public Works Department needs. I would expect this to happen in the months of August and September 2024. The expected level of effort is estimated to be around 50-60 hours over the two-month period.

I look forward to the opportunity to continue to provide input and assistance to the Town as a contractor.

Sincerely,



Joel G. Hall, P.E.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: August 15, 2024

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

SUBJECT: Town Council approval of the Town Clerk’s recommendation to fill the Administrative Assistant vacant position.

BACKGROUND:

I will send out the position process on August 14, 2024, once I have reached out to make an offer of employment.

FINANCIAL IMPACT:

TBD

RECOMMENDATION:

Town Council approval of the Town Clerk’s recommendation to fill the Administrative Assistant vacant position.



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Administrative Assistant

Department: Town Clerk
Pay Grade: 3
FLSA Status: Non-Exempt

JOB SUMMARY

The purpose of this classification is to provide customer service to the citizens of the Town of Hilliard under the general supervision and direction of the Town Clerk. The Administrative Assistant is entrusted with numerous and diverse duties. In addition to the required duties performed, the Administrative Assistant provides assistance and support to the Town Clerk participating in discussion and decision making in a variety of areas relating to job duties and responsibilities. Person must be able to work independently with minimal supervision.

ESSENTIAL JOB FUNCTIONS:

Customer Service:

- Provide customer service.
- Address citizen complaints.
- First/Second to answer phone calls and greet customers in a timely and accurate manner offering assistance to customers.
- Direct complaints, correspondence and inquiries for action to various departments at the Town Clerk's request.
- Perform liaison work between the Town Council, Town Clerk, and public as may be directed.

Administrative:

- Prepare service orders upon request or necessity in the system and final in system upon completion.
- Research and furnish data to public in accordance with the Public Records Laws.
- Conduct business with other municipalities, state and federal agencies as directed by the Town Clerk.
- Under the guidance of the Town Clerk, develops standard operating procedures and department policies.
- Monitors and stays current with technology and practices as related to the Town Clerk's Office functions.

- Assist with special projects assigned by the Town Clerk to achieve the Town's long- and short-term goals.
- Assists with records management activities including file maintenance with adherence to records retention schedule of Town records and e-mails.
- Ensure that all official Town documents are maintained in an accurate system for cross-file of Town Council actions.
- Always proof and edit all work for accuracy.
- Maintain department files for use by self and others in department.
- Prepare or follow up on requests from the Town Clerk.
- Prepare or follow up on requests from the Mayor & Town Council Members.
- Prepare or follow up on requests from the Public Works Director.
- Prepare or follow up on requests from the Parks & Recreation Director.

Utility System:

- Maintain AMI System for utility billing. Daily checking for red flags on account and assist with any issues that need to be resolved.
- Prepare billing errors list, indicating errors and oversee those corrections are made prior to processing billing register. Make notes on zero consumption if property is vacant.
- Compute utility billing and process billing register, review and sign off on prior to mailing customer bills.
- Print and Prepare utility bills then prepare for mailing through the stuffer machine and send to post office monthly in an accurate and timely manner.
- Obtain and maintain up to date knowledge of changing laws and requirements as they pertain to utilities.
- Once billing is completed submit Pre-notes for bank draft to Southeastern Bank and send confirmation email.
- Two business days prior to billing due date send bank draft file to Southeastern Bank containing monthly drafted to be debited on billing due date for each customer's account. Once file is submitted send confirmation email with the total dollar amount of to be drafted and confirmation number.
- Complete customer deposit refund process and print refund checks to be signed and mailed out to final customers, once monthly billing is complete.
- Make sure the Water Quality Report is mailed to all customers annually.
- Prepare and maintain a record of all account numbers and serial numbers for each meter installed or changed out.
- Keep up to date records and knowledge of all utility fees.
- Track commercial hydrant usage & follow up with customers/contractors to ensure that deposit is received, usage is billed and deposit is refunded if applicable.

Business Taxes:

- Obtain and maintain up to date knowledge of changing laws and requirements as they pertain to business taxes.
- Prepare and maintain a check list with dates to send out renewals, assess late charges and penalties.
- Prepare and maintain renewal of Business Tax Receipts annually including sending of renewal notices at least 60 days prior to September 30th.
- Prepare and maintain all fire inspections for the Fire Marshall with checklist for Fire Marshal to note additional business items that may require additional business tax to be paid.

- Prepare and maintain files for all businesses with current certifications.
- Scan business information into Content Manager in Incode software.
- Review reports quarterly for revenue accounts and for business tax receipts and fire inspections for accuracy.

Miscellaneous Duties:

- Oversee office equipment maintenance and troubleshoot equipment problems as needed.
- Submit to Land Use Administrator vacant meters information monthly on all discontinuation of utility services so LUA can maintain an up-to-date listing of all non-conforming buildings and residents within the Town of Hilliard.
- Assist in coordination of special events/projects.
- Maintain daily journal of all tasks worked on that day for use by self and others in department.
- Ability to take on additional municipal duties as required.

Other Duties and Responsibilities:

- Provide backup to other staff members as needed.
- Provide backup to Accounts Payable as needed.
- Provide backup to the Building Department as needed.
- Provide backup to the Utility Department as needed.
- Provide backup to Accounts Receivable as needed.
- Provide backup to preparing the Daily Close and Deposit Procedure.
- Perform computer operation activities for other departments.

These examples are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. The job description is subject to change as the needs of the employer and requirements of the job change.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent.
- Associate's degree in business preferred.
- Two (2) years' experience in the public sector or related field.
- Or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid State of Florida Driver's License.
- Certified – Florida Association Business Tax Officials (FABTO)

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of computer data entry systems and word processing applications; Windows OS, Microsoft Office Suite, or other related programs deemed necessary
- Knowledge of Florida Statutes.
- Knowledge of basic arithmetic operations.
- Skill in dealing with community groups and individuals.
- Skill in starting, stopping, operating and monitoring the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.
- Skill in verbal and written communication.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate

decimals and percentages; may include ability to perform mathematical operations with fractions.

- Ability to work independently with minimal supervision.
- Ability to deal courteously with the general public; establish and maintain effective relationships with employees, supervisors, administrators, and other Town personnel.
- Ability to organize and accomplish work responsibilities and tasks.

PHYSICAL DEMANDS:

Work consists of sedentary work, which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Tasks may involve extended periods of sitting, including time at a keyboard or work station. Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT:

Work is performed in a normal office environment. Essential functions are regularly performed without exposure to adverse environmental conditions.

CONDITIONS OF EMPLOYMENT:

Offer of employment is contingent upon the following: an interview of references and previous employers; satisfactory results of a background investigations and/or medical examination or inquiry, including a drug screen test.

The Town of Hilliard has the right to revise this position description at any time, and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

The Town of Hilliard, Florida commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The Town's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, AUGUST 01, 2024, 6:00 PM

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Mayor John Beasley
Council President Kenny Sims
Council Pro Tem Lee Pickett
Councilman Jared Wollitz
Councilman Dallis Hunter
Councilman Joe Michaels
Town Clerk, Lisa Purvis
Interim Public Works Director, Cory Hobbs
Parks & Recreation Director, Gabe Whittenburg

ABSENT

Town Attorney, Christian Waugh

WORKSHOP

ITEM-1 Town Council to review and discuss the setting of the proposed Ad Valorem Property Tax Millage Rate for the Town of Hilliard.

Lisa Purvis, MMC – Town Clerk

Council President Sims, states that maximum he will support is 3.25.
Councilman Wollitz, states that the Town should make the budget under the millage rate instead of matching it.

ITEM-2 Town Council to review and discuss the position process for Kimberly Corbett to transition into the Lead Administrative Assistant position.

Lisa Purvis, MMC – Town Clerk

Town Council advises that they like to remove oversight of website and social media from the position description if those duties will be moving over to the

Parks & Recreation Department. No other issues are discussed regarding the position process for Kimberly Corbett.

- ITEM-3 Town Council to review and discuss the position process for Alicia Head to transition into the Public Information Officer & Events Coordinator position.
Lisa Purvis, MMC – Town Clerk

Town Council discusses that this position remain at the current salary, remain non-exempt and for Parks & Recreation Director Gabe Whittenburg to write up a new position description and review other entities for this position to see what salary ranges that this type of description should have.

- ITEM-4 Town Council to review and discuss the Town Clerk's recommendation to pause the filling of the new Temporary Clerical Assistant position.
Lisa Purvis, MMC – Town Clerk

Town Council discusses and agree that this position should be paused if Alicia Head moves to the Parks & Recreation Department, and here position at Town Hall is filled.

- ITEM-5 Town Council to review and discuss Joel Hall, P.E. transition letter for Public Works related services through September 30, 2024.
Lisa Purvis, MMC – Town Clerk

Town Council discusses allowing Town Attorney Waugh to draft a contract services agreement between the Town of Hilliard and Joel Hall, P.E. for Public Works Services through September 30, 2024.

ADDITIONAL COMMENTS

No comments.

ADJOURNMENT

Motion to adjourn at 6:55 p.m.

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

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

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk
APPROVED:

John P. Beasley
Mayor

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, AUGUST 01, 2024, 7:00 PM

NOTICE TO PUBLIC

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

PLEDGE OF CIVILITY

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

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

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

PUBLIC HEARING

- ITEM-1 Ordinance No. 2024-06 – Annexing into the corporate limits three parcels real property containing approximately 37.35 acres; described with particularity herein; finding said annexation to be consistent with the Town of Hilliard's Comprehensive Plan and the Town Code; Amending Section 2.03 of the Charter of the Town of Hilliard to include said land; Providing for and authorizing the updating of the official Town maps.
Mayor Beasley

Call for Public Comments

Courtney Gaver with Rogers Towers Law provides a presentation that describes the three parcels requesting to be voluntarily annexed into the Town as the Loft Neighborhood and the 21.03 acres, Lofty Development plans in detail. During discussion it is asked if there were wetlands on their property and if adding a generator to the lift station within their development would be added to their plans.

Close Public Hearing on Ordinance No. 2024-06.

Following no public comments, motion to close the Public Hearing at 7:08 p.m.

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

TOWN COUNCIL ACTION

Town Council to adopt Ordinance No. 2024-06, on Second & Final Reading.

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

ITEM-2

Ordinance No. 2024-07 – Amending the Hilliard Comprehensive Plan, Future Land Use Map designation of that certain property consisting of 16.32 acres, more or less; located on the east side of US HWY 1 and south of Cosmos Trail, Hilliard, FL, Nassau County Parcel No.15-3N-24-2320-0017-0020 and Parcel No. 15-3N-24- 2320-0019-0010; Adding the designation of Commercial; providing for severability; and providing for an effective date.

Mayor Beasley

Call for Public Comments

Close Public Hearing on Ordinance No. 2024-07

Following no public comments, motion to close the Public Hearing at 7:15 p.m.

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

TOWN COUNCIL ACTION

Town Council to consider adopting Ordinance No. 2024-07, and to set a Second Public Hearing & Final Reading for September 5, 2024.

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

ITEM-3

Ordinance No. 2024-08 – Changing the Zoning Designation from Nassau County Zoning Open Rural to Town Zoning C-1, General Commercial District; for the

16.32 acres parcels more or less; located on the east side of US HWY 1 and south of Cosmos Trail, Hilliard, FL, Nassau County; and providing an effective date.

Mayor Beasley

Call for Public Comments

Close Public Hearing on Ordinance No. 2024-08

Following no public comments, motion to close the Public Hearing at 7:17 p.m.

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

TOWN COUNCIL ACTION

Town Council to consider Ordinance No. 2024-08, and to set a Second Public Hearing & Final Reading for September 5, 2024.

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

ITEM-4

Ordinance No. 2024-09 – Amending the Hilliard Comprehensive Plan, Future Land Use Map designation of that certain property consisting of 21.03 acres, more or less; located on the east side of US HWY 1 at Cosmos Trail, Hilliard, FL, Nassau County Parcel No. 15-3N-24-2320-0017-0010; adding the designation of Commercial and High Density Residential; providing for severability; and providing for an effective date.

Mayor Beasley

Call for Public Comments

Close Public Hearing on Ordinance No. 2024-09

Following no public comments, motion to close the Public Hearing at 7:18 p.m.

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

TOWN COUNCIL ACTION

Town Council to consider Ordinance No. 2024-09, and to set a Second Public Hearing & Final Reading for September 5, 2024.

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

ITEM-5

Ordinance No. 2024-10 – Changing the Zoning Designation from Nassau County Zoning Open Rural to Town Zoning PUD, Planned Unit Development; for the property located on the east side of US HWY 1 and south of Eastwood Road; described in Attachment “A”, Legal Description; specifically described in

Attachment "B" Written Description; and Attachment "C" Site Plan; providing for severability, repealer, and setting an effective date.

Mayor Beasley

Call for Public Comments

Courtney Gaver with Rogers Tower Law states that the owner has agreed that they will be adding a generator to the private lift station in the development.

Close Public Hearing on Ordinance No. 2024-10

Following no public comments, motion to close the Public Hearing at 7:20 p.m.

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

TOWN COUNCIL ACTION

Town Council to consider Ordinance No. 2024-10, and to set a Second Public Hearing & Final Reading for September 5, 2024.

Motion to include the stipulation of adding the generator to the private lift station within the development to the written description.

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

REGULAR MEETING

ITEM-6 Additions/Deletions to Agenda

No additions to or deletions from the Agenda.

ITEM-7 Town Council to set the Proposed Millage Rate, Rolled-Back Rate, and date, time and meeting place of the Tentative Budget Hearing and advise the Nassau County Property Appraiser prior to August 2, 2024.

Lisa Purvis, MMC – Town Clerk

Town Council to set the Proposed Millage Rate at 3.25%.

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

ITEM-8 Town Council approval of the Change Order No. 1 for the DEP Agreement No. LPA0302 - Oxford Street Force Main Rerouting Project to decrease the contract price by \$500.

Lisa Purvis, MMC – Town Clerk

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

- ITEM-9 Town Council approval of the Contract Services Agreement for Joel Hall, P.E., to perform Public Works related services through September 30, 2024.

Lisa Purvis, MMC – Town Clerk

Town Attorney Waugh to draw up Contract Services Agreement between the Town of Hilliard and Joel Hall, P.E. for the August 15, 2024, Regular Meeting.

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

- ITEM-10 Town Council to consider the position process for Kimberly Corbett to transition into the Lead Administrative Assistant position.

Lisa Purvis, MMC – Town Clerk

Kimberly Corbett's transition to Lead Administrative Assistant with the grade and step increase effective August 5, 2024.

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

- ITEM-11 Town Council to consider the position process for Alicia Head to transition into the Public Information Officer & Events Coordinator position.

Lisa Purvis, MMC – Town Clerk

Alicia Head's transition to the Parks & Recreation Department as the Public Information Officer/Events Coordinator effective September 3, 2024, or sooner, and to remain at the same pay rate and non-exempt.

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

- ITEM-12 Town Council approval of the FY 2024 Revenues and Expenditures Report for the period ending June 30, 2024

Lisa Purvis, MMC – Town Clerk

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

- ITEM-13 Town Council approval of the Minutes for the July 18, 2024, Workshop, and the July 18, 2024, Public Hearing & Regular Meeting.

Lisa Purvis, MMC – Town Clerk

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

ITEM-14 Town Council approval of the Payables through July 19, 2024, Project Name: Emergency Water & Sewer Generator Repairs in the amount of \$34,922.67.
CAPITAL FUNDED PROJECT LUMP SUM PROJECT \$34,922.67

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

ADDITIONAL COMMENTS

PUBLIC

No public comments.

MAYOR & TOWN COUNCIL

Councilman Wollitz, thanks First Baptist Church for their work cleaning up Buck Park.

Council Pro Tem Pickett, thanks all for attending.

Council President Sims, states that he is glad Pine Street is open again.

Raising the Ad Valorem Tax is never popular and not something he wanted to occur, but it is necessary.

Mayor Beasley, thanks First Baptist Church for their work cleaning up Buck Park.

Thanks Jared Knight of First Baptist Church and their music department as they provided the entertainment at Food Truck Friday on July 26, 2024.

Thanks Brother Arley for giving him notice of the 9th Annual, Fire Bible Golf Tournament and advises if anyone is interested in sponsoring or playing that he has information on how you can do so.

ADMINISTRATIVE STAFF

PRESENT

Town Clerk, Lisa Purvis

Interim Public Works Director, Cory Hobbs

Parks & Recreation Director, Gabe Whittenburg

Town Clerk, Lisa Purvis, states that she received the FDEM Hurricane Shelter/Community Center RFQ's and RFP's today, with 3 being for Grant Administration Services and 5 for Architectural and Engineering Services. Review and ranking will take place at the Monthly Workshop on August 8, 2024, at 6:00 p.m. and if interviews are needed, an additional Workshop will be set for August 15, 2024, at 6:00 p.m. for decisions to be made at the August 15, 2024, Regular Meeting at 7:00 p.m.

The FDEP Oxford Street Force Main project will be concluding soon, as the Pay Request Reimbursement No. 2 has just been submitted. Once that reimbursement has been completed, around \$570,000 has been reimbursed with about \$20,000 left and after that the remaining contract will be expended from capital funds.

Regarding the CDBG Water Main Extension on West Fourth Avenue North between Michigan and Georgia Street, once the Environmental Study is released, the engineer can

begin the designing phase.

In reference to the purchase of the third parcel for the Hilliard Airpark, we are currently waiting for an up to date third appraisal, which we should be receiving any day now. The FDOT Airpark projects design work has begun for the new box hangar and the site work for obstruction removal

For the FRDAP North Oxford Park, we are currently waiting on our commencement documentation before that can move forward.

Regarding the FDOT West Sixth Street, Mr. Doug Adkins stated that he would like to move forward with an engineer that the Town selects that would be more in line with FDOT standards. She is currently reaching out to Nassau County regarding piggybacking one of their continuing service contracts for engineering services. Once the design phase is completed and approved by FDOT, we will move on the CEI Services to oversee the construction.

A total of 9 applicants have applied for the Public Works Director, and ranking of applicants will also take place at the Monthly Workshop on August 8, 2024, at 6:00 p.m.

TOWN ATTORNEY

Town Attorney Waugh, states that he is closely working with the Land Use Administrator on clarifying a few things regarding Planning & Zoning, as there have been some irregularities that have occurred with zoning changes that have taken place over the past few years.

ADJOURNMENT

Motion to adjourn at 7:48 p.m.

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

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

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

CANTRELL RAY REAL ESTATE, LLC

REAL ESTATE APPRAISALS AND CONSULTING



Matthew P. Ray, MAI
Heyward M. Cantrell, MAI
Sarah F. Pinkepank, MAI

Rikke L. Mihos-Russo

INVOICE

FEDERAL TAX I.D. #47-4209434

August 5, 2024

The Town of Hilliard Florida

And

Christian W. Waugh
Waugh Grant, PLLC
201 East Pine Street, Suite 315
Orlando, Orange County, Florida 32801

Re: Appraisal Service for the property located at 371260 Eastwood Road, Hilliard,
Nassau County, Florida 32046
Geiger Property
CRRE NO. 6396

TOTAL FEE FOR APPRAISAL SERVICES: \$ 2,500.00

PLEASE MAKE CHECKS PAYABLE TO: **CANTRELL RAY REAL ESTATE, LLC**

PAYMENT DUE UPON RECEIPT

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



Invoice 24462

ITEM-14

BILL TO

Town of Hilliard
15859 West County Road
108
Hilliard, FL 32046

DATE 08/05/2024	PLEASE PAY \$1,380.00	DUE DATE 08/25/2024
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M&A PROJECT NO.

9610-55-1

DESCRIPTION	AMOUNT
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OXFORD STREET FORCE MAIN REROUTING
TOWN OF HILLIARD, FLORIDA

Engineering services concerning the Oxford Street Force Main Rerouting project for the Town of Hilliard including progress toward construction administration services during the period June 29, 2024 through July 26, 2024.

- LUMP SUM CONTRACT AMOUNT: \$101,900.00
- Item A. Preliminary Engineering, \$3,000 (100% complete)
 - Item B. Engineering Design, \$41,400 (100% complete)
 - Item C. Topographic Survey, \$10,000 (100% complete)
 - Item D. Permit Applications, \$12,000 (100% complete)
 - Item E. Construction Bidding Services, \$3,000 (100% complete)
 - Item F. Construction Administration, \$13,800 (90% complete)
 - Item G. Resident Project Representative Services, \$16,000 (0% complete)
 - Item H. Start-up Services, \$1,500 (0% complete)
 - Item I. O&M Manual, \$1,200 (0% complete)

AMOUNT PREVIOUSLY INVOICED: \$80,440.00

Amount Earned This Period	1,380.00
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Thank you for your business.

TOTAL DUE	\$1,380.00
------------------	-------------------

THANK YOU.

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



Invoice 24463

ITEM-15

BILL TO

Town of Hilliard
15859 West County Road
108
Hilliard, FL 32046

DATE
08/05/2024

PLEASE PAY
\$360.00

DUE DATE
08/25/2024

M&A PROJECT NO.

9610-58-1

DESCRIPTION

AMOUNT

WWTF PERMIT RENEWAL 2024
TOWN OF HILLIARD, FLORIDA

Engineering services concerning the WWTF Permit Renewal 2024 project for the Town of Hilliard including completion of data compilation and FDEP application forms during the period June 29, 2024 through July 26, 2024.

LUMP SUM CONTRACT AMOUNT: \$11,000.00

- Item A. Site Visit, \$1,600 (100% complete)
- Item B. Data Compilation, \$1,000 (100% complete)
- Item C. FDEP Application Forms, \$800 (100% complete)
- Item D. Operation & Maintenance Performance Report, \$4,400 (80% complete)
- Item E. Capacity Analysis Report Update, \$3,200 (80% complete)

AMOUNT PREVIOUSLY INVOICED: \$9,120.00

Amount Earned This Period

360.00

Thank you for your business.

TOTAL DUE

\$360.00

THANK YOU.



MITTAUER
& ASSOCIATES, INC.
CONSULTING ENGINEERS &
PROJECT FUNDING SPECIALISTS

ITEM-16
35 Years
1989-2024
ENGINEERING
EXCELLENCE

580-1 WELLS ROAD
ORANGE PARK, FL 32073
PHONE: (904) 278-0030
FAX: (904) 278-0840
WWW.MITTAUER.COM

August 6, 2024

VIA EMAIL

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

RE: Contractor's Pay Request No. 4
DEP Oxford Street Force Main Rerouting
DEP Agreement No. LPA0302
Town of Hilliard, Florida
Mittauer & Associates, Inc. Project No. 9610-55-1

Dear Ms. Purvis:

We have reviewed Pay Request No. 4 from T B Landmark Construction, Inc. and find it acceptable. We have, accordingly, indicated our approval and are forwarding an electronic copy to you for approval and payment. This pay request totals \$26,766.25.

Please do not hesitate to call should you have any questions.

Sincerely yours,
Mittauer & Associates, Inc.



Timothy P. Norman, P.E.
Vice President

TPN/pj
Enclosure
cc: T B Landmark Construction, Inc.

Application and Certificate for Payment

Application Number: 4 Application Date: July 30, 2024
 Purchase Order No: _____ Billing Period: 7/1/24 - 7/31/24
 Project Name: DEP Oxford Street Force Main Rerouting
 Project Authorization No. _____ Project Auth. Date: March 11, 2024
 Owner: Town Of Hilliard
 Contractor: TB Landmark Construction, Inc.
 Contractor Address: 11220 New Berlin Rd Jacksonville, Florida 32226
 Contact Name: Scott Rivenbark Contact No. 904-652-6093

Project Authorization Amount: \$ 562,270.00
 Change Orders \$ -
 Total Amount Authorized: \$ 562,270.00


Application is made for payment, as hereinafter shown, in connection with this contract:
 Work in Place - see attached schedule: \$ 553,270.00
 Material suitably stored - see attached schedule: \$ -
 Total Earned To Date: \$ 553,270.00

Gross Retainage Withheld: \$ 27,663.51
 Retainage Released on Previous Applications: \$ -
 Retainage Released on This Application: \$ -
 Balance of Retainage Being Held After This Application: \$ 27,663.51

Amount Previously Paid: \$ 498,840.24
 Gross Due This Application: \$ 28,175.00
 Less Retainage This Application: \$ 1,408.75
 Net Due This Application: \$ 26,766.25

Retainage Released This Application: \$ -
 Total Payment Due: (Net Due This Application + Retainage Released This Application) \$ 26,766.25

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 which previous Certificates for Payment were issued and payments received from the Owner, and that current payments shown herein is now due.

Date: 7/30/24

 _____ Contractor's Representative (Signature)
 Scott Rivenbark, Project Manager
 Printed Name & Title

Notary Affidavit:
 State Of: Florida County of: Nassau
 Sworn to and subscribed before me this 30 day of July 2024
 Personally known X Or Produced identification _____
 _____ (Type of Identification)
7-9-26
 Notary Public State of Florida (Signature) My commission expires

ENGINEER'S CERTIFICATE OF PAYMENT
 In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Engineer certifies to the Owner that to the best of the Engineer's knowledge, information and belief the Work has progressed as indicated, the quality of work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.
 AMOUNT CERTIFIED.....\$ _____
 For Use of Project Engineer (Patricia Jacobs)

Approvals

Engineer's Authorized Agent _____ Date: _____
 Owner's Authorized Agent _____ 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.

**DEP Oxford St. FM Rerouting (Town of Hilliard)
Schedule of Values and Work In Place ()**

6/1/2024 - 6/30/2024 DEP Oxford Street Force Main Rerouting
 Contractor: TB Landmark Construction, Inc.
 Purchase Order No. _____
 Project Authorization Number: _____

Date: July 30, 2024
 Billing Period: 7/1/24 - 7/31/24
 Pay Request Nbr: 4
 Project Authorization Date: March 11, 2024

Tab 1													
A Item No.	B Item Description	Planned (Bid Quantities)				G (J/F) % Comp	Quantity Installed		Dollar Amount Earned				
		C Qty	D Unit	E Unit Price	F (C x E) Contract Total		H Previously Installed	I Installed This Period	J (H + I) * E Total To Date	K Previously Billed	L Due This Period	M \$ Balance To Complete	
1	Mobilization and General Conditions	1	LS	\$ 27,227.00	\$ 27,227.00	100.00%	1		\$ 27,227.00	\$ 27,227.00	\$ -	\$ -	
2	6" PVC Force Main, Convetionally Installed	1520	LF	\$ 95.00	\$ 144,400.00	100.00%	1520		\$ 144,400.00	\$ 144,400.00	\$ -	\$ -	
3	6" FPVC Force Main, Directionally Drilled	320	LF	\$ 100.00	\$ 32,000.00	100.00%	320		\$ 32,000.00	\$ 32,000.00	\$ -	\$ -	
4	6" Gate Valves and Boxes	4	EA	\$ 3,000.00	\$ 12,000.00	100.00%	4		\$ 12,000.00	\$ 12,000.00	\$ -	\$ -	
5	8"x6" Tapping Sleeve and Tapping Valve	1	EA	\$ 9,500.00	\$ 9,500.00	100.00%	1		\$ 9,500.00	\$ 9,500.00	\$ -	\$ -	
6	Ductile Iron Fittings (Epoxy Lined)	500	LBS	\$ 24.50	\$ 12,250.00	100.00%	500		\$ 12,250.00	\$ 12,250.00	\$ -	\$ -	
7	Sewage Air Release Valve Assembly	1	EA	\$ 14,000.00	\$ 14,000.00	100.00%	1		\$ 14,000.00	\$ 14,000.00	\$ -	\$ -	
8	Connection to Existing 6" Force Main	1	EA	\$ 5,000.00	\$ 5,000.00	100.00%	1		\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	
9	Aerial Culvert Crossing	1	LS	\$ 37,195.00	\$ 37,195.00	100.00%	1		\$ 37,195.00	\$ 37,195.00	\$ -	\$ -	
10	Concrete Encasement and Specials	20	CY	\$ 300.00	\$ 6,000.00				\$ -	\$ -	\$ -	\$ 6,000.00	
11	Removal and Replacement of Unsuitable Soils	200	LF	\$ 15.00	\$ 3,000.00				\$ -	\$ -	\$ -	\$ 3,000.00	
12	Asphaltic Roadway/ Driveway Restoration	20	LF	\$ 350.00	\$ 7,000.00	100.00%	20		\$ 7,000.00	\$ 7,000.00	\$ -	\$ -	
13	Concrete Driveway/ Sidewalk Restoration	20	LF	\$ 175.00	\$ 3,500.00	100.00%	20		\$ 3,500.00	\$ 3,500.00	\$ -	\$ -	
14	Stabalized/ Rock/ Gravel Roadway/ Driveway Restoration	280	LF	\$ 8.00	\$ 2,240.00	100.00%	280		\$ 2,240.00	\$ 2,240.00	\$ -	\$ -	
15	Clearing and Grubbing/ Tree Removal- Lift Station Work	1	LS	\$ 235,000.00	\$ 235,000.00	100.00%	0.9	0.1	\$ 235,000.00	\$ 211,500.00	\$ 23,500.00	\$ -	
16	Seed and Mulch	600	LF	\$ 2.00	\$ 1,200.00	100.00%	600		\$ 1,200.00	\$ 1,200.00	\$ -	\$ -	
17	Sod	650	LF	\$ 5.50	\$ 3,575.00	100.00%	650		\$ 3,575.00	\$ 3,575.00	\$ -	\$ -	
18	Flushing and Pressure Testing	1	LS	\$ 2,508.00	\$ 2,508.00	100.00%	1		\$ 2,508.00	\$ 2,508.00	\$ -	\$ -	
19	Demobilization and Close-out	1	LS	\$ 4,675.00	\$ 4,675.00	100.00%		1	\$ 4,675.00	\$ -	\$ 4,675.00	\$ -	
		Add New Rows Above This Row.		Add New Rows Above This Row.		Add New Rows Above This Row.							
		Totals:		\$ 562,270.00	98.40%	\$ 553,270.00	\$ 525,095.00	\$ 28,175.00	\$ 9,000.00				

Utility Grid Projects Schedule of Values and Work In Place (Summary)

Job Name: 6/1/2024 - 6/30/2024
 Contractor: TB Landmark Construction, Inc.
 Purchase Order No. _____
 Project Authorization Number: _____

Date: July 30, 2024
 Billing Period: 7/1/24 - 7/31/24
 Pay Request Nbr: 4
 Project Authorization Date: March 11, 2024

Summary By Asset

Tab 1 Not Used							
A	B	C	D	E	F	G	
Asset	Authorized Amount	Total Work To Date	Previously Billed	Amount Due This Period	Balance To Complete	Retainage	
Original Bid	\$ 562,270.00	\$ 553,270.00	\$ 525,095.00	\$ 28,175.00	\$ 9,000.00	\$ 27,663.50	
SWA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Totals:	\$ 562,270.00	\$ 553,270.00	\$ 525,095.00	\$ 28,175.00	\$ 9,000.00	\$ 27,663.50	

Project Authorization and Payment Calculations

Project Authorization Amount

	6/1/2024 - 6/30/2024	Change Orders	Total
Tab 1 Not Used	\$ 562,270.00	\$ -	\$ 562,270.00
	\$ 562,270.00	\$ -	\$ 562,270.00

Payments

	Includes SWAs & Change Orders							
	A	B	C	D	E	F	G	H
	Total Worked (Work In Place)	Previously Billed	Due This Period	Stored Material (Current Pay Period)	Stored Material (Previous Pay Period)	(Use this column for Oracle Receipt Dlr) Current Amount Due (C + D - E)	Current Retainage (F x 0.05)	Current Payment to Contractor (F - G)
Tab 1 Not Used	\$ 553,270.00	\$ 525,095.00	\$ 28,175.00	\$ -	\$ -	\$ 28,175.00	\$ 1,408.75	\$ 26,766.25
	\$ 553,270.00	\$ 525,095.00	\$ 28,175.00	\$ -	\$ -	\$ 28,175.00	\$ 1,408.75	\$ 26,766.25

Total Value of Contract Earned To Date	
Total Work In Place:	\$ 553,270.00
Stored Material (Current Period):	\$ -
Total Earned To Date:	\$ 553,270.00

Retainage Calculation	
Gross Retainage Withheld To Date:	\$ 27,663.51
Retainage Released This Period:	\$ -
Retainage Released Previous Periods	\$ -
Net (Unpaid) Retainage:	\$ 27,663.51

Retainage Rates	
Retainage Rate Previous Application:	5%
Retainage Rate This Application:	5%

Retainage Released Box		
PMT No.	Amount Released Previous Periods	Amount Released This Period
Sub-Totals	\$ -	\$ -
Grand		
Total Released:	\$ -	
Contractor must enter "Gross Retainage Withheld To Date:" from Previous AFP		\$ 26,254.76

Previous Application Amount	
Previously Billed	\$ 525,095.00
Stored Material (Prev Pay Period)	\$ -
Subtotal:	\$ 525,095.00
Gross Retainage	\$ 26,254.76
Subtotal:	\$ 498,840.24
Plus Retainage Released Previous Periods:	\$ -
NET Cash	
Previously Paid to	\$ 498,840.24

Application Date:	July 30, 2024
Application Number:	4
Billing Period:	7/1/24 - 7/31/24
Purchase Order Number:	
Owner:	Town Of Hilliard
Project Engineer:	Patricia Jacobs
Project Name:	DEP Oxford Street Force Main Rerouting
Project Authorization Number:	
Project Authorization Date:	March 11, 2024
Contractor:	TB Landmark Construction, Inc.
Contractor Contact Person:	Scott Rivenbark
Contractor Contact Phone:	904-652-6093
Contractor Address:	11220 New Berlin Rd Jacksonville, Florida 32226

Tab Number	Description/Name	Type
Tab 1		



TB Landmark Construction Inc
11220 New Berlin Rd
Jacksonville FL 32226
904 751-1016

License: CGC060694

Unit Billing

Application: 1

Period: 07/30/2024

Owner: Town of Hilliard
15859 W. CR 108
Hilliard FL 32046

Job Location: Emergency Manhole Replacement
15859 W. CR 108
Hilliard FL 32046

Application For Payment On Contract

Contract Sum to Date	203,837.18
Total Complete to Date	<u>203,837.18</u>
Total Retained	0.00
Total Earned Less Retained	<u>203,837.18</u>
Less Previous Billings	0.00
Current Payment Due	<input type="text" value="203,837.18"/>
Balance on Contract	0.00

Contractor's Certification of Work

The undersigned contractor certifies that, to the best of the contractor's knowledge, the work on the above named job has been completed in accordance with the plans and specifications to the level of completion indicated on the attached schedule of completion.

Contractor: *[Signature]* Date: 7/30/24

Terms: Invoices are due and payable 30DY from the date of invoice. All overdue amounts will be charged a service charge of 0.00 % per annum. Please make checks payable to: TB Landmark Construction Inc

Thank you for your prompt payment.

Unit Billing

Application: 1

Period: 07/30/2024

Schedule of Work Completed

Bid Ite	Description	Price/Unit	Contract Plus Changes	Previous Units Billed	Current Units Complete	Total Units Complete	Previous Value	Current Value	Total Value	Retained
1	Emergency Manhole Repair	203,837.18	203,837.18		1.00	1.00		203,837.18	203,837.18	
Totals:			203,837.18		1.00	1.00		203,837.18	203,837.18	