



City of Jacksonville Beach

11 North Third Street
Jacksonville Beach, Florida

Agenda

City Council

Tuesday, January 18, 2022

6:00 PM

Council Chambers

MEMORANDUM TO:

The Honorable Mayor and
Members of the City Council
City of Jacksonville Beach, Florida

Council Members:

The following Agenda of Business has been prepared for consideration and action at the Regular Meeting of the City Council.

OPENING CEREMONIES: INVOCATION, FOLLOWED BY SALUTE TO THE FLAG

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

- A. Regular Council Meeting held on December 20, 2021
- B. Council Briefing held on January 10, 2022

ANNOUNCEMENTS

COURTESY OF THE FLOOR TO VISITORS

MAYOR AND CITY COUNCIL

CITY CLERK

CITY MANAGER

- A. Accept/Reject the Monthly Financial Reports for the month of December 2021
- B. Appoint Daniel Elmaleh to a new four-year term as a Regular Member on the Board of Adjustment with the term expiring December 31, 2025;

AND

Appoint Todd Smith to a new four-year term as the 1st Alternate on the Board of Adjustment with the term expiring December 31, 2025;

AND

Nominate and appoint a 2nd Alternate to the Board of Adjustment for a new four-year term

expiring December 31, 2025.

- C. Approve/Disapprove a three percent annual merit increase for the City Manager
- D. Award/Reject RFP Number 01-2122 Pay and Classification Study to Cody & Associates, Inc., and authorize the City Manager to enter into a contract with Cody & Associates to perform the study
- E. Approve/Disapprove the addition of two full-time Lieutenants and two part-time Lieutenants to Ocean Rescue staffing, and the addition of one full-time Administrative Assistant in Human Resources
- F. Award/Reject Bid No. 2122-01 Penman Road Septic Tank Phase Out to Maer Homes d/b/a Maer Construction in the amount of \$287,838 and Construction Administration Services to JonesEdmunds in the amount of \$24,468
- G. Approve/Disapprove Purchase and Installation of Proximity Card Access Control Readers at Three City Facilities by Siemens Industry, Inc., Utilizing Sourcewell Contract #030421-SIE in the amount of \$307,765
- H. Approve/Disapprove additional funding to accelerate HVAC repairs at three City facilities and for a budget shortfall for the current fiscal year for HVAC projects according to pricing provided under Trane's GSA Federal Supply Schedule contract, GS-07F-0248K, for \$66,340

RESOLUTIONS

- A. Adopt/Deny Resolution No. 2098-2022 Tentatively Approving a Property Rights Element in the 2030 Comprehensive Plan
- B. Adopt/Deny Resolution No. 2100-2022 amending the fee schedule for permits and land development code applications and establishing an application fee for development agreements
- C. Adopt/Deny Resolution No. 2101-2022 joining the American Flood Coalition

ORDINANCES

- A. Move to defer the second reading of Ordinance No. 2021-8168 for Outdoor Seating Amendments to February 7, 2022 to meet the statutory requirement for publication of the notice
- B. Approve/Disapprove Ordinance No. 2022-8170 repealing Code of Ordinances Chapter 33, "Vehicles For Hire," on the first reading, and schedule a second reading for February 7, 2022

ADJOURNMENT

**Minutes of Regular City Council Meeting
held Monday, December 20, 2021, at 6:00 P.M.
in the Council Chambers, 11 North 3rd Street,
Jacksonville Beach, Florida**



OPENING CEREMONIES:

Council Member Janson provided the invocation, followed by the Pledge of Allegiance.

CALL TO ORDER:

Mayor Hoffman called the meeting to order at 6:00 P.M.

ROLL CALL:

Mayor: Christine Hoffman

Council Members: Georgette Dumont Sandy Golding Dan Janson
 Fernando Meza Cory Nichols Chet Stokes (absent)

Also present were: City Manager Mike Staffopoulos, City Attorney Sandra Robinson, Chief Financial Officer Ashlie Gossett, Director of Public Works Dennis Barron, Director of Planning and Development Heather Ireland, Budget Officer AJ Souto, and City Clerk Sheri Gosselin.

APPROVAL OF MINUTES:

Motion: It was moved by Mr. Nichols, seconded by Ms. Golding, and passed unanimously to approve the following minutes:

- Regular City Council Meeting held on December 6, 2021
- Council Briefing held on December 13, 2021

ANNOUNCEMENTS:

Council Member Golding announced she and Council Member Dumont attended the Rhoda L. Martin Cultural Heritage Center's fundraising celebration on December 11, 2021. She noted the Center would also host the annual Martin Luther King Celebration on January 15, 2022, at the Seawalk Pavilion. She said Beaches Watch would be hosting the State of the Beaches meeting on January 12, 2022.

Mayor Hoffman advised the Community Open House on the Height Amendment would be held on January 12, 2022.

COURTESY OF THE FLOOR TO VISITORS:

- Doug Conkey, Intergovernmental Coordinator, St. Johns River Water Management District, reviewed district programs and discussed the importance of innovation.

MAYOR AND CITY COUNCIL: *No items*

CITY CLERK: *No items*

CITY MANAGER:

Item A Authorize elected officials to attend the Florida League of Cities Legislative Action Days February 8 and 9, 2022 in Tallahassee

Motion: It was moved by Mr. Nichols, seconded by Ms. Golding, to authorize elected officials to attend the Florida League of Cities Legislative Action Days February 8 and 9, 2022, in Tallahassee.

Discussion: Council Members Golding, Dumont, Nichols, Meza, and Mayor Hoffman expressed interest in attending.

Modified Motion: It was moved by Mr. Nichols, seconded by Ms. Golding, to authorize up to five elected officials to attend the Florida League of Cities Legislative Action Days February 8 and 9, 2022, in Tallahassee.

Roll Call Vote: Ayes – Dumont, Golding, Janson, Meza, Nichols, Mayor Hoffman
The motion passed unanimously.

Item B Accept/Reject the Monthly Financial Reports for the month of November 2021

Motion: It was moved by Mr. Nichols, seconded by Ms. Golding, to accept the Monthly Financial Reports for the month of November 2021.

Discussion: None

Roll Call Vote: Ayes – Golding, Janson, Meza, Nichols, Dumont, Mayor Hoffman
The motion passed unanimously.

Item C Approve/Disapprove the Assignment and Assumption Agreement assigning the Agreement for Professional Engineering Services for RFP No. 10-1920 and the Confidentiality Contract signed in conjunction therewith entered into by Fred Wilson & Associates, Inc., to Chen Moore and Associates, Inc.

Motion: It was moved by Nichols, seconded by Ms. Golding, to approve the Assignment and Assumption Agreement assigning the Agreement for Professional Engineering Services for RFP No. 10-1920 and the Confidentiality Contract signed in conjunction therewith entered into by Fred Wilson & Associates, Inc., to Chen Moore and Associates, Inc.

Discussion: None.

Roll Call Vote: Ayes –Janson, Meza, Nichols, Dumont, Golding, Mayor Hoffman
The motion passed unanimously.

Item D Approve/Disapprove the Assignment and Assumption Agreement assigning the Franchise Contract Agreement for the Collection, Disposal of Solid Waste

and Recycling for RFP No. 11-1516 entered into by Advanced Disposal Services Jacksonville, LLC, to Waste Management Inc. of Florida

Motion: It was moved by Mr. Nichols, seconded by Ms. Golding, to approve the Assignment and Assumption Agreement assigning the Franchise Contract Agreement for the Collection, Disposal of Solid Waste and Recycling for RFP No. 11-1516 entered into by Advanced Disposal Services Jacksonville, LLC, to Waste Management Inc. of Florida.

Director of Public Works Dennis Barron stated Advanced Disposal Services was taken over by Waste Management at the beginning of 2021.

Discussion: Ms. Golding noted Waste Management was not doing an annual communication to the citizens in regards to recycling and other services, per the RFP. Mr. Barron responded he would contact Waste Management to offer better communication to the residents.

Roll Call Vote: Ayes – Meza, Nichols, Dumont, Golding, Janson, Mayor Hoffman
The motion passed unanimously.

Item E Approve/Disapprove the repair of the Shared Wastewater Effluent Outfall in the Amount of \$160,422

Mr. Barron stated the repair was not on the pipeline but the timbers that support the pipeline over three waterways. The costs fell outside the budget because they could not be predicted until the inspection was completed. The evaluation was completed in January 2021, with the costs outlined in July 2021. Mr. Barron confirmed Public Works had funding for this project.

Motion: It was moved by Mr. Nichols, seconded by Ms. Golding, to approve the repair of the Shared Wastewater Effluent Outfall in the Amount of \$160,422.

Discussion: None.

Roll Call Vote: Ayes – Nichols, Dumont, Golding, Janson, Meza, Mayor Hoffman
The motion passed unanimously.

Item F Approve/Disapprove the Septic Tank Phase-out Rebate Program

Mr. Staffopoulos stated this project could qualify for the American Rescue Plan Act (ARPA) funds. Budget Officer AJ Souto stated the project would be brought before the Council for consideration, and would trigger notice to affected residents of the installation of a sewer system.

Motion: It was moved by Mr. Nichols, seconded by Ms. Golding, to approve the Septic Tank Phase-out Rebate Program.

Discussion: City Manager Mike Staffopoulos stated there were two properties that, geographically, made it difficult to eliminate all septic tanks. He stated they would

discuss options for those two properties with Mr. Conkey. Mr. Souto stated the rebate would likely be subject to income tax from the IRS at which point the City would issue a 1099G form to eligible participants.

Mr. Barron advised there were 14 people on the list that had septic tanks. He reviewed the fee per home and the company the city was going to recommend at a future meeting.

Roll Call Vote: Ayes –Dumont, Golding, Janson, Meza, Nichols, Mayor Hoffman
The motion passed unanimously.

Item G Approve/Disapprove the Final Plat for 5th Avenue South Unit 2

Director of Planning and Development Heather Ireland noted this was for a five-unit townhouse development. One lot was previously used for commercial building and the adjacent lot was vacant. All the proposed lots met the RM-1 zoning district standards.

Motion: It was moved by Mr. Nichols, seconded by Ms. Golding, to approve the Final Plat for 5th Avenue South Unit 2.

Discussion: None

Roll Call Vote: Ayes – Dumont, Golding, Janson, Meza, Nichols, Mayor Hoffman
The motion passed unanimously.

ORDINANCES

Item A Approve/Disapprove Ordinance No. 2021-8168, for Outdoor Seating Amendments on the first reading and schedule a second reading for January 18, 2022

Ms. Ireland stated during the summer of 2021, discussion began regarding changes to the Land Development Code concerning outdoor seating. She reviewed the proposed changes, which were included in the Staff Report.

Mayor Hoffman requested the City Clerk read Ordinance 2021-8168 by title only, whereupon Ms. Gosselin read the following:

"AN ORDINANCE OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, TO AMEND AN ORDINANCE ENACTING AND ESTABLISHING A COMPREHENSIVE LAND DEVELOPMENT REGULATION AND OFFICIAL ZONING MAP FOR THE INCORPORATED AREA OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, AS AUTHORIZED BY CHAPTER 163.3202, FLORIDA STATUTES, BY AMENDING ARTICLE IV. DEFINITIONS, ARTICLE VII. ZONING DISTRICTS, AND ARTICLE VIII, DIVISION 2. SUPPLEMENTAL STANDARDS, TO MODIFY THE LIMITATIONS AND CONDITIONS FOR

**OUTDOOR RESTAURANTS AND BARS; PROVIDING FOR
REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY,
CODIFICATION, AND AN EFFECTIVE DATE.”**

Mayor Hoffman read the following:

“This ordinance for the amendment of the Land Development Code is before this Council for a public hearing and consideration on its first reading. Under the laws of the State of Florida, an ordinance which changes the actual list of permitted, conditional, or prohibited uses within a zoning category, or which otherwise changes the text of the Land Development Code, is a ‘quasi-legislative’ proceeding. A quasi-legislative proceeding means that a governing body is acting in its rule-making capacity.

It is the duty of the Council to arrive at sound decisions regarding the use of property within the City. This includes receiving citizen input regarding the proposed uses within a zoning category.

The application has been reviewed by Staff and the Planning Commission for consistency with other portions of the Land Development Code and the Comprehensive Plan. The Council may hear from all interested parties in the legislative determination of an amendment to the text of the Land Development Code.

The Council’s decision on a text amendment application is based on the criteria set forth in Section 34-211 of the Land Development Code. Each member of the Council has been provided a copy of the criteria.

I will now open the public hearing on Ordinance No. 2021-8168.”

Public Hearing:

Mayor Hoffman opened the public hearing on Ordinance 2021-8168.

The following spoke in support of the ordinance:

- Jason Albertelli, 337 Ahern Street, Atlantic Beach

Ms. Ireland clarified the difference between restaurants and bars.

Mayor Hoffman closed the public hearing.

Ex-Parte:

Mayor Hoffman read the following:

"Before requesting a motion on this ordinance, beginning with myself, each of the members is requested to indicate for the record both the names of persons and the substance of any ex parte communications regarding this application. An ex parte communication refers to any meeting or discussion with a person or citizen who may have an interest in this decision, which occurred outside of the public hearing process."

Mayor Hoffman indicated she had no conversations with business owners on this specific issue. Council Member Meza discussed the item with three business owners. Council Members Dumont, Janson, Nichols, and Golding had no ex-parte communications.

Motion: It was moved by Mr. Nichols and seconded by Ms. Golding, to approve Ordinance No. 2021-8168, for Outdoor Seating Amendments on the first reading and schedule a second reading for January 18, 2022.

Discussion: Discussion ensued on whether food trucks were included under this ordinance. Ms. Ireland responded food trucks fall under a separate part of the Code. Ms. Golding asked for clarification on Section B. Ms. Ireland clarified the difference in maximum seating in restaurants and bars.

Roll Call Vote: Ayes – Golding, Janson, Meza, Nichols, Dumont, Mayor Hoffman
The motion passed unanimously.

Item B **Approve/Disapprove Ordinance No. 2021-8169 on the second reading extending the temporary moratorium on the commercial rental and lease, and use of rented and leased, electric personal assistive mobility devices, micromobility devices, and motorized scooters until April 21, 2022**

Mayor Hoffman requested the City Clerk read Ordinance 2021-8169 by title only, whereupon Ms. Gosselin read the following:

"AN ORDINANCE BY THE CITY OF JACKSONVILLE BEACH, FLORIDA, AMENDING ORDINANCE NO. 2020-8157 WHICH IMPOSED A TEMPORARY MORATORIUM ON THE COMMERCIAL RENTAL AND LEASE, AND USE OF RENTED AND LEASED, ELECTRIC PERSONAL ASSISTIVE MOBILITY DEVICES, MICROMOBILITY DEVICES, AND MOTORIZED SCOOTERS; CONTINUING THE BASIS FOR THE EMERGENCY MORATORIUM; AND EXTENDING THE MORATORIUM FOR FOUR MONTHS UNTIL APRIL 21, 2022."

Mayor Hoffman read the following:

"This ordinance is before this Council for a public hearing and consideration on its second reading. I will now open the public hearing on Ordinance No. 2021-8169."

Public Hearing:

No one came forward to speak on the ordinance. Mayor Hoffman closed the public hearing.

Motion: It was moved by Mr. Nichols and seconded by Ms. Golding, to approve Ordinance No. 2021-8169 on the second reading extending the temporary moratorium on the commercial rental and lease, and use of rented and leased, electric personal assistive mobility devices, micromobility devices, and motorized scooters until April 21, 2022.

Discussion: None

Roll Call Vote: Ayes – Janson, Meza, Nichols, Dumont, Golding, Mayor Hoffman
The motion passed unanimously.

ADJOURNMENT:

There being no further business, the meeting adjourned at 6:47 P.M.

Submitted by: Sheri Gosselin
City Clerk

Approval:

Christine H. Hoffman, MAYOR

Date: _____

The Council Briefing began at 5:30 P.M. The meeting was held via video conference using the Zoom platform.

The following City Council Members were in attendance:

Mayor: Christine Hoffman

Council Members:	Georgette Dumont	Sandy Golding	Dan Janson
	Fernando Meza	Cory Nichols	Chet Stokes

Also present were City Manager Mike Staffopoulos, Director of Planning and Development Heather Ireland, Director of Human Resources Kimberlee Bennett, and City Attorney Sandy Robinson.

Purpose of Briefing

The purpose of the Briefing was to update the Council members about ongoing items in the City.

City Manager

American Flood Coalition Presentation

Florida Director Kate Wesner, Senior Outreach Director Anne Baker, Senior Outreach Associate Liz Cassin and Program Analyst Rolando Hernandez from the American Flood Coalition presented a PowerPoint presentation [on file] to the Council. The presentation highlighted the unified voice of community advocacy regarding national solutions to flooding and sea-level rise the Coalition offers.

A conversation ensued regarding current and upcoming sea-level rise within the local beach community. The consensus of the Council was to become a community member of the American Flood Coalition.

CRA Quarterly Report

Director of Planning and Development Heather Ireland provided the Council with a quarterly update regarding Community Redevelopment Agency (CRA) activities and projects since October 2021. Ms. Ireland reviewed the topics by District and included assignments of specific staff and consultants. Ms. Ireland suggested the Council review the upcoming agenda for the January 24, 2022, CRA meeting for more detailed information regarding current projects.

Land Development Code Parking Standards

Ms. Ireland stated the Council previously expressed interest in reviewing the parking standards for townhouse dwelling units to mitigate some perceived parking problems at townhouse developments in certain areas of the City. Ms. Ireland presented the Council with information on the City's residential parking standards and standards from other cities, including cities in Duval County.

A conversation ensued regarding the City's current parking standards and possible changes. Ms. Ireland informed the Council increasing the parking requirement for a specific use could potentially create non-conforming properties throughout the City. Ms. Ireland stated the Land Development Code (LDC) was scheduled for review and update in FY2022-2023, following a review and update of the Comprehensive Plan. Other areas of the parking standards section of the LDC have been identified and also need to be reviewed and updated. It was the recommendation of the Administration and staff to make comprehensive changes to the entire parking and loading standards impacting the entire City at the time of the LDC review. The Council agreed with the Administration and Staff's recommendation.

Discuss City Manager's Annual Performance Evaluation

Director of Human Resources Kimberlee Bennett explained City Manager Mike Staffopoulos was approaching his third anniversary on January 28, 2022. In accordance with his employment contract, the City Council was required to review his performance at least once annually.

Ms. Bennett stated the City Council members each completed the City Manager's evaluation form, and a compilation of those responses [on file] was created and provided to the City Council on January 7, 2022.

A conversation ensued about the possibility of changing the City Manager's review date to allow new incoming Council Members more time to work with the City Manager before evaluating his performance. The consensus of the Council was to not change the annual review date of the City Manager, and to give Mr. Staffopoulos a 3% annual pay increase.

Future Briefing Topics

Mr. Staffopoulos reminded the Council about the topics for the upcoming Council Briefing on February 14, 2022.

Council Member Stokes asked for clarification regarding the spending of the American Rescue Plan Act (ARPA) funding. Mr. Staffopoulos stated the first tranch of ARPA funding would be used for priority one projects such as capital and infrastructure projects. The priority two projects regarding community impact would use the second tranch of funds. Mr. Staffopoulos stated additional guidance and recommendations from the Council would be needed to assist with determining the use of the second tranch of funds.

Committee Assignment Report

Mr. Staffopoulos stated he forwarded the Council an email from Council Member Golding, including consolidated notes from a Florida League of Cities meeting she attended.

Mayor Hoffman spoke about upcoming Board applicant interviews regarding Pension Board appointees. Ms. Hoffman explained the interview process for Board appointments was being revised and may include current Pension Board members participating in the interviews. Ms. Hoffman encouraged the other members of the Council to participate in the Zoom interviews if their schedules allowed.

Ms. Hoffman stated the legislative session started this week and informed the Council the City's lobbyist, Public Affairs Consultants, invited the Council to lunch or dinner on February 8, 2022,

while in Tallahassee. It was the consensus of the Council to arrange a dinner for those interested in attending.

Council Member Golding informed the Council the Florida League of Cities had Monday morning call-ins offering updated information from the lobbyists for the Florida League of Cities regarding ongoing and upcoming legislation. Ms. Golding recommended the Council participate if so desired.

The Briefing adjourned at 6:43 P.M.

Submitted by: Jodilynn Byrd
Deputy City Clerk

Approved:

Christine H. Hoffman, MAYOR

Date: _____



City of Jacksonville Beach • 11 North Third Street • Jacksonville Beach FL 32250

CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Ashlie Gossett, Chief Financial Officer
DATE:	12/02/2021
SUBJECT:	Monthly Financial Reports for the Month of December 2021

BACKGROUND

Attached are the monthly financial reports for December 2021. Summary Budget Reports Exhibits 1 through 6 show the cumulative actual revenues and expenditures compared to the actual amounts at the same point in time as last fiscal year. Exhibit 7 compares actual revenues and expenditures to the budget in total by fund. These reports are prepared on a cash basis.

Please note that the layout of the monthly financial reports has changed in an attempt to make them more meaningful and understandable. Discussion about exhibit items has been relocated from the face of this memo to the bottom of each page. Additionally, the cash and investment information has been consolidated into one page.

FINANCIAL IMPACT

REQUESTED ACTION

Accept/Reject the Monthly Financial Reports for the month of December 2021

ATTACHMENTS

1. 2021-12 December Financials



SUMMARY BUDGET REPORT

December 31, 2021

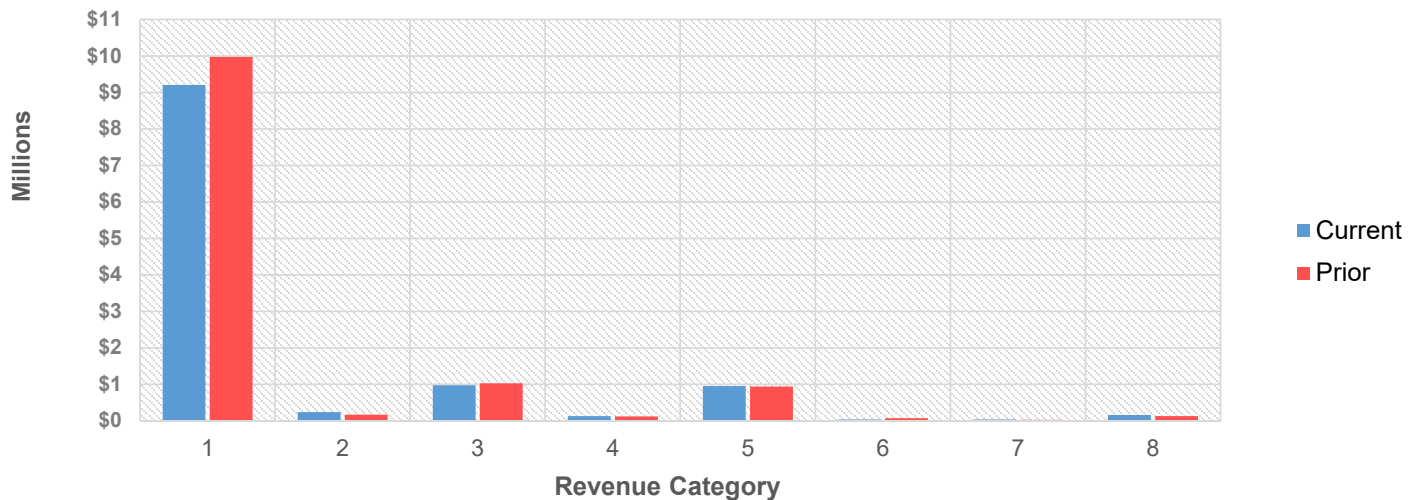
25.21% of Year Elapsed

Exhibit 1

General Fund Revenues

Revenue Category	Current Year Revenue to Date	Current Year Revenue % of Budget	Prior Year Revenue to Date	Prior Year Revenue % of Budget	% Variance (Current Year less Prior Year)	\$ Variance (Current Year less Prior Year)
1 Taxes	9,203,929	61.78%	9,971,862	70.01%	-8.23%	(767,933)
2 Licenses & Permits	235,808	38.99%	168,219	32.88%	6.11%	67,589
3 Intergovernmental Revenue	973,924	23.53%	1,027,698	26.71%	-3.18%	(53,774)
4 Charges for Services	126,619	26.97%	117,218	26.63%	0.33%	9,401
5 Enterprise Contributions	953,798	25.00%	938,889	25.00%	0.00%	14,909
6 Miscellaneous Revenue	36,273	10.92%	69,868	21.29%	-10.38%	(33,595)
7 Fines & Forfeitures	34,350	21.21%	25,651	16.96%	4.25%	8,699
8 Interfund Transfers	159,158	30.96%	128,591	25.02%	5.95%	30,566
Total Revenues	\$11,723,859	47.02%	\$12,447,998	52.32%	-5.30%	(\$724,139)

Current Year vs. Prior Year



Discussion

- Total General Fund revenues are under the prior year at the same point in time by 5.30% on a percent of budget basis.
- The variance is largely attributable to the timing of property tax revenue disbursements from the County.
- Permit revenues are up because of an increase in construction activity compared to the same time in the prior year.
- Miscellaneous revenue includes interest on pooled investments, auction proceeds, facility rental fees, tennis fees, and cemetery lots purchased. The decrease from the prior year is due primarily to the adjustment to market value of the City's pooled investment assets.



SUMMARY BUDGET REPORT

December 31, 2021

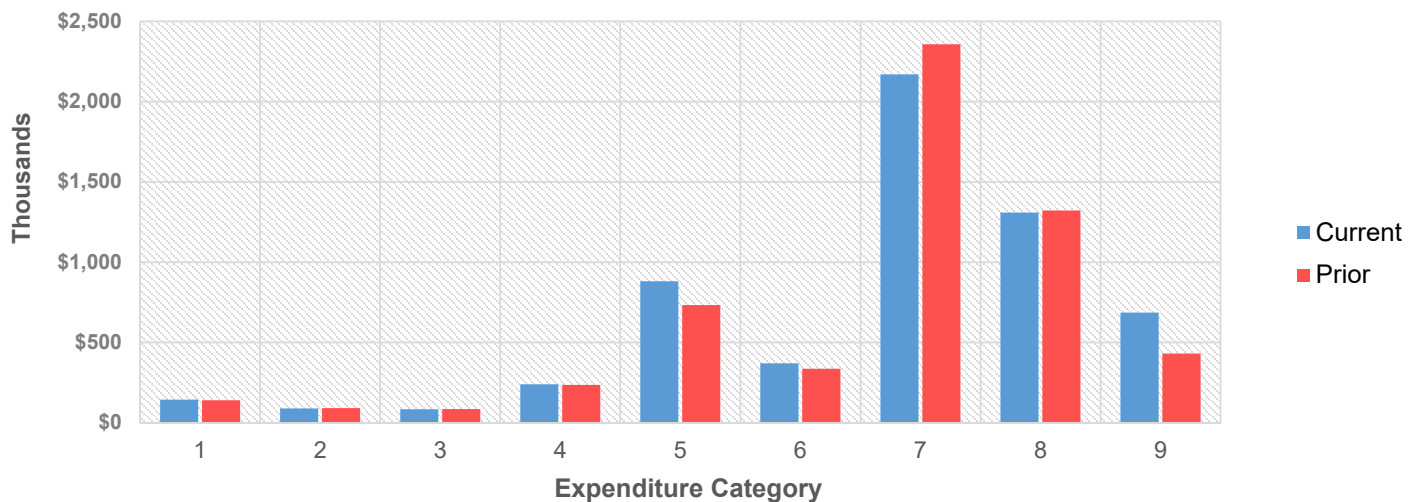
25.21% of Year Elapsed

Exhibit 2

General Fund Expenditures

Expenditure Category	Current Year Expenditures to Date	Current Year Expenditures % of Budget	Prior Year Expenditures to Date	Prior Year Expenditures % of Budget	% Variance (Current Year less Prior Year)	\$ Variance (Current Year less Prior Year)
1 City Administration	143,689	21.45%	140,200	21.49%	-0.03%	3,490
2 City Clerk	89,163	19.56%	90,886	21.92%	-2.36%	(1,722)
3 Building Maintenance	84,280	19.20%	85,207	20.07%	-0.87%	(927)
4 Planning and Development	239,133	19.78%	235,277	20.52%	-0.74%	3,855
5 Parks and Recreation	880,862	23.96%	732,647	19.87%	4.09%	148,215
6 Public Works	370,340	19.18%	336,493	18.14%	1.04%	33,847
7 Police	2,169,439	21.84%	2,357,086	23.02%	-1.19%	(187,646)
8 Fire Services	1,308,629	39.04%	1,321,877	40.62%	-1.58%	(13,247)
9 Non-Departmental	686,071	20.24%	430,728	18.71%	1.52%	255,343
Total Expenditures	\$5,971,606	23.83%	\$5,730,400	23.90%	-0.07%	\$241,206

Current Year vs. Prior Year



Discussion

- ▶ General Fund expenditures are in line with last year on a percent of budget basis and 1.37% below current year budget estimates.
- ▶ Parks and Recreation expenditures increased in the current year due to the transition from volunteers to City staff for lifeguard coverage on Sundays and holidays.



SUMMARY BUDGET REPORT

December 31, 2021

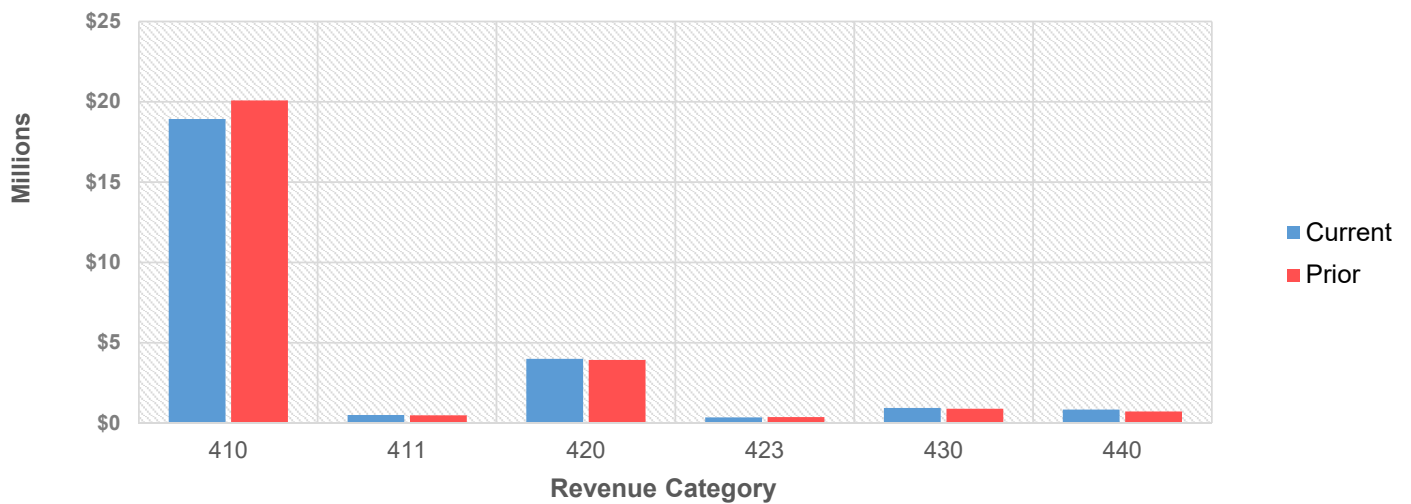
25.21% of Year Elapsed

Exhibit 3

Enterprise Fund Revenues

Revenue Category	Current Year Revenue to Date	Current Year Revenue % of Budget	Prior Year Revenue to Date	Prior Year Revenue % of Budget	% Variance (Current Year less Prior Year)	\$ Variance (Current Year less Prior Year)
410 Electric	18,924,814	22.76%	20,087,453	24.25%	-1.50%	(1,162,639)
411 Natural Gas	490,777	24.45%	471,862	21.08%	3.36%	18,916
420 Water & Sewer	3,992,719	26.41%	3,918,387	26.33%	0.08%	74,332
423 Stormwater	340,757	23.45%	360,432	25.02%	-1.57%	(19,675)
430 Sanitation	929,389	26.33%	881,224	24.71%	1.62%	48,165
440 Golf Course	825,595	36.31%	713,925	32.70%	3.61%	111,670
Total Revenues	\$25,504,051	23.72%	\$26,433,283	24.67%	-0.96%	(\$929,232)

Current Year vs. Prior Year



Discussion

- ▶ Total revenues in the Enterprise Funds are under budget for the current year and consistent with amounts expended in the prior year.
- ▶ The reduction in Electric revenues reflects decreased customer consumption compared to the same point in the prior year.



SUMMARY BUDGET REPORT

December 31, 2021

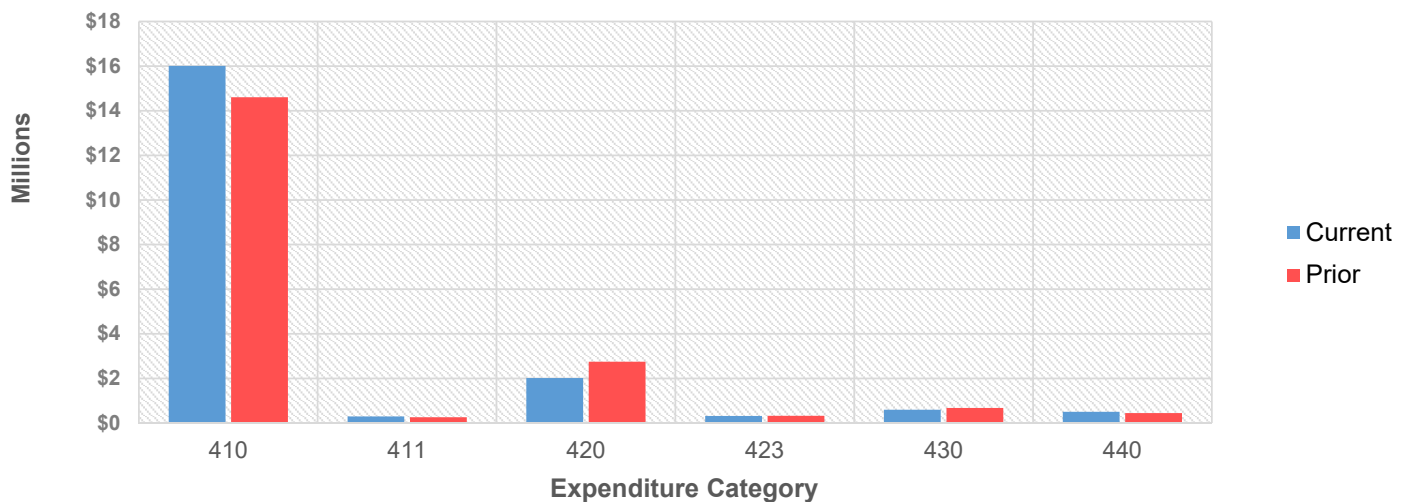
25.21% of Year Elapsed

Exhibit 4

Enterprise Fund Expenditures

Expenditure Category	Current Year Expenditures to Date	Current Year Expenditures % of Budget	Prior Year Expenditures to Date	Prior Year Expenditures % of Budget	% Variance (Current Year less Prior Year)	\$ Variance (Current Year less Prior Year)
410 Electric	16,009,223	17.66%	14,601,997	16.27%	1.39%	1,407,226
411 Natural Gas	287,778	13.62%	252,010	13.04%	0.57%	35,768
420 Water & Sewer	2,012,233	9.35%	2,742,835	15.94%	-6.59%	(730,602)
423 Stormwater	307,688	11.49%	317,010	16.19%	-4.70%	(9,322)
430 Sanitation	588,462	14.32%	670,969	17.00%	-2.68%	(82,507)
440 Golf Course	497,533	20.57%	439,124	20.20%	0.37%	58,408
Total Expenditures	\$19,702,917	15.96%	\$19,023,945	16.27%	-0.31%	\$678,972

Current Year vs. Prior Year



Discussion

- ▶ Total expenditures in the Enterprise Funds are under budget for the current year and consistent with amounts expended in the prior year.
- ▶ The increase in Electric Fund expenditures from the prior year is primarily due to the rising cost of purchased power.
- ▶ The decrease in Water & Sewer expenditures from the prior year is largely attributable to savings in debt service costs now that the City is debt free. The last debt payment was made on October 1, 2020.



SUMMARY BUDGET REPORT

December 31, 2021

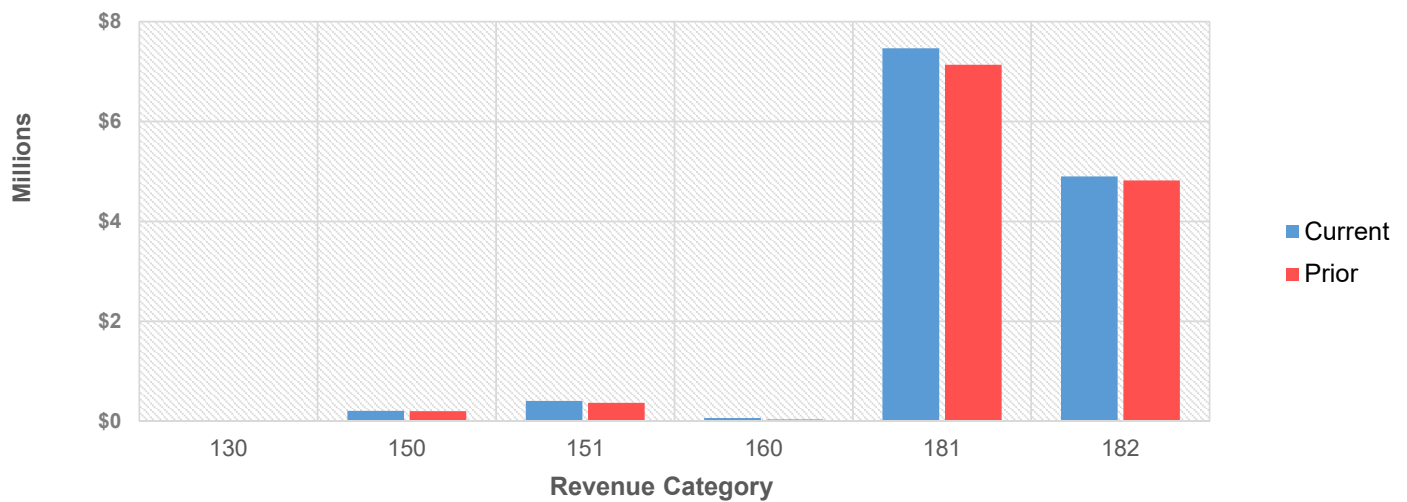
25.21% of Year Elapsed

Exhibit 5

Special Revenue Fund Revenues

Revenue Category	Current Year Revenue to Date	Current Year Revenue % of Budget	Prior Year Revenue to Date	Prior Year Revenue % of Budget	% Variance (Current Year less Prior Year)	\$ Variance (Current Year less Prior Year)
130 Convention Development	(1,716)	-0.46%	1,168	0.29%	-0.74%	(2,884)
150 Local Option Gas Tax	208,649	26.23%	201,428	24.68%	1.55%	7,221
151 Infrastructure Surtax	408,679	28.82%	368,285	26.68%	2.14%	40,395
160 Community Dev Blk Grant	66,158	46.59%	35,591	25.06%	21.53%	30,566
181 Downtown Increment Fund	7,464,895	97.57%	7,135,327	98.06%	-0.49%	329,568
182 Southend Increment Fund	4,903,410	182.06%	4,822,761	184.72%	-2.66%	80,649
Total Revenues	\$13,050,074	99.81%	\$12,564,560	99.46%	0.35%	\$485,514

Current Year vs. Prior Year



Discussion

- ▶ Revenues in the Special Revenue Funds are in line with prior year actuals on a percent of budget basis.
- ▶ Convention Development funds are normally received two to three months in arrears.
- ▶ Community Development Block Grant revenues are received on a reimbursement basis.
- ▶ The annual tax increment distribution for both the Downtown and Southend districts were received in December.



SUMMARY BUDGET REPORT

December 31, 2021

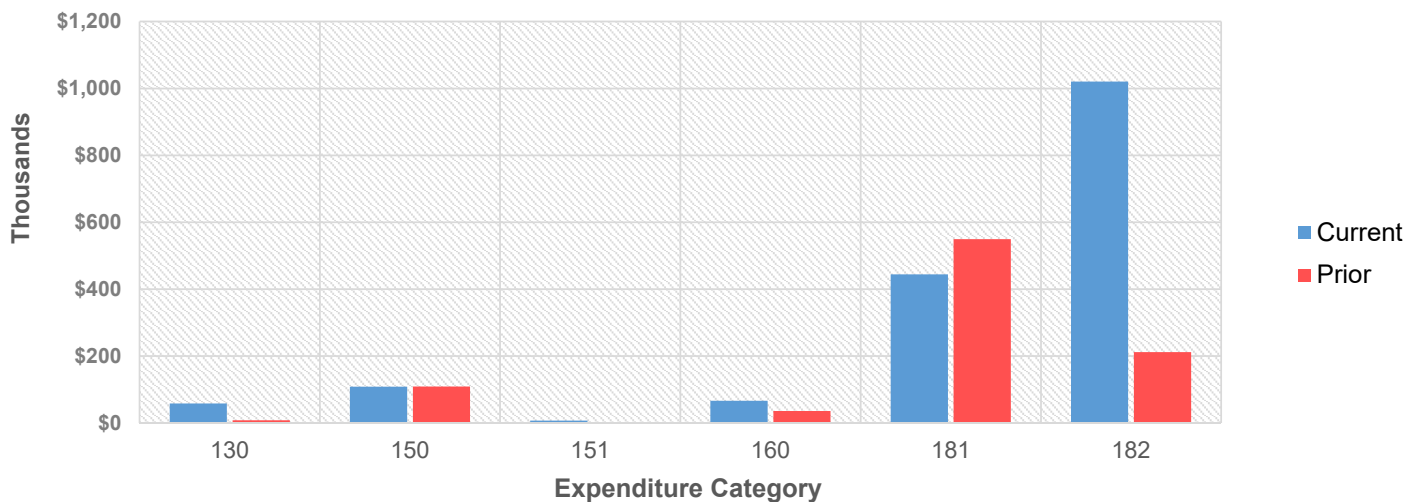
25.21% of Year Elapsed

Exhibit 6

Special Revenue Fund Expenditures

Expenditure Category	Current Year Expenditures to Date	Current Year Expenditures % of Budget	Prior Year Expenditures to Date	Prior Year Expenditures % of Budget	% Variance (Current Year less Prior Year)	\$ Variance (Current Year less Prior Year)
130 Convention Development	58,103	10.13%	7,941	4.04%	6.09%	50,162
150 Local Option Gas Tax	108,045	13.48%	108,518	13.68%	-0.20%	(473)
151 Infrastructure Surtax	6,791	0.52%	1,784	0.20%	0.32%	5,007
160 Community Dev Blk Grant	66,158	46.59%	35,591	25.06%	21.53%	30,566
181 Downtown Increment Fund	444,190	4.56%	549,089	13.40%	-8.84%	(104,898)
182 Southend Increment Fund	1,020,510	8.55%	211,768	6.18%	2.38%	808,742
Total Expenditures	\$1,703,797	6.96%	\$914,692	9.57%	-2.61%	\$789,105

Current Year vs. Prior Year



Discussion

- ▶ In total, Special Revenue Fund expenditures are under budget for the current year and 2.61% lower than the prior year on a percentage of budget basis.
- ▶ Community Development Block Grant Fund expenditures will be reimbursed by grant funding.
- ▶ Variances from the prior year in the Downtown and Southend Increment Funds are primarily due to the timing of capital project expenditures.



SUMMARY BUDGET REPORT

December 31, 2021

25.21% of Year Elapsed

Exhibit 7

Summary Revenues and Expenditures

Fund Name	Budgeted Annual Revenues	Budgeted Revenues To Date	Actual Revenues To Date	Variance Favorable/(Unfavorable)
001 General Fund	24,935,609	6,285,140	11,723,859	5,438,719
130 Convention Development Tax	375,179	94,566	(1,716)	(96,282)
150 Local Option Gas Tax	795,610	200,537	208,649	8,111
151 Infrastructure Surtax	1,417,833	357,372	408,679	51,308
160 Community Dev. Blk. Grant	142,000	35,792	66,158	30,366
181 Downtown Increment Fund	7,650,521	1,928,350	7,464,895	5,536,544
182 Southend Increment Fund	2,693,245	678,845	4,903,410	4,224,565
410 Electric Utility	83,159,691	20,960,799	18,924,814	(2,035,985)
411 Natural Gas Utility	2,007,643	506,036	490,777	(15,259)
420 Water & Sewer Utility	15,118,502	3,810,691	3,992,719	182,028
423 Storm Water Management	1,453,336	366,320	340,757	(25,563)
430 Sanitation Fund	3,529,867	889,720	929,389	39,669
440 Golf Course Fund	2,273,503	573,047	825,595	252,548
460 Leased Facilities Fund	762,177	192,110	162,188	(29,922)
500 Internal Service Funds	13,622,837	3,433,701	3,220,439	(213,262)
Total Revenues	\$159,937,553	\$40,313,027	\$53,660,612	\$13,347,585

Fund Name	Budgeted Annual Expenditures	Budgeted Expenditures To Date	Actual Expenditures To Date	Variance Favorable/(Unfavorable)
001 General Fund	25,057,752	6,315,926	5,971,606	344,320
130 Convention Development Tax	573,719	144,609	58,103	86,505
150 Local Option Gas Tax	801,509	202,024	108,045	93,979
151 Infrastructure Surtax	1,314,106	331,227	6,791	324,436
160 Community Dev. Blk. Grant	142,000	35,792	66,158	(30,366)
181 Downtown Increment Fund	9,732,253	2,453,061	444,190	2,008,870
182 Southend Increment Fund	11,929,514	3,006,891	1,020,510	1,986,382
410 Electric Utility	90,651,229	22,849,077	16,009,223	6,839,854
411 Natural Gas Utility	2,113,227	532,649	287,778	244,871
420 Water & Sewer Utility	21,511,570	5,422,094	2,012,233	3,409,862
423 Storm Water Management	2,677,429	674,859	307,688	367,171
430 Sanitation Fund	4,108,447	1,035,554	588,462	447,092
440 Golf Course Fund	2,419,201	609,771	497,533	112,238
460 Leased Facilities Fund	871,513	219,669	210,175	9,494
500 Internal Service Funds	13,673,250	3,446,408	3,149,746	296,662
Total Expenditures	\$187,576,717	\$47,279,611	\$30,738,241	\$16,541,370

Fund Name	Net Income/(Loss)	Net Variance Favorable/(Unfavorable)
001 General Fund	5,752,253	5,783,039
130 Convention Development Tax	(59,820)	(9,777)
150 Local Option Gas Tax	100,604	102,091
151 Infrastructure Surtax	401,888	375,743
160 Community Dev. Blk. Grant	-	-
181 Downtown Increment Fund	7,020,704	7,545,415
182 Southend Increment Fund	3,882,900	6,210,946
410 Electric Utility	2,915,591	4,803,869
411 Natural Gas Utility	202,999	229,612
420 Water & Sewer Utility	1,980,486	3,591,889
423 Storm Water Management	33,069	341,608
430 Sanitation Fund	340,926	486,760
440 Golf Course Fund	328,063	364,787
460 Leased Facilities Fund	(47,987)	(20,428)
500 Internal Service Funds	70,693	83,400
Total	\$22,922,370	\$29,888,954



Attorney Fees Paid During Month
December 31, 2021

NAME	DESCRIPTION	FUNDING SOURCE	CHECK DATE	CHECK AMOUNT
Roper Law, P.A.	SLG Investments vs. COJB	General Fund	12/16/2021	\$495
Sugarman	Monthly Retainer	Pension Funds	12/16/2021	\$2,550
Roper Law, P.A.	SLG Investments vs. COJB	General Fund	12/22/2021	\$41
Shepard, Smith, Kohlmyer & Hand, P.A.	General Matters / Charter Reivew	General Fund	12/22/2021	\$1,275
TOTAL ATTORNEY FEES				\$4,361



CASH AND INVESTMENTS BY TYPE

Fiscal Year to Date

December 31, 2021

Type of Investment	10/1/2021 Beginning Balance	Investment Earnings	Realized Gain/(Loss)	Unrealized Gain/(Loss)	Fees	Net Investment Income	Net Deposits (Withdrawals)	12/31/2021 Ending Balance	Weighted Net Return*
Sawgrass Asset Management	44,639,915	194,721	(37,050)	(418,019)	(2,256)	(262,604)	-	44,377,311	-0.11%
Galliard Capital Management	42,652,431	122,601	(25,806)	(75,330)	(2,592)	18,873	0	42,671,304	0.01%
Garcia Hamilton & Associates	42,538,492	23,515	(11,714)	(10,873)	(2,156)	(1,228)	(0)	42,537,263	0.00%
State Pooled Investment Fund	22,151,012	6,070	-	-	-	6,070	(0)	22,157,083	0.00%
Florida Trust	19,091,550	2,155	-	-	-	2,155	(0)	19,093,705	0.00%
Florida Municipal Investment Trust 0-2 Yr HQ Bond Fund	12,681,578	(10,133)	-	-	-	(10,133)	(0)	12,671,445	0.00%
Operating Cash: Bank of America	33,974,437	20,301	-	-	(40,895)	(20,594)	28,407,063	62,360,905	-0.01%
Petty Cash	6,725	-	-	-	-	-	-	6,725	0.00%
TOTAL CITY MANAGED INVESTMENTS AND CASH	217,736,139	359,231	(74,569)	(504,223)	(47,900)	(267,461)	28,407,063	245,875,740	-0.12%
Pension: Salem Mutual Fund	66,984,250	2,188,169	-	2,047,589	-	4,235,758	-	71,220,008	3.65%
Pension: Sawgrass Asset Mgt	27,641,190	104,069	13,119	(134,999)	(5,253)	(23,064)	0	27,618,126	-0.02%
Pension: Wells Capital	18,231,624	12,654	568,797	(309,190)	(28,368)	243,893	0	18,475,518	0.20%
Pension: JPMCB - Strategic Property Fund	5,782,110	-	-	295,438	-	295,438	-	6,077,548	0.25%
TOTAL PENSION INVESTMENTS	118,639,174	2,304,893	581,916	1,898,839	(33,621)	4,752,026	0	123,391,200	4.01%
TOTAL CASH AND INVESTMENTS	\$336,375,312	\$2,664,124	\$507,346	\$1,394,616	(\$81,522)	\$4,484,565	\$28,407,063	\$369,266,940	



City of Jacksonville Beach • 11 North Third Street • Jacksonville Beach FL 32250

CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Sheri Gosselin, City Clerk
DATE:	12/15/2021
SUBJECT:	Board of Adjustment Appointments

BACKGROUND

The City Council appoints the Board of Adjustment members. There are five members and two alternates who serve four-year terms.

The City Council reappointed Mr. Frank Reddington to a new four-year term as a Regular Member on the Board of Adjustment at the December 6, 2021, Council meeting. A few days after that meeting, Mr. Reddington passed away. Staff recommends moving the 1st Alternate into the Regular Member seat, moving the 2nd Alternate into the 1st Alternate seat, and nominating and selecting a new 2nd Alternate.

- Daniel Elmaleh was first appointed as a 2nd Alternate on December 21, 2020. He was appointed as a 1st Alternate on July 21, 2021, and reappointed on December 6, 2021, to a new four-year term expiring December 31, 2025. Mr. Elmaleh is interested in being considered for appointment to the Regular Member seat.
- Todd Smith was appointed as the 2nd Alternate on December 6, 2021, for a new four-year term expiring December 31, 2025. Mr. Smith has not yet been sworn in as 2nd Alternate.

The City Council interviewed board applicants in October and November of 2021. There were five applicants who selected the Board of Adjustment as their first or second choice. One applicant is not interested in being an alternate. The applications of Nicholas Andrews, Shandy Thompson, James Turner, and Jennifer Williams are attached for consideration.

FINANCIAL IMPACT

None

REQUESTED ACTION

Appoint Daniel Elmaleh to a new four-year term as a Regular Member on the Board of Adjustment with the term expiring December 31, 2025;

AND

Appoint Todd Smith to a new four-year term as the 1st Alternate on the Board of Adjustment with the term expiring December 31, 2025;

AND



City of Jacksonville Beach • 11 North Third Street • Jacksonville Beach FL 32250

Nominate and appoint a 2nd Alternate to the Board of Adjustment for a new four-year term expiring December 31, 2025.

ATTACHMENTS

1. Application of Dan Elmaleh
2. Application of Todd Smith
3. Application of Nicholas Andrews
4. Application of Shandy Thompson
5. Application of James Turner
6. Application of Jennifer Williams
7. Applicant Spreadsheet

City of Jacksonville Beach
Office of the City Clerk
11 North 3rd Street
Jacksonville Beach, Florida 32250



Phone: (904) 247-6299 ext 10
FAX: (904) 247-6256
E-mail: cityclerk@jaxbchfl.net

Application for Appointment to City Boards

Personal Information (Please print or type)

Name: DANIEL ELMALEH Home Phone: _____
Home Address: 1886 OCEAN DRIVE JAX Bch FL 32250
E-Mail Address: danecmo54@gmail.com Cell Phone: 904 955 1881
Occupation: RE BROKER Business Phone: _____
Business Name: ELMO REALTY
Business Address: 1886 Ocean Dr. J.B. FLA 32250

Eligibility – Please Circle

Are you a resident of the City?	☒ Yes	No	If yes, length of time: _____
Are you a registered voter?	☒ Yes	No	If yes, what County: _____
Do you own property in the City?	☒ Yes	No	If yes, address: _____
Do you hold a public office?	☒ Yes	☒ No	If yes, Office name: _____
Are you employed by the City?	☒ Yes	☒ No	If yes, position: _____
Are you currently serving on a Board?	☒ Yes	No	If yes, Board Name: _____
Have you been convicted of a felony?	☒ Yes	☒ No	If yes, provide date: _____
Have your civil rights been restored?	☒ Yes	No	If yes, provide date: _____
Have you filed bankruptcy?	☒ Yes	☒ No	If yes, provide date: _____

Potential Conflict of Interest: Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Jacksonville Beach? Yes ☒ No

If yes, please provide details: _____

City Boards (Please indicate your preferences by ranking - denote your Primary choice with a "1", Secondary choice with a "2".)

☒ Board of Adjustment	☐ Planning Commission
☐ Community Redevelopment Agency	☐ Pension Trustee

Please list the type of City meetings you have attended: PLANNING Commission, Board of Adj

Qualifications (Briefly describe specific expertise, abilities, or qualifications)

Education: BS J.V. Licensed RE Broker

Application for Appointment to City Boards (cont.)

State Reporting Requirements

Section 760.80, Florida Statutes, requires that the City annually submit a report to the Secretary of State disclosing race, gender, and physical disabilities of board members and elected officials. Please circle the appropriate responses.

Race

- ☐ African-American
☐ Asian/Pacific Islander
☐ American Indian/Alaskan

- ☒ Caucasian
☐ Hispanic
☐ Not Known

Gender

- ☐ Female
☒ Male

Physically Disabled

- ☐ Yes
☒ No

Florida's Public Records Law, Chapter 119, Florida Statutes, states: "It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form 1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes.

I understand that if I am appointed to one of the City's boards, I will be required to file a financial disclosure form - Form 1, as described above, and I am willing to comply with this requirement.

I understand that any false, incomplete, or misleading information given by me on the application is sufficient cause for rejection of this application. I understand and agree that any such false, incomplete, or misleading information discovered on this application at any time after appointment to a Board may result in my removal.

I also understand that all board appointments are for voluntary, uncompensated services. Additionally, if appointed, I am able to attend meetings and otherwise fulfill the duties of the office.

Applications are submitted to the City Clerk and are valid for two years from the date they are submitted. All applicants are interviewed following their application submittal. When vacancies occur, the City Council considers all eligible applicants and votes to make board appointments.

By submitting this form, I declare the foregoing facts to be true, correct, and complete. Additionally I hereby authorize a criminal background check.

9/21/21
Date


Applicant's Signature

Please do not write below - Staff use

Date application received: 09/24/2021

Interviewed on: 11/04/2021

Eligible for appointment **Yes** No

If not eligible for appointment
Explanation:

Appointed to:

Date:

Appointed to:

Date:

Appointed to:

Date:

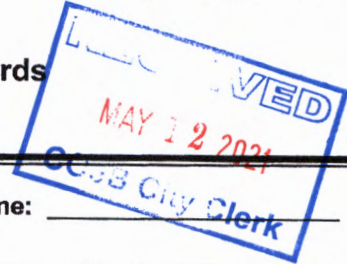
City of Jacksonville Beach
Office of the City Clerk
11 North 3rd Street
Jacksonville Beach, Florida 32250



Phone: (904) 247-6299
FAX: (904) 247-6256
E-mail: cityclerk@jaxbchfl.net

Application for Appointment to City Boards

Personal Information (Please print or type)



Name: Todd Smith Home Phone: _____
Home Address: 1443 10th Street North
E-Mail Address: saltman1222@gmail.com Cell Phone: 904-831-7986
Occupation: Manager Business Phone: 904-730-1281
Business Name: 230 Industrial Loop, Orange Park, FL 32073
Business Address: 230 Industrial Loop, Orange Park, FL 32073

Eligibility – Please Circle

Are you a resident of the City?	Yes ☒	No ☐	If yes, length of time: <u>2+ years</u>
Are you a registered voter?	Yes ☒	No ☐	If yes, what County: <u>Duval</u>
Do you own property in the City?	Yes ☒	No ☐	If yes, address: <u>1443 10th Street North</u>
Do you hold a public office?	Yes ☐	No ☒	If yes, Office name: _____
Are you employed by the City?	Yes ☐	No ☒	If yes, position: _____
Are you currently serving on a Board?	Yes ☐	No ☒	If yes, Board Name: _____
Have you been convicted of a felony?	Yes ☐	No ☒	If yes, provide date: _____
Have your civil rights been restored?	Yes ☐	No ☐	If yes, provide date: _____
Have you filed bankruptcy?	Yes ☐	No ☒	If yes, provide date: _____

Potential Conflict of Interest: Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Jacksonville Beach? Yes ☐ No ☐

If yes, please provide details: _____

City Boards (Please indicate your preferences by ranking - denote your Primary choice with a "1", Secondary choice with a "2".)

1
NA

Board of Adjustment

N
N

Planning Commission

Community Redevelopment Agency

Pension Trustee

Please list the type of City meetings you have attended: Board of Adjustment meetings

Education: FCCJ - 2 years

Qualifications (Briefly describe specific expertise, abilities, or qualifications):

Owned & operated Advanced Awning & Design for 26 years before selling the business two years ago. As such this has afforded me the opportunity to manage residential and commercial construction projects throughout my career inclusive of surveying, reading blueprints and pulling permits. Additionally I have been involved in Board of Adjustment meetings in the past as required. I have also been a resident of the beaches for over the last ten years.

Application for Appointment to City Boards (cont.)

State Reporting Requirements

Section 760.80, Florida Statutes, requires that the City annually submit a report to the Secretary of State disclosing race, gender, and physical disabilities of board members and elected officials. Please circle the appropriate responses.

Race

- ☐ African-American
☐ Asian/Pacific Islander
☐ American Indian/Alaskan

Gender

- ☒ Caucasian
☐ Hispanic
☐ Not Known

Physically Disabled

- ☐ Yes
☒ No

Florida's Public Records Law, Chapter 119, Florida Statutes, states: "It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form 1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes.

I understand that if I am appointed to one of the City's boards, I will be required to file a financial disclosure form - Form 1, as described above, and I am willing to comply with this requirement.

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I also understand that all board appointments are for voluntary, uncompensated services. Additionally, if appointed, I am able to attend meetings and otherwise fulfill the duties of the office.

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By submitting this form, I declare the foregoing facts to be true, correct, and complete. Additionally I hereby authorize a criminal background check.

5/10/2021

Date

Applicant's Signature

SUBMIT APPLICATION

Please do not write below - Staff use

Date application received: 05/13/2021

Interviewed on: 10/13/2021

Eligible for appointment **Yes** No

If not eligible for appointment
Explanation:

Appointed to:

Date:

Appointed to:

Date:

Appointed to:

Date:

TODD SMITH
1443 10th Street North, Jacksonville Beach, FL 32250
Saltman1222@gmail.com

EXECUTIVE HIGHLIGHTS

Executive with strong project management, operations, and construction experience. Proven talent for making rapid assessments of challenges, then developing and leading the resulting action plans. Building high performance teams and leading change in a competitive commercial and residential environment.

Exceptional problem solving and communications skills combined with expertise in:

- Operations Management
 - Strategic Planning
 - Logistic Management
 - Customer Service
 - Process Improvements
 - Project Management
-

PROFESSIONAL EXPERIENCE

Superior Metal Awning, Jacksonville, FL
Superior Shade & Awning, Jacksonville, FL

Sept 2020 - Present

Sales & Operations Manager

- Responsible for sales, building relationships, acquiring, and retaining construction industry clients.
- Responsible for sales and service for residential clients.
- Prepare and provide designs, pricing, and proposals in accordance with client requirements.
- Customer liaison.
- Manage each job installation, ensuring job accurately aligns with architect's blueprints.
- Order and maintain inventory and supplies.
- Organize operations and manage shop workload to drive timely completion.

Advanced Awning & Design, Jacksonville, FL

Apr 1995 – Jan 2020

Owner

- Responsible for sales, building relationships, acquiring, and retaining construction industry clients.
- Responsible for sales and service for residential clients.
- Prepared and provided designs, pricing, and proposals in accordance with client requirements.
- Customer liaison.
- Managed and scheduled customer installations.
- Managed each job installation, ensuring job accurately aligns with architect's blueprints.
- Ordered and maintained inventory and supplies.
- Organized operations and managed shop workload to drive timely completion.
- Managed 15 direct employees.

Todd Smith

Awning Systems of North Florida, Jacksonville, FL

Jan 1984 – April 1995

Sales and Operations Manager

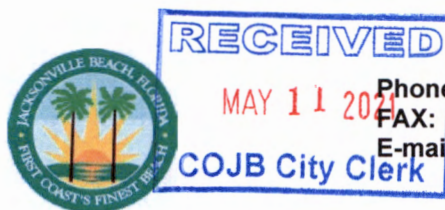
- Responsible for sales, building relationships, acquiring, and retaining construction industry clients.
- Responsible for sales and service for residential clients.
- Prepared and provided designs, pricing, and proposals in accordance with client requirements.
- Customer liaison.
- Managed and scheduled customer installations.
- Managed each job installation, ensuring job accurately aligns with architect's blueprints.
- Ordered and maintained inventory and supplies.
- Organized operations and managed shop workload to drive timely completion.

EDUCATION / PROFESSIONAL CERTIFICATION

Florida Community College of Jacksonville – AA Degree

Jacksonville, FL

City of Jacksonville Beach
Office of the City Clerk
11 North 3rd Street
Jacksonville Beach, Florida 32250



Phone: (904) 247-6299
FAX: (904) 247-6256
E-mail: cityclerk@jaxbchfl.net

Application for Appointment to City Boards

Personal Information *(Please print or type)*

Name: Nicholas Andrews Home Phone: 808-753-3965
Home Address: 135 17th Ave. N, Jacksonville Beach, FL 32250
E-Mail Address: nicholas.e.andrews@outlook.com Cell Phone: 808-753-3965
Occupation: Chief Information Officer Business Phone: 808-753-3965
Business Name: Redwire Space, 8226 Philips Highway, Suite 102, Jacksonville, FL 32256
Business Address: Redwire Space, 8226 Philips Highway, Suite 102, Jacksonville, FL 32256

Eligibility – Please Circle

Are you a resident of the City?	Yes ☒	No ☐	If yes, length of time: <u>20yr mil/4 perm</u>
Are you a registered voter?	Yes ☒	No ☐	If yes, what County: <u>Duval</u>
Do you own property in the City?	Yes ☒	No ☐	If yes, address: <u>135 17th Ave. N</u>
Do you hold a public office?	Yes ☐	No ☒	If yes, Office name: _____
Are you employed by the City?	Yes ☐	No ☒	If yes, position: _____
Are you currently serving on a Board?	Yes ☐	No ☒	If yes, Board Name: _____
Have you been convicted of a felony?	Yes ☐	No ☒	If yes, provide date: _____
Have your civil rights been restored?	Yes ☐	No ☐	If yes, provide date: _____
Have you filed bankruptcy?	Yes ☐	No ☒	If yes, provide date: _____

Potential Conflict of Interest: Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Jacksonville Beach? Yes ☐ No ☒

If yes, please provide details: _____

City Boards *(Please indicate your preferences by ranking - denote your Primary choice with a "1", Secondary choice with a "2".*

2 Board of Adjustment	1 Planning Commission
3 Community Redevelopment Agency	4 Pension Trustee

Please list the type of City meetings you have attended: Regular City Council Meeting, City Council

Briefing

Education: M.S. Systems Engineering, Naval Postgraduate School; M.A. National Security and Strategic Studies, Naval War College; B.S. Aerospace Engineering, Boston University

Qualifications (Briefly describe specific expertise, abilities, or qualifications):

See attachment

Application for Appointment to City Boards (cont.)

State Reporting Requirements

Section 760.80, Florida Statutes, requires that the City annually submit a report to the Secretary of State disclosing race, gender, and physical disabilities of board members and elected officials. Please circle the appropriate responses.

Race

- ☐ African-American
☐ Asian/Pacific Islander
☐ American Indian/Alaskan
☒ Caucasian
☐ Hispanic
☐ Not Known

Gender

- ☐ Female
☒ Male

Physically Disabled

- ☐ Yes
☒ No

Florida's Public Records Law, Chapter 119, Florida Statutes, states: "It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form 1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes.

I understand that if I am appointed to one of the City's boards, I will be required to file a financial disclosure form - Form 1, as described above, and I am willing to comply with this requirement.

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Applications are submitted to the City Council when vacancies occur and are effective for two years from date of completion.

By submitting this form, I declare the foregoing facts to be true, correct, and complete. Additionally I hereby authorize a criminal background check.

Date 11 MAY 2021

Applicant's Signature [Signature]

SUBMIT APPLICATION

Please do not write below - Staff use

Date application received: 5/11/2021

Interviewed on: 10/15/2021

Eligible for appointment **Yes** No

If not eligible for appointment

Explanation: _____

Appointed to: _____

Date: _____

Appointed to: _____

Date: _____

Appointed to: _____

Date: _____

Nicholas E. Andrews II

(808) 753-3965/nicholas.e.andrews@outlook.com

SUMMARY Experienced executive with a demonstrated history of leading large organizations in cybersecurity, information technology and space operations. Strong information services professional with a Master of Science (M.S.) in Systems Engineering from Naval Postgraduate School and a Master of Arts (M.A.) in National Security and Strategic Studies from the Naval War College. Experience includes:

- **Strategic Planning**
- **Organizational Management**
- **Change Management**
- **Space Systems**
- **Cybersecurity**
- **Information Operations**

ACCOMPLISHMENTS

Strategic Planning Led fiscal and resource planning for stand up of Navy cyber training. Managed team that developed budget submissions for future years. Implemented IT strategy supporting 200% annual growth.

Organizational Management Headed three separate successful organizations spanning operational space, cybersecurity and training missions. Led Navy's first operational Information Warfare staff on the west coast. Recognized as leader of Navy's top learning center in every category twice.

Change Management Planned and led the reorganization of operational staff resulting in both increased production and reduced administrative burden. Integrated seven different companies into common IT and cybersecurity systems.

Space Systems Second in command of Naval space center supporting global operations. Oversaw the launch, acceptance and initial operations of two satellites while maintaining operations of three constellations.

Cybersecurity Led the stand up of Navy's cyber mission force training in a fiscally constrained environment. Identified and reprogrammed \$4.5 million in execution year funds for initial investment with no loss of production.

Information Operations Over a decade experience in all facets of cybersecurity, information assurance and information management. Managed acquisition, operation and security of multiple information systems.

WORK HISTORY

Chief Information Officer 2020-Present
Redwire Space, Jacksonville, FL

Responsible for leading information technology initiatives, cyber security, and the strategic direction of information technology in support of Redwire Space's growth and business objectives.

Commanding Officer 2018-2020
Center for Information Warfare Training, Pensacola, FL

Worldwide head for all Navy cybersecurity, information systems, intelligence, cryptography and electronic warfare entry level training. Managed \$80 million budget and 1,300 staff, training over 22,000 personnel across 200 courses at 19 sites.

Information Warfare Commander 2016-2018
THEODORE ROOSEVELT Strike Group, San Diego, CA

Led cross-organizational team through inception, stand-up, training certification and initial operations. Responsible for cyber and information operations of 11 ships. Coordinated planning and operations across six separate organizations to achieve alignment and fulfill strategic goals.

Executive Officer 2014-2016
Naval Satellite Operations Center, Point Mugu, CA

Led staff supporting launch, operation and maintenance of three satellite constellations in multiple different orbital domains utilized by forces deployed worldwide. Advised commander on operational, personnel and budget issues. Direct oversight of headquarters as well as three operational sites across the U.S. and Guam.

Previous work experience includes:

Communications, cybersecurity and information systems manager for 6,000-person organization with over 10,000 items of inventory. Information system project officer directing multi-national team in creation of a \$50 million national defense support network for foreign government. Information systems compliance division head for Navy Cyber Forces, developing enterprise-wide solutions in support of strategic goals.

EDUCATION M.S. Systems Engineering, Naval Postgraduate School
M.A. National Security and Strategic Studies, Naval War College
B.S. Aerospace Engineering, Boston University

SECURITY Top Secret/SCI
CLEARANCE

11 May 2021

Nicholas Andrews

Jacksonville Beach Board Application

Attachment

I believe I will bring a broad, valuable, and experienced perspective to our city boards.

I am a retired Navy Captain, and I understand the criticality of northeast Florida's partnership with the Navy. Not only are we the headquarters for FOURTH Fleet, but we are also at the center of the military's growing investments in space.

As a military member, I have lived all over the country. My wife and I have both rented and owned multiple homes in many different states. It has instilled in us a deep appreciation of what makes a community a desirable place to live. We know what laws and regulations do to either encourage growth or encourage people to leave.

Still, I have listed Jacksonville Beach as my intended military retirement destination and been a registered voter here since the early 2000's. We have owned property here since 2004 and are familiar with the challenges of landlords and what is required to make investment properties a successful business venture here.

We built our forever home in Jacksonville Beach in 2017 and have lived there since. So, we are familiar with the challenges of construction and permitting from a family perspective...something I believe is crucial to development of Jacksonville Beach as a family friendly community.

I also understand how to lead large organizations and projects. As a Commanding Officer in the Navy, I oversaw a global organization of over 20,000 people, responsible for supplying the fleet with fully trained personnel. I now work in northeast Florida's burgeoning space industry as the Chief Information Officer for Redwire Space, a Jacksonville-based space infrastructure company.

Please feel free to contact me with any questions you may have. I look forward to hearing from you and would love the chance to discuss our great beachfront community with you in person.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Nick Andrews', with a stylized flourish at the end.

Nicholas Andrews



RECEIVED

MAR 26 2021

COJB City Clerk

Application for Appointment to City Boards

Personal Information (Please print or type)

Name: Shandy Thompson Home Phone: 904-249-4246
Home Address: 522 3rd Ave. S.
E-Mail Address: Shandy.Thompson@icloud.com Cell Phone: 904-738-532
Occupation: Finance Analyst Business Phone: 904-565-4481
Business Name: Chase
Business Address: 10151 Deerwood Park Blvd. 32256

Eligibility – Please Circle

Are you a resident of the City?	<u>Yes</u>	No	If yes, length of time: <u>12 years</u> ✓
Are you a registered voter?	<u>Yes</u>	No	If yes, what County: <u>Duval</u> ✓
Do you own property in the City?	<u>Yes</u>	No	If yes, address: <u>home address</u>
Do you hold a public office?	<u>Yes</u>	No	If yes, Office name: _____
Are you employed by the City?	<u>Yes</u>	No	If yes, position: _____
Are you currently serving on a Board?	<u>Yes</u>	No	If yes, Board Name: _____
Have you been convicted of a felony?	<u>Yes</u>	No	If yes, provide date: _____
Have your civil rights been restored?	<u>Yes</u>	No	If yes, provide date: _____
Have you filed bankruptcy?	<u>Yes</u>	No	If yes, provide date: _____

Potential Conflict of Interest: Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Jacksonville Beach? Yes No

If yes, please provide details: _____

City Boards (Please indicate your preferences by ranking - denote your Primary choice with a "1", Secondary choice with a "2".)

<u>2</u>	Board of Adjustment	<u>1</u>	Planning Commission
<u>3</u>	Community Redevelopment Agency		Pension Trustee

Please list the type of City meetings you have attended: Board of adjustment, planning commission, CRA, council, city manager interviews

Qualifications (Briefly describe specific expertise, abilities, or qualifications) _____

Education: _____

Application for Appointment to City Boards (cont.)

State Reporting Requirements

Section 760.80, Florida Statutes, requires that the City annually submit a report to the Secretary of State disclosing race, gender, and physical disabilities of board members and elected officials. Please circle the appropriate responses.

Race

- ☐ African-American ☒ Caucasian
☐ Asian/Pacific Islander ☐ Hispanic
☐ American Indian/Alaskan ☐ Not Known

Gender

- ☒ Female
☐ Male

Physically Disabled

- ☐ Yes
☒ No

Florida's Public Records Law, Chapter 119, Florida Statutes, states: "It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form 1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes.

I understand that if I am appointed to one of the City's boards, I will be required to file a financial disclosure form - Form 1, as described above, and I am willing to comply with this requirement.

I understand that any false, incomplete, or misleading information given by me on the application is sufficient cause for rejection of this application. I understand and agree that any such false, incomplete, or misleading information discovered on this application at any time after appointment to a Board may result in my removal.

I also understand that all board appointments are for voluntary, uncompensated services. Additionally, if appointed, I am able to attend meetings and otherwise fulfill the duties of the office.

Applications are submitted to the City Clerk and are valid for two years from the date they are submitted. All applicants are interviewed following their application submittal. When vacancies occur, the City Council considers all eligible applicants and votes to make board appointments.

By submitting this form, I declare the foregoing facts to be true, correct, and complete. Additionally I hereby authorize a criminal background check.

Date _____

Applicant's Signature _____

Please do not write below - Staff use

Date application received: 03/26/2021

Interviewed on: 10/14/2021

Eligible for appointment **Yes** **No**

If not eligible for appointment
Explanation: _____

Appointed to: _____

Date: _____

Appointed to: _____

Date: _____

Appointed to: _____

Date: _____



Application for Appointment to City Boards

Personal Information (Please print or type)

Name: _____	Home Phone: _____
Home Address: _____	
E-Mail Address: _____	Cell Phone: _____
Occupation: _____	Business Phone: _____
Business Name: _____	
Business Address: _____	

Eligibility – Please Circle

Are you a resident of the City?	Yes	No	If yes, length of time: _____
Are you a registered voter?	Yes	No	If yes, what County: _____
Do you own property in the City?	Yes	No	If yes, address: _____
Do you hold a public office?	Yes	No	If yes, Office name: _____
Are you employed by the City?	Yes	No	If yes, position: _____
Are you currently serving on a Board?	Yes	No	If yes, Board Name: _____
Have you been convicted of a felony?	Yes	No	If yes, provide date: _____
Have your civil rights been restored?	Yes	No	If yes, provide date: _____
Have you filed bankruptcy?	Yes	No	If yes, provide date: _____

Potential Conflict of Interest: Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Jacksonville Beach? **Yes** **No**

If yes, please provide details: _____

City Boards (Please indicate your preferences by ranking - denote your Primary choice with a "1", Secondary choice with a "2".

Board of Adjustment

Planning Commission

Community Redevelopment Agency

Pension Trustee

Please list the type of City meetings you have attended: _____

Education: _____

Qualifications (Briefly describe specific expertise, abilities, or qualifications):

Application for Appointment to City Boards (cont.)

State Reporting Requirements

Section 760.80, Florida Statutes, requires that the City annually submit a report to the Secretary of State disclosing race, gender, and physical disabilities of board members and elected officials. Please circle the appropriate responses.

Race

- ☐ African-American ☐ Caucasian
☐ Asian/Pacific Islander ☐ Hispanic
☐ American Indian/Alaskan ☐ Not Known

Gender

- ☐ Female
☐ Male

Physically Disabled

- ☐ Yes
☐ No

Florida's Public Records Law, Chapter 119, Florida Statutes, states: "It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes.

I understand that if I am appointed to one of the City's boards, I will be required to file a financial disclosure form - Form 1, as described above, and I am willing to comply with this requirement.

I understand that any false, incomplete, or misleading information given by me on the application is sufficient cause for rejection of this application. I understand and agree that any such false, incomplete, or misleading information discovered on this application at any time after appointment to a Board may result in my removal.

I also understand that all board appointments are for voluntary, uncompensated services. Additionally, if appointed, I am able to attend meetings and otherwise fulfill the duties of the office.

Applications are submitted to the City Council when vacancies occur and are effective for two years from date of completion.

By submitting this form, I declare the foregoing facts to be true, correct, and complete. Additionally I hereby authorize a criminal background check.

Date

Applicant's Signature

Please do not write below – Staff use

Date application received: 08/16/2021

Interviewed on: 10/15/2021

Eligible for appointment **Yes** ☐ No ☐

If not eligible for appointment
Explanation: _____

Appointed to: _____

Date: _____

Appointed to: _____

Date: _____

Appointed to: _____

Date: _____

Summary of Qualifications

Director and Vice President level, detail-oriented Accountant and Financial Analyst with wide variety of experience in accounting and finance that includes exposure to domestic and global companies; highly skilled in interpreting financial information and providing solid data and analysis to decision makers.

- Adept in leading financial meetings, including those with executive leaders in attendance; able to cogently explain complex financial concepts to professionals without targeted expertise in finance and accounting, to ensure their understanding.
- Supervisory experience includes overseeing teams across five countries.
- Offers significant costing and international experience including international intercompany transactions.
- Excellent communication, leadership, and multitasking skills; proficient in Microsoft Office products and various industry accounting software.

Professional Experience

McKesson	2014-Present <i>Jacksonville, Florida</i>
<i>Senior Manager Tax – McKesson Corporate office</i>	
▪ Calculate and oversee domestic & international tax positions	2020-Present
<i>Vice President and Treasurer – Cypress Import Brokerage, LLC</i>	2017-Present
▪ Manage and oversee all financial operations associated with a Global Import/Export company related to Global Sourcing	
<i>Director of International Accounting – Medical Surgical</i>	2014-2020
▪ Coordinate and oversee the financial statement closing process and reporting for 18 international entities and 40 profit centers ▪ Manage accounting activities related to the process of internationally sourcing inventory from foreign subsidiaries and vendors. ▪ Execute international intercompany agreements and contracts for global sourcing activities. ▪ Provide best practices and guidance related to transaction processing to our global subsidiaries for tax benefit strategies. ▪ Member of Board of Director meetings ▪ Present monthly and quarterly executive strategic reporting and analysis of globally sourced products. ▪ Evaluated 3rd party Customer credit worthiness and collectability ▪ Lean out inefficient processes for international intercompany transactions.	
PSS World Medical (acquired by McKesson 2014)	2011-2014
<i>Director of Global Cost Accounting, 2013-Present</i>	<i>Jacksonville, Florida</i>
▪ Manage all accounting activities related to the process of internationally sourcing inventory from foreign subsidiaries and vendors. ▪ Coordinate and oversee the financial statement closing process for our global subsidiaries. ▪ Overall responsibility for the accounting and management of company-wide vendor incentives, cost, inventory and related reserves. ▪ Provide best practices and guidance related to transaction processing to our global subsidiaries for maximum tax benefit. ▪ Present monthly and quarterly executive strategic reporting and analysis of globally sourced products.	
<i>Assistant Controller – Gulf South, 2011-2013</i>	
▪ Overall responsibility for the financial statement closing process for the operating units and reporting requirements to operations and field support management. ▪ Manage all accounting activities related to the operating units, including general ledger accounting, detailed variance analysis and working capital account maintenance. ▪ Present monthly and quarterly executive management reporting and analysis. ▪ Manage divisional, regional and branch income statements, reporting on trends, variance analysis and providing recommendations. ▪ Participate in forecasting and budgeting activities for the operating units. ▪ Manage due diligence process and integration activities of target acquisition companies. ▪ Provide financial and accounting leadership to divisional business partners on new project and marketing programs. ▪ Execute process efficiency improvements by utilizing Six Sigma LEAN tools for productivity improvements. ▪ Assist in GAAP and SOX compliance testing.	

- Evaluated 3rd party Customer credit worthiness and collectability

Cabot Microelectronics

2007-2011

Senior Manager Finance Operations

Aurora, Illinois

- Managed financial and operational reporting and analysis for global manufacturing company.
- Provided financial leadership and oversight for global operations team covering approximately 225 cost centers at eight manufacturing locations along with two separate product lines.
- Handled monthly, quarterly, and year end financial and operational reporting and analysis, forecasting, budgeting, annual standard costing roll, and development of materials for Board of Directors.
- Led monthly review meetings to keep high-level management informed about cost performance variances and root cause, as well as productivity opportunities.
- Tracked results of annual brainstorming session involving people from all levels of organization; created operations productivity project deck, recording hard and soft cost savings related to around 300 projects in all areas of goods sold, which allowed monthly status reporting to generate discussion at monthly productivity meetings.
- Calculated and analyzed cost of capital projects and new product metrics.
- Participated in financial analysis activities associated with acquisitions; reviewed candidates company's financial activities and products and collaborated with upper management in developing business model to integrate two companies. Assisted with systematic and financial integration processes.
- Enhanced numerous existing reports to improve usability for end users and increase their understanding of business; included information in report broken down by region and cost category.
- Developed long-range plans and budgets and made presentations to vice presidents and executive managers.
- Spearheaded processes involved with integrating Hyperion Essbase software with Oracle; participated on development team to build new system from ground up. Evaluated vendors, communicated business needs for system, and worked closely with consultants to implement functionality including account, cost center, and region details, expanding capabilities for detailed reporting.

Amphenol Fiber Optic Products

2004-2007

Controller

Lisle, Illinois

- Spearheaded operational and financial management for \$50 to \$60 million division of Amphenol Corporation.
- Performed month end closings; forecasting; monthly, quarterly, and operational reporting and analysis; budgeting; annual standard costing roll; payroll; physical and fixed asset inventories; and tax preparation.
- Developed and managed in-depth, separate, profit and loss statements for five plants and three business units for accountability.
- Created forecasting tools for all locations that predicted financial results to high degree of accuracy.
- Valued potential acquisition target in China and prepared consolidated financial statements following acquisition.
- Oversaw all cash flow activities, including converting international currency.
- Analyzed capital spending, calculating of each project's ROI, payback period, and other potential costs and benefits.
- Prepared and maintained entire division's Sarbanes-Oxley 404 documentation that was passed on to other divisions for support.
- Supervised staff of six located in U.S., Mexico, and China, including another controller, accounting manager, and accounting staff.

Nidera, Inc.

2002-2004

Senior Accountant

Chicago, Illinois

- Performed month end closing and analysis, contract and inventory management, and financial and operational reporting for global commodity export and futures trading company.
- Handled detailed tasks in execution of month end close, including account reconciliations and analysis, fixed asset maintenance, valuation of inventories and reserves, booking accruals and journal entries, and review of budget vs. actual operating results.
- Monitored daily inventory levels, transactions, and variances at four locations.
- Oversaw daily contract executions and preparation of daily hedge position report.

Selden Fox, Ltd.

2000-2002

Staff Accountant

Oak Brook, Illinois

- Worked on external audits, including tax and other consulting engagements, and prepared financial statements and reports for variety of clients and industries for a regional public accounting firm. Engagements included Manufacturing and Financial Institution clients.

Education and Credentials

B.S.B.A., Accounting, Valparaiso University, Valparaiso, Indiana, 2000

Curriculum included accounting courses needed to sit for CPA exam, as well as law, statistical analysis, and finance courses

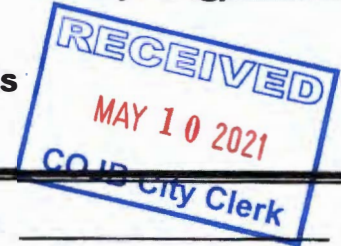
CPA Exam, Passed 2002 – Certification (Illinois 82548)

Six Sigma Black Belt Training



Application for Appointment to City Boards

Personal Information *(Please print or type)*



Name: Jennifer S. Williams Home Phone: _____
Home Address: 929 2nd Avenue North, Jacksonville Beach, Florida 32250
E-Mail Address: williamsjs909@gmail.com Cell Phone: 949/500-4858
Occupation: Attorney/Trust Officer Business Phone: 904/686-3520
Business Name: Bank of America Private Bank
Business Address: 824 A1A North, 3rd Floor, Ponte Vedra Beach, Florida 32082

Eligibility – Please Circle

Are you a resident of the City?	Yes	No	If yes, length of time: <u>Yes-5 years</u>
Are you a registered voter?	Yes	No	If yes, what County: <u>Yes-Duval County</u>
Do you own property in the City?	Yes	No	If yes, address: <u>Yes-Homeowner</u>
Do you hold a public office?	Yes	No	If yes, Office name: <u>No</u>
Are you employed by the City?	Yes	No	If yes, position: <u>No</u>
Are you currently serving on a Board?	Yes	No	If yes, Board Name: <u>No</u>
Have you been convicted of a felony?	Yes	No	If yes, provide date: <u>No</u>
Have your civil rights been restored?	Yes	No	If yes, provide date: <u>N/A</u>
Have you filed bankruptcy?	Yes	No	If yes, provide date: <u>No</u>

Potential Conflict of Interest: Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Jacksonville Beach? Yes No

If yes, please provide details:

No

City Boards *(Please indicate your preferences by ranking - denote your Primary choice with a "1", Secondary choice with a "2".)*

☒	Board of Adjustment	2	Planning Commission
1	Community Redevelopment Agency		Pension Trustee

Please list the type of City meetings you have attended: Only virtually.

Qualifications *(Briefly describe specific expertise, abilities, or qualifications)*

Education: Bachelors degree in Business Management from Northwood University, Magna Cum Laude JD from Florida Coastal School of Law with Honors. LL.M. Degree from University of Florida Graduate Tax Program focusing on Taxation. I practiced estate planning, business, and tax law with Grady H. Williams, JD, LL.M., 2004-2013. Worked as a Senior Trust Officer for Wells Fargo from 2013-2016, and now work as a Senior Vice President, Senior Trust Officer for Bank of America Private Bank. I work with high net worth clients advising and administering their assets/estate. I was a board member for AMI Kids (2018-2019). I co-chaired the elder law (2010-2013) and the estate planning (2017-2019) sections of the Jacksonville Bar Association. Experience working with clients interpreting and advising on matters associated with their real property in connection with their planning. Also experienced in assisting clients in addressing homeowners association issues with clients.

Application for Appointment to City Boards (cont.)

State Reporting Requirements

Section 760.80, Florida Statutes, requires that the City annually submit a report to the Secretary of State disclosing race, gender, and physical disabilities of board members and elected officials. Please circle the appropriate responses.

Race

☐ African-American
☐ Asian/Pacific Islander
☐ American Indian/Alaskan

☒ Caucasian
☐ Hispanic
☐ Not Known

Gender

☒ Female
☐ Male

Physically Disabled

☐ Yes
☒ No

Florida's Public Records Law, Chapter 119, Florida Statutes, states: "It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form 1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes.

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By submitting this form, I declare the foregoing facts to be true, correct, and complete. Additionally I hereby authorize a criminal background check.

05/07/2021
Date

Jennifer S. Williams
Applicant's Signature

Please do not write below – Staff use

Date application received: 05/10/2021

Interviewed on: 10/14/2021

Eligible for appointment **Yes** No

If not eligible for appointment
Explanation:

Appointed to: _____

Date: _____

Appointed to: _____

Date: _____

Appointed to: _____

Date: _____

Jennifer S. Williams, Esq., LL.M

929 2nd Ave North
Jacksonville Beach, FL 32250
Telephone: (949) 500-4858
Email: williamsjs909@gmail.com

Core Qualifications and Experience

Experienced Senior Vice President with a demonstrated history of working in the financial services industry with high net worth, multigenerational clients. Practiced as an attorney in the areas of Tax, Estate and Trust planning and administration and Elder Law. Skilled in interpreting sophisticated areas of law, advising clients on relevant laws and planning options relative to retirement decisions and elections, estate and income tax planning, asset allocations and investment implementation.

Experience

Sr. Trust Officer, Sr. Vice President, Bank of America Private Bank

March, 2016- current

Experience assisting high net worth clients in connection with their wealth structuring, retirement planning, and charitable giving strategies. Working collaboratively with client's internal and external advisors to ensure successful outcomes that address client's goals. Proactive engagement with clients to anticipate potential law or circumstance changes.

Sr. Trust Officer, Vice President, Wells Fargo Private Bank

April, 2013- March, 2016

Experience working with high net worth clients to develop estate plans to address their goals, interpreting and administering all types of planning structures on the investment platform, advising clients on law changes, working with their internal and external advisors to ensure all aspects of clients' needs are being addressed.

Grady H. Williams, Jr., LL.M., Attorneys at Law, P.A.-

August, 2004- April 2013

Experience representing a diverse group of clients in estate, trust, probate, elder law, business law, and guardianship law. Met with clients to develop estate transition and asset protection strategies based on client's needs. Consistently achieved favorable results in reaching settlements in adversarial matters, assisting clients through crisis planning, protecting assets, and limiting tax liability exposure. Experience interpreting and advising on matters associated with real

property in connection with planning. Also experience in assisting clients addressing small homeowners association matters.

Education

University of Florida-Graduate Tax Program, Gainesville, Florida

LL.M., Taxation

Graduated in December 2003

Florida Coastal School of Law, Jacksonville, Florida

Juris Doctor *with Honors*

Graduated in December, 2001

Northwood University, West Palm Beach, Florida

BS degree in Business Administration, *Magna Cum Laude*

Graduated in December, 1998

Active Board Applications

Applicant Name	Address	Phone	Email	Residency requirements	Registered voter	Board interest	Application date	Interview date	Comments
Albert (Sonny) Wilkinson	4235 Duval Drive	904/655-7392	ahwilk@gmail.com	Yes	Yes	1 - Pension* 1 - PC 2 - BOA	3/11/2020	10/13/2021	Clarified initial board choices via email. *Chose Pension Board during interview
Ben Rubin	126 1st Street S.	904/472-8891	niburneb@gmail.com	Yes	Yes	1 - CRA	6/22/2021	10/14/2021	
D. Lance Huish	729 13th Avenue S.	219/779-3516	chief_huish@yahoo.com	Yes	Yes	1 - Pension 2 - PC	5/10/2021	10/15/2021	
Debbie Cole	926 6th Avenue S.	305/900-7241	debbiec87@hotmail.com	Yes	Yes	1 - PC* 2 - CRA*	5/24/2021	11/4/2021	Changed board priority during interview * Switched PC to first choice and CRA to second choice
Heather McConville	619 14th Avenue N.	904/945-5496	heather@palmrealtyfl.com	Yes	Yes	1 - PC 2 - CRA	5/10/2021	10/13/2021	
James Turner	61 Jardin De Mer Place	630/309-8593	jay_turner_2000@yahoo.com	Yes	Yes	1- BOA 2 - PC	8/17/2021	10/15/2021	
Jeffrey Bredeson	2114 Gail Ave. (A)	904/699-6308	jbredeson2003@yahoo.com	Yes	Yes	1 - CRA 2 - Pension	5/10/2021	10/13/2021	
Jeffrey Spear	2400 1st Street S. #I35	904/685-2135	jeff@studiospear.com	Yes	Yes	1 - CRA 2 - PC	5/14/2021	10/14/2021	
Jennifer Williams	929 2nd Avenue N.	949/500-4858	williamsjs909@gmail.com	Yes	Yes	1 - CRA 2 - PC/BOA	5/10/2021	10/14/2021	Stated during interview she was intersted in BOA as well
John Gray Jr.	3972 Poincianna Blvd.	904/655-2612	john@restore24.net	Yes	Yes	1 - PC 2 - CRA	9/29/2021	11/4/2021	
Ken Marsh	2011 Gail Ave	904/304-1906	kdcmarsh@gmail.com	Yes	Yes	1 - CRA	5/12/2021	10/14/2021	
Melissa (Missy) Westerman	104 34th Ave S,	904/535-4761	mwest104@att.net	Yes	Yes	1 - CRA 2 - PC	9/29/2020	10/13/2021	
Nicholas Andrews	135 17th Avenue N.	808/753-3965	nicholas.e.andrews@outlook.com	Yes	Yes	1 - PC 2 - BOA	5/12/2021	10/15/2021	
Peter Schroeder	138 33rd Avenue S.	904/805-2096	chris@pcsfirm.com	Yes	Yes	1 - BOA 2 - PC	5/26/2021	10/15/2021	12/3/21 - Does not wish to be considered for an Alternate position
Rebecca Linsner-Like	1017 2nd Street N.	904/589-8213	rllike33@bellsouth.net	Yes	Yes	1 - CRA 2 - PC	5/7/2021	10/15/2021	

Samuel Langham	138 32nd Avenue S.	904/249-3403	salangham@reabc.com	Yes	Yes	1 - CRA	10/7/2021	10/15/2021	
Shandy Thompson	522 3rd Avenue S.	904/738-5732	shandy.thompson@icloud.com	Yes	Yes	1 - PC 2 - BOA	3/26/2021	10/14/2021	
Stacy Smith	365 Palm Tree Road	904/803-7145	stacy73322@gmail.com	Yes	Yes	1 - PC 2 - CRA	5/10/2021	10/14/2021	
Walter Haynes	116 Seagrape Dr.	904/626-4482	walt@integrityfirstelectric.com	Yes	Yes	1 - PC 1 - CRA*	5/3/2021	10/14/2021	*Expressed interest in CRA during interview
Ray Enzenbacher	225 Hopkins St. #B, Neptune Beach	904/343-3295	iworkhard71270@yahoo.com	No	Yes	1 - PC (not eligible) 2 - CRA	11/22/2021	Pending	Doesn't meet residency requirement for PC
Timothy Osborne	1350 Pinewood Rd.	718/594-6770	timothy@basiscollective.org	No	No	2 - PC (not eligible) 2 - CRA	11/29/2021	Pending	Doesn't meet 2-year residency requirement for PC. No LBTR for business (email sent) and not registered voter in Duval County

***Board applications are valid for two years.**



City of Jacksonville Beach • 11 North Third Street • Jacksonville Beach FL 32250

CITY COUNCIL AGENDA ITEM	
TO:	Mayor and City Council
FROM:	Kimberlee Bennett, Director of Human Resources
DATE:	01/11/2022
SUBJECT:	City Manager Annual Performance Evaluation and Merit Increase

BACKGROUND

On January 27, 2022, the City Manager will have completed his third year of employment with the City of Jacksonville Beach. As stipulated in his contract, the City Council is required to review the City Manager's job performance at least once annually. On January 10, 2022, the City Council discussed the City Manager's performance at a briefing and requested that an agenda item be placed on the January 18, 2022, City Council agenda to approve the City Manager's performance evaluation and corresponding merit increase.

The consensus of the City Council was to award a three percent annual increase to the City Manager, which is consistent with the range of a 2 to 3 percent increase considered for Department Directors in the current fiscal year.

FINANCIAL IMPACT

A three percent adjustment will result in a \$5,273.42 increase to the City Manager's base annual salary. This increase was included in the FY22 budget, therefore the budgetary impact will be zero.

REQUESTED ACTION

Approve/Disapprove a three percent annual merit increase for the City Manager

ATTACHMENTS



City of Jacksonville Beach • 11 North Third Street • Jacksonville Beach FL 32250

CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Kimberlee Bennett, Director of Human Resources
DATE:	12/22/2021
SUBJECT:	RFP Number 01-2122 Pay and Classification Study

BACKGROUND

The City's last comprehensive pay and classification study was performed in 2019. Many factors, including changes in the workforce, the labor market, and national economic trends, have placed upward pressure on wages and the City's current compensation and pay scales are not competitive for many positions.

On October 27, 2021, the City requested proposals from qualified firms to perform a pay and classification study. Proposals were received from the following two firms:

- Cody & Associates
- Evergreen Solutions, LLC

An evaluation committee consisting of the Deputy City Manager, the City's Legal Assistant, and the Human Resource Director reviewed the proposals independently, based on the following five requirements:

- Experience designing and implementing pay plans and overall compensation systems, gathering data, performing job analysis and evaluation, and conducting and analyzing salary survey data.
- Use of effective and appropriate methodology to successfully perform the study.
- Qualifications of the individuals assigned to this task.
- Ability to meet the stated proposal requirements or other evaluation factors as indicated in the Request for Proposals or as deemed reasonable during the review process.
- Costs for services provided.

Following is a summary of the rankings by the committee:

Vendor	Rank
Cody & Associates	1
Evergreen Solutions, LLC	2

Cody & Associates received the highest ranking by the committee.

Cody & Associates was established in 1969 and is a Florida-based company with extensive



City of Jacksonville Beach • 11 North Third Street • Jacksonville Beach FL 32250

experience performing pay and classification studies for governments in Florida and meets all of the City's requirements.

FINANCIAL IMPACT

The total cost for Cody & Associates to perform the work is \$28,500: \$25,500 for the Pay and Classification Study, and \$3,000 for the optional service of Existing Benefits Comparison. There is currently \$22,950 budgeted for this, therefore we request the additional amount of \$5,550.00. The funds will be spent from the following account: 514-13-1301-591-31-531000, and the budget will be adjusted as part of the mid-year budget modification.

REQUESTED ACTION

Award/Reject RFP Number 01-2122 Pay and Classification Study to Cody & Associates, Inc., and authorize the City Manager to enter into a contract with Cody & Associates to perform the study

ATTACHMENTS

1. Cody & Associates Response to RFP 01-2122
2. Evergreen Solutions LLC Response to RFP 01-2122

Cody & Associates

220 Jamaica Dr. Cocoa Beach, FL 32931

Phone: 321/783-9552 Fax: 321/613-3962

Lbunting@codyassociates.org

Proposal for a Pay and Classification Study for the City of Jacksonville Beach

RFP 01-2122



Table of Contents

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Management Team Qualifications	5
Proposal Approach and Process	7
Client List	11
References	15

Attachments

Required Forms

Cody & Associates

220 Jamaica Dr. Cocoa Beach, FL 32931

Phone: 321/783-9552 Fax: 321/613-3962

Lbunting@codyassociates.org

November 29, 2021

City of Jacksonville Beach
Property and Procurement Division
1460A Shetter Avenue
Jacksonville Beach, FL 32250

Cody & Associates is pleased to submit this proposal to conduct a **Pay and Classification Study** for the City of Jacksonville Beach.

Cody & Associates has reviewed your request for proposal, and with our experience, knowledge and understanding of the Florida labor market are submitting this proposal. We focus on classification and compensation studies along with salary and benefit surveys. We also provide staffing studies, performance evaluation programs, along with other human resources services.

We have conducted hundreds of classification and compensation studies for public sector clients in Florida. We focus on effective state-of-the art alternatives for our clients' HR needs, beyond fulfilling contract obligations. We offer an extension of your HR department. *Cody & Associates* is a woman-owned small business, incorporated in the State of Florida.

Cody & Associates conducts classification and compensation studies throughout the state. The approach to the project and detailed work plan is included in this proposal. *Cody & Associates* fully understands and can perform the scope of services requested and provide the assistance you require in this Study. Our methodology enhances wider participation when gathering information.

Thank you for the opportunity to assist the City in this study. We look forward to discussing our proposal with you in greater detail.

As President of *Cody & Associates*, I am authorized to contractually commit our company to the project. We acknowledge we are able to fulfil the requirements in this RFP.

Thank you for the opportunity to work with you to meet your compensation needs. Should you have any questions, feel free to contact me at (321)783-9552 or Lbunting@codyassociates.org.

The terms, conditions, and prices for this study are valid for a period of ninety (90) days from the date of opening.

Sincerely,

Linda Bunting

Linda Bunting, PHR, SHRM-CP
President

Company Information and Experience

- *Cody & Associates* is a Florida based and incorporated management consulting company which was established in 1969. *Cody & Associates* is located in Cocoa Beach, Florida. This location will be the primary office for this project. Our contact info is:

Cody & Associates
220 Jamaica Dr.
Cocoa Beach, FL 32931
www.Codyassociates.org
321/783-9552
Lbunting@codyassociates.org

Linda Bunting is authorized to negotiate the proposed contract associated with this RFP and will also serve as the Project Manager.

Linda Bunting is the President of *Cody & Associates* and has been the Project Manager on the majority of our Projects over the past eight years. She will work with the City's staff. She will assign tasks to her project team and will ensure timeliness of all deliverables.

Our philosophy is to work closely with our clients to answer all questions and address concerns in order to provide a compensation system that works for you. We want you to think of us as an extension of your HR department. We are a Florida HR Consulting firm specializing in Classification and Compensation Studies for public entities in the State of Florida and understand the labor market and economic conditions.

The factors taken into consideration when developing classification and compensation plans are: supply and demand of positions, economic conditions both of the City and the survey market, where the City wants to be in the market (at, above, or below), the overall compensation (including benefits, stipends, bonuses, additional pay, etc.)

Cody & Associates has provided Wage, Salary and Classification services to over 900 clients including industry and businesses; municipal, county, and state government agencies; public school systems; colleges and universities; public safety and sheriff's offices; trade associations; treatment centers; housing authorities; and, utility authorities in the State of Florida.

Our company is known for its outstanding work product and working very closely with our clients to resolve their problems and fulfill their needs. *Cody & Associates* communicates with our clients to render a personalized management consulting service.

Our project team has worked together on the majority of our projects and collects the data for the salary and benefits survey, reviews and revises job descriptions, and provides quality Classification and Compensation programs to our clients. Our team has enough experience and knowledge to render individual solutions for your distinct needs. The combination of our experience and skills allow us the ability to complete this Classification and Compensation study for you. We realize all of our clients have unique classification and compensation needs. After reviewing and analyzing all of the salary and benefits data we will offer compensation and implementation methodologies that will meet the needs of the City. We take into consideration where the City wants to be relevant to the market, and the budget the City has to work with. We suggest a survey market that focuses on where the City recruits its employees (local, regional, and State).

The below are summaries of each of our key project team's qualifications. They all have focused on public sector entities in the State of Florida. We are proud to say our team consists of all Florida residents and we know the Florida marketplace.

We have successfully conducted classification and compensation studies complete with implementation recommendations.

When a study is completed we assist our clients in implementation and suggest phase in options if needed. We also provide follow-up service free of charge for a year following our studies to help with any classification or compensation needs that arise. We like our clients to feel we are an extension of their organization and will assist in any way we can.

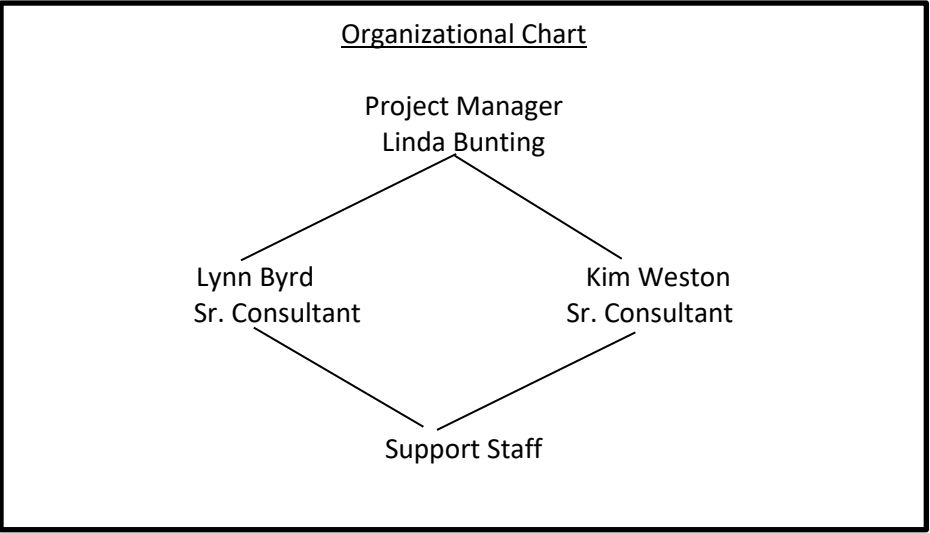
Management Team Qualifications

Cody & Associates, Inc. management team for this project will consist of a project manager, two (2) sr. consultant and support staff. The below listed team has worked all of the contracts in which we have referenced in this proposal. The Project Manager for this assignment is Linda Bunting. Linda has a Bachelor's Degree and has been with the company for over 18 years. In 2016 she became President. She holds both SHRM-CP and PHR certifications, and is currently working towards becoming a Certified Compensation Professional. She is readily available to talk with her clients. She will meet with the client, review salary data, perform point factor analysis, and set recommended salaries after reviewing all of the information. Linda has experience in Classification and Compensation, Performance Analysis, FLSA review and many other HR tasks.

The Sr. Consultants assigned to this project are Lynn Byrd and Kim Weston. Lynn holds a Bachelor's Degree from USF and has over thirteen years' experience in classification and compensation studies with *Cody & Associates, Inc.* Lynn typically works behind the scenes in compiling data and reviewing positions. She also performs point factor analysis and reviews and rewrites job descriptions.

Kim holds a Bachelor's degree from Rollins College and has over five years' experience in classification and compensation studies with *Cody & Associates, Inc.* Kim typically works behind the scenes in gathering and compiling data and information. Kim also has the experience and capabilities of performing point factoring and writing job descriptions.

We will have support staff available to assist both the project manager and sr. consultants in this study. The team that will be assigned to this study have worked on numerous studies together in the past and have the experience to complete their assigned duties.



Proposal Approach and Process

- **COORDINATION WITH CITY STAFF** – *Cody & Associates* will discuss with the City's Project Team the following:
- Survey market
 - Milestones and deliverables
 - Finalize work plan
 - Current pay plan and job descriptions
 - Discuss City's goals for the new pay plan (where do you want to be in the market?)
 - City's goals for their new pay plan and where they would like to be in the market

At this time *Cody & Associates* will also discuss any concerns or objectives the City would like to address.

- **POINT FACTOR EVALUATION/JOB RANKING** – *Cody & Associates* will conduct a point factor evaluation on positions to ensure proper classification. On positions where the internal relationship differs from what the survey market recommends we will discuss our recommendations to the City. The point factor analysis/job ranking addresses the following requirement to conduct the job. The criteria are based on the position, not the person in the position:

- Education
- Experience
- Knowledge and Skills
- Supervision/Span of Control
- Responsible for Policy/Methods
- Consequence of Error
- Personal Contact/ Purpose
- Responsible for Records/Reports
- Mental Demands
- Work Environment

- Risk/Safety

- **REVIEW OF JOB DESCRIPTIONS** – The study shall ensure that job descriptions match actual duties performed on the job. The Consultant will ensure that the minimum qualifications are job related, nondiscriminatory and that the same standards of classifications are used across the various departments.
- **SALARY SURVEY/MARKET PRICING** – *Cody & Associates* will conduct a salary survey in the relevant labor market (where the City recruits/competes for employees) on total compensation. The Consultant will suggest a survey market, allowing the City to review the market list and make adjustments before conducting the salary survey. We will focus on the City's recruitment market for the survey. Special attention is given to highly competitive positions and positions with the most turnover. Benchmark positions will be based on positions in classifications that are well matched for the market. The Consultant will pay special attention to how the survey market is adapting to the new minimum wage laws. We have found even though minimum wage is at \$10 an hour currently many agencies in Florida are being proactive and raising their minimum wage to \$15 an hour.
- **INTERPRETATION OF SALARY DATA** – This is an important step in the salary schedule design. Since the Consultants have conducted many similar studies we understand what jobs are comparable, regardless of titles assigned. The Consultant will provide a compiled report of the salary data collected to include the average and median salary ranges collected, along with the number of survey participants included in each position. We like to ensure we have obtained a minimum amount of data for each position to ensure we have a valid survey sample.
- **FLSA REVIEW** – *Cody & Associates* will also review the FLSA status of all positions for accuracy and make any recommendations for further review of the positions if there are any discrepancies.
- **REVIEW EXISTING COMPENSATION STRUCTURE AND POLICIES** – *Cody & Associates* will review existing pay structure and policies, and make suggestions

for any changes we feel would benefit the City's classification and compensation structure.

- **DEVELOPMENT OF PAY GRADES AND SALARY STRUCTURE** – Based on the salary data collected, minimum wage implementation, and the job analysis results the Consultant will develop a compensation system that addresses both internal and external equity. Salary compression and other pay related problems will be addressed during this step and recommendations to alleviate these issues.
- **POST MAXIMUM RECOMMENDATIONS** – Recommendations for alternative methods to resolve issues with employees who have reached the maximum of their pay range. This assists in the retention of long term employees who are still productive and valuable to the City.
- **PREPARATION OF REPORT** – *Cody & Associates* will prepare and present a final report which will include:
 - Detailed information of the methodology utilized in the study and findings.
 - Recommended comprehensive compensation plan
 - Implementation alternatives.
- **IMPLEMENTATION AND FOLLOW-UP ASSISTANCE** – *Cody & Associates* will develop an implementation plan and discuss the fiscal impact of the plan. Salary compression will be evaluated at this time. *Cody & Associates* will provide additional assistance for 12 months after completion of the study at no additional cost.
- **COMPLETION SCHEDULE** – Estimated start date is within five days of being awarded the contract. The study will be completed approximately 120 days upon receipt of completed Position Description Questionnaires, but can be modified to meet the City's deadline.

The milestones consist of:

- Discussion on how to proceed – after signed contract or PO is assigned.
- Discuss survey market to be included. – First week

- Review all job descriptions and rank all positions (internal equity) – Approximately 15 – 30 days upon receipt of all job descriptions
 - Review all salary data – Approximately 45 days from distributing all surveys
 - Set recommended salaries based on salary data and internal relationships
 - Prepare report – approximately 90 - 120 days upon receipt of completed PDQ's
 - We will complete project to work with the City's needs.
- *Cody & Associates* will submit an all-inclusive report to the City containing a detailed description of the work performed, a summary of the benchmarked minimum/maximum salary information collected, recommended pay ranges for all positions in the City along with how to move through the ranges, recommendations on any pay policy improvements, and recommendations on resolving differences between internal worth and market data for the same position.
- We will present all of the findings with implementation suggestions along with costs associated. We will offer a multi-year funding option is needed.

CLIENT LISTING

The following is a list of clients *Cody & Associates* has provided services. The projects include job analysis, position classification, ADA compliance, design and writing job descriptions, broadbanding, salary plan development, benefit surveys, performance appraisal, management studies, organization studies, staffing analysis, rules and regulations design and updating, etc.

BOARD OF COUNTY COMMISSIONERS

ALACHUA	JACKSON
BAY	MADISON
BREVARD	MANATEE
CITRUS	MARION
COLLIER	MARTIN
DESOTO	MONROE
DIXIE	OCALA
FLAGLER	ORANGE
GADSDEN	OSCEOLA
GLADES	PASCO
HAMILTON	PINELLAS
HARDEE	POLK
HERNANDO	PUTNAM
HIGHLANDS	ST. LUCIE
HILLSBOROUGH	SANTA ROSA
INDIAN RIVER	SARASOTA
LAFAYETTE	SEMINOLE
LAKE	SUMTER
LEON	TIFT, GA
LIBERTY, GA	VOLUSIA

MUNICIPALITIES

APOPKA
ATLANTIC BEACH
AUBURNDALE
AVON PARK
BARTOW
BELLEVIEW
BLOUNTSTOWN
BOCA RATON
BRADENTON
CALLAWAY
CAPE CANAVERAL
CASSELBERRY
CLEARWATER
CLERMONT
COCOA
COCOA BEACH
COOPER CITY
CORAL GABLES
CRYSTAL RIVER
DADE CITY
DANIA
DAYTONA BEACH
DEERFIELD BEACH
DELAND
DELRAY BEACH
DUNDEE
EDGEWATER
FELLSMERE
FERNANDINA BEACH
FLAGLER BEACH
FORT MEADE
FORT PIERCE
FORT WALTON BEACH
GAINESVILLE
GULFPORT
HAINES CITY
HALLANDALE
HOLLY HILL
HOLLYWOOD
INDIAN HARBOUR BEACH
INDIAN RIVER SHORES
INDIAN ROCKS BEACH
INVERNESS
JACKSONVILLE BEACH
JUNO BEACH

JUPITER
KISSIMMEE
LAKE CITY
LAKE MARY
LAKE WALES
LAKELAND
LAKE WORTH
LAUDERHILL
LYNN HAVEN
MARIANNA
MELBOURNE
MIAMI SHORES
MIAMI SPRINGS
MILTON
MIRAMAR
MOUNT DORA
NAPLES
NEPTUNE BEACH
NEW PORT RICHEY
NEW SMYRNA BEACH
NORTH LAUDERDALE
NORTH MIAMI
NORTH PORT
OAKLAND PARK
OCALA
OLDSMAR
ORANGE PARK
ORMOND BEACH
OAKLAND PARK
PALMETTO BAY
PANAMA CITY
PEMBROKE PINES
PLANTATION
PLANT CITY
POMPAÑO BEACH
PORT ORANGE
PORT ST. JOE
PORT ST. LUCIE
PUNTA GORDA
QUINCY
RIVIERA BEACH
ROCKLEDGE
ROYAL PALM BEACH
SAFETY HARBOR
ST. CLOUD

ST. PETE BEACH
SANIBEL
SARASOTA
SEBASTIAN
SEBRING
SNELLVILLE, GA.
STUART
SUNRISE
TALLAHASSEE
TAMARAC
TARPOON SPRINGS
TAMPA
TAVARES
TEMPLE TERRACE
TIFTON, GA
TITUSVILLE
TREASURE ISLAND
VENICE
VERO BEACH
WAUCHULA
WILTON MANORS
WINTER HAVEN
WINTER PARK
WINTER SPRINGS

OTHER COUNTY OFFICIALS

Bay Clerk of Courts
Bay Sheriff
Bay Tax Collector
Broward Sheriff
Citrus Sheriff
Citrus Tax Collector
Charlotte Property Appraiser
Clay Clerk of Courts
Clay Property Appraiser
Clay Supervisor of Elections
Clay Sheriff
Clay Tax Collector
Collier Clerk of Courts
Collier Tax Collector
Collier Property Appraiser
Flagler Sheriff
Gilchrist Clerk of Courts
Hendry Tax Collector
Highlands Clerk of Courts
Highlands Property Appraiser
Highlands Sheriff
Highlands Tax Collector
Indian River Clerk of Courts
Indian River Tax Collector
Lake Tax Collector
Lee Tax Collector
Manatee Property Appraiser
Manatee Tax Collector
Marion Clerk of Courts
Marion Property Appraiser
Monroe Clerk of Courts
Monroe Property Appraiser
Monroe Tax Collector
Osceola Clerk of Courts
Osceola Property Appraiser
Osceola Sheriff
Osceola Supervisor of Elections
Osceola Tax Collector
Palm Beach Tax Collector
Pasco Tax Collector
Pasco Sheriff
Pasco Supervisor of Elections
Polk Clerk of Courts
Polk Property Appraiser

Polk Tax Collector
Santa Rosa Clerk of Courts
Santa Rosa Property Appraiser
Santa Rosa Sheriff
Santa Rosa Tax Collector
Sarasota Clerk of Courts
Sarasota Property Appraiser
Sarasota Tax Collector
Seminole Property Appraiser
Seminole Tax Collector
Volusia Clerk of Courts
Volusia Property Appraiser
Volusia Sheriff

SCHOOL DISTRICTS & COLLEGES

Brevard Community College
Broward Community College
Central Florida Community College
Daytona Beach Community College
Florida Keys Community College
Florida Virtual School
Gulf Coast Community College
Highlands School District
Hillsborough Community College
Indian River School District
Jefferson School District

Lake-Sumter Community College
Manatee Community College
Manatee School District
Palm Beach Community College
Polk Community College
Polk School Board
Santa Rosa School District
St. Johns River Community College
St. Petersburg Junior College
Seminole Community College

PRIVATE SECTOR AND OTHER CLIENTS

Brevard Housing Authority
Cedar Hammock Fire District
Citrus & Chemical Bank
Coordinated Benefits Plans, Inc.
Daytona Beach Housing Authority
East Coast Migrant Program, Fl
East Coast Migrant Program, Va
Florida Assoc of Insurance Agents
Florida League of Cities
Florida Tile

Fort Pierce Housing Authority
Fort Pierce Utilities Authority
Gainesville Housing Authority
Gainesville Regional Utilities
Heartland Private Industry Council
Hillsborough Area Rapid Transit
Hillsborough Private Industry Council

References

City of Ormond Beach,
Ms. Claire Whitley, Assistant City Manager
22 South Beach Street; Ormond Beach, FL 32175
(386)676-3202
Classification and Compensation Study (Finishing up in the next few weeks)
Claire.Whitley@ormondbeach.org

City of Valparaiso
Ms. Tammy Johnson, City Clerk
465 Valparaiso Parkway; Valparaiso, FL 32580
(850)729-5402
Classification, Compensation, and Benefits Study
Cityclerk@valp.org

New Port Richey
Ms. Bernie Wharran, HR and Risk Manager/ Mr. Rodd Hale, Assistant City Manager
5919 Main St; New Port Richey, FL 34652
(727)853-1026/ (727)853-1033
Classification and Compensation Study
WharranB@CityofNewPortRichey.org

City of Palmetto
Ms. Paula Hall, HR Administrator
526 8th Avenue; Palmetto, FL 34221
(941)723-4570
Classification and Compensation Study
phall@palmettofl.org

Sun 'n Lake Improvement District
Ms. Ariel Fells, Director of Community Service
5306 Sun 'n Lake Boulevard; Sebring, FL 33872
(863)382-2196
Classification and Compensation Study
afells@snldistrict.org

St. Lucie County BOCC
Ms. Shanelle Tomlin, Assistant Human Resources Director

2300 Virginia Avenue, Fort Pierce, FL 34982
(772)462-5267
Classification and Compensation Study
TomlinS@stlucieco.org

FORM 1

PROPOSAL TENDER FORM (Page 1 of 3)

RFP NUMBER: 01-2122

RFP DATE: October 18, 2021

TO: THE CITY OF JACKSONVILLE BEACH, FLORIDA

FROM: Cody & Associates, Inc.

220 Jamaica Dr., Cocoa Beach, FL 32931

Submitter is solely responsible for developing / determining / verifying for this contract work all methods necessary to provide satisfactory fully completed contract work under the provisions of the RFP, to the City's satisfaction, to include costs for all labor, all sub-contractor work, all taxes, all insurance, and any / all other contract related work and/or cost / expense that is not listed, and all of which shall be the basis for the respondent's Fee Proposal.

Respondent must provide a fee proposal. All entries in the proposal must be made clearly in ink. Prices on the Proposal Tender Form must be written in figures. Proposals in which the prices obviously are unbalanced may be rejected by the City at its sole discretion.

In accordance with the RFP to provide the completed work for **Pay and Classification Study** for the City of Jacksonville Beach, Florida, subject to the Specifications and Addenda, if any, all of which are made a part of the respondent's Proposal, thereof, the undersigned hereby submits the **Proposal Tender Form** for the **Pay and Classification Study Fee** as follows:

Description	Fee
Pay and Classification Study	\$ <u>25,500.00</u>
Optional Services	
Existing benefits comparison	\$ <u>3,000.00</u>

The City reserves the sole prerogative whether or not to order / contract for any and all work listed in this proposal, and when the work is to be done, all in the best interests of the City. The respondent agrees that this proposal shall be good and may not be withdrawn for a period of 90 days after the opening of proposals.

FORM 1
PROPOSAL TENDER FORM (Page 2 of 3)

The respondent understands that the CITY reserves the right to: 1) reject all proposals and waive informalities, in whole or in part, in the proposals, and 2) to accept the proposal that in its judgment will best serve the interest of the CITY.

ADDENDA RECEIPT VERIFICATION

Respondent shall acknowledge receipt of all addenda, if any, to the Request for Proposals, by filling in Addenda Numbers and dates below.

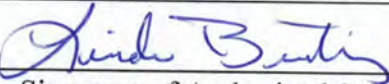
Addendum #: <u>1</u>	Dated: <u>11/05/2021</u>		Addendum #: <u> </u>	Dated: <u> </u>
Addendum #: <u>2</u>	Dated: <u>11/22/2021</u>		Addendum #: <u> </u>	Dated: <u> </u>

PROPOSAL DOCUMENT TURN-IN CHECKLIST

The following documents are to be completed, signed and submitted as part of the Proposal Submittal Package in response to this RFP. Failure to provide the listed documents may be cause for the CITY to consider rejection of the submitted proposal. This consideration will be at the sole discretion of the CITY.

INITIAL Check-Off	FORM	SECTION TITLE
☒	1	PROPOSAL TENDER FORM (completed Pages 30 thru 32)
☒	2	RFP AWARD NOTICE FORM – Mandatory Cover Sheet (completed Page 33)
☒	3	REQUIRED DISCLOSURE FORM (completed Page 34)
☒	4	DRUG-FREE WORKPLACE COMPLIANCE FORM (completed Page 35)
☒	5	NON-COLLUSION AFFIDAVIT (completed Page 36)
☒	6	NON-BANKRUPTCY AFFIDAVIT (completed page 37)
☒		EXPERIENCE
☒		METHODOLOGY
☒		QUALIFICATIONS
☒		REQUIREMENTS
☒		PRICING
☒		W-9 (Attach completed and signed form, which can be obtained from www.irs.gov)

NOTE: Please INITIAL Check-Off of each document / activity / requirement that is attached to the Proposal Tender Form and/or is required by the RFP and/or Addenda.

By: 
Signature of Authorized Submitter

Linda Bunting, President
Title (typed or neatly printed)

FORM 1
PROPOSAL TENDER FORM (Page 3 of 3)

COMPANY NAME: Cody & Associates, Inc.

ADDRESS: 220 Jamaica Dr.

CITY, STATE & ZIP CODE: Cocoa Beach, FL 32931

TELEPHONE NUMBER: 321/783-9552

LICENSE NUMBER: N/A

(If Corporation, President, Secretary and Treasurer identification)

PRESIDENT: Linda Bunting

SECRETARY: James Bunting

TREASURER: Linda Bunting

SEAL: (if Proposal is by a Corporation.)



FORM 2**RFP AWARD NOTICE*****City of Jacksonville Beach***

1460A Shetter Avenue, Jacksonville Beach, FL 32250, (904) 247-6229

NOTICE: Items 1 to 6 are to be completed by the respondent. The respondent is to submit the form to the CITY along with the Proposal Tender Form and other required documents.

1. Company Name: Cody & Associates, Inc.

2. Address: 220 Jamaica Dr.

3. City, State & Zip: Cocoa Beach, FL 32931

4. Attention: Linda Bunting

5. Phone: 321/783-9552 Fax: 321/613-3962

6. E-mail address: Lbunting@codyassociates.org

PLEASE PRINT CLEARLY

ITEMS BELOW TO BE COMPLETED BY THE CITY OF JACKSONVILLE BEACH

Proposals were received and evaluated, and the following recommendation will be presented to the City Manager for award of **RFP No. 01-2122** per the attached Proposal Tabulation form(s).

A written notice of intent to file a protest must be filed with the Property and Procurement Officer within three (3) days after receipt by the respondent of the Notice of Intent to Submit RFP for Approval and Award by City Council from the Property and Procurement Officer in accordance with the procedures set forth in Section XII K., City of Jacksonville Beach Purchasing Manual.

If awarded RFP, please do not proceed with any work prior to receiving an official City of Jacksonville Beach Purchase Order and/or Notice-to-Proceed letter.

Thank you for your proposal.
Sincerely,

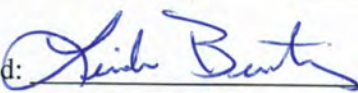
CITY OF JACKSONVILLE BEACH
/s/Luis F. Flores
Property and Procurement Division

FORM 3

REQUIRED DISCLOSURE

The following disclosure is of all material facts pertaining to any felony conviction or any pending felony charges in the last three (3) years in this State or any other state or the United States against (1) respondent, (2) any business entity related to or affiliated with respondent, or (3) any present or former owner of respondent or of any such related or affiliated entity. This disclosure shall not apply to any person or entity which is only a stockholder, which person or entity owns twenty (20) percent or less of the outstanding shares of a respondent whose stock is publicly owned and traded:

There are no felonies or pending felonies against the respondent or any business entity affiliated with respondent, or present or former owner of respondent or of any such related or affiliated entity.

Signed: 

Title: President

Contractor: Cody & Associates, Inc.

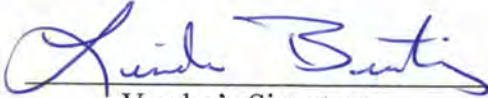
FORM 4

DRUG-FREE WORKPLACE COMPLIANCE

IDENTICAL TIE PROPOSALS - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals, which are equal with respect to price, quality and service, are received by the State or by any political subdivision for the procurement of commodities or contractual services, a proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie proposals will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under contract a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under contract, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.


Vendor's Signature

FORM 5

NON-COLLUSION AFFIDAVIT

Linda Bunting, being first duly sworn deposes and says that:

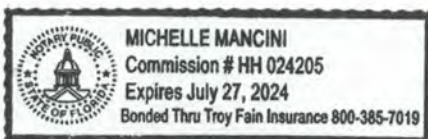
1. He (it) is the President, of Cody & Associates, Inc. the respondent that has submitted the attached proposal;
2. He is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
3. Such proposal is genuine and is not a collusive or sham proposal;
4. Neither the said respondent nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affidavit, have in any way, colluded, conspired, connived or agreed, directly or indirectly, with any other respondent, firm or person to submit a collusive or sham proposal in connection with the Contract for which the attached proposal has been submitted; or to refrain from responding in connection with such Contract; or have in any manner, directly or indirectly, sought by agreement or collusion or communication, or conference with any respondent firm, or person to fix the price or prices in the attached proposal or of any other respondent or to fix any overhead, profit, or cost elements of the proposal price or the proposal price of any other respondent, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against other Respondents, or any person interested in the proposed Contract;
5. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the respondent or any other of its agents, representatives, owners, employees or parties in interest, including his affidavit.

By: *Linda Bunting*

Sworn and subscribed to before me this 24 day of Nov, 2021,
in the State of Florida, County of Brevard.

Michelle Mancini Notary Public

My Commission Expires: July 27, 2024



FORM 6**NON-BANKRUPTCY AFFIDAVIT**STATE OF Florida)COUNTY OF Brevard)

Linda Bunting is an officer and member of the firm of
Cody & Associates, Inc., being first duly sworn, deposes and states that;

1. The subsequent certification statement is a true and accurate statement as of the date shown below.
2. The affiant understands that the intentional inclusion of false, deceptive or fraudulent statements on this Non-Bankruptcy Affidavit constitutes fraud; and, that the City of Jacksonville Beach, Florida, considers such action on the part of the affiant to constitute good cause for denial, suspension, revocation, disqualification, or rejection of affiant's participation in **RFP #: 01-2122**.
3. Certification Statement: This is to certify that the aforementioned firm has not filed for bankruptcy in the past seven (7) years and that no owner/officer or principal of the aforementioned firm has filed for bankruptcy personally in the past seven (7) years or has been an owner/officer or principal of a firm which has filed for bankruptcy in the past seven (7) years.


Affiant Signature

Sworn to before me this 24 day of November, 2021 by Linda Bunting
(Name of affiant)

He/She is personally known to me or has produced FIDEL as identification.


Signature of Notary

Michelle Mancini
Notary's Printed Name

July 27, 2024
Expiration of Notary's Commission

Affix Seal Here:



Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Cody & Associates, Inc.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☒ S Corporation ☐ Partnership ☐ Trust/estate ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ►	
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)	
5 Address (number, street, and apt. or suite no.) See instructions. 220 Jamaica Dr.	Requester's name and address (optional)
6 City, state, and ZIP code Cocoa Beach, FL 32931	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

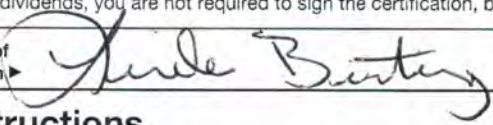
Social security number									
				-			-		
or									
Employer identification number									
5	9			-	1	5	0	0	3 1

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person 	Date <u>6/8/2020</u>
------------------	---	-----------------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

ADDENDUM No. 1

RFP No.: 01-2122
Title: Pay and Classification Study

The purpose of Addendum No. 1 to RFP No. 01-2122 Pay and Classification Study is to answer the following questions:

Question 1:

Please confirm the number of unique job titles to be included in this study:

- a. General EEs is 91 unique titles
- b. LIUNA is 70 unique titles
- c. FOP is 62 EE's in how many unique job titles?

Answer 1:

- a. Confirmed**
 - b. Confirmed**
 - c. 6**
-

Question 2:

When was the last time a compensation study was conducted? By whom?

Answer 2:

The end of 2019-February 2020 by Evergreen Solutions.

Question 3:

When was the last time your Job Descriptions were updated?

Answer 3:

This year.

Question 4:

Please confirm the desired option for Job Descriptions:

- a. The City would like to have all job descriptions updated or
- b. The City would like to have only missing job descriptions created or
- c. The City would like the Consultant to recommend updates to JD's, propose a template to be used but the organization will make the changes
- d. Would the City like to have the creation and editing of job descriptions included as an optional service and not included in the base price?

Answer 4:

- d. The City would like to have the creation and editing of job descriptions included as an optional service and not included in the base price.**
-

Question 5:

How many Department Heads does your organization employ?

Answer 5:

Nine (9) including the City Clerk Office.

Question 6:

Do you anticipate Department Heads to be involved in interviews about departmental structure, workflow, and jobs/job evaluations?

Answer 6:

Yes.

Question 7:

Does the City currently use a guide/system to determine how complex a job is?

Answer 7:

No.

Question 8:

Are you in negotiations with the City's Bargaining units?

Answer 8:

We will start negotiations toward the middle of 2022.

Question 9:

Is it the City's expectation to have two separate pay plans going forward (one for FOP and one that includes both General EEs and LIUNA)?

Answer 9:

Yes, we anticipate it staying the same as we have now.

Question 10:

To keep costs down, is the City open to phone/video conferencing for employee interviews?

Answer 10:

Possibly, quote both ways.

Question 11:

If you would like onsite visits, how many do you anticipate?

Answer 11:

Not sure, in the quote tell us how many it includes and the cost for additional visits.

Question 12:

Who is the City's Project Liaison?

Answer 12:

Kimberlee Bennett, Director of Human Resources.

Question 13:

Do you have a budget for this project and are you willing to disclose it in your response?

Answer 13:

Not at the moment, the budget is dependent upon the final proposals and any options.

COMPANY NAME: Cody & Associates, Inc.

ADDRESS: 220 Jamaica Dr.

CITY, STATE & ZIP: Cocoa Beach, FL 32931

SUBMITTED BY: Linda Bunting TITLE: President
Printed name of authorized submitter

SIGNATURE: Linda Bunting DATE: 11/29/2021

ADDENDUM No. 2

RFP No.: 01-2122
Title: Pay and Classification Study

The purpose of Addendum No. 2 to RFP No. 01-2122 Pay and Classification Study is to answer the following question:

Question 1:

If a study was completed in February 2020, why is the City seeking an additional study at this time (1.5 years)?

Answer 1:

There are so many external factors that are impacting the workforce that, in turn, affect our ability to hire and retain employees. The city wants to continue making sure our employees are compensated fairly; internally and externally.

COMPANY NAME: Cody & Associates, Inc.

ADDRESS: 220 Jamaica Dr.

CITY, STATE & ZIP: Cocoa Beach, FL 32931

SUBMITTED BY: Linda Bunting TITLE: President
Printed name of authorized submitter

SIGNATURE: Linda Bunting DATE: 11/29/2021

**A Proposal to Conduct a
Pay and Classification Study for the
City of Jacksonville Beach, FL
RFP #01-2122**

ORIGINAL



Evergreen Solutions, LLC

December 1, 2021

A Proposal to Conduct a Pay and Classification Study for the City of Jacksonville Beach, FL RFP #01-2122

Submitted to:

Mr. Luis Flores
Property and Procurement
City of Jacksonville Beach
1460 A Shetter Avenue
Jacksonville Beach, Florida 32250

Submitted by:



Evergreen Solutions, LLC
2878 Remington Green Circle
Tallahassee, Florida 32308
(850) 383-0111 (ph) / (850) 383-1511 (fax)

December 1, 2021



Evergreen Solutions, LLC

2878 Remington Green Circle - Tallahassee, Florida 32308
850.383.0111 - fax 850.383.1511

November 29, 2021

Mr. Luis Flores
Property and Procurement
City of Jacksonville Beach
1460 A Shetter Avenue
Jacksonville Beach, Florida 32250

Dear Mr. Flores:

Evergreen Solutions, LLC is pleased to submit a proposal to conduct a Pay and Classification Study for the City of Jacksonville Beach. Our response is based on our review of your Request for Proposals (RFP #01-2122), our understanding of the Florida labor market, our experience working with hundreds of local governments and other public sector organizations, and our knowledge of best practices in human resources management. **We believe we are best suited to provide the services being requested by the City of Jacksonville beach as we have conducted more than 800 similar studies throughout the country.**

Evergreen was formed in 2004 in Florida to provide an alternative to traditional consulting practices, we provide an innovative and effective option by focusing on clients needing partners and not simply another service provider. Evergreen Solutions is a female-owned business, certified as a W/MBE in many states across the country, including the State of Florida.

As a national firm, Evergreen Solutions continues to grow and our territory now includes clients in 46 states. In the State of Florida, Evergreen has conducted more than 200 pay and/or classification studies for local governments and other public sector organizations, including the City of Jacksonville Beach and the City of Jacksonville.

The following is a list of just some of the Florida local government clients that our consultant team has worked with, or is currently on contract to work with, that involved services similar in scope to the services being requested: City of Ft. Myers; City of Sebastian; City of North Port; City of Ocala; City of Gainesville; City of St. Cloud; City of High Springs; City of Bushnell; City of Bunnell; City of Temple Terrace; City of Orlando; City of Winter Park; City of Kissimmee; City of Orange City; City of Lake City; City of Alachua; City of Sebastian; City of Deltona; City of Cocoa; City of Holy Hill; City of Daytona Beach; City of Plantation; City of Palm Beach Gardens; City of Dania Beach; City of Tamarac; City of North Miami Beach; City of Hollywood; City of Sunny Isles Beach; City of Key West; City of Bartow; City of West Melbourne; City of Melbourne; City of Daytona Beach Shores; City of Holly Hill; City of Maitland; City of St. Petersburg; City of Dunedin; City of Jacksonville Beach; City of Jacksonville; City of Alachua; City of Parkland; City of Sunrise; City of Coral Springs; City of Sarasota; City of Panama City; City of Panama City Beach; City of Destin; City of Fort Walton Beach; City of Pensacola; Charlotte County; DeSoto County; Collier County; Highlands County; Sarasota County; Monroe County; Palm Beach County; Miami-Dade County; Pinellas County; Marion County; Manatee County; Martin County; Seminole County; Sumter County; Orange County; Brevard County; Flagler County; Lake County; Alachua County; Hernando County; Osceola County; Citrus County; Bay County; Santa Rosa County; Gadsden County; Gulf County; Miami Shores Village; Village of North Palm Beach; Village of Pinecrest; Village of Islamorada; Town of Lake Park; Town of Jupiter; Town of Cutler Bay; Town of Davie; Town of Longboat Key; Town of Lady Lake; Town of Orange Park, FL; Town of Palm Beach; and many others. Information regarding the services provided to some of these local governments can be found in **Section 1** of our proposal.

Evergreen Solutions is able to fully comprehend the challenges and goals of the City of Jacksonville Beach because of our vast understanding of local government human resources, and the fact that we possess the necessary experience and qualifications. Our team has significant expertise in conducting pay and classification studies for local governments and other public sector organizations, as evidenced in **Section 3** of our proposal. Detailed resumes are available upon request.

Some of the human resource services Evergreen Solutions has focused on include: pay and classification studies; salary and benefits surveys; performance management studies; recruitment, hiring, and retention studies; workload analyses; HR department reviews; organizational assessments; strategic and workforce planning; and staffing studies.

Through our experiences in conducting this wide range of projects, we have gained the knowledge of every aspect of the management and operations involved in local government human resources management. As a result, our team understands how critical a classification and compensation system is to the overall operation of a proficient and progressive municipality. We have developed helpful methods and tools that assist clients in implementing and maintaining our study recommendations.

Evergreen Solution's approach to conducting a pay and classification study draws not only from extensive human resources work with local government clients, but also from direct feedback of our past clients. In essence, we offer you tools that are innovative as well as those that have been proven to work in real places with real people. Some of the key facets of our approach identified in **Section 2** of our proposal include:

- Major emphasis is placed on communication as the key to a successful study as well as its implementation. Our Team understands that compensation by its very nature creates anxiety in staff and managers alike. In order to ensure a successful study process and "buy-in" at implementation, administrators, department heads, and employees need to be involved in each step of the process. Our communication plan is a critical component of any study and to ensure our clients are informed of statuses or potential challenges, we provide continuous communication through the use of regular meetings and written progress reports.
- Our methodology utilizes the latest technology in order to reduce the cost to our client partners and enhance wider participation by offering of our tools in an electronic format. In essence, every step of the process can be completed on the Web. Further, our web-based **JobForce Manager** tool allows our client partners to facilitate implementation and eases the ongoing maintenance of the compensation system.
- We understand that one size does not fit all. Some consultants provide the same overall solution to every client. We take great pride in providing a variety of alternatives that allow our client partners to select the solution that best meets their business and human capital needs.

As President of Evergreen Solutions, I am authorized to commit our firm contractually to this engagement. Attached are the required forms from the RFP.

We appreciate this opportunity and commit to you our best effort if selected for this engagement. If you have any questions, please contact me at (850) 383-0111 or via email at Jeff@ConsultEvergreen.com.

Sincerely,

Dr. Jeff Ling, President
Evergreen Solutions, LLC



FORM 1

PROPOSAL TENDER FORM (Page 1 of 3)

RFP NUMBER: 01-2122

RFP DATE: 12/1, 2021

TO: THE CITY OF JACKSONVILLE BEACH, FLORIDA

FROM: Evergreen Solutions, LLC

Submitter is solely responsible for developing / determining / verifying for this contract work all methods necessary to provide satisfactory fully completed contract work under the provisions of the RFP, to the City's satisfaction, to include costs for all labor, all sub-contractor work, all taxes, all insurance, and any / all other contract related work and/or cost / expense that is not listed, and all of which shall be the basis for the respondent's Fee Proposal.

Respondent must provide a fee proposal. All entries in the proposal must be made clearly in ink. Prices on the Proposal Tender Form must be written in figures. Proposals in which the prices obviously are unbalanced may be rejected by the City at its sole discretion.

In accordance with the RFP to provide the completed work for **Pay and Classification Study** for the City of Jacksonville Beach, Florida, subject to the Specifications and Addenda, if any, all of which are made a part of the respondent's Proposal, thereof, the undersigned hereby submits the **Proposal Tender Form** for the **Pay and Classification Study Fee** as follows:

Description	Fee
Pay and Classification Study	\$ <u>32,000</u>
Optional Services	
Existing benefits comparison	\$ <u>3,500</u>
<u>update JDs</u>	\$ <u>3,500</u>

The City reserves the sole prerogative whether or not to order / contract for any and all work listed in this proposal, and when the work is to be done, all in the best interests of the City. The respondent agrees that this proposal shall be good and may not be withdrawn for a period of 90 days after the opening of proposals.

FORM 1
PROPOSAL TENDER FORM (Page 2 of 3)

The respondent understands that the CITY reserves the right to: 1) reject all proposals and waive informalities, in whole or in part, in the proposals, and 2) to accept the proposal that in its judgment will best serve the interest of the CITY.

ADDENDA RECEIPT VERIFICATION

Respondent shall acknowledge receipt of all addenda, if any, to the Request for Proposals, by filling in Addenda Numbers and dates below.

Addendum #: <u>1</u>	Dated: <u>11/5/21</u>	Addendum #: _____	Dated: _____
Addendum #: <u>2</u>	Dated: <u>11/22/21</u>	Addendum #: _____	Dated: _____

PROPOSAL DOCUMENT TURN-IN CHECKLIST

The following documents are to be completed, signed and submitted as part of the Proposal Submittal Package in response to this RFP. Failure to provide the listed documents may be cause for the CITY to consider rejection of the submitted proposal. This consideration will be at the sole discretion of the CITY.

INITIAL Check-Off	FORM	SECTION TITLE
☒	1	PROPOSAL TENDER FORM (completed Pages 30 thru 32)
☒	2	RFP AWARD NOTICE FORM – Mandatory Cover Sheet (completed Page 33)
☒	3	REQUIRED DISCLOSURE FORM (completed Page 34)
☒	4	DRUG-FREE WORKPLACE COMPLIANCE FORM (completed Page 35)
☒	5	NON-COLLUSION AFFIDAVIT (completed Page 36)
☒	6	NON-BANKRUPTCY AFFIDAVIT (completed page 37)
☒		EXPERIENCE
☒		METHODOLOGY
☒		QUALIFICATIONS
☒		REQUIREMENTS
☒		PRICING
☒		W-9 (Attach completed and signed form, which can be obtained from www.irs.gov)

NOTE: Please INITIAL Check-Off of each document / activity / requirement that is attached to the Proposal Tender Form and/or is required by the RFP and/or Addenda.

By: _____
Signature of Authorized Submitter

President
Title (typed or neatly printed)

FORM 1
PROPOSAL TENDER FORM (Page 3 of 3)

COMPANY NAME: Evergreen Solutions, LLC

ADDRESS: 2878 Remington Green Circle

CITY, STATE & ZIP CODE: Tallahassee, FL 32308

TELEPHONE NUMBER: 850.383.0111

LICENSE NUMBER: L04000073478

(If Corporation, President, Secretary and Treasurer identification)

PRESIDENT: _____

SECRETARY: _____

TREASURER: _____

SEAL: (if Proposal is by a Corporation.)

FORM 2

RFP AWARD NOTICE

City of Jacksonville Beach

1460A Shetter Avenue, Jacksonville Beach, FL 32250, (904) 247-6229

NOTICE: Items 1 to 6 are to be completed by the respondent. The respondent is to submit the form to the CITY along with the Proposal Tender Form and other required documents.

1. Company Name: Evergreen Solutions, LLC
2. Address: 2878 Remington Green Circle
3. City, State & Zip: Tallahassee, FL 32308
4. Attention: Dr. Jeff Ling
5. Phone: 850.383.0111 Fax: 850.383.1511
6. E-mail address: jeff@consultevergreen.com

PLEASE PRINT CLEARLY

ITEMS BELOW TO BE COMPLETED BY THE CITY OF JACKSONVILLE BEACH

Proposals were received and evaluated, and the following recommendation will be presented to the City Manager for award of **RFP No. 01-2122** per the attached Proposal Tabulation form(s).

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Thank you for your proposal.
Sincerely,

CITY OF JACKSONVILLE BEACH
/s/Luis F. Flores
Property and Procurement Division

FORM 3

REQUIRED DISCLOSURE

The following disclosure is of all material facts pertaining to any felony conviction or any pending felony charges in the last three (3) years in this State or any other state or the United States against (1) respondent, (2) any business entity related to or affiliated with respondent, or (3) any present or former owner of respondent or of any such related or affiliated entity. This disclosure shall not apply to any person or entity which is only a stockholder, which person or entity owns twenty (20) percent or less of the outstanding shares of a respondent whose stock is publicly owned and traded:

N/A

Signed: _____

Title: President

Contractor: Evergreen Solutions, LLC

FORM 4

DRUG-FREE WORKPLACE COMPLIANCE

IDENTICAL TIE PROPOSALS - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals, which are equal with respect to price, quality and service, are received by the State or by any political subdivision for the procurement of commodities or contractual services, a proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie proposals will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under contract a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under contract, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.



Vendor's Signature

FORM 5

NON-COLLUSION AFFIDAVIT

Dr. Jeff Ling

, being first duly sworn deposes and says that:

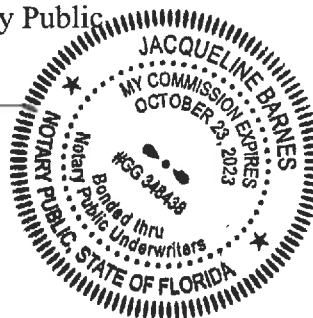
1. He (it) is the President of Evergreen the Solutions respondent that has submitted the attached proposal;
2. He is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
3. Such proposal is genuine and is not a collusive or sham proposal;
4. Neither the said respondent nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affidavit, have in any way, colluded, conspired, connived or agreed, directly or indirectly, with any other respondent, firm or person to submit a collusive or sham proposal in connection with the Contract for which the attached proposal has been submitted; or to refrain from responding in connection with such Contract; or have in any manner, directly or indirectly, sought by agreement or collusion or communication, or conference with any respondent firm, or person to fix the price or prices in the attached proposal or of any other respondent or to fix any overhead, profit, or cost elements of the proposal price or the proposal price of any other respondent, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against other Respondents, or any person interested in the proposed Contract;
5. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the respondent or any other of its agents, representatives, owners, employees or parties in interest, including his affidavit.

By: _____

Sworn and subscribed to before me this 23rd day of Nov, 2021,
in the State of FL, County of Leon.

Notary Public

My Commission Expires: 10/23/23



FORM 6

NON-BANKRUPTCY AFFIDAVIT

STATE OF FL

COUNTY OF Leon

Dr. Jeff Lmg is an officer and member of the firm of
Evergreen Solutions, LLC, being first duly sworn, deposes and states that;

1. The subsequent certification statement is a true and accurate statement as of the date shown below.
2. The affiant understands that the intentional inclusion of false, deceptive or fraudulent statements on this Non-Bankruptcy Affidavit constitutes fraud; and, that the City of Jacksonville Beach, Florida, considers such action on the part of the affiant to constitute good cause for denial, suspension, revocation, disqualification, or rejection of affiant's participation in **RFP #: 01-2122**.
3. Certification Statement: This is to certify that the aforementioned firm has not filed for bankruptcy in the past seven (7) years and that no owner/officer or principal of the aforementioned firm has filed for bankruptcy personally in the past seven (7) years or has been an owner/officer or principal of a firm which has filed for bankruptcy in the past seven (7) years.

Affiant Signature

Sworn to before me this 23rd day of Nov, 2021 by Dr. Jeff Lmg
(Name of affiant)

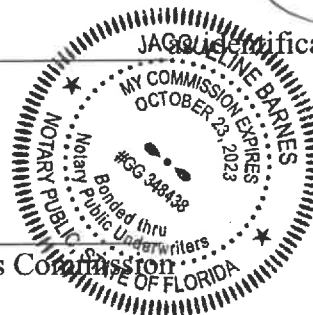
He/She is personally known to me or has produced _____

Signature of Notary

Notary's Printed Name

Expiration of Notary's Commission

Affix Seal Here:



Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

EVERGREEN SOLUTIONS, LLC

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

- ☐ Individual/sole proprietor or single-member LLC
- ☐ C Corporation
- ☐ S Corporation
- ☐ Partnership
- ☐ Trust/estate
- ☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► **P**
- Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.
- ☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

2878 REMINGTON GREEN CIRCLE

6 City, state, and ZIP code

TALLAHASSEE, FLORIDA 32308

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - ____

or

Employer identification number

20 - 1833438

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ►

11/23/21

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

ADDENDUM No. 1

RFP No.: 01-2122
Title: Pay and Classification Study

The purpose of Addendum No. 1 to RFP No. 01-2122 Pay and Classification Study is to answer the following questions:

Question 1:

Please confirm the number of unique job titles to be included in this study:

- a. General EEs is 91 unique titles
- b. LIUNA is 70 unique titles
- c. FOP is 62 EE's in how many unique job titles?

Answer 1:

- a. Confirmed
 - b. Confirmed
 - c. 6
-

Question 2:

When was the last time a compensation study was conducted? By whom?

Answer 2:

The end of 2019-February 2020 by Evergreen Solutions.

Question 3:

When was the last time your Job Descriptions were updated?

Answer 3:

This year.

Question 4:

Please confirm the desired option for Job Descriptions:

- a. The City would like to have all job descriptions updated or
- b. The City would like to have only missing job descriptions created or
- c. The City would like the Consultant to recommend updates to JD's, propose a template to be used but the organization will make the changes
- d. Would the City like to have the creation and editing of job descriptions included as an optional service and not included in the base price?

Answer 4:

- d. The City would like to have the creation and editing of job descriptions included as an optional service and not included in the base price.
-

Question 5:

How many Department Heads does your organization employ?

Answer 5:

Nine (9) including the City Clerk Office.

Question 6:

Do you anticipate Department Heads to be involved in interviews about departmental structure, workflow, and jobs/job evaluations?

Answer 6:

Yes.

Question 7:

Does the City currently use a guide/system to determine how complex a job is?

Answer 7:

No.

Question 8:

Are you in negotiations with the City's Bargaining units?

Answer 8:

We will start negotiations toward the middle of 2022.

Question 9:

Is it the City's expectation to have two separate pay plans going forward (one for FOP and one that includes both General EEs and LIUNA)?

Answer 9:

Yes, we anticipate it staying the same as we have now.

Question 10:

To keep costs down, is the City open to phone/video conferencing for employee interviews?

Answer 10:

Possibly, quote both ways.

Question 11:

If you would like onsite visits, how many do you anticipate?

Answer 11:

Not sure, in the quote tell us how many it includes and the cost for additional visits.

Question 12:

Who is the City's Project Liaison?

Answer 12:

Kimberlee Bennett, Director of Human Resources.

Question 13:

Do you have a budget for this project and are you willing to disclose it in your response?

Answer 13:

Not at the moment, the budget is dependent upon the final proposals and any options.

COMPANY NAME: Evergreen Solutions, LLC
ADDRESS: 2878 Remington Green Circle
CITY, STATE & ZIP: Tallahassee, FL 32308
SUBMITTED BY: Dr. Jeff King TITLE: President
Printed name of authorized submitter
SIGNATURE: [Signature] DATE: 11/5/21

ADDENDUM No. 2

RFP No.: 01-2122
Title: Pay and Classification Study

The purpose of Addendum No. 2 to RFP No. 01-2122 Pay and Classification Study is to answer the following question:

Question 1:

If a study was completed in February 2020, why is the City seeking an additional study at this time (1.5 years)?

Answer 1:

There are so many external factors that are impacting the workforce that, in turn, affect our ability to hire and retain employees. The city wants to continue making sure our employees are compensated fairly; internally and externally.

COMPANY NAME: Evergreen Solutions, LLC
ADDRESS: 2878 Remington Green Circle
CITY, STATE & ZIP: Tallahassee, FL 32308
SUBMITTED BY: Dr. Jeff Ling TITLE: President
Printed name of authorized submitter
SIGNATURE: [Signature] DATE: 11/23/21

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Section 1.0

Experience



1.0 Experience

Evergreen Solutions, LLC is well qualified to conduct a Pay and Classification Study for the City of Jacksonville Beach as we conducted more than 800 similar studies throughout the country, including many within the State of Florida. In this section we provide the history and background of our firm, a list of similar studies we have conducted or are currently on contract to conduct, and references.

1.1 Firm's Background And History

Evergreen Solutions, LLC is a national, multidisciplinary, public sector management consulting firm, which specializes in working with public sector organizations, including hundreds of local governments, across the nation. We provide a unique approach, rather than the "consulting as usual" method, by partnering with our clients to find innovative, real world solutions to public management.

Evergreen was formed in 2004 in the State of Florida to provide a modern, practical alternative to the typical consulting options. Evergreen is made up of management and human resource professionals as well as strategic partners who came together to form an innovative alternative that places clients and their needs before any individual, model, or corporate goal.

Evergreen's philosophy is based on an understanding that there is not a "one size that fits all" solution to compensation management. Our approach is built on working collaboratively with all parties to make sound, implementation-focused recommendations.

Evergreen is a certified as a W/MBE in many states throughout the country, including Florida. Evergreen is also licensed in the State of Florida.

Our main focus is on people, management, and technology. This focus allows our team to provide a broad variety of services, including, but not limited to: pay and classification studies; salary and benefits surveys; performance appraisal reviews; workload analyses; staffing studies; disparity studies; training assessments; and strategic planning.

We invite you to browse our Web site at www.ConsultEvergreen.com or visit us on Facebook at www.facebook.com or LinkedIn at www.linkedin.com for more information about our services, staff, and past experience.



Evergreen Solutions was founded with the intent of offering public sector leaders an alternative to the “business as usual” consulting approach. We assist public sector professionals in exercising control over the inter-related elements that determine success or failure.

We accomplish this by applying a situation-responsive discipline that emphasizes:

- full visibility into the entire organization through research and discovery;
- a spirit of partnership with local government staff and leadership;
- sound recommendations based on best practices and proven methods; and
- a practical go-forward plan that leads to quantifiable results.

Collectively, the members of the Evergreen Solutions Team have:

- extensive experience in conducting pay and classification studies for local governments and other public sector organizations throughout the country, including many in the State of Florida;
- comprehensive experience in all components vital to the successful completion of this engagement;
- knowledge of relevant Florida statutes and regulations as well as federal regulations;
- objectivity and flexibility due to the fact that we have no vested interests; and
- specialized analytical tools that we bring to this engagement.

Clients nationwide have been successfully implementing recommendations from our team of professional consultants for decades. Evergreen has contracted with public sector, quasi-governmental, and non-profit organizations in 46 states throughout the country, the majority of which have been located in the State of Florida.

Exhibit 1-1 includes a list of some of the local governments and other public sector organizations in the State of Florida that Evergreen has worked with, or is currently on contract to work with, in providing work similar in scope to the services being requested. **Note:** Evergreen has also worked with many school districts and institutions of higher education in Florida that are not listed in the exhibit.



Exhibit 1-1: Florida Public Sector Clients

City of Alachua	City of St. Petersburg	Bay County Sheriff's Office
City of Bartow	City of Sunny Isles Beach	Clay County Sheriff's Office
City of Bunnell	City of Tallahassee	Collier County Sheriff's Office
City of Bushnell	City of Tamarac	Flagler County Sheriff's Office
City of Cape Coral	City of Temple Terrace	Lake County Sheriff's Office
City of Clermont	City of Venice	Leon County Sheriff's Office
City of Cocoa	City of West Melbourne	Manatee County Sheriff's Office
City of Coral Springs	City of Winter Park	Monroe County Sheriff's Office
City of Dania Beach	City of Sunrise	Nassau County Sheriff's Office
City of Daytona Beach	City of Zephyrhills	Okaloosa County Sheriff's Office
City of Daytona Beach Shores	Alachua County	Pasco County Sheriff's Office
City of Delray Beach	Bay County	Volusia County Sheriff's Office
City of Deltona	Brevard County	Walton County Sheriff's Office
City of Destin	Charlotte County	Florida Sheriff's Association
City of Doral	Citrus County	Florida Association of Counties
City of Dunedin	Escambia County	Florida League of Cities
City of Fort Myers	Flagler County	FL Association of Court Clerks/Comptrollers
City of Fort Walton Beach	Gulf County	FL Public Human Resource Association
City of Green Cove Springs	Hernando County	Board of Bar Examiners
City of Groveland	Highlands County	The Florida Bar
City of High Springs	Lake County	Hillsborough County Clerk of Court/Comptrollers
City of Holly Hill	Leon County	Ft. Pierce Utilities Authority
City of Hollywood	Manatee County	Keys Energy Services
City of Holmes Beach	Martin County	Kissimmee Utility Authority
City of Key West	Miami-Dade County	Utilities Commission of New Smyrna Beach
City of Jacksonville	Miami Shores Village	Florida Keys Aqueduct Authority
City of Jacksonville Beach	Monroe County	Sarasota Bay Estuary Program
City of Kissimmee	Osceola County	Toho Water Authority
City of Lake City	Palm Beach County	Tampa Bay Water
City of Largo	Pinellas County	Peace River Manasota Reg. Water Supply Auth.
City of Maitland	Santa Rosa County	St. Johns River Water Management District
City of Marathon	Sarasota County	Southwest Florida Water Management District
City of Melbourne	Seminole County	South Florida Water Management District
City of Miramar	Sumter County	Loxahatchee River District
City of New Smyrna Beach	Wakulla County	Solid Waste Authority of Palm Beach County
City of North Miami Beach	Town of Belleair	CareerSource Pinellas
City of North Port	Town of Cutler Bay	CareerSource Northeast Florida
City of Ocala	Town of Davie	Worknet Pinellas
City of Orange City	Town of Juno Beach	Association for Institutional Research
City of Orlando	Town of Jupiter	Florida Telecommunications Relay, Inc.
City of Palm Bay	Town of Lade Lake	Orange County Library System
City of Palm Beach Gardens	Town of Lake Park	Pinellas Housing Authority
City of Panama City	Town of Longboat Key	Manatee County Clerk's Office
City of Panama City Beach	Town of Medley	Gadsden County Property Appraiser's Office
City of Parkland	Town of Palm Beach	Brevard County Property Appraiser's Office
City of Pensacola	Town of Ponce Inlet	Brevard County Tax Collector
City of Plant City	Town of Orange Park	Health Care District of Palm Beach County
City of Plantation	Town of Surfside	Glades General Hospital
City of Punta Gorda	Village of Islamorada	Hillsborough Area Transit Authority
City of Sarasota	Village of North Palm Beach	Orlando-Orange County Expressway Authority
City of Sebring	Village of Pinecrest	Sarasota-Manatee County Airport
City of St. Cloud	Alachua County Sheriff's Office	Northwest Florida Beaches International Airport



1.2 Select Relevant Experience

Because Evergreen has conducted over 800 hundred pay and/or classification studies throughout the country, we include in this section only a sample of some of our similar work in the State of Florida.

Pay and Classification Study City of Jacksonville Beach

Evergreen was retained by the City of Jacksonville to conduct a Pay and Classification Study. Evergreen evaluated the current system, collected and reviewed current environment data, and evaluated and built the projected classification plan. Evergreen Identified a list of market survey benchmarks and conduct a market survey. Evergreen provided the City with the external assessment summary, developed strategic positioning recommendations, and developed and submitted draft and final reports and recommendations for compensation administration.



Compensation Study City of Jacksonville

Evergreen Solutions was retained by the City of Jacksonville to conduct a Compensation Study for Forensic Pathologists. Evergreen conducted a market salary and benefits survey with 25 peer organizations in order to produce a pay plan(s) for the positions of District Chief Medical Examiner and Associate Medical Examiner that best met the needs of the City from an external equity standpoint. In conducting the market salary and benefits survey, Evergreen examined the following:

- base salary, bonuses, incentive, etc.;
- health, dental, vision, and life benefits;
- accrued time off;
- holidays;
- retirement plan options;
- estimated future adjustments due to cost of living increases, general wage adjustments, or for any other reason;
- minimum requirements of the positions; and
- cost of living analysis as compared to Jacksonville.

Evergreen provided a final report for the City of Jacksonville's Leadership that included recommendations for employee salary adjustments.



Classification and Compensation Study City of Lake City

Evergreen Solutions was retained by the City of Lake City to conduct a Classification and Compensation Study. Evergreen's consultants reviewed the City's current classification and compensation plan and identified and recommended a consistent and competitive market position that the City could strive to maintain based on a salary survey results from peer organizations. Evergreen recommended an appropriate salary range for each position in the City based on a review and analysis of the classification plan, the compensation survey results, internal relationships, and external and internal equity. Evergreen further provided recommendations for the ongoing internal administration and maintenance of the proposed compensation and classification plan. **Note:** Evergreen also completed a second study in 2019 by updating the City's Compensation Plan.



Compensation Analysis City of Orange City

Evergreen Solutions was engaged with the City of Orange City to conduct a Compensation Analysis. Evergreen's consultants estimated the City's market position, refined pay plan, and slotted incumbents based on data that was collected from the region.



Classification and Compensation Study City of Cocoa

Evergreen Solutions was hired by the City of Cocoa, located in Brevard County, to conduct a Classification and Compensation Study for its 444 employees. Evergreen's consultants performed a comprehensive survey of the City's job classifications, pay structures and benefits and provided recommendations to the City for implementation of the proposed changes in order for the City to maintain internal and external equity.

The City's objectives for the study was: to attract and retain qualified workers who will be paid an equitable salary and benefit package; provide fair salaries for all workers of the City; and provide a salary structure that enables the City to maintain a competitive position with other cities and companies within the same geographic area.

The City's current Pay and Classification Plan consisted of four different classifications:

- **General Employees:** The current pay structure is set up in pay grades with steps (varying in numbers, up to 16 steps).



-
- Laborers' International Union of North America (LIUNA): These positions consist of 16 different pay grades with established minimum and maximum pay ranges.
 - Coastal Florida Police Benevolent Association (PBA): These positions consist of three (3) different pay grades with established minimum and maximum pay ranges.
 - International Association of Firefighters (IAFF): These positions consist of two different pay grades with established minimum and maximum pay ranges.



Salary and Benefits Survey City of St. Cloud

Evergreen Solutions was retained in 2014 by the City of St. Cloud to conduct a Salary and Benefits Survey. Evergreen's consultants reviewed the effectiveness of the City's current salary and benefits plan as it related to the market competitiveness for attracting and retaining quality employees. Pay ranges were analyzed in the public and private sector to determine the appropriate pay levels for all included jobs and recommendations were provided to improve the fairness and equity in the current system.

Note: Evergreen was previously hired to conduct a Compensation and Classification Study for the City.



Salary Survey and Job Analysis on Selected Positions City of Kissimmee

Evergreen Solutions was hired last year by the City of Kissimmee to conduct a Salary Survey as well as a Job Analysis on selected positions (i.e., Police and Fire). The intent of the study was to compare and contrast the City's current salary structure and levels with those of key competing employers so that a determination could be made regarding the City's competitive position within the marketplace. **Note:** Evergreen previously conducted a Salary, Benefits, and Classification Study for the City.



Classification, Compensation and Other Related Services Study City of Maitland

Evergreen Solutions was retained by the City of Maitland to conduct a comprehensive evaluation of their compensation and classification plans and practices. Employees participated in the project by attending focus groups, participating in interviews, and completing Job Assessment Tool surveys to determine the accuracy and equity of the classification plan. In addition, pay ranges were analyzed in the public and private sector to determine the competitiveness of the City's pay plan for all included jobs. Recommendations were provided to improve the accuracy, fairness and equity of the overall plan.



Compensation and Classification Study City of Deltona

Evergreen Solutions was hired by the City of Deltona to conduct a Compensation and Classification Study including all non-sworn positions and provide recommendations for implementation of a revised pay plan. The study included all non-sworn employees and classifications in the City. As part of the study, the Evergreen Solutions Team conducted orientations, focus groups, and interviews with employees and collected Job Assessment Tools (JATs) from employees. Evergreen Solutions consultants conducted a comprehensive salary survey of local and regional employers to assess the market competitiveness of the City. A detailed plan was developed to provide the City with specific steps to implement an equitable and competitive compensation plan. Finally, revised class descriptions were developed using information obtained during the JAT process, and training was provided to City staff to maintain the recommended compensation and classification system.



Human Resource Consulting Services (Compensation Study) City of Orlando

Evergreen was retained by the City of Orlando to provide human resources consulting services by conducting a compensation study. Evergreen reviewed the City's compensation system, selected targets and benchmarks for market comparison, conducted a market survey, and developed strategic positioning recommendations to keep the City's compensation plan competitive.



Compensation Consulting Services City of Orlando

Evergreen was again retained by the City of Orlando to provide compensation consulting services. Evergreen analyzed the current labor market trends in the Orlando metro area, including the pay increases being offered by Disney between now and 2020; collected information from public entities in the Orlando metro area regarding how they were responding to turnover and talent shortages; examined best practices on implementing wage floors to address local market changes; proposed several alternatives to the City to address local market changes, especially those related to the increase in the minimum wage to \$15 per hour by some private organizations; worked with the City HR staff to model and cost different implementation scenarios; and provided a short summary of the analysis and recommendations.



Classification and Compensation Study City of Winter Park

Evergreen Solutions assisted the City of Winter Park's Human Resources Department with conducting a comprehensive classification and compensation study for all full-time employees. The project centered on providing the City with a revised system that was characterized by internal and external equity. To ensure internal equity, Evergreen utilized its Job Assessment Tool (JAT) and Management Issues Tool (MIT) to properly classify work performed and highlight issues to be addressed by management. Employees at all levels were also provided a forum to voice concerns with the current system through focus groups. Evergreen also selected benchmarks and peer organizations to survey for wages in comparison to the market. This information was combined with the job analysis to provide a comprehensive solution. The recommended solutions were costed out and presented to the City for review.



Compensation Study City of Bushnell

Evergreen Solutions was hired by the City of Bushnell, Florida to assist with a city-wide Compensation Study and to make recommendations for the implementation of a revised pay plan. The study included all employees and classifications in the City. As part of the study, the Evergreen Team conducted focus groups and interviews with all employees, and all employees completed Job Assessment Tools (JATs). Evergreen Solutions consultants conducted a comprehensive salary survey of local and regional employers to assess the market competitiveness of the City. Finally, a detailed plan was developed to provide the City with specific steps to implement an equitable and competitive compensation plan.



Classification and Compensation Services City of Dunedin

Evergreen Solutions was engaged with the City of Dunedin to provide and Classification and Compensation Services. Evergreen analyzed each position within the City by conducting interviews; evaluating employee position descriptions and duties; interviewing department heads; assessing classifications within positions; and making FLSA determinations. Evergreen presented a proposed classification structure to City management, including a cost analysis for positions that would require adjustments. Evergreen also conducted a comprehensive survey of public and private labor market comparables designed to include salary ranges, and actual salaries to ensure that the City's compensation was equitable and competitive relative to internal factors and external markets.



Salary Survey City of Temple Terrace

Evergreen Solutions was retained by the City of Temple Terrace to conduct a Salary Survey. Benchmark positions were selected and compared against market peers to determine equitable pay for City employees. Evergreen's recommendations improved the competitiveness of the City and helped prepare it for future recruitment challenges.



Compensation and Classification Study City of North Port

Evergreen Solutions was retained by the City of North Port to conduct a Compensation and Classification Study by performing a market study to assess the City's existing compensation and classification plan. The goals for the study were to:

- assess the current compensation and classification structure;
- identify and address internal compensation inequities and recommend adjustments to job titles to better fit assigned duties where necessary;
- review job families/hierarchies throughout the organization;
- support a market-driven compensation plan and system that is designed to incentivize, recognize and retain its employees;
- recommend changes to pay plan and classification structure;



-
- review the total compensation package (salary plus benefits);
 - recommend how to implement tools and techniques to support an ongoing reclassification process that will enable the organization to maintain its competitive place in the market; and
 - provide findings and recommendations in a comprehensive report.



Classification and Compensation Study City of Ft. Myers

Evergreen Solutions was hired the City of Ft. Myers to conduct a Classification and Compensation Study for all employee groups (i.e., Police Union – Sworn only; Fire Union and General Union and Non-bargaining). The study included comprehensive classification analysis using Evergreen Solutions' Job Assessment Tool job valuation methodology in addition to a statistical assessment of current conditions. An evaluation of external equity including a salary survey of competing organizations was also conducted. The project concluded with a series of findings and recommendations designed to identify and recommend resolution of any inequities in the system.



Classification and Compensation Study City of Sarasota

Evergreen Solutions was retained by the City of Sarasota to conduct a classification and compensation analysis of its workforce. Employees participated in focus groups, interviews, and a job analysis was conducted to determine the best classifications for the work performed. In addition, pay ranges were analyzed in the public and private sector to determine the appropriate pay levels for all included jobs. Recommendations were provided to improve the fairness and equity in the current system.



Employee Compensation Consultant Services City of Coral Springs

Evergreen Solutions was engaged with the City of Coral Springs to provide employee compensation consultant services. The purpose and intent of the study was to compare and contrast the City's current salary structure and levels with those of key competing employers and to determine the City's competitive position within the marketplace. Evergreen analyzed each position within the City by conducting interviews and evaluating position



descriptions and duties. Evergreen also interviewed department heads and assessed classifications within positions to determine whether classifications need to be revised. Based on the review, Evergreen recommended pay and classification strategies for the City in order to attract and retain talented employees.



Market Salary Survey City of Coral Springs

Evergreen Solutions was again hired by the City of Coral Springs to conduct a market salary survey. The City desired the development of a benchmark survey to evaluate the City's placement within the market, recommendations regarding the City's structure and incumbent pay equity changes where appropriate, and a comprehensive review of all the City's pay related policies and practices and recommendations for management's consideration.



Compensation, Classification, and Benefits Study City of Palm Beach Gardens

The City of Palm Beach Gardens entered into a contract with Evergreen to conduct a comprehensive Compensation and Classification Study to assess the city's internal and external equity. The City had established track record of regular studies of this nature and seeks up-to-date competitive salary and benefits information from both the private and public sector. A salary survey of peer organizations in the local and regional market, to include benefits and total compensation, was conducted to ascertain the City's relative market position. The City maintained the objective of being among the compensation leaders in Palm Beach County, and regular evaluation of this kind was essential in achieving this progressive goal.

The study included a complete classification analysis using Evergreen Solutions' Job Assessment Tool job valuation methodology in addition to a statistical assessment of current conditions. The study concluded with a series of findings and recommendations in a written report that was designed to identify and recommend resolution of any inequities in the system and, if necessary, update the existing classification structure. The City had gone through a considerable reduction in force, which had caused many responsibilities to be shuffled.



Benchmark Compensation Study City of Plantation

Evergreen Solutions was retained by the City of Plantation to conduct a Benchmark Compensation Study and develop a city-wide compensation plan for the City, taking into account internal and external equity. Evergreen developed recommendations and guidelines for the continued administration and maintenance of the compensation structure, including recommendations and guidelines related to how employees will move through the pay structure/system as a result of transfers, promotions, demotions and employees whose base pay is at the maximum of their pay range in their positions; including proposal for the proper mix of pay, how often to adjust pay scales and survey the market, and how to keep the system fair and competitive over time. **Note:** Evergreen was again hired in 2021 to conduct a Job Classification and Compensation Study.



Job Classification and Compensation Study City of Sunrise

Evergreen Solutions was engaged with the City of Sunrise to conduct a Job Classification and Compensation Study of its 1,200 employees. The City is at the geographic center of the tri-county metropolitan area comprised of Miami-Dade, Broward and Palm Beach Counties and has a reputation for strong financial management, aggressive economic development, outstanding police and fire rescue services, leadership on regional issues, and support for its public schools.

Evergreen conducted a comprehensive evaluation of the City's current classification structure and related policies and practices as well as a comparative analysis of position classifications to determine relative work within the organization and for the establishment of appropriate pay grades. Evergreen worked with the City to identify the proposed labor market and benchmark classes and public and private agencies/markets that were similarly situated to the City to include in the salary survey. A comprehensive total compensation and benefits survey was distributed to comparable peers that not only assessed job titles but also accounted for actual corresponding job duties and responsibilities.

Evergreen further conducted interviews with employees in single position classifications, a representative sample of employees in multiple position classifications, and appropriate management personnel in order to validate the information pertaining to job duties. Information was obtained from employees through the distribution of a job assessment tool Evergreen used the information obtained from the JAT to perform a job analysis to verify and validate information with existing job descriptions to determine if classifications were correctly allocated in an organizational hierarchy.



In the end, Evergreen summarized the methodology, techniques, and data used to develop the proposed compensation and classification plan and provided recommendations for a classification and compensation structure that reflected the City's overall classification and compensation strategies. Evergreen further recommended pay grades, grade pricing and salary ranges for all existing and proposed classifications.



Compensation Study City of Hollywood

The City Hollywood retained Evergreen to conduct a compensation study of all non-represented employees and then again for AFSCME employees (i.e., approximately 66 Professional and Supervisory employees in 38 different job classifications). A job-task analysis/job audit was conducted to determine whether classifications were correctly placed in the organizational hierarchy and whether individual job positions were classified correctly. Evergreen reviewed job descriptions using the Job Assessment Tool job valuation methodology and conducted a statistical assessment of current conditions to ensure compliance with federal and state laws including proper designation of classifications as "exempt" vs. "non-exempt".

Evergreen conducted a comprehensive survey to ensure that the City of Hollywood's compensation plan was equitable and competitive in its total compensation package relative to internal factors and external markets (The City's goal was to be in the top 25% in salary). Evergreen's consultants reviewed existing salaries to determine proper placement within proposed classifications, and recommend appropriate "equity adjustments" as needed, based upon the results of the salary survey and the recommended pay plan.

Evergreen concluded the study with recommendations designed to alleviate any strains on the current compensation and classification system. Evergreen further recommended procedures, policies, and methods to maintain an on-going Classification & Compensations Plan that was performance based, fair and competitive. In addition, Evergreen's consultants developed policies and procedures for developing and maintaining a career track/progression/ retention program and reviewed existing performance appraisal system in order to make recommendations to integrate the performance appraisal system with new Classification & Compensation Plan.



Pay and Classification Study City of Doral

Evergreen Solutions was engaged with the City of Doral to conduct a Pay and Classification Study. Employees participated in focus groups, interviews, and a job analysis was conducted to determine the best classifications for the work performed. In addition, salaries were analyzed in the public and private sector to determine the appropriate salary for all included jobs. Recommendations were provided to improve the fairness and equity in the current classification and compensation system. **Note:** Evergreen was previously hired to conduct a Compensation, Classification, and Value Engineering Study.



Compensation Study City of North Miami Beach

Evergreen Solutions was retained by the City of North Miami Beach to conduct a compensation study. Evergreen consultants reviewed pay ranges in the public and private sector to determine the appropriate pay levels for all included jobs (up to 60 benchmarks). Recommendations were provided to improve the fairness and equity within the City. Evergreen provided City staff with the necessary training and materials so that an understanding of the methodology—and how to implement, administer, and maintain the recommended compensation system—was accomplished. **Note:** Evergreen was again hired in 2021 to conduct a Compensation and Classification Study.



Classification and Compensation Study City of Sunny Isles Beach

Evergreen Solutions was retained by the City of Sunny Isles Beach to conduct a classification and compensation study for all its employees. Employees participated in focus groups, interviews, and a job analysis was conducted to determine the best classifications for the work performed. Pay ranges were analyzed in the public and private sector to determine the appropriate pay levels for all included jobs and recommendations were provided to improve the fairness and equity in the current system.



Salary Survey City of Dania Beach

Evergreen Solutions was retained by the City of Dania Beach to conduct a salary survey to compare 40 benchmark positions against municipalities of comparable size within the tri-county area, and to make recommendations to improve the competitiveness of the City in recruiting and retaining qualified staff.



Job Classification and Compensation Study City of Melbourne

Evergreen Solutions was retained by the City of Melbourne to conduct a Job Classification and Compensation Study. Evergreen reviewed the City's salary and benefit structure and assist in updating information on essential job functions, responsibilities, required knowledge, skills and abilities, and physical demands of each position. Evergreen examined all job descriptions to include a review of position FLSA designations; essential functions; minimum qualifications, license requirements, working conditions, etc., provided recommended updates and/or changes, established criterion for the selection of survey participants with City staff members, prepared a survey to send to the participants, and prepared recommendations based on the results.

Evergreen addressed compression/equity issues between pay grades and classifications and established an equitable classification methodology and salary ranges to provide for the recruitment and retention of qualified staff as well as the equitable relationships of one job to another within the organization. Recommendations were provided to classify/reclassify positions as appropriate. In addition, a recommendation was made for a new compensation plan that is fair and equitable in order to attract, motivate, and retain a quality workforce. Evergreen provided three (3) separate proposed pay plan structures based on salary scales that are 90%, 100% and 110% of the surveyed labor market.



Classification and Compensation Job Classification Analysis City of St. Petersburg

Evergreen Solutions was retained by the City of St. Petersburg to conduct a Job Classification Analysis in order to update and produce approximately 648 legally-compliant job descriptions that would include 6 – 8 core competencies each. Evergreen's consultants: analyzed all city job descriptions, both full-time and part-time positions, and determined the core competencies for each classification; and revised classifications and competencies that formed the foundation of the City's recruitment, learning management, performance management, and succession planning programs.



Evergreen met with HR staff and department heads to discuss roles, competency model options, and project processes and adjusted the competency survey that was used in conjunction with the Job Assessment Tool (JAT) that was administered to a representative sample of the City's 3,150 full- and part-time staff. Evergreen reviewed the work performed by each classification and scored and reviewed supervisory comments for any anomalies or discrepancies discovered. Evergreen created task inventory and job families based on JAT responses and organizational charts and identified the degree of overlap in tasks between jobs in similar job families. From this, Evergreen identified root factors in each task grouping and linked to any underlying behavioral factors.



Comprehensive Classification and Compensation Study City of Panama City Beach

Evergreen Solutions was hired by the City of Panama City Beach to conduct a Comprehensive Classification and Compensation Study by reviewing job descriptions, position classification schedules, pay plans, and compensation programs for approximately 255 non-union City employees. Evergreen presented a methodology that accurately and fairly measured compensable factors, allowed proper and equitable cross comparisons of compensable factors for classes, and minimized the appearance of possible prejudices on the part of the City administration.

In the end, Evergreen provided written procedures for maintaining pay plans, reviewed general practices, and made recommendations for improvements to the current classification and compensation structure based upon the results of the market and benefit survey and the classification analysis. Further, Evergreen designed and recommended an implementation plan for the updated compensation strategy with the lowest impact to both the minimum and maximum points of the updated pay plan and the greatest gain to positions that fell outside of the updated and designated range. Evergreen also recommended administrative procedures to maintain fairness and competitiveness of the position classification and compensation plan after implementation and recommended final pay schedules with projected costs based on a range of alternative implementation plans.



Compensation Study City of Panama City Beach

Evergreen Solutions was again hired by the City of Panama City Beach to conduct a Compensation Study. Evergreen collected relevant data; identified up to 15 targets and 30 classifications for a market salary survey; developed and conducted a salary survey and analyzed results; reviewed up



to 10 job descriptions for possible reclassification; provided recommendations for updates/changes to the pay plan, including implementation options, based on market survey results; and prepared and deliver a draft and final report. Note: Evergreen previously



Comprehensive Classification and Compensation Study City of Panama City

Evergreen was retained by the City of Panama City to conduct a Comprehensive Classification and Compensation Study for 545 non-union positions/employees, including approximately 79 firefighters, 92 police officers, and 5 elected officials in 190 job classifications. Employees participated in focus groups, interviews, and a job analysis to determine the best classifications for the work performed. Pay ranges were analyzed in the public and private sector to determine the appropriate pay levels for all included jobs. Evergreen reviewed the City's current performance evaluation system, tools and procedures, and made recommendations for necessary changes to the system. Recommendations were also provided to improve fairness and equity of all jobs within the City. Select City staff were provided the necessary training and materials so that an understanding of the methodology and how to implement, administer, and maintain the recommended total classification and compensation system were accomplished. Evergreen made recommendations regarding enhancements to the City's current performance evaluation system and provided the City with a performance evaluation tool.



Salary Survey City of Panama City

Evergreen was again hired by the City of Panama City to conduct a salary survey update. Evergreen collected relevant data; identified classifications for the market salary survey; developed and conducted a salary survey and analyzed results; reviewed select job descriptions for possible reclassification; and provided recommendations for updates/changes to the pay plan, including implementation options, based on market survey results.



Pay and Classification Study City of Fort Walton Beach

Evergreen Solutions was hired by the City of Fort Walton Beach to conduct a Pay and Classification Study for its 320 employees. Evergreen conducted a job-task analysis/job audit of all employee positions to verify and validate information from existing job descriptions and conducted personal interviews with employees, supervisors, and directors to determine whether classifications were correctly placed in organizational hierarchy and if individual positions were classified correctly.

Evergreen conducted a comprehensive survey of public and private labor market comparables designed to include salary ranges, actual salaries, and benefits information to ensure the City of Fort Walton Beach's compensation was equitable and competitive in its total compensation package relative to internal factors and external markets. Evergreen conducted a comparison of existing benefits with market data and comment.

Evergreen recommended and implemented a classification system that could be utilized by City staff at the conclusion of the project. To accomplish this Evergreen's consultants:

- grouped positions based upon duties performed, knowledge, skills and abilities for the position;
- conducted an analysis that addressed the issue of internal equity;
- recommended the assignment of each classification to a pay grade;
- reviewed current job descriptions and revised/updated as necessary;
- reviewed the City's current assignment of exempt versus non-exempt status as it related to the FLSA and made appropriate recommendations with justification; and
- provided appropriate adjustments to account for regional cost of living variations.



Classification and Compensation Study Charlotte County

Evergreen Solutions was retained by Charlotte County to conduct a classification and compensation study for approximately 900 full-time and part-time employees in 250 classification specifications. Employees participated in focus groups, interviews, and a job analysis was conducted to determine the best classifications for the work performed. A review of all current classification specifications and job descriptions was made to



ensure consistency, compliance with current industry best practices as to form, and compliance with applicable provisions of the Fair Labor Standards Act (FLSA), ADA, PERC (Florida Statute 447.203), and other applicable State and federal laws.

A salary survey was conducted within the appropriate public and private job markets to determine current market pay grade assignment and salary structure commensurate with the job assignment. Evergreen offered criteria for a candidate's or an employee's placement within corresponding zones of the pay range. Recommendations were made for resolving pay compression issues that had been created due to 5 – 6 years of wage freezes compounded by ever-increasing market competitiveness. **Note:** Prior to this study, Evergreen was hired by the County to conduct a Market Salary Survey.



Compensation Study Sarasota County

Evergreen Solutions was retained by Sarasota County to conduct a Compensation Study. Pay ranges were analyzed in the public and private sector to determine the appropriate pay levels for all included jobs. Recommendations were provided to improve the fairness and equity in the current system.



Salary Study Highlands County

Evergreen Solutions was retained by Highlands County to conduct a Salary Study for its workforce. The primary goal of the study was to ensure that the County maintained a sound process that provided a classification and pay structure that was fair, equitable, and systematic with a compensation plan that was comparable with other governmental jurisdictions as well as the private sector. The County desired a pay program that was fair, equitable, and competitive with both public and private employers in the surrounding geographic market area from which the County recruited, and was supportive of the County's compensation philosophy to be competitive with area markets in order to attract, motivate, and retain quality employees.

Evergreen's consultants evaluated current pay grades (i.e., number of pay grades, including additions, deletions, and/or consolidations) and recommended a strategy for improvements. Evergreen further developed a classification system that facilitated ongoing compensation analysis and reporting and was based on similarly-situated employees, similar skills, qualifications, responsibilities, and pay, using job family groupings and EEO job categories that comported with EEOC guidelines for government employers. Evergreen reviewed position titles (including supervisory/management) and recommended a titling structure which defined consistent levels of responsibility across the County.



Compensation, Classification, and Performance Management Study Manatee County

Evergreen Solutions was hired by Manatee County to assist with a county-wide Compensation and Classification Study. At the time of the study, Manatee County was a growing county with a population of over 300,000 located on the southwestern coast of FL between Pinellas and Sarasota Counties. An appointed County Administrator oversaw 16 departments, with approximately 2,900 employees within approximately 600 classifications and 58 pay ranges/grades.

The study included all employees that serve in capacities for the Board of County Commissioners. As part of the review, orientation sessions, focus groups, and interviews were conducted in throughout the county. All employees were asked to complete the Job Assessment Tool (JAT) and job analysis was conducted with the results in order to create a classification plan. A salary survey was issued to local and regional employers to assess competitiveness. Based on the classification and compensation findings, a new pay plan as well as policies and procedures were recommended to the County. Evergreen Solutions helped the County attain their goal of maintaining a sound process providing a classification and pay structure that is fair, equitable, and systematic with a compensation plan comparable with other governmental jurisdictions and the private sector. In addition, Evergreen reviewed the performance management system in place within the County, and provided recommendations for improvement.

Note: Evergreen completed a market survey and compensation analysis update in 2012 and also conducted a Compensation and Classification study of the Information Technology Services Department in 2014.



Classification and Compensation Study Pinellas County

Evergreen Solutions was retained by Pinellas County to conduct a comprehensive classification and compensation study that included recommendations and suggestions for an implementation and maintenance process that would effectively provide the County with the resources and expertise to further enhance its classification and compensation program. A comprehensive job classification and pay study hadn't been conducted since 2004 so the County believed it was important to invest in a study that would look at both internal and external equity.

The objective of the study was be to have a credible classification and compensation plan that: allows positions performing similar work with similar levels of complexity, responsibility, and knowledge, skills and abilities to be classified appropriately; identifies salaries for assigned duties; outlines promotional opportunities and possible compensation growth; identifies pay differential between individual classifications; and identifies relevant labor markets.



Classification and Compensation Study Palm Beach County

Evergreen Solutions was retained by Palm Beach County to conduct a Classification and Compensation Study in order to update the current classification and compensation structure. Evergreen performed the following tasks:

- conducted a job analysis across the County to ensure job descriptions matched the duties performed by the employee;
- provided an analysis of all positions— assigning an appropriate salary grade to ensure fairness and equity—and included recommendations for all positions that were found to be above or below the assigned salary grade; and
- conducted a market compensation analysis of salaries and wages of like or similar jobs of comparable Florida public organizations with similar position and organizational characteristics.



Compensation and Classification Study Services Monroe County

Evergreen was retained by Monroe County to conduct a Compensation and Classification Study for 265 non-union employees in 178 classifications as well as 124 union employees in 46 classifications who are represented by the Teamsters bargaining unit. Employees participated in focus groups, interviews, and a job analysis to determine the best classifications for the work performed. Evergreen's consultants compared the County's positions to other similar positions within other County departments to determine the relative value of each position to every other position in the County. Comparisons were made with regard to the actual work being performed and based on the current job description. In addition, positions were compared to other similar positions in other private and public sector organizations throughout the Florida Keys and South Florida. Characteristics such as size of the organization, geographic proximity, economic and budget characteristics, and other appropriate demographic data were taken into consideration when making comparisons. Evergreen's consultants analyzed pay ranges in the public and private sector to determine the appropriate pay and benefit levels for all included jobs.

Recommendations were provided to improve fairness and equity of all jobs within the County. Select County staff were provided the necessary training and materials so that an understanding of the methodology and how to implement, administer, and maintain the recommended total classification and compensation system could be accomplished.



Note: Evergreen was again hired by Monroe County in September of 2016 to implement a minimum Living Wage of \$31,200 year/\$15.00 an hour (This will include determination of issues that may arise with supervisory duties or compression of positions; what needs to be done to fix those issues; cost for County implementation with variable options; and publication of analysis). Evergreen also recently completed a compensation plan update for the County.



Compensation and Classification Study Alachua County

Evergreen Solutions was engaged with Alachua County to conduct a Compensation and Classification Study of jobs under the Board of County Commissioners, the Sheriff, Tax Collector, Property Appraiser, Supervisor of Elections, and the Library District. Specifically, the County desired the following services to be performed by Evergreen:

- develop and administer a job analysis questionnaire for the purpose of having employees state their job duties and qualifications including education, experience, licenses and certificates; working conditions (physical and environmental) and all other pertinent information;
- prepare and present to the Board of County Commissioners a report documenting the results of the job analysis by classification and recommendations concerning a classification structure and pay adjustments;
- allocate each employee with regard to the new classification structure;
- identify benchmark classifications to be used to determine appropriate markets for salary survey purposes, as well as to determine the position of the county with regard to salaries for comparable jobs in appropriate markets;
- administer a salary survey for the purpose of recommending appropriate salaries based on external (market) and internal (equity) considerations;
- recommend a salary structure, including the number of pay grades, and pay ranges;
- recommend salaries for each classification, as well as recommended salaries for each employee;
- provide a classification maintenance plan;



-
- provide guidelines and procedures for administering the resulting classification plan to include the following: Initial placement in the salary range and means for movement through the range; and
 - train HR and departmental staff on the methodology and maintenance of the recommended classification and pay plan.



Compensation Study Lake County

Evergreen Solutions was retained by Lake County to conduct and furnish a comprehensive compensation survey for Lake County government itself, and for select positions at Lake Emergency Medical Services, Inc. Evergreen made recommendations for improvements and modifications to the current compensation and overall pay structure, including number of pay grades, and appropriate pay ranges (minimum, maximum, percentage between grades, etc.). The recommendations also included appropriate salary ranges and midpoints for each job classification and recommendations for ranges that lagged, matched, or led the relevant labor market. Evergreen surveyed the relevant labor market for merit pay practices being used and recommended pay administration practices to include consideration of merit pay, alternative reward strategies, including non-monetary rewards and cost savings/efficiency incentives as may be suitable.



Compensation Market Salary Survey Sumter County

Evergreen Solutions was retained by Sumter County to conduct a comprehensive market salary study designed to ascertain the external equity of its compensation plan. The County wanted Evergreen to evaluate its competitiveness with not only the public sector, but the private sector as well. Evergreen employed a methodology that included data from both of these critical markets and took into account the importance of total compensation, including salaries, benefits, and supplements, and provide recommendations for improvements as needed. In addition, Evergreen evaluated the County's classifications to determine whether a functional combination of positions was possible or appropriate, and made administrative recommendations that were designed to assist the County in maintaining the system over time.



Salary and Benefits Review Hernando County

Evergreen Solutions was retained by Hernando County to conduct a Salary and Benefits Review of its workforce. Evergreen's consultants reviewed the effectiveness of the County's current salary and benefits plan as it related to the market competitiveness for attracting and retaining quality employees. To accomplish this, Evergreen conducted a comprehensive survey of public and private labor market comparables designed to include salary ranges, pay grade factoring system, actual salaries, and benefits (retirement plans, health and dental insurance) information to ensure the County's compensation was equitable and competitive in its total compensation package relative to internal factors and external markets for substantially similar classifications.

Evergreen also conducted a job-task analysis/job audit of all 766 employee positions to verify and validate information from existing job descriptions. Personal interviews with employees, supervisors, and directors were conducted to determine whether classifications were correctly placed in organizational hierarchy and whether individual positions were classified correctly.

Pay ranges were analyzed in the public and private sector to determine the appropriate pay levels for all included jobs and recommendations were provided to improve the fairness and equity in the current system.



Compensation Management Services Flagler County

Evergreen Solutions was hired by Flagler County to provide Compensation Management services. Evergreen Solutions performed the following:

- conducted a salary and benefits survey of coastal county peers;
- collected secondary data on the private sector for those classifications that were more impacted by private industry;
- analyzed benefits and quality of life data to estimate total compensation for County classifications;
- developed a new pay plan based on market findings and slotted all included classifications;
- recommended several methods for placing classifications into the new pay plan and estimated the associated cost;
- ensured that the adopted pay plan and placement methodology supported a three-level method of employee increases;
- developed an implementation strategy for enacting the recommended changes to the pay grades and placement;
- provided a written report summarizing the findings and recommendations; and



-
- developed and provided training for a new performance evaluation system.

Note: Evergreen was previously hired by the County to conduct a Job Classification and Pay Study in 2016.



Compensation and Benefits Study Seminole County

Evergreen Solutions was hired by Seminole County to assist with a county-wide Compensation and Benefits Study. The study included employees who served in various capacities for the Board of County Commissioners. As part of the review, orientation sessions, focus groups, and interviews were conducted throughout the county. All employees were asked to complete the Job Assessment Tool (JAT) and job analysis was conducted with the results in order to create a classification plan. A salary survey was issued to local and regional employers to assess competitiveness. Based on the classification and compensation findings, a new pay plan as well as policies and procedures were recommended to the County. **Note:** Evergreen also conducted two other studies for Seminole County (i.e., Compensation and Classification Study and a Performance Evaluation Study).



Compensation Study Osceola County

Evergreen Solutions was retained by Osceola County to review its compensation system and structure for areas of improvement. The Evergreen team examined current pay plan's organization, market responsiveness, and adaptability. A detailed report was prepared to that summarized findings and recommendations for improvement.



Pay and Classification Study Bay County

Evergreen Solutions was engaged with Bay County in 2015 to conduct a Pay and Classification study. A job analysis was conducted using existing job descriptions to determine the best classifications for the work performed. In addition, a salary survey was conducted in the public sector to determine the appropriate pay ranges for 30 benchmarked positions. Recommendations were provided to improve the fairness and equity in the current classification and compensation system. **Note:** Evergreen also previously performed a Pay and Classification Study for the County.



Compensation Study Santa Rosa County

Evergreen Solutions was retained by Santa Rosa County to conduct a Comprehensive Compensation Study. Evergreen performed the following tasks:

- established criteria for the selection of survey participants;
- conducted salary survey prepare an analysis based on the results;
- established equitable salary ranges to provide for the recruitment and retention of qualified staff, equitable relationships of one job to another within the organization, and addressed compression/equity issues between pay grades and classifications;
- evaluated existing compensation policies and proposed any recommended changes; and
- prepared and delivered the final report to the County Commission.



Pay and Classification Study Gulf County

Evergreen Solutions was engaged with Gulf County to conduct a Pay and Classification Study for its workforce. Evergreen analyzed each position within the County by conducting interviews; evaluating employee position descriptions and duties; interviewing department heads; and assessing classifications within positions. In addition, Evergreen reviewed current job descriptions, focusing on the purpose, job scope, essential duties and responsibilities, education/training requirements, physical job requirements, and working conditions, and determined FLSA status (exempt/non-exempt) for positions under federal regulations. Based on this review, Evergreen presented a proposed classification structure to County management, including a cost analysis for positions that required adjustments.

Evergreen also conducted a comprehensive survey of public and private labor market comparables designed to include salary ranges, and actual salaries to ensure that Gulf County's compensation was equitable and competitive in its total compensation package relative to internal factors and external markets.



Compensation and Classification Analysis Village of Pinecrest

Evergreen Solutions was hired by the Village of Pinecrest to conduct Classification Reviews and compensation market analysis utilizing Job Assessment Tool responses and salary survey processes. Evergreen Solutions consultants conducted on-site orientation sessions and focus group meetings where employees were informed of the content of the JAT and coordinated with Village representatives to conduct the JAT in a timely manner. The Village also contributed to a list of benchmark classifications and targeted peer organizations for the external market analysis. At the conclusion of the study the Village was presented with revised and formatted Job Descriptions which reflect up-to-date job tasks and requirements as well as recommendations and implementation strategies for addressing internal and external equity. Each classification was also reviewed for FLSA compliance.



Compensation Study Village of North Palm Beach

Evergreen Solutions was retained to conduct a compensation study for the Village of North Palm Beach. The study included evaluating private and public labor market, and making recommendations to improve competitiveness in alignment with the Village's strategic goals. Evergreen's recommendations improved the competitiveness of the Village and helped prepare it for future recruitment challenges.



Classification, Compensation, and Benefits Study Town of Jupiter

Evergreen Solutions was retained by the Town of Jupiter to conduct a classification, compensation, and benefits study of its workforce. Evergreen's consultants reviewed the effectiveness of the Town's current salary and benefits plan as it related to the market competitiveness for attracting and retaining quality employees. Evergreen conducted a job analysis for ensuring proper classification and internal equity. Employees participated in focus groups, interviews, and a job analysis was conducted to determine the best classifications for the work performed. Pay ranges were analyzed in the public and private sector to determine the appropriate pay levels for all included jobs. Recommendations were provided to improve the fairness and equity in the current system.



Compensation and Classification Study Town of Davie

Evergreen Solutions was engaged with the Town of Davie to conduct a Compensation and Classification Study. Evergreen conducted a comparison analysis of all employees within the Town and analyzed the job tasks for each position surveyed by best match and benchmark pay ranges to local public sector markets. Evergreen conducted a review of job classifications for appropriate internal equity and identify functional overlap and efficiencies in departmental structures and relationships. Evergreen further conducted a job task analysis/job audit of all employee positions to verify and validate information from existing job descriptions and conduct personal interviews with employees, supervisors, and directors, as needed. Evergreen identified and designated all high-risk and/or safety-sensitive classifications and included the appropriate pre-employment screening requirements as mandated by federal, state and local statutes.

Evergreen reviewed existing salaries to determine proper placement within proposed classifications, and recommended appropriate “equity adjustments” as needed. Evergreen determined if classifications were correctly placed in organizational hierarchy and reviewed whether individual positions were classified correctly. In the end, Evergreen provided the Town a recommended classification and compensation structure and a system for maintaining the recommended structure.



Compensation Study Town of Lady Lake

The Town of Lady Lake hired Evergreen Solutions to conduct a Compensation Study. Evergreen’s consultants reviewed and evaluated the Town’s compensation policies and procedures and made an assessment of the current conditions. Further, Evergreen worked with the Town to identify peer organizations to use as targets for a survey of salary and benefits. A Final Report was generated, documenting the previous steps of the study, and presented to the Town Commission. Recommendations were made for continued administration of the new compensation system, and training and guidance was provided to the Human Resources Department staff.



Pay and Classification Study Town of Lake Park

Evergreen Solutions was engaged with the Town of Lake Park to conduct a Pay and Classification Study. Evergreen conducted a classification analysis using Evergreen’s Job Assessment Tool job evaluation methodology in addition to a statistical assessment of current conditions. Evergreen analyzed local market salary data taken from peer organizations to determine the appropriate compensation levels for select positions. Recommendations for adjustments to the compensation and classification plans for Lake Park were made.



1.3 References

Classification and Compensation Study Miami Shores Village

Evergreen was retained by Miami Shores Village to conduct a Classification and Compensation Study for all employees. Employees participated in focus groups, interviews, and a job analysis to determine the best classifications for the work performed. Pay ranges were analyzed in the public and private sector to determine the appropriate pay levels for all included jobs. Recommendations were provided to improve the fairness and equity within the Village.



As required in the Request for Proposals, we have provided you with the following three references that we feel demonstrate the breadth and quality of the work our team has performed within the past five years as it relates to the services being requested. We invite you to contact our client references as to the quality and timeliness of our consulting projects. Additional references are available upon request.

Compensation Study City of Jacksonville, Florida

Contact information: Diane Moser, Director of Employee Services, 214 N. Hogan Street, Jacksonville, Florida 32202, (904) 630-2427, dmoser@coj.net



Compensation Management Services Flagler County, Florida

Contact Information: Pamela Wu, Human Resources Director, 1769 E. Moody Blvd., Bldg. 2, Bunnell, Florida 32110, (386) 313-4033, PWu@flaglercounty.org

Note: Evergreen previously conducted a Job Classification and Pay Study



Compensation Consulting City of Orlando, Florida

Contact Information: Ana Palenzuela, Compensation and Benefits Manager, 400 S. Orange Avenue, Orlando, Florida 32802, (407) 246-2057, Ana.palenzuela@cityoforlando.net

Note: Evergreen has conducted several studies for the City of Orlando



Section 2.0

Methodology



2.0 Methodology

In this section we include our approach and methodology for conducting the Pay and Classification Study for the City of Jacksonville Beach; a detailed work plan—identifying the tasks, activities, and milestones necessary to accomplish the deliverables listed in the scope of services of the Request for Proposals; and a proposed timeline.

2.1 Approach and Methodology

Evergreen Solutions is uniquely qualified to conduct a Pay and Classification Study for the City of Jacksonville Beach as our team includes recognized experts in local government human resources management and understands that there is not a “one size fits all” solution to compensation management. Our approach is built on working collaboratively with all parties to make sound, implementation-focused recommendations. Specifically, we have developed a methodology that:

- focuses on market competitiveness;
- is based on the organization’s compensation philosophy;
- recognizes that compensation is comprised of more than just base pay levels;
- reflects changes in recent compensation strategies;
- designs custom solutions that take into account the diversity of needs present in the organization and allows you to select the components and options that best meet your overall needs; and
- produces a structure that improves the organization’s ability to recruit, reward, motivate, and retain talent in a competitive environment that includes both public and private sector employers.

We will work closely with the City’s designated Project Manager, City management, and the Human Resources Department throughout the process to ensure constant communication of issues, concerns, and potential outcomes. We work closely with your staff to gain a solid understanding of your current operational realities, challenges, and desired outcomes. Moreover, Evergreen will work with you to balance your need to meet your performance goals while carefully managing your resources.

Compensation management has undergone significant transformation in the private sector and over time public sector organizations have mirrored these changes. While compensation once centered on the separate administration of base pay and core benefits, a shift has occurred that has transformed compensation management.

Progressive organizations now recognize that to effectively recruit, reward, motivate, and retain employees, compensation management requires strategic thinking and planning. Compensation management must support



	an organization's overall strategic direction. To accomplish this, effective organizations design a compensation philosophy that details where an organization wants to be in relation to the market in key areas. These key areas include cash compensation, benefits, and work/life balance. Compensation is thus a reflection of the organization's philosophy. Evergreen realizes that we will need to tailor our approach to fit the operating, fiscal, and competitive needs of the organization. Recommendations must always reflect competitive needs while supporting the organization's overall mission. Listed below is an overview of the typically recommended approach that Evergreen takes when conducting a study of this nature.
Kick Off Meeting	Evergreen begins each engagement by meeting with our client's leadership team. Frequently, this initial meeting will accomplish several goals, including: • finalizing the project work plan; • identifying milestone and deliverable dates; • gaining insight into the management structure and approach; • collecting classification and compensation data; • identifying additional data needs; and • developing preliminary schedules for subsequent tasks. At this time, we will also request a copy of the employee database that reflects current classification and compensation data.
Communication Plan	Communication is a critical component of any Pay and Classification Study. Communicating with employees directly and early in the process builds support for the process and the accompanying outcomes. As part of our communication plan, we meet first with key project staff to fully understand the nature and scope of the project. The results of these meetings are then communicated to employees during the project outreach through employee orientation sessions, focus groups, and interviews. Regular updates are provided to the client's Project Manager and can be posted on the client's intranet site, if available and desired. Additionally, the communication plan for the distribution of the end product, particularly how the results will be distributed to employees, is also critical.
Employee Orientation and Focus Groups	Based on client feedback and a review of best practices, we have designed an orientation curriculum that provides employees insight into the process as well as provides a forum for answering questions and soliciting participation. Following the orientation sessions, we begin the focus group process. Focus groups are used to gain detailed insight into employee perceptions, concerns, and issues. The protocol for the sessions is provided to your project team in advance and refined to meet your needs. We have found that employee orientation sessions and focus groups are critical venues for building employee participation and buy-in. Since they take place at the outset of the project, they are a critical introduction to the project and the question and answer formats allow employees to become



	engaged in the process. During these sessions, Evergreen's consultants can also help to manage expectations since some employees may have unrealistic expectations based on anecdotal information.
Department Head Interviews	Evergreen staff conduct one-on-one interviews with department heads and/or senior management (in addition to any other employees the client determines is necessary) to identify challenges for consideration. These interviews will allow our staff to add details to our understanding of the organization and its needs. They also allow our consultants the opportunity to better understand the organizational structure of each department as well as the unique recruiting and retention issues that may be present in each department. Frequently, department directors and senior management serve as invaluable resources in explaining how internal equity relationships have evolved over time and explaining the nuances between the differences in jobs.
Job Assessment Tool and Management Issue Tool	Another important activity undertaken at this time is the distribution of Evergreen's Job Assessment Tool® (JAT). These questionnaires are central components of the job evaluation process. The JAT asks a series of questions regarding an employee's job that captures the nature of the job and how it interacts with work within the organization. The JAT contains questions that ask about each of the following areas: • scope of duties; • complexity of work; • supervision received and exercised; • physical requirements; • financial responsibilities; • analytical/mental requirements; • knowledge and skills required for the job; and • level of responsibility/reporting relationships. Evergreen will contact the client's Project Manager should there be a need to clarify question responses or issues with information collected from the JAT. Due to budgetary constraints faced by many of our clients, we have designed the JAT as a web-based tool so that data can be collected electronically. If requested, we can also provide a paper-based version of the tool. Exhibit 2-1 below depicts a screenshot of the JAT home screen showing the levels of access for a Supervisor. Supervisors have access to their own surveys in addition to the ability to review and approve the surveys of their direct reports. The supervisor review process ensures validation of the JAT data collected from employees and prevents comments made by employees from being taken out of context.



Exhibit 2-1 Supervisor's JAT Home Screen



Source: Evergreen Solutions, 2021

Exhibit 2-2 illustrates how Evergreen uses the JAT to collect functional details of employee's jobs. Seeking to understand how employees summarize their responsibilities in their own words allows our analysis to expand beyond what may be conveyed in a traditional job description. An informal survey of municipal employees revealed that 90 percent felt that the job descriptions held on file with their employers were inaccurate or incomplete representations of their duties. Understanding this, Evergreen designed the JAT to fill in those gaps to ensure that the entirety of an employee's job is analyzed within the context of the study.



Exhibit 2-2

Job Description and Responsibilities

Basic Job-Related Information

Job Introduction

Briefly provide an overview of your job, including a description of the purpose of your job and the type of work you do. This may be the same as the introduction to your current job description, but it does not need to be.

Descriptyblon

3000

Type of Work

Please select the level that best describes the type of work you perform.

Type of Work

- ☐ Clerical/Administrative - Perform a variety of office and administrative support duties OR unskilled, labor intensive tasks
- ☐ Labor/Operational Occupations - Performs work necessitating repetitive operations with their force, physical skill and energy
- ☐ Technical/Paraprofessional - Performs tasks requiring a solid understanding of basic algebra and scientific OR use of basic equipment
- ☐ Administrator - Performs tasks directly related to the management or general business operations. Exercises discretion and judgment with matters of significance
- ☐ Managerial/Professional - Performs tasks requiring advanced knowledge, which is progressively intermediate in nature. OR tasks related to the control or administration of part of the organization
- ☐ Executive/Advanced Professional - Performs tasks related to managing the organization, or managing a department OR perform work requiring highly advanced knowledge

Education and Experience

Please select the level that best describes how much education and experience a new-hire should be required to have for your position

Education - Select One:

Experience - Select One:

Licenses and Certifications

Please list any licenses, certifications, or professional designations you believe should be required or preferred for your position.

Required

255

Source: Evergreen Solutions, 2021

Exhibit 2-3 shows a similar page in which employees are asked to list the Essential Functions of their job. These are the tasks and activities that define the classification and make it unique. Gathering information such as this allows Evergreen to assess the validity of the present classification structure and identify classifications or individuals within classifications that need to be restructured or reclassified.



Exhibit 2-3 Job Functions

Essential Job Functions

On the lines provided, please include all essential job functions you perform. For every function you list, estimate the total percent of your time spent on each function on an annual basis and check off which tasks are a priority. A priority task is one that is core to your position.

Task	Percent	Priority
Task 1	000	☐ Priority
Task 2	000	☐ Priority
Task 3	000	☐ Priority
Task 4	000	☐ Priority
Task 5	000	☐ Priority
Task 6	000	☐ Priority
Task 7	000	☐ Priority
Task 8	000	☐ Priority
Task 9	000	☐ Priority
Task 10	000	☐ Priority

Source: Evergreen Solutions, 2021

Preliminary Assessment

In addition to the JAT, Evergreen will also distribute our Management Issues Tool (MIT). The MIT is distributed to supervisors and managers and is used to collect specific information from supervisors and managers related to such issues as recruitment and retention problems, classification issues, pay equity issues, problems with titles, and other related issues. Each MIT will be logged and a specific response will be provided. The MIT process is designed to allow supervisors and managers to give direct input into the process and they serve as “red flags” to Evergreen staff during the analysis portion of the project.

As a starting point for analysis, Evergreen’s project consultants review the client’s database in comparison to the pay plan and information collected from the JATs to produce a preliminary assessment. The preliminary assessment summarizes the strengths and weaknesses of your human resource management system. The compensation analysis focuses on the number of pay grades, range widths, percentage differences between grades, step plans versus open range plans, and the expected time to reach full job competency. The overall analysis focuses on structure, movement, and equity (internal) as well as specific concerns such as turnover, longevity,



	compression, and range anomalies. The issues we identify in the assessment become core considerations in creating the potential solutions later in the process.
Job Evaluation	The next step in the process is to review responses to the JATs and identify any possible misclassifications. Once the review of the JATs has been completed, Evergreen's consultants will evaluate all jobs on each of the compensatory factors, score each position, and determine if there is any need for further investigation of specific positions. If serious discrepancies exist, Evergreen's consultants will work directly with the Client Project Manager to resolve any issues. Once work has been properly classified, changes in the current classification system rankings can be recommended. Our goal is to produce a classification system that reflects the internal equity relationships suggested by the JAT scoring conducted earlier.
Compensation	Our approach to compensation analysis is based on the belief that compensation should be organization-specific, fair, equitable, and directly tied to strategic goals. To ensure that all these criteria are met, we will conduct an extensive analysis on the relevant labor market, the internal structure and inter-relatedness of jobs within the organization, and the relative worth of jobs within the organization vis-à-vis the compensation philosophy. The most traditional component of a total compensation program is base pay (fixed pay). However, inclusion of benefits in total compensation strategy is not a new concept. Provision of benefits was originally a recruitment tool, though over time the provision of core benefits has become an expectation. Research shows that public sector organizations commonly use superior benefits packages as a way to offset structural disadvantages in base pay. The purpose of the survey is to collect information for comparison to current offerings, and making recommendations for change consistent with the parameters of the organization's compensation philosophy.
Market Survey	A key component of assessing compensation is to consider market position, which is sometimes referred to as external equity or competitiveness. Evergreen's consultants wait until well into the classification analysis to design the market survey to ensure that jobs are understood, anomalies in classification characteristics are documented, and sufficient input has been received. The market survey will obtain standard range information related to minimum, midpoint, and maximum salaries. Data collection will focus on the public sector, but will include information from the private sector where applicable. Further, we will look to include any employers to whom the organization has recently lost employees.
Benchmarks	One of the most important components of the external assessment is in the selection and utilization of benchmark positions for the labor market survey. We will work with the client to identify the appropriate number of benchmark positions to best suit the client's needs in the labor market survey. Based on our experience, we have found that it is simply not practical to survey all



positions within the organization—the resulting surveys become too cumbersome for labor market peers to complete, and the response rate on the whole suffers. We ensure, through multiple checks and balances, that the benchmark positions chosen will represent a broad spectrum of positions across the organization, from all job families, pay levels, and functional areas.

Targets

To conduct an external labor market assessment, we work with the client to identify the most appropriate targets to survey. Evergreen selects peer organizations based on the local labor competition, regional markets, and class-specific markets. Peer organizations should be those organizations that compete with the client for labor in at least one job family. An appropriate mix of peers in the public and private sectors will be included in the survey, and if necessary, augmented with published secondary data sources.

Typically, Evergreen waits until the outreach process has been completed to identify the complete list of market peers. This is because we often will uncover specific information during the focus group and interview sessions that identifies potentially critical survey targets. Ideally, we would like to work with the client after the outreach has been concluded to identify the final list of potential market peers.

An important factor of our methodology is that the client has the final approval of all aspects of the study. We will not proceed with the analysis unless the client is completely comfortable with the survey targets chosen. Often, there are different factors impacting an organization, such as proximity to a major metropolitan area, technology corridor, or specific market (i.e., military base), that have a direct effect on its ability to recruit and retain employees in specific positions. These factors have to be taken into account when selecting survey targets. Once the targets are selected and approved, the survey instrument is developed and sent to the client for final approval. Subsequent to client approval, the survey is then distributed to the targets in both paper and electronic formats.

Evergreen uses a four-fold method of communicating with respondents. Our staff notifies the target group that the survey is being sent or made available, confirms receipt, and encourages participation. Once the data are received, they are cleaned, validated, and summarized. A separate report is issued that shows the results of the salary survey.

Unifying the Solution

After determining the appropriate division of work and market position, the compensation structure can be created. There is not a single, perfect solution for every client partner. The nuances and unique characteristics of each client necessitate a customized solution to best meet the organization's needs.

The Evergreen Team has considerable experience in developing multiple solutions and working with client partners to determine the one that best meets their needs. Our analytical team uses a variety of tools to produce various potential solutions: regression analysis, market thresholds, and other human resource models. Several major options are presented to the



Compensation Administration Guidelines

client's team before the implementation plan is created.

It is at this stage in the process that we typically meet with the client to identify the direction of the final solution. We will present to the client a draft report for review and comment. We typically ask the client to examine the draft solution objectively and provide insights and recommendations on the direction of the report. When this process is completed, Evergreen's consultants will proceed with the final solution. The solution also contains information regarding fiscal impact and implementation.

In order for clients to maintain the recommended compensation system, Evergreen develops compensation administration guidelines for use by the client after completion of the study. The guidelines will include recommendations on installation and continuing administration of the system. The team first conducts a review of current practices and procedures then assesses their effectiveness, compliance with legal guidelines, and applicability to the recommended system.

Once this review and assessment are complete, revisions to the current practices and/or new guidelines can be recommended, as needed. At a minimum, the recommendations will address areas such as:

- how employees will move through the pay structure/system as a result of transfers, promotions, or demotions;
- how to pay employees whose base pay has reached the maximum of their pay range or value of their position;
- the proper mix of pay and benefits;
- how often to adjust pay scales and survey the market;
- timing of implementation; and
- how to keep the system fair and competitive over time.

System Maintenance

Our goal is to produce recommendations that are effective and that can be maintained by our clients. We are strongly committed to providing transparent and replicable solutions. In essence, when we complete our core assignment, our goal is that our client's staff can maintain and update the system on their own. We are readily available to provide assistance, but our goal is to give our clients all the tools and training that are needed. Towards this end we will provide the Human Resources Department with all necessary tools and training to maintain the system over time.

Based on client needs and industry best practices, Evergreen has developed a compensation and classification maintenance tool to assist our clients with implementing, managing, and updating the solutions: **JobForce Manager**. This tool allows our clients to estimate future pay plan changes, update market information, make determinations on reclassifications, and create new jobs. By automating these tasks, **JobForce Manager** allows our clients to not only streamline, but also increase the fairness and transparency of regular compensation and classifications tasks after solution implementation.



Exhibit 2-4 displays the interface from *JobForce Manager* for determining a positions pay grade; additional features include a job scoring tabulation sheet, market survey results database and summary report, pay plan report, and employee salary calculators for modeling fiscal impacts of compensation changes at the employee level. All data and reports are downloadable and printable, so they can be provided to key decision makers.

Exhibit 2-4
JobForce Manager Tool

Pay Plans		Scoring/Slotting		Compensation		Market		Account	
 Download Data  Grid Edit									
CURRENT TITLE ▲	PAY PLAN	JAT SCORE	REGRESSION MIDPOINT	MARKET MIDPOINT	POSITION MIDPOINT (SELECT)	GRADE	MINIMUM	MIDPOINT	MAXIMUM
Accounting Specialist II	ESP	212.5	\$30,100.27	\$31,220.80	\$31,508.88	105	\$22,702.21	\$31,508.88	\$40,315.17 
Accounting Specialist III	ESP	281.3	\$38,058.27	\$39,379.43	\$40,213.96	110	\$28,974.42	\$40,213.96	\$51,453.51 
Accounting Specialist IV	ESP	306.3	\$42,315.73	\$40,186.80	\$44,335.90	112	\$31,944.29	\$44,335.90	\$56,727.50 
Accounting Supervisor	ESP	500.0	\$67,561.02	\$68,880.91	\$68,779.53	121	\$49,556.08	\$68,779.53	\$88,002.97 
Acquisition Specialist	ESP	306.3	\$42,315.73	\$41,585.80	\$44,335.90	112	\$31,944.29	\$44,335.90	\$56,727.50 
Administrative Aide	ESP	312.5	\$43,130.08	\$36,824.74	\$44,335.90	112	\$31,944.29	\$44,335.90	\$56,727.50 
Administrative Recording Secretary	Professional	361.3	\$52,088.10	\$40,984.30	\$58,245.18	212	\$46,586.13	\$58,245.18	\$69,884.13 
Administrative School Secretary I	ESP	208.3	\$29,285.91	\$31,618.17	\$33,084.13	106	\$23,837.32	\$33,084.13	\$42,330.93 
Administrative School Secretary II	ESP	231.3	\$32,543.36	\$35,986.59	\$34,738.33	107	\$25,028.19	\$34,738.33	\$44,447.48 
Administrative School Secretary III	ESP	256.3	\$35,800.82	\$37,701.80	\$38,298.01	108	\$27,584.68	\$38,298.01	\$49,003.95 
Administrative Secretary I	ESP	231.3	\$32,543.36	\$32,190.02	\$33,084.13	106	\$23,837.32	\$33,084.13	\$42,330.93 
Administrative Secretary I	ESP	208.3	\$29,285.91	\$32,190.02	\$33,084.13	106	\$23,837.32	\$33,084.13	\$42,330.93 
Administrative Secretary II	ESP	231.3	\$32,543.36	\$33,919.04	\$34,738.33	107	\$25,028.19	\$34,738.33	\$44,447.48 
Administrative Secretary II	ESP	231.3	\$32,543.36	\$33,919.04	\$34,738.33	107	\$25,028.19	\$34,738.33	\$44,447.48 
Administrative Secretary III	ESP	256.3	\$35,800.82	\$35,971.01	\$38,298.01	108	\$27,584.68	\$38,298.01	\$49,003.95 
Administrative Specialist	Professional	231.3	\$32,543.36	\$43,762.63	\$38,422.62	204	\$31,538.08	\$38,422.62	\$47,307.14 
Administrative Specialist-School Food Services	Professional	275.0	\$38,243.91	\$42,861.08	\$40,636.61	207	\$36,509.29	\$45,836.61	\$54,763.93 

Source: Evergreen Solutions, 2021

2.2 Detailed Work Plan

The detailed work plan that Evergreen proposes to use to conduct a Pay and Classification Study for the City of Jacksonville Beach is provided in this section. Evergreen understands that the City has approximately 470 employees in 167 job titles that will be included in the study.



Our work plan consists of the following 10 work tasks and one optional task:

- Task 1: Project Initiation
- Task 2: Evaluate the Current System
- Task 3: Collect and Review Current Environment Data
- Task 4: Evaluate and Build Projected Classification Plan
- Task 5: Identify List of Market Survey Benchmarks and Approved List of Targets
- Task 6: Conduct Market Salary Survey and Provide External Assessment Summary
- Task 7: Develop Strategic Positioning Recommendations
- Task 8: Conduct Solution Analysis
- Task 9: Develop and Submit Draft and Final Reports
- Task 10: Develop Recommendations for Compensation Administration
- Task 11: Provide Revised Class Descriptions and FLSA Determinations (**OPTIONAL**)

Task 1.0 Project Initiation

TASK GOALS

- Finalize the project plan with the City.
- Gather all pertinent data.
- Finalize any remaining contractual negotiations.
- Establish an agreeable final time line for all project milestones and deliverables.

TASK ACTIVITIES

- 1.1 Discuss with the City's Project Manager (CPM) and City management the following objectives:
- the classification and pay plan study process;
 - understand mission and current compensation philosophy;
 - review our proposed methodology, approach, and project work plan to identify any necessary revisions;
 - reach agreement on a schedule for the project including all assignments and project milestones/deliverables; and
 - establish an agreeable communication schedule.
- 1.2 Identify potential challenges and opportunities for the study. Discuss the strategic direction of the City and some of the short- and long-term priorities. This activity serves as the basis for assessing where the City



**Task 2.0
Evaluate the
Current System**

is going and what type of pay plan will reinforce current and future goals.

1.3 Obtain relevant materials from the City, including:

- any previous projects, research, evaluations, or other studies that may be relevant to this project;
- organizational charts for the departments and divisions, along with related responsibility descriptions;
- current position and classification descriptions, salary schedule(s), and classification system; benefits information; and
- personnel policies and procedures, including step placement policies.

1.4 Review and edit the project work plan and submit a timeline for the completion of each project task.

1.5 Provide the CPM with status reports throughout the study.

KEY PROJECT MILESTONES

- Comprehensive project management plan
- Comprehensive database of City staff

TASK GOAL

- Conduct a comprehensive preliminary evaluation of the existing compensation plan(s) for the City.

TASK ACTIVITIES

- 2.1 Obtain the existing pay structure and compensation philosophy (if any). Review the existing pay structure and look for potential problems and issues to be resolved.**
- 2.2 Determine the strengths and weaknesses of the current pay plan(s) and structure for the City.**
- 2.3 Address any pay compression issues that may exist and discuss possible solutions.**
- 2.4 Complete an assessment of current conditions that details the pros and cons of the current system, taking into account the current benefit package as part of total compensation, as well as highlights areas for potential improvement in the final adopted solution.**



Task 3.0
Collect and Review
Current
Environment Data

KEY PROJECT MILESTONES

- Review of existing compensation plan(s)
- Pay compression issues and solutions
- Assessment of current conditions

TASK GOALS

- Conduct statistical and anecdotal research into the current environment within the City.
- Guide subsequent analytical tasks.

TASK ACTIVITIES

- 3.1 Schedule and conduct employee orientation sessions to describe the scope of work and methodology.
- 3.2 Interview department directors to obtain relevant information and statistical/anecdotal data on specific compensation issues and policies. Obtain insight into perceived current compensation system strengths and weaknesses.
- 3.3 Hold focus groups with a sample of employees to obtain additional relevant information and statistical/anecdotal data on specific compensation issues and policies.
- 3.4 Work with the CPM to administer the Job Assessment Tool (JAT) and Management Issues Tool (MIT). Our staff utilizes a web-based tool for data collection. Paper copies can be provided for classifications without computers or Internet access.
- 3.5 Review any data provided by the City that may provide additional relevant insight.

KEY PROJECT MILESTONES

- JAT and MIT distribution
- Department director interviews
- Employee focus groups and orientation sessions

Task 4.0
Evaluate and Build
Projected
Classification Plan

TASK GOALS

- Identify the classification of existing positions utilizing Evergreen's job evaluation system.
- Review JAT responses.



- Characterize internal equity relationships within the City.

TASK ACTIVITIES

- 4.1 Review all draft class specifications with the CPM.
- 4.2 Review the work performed by each classification and score. Include an evaluation of supervisory comments.
- 4.3 Review JAT scores and identify the classification of positions.
- 4.4 Schedule and conduct additional follow up with employees for jobs where uncertainty exists over data obtained from the JATs.
- 4.5 Develop preliminary recommendations for the classification structure and discuss with the CPM. The classification system designed at this point would be based solely on internal equity relationships and would be guided by the JAT scores for each classification. Essentially, a structure of classifications would be established, and classifications with similar scoring would be grouped and spacing between jobs would be determined.
- 4.6 Review recommendations with the CPM.

KEY PROJECT MILESTONES

- JAT scores by class
- Recommended classification changes
- Preliminary job structure based on internal equity

Task 5.0 Identify List of Market Survey Benchmarks and Approved List of Targets

TASK GOALS

- Reach an appropriate number and identify the proper benchmark positions for the external labor market assessment of salary.
- Identify and develop a comprehensive list of targets for conducting a successful external labor market assessment of salary.

TASK ACTIVITIES

- 5.1 Identify, from the initial review, a list of classifications (benchmarks) to include in the labor market survey. **Note:** Evergreen will work with the CPM to select up to 70 classifications to use as benchmarks for the salary survey.
- 5.2 Finalize the list of positions with the CPM.
- 5.3 For each employee group review with the CPM peer organizations to use as targets for the salary survey. **Note:** Evergreen will use the following targets for the salary survey: agencies located in the Jacksonville Metropolitan Area (Baker, Clay, Duval, Nassau and St.



Johns counties in Florida and St. Marys, Georgia) and comparable electric utilities such as: City of Alachua; City of Blountstown; City of Bushnell; City of Clewiston; City of Fort Meade; Fort Pierce Utilities Authority; Gainesville Regional Utilities; Town of Havana; Keys Energy Services; Kissimmee Utility Authority; City of Lake Worth; City of Leesburg; Utilities Commission of New Smyrna Beach; Ocala Electric Utility; Orlando Utilities Commission; City of Starke; City of Wauchula; City of Winter Park, etc.

- 5.4 Develop a preliminary list of public and private organizations for the external labor market survey of salary.
- 5.5 Develop a list of survey targets by employee group. Develop a system for use of secondary data including potential sources and weighting of secondary data, if necessary.
- 5.6 Review survey methodology with the CPM and refine survey methodology prior to distribution of survey.
- 5.7 After approval of survey methodology, develop contact list of peer organizations and notify peers of impending survey.

KEY PROJECT MILESTONES

- Final list of benchmark positions for the external labor market assessment salary survey
- Initial list of survey peers
- Survey methodology
- Final list of survey organizations and contacts

Task 6.0 Conduct Market Salary Survey and Provide External Assessment Summary

TASK GOALS

- Conduct the external labor market salary survey.
- Provide a summary of the market salary survey results to the CPM.

TASK ACTIVITIES

- 6.1 Prepare a customized external labor market salary survey for the CPM's approval. Discuss questions and categories for the market survey.
- 6.2 Contact the targets for electronic completion of the survey. Provide paper copies by fax, if requested.
- 6.3 Conduct necessary follow-up through e-mails, faxes, and phone calls.



**Task 7.0
Develop Strategic
Positioning
Recommendations**

- 6.4 Collect and enter survey results into Evergreen's electronic data analysis tools.
- 6.5 Validate all data submitted.
- 6.6 Develop summary report of external labor market salary assessment results.
- 6.7 Submit summary report of external labor market salary assessment results to the CPM.

KEY PROJECT MILESTONES

- Market survey instrument
- Summary report of external labor market salary assessment results

TASK GOALS

- Assess the appropriateness of the current compensation philosophy for the City.
- Develop a plan for all employees, providing issue areas and preliminary recommendations for strategic improvement.

TASK ACTIVITIES

- 7.1 Identify the compensation philosophy and accompanying thresholds.
- 7.2 Using the market salary survey data collected in **Task 6.0**, and the classification data reviewed in **Task 4.0**, recommend the appropriate pay plan(s) for the City.
- 7.3 Identify highly competitive positions within the City and customize recommendations for compensation where required.
- 7.4 Recommend any additional pay incentives and supplements the City should consider to remain competitive in the market.
- 7.5 Produce a pay plan for the City that meets its needs from an internal and external equity standpoint.

KEY PROJECT MILESTONES

- Proposed compensation strategic direction, taking into account internal and external equity
- Plan for addressing unique, highly competitive positions



Task 8.0
Conduct Solution
Analysis

TASK GOALS

- Conduct analysis comparing JAT values.
- Survey results for the benchmark positions.
- Produce several possible solutions for implementation.

TASK ACTIVITIES

- 8.1 Conduct regression analysis or other appropriate techniques to properly slot each classification into the proposed pay plan for the City.
- 8.2 Place all classifications into pay grades based on **Task Activity 8.1**. Sort alphabetically by job class title, in descending order by range, and by old class title and new class specifications.
- 8.3 Create implementation solutions for consideration that take into account the current position of the City as well as the findings from the classification and compensation analysis. Identify and prepare a range of compensation policy alternatives.
- 8.4 Meet with the CPM to discuss the potential solutions.
- 8.5 Determine the best solution to meet the needs of the City in the short-term and long-term.
- 8.6 Document the accepted solution.

KEY PROJECT MILESTONES

- Initial regression analysis
- Potential solutions
- Documented final solution

Task 9.0
Develop and
Submit Draft and
Final Reports

TASK GOALS

- Develop and submit a draft and Final Report of the Pay and Classification Study to the City of Jacksonville Beach.
- Present the Final Report.

TASK ACTIVITIES

- 9.1 Produce a comprehensive draft report that captures the results of each previous step. Provide the CPM a draft final report for review that will include the fiscal impact of all recommendations as well as implementation strategies.



**Task 10.0
Develop
Recommendations
for Compensation
Administration**

- 9.2 Make edits and submit necessary copies of the Final Report to the CPM.
- 9.3 Present the Final Report to City management and the City Council.
- 9.4 Develop a communication plan for sharing study results with employees of the City.
- 9.5 Develop a plan for maintaining recommendations over time.

KEY PROJECT MILESTONES

- Draft and final reports
- Final presentation
- Communication plan
- Implementation and maintenance database

TASK GOALS

- Develop recommendations for continued administration by City staff to sustain the recommended compensation and classification system.
- Conduct training.

TASK ACTIVITIES

- 10.1 Develop recommendations and guidelines for continued administration and maintenance of the classification and compensation system by City staff, including recommendations and guidelines related to:
 - how employees will move through the pay structure/system as a result of transfers, promotions, or demotions;
 - how to pay employees whose base pay has reached the maximum of their pay range or value of their position;
 - the proper mix of pay and benefits;
 - how often to adjust pay scales and survey the market;
 - the timing of implementation; and
 - how to keep the system fair and competitive over time.
- 10.2 Recommend recruitment/retention strategies, where appropriate.
- 10.3 Present recommendations to the CPM for review.



Task 11.0
Provide Revised
Class Descriptions
and FLSA
Determinations

(Optional)

10.4 Finalize recommendations.

10.5 Provide training and tools to Human Resources Department staff to ensure that staff can conduct audits/adjustments consistent with study methods until the next formal study is conducted using Evergreen's **JobForce Manager** tool that will enable Human Resources staff to estimate future pay plan changes, update market information, make determinations on reclassifications, and create new jobs – allowing for streamlining, and an increase in fairness and transparency of regular compensation and classification tasks after solution implementation.

KEY PROJECT MILESTONES

- Recommendations for compensation administration
- Recommendations for recruitment/retention policies
- Training on Evergreen's **JobForce Manager** tool

TASK GOALS

- Update existing class descriptions.
- Create new class descriptions as needed, ensuring ADA, FLSA, EEO, etc. requirement satisfaction.
- Provide final version of all class descriptions/specifications in electronic format (i.e., MS Word).

TASK ACTIVITIES

- 11.1 Assess current class descriptions for form, content, validity, and ADA, FLSA, EEO compliance, etc.
- 11.2 Discuss any necessary changes to the class description format with the CPM.
- 11.3 Update classification descriptions based on data gathered from the JAT process.
- 11.4 Create new class descriptions for new classifications, as needed. Provide complete listing of the allocation of job classes to salary range assignments.
- 11.5 Make FLSA determinations based on work performed and federal requirements.
- 11.6 Recommend a systematic, regular process for reviewing job descriptions.

KEY PROJECT MILESTONES

- Updated class descriptions



- ### 2.3 Proposed Timeline

This proposed timeline, as identified in **Exhibit 2-5**, can be modified in any way to best meet the needs of the City.

PROJECT TASKS	2022					
	JAN	FEB	MAR	APR	MAY	JUNE
1.0 - Project Initiation						
2.0 - Evaluate the Current System						
3.0 - Collect and Review Current Environment Data						
4.0 - Evaluate and Build Projected Classification Plan						
5.0 - Identify List of Market Survey Benchmarks and Approved List of Targets						
6.0 - Conduct Market Salary Survey and Provide External Assessment Summary						
7.0 - Develop Strategic Positioning Recommendations						
8.0 - Conduct Solution Analysis						
9.0 - Develop and Submit Draft and Final Reports						
10.0 - Develop Recommendations for Compensation Administration						
11.0 - Provide Revised Class Descriptions and FLSA Determinations (OPTIONAL)						



Section 3.0

Qualifications



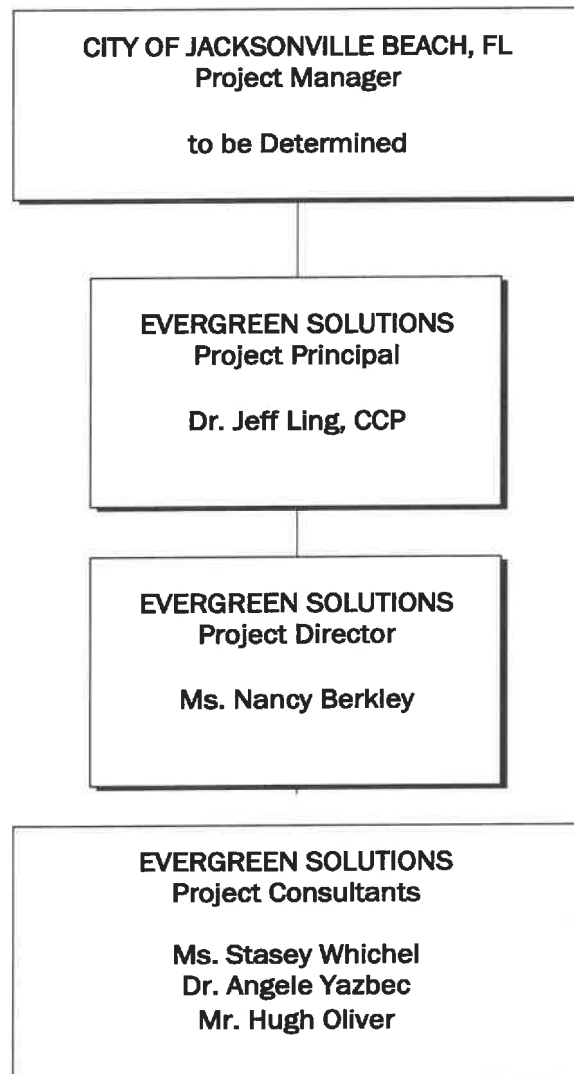
3.0 Qualifications

In this section we provide the qualifications of our proposed project team. Detailed resumes are available upon request.

3.1 Proposed Project Team

Exhibit 3-1
Proposed Project
Management
Organization and
Personnel
Assignments

Exhibit 3-1 reflects our proposed project management and personnel assignments. The structure has been designed to clearly define the roles and responsibilities of each part of the Pay and Classification Study so that there will be no confusion as to who is responsible for any aspect of this engagement with the City of Jacksonville Beach.



3.2 Key Personnel

Project Principal
Dr. Jeff Ling, CCP

City of Jacksonville Beach Project Manager. With each project engagement, we work with the client to identify one specific point of contact to serve as a Project Manager. The City's Project Manager (CPM) will be our reference point throughout the engagement. We will take project direction, leadership, and guidance from the CPM and all project deliverables will be filtered through the CPM throughout the duration of the project.

Evergreen Solutions' Project Principal. Our Project Principal will have ultimate accountability for the success of this project. Evergreen Solutions' Project Principal is always a senior leader in our firm, typically the President. The Project Principal will have contractual authority over the contract, and will be our top level of project responsibility.

Evergreen Solutions' Project Director. Evergreen Solutions designates a Project Director for each HR consulting project. The Project Director will work with the Project Principal regarding the scheduling of the project with the City. The Project Director will have the most frequent contact with the City and will assign project activities to the Project Consultants, and will ensure that deliverables are met within specified timelines.

Evergreen Solutions' Project Consultants. Our Project Consultants are a team of consultants who have worked together on numerous projects, and who will provide consulting and analytical work on all project activities. The Project Consultants will review pay plans, conduct orientation sessions, interviews, and focus groups, administer the Job Assessment Tools (JATs) and Management Issues Tool (MITs), collect the data for the salary and/or benefits survey, review and revise job descriptions, and prepare draft and final reports.

Consultant Team Members must be thoroughly knowledgeable in the portion of the project they are responsible for, as well as have expertise in the issues that are unique to each individual client. Our firm is proposing an exceptional team of consultants who have worked together on many similar projects. We always make sure each project is sufficiently staffed to handle any additional tasks or unforeseen issues that may arise during the course of the study. The combination of our individual knowledge and skills form a superior team who will be able to competently perform all of the pieces of the Pay and Classification Study for the City of Jacksonville Beach.

The following paragraphs provide summary resumes of each team member's qualifications and experience related to his/her role in this engagement.

Dr. Jeff Ling is the President of Evergreen Solutions who has been with the firm since its inception in 2004. He is a Certified Compensation Professional (CCP) who has more than 25 years consulting experience in the following areas: human resources; performance improvement; process analysis; strategic planning; statistical analysis; research methodology; data management; surveys and polling; technology analysis; change management; and risk analysis.



Dr. Ling has planned, organized, and managed studies on human resources assessment, survey analysis, government efficiency, technology planning, information utilization, public opinion, market expansion, and privatization. Each of these studies dealt with summarizing major alternatives for decision makers and providing viable recommendations. He has consulting experience in public sector Evaluation, research management, efficiency analysis, survey analysis, statistical modeling, and technology planning.

Dr. Ling has worked with a multitude of clients in the capacity of Project Principal. He has worked on hundreds of engagements across the nation and includes work in state and local governments, school districts, institutions of higher education, quasi-governmental agencies, and private industry.

Dr. Ling has been instrumental in creating, reviewing, and evaluating the methodology employed by Evergreen Solutions on all human resource engagements. His background and skill set make him uniquely qualified for assessing organizational critical needs and strategy. He is also an expert in policy development and long-term planning.

A sample of the types of studies Dr. Ling has been involved with include:

- Compensation Philosophy and Classification/Classification– He developed the methodology and techniques for organizations to employ for successful data collection and implementation based on internal and external equity needs. **Note: He has served as Project Principal for more than 800 Classification and/or Compensation studies for public sector clients, including over 200 in Florida.**
- Performance Evaluation – He has provided the framework for many organizations transitioning into goal based performance evaluation systems or fully functional merit-based pay structures. He understands the importance of a well stratified, objective based review process and has been instrumental in assisting a number of large organizations transition from traditional systems into merit-based pay structures with minimal transitional costs and interruption.
- Market Research – He provided the basis for which market research was collected, analyzed, and review. He ensured that data collection procedures and methods were statistically reliable using his knowledge of statistics and overall market research.
- Policy Development – He has a thorough and firm understanding of policy development and has assisted many clients with implementing tailored policies and practices that reflect best practices.

Dr. Ling holds a Doctorate's Degree from Florida State University in Political Science and has taught courses addressing research methodology, statistical analysis, technological innovations, and political economy at various universities.



Project Director
Ms. Nancy Berkley

Ms. Nancy Berkley is the Vice President of Evergreen Solutions who has been with the firm eight years. She has over 30 years human resources experience as a former HR Director and consultant demonstrating a thorough knowledge of multiple HR disciplines including, recruiting and staffing, workforce planning and retention, on-boarding, compensation and benefits, employee and labor relations, employee leave administration, voluntary and in-voluntary employee separations, performance management, employee surveys, organizational design and development, organization effectiveness, employee learning, training, and development, employee records administration and retention, and awards and recognition programs. She has consistently enhanced organizational capability by integrating HR with strategic business planning, development and assessment. She has provided individualized executive coaching and led HR team development and high performance teams. She has led corporate change initiatives and built talent-rich organizations by strengthening people and integrating processes and has directed human resources in high-volume, transactional service organizations and high-level, consulting organizations. She has excellent conflict resolution, negotiation, and influencing skills.

Ms. Berkley possesses expertise in the following HR areas:

- Designing and implementing a shared service, centralized virtual staffing organization, increasing efficiency of staffing function for hiring managers.
- Analyzing and responding to employee relation trends—positively influenced work environments reducing employee complaints by ~90 percent.
- Consulting with senior leaders and successfully leading project teams to develop new policies, programs and tools—including total revision and communication of a company's HR policies and practices to be in accordance with state and federal laws;
- Creating HR metrics reviews utilizing business goals and human resources information systems data—set improvement goals and developed action plans for unique business requirements.
- Conceptualizing and implementing complex workforce reduction plans—then redeployed ~50 percent of the affected employees.
- Representing companies in state and federal agency reviews, e.g. Office of Federal Contract Compliance Program (OFCCP) reviews—Equal Employment Opportunity Commission (EEOC) charges, workers compensation charges, and unemployment compensation claims.

Some of the public sector projects in the State of Florida that Ms. Berkley has directed or served on the Evergreen Team include: Classification and Compensation Study Analysis for Marion County, FL; a Compensation and Benefits Study for the City of Sebastian, FL; a Pay and Classification Study



for Martin County, FL; a Performance Evaluation Study for Lake County, FL; a Compensation and Classification Study for Highlands County, FL; Compensation and Classification Study Services for Monroe County, FL; a Compensation and Classification Study for the City of North Port, FL; a Compensation Study for the Village of North Palm Beach, FL; a Compensation Study for the City of Hollywood, FL; a Job Classification and Compensation Study for the City of Plantation, FL; a Salary Survey for the City of Dania Beach, FL; a Classification, Compensation, and Benefits Study for the Town of Jupiter, FL; a Classification and Compensation Study for the Town of Cutler Bay, FL; a Comprehensive Compensation and Classification Study for the City of Panama City, FL; a Comprehensive Compensation and Classification Study for the City of Panama City Beach, FL; a Compensation Plan Update for the City of Panama City Beach, FL; a Classification and Compensation Study for the City of Destin, FL; a Classification and Compensation/Benefits Study for the City of Jacksonville Beach, FL; a Compensation and Classification Study for Alachua County, FL; Job Audits for the City of Gainesville, FL; a Pay and Classification Study for the City of Fort Walton Beach, FL; a Compensation Study for Lake County, FL; a Classification, Compensation, and Benefits Study for the Village of Pinecrest, FL; Compensation Consulting Services for the Town of Longboat Key, FL; Collection and Analysis of Market Data for the Confidential Office Personnel Association, FL; a Compensation and Classification Study for Miami Shores Village, FL; a Classification and Compensation Study for the City of New Smyrna Beach, FL; a Salary Plan Update for the Flagler County Sheriff's Office, FL; a Compensation and Classification Study for the Broward County Housing Authority, FL; a Classification and Compensation Study for Pasco County Sheriff's Office, FL; a Compensation, Classification, and Benefits Study for the Volusia County Sheriff's Office, FL; a Compensation and Benefits Study for Loxahatchee River District, FL; a Pay and Classification Study for the Peace River Manasota Regional Water Supply District, FL; a Classification and Compensation Study for the Englewood Water District, FL; a Pay Plan, Classification and Compensation Study and Analysis for the Okaloosa Gas District, FL; a Compensation Study for the Brevard County Property Appraiser's Office, FL; a Compensation Study for the Saint Lucie County Property Appraiser's Office, FL; a Salary Survey and Gender Analysis for the Town of Medley, FL; Human Resources Consultant Services to the Juvenile Welfare Board, FL; a Pay Plan Market Value Study for the Florida Board of Bar Examiners; a Compensation Study for The Florida Bar; an Executive Director Compensation and Benefits Study for The Florida Bar; a Performance Evaluation Review for The Florida Bar; Human Resources Consulting Services for the Orange County Library System, FL; a Position and Compensation Study for the Florida Keys Aqueduct Authority; a Pay and Classification Study for the Florida Keys Aqueduct Authority; FLSA Audits and Salary Survey for the South Florida Water Management District; a Compensation Analysis for the Florida Telecommunications Relay, Inc.; and a Job Classification and Compensation Study for the Utilities Commission, City of New Smyrna Beach, FL. **Note:** She has also directed more than 200 additional studies for local governments and other public sector organizations across the country.



**Project Consultant
Ms. Stasey Whichel**

Ms. Berkley has a Bachelor's Degree in Psychology from Florida State University.

Ms. Stasey Whichel is a Project Manager with over 25 years of experience in government and education. As a former Deputy Director, she has demonstrated experience in policy development, strategic planning, human resource management, budgeting, and risk evaluation.

Ms. Whichel acquired public sector experience in project management, conducted programmatic audits and reviews to ensure compliance with state and federal rules and regulations, developed programmatic operating procedures, drafted internal management policies, and identified areas for efficiencies and improvements. She has also conducted reviews of relevant state and federal legislation and drafted bill analysis and agency comments. She led a team through an organizational realignment to better fit contemporary management needs, leveraged outside funding sources, and trained staff members on state and federal programs. As a member of agency leadership, she collaborated on HR policy reviews, conducted salary compensation studies, and developed recommendations for legislative budget issues. She also participated in the development of multi-faceted, long-term strategies designed to achieve agency and division goals, established metrics, and evaluated programmatic performance. She developed survey tools to measure employee satisfaction and identify staff needs and used findings to inform management decisions and created opportunities to improve staff morale. Her HR experience also includes the development of documents related to job advertisements, position descriptions, objective performance expectations, and performance reviews. She is experienced in applicant selection, on-boarding, identifying training requirements, and mentoring staff.

Ms. Whichel has consistently applied strategic thinking to all areas of operations and worked to integrate staffing, budgeting, policy, and programmatic needs into the development of agency goals and prioritization of work plans. With the rapid changes and challenges faced during the Covid-19 emergency response, she assisted with the development of personnel agreements, reassigned staff to telework status, and utilized technology to maintain communications and keep staff connected. Following a return-to-work status, she developed agency and division protocols for on-going telework procedures, evaluation processes, and changes to performance expectations and evaluations.

Ms. Whichel possesses expertise in the following areas: conducting organizational studies, evaluating risk, and reviewing operational procedures; providing guidance for change management; developing workflow and process design; identifying specific training needs; on-boarding new staff; conducting classification, compensation, and salary comparison studies; preparing employee surveys and valuations of employee satisfaction; working with leadership to develop or update agency policies, programs, and guidelines; developing Job descriptions and performance management tools; fostering employee communications; and administering contracts, accounting and auditing principles.



**Project Consultant
Dr. Angele Yazbec**

Recent public sector projects in the State of Florida that Ms. Whichel has been involved with include: a Classification and Compensation Study for Hardee County; Examining Job Descriptions for new Jobs to update Pay Ranges for the Town of Lake Park; a Classification and Compensation Study for the City of Palm Bay; and a Classification and Compensation Study for Charlotte County.

Ms. Whichel possesses a Bachelor of Science degree in Biology from The Florida State University.

Dr. Angele Yazbec is a Senior Consultant with Evergreen who has been with the firm three years. She possesses a Ph.D. in Cognitive Psychology from Florida State University, and has a strong background in quantitative and qualitative analysis. She is able to apply her knowledge and skills as a Senior Consultant for Evergreen through various functions including: conducting market research and collecting compensation data, running regression analyses and recommending appropriate pay grades, and editing job descriptions.

Recent public sector projects that Dr. Yazbec has been involved with include: Classification and Compensation Study Analysis for Marion County, FL; a Compensation and Benefits Study for the City of Sebastian, FL; a Classification and Compensation/Benefits Study for the City of Jacksonville Beach, FL; a Job Classification and Compensation Study for the City of Plantation, FL; Human Resources Consultant Services to the Juvenile Welfare Board, FL; a Compensation, Classification, and Benefits Study for the Volusia County Sheriff's Office, FL; a Compensation Study for the Brevard County Property Appraiser's Office, FL; a Compensation Study for the Saint Lucie County Property Appraiser's Office, FL; a Compensation Study for the City of Orlando, FL; a Comprehensive Compensation Study for The Florida Bar; an Executive Director Compensation and Benefits Study for The Florida Bar; a Performance Evaluation Review for The Florida Bar; a Compensation and Benefits Study for Loxahatchee River District, FL; a Pay and Classification Study for the Peace River Manasota Regional Water Supply District, FL; a Classification and Compensation Study for the Englewood Water District, FL; a Salary Survey and Gender Analysis for the Town of Medley, FL; a Pay Plan Study for Southwest Florida Water Management District, FL; a Pay Plan, Classification and Compensation Study and Analysis for the Okaloosa Gas District, FL; a 360 Degree Review for the City of Groveland, FL; a Classification, Compensation, and Benefits Study for the Village of Pinecrest, FL; a Classification and Compensation Study for the City of New Smyrna Beach, FL; a Compensation and Classification Study for the Town of Surfside, FL; a Salary Review for the City of Brookhaven, GA; a Compensation and Benefits Study and Analysis for the City of Woodstock, GA; a Compensation Study for the City of Dalton, GA; a Comprehensive Compensation and Classification Study of the City of Forest Park, GA; a Staffing Study for the City of Powder Springs, GA; a Classification and Compensation Study for the City of Powder Springs, GA; a Pay Study and Analysis for the City of Duluth, GA; a Salary Survey for the City of Dunwoody, GA; a Pay and Class Study for the City of Roswell, GA; a Comprehensive Employee Comp Study Plan for the City of Tybee Island, GA;



a Pay Study of the Fire Department for the City of Albany, GA; a Compensation Study for the Forsyth County Public Library, GA; a Classification and Compensation Study and analysis for Effingham County, GA; a Classification, Pay and Benefits Study for Lee County Commission, AL; a Classification, Compensation, and Benefits Study for the Chambers County Commission, AL; a Classification, Compensation, and Performance Evaluation Study for the City of Hartselle, AL; a Compensation Study for the Auburn-Opelika Tourism Bureau, AL; a Classification and Compensation Study for the Town of Bluffton, SC; a Compensation Study of the Town of Kiawah Island, SC; a Classification and Compensation Study for the Town of Hilton Head Island, SC; a Wage and Compensation Study for the City of Isle of Palms, SC; Classification and Compensation Study Services for Beaufort County, SC; a Classification System and Pay Plan Development Study for Franklin County, NC; a Compensation and Classification Study for the City of Goldsboro, NC; a Classification and Compensation Study for the City of Hendersonville, NC; a Compensation and Classification Study for Transylvania County, NC; a Compensation, Classification and Benefits Study for Haywood County, NC; a Classification and Compensation Study for the Alliance Health, NC; a Management, Organizational Structure, and Efficiency Study for the Town of Carolina Beach, NC; a Comprehensive Position Classification and Compensation Study for Gaston County, NC; a Position Analysis and Revision Project for Harnett County, NC; a Job Classification and Compensation Study for the City of Milford, DE; a Compensation and Classification Study for Charles County Government, MD; a Salary Survey for the Charles County Correctional Officers Association, MD; Personnel Manual Review and Revision Services for Calvert County, MD; a Compensation Study for the City of Hagerstown, MD; a Personnel Policy and Salary Study for Northumberland County, VA; a Compensation Survey for the Susquehanna River Basin Commission, PA; a Non-Union Compensation Study for Boston Public Health Commission, MA; a Classification and Compensation Study for Jefferson County, MO; a Compensation and Benefits Study for the City of Dardenne Prairie, MO; a Comprehensive Compensation Study for the City of Troy, MO; a Classification and Compensation Study for the City of Portland, TX; a Compensation and Classification Study for Brazoria County, TX; a Classification and Compensation Study for Kaufman County, TX; a Compensation and Benefits Study for the City of Farmers Branch, TX; a Salary Compensation Study for Hood County, TX; a Classification and Compensation Study for the City of Lockhart, TX; a Compensation Plan Study for the City of South Padre Island, TX; and a Compensation and Classification Study for Columbia County, OR.

**Project Consultant
Mr. Hugh Oliver**

Mr. Hugh Oliver is a Senior Consultant with Evergreen Solutions. He possesses more than ten years of human resources experience. He has worked with a range of organizations from large local employers to Fortune 500 and Fortune 100 companies – all in the private sector. His experience is primarily in talent acquisition, but he has also worked in employee relations, compensation plan administration, job description development and management, workforce planning, benefits administration and retirement plan administration. In every previous role, his vision of the HR



function was that of a collaborative business partner. His philosophy is that HR is an integral part of every organization and should have a seat at the table where important decisions are made.

Mr. Oliver possesses experience in the following HR areas:

- Full life cycle and high-volume recruitment, including sourcing, candidate engagement, and candidate relationship management
- Human resources efficiency and process improvement
- Compensation market analysis
- Market adjustment implementation
- State minimum wage compliance
- Job description creation, review, and management
- Affordable Care Act compliance
- Retirement plan administration

Some of Mr. Oliver's recent public sector projects include: Some of Mr. Oliver's recent public sector projects include: a Compensation Study for Sarasota County, FL; a Compensation Study for Highlands County, FL; Classification and Compensation Study Analysis for Marion County, FL; a Compensation and Benefits Study for the City of Sebastian, FL; a Compensation and Classification Study for the City of Key West, FL; a Classification and Compensation Study for Jackson County, FL; a Classification and Compensation Study for Franklin County, FL; a Classification and Compensation Study for the Leon County Sheriff's Office, FL; a Policy Review and Faculty Supplement Survey for Tarrant Community College District, TX; a Compensation and Classification Study for the University of Texas at Tyler; a Compensation and Classification Study for the Seattle Public School District, WA; Compensation Consulting Services for the St. Louis Community College, MO; a Classification and Compensation Study for the City of Murfreesboro, TN; a Campus Climate Survey for Virginia State University; a Compensation and Classification Study for Chesapeake College, MD; and a College-wide Classification and Compensation Study for the Hudson County Community College, NJ.

Mr. Oliver graduated from Florida State University with a Bachelor's Degree in social sciences with a focus on economics and urban and regional planning.



Note: A team of experienced analytical and clerical support staff will contribute to this study, as needed.



Section 4.0

Requirements



4.0 *Requirements*

Evergreen Solutions, LLC can meet the proposal requirements as stated in Section C of the Request for Proposals as we have conducted more than 800 similar studies throughout the country, including more than 200 in the State of Florida. We can further complete the Pay and Classification Study for the City of Jacksonville Beach by June 30, 2022.



Section 5.0
Price Proposal



5.0 *Price Proposal*

Evergreen Solutions, LLC is pleased to present our proposed price to conduct a Pay and Classification Study for the City of Jacksonville Beach. We are committed to providing the highest quality consulting services to our client partners for a reasonable price. Our firm is fortunate that our overhead is minimal and our expenses are reasonable so we can pass that cost savings on to our clients.

Our total, not-to-exceed, fixed price to complete all tasks identified in our detailed work plan in **Section 2** of our proposal is **\$32,000**. The following are prices for optional work:

- Benefits Survey - **\$3,500**
- Update and Creation of Job Descriptions - **\$3,500**

Our price is all inclusive, and includes travel costs (meals and lodging), transportation, fringe benefits, indirect costs (overhead), clerical support, and all other out-of-pocket expenses. Our price also includes two onsite visits to Jacksonville Beach to provide the requester work.

Our preferred payment schedule is as follows:

- 25% - upon completion of Tasks 1 – 2
- 25% - upon completion of Tasks 3 – 4
- 25% - upon completion of Tasks 5 – 6
- 25% - upon completion of Tasks 7 – 10

We are willing to negotiate the time, scope, and cost of the basic tasks, or any other options that the City of Jacksonville Beach wishes to identify. Evergreen Solutions federal employer identification number is 20-1833438.





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CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Karen Nelson, Deputy City Manager
DATE:	01/05/2022
SUBJECT:	Personnel Additions in Ocean Rescue and Human Resources

BACKGROUND

On December 6, 2021, City Council approved organizational changes to the staffing in Parks and Recreation and Human Resources. Those changes did not result in an increase in staffing levels or the total number of authorized positions. As part of the continuous goal of City Administration to ensure that each department is appropriately structured and staffed to produce outcomes in alignment with the City's strategic priorities and objectives, staff performed an analysis of the total authorized positions in Human Resources as compared to the departmental workload. As a result, staff recommends the addition of one new position in Human Resources. Additionally, recent findings by the Department of Labor (DOL) necessitate the addition of two full-time and two part-time positions in Ocean Rescue.

OCEAN RESCUE

The Ocean Rescue Division has historically relied on the Volunteer Lifesaving Corps (VLSC) to provide ocean rescue services on Sundays and public holidays. The VLSC has also provided the annual recruitment and training of all lifeguards.

A determination was recently made by the DOL that the relationship between the City of Jacksonville Beach (through the Ocean Rescue Division) and the VLSC requires a clear distinction between employees and volunteers to be compliant with federal law, specifically the Fair Labor Standards Act (FLSA). In order to comply with the DOL findings, the Ocean Rescue Division will provide its own ocean rescue services on Sundays and public holidays, including annual training and recruitment. This operational change went into effect on January 1, 2022.

Ocean Rescue leadership is currently comprised of three full-time and one part-time officers: Ocean Rescue Supervisor; Assistant Ocean Rescue Supervisor; Lieutenant; and one part-time Lieutenant. Additionally, the City annually budgets 30,928 part-time hours for rescue swimmers and patrol guards. Staff requests the addition of two full-time Lieutenants and two part-time Lieutenants to the current Ocean Rescue leadership in order to adequately cover the additional operating hours, recruitment, and training. Appropriately staffing Ocean Rescue will support Goal 1 of the City's Public Safety priority, "Ensure the community is safe and feels secure."

HUMAN RESOURCES

The Human Resources Department is currently comprised of six employees who provide general human resources services, insurance and risk management, payroll, and pension administration. Staff performed a department review of current job responsibilities, changing needs, new services and responsibilities, along with overtime hours worked over the last year. Based on this study, staff recommends adding an Administrative Assistant to assist with



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recruiting and payroll functions. Adding this position will help ease the existing work burden on staff, give staff time to update and/or introduce new programs, increase employee resources available to assist in other City-wide projects requiring HR input, and ultimately create a better work life balance for the employees. This addition will also support Objective 2, Goal 3 of the Sustainability priority, "Develop policies and processes that attract and retain a qualified and highly motivated workforce."

FINANCIAL IMPACT

OCEAN RESCUE

Budgeted part-time hours will be reduced by 2,930 to help offset half of the cost of these additional positions: one full-time Lieutenant (2,080), and one part-time Lieutenant (850). The total annual budgeted part-time hours will go from 30,928 to 27,998.

HUMAN RESOURCES

Salary and Benefit costs for the Administrative Assistant position are approximately \$57,000. Additional one-time costs of approximately \$2,000 to establish this position include computer and other equipment, and reconfiguring an existing workspace.

Staff will monitor the impact of these additional positions and the budget will be amended as part of the year-end adjustment as necessary.

REQUESTED ACTION

Approve/Disapprove the addition of two full-time Lieutenants and two part-time Lieutenants to Ocean Rescue staffing, and the addition of one full-time Administrative Assistant in Human Resources

ATTACHMENTS



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CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Dennis W. Barron, Jr., Director of Public Works
DATE:	12/02/2021
SUBJECT:	Bid No. 2122-01 Penman Road Septic Tank Phase Out

BACKGROUND

There is an area on Penman Road where there are no sewer connections available and there are six properties (five homes) that are currently on septic systems. The Public Works Department has been working to eliminate existing septic systems within the City limits, and this project will install a new sewer main which will allow the elimination of the remaining five residences on septic systems. This project was successfully bid under Bid No. 2122-01 Penman Road Septic Tank Phase Out. There were three respondents to the bid ranging in the amounts of \$271,115 to \$627,692. These included alternates to connect the five individual homes to the new sewer lines. The lowest qualified bidder in this bid process was Maer Homes, d/b/a Maer Construction ("Maer Construction") in the amount of \$271,115 including the five alternates. Exclusive of the five alternates, Maer Construction was the lowest qualified bid in the amount of \$239,865.

Maer Construction Base Bid	\$239,865	
20% Construction Contingency	<u>\$47,973</u>	
Construction Total		\$287,838
JonesEdmunds Construction Admin. Services	\$22,244	
10% Contingency	<u>\$2,224</u>	
Construction Admin. Services Total		\$24,468
Complete Construction Project Total		\$312,306

To view Bid No. 2122-01 Penman Road Septic Tank Phase Out, click [here](#).

FINANCIAL IMPACT

This project was included in the FY2022 Capital Improvement Plan with a budget of \$350,000. The City also received a \$45,000 grant from the St. Johns River Water Management District, approved at the 10/4/2021 City Council meeting, which will be used to offset City costs for this project.

This project is an eligible expense of the American Rescue Plan Act (ARPA) funding received by the City. Once the spending plan for ARPA funding has been approved by the Council City funds spent on this project may be replaced by ARPA funds.

REQUESTED ACTION

Award/Reject Bid No. 2122-01 Penman Road Septic Tank Phase Out to Maer Homes d/b/a Maer Construction in the amount of \$287,838 and Construction Administration Services to



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JonesEdmunds in the amount of \$24,468

ATTACHMENTS

1. Bid No. 2122-01 MAER Homes Bid Submittal
2. Bid No. 2122-01 Bid Tabulation
3. Bid No 2122-01 Jones Edmunds Recommendation of Award
4. Jones Edmunds Construction Administration Proposal

**SECTION 00300
BID PROPOSAL FORM**

Date: 11/30/21
Proposal of Bidder: MAER Homes, LLC dba MAER Construction
Business Address: 410 Blanding Blvd. Suite 10-259
Orange Park, FL 32073

Project Name: **Penman Road Septic Tank Phase Out**
City Bid No. 2122-01
Jones Edmunds Project No. 09803-041-01

To: City of Jacksonville Beach
Purchasing Department
1460A Shetter Avenue
Jacksonville Beach, Florida 32250

The undersigned, as Bidder, hereby declares that the only person or persons interested in the Proposal, as principal or principals, is or are named herein and that no other person than herein mentioned has any interest in the Proposal of the Contract to which the work pertains; that this Proposal is made without connection or arrangement with any other person, company, or parties making a bid or proposal and that the Proposal is in all respects fair and made in good faith without collusion or fraud.

The Bidder further declares that he has examined the site of the work and that from personal knowledge and experience, or that he has made sufficient test holes and/or other subsurface investigations to fully satisfy himself that such site is a correct and suitable one for this work and he assumes full responsibility therefor; that he has examined the Drawings and Specifications for the work and from his own experience or from professional advice that the Drawings and Specifications are sufficient for the work to be done and he has examined the other Contract Documents and all addenda relating thereto, and that he has satisfied himself fully, relative to all matters and conditions with respect to the work to which this Proposal pertains.

The Bidder proposes and agrees, if this Proposal is accepted, to contract with the City of Jacksonville Beach, Florida, in the form of contract specified, to furnish all necessary materials, equipment, machinery, tools, apparatus, transportation, and labor and to perform all work necessary to complete the work specified in the Proposal and other Contract Documents.

The Bidder further proposes and agrees to comply in all respects with the time limits for commencement and completion of the work as stated in the Contract Form.

The Bidder further agrees that the deductions for liquidated damages, as stated in the Contract Form, constitute fixed, agreed, and liquidated damages to reimburse the CITY for additional costs to the CITY resulting from the work not being completed within the time limit stated in the Contract Form.

The Bidder further agrees to execute a contract and furnish satisfactory Performance and Payment Bonds, each in the amount of one-hundred percent of the Contract price, and the required Certificates of Insurance, within ten consecutive calendar days after written notice being given by the CITY of the award of the Contract, and the undersigned agrees that in case of failure on his part to execute the said Contract and Performance and Payment Bonds within the ten consecutive calendar days after the award of the Contract, the bid guarantee accompanying his bid and the money payable thereon shall be paid to the CITY as liquidation of damages sustained by the CITY; otherwise, the bid guarantee shall be returned to the undersigned after the Contract is signed and the Performance and Payment Bonds are filed.

The undersigned agrees to accept in full compensation for completion of the project in full compliance with the Contract Documents, the total of the lump sum prices and extended unit prices for the items named in the following schedule. It is understood that the unit prices quoted or established for a particular item are to be used for computing the

**SECTION 00300
BID PROPOSAL FORM**

amount to be paid to the CONTRACTOR, based on the quantities actually constructed as determined by the applicable measurement and payment portion of the specifications.

Bidder's General Contractor's License No. CGC -1519449

Bidder's Underground Utility License No. CUC -1223766

Authorized Company Representative Signature: _____

Name and Address of Surety or Sureties who will sign Bonds:

Performance Bond

Cecil W. Powell and Company Insurance

219 South Newnan St. #1, Jacksonville, FL 32202

Payment Bond

Cecil W. Powell and Company Insurance

219 South Newnan St. #1, Jacksonville, FL 32202

For authorized addition or deletion of quantities of work items to/from those indicated by the contract documents, the above unit prices shall apply.

Acknowledgement is hereby made of the following Addenda received since issuance of Plans and Specifications:

Addendum No. _____ Dated: _____ Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____ Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____ Addendum No. _____ Dated: _____

Bid Document Checklist: The following documents are to be completed, signed and submitted as part of the Project Bid Proposal Documents. Failure to provide the listed documents may be cause for rejection of the submitted bid.

- ☐ Section 00301-A Subcontractor Listing
- ☐ Section 00301-B Required Disclosure
- ☐ Section 00301-C Letter of Compliance with the Florida Trench Safety Act
- ☐ Section 00301-D Bid Award Notice Form
- ☐ Section 00301-E Drug-Free Workplace Compliance Form
- ☐ Section 00300-F Non-Bankruptcy Affidavit
- ☐ Section 00410 Bid Bond
- ☐ Section 00480 Noncollusion Affidavit
- ☐ Copy of Occupational License
- ☐ Completed and Signed W-9 Form – may be obtained online from www.irs.gov
- ☐ Documentation to demonstrate his qualifications to perform the work as required in Section 00200, Instructions Available to Bidders, Section 1:4, Qualifications Of Bidders, Paragraph B.

SECTION 00300 BID PROPOSAL FORM

Please check off each document and attach to the Bid Proposal Form.

BID SCHEDULE

**Penman Road Septic Tank Phase Out City Bid No. 2122-01
Jones Edmunds Project No. 09803-041-01 Jacksonville Beach, Florida**

NO.	ITEM DESCRIPTION	QUANTITY	UNI	PRICE	AMOUNT
1.	Construct Water Service Transfer Connections: a. 1-Inch Short-Side Services	6	EA	\$ 2,350.00	\$ 14,100.00
2.	Remove Asphalt Pavement and Base	44	SY	\$ 21.00	\$ 924.00
3.	Construct Asphalt Pavement (SP 9.5, 2 Inches Thick)	44	SY	\$ 51.00	\$ 2,244.00
4.	Construct Crushcrete Base (6 Inches)	44	SY	\$ 45.00	\$ 1,980.00
5.	Construct Sub-Base (12 Inches)	44	SY	\$ 35.00	\$ 1,540.00
6.	Remove Concrete Driveway	77	SY	\$ 21.00	\$ 1,617.00
7.	Construct Concrete Driveway (6 Inches Thick) (3,000 PSI with Commercial-Grade Fibermesh)	77	SY	\$ 75.00	\$ 5,775.00
8.	Remove Gravel Driveway (6 Inches Thick)	107	SY	\$ 18.00	\$ 1,926.00
9.	Construct Gravel Driveway (6 Inches Thick)	107	SY	\$ 71.00	\$ 7,597.00
10.	Mill and Overlay (SP 9.5, 1.5 Inches Thick)	257	SY	\$ 88.00	\$ 22,616.00
11.	Remove Existing Underground Electric Manholes and Conduits	1	LS	\$ 13,000.00	\$ 13,000.00
12.	Construct New 4-Foot-Diameter Precast Sanitary Manholes with Ring and Cover: a. 0-to-6-Foot Depth	3	EA	\$ 10,500.00	\$ 31,500.00
13.	Construct New 8-Inch Diameter SDR 26 PVC Gravity Sewer: a. 0-to-4-Foot Depth b. 4-to 6-Foot Depth	301 223	LF LF	\$121.00 \$177.00	\$36,421.00 \$39,471.00
14.	Connect New 8-Inch Sewer to Existing Manhole	1	EA	\$ 4,220.00	\$ 4,220.00
15.	Construct 6-Inch Sanitary Sewer Laterals with Cleanouts	6	EA	\$ 2,120.00	\$ 12,720.00
16.	Furnish and Install Sod Replacement (St. Augustine or Bermuda)	466	SY	\$ 9.00	\$ 4,194.00
17.	Unsuitable Materials Removal and Backfill Fill with A-3 Sand (Contingency)	155	CY	\$ 55.00	\$ 8,525.00
18.	Maintenance of Traffic (MOT)	1	LS	\$ 22,251.00	\$ 22,251.00
19.	Pavement Markings	1	LS	\$ 3,200.00	\$ 3,200.00
20.	Sewer Hook-Up 1231 Penman Road (Alternate-01)	1	LS	\$ 6,250.00	\$ 6,250.00
21.	Sewer Hook-Up 1225 Penman Road (Alternate-02)	1	LS	\$ 6,250.00	\$ 6,250.00
22.	Sewer Hook-Up 1219 Penman Road (Alternate-03)	1	LS	\$ 6,250.00	\$ 6,250.00
23.	Sewer Hook-Up 1211 Penman Road (Alternate-04)	1	LS	\$ 6,250.00	\$ 6,250.00
24.	Sewer Hook-Up 1205/03 Penman Road (Alternate-05)	1	LS	\$ 6,250.00	\$ 6,250.00
25.	Payment and Performance Bond (1.5% Max)	1	LS	\$ 4,044.00	\$ 4,044.00

Total

\$ 271,115.00

TOTAL BID PRICE (In Figures)

\$271,115.00

TOTAL BID PRICE (In Words)

Two Hundred Seventy One Thousand, One Hundred Fifteen Dollars and no cents

09803-041-01
October 2021

00300- 3

END OF SECTION
BID PROPOSAL FORM
Bidder MAER Construction
City Bid No. 2122-01

**SECTION 00300-A
SCOPE OF SERVICES**

This project consists of, but is not limited to, the following: abandoning septic tanks at five residential properties; constructing 520 linear feet (LF) of 8-inch gravity sewer and three sanitary manholes; installing sewer lateral piping within the right-of-way; installing sewer yard piping service lines for five residential properties; reconstructing and restoring roadway, driveways, sidewalks, and landscaping; preparing and submitting City of Jacksonville Beach plumbing permit application including fees; preparing and submitting Florida Department of Environmental Protection septic tank abandonment permit including fees; and all other work required for construction of the project.

END OF SECTION

**SECTION 00301-A
SUBCONTRACTOR LISTING**

List all proposed Subcontractors to be used for this Project regardless of racial or gender grouping in accordance with Section 00200, Instructions To Bidders: Paragraph 1.13 – Submission of Bids C. of the City of Jacksonville Beach Specifications.

<u>Firm Name Address and Telephone number</u>	<u>Trade</u>	<u>Estimate Dollar Amount</u>
* Duval Asphalt 7544 Philips Hwy, Jacksonville, FL 32256 (904) 296-2020	Asphalt	\$ 15,500.00
* 		\$
* 		\$
* 		\$
* 		\$
* 		\$

Project Title: PENMAN ROAD SEPTIC TANK PHASE OUT

Contractor: MAER Construction

Address: 410 Blanding BLVD Suite10-259

City, State: Orange Park, FL 32073

*Use additional sheets if necessary. **END OF SECTION**

**SECTION 00301-B
REQUIRED DISCLOSURE**

The following disclosure is of all material facts pertaining to any felony conviction or any pending felony charges in the last three (3) years in this State or any other state or the United States against (1) bidder, (2) any business entity related to or affiliated with bidder, or (3) any present or former owner of bidder or of any such related or affiliated entity. This disclosure shall not apply to any person or entity which is only a stockholder, which person or entity owns twenty (20) percent or less of the outstanding shares of a bidder whose stock is publicly owned and traded:

N/A

Signed: _____

Title: Erika Gonzalez

Contractor: MAER Homes, LLC dba MAER Construction

END OF SECTION

**SECTION 00301-C
LETTER OF COMPLIANCE WITH
THE FLORIDA TRENCH SAFETY ACT**

Date: 11/30/21

NAME OF BIDDER: Type text here

TO: _____, OWNER

RE: Penman Road Septic Tank Phase Out
City Bid No. 2122-01
Jones Edmunds Project No. 09803-041-01

GENTLEMEN:

This letter is written to give assurances that as the CONTRACTOR for the above-noted construction, we will comply with the applicable trench safety standards during the Work of this Contract.

We have considered the costs per linear foot for Trench Safety Measures and the cost per square foot for special shoring requirements, and have incorporated these costs into the various items on the Bid Form.

Consistent with the Florida, "Trench Safety Act", the following are separately-stated components of the various items:

<u>Trench Safety Measure Description</u>	<u>Unit of Price</u>	<u>Quantity</u>	<u>Unit of Price</u>	<u>Amount</u>
A. <u>Sloping or benching</u>	<u>LS</u>	<u>1</u>	<u>\$1,800.00</u>	<u>\$1,800.00</u>
B. _____	_____	_____	_____	_____
C. _____	_____	_____	_____	_____
D. _____	_____	_____	_____	_____

In case quantities for Trench Safety Measures are understated, we shall provide the required quantities paid for by the margin already built into the Contract price, and in case quantities are overstated we will retain the excess amount and add it to changes in our margin. This provision shall in no way affect the Conditions of Contract relating to changes in the work or adjustments for differences between estimated Quantities in the Bid Form and measure-in-place completed work.

In case we subcontract any portion of the Work, which is subject to the "Trench Safety Act", we will be responsible for obtaining cost data and assurances of compliance with applicable trench safety standards from the subcontractor.

NAME OF BIDDER: MAER Homes, LLC dba MAER Construction

Sincerely,

Erika Gonzalez, CONTRACTOR

(Authorized Signature)

END OF SECTION



City of Jacksonville Beach

1460A Shetter Avenue, Jacksonville Beach, FL 32250, (904) 247-6229

SECTION 00301-D BID AWARD NOTICE FORM

ITEMS BELOW TO BE COMPLETED BY THE CITY OF JACKSONVILLE BEACH

NOTICE: Items 1 to 6 are to be completed by the Bidder. The Bidder to submit the form to the CITY along with the Bid Documents.

1. MAER Homes, LLC dba MAER Construction
Company Name
2. 410 Blanding BLVD Suite10-259
Address Name
3. Orange Park, FL 32073
City, State and Zip
4. Attention: Michael Gonzalez, Operations Manager
5. Phone: 904-329-3277 Fax: 904-375-0537
6. E-mail address: michael@maerconstruction.com AND jason@maerconstruction.com

PLEASE PRINT CLEARLY

Bids were received and awarded for Bid No. 2122-01 per attached award memorandum and Bid tabulation sheet(s).

If awarded Bid please do not proceed with any orders or services prior to receiving an official City of Jacksonville Beach Purchase Order.

Thank you for your bid.

Sincerely,

CITY OF JACKSONVILLE BEACH
Luis Flores
Property & Procurement Office
City Bid No. 2122-01
Penman Road Septic Tank Phase Out

**SECTION 00301-E
DRUG-FREE WORKPLACE COMPLIANCE FORM**

IDENTICAL TIE BIDS – Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids, which are equal with respect to price, quality and service, are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this Section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.



Vendor's Signature

(Word/Drug Free)

END OF SECTION

NON-BANKRUPTCY AFFIDAVIT

SECTION 00410
BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned, Maer Homes LLC as Principal, and FCCI Insurance Company as Surety, are hereby held and firmly bound unto the City of Jacksonville Beach as the CITY in the penal sum of, (5 percent of the Contract Bid) Five Percent of Bid Amount for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, successors and assigns.

Signed, this 1st day of December 2021.

The condition of the above obligation is such that whereas the Principal has submitted to the CITY a certain Bid, attached hereto and hereby made a part hereof to enter into a contract in writing, for the City of Jacksonville Beach.

City Bid No. 2122-01
Penman Road Septic Tank Phase Out
Jones Edmunds Project No.: 09803-041-01
Jacksonville Beach, Florida

NOW THEREFORE,

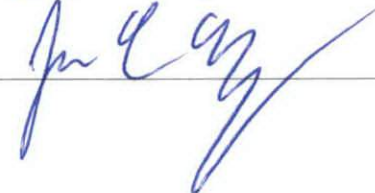
- (a) If said Bid shall be rejected, or in the alternate,
- (b) If said principal shall not withdraw said bid within ninety (90) days after date of opening of the same, and shall within ten (10) days after the prescribed forms are presented to him for signature, enter into a written contract with the CITY in accordance with the bid as accepted, and give bonds with good and sufficient surety or sureties, as may be required, for the faithful performance and proper fulfillment of such contract, then this obligation shall be void; otherwise the same shall remain in force and effect, it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be no way impaired or affected by an extension of the time within which the CITY may accept such Bid; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the above bounded parties have executed this instrument under their several seals, this 1st day of December 2021, A.D., the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

WITNESS: (If Sole Cityship or Partnership, two (2) Witnesses required.)
(If Corporation, Secretary only will attest and affix seal.)

WITNESSES:

PRINCIPAL:

Maer Homes, LLC

Name of Firm


Signature of Authorized Officer
(Affix Seal)

MGRM
Title

410 Blanding Blvd, Suite 10 #259
Business Address

SECTION 00410
BID BOND

Orange Park, FL 32073

City State

SURETY:

FCCI Insurance Company

Corporate Surety

Benjamin Powell, Attorney-in-Fact
(Affix Seal)

219 N Newnan St

Business Address

Jacksonville, FL 32202

City State

WITNESS:

Cecil W. Powell and Company

Name of Local Insurance Agency

I, Michael Gonzalez, certify that I am the Secretary of the Corporation named as Principal in the within bond; that Enka Gonzalez who signed the said bond on behalf of the Principal, was then MGRM of said corporation; that I know his signature, and his signature hereto is genuine; and that said bond was duly signed, sealed, and attested for and in behalf of said corporation by authority of its governing body.

(Corporate Secretary Seal)

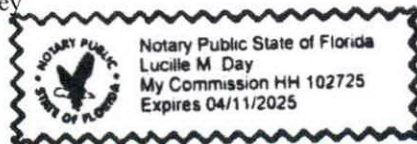
STATE OF FLORIDA)

SS
COUNTY OF Duval)

Before me, a Notary Public duly commissioned, qualified and acting, personally appeared Benjamin Powell to me well known, who being by me first duly sworn upon oath, says that he is the Attorney-in-Fact, for the FCCI Insurance Company and that he has been authorized by FCCI Insurance Company to execute the foregoing bond on behalf of the CONTRACTOR named therein in favor of the CITY, the City of Jacksonville Beach

Subscribed and sworn to before me this 1st day of December, 2021, A.D.

(Attach Power-of-Attorney
to original Bid Bond)



Lucille M. Day
Notary Public
State of Florida-at-Large

My Commission Expires: 4/11/25

END OF SECTION



GENERAL POWER OF ATTORNEY

Know all men by these presents: That the FCCI Insurance Company, a Corporation organized and existing under the laws of the State of Florida (the "Corporation") does make, constitute and appoint:

Fitzhugh Powell Jr.; Robert T. Theus; Ben Powell; Susan W. Jordan

Each, its true and lawful Attorney-In-Fact, to make, execute, seal and deliver, for and on its behalf as surety, and as its act and deed in all bonds and undertakings provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed the sum of (not to exceed \$10,000,000.00): \$10,000,000.00

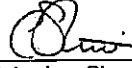
This Power of Attorney is made and executed by authority of a Resolution adopted by the Board of Directors. That resolution also authorized any further action by the officers of the Company necessary to effect such transaction.

The signatures below and the seal of the Corporation may be affixed by facsimile, and any such facsimile signatures or facsimile seal shall be binding upon the Corporation when so affixed and in the future with regard to any bond, undertaking or contract of surety to which it is attached.

In witness whereof, the FCCI Insurance Company has caused these presents to be signed by its duly authorized officers and its corporate Seal to be hereunto affixed, this 23rd day of July, 2020.

Attest: 
Christina D. Welch, President
FCCI Insurance Company

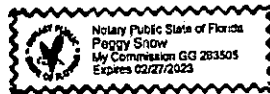


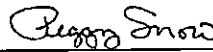

Christopher Shoucair,
EVP, CFO, Treasurer, Secretary
FCCI Insurance Company

State of Florida
County of Sarasota

Before me this day personally appeared Christina D. Welch, who is personally known to me and who executed the foregoing document for the purposes expressed therein.

My commission expires: 2/27/2023



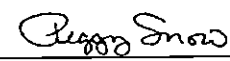

Notary Public

State of Florida
County of Sarasota

Before me this day personally appeared Christina D. Welch, who is personally known to me and who executed the foregoing document for the purposes expressed therein.

My commission expires: 2/27/2023



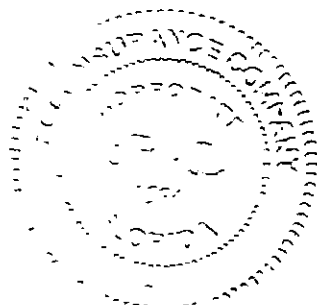

Notary Public

CERTIFICATE

I, the undersigned Secretary of FCCI Insurance Company, a Florida Corporation, DO HEREBY CERTIFY that the foregoing Power of Attorney remains in full force and has not been revoked; and furthermore that the February 27, 2020 Resolution of the Board of Directors, referenced in said Power of Attorney, is now in force.

Dated this 1st day of December, 2021


Christopher Shoucair, EVP, CFO, Treasurer, Secretary
FCCI Insurance Company

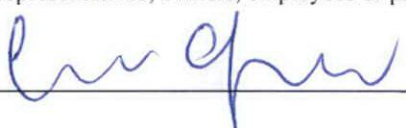


**SECTION 00480
NONCOLLUSION AFFIDAVIT**

STATE OF Florida)
 SS
COUNTY OF Duval)

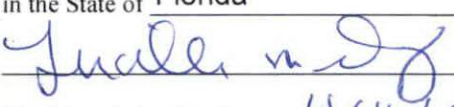
Erika Gonzalez, being first duly sworn deposes and says that:

1. He (it) is the Managing Member of the Bidder that has submitted the attached Bid;
2. He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employee, or parties in interest, including this affidavit, have in any way, colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted; or to refrain from bidding in connection with such Contract; or have in any manner, directly or indirectly, sought by agreement or collusion or communication, or conference with any Bidder, firm, or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit, or cost elements of the Bid price or the Bid price in any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Contract;
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any other of its agents, representatives, owners, employees or parties in interest, including his affidavit.

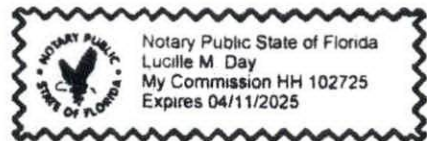
By: 

Sworn and subscribed to before me this 30th day of November, 2021,

in the State of Florida, County of Duval.

 Notary Public

My Commission Expires: 4/11/25



END OF SECTION

**2021 - 2022 LOCAL BUSINESS TAX RECEIPT****JIM OVERTON, DUVAL COUNTY TAX COLLECTOR**

231 E. Forsyth Street, Suite 130, Jacksonville, FL 32202-3370

Phone: (904) 255-6700, option 3 Fax: (904) 255-8403

<https://taxcollector.coj.net/>

Note -- A penalty is imposed for failure to keep this receipt exhibited conspicuously at your place of business. This business tax receipt is furnished pursuant to Municipal Ordinance Code, Chapters 770-772, for the period October 01, 2021 through September 30, 2022.

OLSEN, ERIKA RAE
410 BLANDING BLVD
SUITE 9-259
ORANGE PARK, FL 32073

ACCOUNT NUMBER: 194445
BUSINESS NAME: OLSEN, ERIKA RAE
PHYSICAL ADDRESS: 2753 ROSSELLE ST
JACKSONVILLE, FL 32205

CLASSIFICATION CODE: 5 QUALIFYING AGENT, CONTRACTORS

STATE LICENSE NO: CBC1519449

COUNTY TAX:	0 00
MUNICIPAL TAX:	100 00
COUNTY LATE PENALTY:	0 00
MUNICIPAL LATE PENALTY:	0 00
TOTAL TAX:	100.00

VALID UNTIL September 30, 2022*****ATTENTION*****

THIS RECEIPT IS FOR BUSINESS TAX RECEIPT ONLY.
CERTAIN BUSINESSES MAY REQUIRE ADDITIONAL STATE LICENSING

This is a business tax receipt only. It does not permit the receipt holder to violate any existing regulatory or zoning laws of the County or City. It does not exempt the receipt holder from any other license or permit required by law. This is not a certification of the receipt holder's qualifications.

JIM OVERTON, TAX COLLECTOR

THIS BECOMES A RECEIPT AFTER VALIDATION.

Paid NT-22-00114671

09/29/2021 \$ 100.00

**2021 - 2022 LOCAL BUSINESS TAX RECEIPT****JIM OVERTON, DUVAL COUNTY TAX COLLECTOR**

231 E. Forsyth Street, Suite 130, Jacksonville, FL 32202-3370

Phone: (904) 255-5700, option 3 Fax: (904) 255-8403

<https://taxcollector.coj.net/>

Note - A penalty is imposed for failure to keep this receipt exhibited conspicuously at your place of business. This business tax receipt is furnished pursuant to Municipal Ordinance Code, Chapters 770-772, for the period October 01, 2021 through September 30, 2022

MAER HOMES, LLC
410 BLANDING BLVD
SUITE 9-259
ORANGE PARK, FL 32073

ACCOUNT NUMBER: 194443
BUSINESS NAME: MAER HOMES, LLC
PHYSICAL ADDRESS: 2753 ROSSELLE ST
JACKSONVILLE, FL 32205

CLASSIFICATION CODE: 307001 CONTRACTOR- ALL TYPES

STATE LICENSE NO: CGC1519449

COUNTY TAX:	33 75
MUNICIPAL TAX:	146 25
COUNTY LATE PENALTY:	0 00
MUNICIPAL LATE PENALTY:	0 00
TOTAL TAX:	180.00

VALID UNTIL September 30, 2022*****ATTENTION*****

THIS RECEIPT IS FOR BUSINESS TAX RECEIPT ONLY.
CERTAIN BUSINESSES MAY REQUIRE ADDITIONAL STATE LICENSING.

This is a business tax receipt only. It does not permit the receipt holder to violate any existing regulatory or zoning laws of the County or City. It does not exempt the receipt holder from any other license or permit required by law. This is not a certification of the receipt holder's qualifications.

JIM OVERTON, TAX COLLECTOR

THIS BECOMES A RECEIPT AFTER VALIDATION.

Paid NT-22-00114671

09/29/2021 * 180.00

**Request for Taxpayer
Identification Number and Certification**

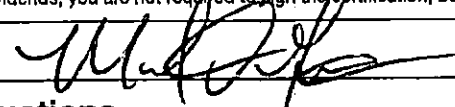
Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Maer Homes LLC	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► S Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ►	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)	
	5 Address (number, street, and apt. or suite no.) See instructions. 410 Blanding Blvd. St 10-259	
6 City, state, and ZIP code Orange Park, FL 32073		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)	
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.	
Social security number [][]-[][]-[][][][] or Employer identification number 27-4354795	

Part II Certification	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and	
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and	
3. I am a U.S. citizen or other U.S. person (defined below); and	
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.	

Sign Here	Signature of U.S. person ► 	Date ► 09/18/2019
-----------	--	--------------------------

General Instructions Section references are to the Internal Revenue Code unless otherwise noted. Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9 . Purpose of Form An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following. • Form 1099-DIV (dividends, including those from stocks or mutual funds) • Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) • Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) • Form 1099-S (proceeds from real estate transactions) • Form 1099-K (merchant card and third party network transactions) • Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) • Form 1099-C (canceled debt) • Form 1099-A (acquisition or abandonment of secured property) Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. <i>If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.</i>
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STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**BUSINESS DEVELOPMENT INITIATIVE
REFERENCE SHEET**

275-000-02
EQUAL OPPORTUNITY
10/10
Page 1 of 2

FLORIDA DEPARTMENT OF TRANSPORTATION
Equal Opportunity Office
605 Suwannee Street, MS 65
Tallahassee, Florida 32399
Phone: (850) 414-4747

Business Name: MAER Homes, LLC dba MAER Construction FEIN: 27-4354795

Submit with Bid for Project/Contract No. Penman Road Septic Tank Phase Out

BIDDERS EXPERIENCE (in accordance with Specification 3-2.1)

BIDDER certifies that it has competently performed work as a prime contractor or subcontractor, for the owners and prime contractors set forth below, on **3** contracts/projects involving work similar to the abovereferenced project Penman Road during a **24** month period prior to the date of letting of this Project, in accordance with the information set forth below:

All references will be checked. A bid proposal will be considered non-responsive if the requested information is not provided with your bid submittal. A bidder will be considered non-responsive if the information provided does not satisfy the criteria of Specification 3-2.1.

List any and all projects worked on during the time period specified (attach additional sheets, if necessary):

FDOT	Michael Pennington	904-825-5004
Agency/Other entity that awarded the contract	Contact Name	Contact Phone No.
E2Z78	\$134,203.70	Hastings, FL
Project Number	Dollar Amount	Location of Work
11/23/2020	1/8/2021	Soil Screening
Start Date	Completion Date	Type of Work Performed
Prime Contractor ☒	Subcontractor ☐	Prime Consultant ☐
		Subconsultant ☐
If Subcontractor/Subconsultant list Prime Contractor/Consultant _____		

FDOT	Michael Pennington	904-825-5004
Agency/Other entity that awarded the contract	Contact Name	Contact Phone No.
E2Z79	\$246,847.50	St. Augustin, FL
Project Number	Dollar Amount	Location of Work
12/7/2020	5/18/2021	Drainage Improvements
Start Date	Completion Date	Type of Work Performed
Prime Contractor ☒	Subcontractor ☐	Prime Consultant ☐
		Subconsultant ☐

FDOT		Patricia Gray	321-319-8124
Agency/Other entity that awarded the contract		Contact Name	Contact Phone No.
E5U44	\$1,624,369.74	Orlando, FL	
Project Number 10/15/2018	Dollar Amount 7/8/2021	Location of Work Drainage Improvements	
Start Date	Completion Date	Type of Work Performed	
Prime Contractor ☒	Subcontractor ☐	Prime Consultant ☐	Subconsultant ☐
If Subcontractor/Subconsultant list Prime Contractor/Consultant _____			

FDOT		Christopher Wood	352-381-4322
Agency/Other entity that awarded the contract		Contact Name	Contact Phone No.
E2Y69	\$291,792.85	Gainesville, FL	
Project Number 5/20/2020	Dollar Amount 7/15/2021	Location of Work	
Start Date	Completion Date	Type of Work Performed	
Prime Contractor ☒	Subcontractor ☐	Prime Consultant ☐	Subconsultant ☐
If Subcontractor/Subconsultant list Prime Contractor/Consultant _____			

City of Jacksonville Beach		Dennis Dupris	904-509-0268
Agency/Other entity that awarded the contract		Contact Name	Contact Phone No.
A1A Water Main	\$1,778,571.72	Jacksonville Beach, FL	
Project Number 10/16/2018	Dollar Amount 2/4/2020	Location of Work Utilities, Drainage, Paving, and Concrete Flatwork	
Start Date	Completion Date	Type of Work Performed	
Prime Contractor ☒	Subcontractor ☐	Prime Consultant ☐	Subconsultant ☐
If Subcontractor/Subconsultant list Prime Contractor/Consultant _____			

FDOT		Jonah VanDyke	813-424-8870
Agency/Other entity that awarded the contract		Contact Name	Contact Phone No.
E2Y27	\$2,191,115.22	Duval County, FL SR 10	
Project Number 7/18/2019	Dollar Amount In Progress	Location of Work Drainage, Basework, Earthwork, Concrete Flatwork	
Start Date	Completion Date	Type of Work Performed	
Prime Contractor ☒	Subcontractor ☐	Prime Consultant ☐	Subconsultant ☐
If Subcontractor/Subconsultant list Prime Contractor/Consultant _____			

BID TABULATION PUBLIC WORK BID NO. 2111-01 PENMAN ROAD SEPTIC TANK PHASE OUT

				UNITED BROTHERS			TG UTILITY			MAER CONSTRUCTION		
NO.	ITEM DESCRIPTION	QUANTITY	UNIT	PRICE	CALCULATED	BID AMOUNT	PRICE	CALCULATED	BID AMOUNT	PRICE	CALCULATED	BID AMOUNT
1	Construct Water Service Transfer Connections: a. 1-Inch Short-Side Services	6	EA	\$ 6,299.00	\$ 37,794.00	\$ 37,794.00	\$ 1,254.80	\$ 7,528.80	\$ 7,528.80	\$ 2,350.00	\$ 14,100.00	\$ 14,100.00
2	Remove Asphalt Pavement and Base	44	SY	\$ 36.50	\$ 1,606.00	\$ 1,606.00	\$ 15.70	\$ 690.80	\$ 690.80	\$ 21.00	\$ 924.00	\$ 924.00
3	Construct Asphalt Pavement (SP 9.5, 2 Inches Thick)	44	SY	\$ 194.00	\$ 8,536.00	\$ 8,536.00	\$ 100.20	\$ 4,408.80	\$ 4,408.80	\$ 51.00	\$ 2,244.00	\$ 2,244.00
4	Construct Crushcrete Base (6 Inches)	44	SY	\$ 143.00	\$ 6,292.00	\$ 6,292.00	\$ 66.00	\$ 2,904.00	\$ 2,904.00	\$ 45.00	\$ 1,980.00	\$ 1,980.00
5	Construct Sub-Base (12 Inches)	44	SY	\$ 268.00	\$ 11,792.00	\$ 11,792.00	\$ 65.00	\$ 2,860.00	\$ 2,860.00	\$ 35.00	\$ 1,540.00	\$ 1,540.00
6	Remove Concrete Driveway	77	SY	\$ 37.00	\$ 2,849.00	\$ 2,849.00	\$ 11.30	\$ 870.10	\$ 870.10	\$ 21.00	\$ 1,617.00	\$ 1,617.00
7	Construct Concrete Driveway (6 Inches Thick) (3,000 PSI with Commercial-Grade Fibermesh)	77	SY	\$ 80.00	\$ 6,160.00	\$ 6,160.00	\$ 102.90	\$ 7,923.30	\$ 7,923.30	\$ 75.00	\$ 5,775.00	\$ 5,775.00
8	Remove Gravel Driveway (6 Inches Thick)	107	SY	\$ 48.00	\$ 5,136.00	\$ 5,136.00	\$ 10.60	\$ 1,134.20	\$ 1,134.20	\$ 18.00	\$ 1,926.00	\$ 1,926.00
9	Construct Gravel Driveway (6 Inches Thick)	107	SY	\$ 118.00	\$ 12,626.00	\$ 12,626.00	\$ 20.90	\$ 2,236.30	\$ 2,236.30	\$ 71.00	\$ 7,597.00	\$ 7,597.00
10	Mill and Overlay (SP 9.5, 1.5 Inches Thick)	257	SY	\$ 45.00	\$ 11,565.00	\$ 11,565.00	\$ 26.60	\$ 6,836.20	\$ 6,836.20	\$ 88.00	\$ 22,616.00	\$ 22,616.00
11	Remove Existing Underground Electric Manholes and Conduits	1	LS	\$21,900.00	\$ 21,900.00	\$ 21,900.00	\$ 4,974.60	\$ 4,974.60	\$ 4,974.60	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00
12	Construct New 4-Foot-Diameter Precast Sanitary Manholes with Ring and Cover: a. 0-to-6-Foot Depth	3	EA	\$19,138.00	\$ 57,414.00	\$ 57,414.00	\$ 3,055.00	\$ 9,165.00	\$ 9,165.00	\$ 10,500.00	\$ 31,500.00	\$ 31,500.00
13	Construct New 8-Inch Diameter SDR 26 PVC Gravity Sewer: a. 0-to-4-Foot Depth	301	LF	\$ 365.00	\$ 109,865.00	\$ 109,865.00	\$ 293.30	\$ 88,283.30	\$ 88,283.30	\$ 121.00	\$ 36,421.00	\$ 36,421.00
	b. 4-to 6-Foot Depth	223	LF	\$ 450.00	\$ 100,350.00	\$ 100,350.00	\$ 293.30	\$ 65,405.90	\$ 65,405.90	\$ 177.00	\$ 39,471.00	\$ 39,471.00
14	Connect New 8-Inch Sewer to Existing Manhole	1	EA	\$22,000.00	\$ 22,000.00	\$ 22,000.00	\$ 4,048.80	\$ 4,048.80	\$ 4,048.80	\$ 4,220.00	\$ 4,220.00	\$ 4,220.00
15	Construct 6-Inch Sanitary Sewer Laterals with Cleanouts	6	EA	\$ 8,050.00	\$ 48,300.00	\$ 48,300.00	\$ 2,111.20	\$ 12,667.20	\$ 12,667.20	\$ 2,120.00	\$ 12,720.00	\$ 12,720.00
16	Furnish and Install Sod Replacement (St. Augustine or Bermuda)	466	SY	\$ 27.00	\$ 12,582.00	\$ 12,582.00	\$ 30.70	\$ 14,306.20	\$ 14,306.20	\$ 9.00	\$ 4,194.00	\$ 4,194.00
17	Unsuitable Materials Removal and Backfill Fill with A-3 Sand (Contingency)	155	CY	\$ 35.00	\$ 5,425.00	\$ 5,425.00	\$ 49.80	\$ 7,719.00	\$ 7,719.00	\$ 55.00	\$ 8,525.00	\$ 8,525.00
18	Maintenance of Traffic (MOT)	1	LS	\$25,000.00	\$ 25,000.00	\$ 25,000.00	\$22,550.00	\$ 22,550.00	\$ 22,550.00	\$ 22,251.00	\$ 22,251.00	\$ 22,251.00
19	Pavement Markings	1	LS	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 4,950.00	\$ 4,950.00	\$ 4,950.00	\$ 3,200.00	\$ 3,200.00	\$ 3,200.00
20	Sewer Hook-Up 1231 Penman Road (Alternate-01)	1	LS	\$21,000.00	\$ 21,000.00	\$ 21,000.00	\$10,379.50	\$ 10,379.50	\$ 10,379.50	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00
21	Sewer Hook-Up 1225 Penman Road (Alternate-02)	1	LS	\$21,000.00	\$ 21,000.00	\$ 21,000.00	\$10,379.50	\$ 10,379.50	\$ 10,379.50	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00
22	Sewer Hook-Up 1219 Penman Road (Alternate-03)	1	LS	\$21,000.00	\$ 21,000.00	\$ 21,000.00	\$10,379.50	\$ 10,379.50	\$ 10,379.50	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00
23	Sewer Hook-Up 1211 Penman Road (Alternate-04)	1	LS	\$21,000.00	\$ 21,000.00	\$ 21,000.00	\$10,379.50	\$ 10,379.50	\$ 10,379.50	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00
24	Sewer Hook-Up 1205/03 Penman Road (Alternate-05)	1	LS	\$21,000.00	\$ 21,000.00	\$ 21,000.00	\$10,379.50	\$ 10,379.50	\$ 10,379.50	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00
25	Payment and Performance Bond (1.5% Max)	1	LS	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 4,840.00	\$ 4,840.00	\$ 4,840.00	\$ 4,044.00	\$ 4,044.00	\$ 4,044.00
	TOTAL BID PRICE				\$ 627,692.00	\$627,692.00		\$ 328,200.00	\$328,200.00		\$ 271,115.00	\$271,115.00
Required Documentation												
Bid Form Signed				X			X			X		
Addendum Acknowledge				N/A			N/A			N/A		
Section 00301-A Subcontractor Listing				X			X			X		
Section 00301-B Required Disclosure				X			X			X		
Section 00301-C Letter of Complainece with the Florida Trench Safety Act				X			X			Partially Filled-out: Top Portion (Name of Bidder, etc.) is missing		
Section 00301-D Bid Award Notice Form				X			X			X		
Section 00301-E Drug-Free Workplace Compliance Form				X			X			X		
Section 00300-F Non-Bankruptcy Affidavit				X			X			X		
Section 00410 Bid Bond				X			X			X		
Section 00480 Noncollusion Affidavit				X			X			X		
Copy of Occupational License				X			Business Tax Reciept - Confirm if this is acceptable instead of a Business License			Business Tax Reciept - Confirm if this is acceptable instead of a Business License		
Completed and Signed W-9 Form				X			X			X		
Documentation to demonstrate qualifications to perform the work as required in Additional Documentation				X			Sworn Statement on Public Entity Crimes, Public Records, & New Vendor Form			X		
Kenneth Acie Fraser, State of Florida, Professional Engineer, License No. 57452 This item has been digitally signed and sealed by Kenneth Acie Fraser on the date indicated here Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies I certify that this Bid Tabulation is accurate and complete. Kenneth Fraser Florida P.E. # (Seal)												

December 16, 2021

Kayle Moore, PE
City of Jacksonville Beach
Department of Public Works
1460A Shetter Avenue
Jacksonville Beach, Florida 32250

RE: City of Jacksonville Beach
Penman Road Septic Tank Phase-out
Jacksonville Beach City Bid No. 2122-01
Jones Edmunds Project No.: 09803-041-01
Bid Review and Evaluation of Findings

Dear Mr. Moore:

This letter summarizes the construction contract bids received for the Penman Road Septic Tank Phase Project. The City of Jacksonville Beach received bids for the project on December 1, 2021, at 2:00 pm.

Bid Summary

The Invitation to bid was emailed by the City to contractors on November 3, 2021, and Three (3) contractors submitted bids for the project. The bids were evaluated for conformance with the criteria set forth in the bidding documents. The total Base Bids from the three (3) contractors ranged from \$271,115.00 to \$627,692.00. MAER Homes, LLC dba MAER Construction submitted the lowest responsive and complete bid.

Bid Checks

We reviewed the submitted bid package provided by MAER Homes, LLC dba MAER Construction and find the bid responsive. All items were acknowledged on the Bid Form. A 5% Bid Bond was provided, and the Bid Bond surety is licensed in Florida.

However, Jones Edmunds found a discrepancy with the MAER Homes, LLC dba MAER Construction MAER Construction submittal documents on the following items:

- (1) Section 00301-C Letter of Compliance with the Florida Trench Safety Act-name of bidder is missing from form
- (2) The Copy of Occupational License- MAER Homes, LLC dba MAER Construction submitted a Business Tax Receipt instead of a Business License.

We investigated the contractor's experience, reputation, and performance on past projects and find the contractor capable of performing the work for this project based on the information received.

Recommendation of the Low Bidder

Although the final determination regarding which contractor will be awarded this project will be made by the City, Jones Edmunds believes their bid to be responsive and, based on the findings above, does not take exception to awarding the project to the lowest responsive bidder, MAER Homes, LLC dba MAER Construction for the bid price of:

Total Base Bid Price \$271,115.00

We appreciate the opportunity to continue to provide services to the City of Jacksonville Beach and look forward to the successful construction of this project. If you have any questions, please contact me at your convenience by phone at (904) 744-5401 or by email at KFraser@JonesEdmunds.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Kenneth A. Fraser". The signature is fluid and cursive, with the first name "Kenneth" being more prominent.

Ken Fraser, PE
Senior Engineer
8657 Baypine Road, Suite 300
Jacksonville, Florida 32256-8634

December 15, 2021

Kayle Moore, PE
City of Jacksonville Beach
Department of Public Works
1460A Shetter Avenue
Jacksonville Beach, Florida 32250

RE: Proposal for Construction-Administration Services
Penman Road Septic Tank Phase-out
City Bid No. 2122-01
Jones Edmunds Project No.: 09803-041-01
City of Jacksonville Beach, Florida

Dear Mr. Moore:

Jones Edmunds is pleased to submit this proposed Scope of Services and estimated fees for providing construction-administration services for the Penman Road Septic Tank Phase-out Project. We understand that the City will provide the primary construction observation for the project and will approve all pay requests. Our Scope of Services reflects the services requested by City. In addition, we have attached a detailed fee breakdown for your review.

CONSTRUCTION ADMINISTRATION SCOPE OF SERVICES

Jones Edmunds proposes to provide the City with the following services during the approximately 90-calendar-day construction duration.

TASK 1 – PROJECT MANAGEMENT AND CONTRACT DOCUMENT PREPARATION

- Set up and maintain Project Management files to track and document construction progress.
- Review Performance and Payment Bonds for conformance with City requirements and verify the credit rating of the bonding company.
- Prepare Conform Contract Documents including Contract Specifications and Construction Drawings with Addendum information for the City's use only. Conformed Specifications and Drawings will not be provided to the Contractor.
- Submit final signed and sealed plans and specifications to the City.
- Submit final electronic plans and specifications to the City.

TASK 2 – PRE-CONSTRUCTION CONFERENCE AND SHOP DRAWING REVIEW

- Prepare the agenda, coordinate with City, Contractor/others, for and attend the Pre-Construction Conference.
- Review and determine acceptability of the Contractor's shop drawings in accordance with the Contract Documents.
- Included in this item will be cost for the design sub-consultants to review shop drawing submittals.
- We anticipate the Contractor will submit approximately 10 submittals for this project.

TASK 3 – SITE VISITS, RFIs AND CHANGE ORDERS

- Perform up to 6 site visits (approximately weekly), if required based on the construction tasks and progress.
- Respond to Contractor RFIs during construction.
- Review Change Orders using the Contract Documents and data supplied by the City and the Contractor.
- Included in this item will be cost for the design sub-consultants to perform site visits, RFIs, change orders and final inspection/certifications.
- Prepare and review closeout documents in accordance with the Contract Documents.
- Review the Contractor-provided Record Drawings and submit comments to the City.
- Perform final inspection and certification for the project.

TASK 4 – CERTIFICATE OF COMPLETION- PERMITTED SECTION

- Review Contractor provided signed and sealed surveyor as-built drawings for conformance with the design documents.
- Review videos of installed gravity sewer main for conformance with the design documents.
- Prepare City of Jacksonville Environmental Quality Division (EQD) Certificate of Completion documentation for new gravity sewer and submit to EQD and Florida Department of Environmental Protection (FDEP) for clearance and permit close-out.

COMPENSATION

In accordance with our Contract for Continuing Professional Engineering Services, dated June 2021, Jones Edmunds proposes to perform this Scope of Services on a time-and-materials basis for a not to exceed amount of \$22,244.00.

Kayle Moore, PE
December 15, 2020
Page 3

We appreciate this opportunity to continue to provide services to the City of Jacksonville Beach. If you have any questions or wish to discuss any aspect of this proposal, please contact me at your convenience by phone at (904) 744-5401 or by email at KFraser@jonesedmunds.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Ken Fraser". The signature is fluid and cursive, with the first name "Ken" and last name "Fraser" clearly distinguishable.

Ken Fraser, PE
Project Manager/Senior Engineer
8657 Baypine Road, Suite 300
Jacksonville, Florida 32256-8634

Y:\09803-Jacksonville Beach\Opportunities\PenmanGravityMain\2021-12-13-PenmanRoad-PSDC.docx

Penman Road Septic Tank Phase-out
CITY OF JACKSONVILLE BEACH
Professional Services During Construction Cost Estimate

RFQ 06-2021		\$ 250.00	\$ 200.00	\$ 147.00	\$ 100.00	\$ 97.00				
RFP 07-1516 Associate Classification		Senior Engineer	Project Manager	Design Engineer	Cadd Operator	Clerical	Total Hours	Total Labor Costs	Reimbursable Expenses	Total Costs
PROJECT TASK										
1	PROJECT MANAGEMENT AND CONTRACT DOCUMENT PREPARATION	4	4	12	2	8	30	\$ 4,540.00	\$ 100.00	\$ 4,640.00
2	PRE-CONSTRUCTION CONFERENCE AND SHOP DRAWING REVIEW	4	4	20		8	36	\$ 5,516.00	\$ 50.00	\$ 5,566.00
3	SITE VISITS, RFIS, AND CHANGE ORDERS	4	4	32	2	2	44	\$ 6,898.00	\$ 500.00	\$ 7,398.00
4	CERTIFICATE OF COMPLETION - PERMITTED SECTION	4	4	16		4	28	\$ 4,540.00	\$ 100.00	\$ 4,640.00
TOTAL		16	16	80	4	22	138	\$ 21,494.00	\$ 750.00	\$ 22,244.00



City of Jacksonville Beach • 11 North Third Street • Jacksonville Beach FL 32250

CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Luis F. Flores, Property and Procurement Officer through Ashlie Gossett, Chief Financial Officer
DATE:	12/02/2021
SUBJECT:	Purchase and Installation of Proximity Card Access Control Readers

BACKGROUND

In an effort to secure existing City infrastructure, Administration seeks to install proximity card readers at the primary entrances and strategic internal access points of the following City facilities:

- City Hall
- Operations & Maintenance Building
- Police Department

The access control solution includes software that will be installed on the virtual COJB server. The software is browser based, accessible to designated staff members via active directory sign-on to allow flexibility to manage the system without designated workstations. The system is designed with access control and reader modules that support open field hardware, allowing the COJB to use non-proprietary field hardware. The access controlled doors will use card readers that support an array of credential technologies and are built on a hardware platform designed to be adaptable to support future technology. The doors will be secured with electrical locking hardware that will vary by door. The doors will be secured using electric strikes, magnetic locks, or electro-mechanical conversion kits for various doors that cannot be equipped with strikes or magnetic locks. The access controlled doors will include the card reader, locking hardware, door contacts, passive infrared motion, emergency request to exit on doors with magnetic locks and new cabling. In addition, the system includes the badge printer and software to create new City ID badges, with built in access rights, for additional security.

The total cost of \$307,765 to purchase and install the Proximity Card Access Control Readers at the three COJB locations also includes a 15% contingency and pricing for the first year's service agreement. The direct purchase of Security, Video Management, and Access Control services is established in the Siemens Industry, Inc., contract with Sourcewell, which is competitively bid. A summary of costs is as follows;

DESCRIPTION	COST
City Hall Access Controls	\$110,950
O&M Building Access Controls	\$79,800
Police Department Access Controls	\$68,000



City of Jacksonville Beach • 11 North Third Street • Jacksonville Beach FL 32250

15% Project Contingency	\$38,813
Project Cost	\$297,563
Year 1 Service Agreement	\$10,202
GRAND TOTAL	\$307,765

FINANCIAL IMPACT

Funding for the purchase and installation of proximity card access control readers is available in the General Capital Projects Fund Building Reserves, and the budget will be adjusted at mid-year. Year 2 service agreement costs in the amount of \$10,508 will be included in the FY2023 Leased Property Fund maintenance line item budget.

REQUESTED ACTION

Approve/Disapprove Purchase and Installation of Proximity Card Access Control Readers at Three City Facilities by Siemens Industry, Inc., Utilizing Sourcewell Contract #030421-SIE in the amount of \$307,765

ATTACHMENTS

1. Siemens Combined Access Control Solution Proposal



PROPOSAL

City of Jacksonville Beach: City Hall Access Control Solution

PREPARED BY

Siemens Industry, Inc.

PREPARED FOR

CITY OF JACKSONVILLE BEACH

DELIVERED ON

November 18, 2021



Smarter buildings drive smarter, and more efficient, building operations.

Creating perfect places to live. That's ingenuity for life.

Contact Information

Proposal #:	6433394
Date:	November 18, 2021

Sales Executive:	Preston Bullen
Branch Address:	8940 Western Way Suite 1, Jacksonville, Florida 32256
Telephone:	9047047358
Email Address:	Preston.Bullen@Siemens.com

Customer:	CITY OF JACKSONVILLE BEACH
Address:	11 3RD ST N
	JACKSONVILLE BEACH FL 32250
Services shall be provided at:	Jacksonville Beach City Hall

Scope of Work

Siemens Industry, Inc. is pleased to provide the City of Jacksonville Beach the proposal for the Access Control solution at City Hall. The access control system design is derived from our meetings, site walk, and customer direction to evaluate the basis of design. The access control solution is designed to integrate with the existing video management system infrastructure to create a unified and centralized security management system into one easy to use platform. This will provide the City of Jacksonville Beach a reliable security platform with a high level of scalability and a low total cost of ownership.

Siemens is providing services to the City of Jacksonville Beach by utilizing the contract through Sourcewell. This contract (Contract #: 030421-SIE)is an awarded RFP to enable the City of Jacksonville Beach to purchase from Siemens directly. The contract awarded is currently valid through April 22, 2025. The contract in place allows for the direct purchase of systems and services contracts Security, Video Management, Access Control, Fire Alarm, Mass Notification, Emergency Notification, Building Automation, and like technologies.

The access control solution will include the Avigilon ACM6 software that will be installed to the virtual server provided by COJB. The software is browser based accessible to designated staff members via active directory sign-on to allow flexibility to manage the system without designated workstations. The system is designed with access control and reader modules that support open field hardware from Mercury Security allowing COJB to leverage investments in non-proprietary field hardware. The access controlled doors will use card readers from HID that are highly versatile to support an array of credential technologies and built on a hardware platform designed to be adaptable to support future technology. The doors will be secured with electrical locking hardware that will vary by door. The doors will be secured using electric strikes, magnetic locks, or electro-mechanical conversion kits for several doors that cannot be equipped with strikes or magnetic locks. The access controlled doors will include the card reader, locking hardware, door contacts, passive infrared motion, emergency request to exit on doors with magnetic locks and cabled to the controller via plenum rated cabling. In addition, the system includes the badge printer and software to create identification badge templates and design badges that are used to verify identities. The badge printer will be connected to the network at City Hall.

The following pages will detail the system components and scope of work for the City Hall system. We greatly appreciate the opportunity to work with you on this project. Please contact me anytime.

Thank You,

Preston Bullen

Scope to Include:

- (1) Avigilon Access Control Manager 6 Virtual Software License: for 64 Readers
 - *Loaded to Virtual Server provided by COJB*
 - *LDAP Collaboration License*
 - *Badge Software License*
 - *Scalable to 2048 card readers (with the purchase of additional licenses)*
 - *1-50 simultaneous system operators*
 - *Up to 500,000 identities*
 - *Integrates to existing Video Management System*
 - *Remote door control*
 - *Custom reports*
 - *Alarm and Identity management*
- (1) Fargo DTC4500E Single Sided Card Printer Kit with web cam, tripod, and color ribbon
- (250) Badges with Vertical Slot
- (1) 16 Door Mercury Dual Voltage Integrated Power System Control Enclosure
- (1) NL4 Network Communication Module
- (1) LP1502 Intelligent Controller (supports 2 doors)
- (7) MR52 Series 3 Two-Reader Interface Modules (supports 2 doors)
- (1) MR16IN: 16 inputs
- (12) HID Signo 40 Card Readers
- (2) HID Signo 20 Card Readers (mullion mount)
- (14) PIR Request to Exit Motions
- (4) No Touch Wave to Exit (Request to Exit)
- (4) Double Mag Locks with Door Position Switches
- (10) Electric Strikes
- (7) Door Contacts (doors with electric strike)
- (3) Door Contacts: replacing (3) existing in council chambers (*See clarifications)
- (5) Reader Surge Protection Devices (outdoor readers)
- Conduit for trim work required to conceal cabling per code for doors and control panels
- Plenum cabling
- Electrical supplies
- Fire Alarm Relay (*See clarifications)

Proposal Clarifications:

- Siemens will utilize existing viable cabling for the three new door contacts in the Council Chamber.
- The proposal includes the fire alarm relay required for life safety protocols to drop power to the magnetic locks. Siemens will not be responsible for cost associated with existing fire alarm repairs or any additional cost due to existing conditions of the system that would prevent the installation of the new required device.
- Proposal is based on using existing PC's for creating the workstations for the access control solution and badge printing.
- City of Jacksonville Beach to provide network switches, IP addresses, UPS, and assistance with network related connections. The proposal does not include network electronics or fiber optic components.
- Proposal includes (4) hours of training.
- Proposal includes Siemens Security Specialist labor to set up and print (25) badges while training customer. During this time our specialist will train the staff members who will then be responsible for all remaining badge printing.
- The proposal includes the labor time to create the system administrator groups and hierarchies which can be ranked based on permissions levels. We have included the labor time required to import users via Active Directory. We will create the admin group, and two additional groups for staff, and train admin users on how to enroll individual badge holders into the system while helping to create the first (25) badges during the training. A meeting will be scheduled with the City to confirm this information before this portion of the project is started.
- Proposal includes shop drawings that will be provided in a digital format and one set of printed drawings to be left onsite. Siemens will require a clean CAD file for the building to create the shop drawings. Proposal does not include cost associated with creating a CAD file for the floor plan.

Inclusions and Exclusions:

Inclusions:

1. Freight: standard ground.
2. Engineering: Shop Drawings.
3. Project Management for Siemens Scope of work.
4. System installation, testing, and (4) hours of customer training.
5. Price is based on A-CAD disks of the project being supplied to us by others.
6. Materials and labor as defined.
7. Labor during normal business hours Monday-Friday 8am-5pm.
8. One year warranty on materials.

Exclusions:

1. Additional materials or labor not defined in the scope of work.
2. Provision/installation of full conduit raceways, 120v, electrical panels, core drilling, and fire caulking.
3. Ceiling, Ceiling Tiles, or Walls: Moving, replacing, cutting, painting and patching.
4. Dedicated Telephone lines, network connectivity or monitoring services for systems listed above.
5. 120 VAC connections and supply to be done by others as required.
6. Performance or Payment bonds.
7. Costs associated with compressed scheduling or unplanned phases.
8. Repairs to existing door frames or door hardware.
9. PC's for workstations.



Sell Price

<u>Total Quote Price:</u>	\$110,950.00
<u>Materials Quote Price:</u>	\$66,308.00
<u>Labor Quote Price:</u>	\$44,642.00

Siemens is providing services to the City of Jacksonville Beach by utilizing the Contract #: 030421-SIE through Sourcewell.

Payment Terms

Payment Terms Acceptance Agreement

The total price of: \$110,950.00 and the estimated return on investment are based on the items outlined in this proposal. ANY statements made herein regarding savings that may be achieved by implementing the services offered in this proposal are estimates only. No warranty, either expressed or implied, shall be construed to arise from such statements, nor shall such statements be construed as constituting a guarantee by Siemens that such savings will occur if the services are implemented.

Terms and Conditions Disclaimer

The Customer acknowledges that when approved by the Customer and accepted by Siemens Industry, Inc.: (i) the Proposal and the Contract Terms and Conditions, (together with any other documents incorporated into the forgoing) shall constitute the entire agreement of the parties with respect to its subject matter (collectively, hereinafter referred to as the "Agreement") and (ii) in the event of any conflict between the terms and conditions of the Proposal and the terms and conditions of The Contract Terms and Conditions, the Contract Terms and Conditions shall control.

BY EXECUTION HEREOF, THE SIGNER CERTIFIES THAT (S)HE HAS READ ALL OF THE TERMS AND CONDITIONS AND DOCUMENTS, THAT SIEMENS OR ITS REPRESENTATIVES HAVE MADE NO AGREEMENTS OR REPRESENTATIONS EXCEPT AS SET FORTH THEREIN, AND THAT (S)HE IS DULY AUTHORIZED TO EXECUTE THE SIGNATURE PAGE ON BEHALF OF THE CUSTOMER.

This Proposal is based on the Siemens Industry, Inc. Standard Terms and Conditions and the "Scope of Work" and are to be considered part of this proposal. Proposal is valid for thirty (30) days from the delivery date of November 18, 2021. Payment is due within 30 days of invoice date.

Payment Terms: 25% mobilization in advance, progress payments

Total: \$110,950.00

Terms & Conditions Link(s)

Terms and Conditions (Click to download)
Terms & Conditions (Projects) (http://go.siemens.net/15156302)
Terms & Conditions (Products Only) (http://go.siemens.net/15492770)

As a result of the global Covid-19 Virus outbreak, temporary delays in delivery, labor or services from Siemens and its sub-suppliers or subcontractors may occur. Among other factors, Siemens' delivery is subject to the correct and punctual supply from sub-suppliers or subcontractors, and Siemens reserves the right to make partial deliveries or modify its labor or services. While Siemens shall make every commercially reasonable effort to meet the delivery or service or completion date mentioned above, such date is subject to change.

Attachment A

Riders (Click on rider below to download)
SI Mass Notification Rider (http://go.siemens.net/88515649)
SI Monitoring Rider (http://go.siemens.net/31208927)
SI Online Backup and Data Protection (http://go.siemens.net/25876317)
SI Software License Warranty (http://go.siemens.net/59206587)
SI Consulting Rider (http://go.siemens.net/33041159)
SI Shooter Detection System Rider (http://go.siemens.net/33327137)
SI Thermal Camera Rider (http://go.siemens.net/30872411)



Signature Page

Proposed by:

Siemens Industry, Inc.

Company

Preston Bullen

Name

6433394

Proposal #

\$110,950.00

Proposal Amount

November 18, 2021

Date

Accepted by:

CITY OF JACKSONVILLE BEACH

Company

Name (Printed)

Signature

Title

Date

Purchase Order #



PROPOSAL

City of Jacksonville Beach: O&M Access Control Solution

PREPARED BY

Siemens Industry, Inc.

PREPARED FOR

CITY OF JACKSONVILLE BEACH

DELIVERED ON

November 18, 2021



Smarter buildings drive smarter, and more efficient, building operations.

Creating perfect places to live. That's ingenuity for life.

Contact Information

Proposal #:	6435183
Date:	November 18, 2021

Sales Executive:	Preston Bullen
Branch Address:	8940 Western Way Suite 1, Jacksonville, Florida 32256
Telephone:	9047047358
Email Address:	Preston.Bullen@Siemens.com

Customer:	CITY OF JACKSONVILLE BEACH
Address:	11 3RD ST N
	JACKSONVILLE BEACH FL 32250
Services shall be provided at:	Operations and Maintenance Building

Scope of Work

Siemens Industry, Inc. is pleased to provide the City of Jacksonville Beach the proposal for the Access Control solution for the Operations and Maintenance facility. The access control system design is derived from our meetings, site walk, and customer direction to evaluate the basis of design. The access control solution is designed to integrate with the access control solution for City hall and the existing video management system infrastructure to create a unified and centralized security management system into one easy to use platform. This will provide the City of Jacksonville Beach a reliable security platform with a high level of scalability and a low total cost of ownership.

Siemens is providing services to the City of Jacksonville Beach by utilizing the contract through Sourcewell. This contract (Contract #: 030421-SIE)is an awarded RFP to enable the City of Jacksonville Beach to purchase from Siemens directly. The contract awarded is currently valid through April 22, 2025. The contract in place allows for the direct purchase of systems and services contracts Security, Video Management, Access Control, Fire Alarm, Mass Notification, Emergency Notification, Building Automation, and like technologies.

The access control solution for the facility will utilize the software that is being installed with the City Hall project. The software is browser base accessible to designated staff members via active directory sign-on to allow flexibility to manage the system without designated workstations. The system is designed with access control and reader modules that support open field hardware from Mercury Security allowing COJB to leverage investments in non-proprietary field hardware. The system controller will be connected to the existing network to communicate to the centralized server. The access controlled doors will use card readers from HID that are highly versatile to support an array of credential technologies and built on a hardware platform designed to be adaptable to support future technology. Nine of The doors will be secured with electric strikes, two of the doors will have modifications made to existing panic bar hardware, and the interior vestibule door has existing hardware that will remain and be interconnected to the access control system. The access controlled doors will include the card reader, locking hardware, door contacts, passive infrared motion, and will be cabled to the controller via plenum rated cabling. The badges and printing of the badges is included with the project for City Hall.

The following pages will detail the system components and scope of work for the system. We greatly appreciate the opportunity to work with you on this project. Please contact me anytime.

Thank You,

Preston Bullen

Scope to Include:

- (1) 16 Door Mercury Dual Voltage Integrated Power System Control Enclosure
- (1) NL4 Network Communication Module
- (1) LP1502 Intelligent Controller (supports 2 doors)
- (5) MR52 Series 3 Two-Reader Interface Modules (supports 2 doors)
- (1) MR16IN: 16 inputs
- (9) HID Signo 40 Card Readers
- (2) HID Signo 20 Card Readers (Front door mullion mount)
- (8) PIR Request to Exit Motions
- (8) Electric Strikes
- (2) Doors with existing panic bars modified to work with mag locks or electro-mechanical hardware
- (1) Door: Interior Vestibule Door will utilize the existing hardware (*See clarifications)
- (15) Door Contacts
- (5) Reader Surge Protection Devices (5 of the outdoor readers)
- Conduit for trim work required to conceal cabling per code for doors and control panels
- Plenum cabling
- Electrical supplies
- (1) Fire Alarm Relay
- (1) Security Relay for existing Aiphone Video Intercom

Proposal Clarifications:

- Proposal is based on using existing PC's for creating the workstations for the access control solution.
- City of Jacksonville Beach to provide network switches, IP addresses, UPS, and assistance with network related connections. The proposal does not include network electronics or fiber optic components.
- Proposal includes (4) hours of training.
- Badges for employees will be printed by COJB staff after the training is completed with the City Hall project.
- The proposal includes the labor time to create the system schedules for the facility. All administrator groups will be programmed under the City Hall project.
- Proposal includes shop drawings that will be provided in a digital format and one set of printed drawings to be left onsite. Siemens will require a clean CAD file for the building to create the shop drawings.
- The interior vestibule door is currently equipped with magnetic locks that are connected to the panic bars. This hardware is currently in good working condition and will be existing to remain hardware on the project.
- The proposal does not include cost associated with repairs or replacement of the existing Aiphone video intercom system. At the time of this proposal there are no issues with the Aiphone system that we are aware of. Siemens will provide a relay to work with the existing system and interconnect existing door hardware to the new access control system.

Inclusions and Exclusions

Inclusions:

1. Freight: standard ground.
2. Engineering: Shop Drawings.
3. Project Management for Siemens Scope of work.
4. System installation, testing, and (4) hours of customer training.
5. Price is based on A-CAD disks of the project being supplied to us by others.
6. Materials and labor as defined.
7. Labor during normal business hours Monday-Friday 8am-5pm.
8. One year warranty on materials.

Exclusions:

1. Additional materials or labor not defined in the scope of work.
2. Provision/installation of full conduit raceways, 120v, electrical panels, core drilling, and fire caulking.
3. Ceiling, Ceiling Tiles, or Walls: Moving, replacing, cutting, painting and patching.
4. Dedicated Telephone lines, network connectivity or monitoring services for systems listed above.
5. 120 VAC connections and supply to be done by others as required.
6. Performance or Payment bonds.
7. Costs associated with compressed scheduling or unplanned phases.
8. Repairs to existing door frames or door hardware.
9. PC's for workstations.



Sell Price

Total Quote Price:	\$79,800.00
<u>Materials Quote Price:</u>	\$45,707.00
<u>Labor Quote Price:</u>	\$34,093.00

Payment Terms

Payment Terms Acceptance Agreement

The total price of: \$79,800.00 and the estimated return on investment are based on the items outlined in this proposal. ANY statements made herein regarding savings that may be achieved by implementing the services offered in this proposal are estimates only. No warranty, either expressed or implied, shall be construed to arise from such statements, nor shall such statements be construed as constituting a guarantee by Siemens that such savings will occur if the services are implemented.

Terms and Conditions Disclaimer

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BY EXECUTION HEREOF, THE SIGNER CERTIFIES THAT (S)HE HAS READ ALL OF THE TERMS AND CONDITIONS AND DOCUMENTS, THAT SIEMENS OR ITS REPRESENTATIVES HAVE MADE NO AGREEMENTS OR REPRESENTATIONS EXCEPT AS SET FORTH THEREIN, AND THAT (S)HE IS DULY AUTHORIZED TO EXECUTE THE SIGNATURE PAGE ON BEHALF OF THE CUSTOMER.

This Proposal is based on the Siemens Industry, Inc. Standard Terms and Conditions and the "Scope of Work" and are to be considered part of this proposal. Proposal is valid for thirty (30) days from the delivery date of November 18, 2021. Payment is due within 30 days of invoice date.

Payment Terms: 25% mobilization in advance, progress payments

Total: \$79,800.00

Terms & Conditions Link(s)

Terms and Conditions (Click to download)
Terms & Conditions (Projects) (http://go.siemens.net/15156302)
Terms & Conditions (Products Only) (http://go.siemens.net/15492770)

As a result of the global Covid-19 Virus outbreak, temporary delays in delivery, labor or services from Siemens and its sub-suppliers or subcontractors may occur. Among other factors, Siemens' delivery is subject to the correct and punctual supply from sub-suppliers or subcontractors, and Siemens reserves the right to make partial deliveries or modify its labor or services. While Siemens shall make every commercially reasonable effort to meet the delivery or service or completion date mentioned above, such date is subject to change.

Attachment A

Riders (Click on rider below to download)
SI Mass Notification Rider (http://go.siemens.net/88515649)
SI Monitoring Rider (http://go.siemens.net/31208927)
SI Online Backup and Data Protection (http://go.siemens.net/25876317)
SI Software License Warranty (http://go.siemens.net/59206587)
SI Consulting Rider (http://go.siemens.net/33041159)
SI Shooter Detection System Rider (http://go.siemens.net/33327137)
SI Thermal Camera Rider (http://go.siemens.net/30872411)



Signature Page

Proposed by:

Siemens Industry, Inc.

Company

Preston Bullen

Name

6435183

Proposal #

\$79,800.00

Proposal Amount

November 18, 2021

Date

Accepted by:

CITY OF JACKSONVILLE BEACH

Company

Name (Printed)

Signature

Title

Date

Purchase Order #



PROPOSAL

City of Jacksonville Beach: Police Department Access Control Solution

PREPARED BY

Siemens Industry, Inc.

PREPARED FOR

CITY OF JACKSONVILLE BEACH

DELIVERED ON

November 18, 2021



Smarter buildings drive smarter, and more efficient, building operations.

Creating perfect places to live. That's ingenuity for life.

Contact Information

Proposal #:	6434966
Date:	November 18, 2021

Sales Executive:	Preston Bullen
Branch Address:	8940 Western Way Suite 1, Jacksonville, Florida 32256
Telephone:	9047047358
Email Address:	Preston.Bullen@Siemens.com

Customer:	CITY OF JACKSONVILLE BEACH
Address:	11 3RD ST N
	JACKSONVILLE BEACH FL 32250
Services shall be provided at:	City of Jacksonville Beach Police Department

Scope of Work

Siemens Industry, Inc. is pleased to provide the City of Jacksonville Beach the proposal for the Access Control solution for the Police Department. The access control system design is derived from our meetings, site walk, and customer direction to evaluate the basis of design. The access control solution is designed to integrate with the existing video management system infrastructure to create a unified and centralized security management system into one easy to use platform. This will provide the City of Jacksonville Beach a reliable security platform with a high level of scalability and a low total cost of ownership.

Siemens is providing services to the City of Jacksonville Beach by utilizing the contract through Sourcewell. This contract (Contract #: 030421-SIE)is an awarded RFP to enable the City of Jacksonville Beach to purchase from Siemens directly. The contract awarded is currently valid through April 22, 2025. The contract in place allows for the direct purchase of systems and services contracts Security, Video Management, Access Control, Fire Alarm, Mass Notification, Emergency Notification, Building Automation, and like technologies.

The access control solution for the facility will utilize the software that is being installed with the City Hall project. The software is browser based accessible to designated staff members via active directory sign-on to allow flexibility to manage the system without designated workstations. The system is designed with access control and reader modules that support open field hardware from Mercury Security allowing COJB to leverage investments in non-proprietary field hardware. The system controller will be connected to the existing network to communicate to the centralized server. The access controlled doors will use card readers from HID that are highly versatile to support an array of credential technologies and built on a hardware platform designed to be adaptable to support future technology. The doors will be secured with electric strikes and magnetic locks. The access controlled doors will include the card reader, locking hardware, door contacts, passive infrared motion, emergency request to exit on doors with magnetic locks, and will be cabled to the controller via plenum rated cabling. The badges and printing of the badges is included with the project for City Hall.

The following pages will detail the system components and scope of work for the system. We greatly appreciate the opportunity to work with you on this project. Please contact me anytime.

Thank You,

Preston Bullen

Scope to Include:

- (1) 16 Door Mercury Dual Voltage Integrated Power System Control Enclosure
- (1) NL4 Network Communication Module
- (1) LP1502 Intelligent Controller (supports 2 doors)
- (4) MR52 Series 3 Two-Reader Interface Modules (supports 2 doors)
- (1) MR16IN: 16 inputs
- (9) HID Signo 40 Card Readers
- (1) HID Signo 20 Card Readers (Front door mullion mount)
- (10) PIR Request to Exit Motions
- (1) No Touch Wave to Exit (Request to Exit)
- (1) Double Mag Lock with Door Position Switches
- (9) Electric Strikes
- (9) Door Contacts (doors with electric strike)
- (5) Reader Surge Protection Devices (outdoor readers)
- Conduit for trim work required to conceal cabling per code for doors and control panels
- Plenum cabling
- Electrical supplies
- Relay for existing Video Intercom at interior lobby door
- Fire Alarm Relay (*See clarifications)

Proposal Clarifications:

- The proposal includes the fire alarm relay required for life safety protocols to drop power to the magnetic locks. Siemens will not be responsible for cost associated with existing fire alarm repairs or any additional cost due to existing conditions of the system that would prevent the installation of the new required device.
- Proposal is based on using existing PC's for creating the workstations for the access control solution.
- City of Jacksonville Beach to provide network switches, IP addresses, UPS, and assistance with network related connections. The proposal does not include network electronics or fiber optic components.
- Proposal includes (4) hours of training.
- Badges for PD employees will be printed by COJB staff after the training is completed with the City Hall project.
- The proposal includes the labor time to create the system schedules for the facility. All administrator groups will be programmed under the City Hall project.
- Proposal includes shop drawings that will be provided in a digital format and one set of printed drawings to be left onsite. Siemens will require a clean CAD file for the building to create the shop drawings. Proposal does not include cost associated with creating a CAD file for the floor plan.

Inclusions and Exclusions

Inclusions:

1. Freight: standard ground.
2. Engineering: Shop Drawings.
3. Project Management for Siemens Scope of work.
4. System installation, testing, and (4) hours of customer training.
5. Price is based on A-CAD disks of the project being supplied to us by others.
6. Materials and labor as defined.
7. Labor during normal business hours Monday-Friday 8am-5pm.
8. One year warranty on materials.

Exclusions:

1. Additional materials or labor not defined in the scope of work.
2. Provision/installation of full conduit raceways, 120v, electrical panels, core drilling, and fire caulking.
3. Ceiling, Ceiling Tiles, or Walls: Moving, replacing, cutting, painting and patching.
4. Dedicated Telephone lines, network connectivity or monitoring services for systems listed above.
5. 120 VAC connections and supply to be done by others as required.
6. Performance or Payment bonds.
7. Costs associated with compressed scheduling or unplanned phases.
8. Repairs to existing door frames or door hardware.
9. PC's for workstations.



Sell Price

<u>Total Quote Price:</u>	\$68,000.00
<u>Materials Quote Price:</u>	\$36,120.00
<u>Labor Quote Price:</u>	\$31,880.00

Siemens is providing services to the City of Jacksonville Beach by utilizing the Contract #: 030421-SIE through Sourcewell.

Payment Terms

Payment Terms Acceptance Agreement

The total price of: \$68,000.00 and the estimated return on investment are based on the items outlined in this proposal. ANY statements made herein regarding savings that may be achieved by implementing the services offered in this proposal are estimates only. No warranty, either expressed or implied, shall be construed to arise from such statements, nor shall such statements be construed as constituting a guarantee by Siemens that such savings will occur if the services are implemented.

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Payment Terms: 25% mobilization in advance, progress payments

Total: \$68,000.00

Terms & Conditions Link(s)

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Terms & Conditions (Projects) (http://go.siemens.net/15156302)
Terms & Conditions (Products Only) (http://go.siemens.net/15492770)

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Attachment A

Riders (Click on rider below to download)
SI Mass Notification Rider (http://go.siemens.net/88515649)
SI Monitoring Rider (http://go.siemens.net/31208927)
SI Online Backup and Data Protection (http://go.siemens.net/25876317)
SI Software License Warranty (http://go.siemens.net/59206587)
SI Consulting Rider (http://go.siemens.net/33041159)
SI Shooter Detection System Rider (http://go.siemens.net/33327137)
SI Thermal Camera Rider (http://go.siemens.net/30872411)



Signature Page

Proposed by:

Siemens Industry, Inc.

Company

Preston Bullen

Name

6434966

Proposal #

\$68,000.00

Proposal Amount

November 18, 2021

Date

Accepted by:

CITY OF JACKSONVILLE BEACH

Company

Name (Printed)

Signature

Title

Date

Purchase Order #



PROPOSAL

City of Jacksonville Beach Access Control Service Agreement

PREPARED BY

Siemens Industry, Inc.

PREPARED FOR

CITY OF JACKSONVILLE BEACH

DELIVERED ON

November 18, 2021

Proposal #:	6432666
Date:	November 18, 2021

Sales Executive:	Preston Bullen
Branch Address:	8940 Western Way Suite 1, Jacksonville, Florida 32256
Telephone:	9047047358
Email Address:	Preston.Bullen@Siemens.com

Customer:	CITY OF JACKSONVILLE BEACH
Address:	11 3RD ST N
	JACKSONVILLE BEACH FL 32250
Services shall be provided at:	City of Jacksonville Beach

Siemens Industry, Inc. is pleased to provide the service agreement on the access control security system for the City of Jacksonville Beach. The service agreement is effective for (36) months for the preventative maintenance services, firmware updates to the control panels and reader modules, software patches, and operator coaching. All labor will be performed during normal business hours Monday-Friday 8am-5pm. Siemens is providing services to the City of Jacksonville Beach by utilizing the contract through Sourcwell. This contract (Contract #: 030421-SIE)is an awarded RFP to enable the City of Jacksonville Beach to purchase from Siemens directly. The contract awarded is currently valid through April 22, 2025. The contract in place allows for the direct purchase of systems and services contracts Security, Video Management, Access Control, Fire Alarm, Mass Notification, Emergency Notification, Building Automation, and like technologies.

The following services will be utilized by Siemens to help manage the systems operations, maintain compliance, protect the life-cycle investment, optimize the system performance and user productivity.

Preventive Maintenance – Security:

- Siemens will perform predetermined and/or condition-based maintenance to all components designated in the List of Maintained Equipment, as detailed in this service agreement. Preventive maintenance is performed in accordance with a program of standard routines as determined by technology, application, location, and our experience. These services help preserve the integrity of the customer's equipment, prevent premature failure and assure that code and compliance requirements are met.

Firmware Updates:

- We will provide you with firmware and documentation updates to your existing field panels upon development. Onsite training will familiarize you with the new features and their associated benefits. These updates deliver the benefits of Siemens commitment to compatibility by design; a commitment unique in our industry. Field panels included under this service are itemized in the List of Maintained Equipment.

Operator Coaching:

- Through our individual Operator Coaching, we will review and reinforce learned skills, leading to greater operator knowledge and productivity. Siemens will assist your operators in identifying, verifying and resolving problems found in executing tasks. During the coaching sessions, we can address log book issues, assist your operators in becoming more self-sufficient, and improve the skills of your operators to better meet the needs of your facility and their specific job responsibilities. This will promote better utilization of systems and applications implemented in your facility. Under this agreement we shall provide coaching, which will be conducted on normal business days and hours, during scheduled visits.

List of Maintained Equipment for PM Service:

- (1) Enterprise Software License on Virtual Server
- (3) Access Control Panel Enclosures with Power Supplies
- (3) Intelligent Controllers
- (3) Input Boards with 16 supervised inputs
- (3) Network Communication Modules
- (16) Reader Interface Modules
- (35) Card Readers
- (32) PIR Motions
- (5) Wave to Exit - REX
- (5) Double Mag Locks with Door Contacts
- (27) Electric Strikes
- (3) Electrified Panic Bars
- (34) Door Position Switches
- (1) Video Intercom (PD)
- (5) Relays for Fire Alarm and/or Intercom
- (15) Surge Protectors on card readers
- (1) Badge Printer (does not include cost to replace ribbon)
- Cable connections and terminations

List of Maintained Equipment for Firmware Updates:

- (1) Enterprise Software License on Virtual Server (*see clarifications)
- (3) Access Control Panel Enclosures with Power Supplies
- (3) Intelligent Controllers
- (3) Input Boards with 16 supervised inputs
- (3) Network Communication Modules
- (1) Badge Printer

Operator Coaching:

- The service agreement includes (8) hours per year for this service which will be used to provide onsite system operations and staff support services. This service can be scheduled with customer to help existing or new system operators.

Additional Services Included:

Customer Service Account Manager:

- This contract will include labor hours for the Siemens Customer Service Account Manager to meet onsite with the customer to discuss the overall implementation of the contract and to review the services performed by our technicians to ensure customer's needs and concerns are properly met. The CSM will also help coordinate service calls, billing, and manage the customer service portal.

Quality Assurance:

- Through implementation of our Quality Assurance process, Siemens will ensure that our delivered services are of the highest quality. We will meet with you to discuss our performance and your satisfaction with the quality of service that is being provided. We will discuss the performance of your systems, your facility, and make recommendations for improvements. We also augment this program with periodic customer satisfaction telephone surveys of your key staff members.

Siemens Service Portal:

- The Service Portal allows you the ability to confirm schedules, track repairs, manage agreements, generate reports, and access critical information; then share it across your entire enterprise quickly and efficiently. The Service Portal is a user-friendly way to increase your productivity and the value of your service program.

Proposal Clarifications:

- Proposal labor is defined during normal business hours and excludes any after-hours, weekend, or holiday labor.
- Proposal does not include cost associated with upgrading the software to the new revisions. A proposal will be provided for all software upgrades.
- Proposal includes all labor associated with the PM services as defined.
- Proposal includes warranty from the manufacturer to cover replacement materials approved via RMA.

Terms and Conditions (Click to download)

[Terms & Conditions](http://go.siemens.net/95260872)

(<http://go.siemens.net/95260872>)

As a result of the global Covid-19 Virus outbreak, temporary delays in delivery, labor or services from Siemens and its sub-suppliers or subcontractors may occur. Among other factors, Siemens' delivery is subject to the correct and punctual supply from sub-suppliers or subcontractors, and Siemens reserves the right to make partial deliveries or modify its labor or services. While Siemens shall make every commercially reasonable effort to meet the delivery or service or completion date mentioned above, such date is subject to change.

[SI Exclusions and Clarifications](http://go.siemens.net/49539933)

(<http://go.siemens.net/49539933>)



Services shall be provided at:

City of Jacksonville Beach
11 3rd St N Jacksonville Beach, FL 32250

Siemens Industry, Inc. shall provide the services as identified in this Proposal and pursuant to the associated terms and conditions contained within.

Duration (Initial Term and Renewal): This Agreement shall remain in effect for an Initial Term of 3 Periods beginning 2022-03-01. After the expiration of the Initial Term, this Agreement shall automatically renew for successive one year periods. The Investments for each year after the Initial Term of the Agreement and each year of each renewal of this Agreement shall be determined as the immediate prior year's Investment plus an escalator of 3%. In addition, each renewal term pricing shall be adjusted for any additions or deletions to services selected for the renewal term.

Initial Term Investments:

Period	Period Range	Billing Frequency	Price
1	Mar 1,2022 - Feb 28,2023	Annually	\$10,202.00
2	Mar 1,2023 - Feb 29,2024	Annually	\$10,508.00
3	Mar 1,2024 - Feb 28,2025	Annually	\$10,823.00

Multi-Period Investment Total	\$31,533.00
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***Amount Due In Advance Based On Billing Frequency**

Applicable sales taxes, if included in the investment amount, are estimated only and will be calculated based on local requirements at the time of invoicing. The pricing quoted in this Proposal are firm for 30 days.



The Buyer acknowledges that when accepted by the Buyer as proposed Siemens Industry, Inc., this Proposal and the Standard Terms and Conditions of Sale for Services, (together with any other documents incorporated into the forgoing) shall constitute the entire agreement of the parties with respect to its subject matter.

BY EXECUTION HEREOF, THE SIGNER CERTIFIES THAT (S)HE HAS READ ALL OF THE TERMS AND CONDITIONS AND DOCUMENTS, THAT SIEMENS INDUSTRY, INC. OR ITS REPRESENTATIVES HAVE MADE NO AGREEMENTS OR REPRESENTATIONS EXCEPT AS SET FORTH THEREIN, AND THAT (S)HE IS DULY AUTHORIZED TO EXECUTE THE SIGNATURE PAGE ON BEHALF OF THE BUYER.

Initial Term Investments

Period	Period Range	Billing Frequency	Price
1	Mar 1,2022 - Feb 28,2023	Annually	\$10,202.00
2	Mar 1,2023 - Feb 29,2024	Annually	\$10,508.00
3	Mar 1,2024 - Feb 28,2025	Annually	\$10,823.00

Proposed by:

Siemens Industry, Inc.

Company

Preston Bullen

Name

6432666

Proposal #

\$31,533.00

Proposal Amount

November 18, 2021

Date

Accepted by:

CITY OF JACKSONVILLE BEACH

Company

Name (Printed)

Signature

Title

Date

Purchase Order # ☐ PO for billing only ☐ PO not required



City of Jacksonville Beach • 11 North Third Street • Jacksonville Beach FL 32250

CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Luis F. Flores, Property and Procurement Officer through Ashlie Gossett, Chief Financial Officer
DATE:	12/02/2021
SUBJECT:	Funding to Accelerate HVAC Repairs at Three City Facilities and for a Budget Shortfall for the Current Fiscal Year for HVAC Projects

BACKGROUND

The City's 5-year Capital Improvement Plan (CIP) includes a plan for the scheduled replacement of our facilities' heating ventilation and air conditioning (HVAC) systems based on the age and condition of the units. This plan is adjusted annually as circumstances warrant.

HVAC repairs at the ARC Building, O&M Maintenance shop, and Carver Center were not included in this year's CIP project list. Maintenance service requests and an inspection conducted in September 2021 revealed that two units at the ARC Building and one unit at the O&M Maintenance shop are at the end of their life cycle and need replacing. The cost to replace the three units is \$28,605.

Also addressed during the early fall walk-through were the Carver Center humidity issues. A sequencing problem between the HVAC units and compressor keeps drawing in warm outside air while the compressor is 'off', causing high humidity issues throughout the facility. Demand control ventilation should be added to modulate the outside air dampers based on CO2 levels. This will help reduce the amount of outside air added to the facility when it is not needed. The cost to update the existing Trane Tracer® SC+ & Synchrony™ Building Automation System (BAS) to reflect the equipment changes made to the three rooftop units is \$19,785.

Finally, the project pricing received from Trane for the FY2022 CIP 'HVAC Systems' replacement schedule was \$17,950 higher than originally budgeted. Increases in the demand for air conditioning parts, raw material costs, labor rates, and fuel/transportation costs are the primary drivers of the increased costs. The combined request for the unanticipated repairs and price increases is \$66,340.

Trane has a current contract with the US General Services Administration (GSA) for Alarm and Signal Systems Facility Management Systems, which was competitively bid in accordance with the City's Purchasing Manual. The Property and Procurement Division is using the referenced GSA contract to replace HVAC units throughout the City. Trane has extended the GSA contract price discount to the City of Jacksonville Beach.

Trane Commercial Systems – North Florida is our local servicing dealer under the GSA contract for Alarm and Signal Systems Facility Management. The GSA contract is a multi-year pricing agreement between Trane USA Inc. and GSA to provide turn-key building and installation solutions. As a government agency, the City of Jacksonville Beach satisfies the requirement as



City of Jacksonville Beach • 11 North Third Street • Jacksonville Beach FL 32250

an Eligible Customer. This agreement is based on a Federal Supply Service price list. The vendor has agreed to honor the price quotes provided on September 29, 2021, and December 22, 2021, pending Council approval.

FINANCIAL IMPACT

Funding for the additional HVAC repair and replacement costs is available in the General Capital Projects Fund Building Reserves, and the budget will be adjusted at mid-year.

REQUESTED ACTION

Approve/Disapprove additional funding to accelerate HVAC repairs at three City facilities and for a budget shortfall for the current fiscal year for HVAC projects according to pricing provided under Trane's GSA Federal Supply Schedule contract, GS-07F-0248K, for \$66,340

ATTACHMENTS

1. Trane GSA HVAC Quotes
2. Summary of Changes to FY2022 HVAC CIP Plan



GSA FEDERAL SUPPLY SCHEDULE PROPOSAL

CONTRACT NUMBER: 47QSWA20D002A

DUNS: 126365795 / **CAGE:** 60532

Date: December 21, 2021

Customer: City of Jacksonville Beach
1460 Shetter Ave
Jacksonville Beach, FL 32250

Job Name: Jax Beach
Replacements 2022

ATTN: Luis Flores

Terms of Delivery: FOB Destination
Full Freight Allowed

Proposal #: H2-3742-2021

Terms of Payment: ½ % 10 – Net 30 Days

Trane is pleased to provide the enclosed proposal for your review and approval. This proposal is compliant with [Trane's GSA Schedule MAS Contract#47QSWA20D002A](#) and all its associated terms, conditions and negotiated pricing. In the event of a discrepancy between this proposal and the MAS contract, the MAS contract terms and conditions shall govern and take precedence. All applicable taxes will be added unless Trane is provided with the appropriate tax exemption certificates. This proposal will expire 30 days from the date of issue if an order is not placed.

Included in the Proposal – Scope of Work

Mechanical Scopes –

Police -

1. Provide all parts, labor, rigging and permitting as required to replace the below detailed HVAC system during regular business hours
2. Disconnect control wiring
3. Disconnect electrical, electrical to be reused/reconnected to new units
4. Remove and properly dispose of air handling units
 - a. Disconnect refrigeration lines
5. Remove condensers.
 - a. Flush out existing line sets.
6. Install 15 new Trane air handling units.
 - a. Reconnect duct
 - b. Reconnect to existing line sets and drainlines extent as needed.
 - c. Install UV light in the supply duct of unit and run electrical
7. Install 15 new Trane condensers.
 - a. Furnish and install new TXVs, filter driers and sight glasses.
 - b. Reconnect to existing line set.
 - c. Replace/Repair damaged insulation.
8. Reconnect/Reinstall existing electrical to new units
9. Reconnect control wiring
10. Start up and Test operation

Windgate Football -

1. Provide all parts, labor, rigging and permitting as required to replace the below detailed HVAC system during regular business hours
2. Disconnect t-stat wiring
3. Disconnect electrical, electrical to be reused/reconnected to new units
4. Remove and properly dispose of air handling unit
 - a. Disconnect refrigeration lines
5. Remove condenser.
 - a. Flush out existing line sets.
6. Install new Trane air handling units.



- a. Reconnect duct
 - b. Reconnect to existing line sets and drainlines extent as needed.
7. Install new Trane condenser.
 - a. Furnish and install new TXs, filter drier and sight glasse.
 - b. Reconnect to existing line set.
 - c. Replace/Repair damaged insulation.
8. Reconnect/Reinstall existing electrical to new units
9. Reconnect t-stat wiring
10. Start up and Test operation

Cemetery -

1. Provide all parts, labor, rigging and permitting as required to replace the below detailed HVAC system during regular business hours
2. Disconnect t-stat wiring
3. Disconnect electrical, electrical to be reused/reconnected to new units
4. Remove and properly dispose of air handling unit
 - a. Disconnect refrigeration lines
5. Remove condenser.
 - a. Flush out existing line sets.
6. Install new Trane air handling units.
 - a. Reconnect duct
 - b. Reconnect to existing line sets and drainlines extent as needed.
7. Install new Trane condenser.
 - a. Furnish and install new TXs, filter drier and sight glasse.
 - b. Reconnect to existing line set.
 - c. Replace/Repair damaged insulation.
8. Reconnect/Reinstall existing electrical to new units
9. Reconnect t-stat wiring
10. Start up and Test operation

Gonzalez Park -

1. Provide all parts, labor, rigging and permitting as required to replace the below detailed HVAC system during regular business hours
2. Disconnect t-stat wiring
3. Disconnect electrical, electrical to be reused/reconnected to new units
4. Remove and properly dispose of air handling unit
 - a. Disconnect refrigeration lines
5. Remove condenser.
 - a. Flush out existing line sets.
6. Install new Trane air handling units.
 - a. Reconnect duct
 - b. Reconnect to existing line sets and drainlines extent as needed.
7. Install new Trane condenser.
 - a. Furnish and install new TXs, filter drier and sight glasse.
 - b. Reconnect to existing line set.
 - c. Replace/Repair damaged insulation.
8. Reconnect/Reinstall existing electrical to new units
9. Reconnect t-stat wiring
10. Start up and Test operation



All Units

Air Handler
7.5 Ton
R-410A
Generation A (DOE 2018)
Constant Volume
Corrosion Coated Condensor Coils
Rubber Inshear isolators
High Static Motor Accessory Kit (Fld)
2 Year Parts and Labor Warranty

Item: A1, A4 Qty: 2 Tag(s): PD AHU-8, PD AHU-13

208-230/60/3
Single Circuit
14.96kW (460/60/3) (Fld)

Item: A2, A5 Qty: 2 Tag(s): PD AHU-11, PD AHU-12

208-230/60/3
Single Circuit
9.96kW (460/60/3) (Fld)

Item: A3 Qty: 1 Tag(s): Pollution 3-4

208-230/60/1
Dual Circuit
No Auxiliary Heat

Tag Data - Odyssey Split System Outdoor Unit (Qty: 4)

Item	Tag(s)	Qty	Description	Model Number
B1	PD HP-8	1	6 - 25 Ton Unitary Split Systems POLICE	TWA09044AAA-- AS000000000000000000000000000000
B2	PD HP-13	1	6 - 25 Ton Unitary Split Systems POLICE	TWA09044AAA-- AS000000000000000000000000000000
B3	PD HP-11	1	6 - 25 Ton Unitary Split Systems POLICE	TWA09044AAA-- AS000000000000000000000000000000
B4	PD HP-12	1	6 - 25 Ton Unitary Split Systems POLICE	TWA09044AAA-- AS000000000000000000000000000000

Product Data - Odyssey Split System Outdoor Unit

All Units

Heat Pump (TWA)
7.5 Tons
R-410A Refrigerant
460/60/3
Single Compressor / Single Circuit
Corrosion Coated Condensor Coils
Touchscreen Programmable 4H/2C (Fld)
Condenser Coil Hail/Vandal Guard Kit (Fld)
Service Valve accessory kit (Fld)
2 Year Parts and Labor Warranty



Tag Data - Split System Air Conditioning Units (Small) (Qty: 20)

Item	Tag(s)	Qty	Description	Model Number
C1	PD HP-1	1	1.5 - 5 Ton Unitary Split Systems Police	-----4TWA4060A4-TEM4A0C60S51S----- 0000-----0000000000000000-000-0--0
C2	PD HP-3	1	1.5 - 5 Ton Unitary Split Systems Police	-----4TWA4048A4-TEM4A0C48S41S----- 0000-----0000000000000000-000-0--0
C3	PD HP-4	1	1.5 - 5 Ton Unitary Split Systems Police	-----4TWA4036A4-TEM4A0C37S31S----- 0000-----0000000000000000-000-0--0
C4	PD HP-5	1	1.5 - 5 Ton Unitary Split Systems Police	-----4TWA4036A4-TEM4A0C37S31S----- 0000-----0000000000000000-000-0--0
C5	PD HP-6	1	1.5 - 5 Ton Unitary Split Systems Police	-----4TWA4036A4-TEM4A0C37S31S----- 0000-----0000000000000000-000-0--0
C6	PD HP-7	1	1.5 - 5 Ton Unitary Split Systems Police	-----4TWR4024G1-TEM4A0B24S21S----- 0000-----0000000000000000-000-0--0
C7	PD HP-9	1	1.5 - 5 Ton Unitary Split Systems Police	-----4TWA4060A4-TEM4A0C60S51S----- 0000-----0000000000000000-000-0--0
C8	PD AHU-14	1	1.5 - 5 Ton Unitary Split Systems (SSC)	-----4TWR4030G1-TEM4A0B30S31S----- 0000-----0000000000000000-000-0--0
C11	Hug Park 5T	1	1.5 - 5 Ton Unitary Split Systems HUGTEN	-----4TWR4060G1-TEM4A0C60S51S----- 0000-----0000000000000000-000-0--0
C12	Gonz Park	1	1.5 - 5 Ton Unitary Split Systems GONZ	-----4TWR4018G1-TEM4A0B18S21S----- 0000-----0000000000000000-000-0--0
C14	Wingate Foo tb	1	1.5 - 5 Ton Unitary Split Systems FOOTBA	-----4TWR4036G1-TEM4A0B36S31S----- 0000-----0000000000000000-000-0--0
C15	Cemetery	1	1.5 - 5 Ton Unitary Split Systems CEMETE	-----4TWR4024G1-TEM4A0B24S21S----- 0000-----0000000000000000-000-0--0
C16	Pollution 1	1	1.5 - 5 Ton Unitary Split Systems POLLUT	-----4TWR4048G1-TEM4A0C48S41S----- 0000-----0000000000000000-000-0--0
C17	Pollution 2	1	1.5 - 5 Ton Unitary Split Systems POLLUT	-----4TWR4036G1-TEM4A0B36S31S----- 0000-----0000000000000000-000-0--0
C18	Pollution 3-4, Pollution 3-1	2	1.5 - 5 Ton Unitary Split Systems POLLUT	4TTR3036H1-----0-0000000000-00-----0000- -----0000000000000000-000-0--0

All units - Corrosion Coated Condensor Coils

Product Data - Split System Air Conditioning Units (Small)

Item: C1 Qty: 1 Tag(s): PD HP-1

4TWA4 Heat Pump Outdoor Unit
5 Ton - Nominal Cooling Capacity
460 Volt 3 Phase 60 Hertz
5 Ton air handler
5.0 ton airflow
208-230/1/60
7.21/9.60 kW Electric Htr w/Ckt Brk for 208/240V 1 Phase 60 Hz (Fld)
External filter rack (TEM) (Fld)
2 Year Parts and Labor Warranty



Item: C2 Qty: 1 Tag(s): PD HP-3

4TWA4 Heat Pump Outdoor Unit
4 Ton - Nominal Cooling Capacity
460 Volt 3 Phase 60 Hertz
4 Ton air handler
3.5 ton to 4.0 ton airflow
208-230/1/60
5.77/7.68 kW Electric Htr w/ Ckt Brk for 208/240V 1 Phase 60 Hz (Fld)
External filter rack (TEM) (Fld)
2 Year Parts and Labor Warranty

Item: C3 Qty: 1 Tag(s): PD HP-4

4TWA4 Heat Pump Outdoor Unit
3 Ton - Nominal Cooling Capacity
460 Volt 3 Phase 60 Hertz
3 Ton air handler
3.0 ton to 3.5 ton airflow
208-230/1/60
5.77/7.68 kW Electric Htr w/ Ckt Brk for 208/240V 1 Phase 60 Hz (Fld)
External filter rack (TEM) (Fld)
2 Year Parts and Labor Warranty

Item: C4, C5 Qty: 2 Tag(s): PD HP-5, PD HP-6

4TWA4 Heat Pump Outdoor Unit
3 Ton - Nominal Cooling Capacity
460 Volt 3 Phase 60 Hertz
3 Ton air handler
3.0 ton to 3.5 ton airflow
208-230/1/60
3.60/4.80 kW Electric Heater with Ckt Brk for 208/240V 1 Phase 60 Hz (Fld)
External filter rack (TEM) (Fld)
2 Year Parts and Labor Warranty

Item: C6 Qty: 1 Tag(s): PD HP-7

4TWR4 Heat Pump Outdoor Unit
2 Ton - Nominal Cooling Capacity
200 - 230 Volt 1 Phase 60 Hertz
2 Ton air handler
2.0 ton to 2.5 ton airflow
208-230/1/60
3.60/4.80 kW Electric Heater with Ckt Brk for 208/240V 1 Phase 60 Hz (Fld)
External filter rack (TEM) (Fld)
2 Year Parts and Labor Warranty

Item: C7 Qty: 1 Tag(s): PD HP-9

4TWA4 Heat Pump Outdoor Unit
5 Ton - Nominal Cooling Capacity
460 Volt 3 Phase 60 Hertz
5 Ton air handler
5.0 ton airflow
208-230/1/60
10.80/14.40 kW Htr w/Ckt Brk 208/240/1 (Fld)
External filter rack (TEM) (Fld)
2 Year Parts and Labor Warranty



Item: C8 Qty: 1 Tag(s): PD AHU-14

4TWR4 Heat Pump Outdoor Unit
2.5 Ton - Nominal Cooling Capacity
200 - 230 Volt 1 Phase 60 Hertz
2.5 Ton air handler
3.0 ton to 3.5 ton airflow
208-230/1/60
External filter rack (TEM) (Fld)
2 Year Parts and Labor Warranty

Item: C11 Qty: 2 Tag(s): Hug Park 5T

4TWR4 Heat Pump Outdoor Unit
5 Ton - Nominal Cooling Capacity
200 - 230 Volt 1 Phase 60 Hertz
5 Ton air handler
5.0 ton airflow
208-230/1/60
2.88/3.84kW Electric Heater with Ckt Brk for 208/240V 1 Phase 60 Hz (Fld)
External filter rack (TEM) (Fld)
2 Year Parts and Labor Warranty

Item: C12 Qty: 1 Tag(s): Gonz Park

4TWR4 Heat Pump Outdoor Unit
1.5 Ton - Nominal Cooling Capacity
200 - 230 Volt 1 Phase 60 Hertz
1.5 Ton air handler
2.0 ton to 2.5 ton airflow
208-230/1/60
2.88/3.84kW Electric Heater with Ckt Brk for 208/240V 1 Phase 60 Hz (Fld)
External filter rack (TEM) (Fld)
2 Year Parts and Labor Warranty

Item: C14 Qty: 1 Tag(s): Wingate Footb

4TWR4 Heat Pump Outdoor Unit
3 Ton - Nominal Cooling Capacity
200 - 230 Volt 1 Phase 60 Hertz
3 Ton air handler
3.0 ton to 3.5 ton airflow
208-230/1/60
3.60/4.80 kW Electric Heater with Ckt Brk for 208/240V 1 Phase 60 Hz (Fld)
External filter rack (TEM) (Fld)
2 Year Parts and Labor Warranty

Item: C15 Qty: 1 Tag(s): Cemetery

4TWR4 Heat Pump Outdoor Unit
2 Ton - Nominal Cooling Capacity
200 - 230 Volt 1 Phase 60 Hertz
2 Ton air handler
2.0 ton to 2.5 ton airflow
208-230/1/60
3.60/4.80 kW Electric Heater with Ckt Brk for 208/240V 1 Phase 60 Hz (Fld)
External filter rack (TEM) (Fld)
2 Year Parts and Labor Warranty



Item: C16 Qty: 1 Tag(s): Pollution 1

4TWR4 Heat Pump Outdoor Unit
4 Ton - Nominal Cooling Capacity
200 - 230 Volt 1 Phase 60 Hertz
4 Ton air handler
3.5 ton to 4.0 ton airflow
208-230/1/60
3.60/4.80 kW Electric Heater with Ckt Brk for 208/240V 1 Phase 60 Hz (Fld)
External filter rack (TEM) (Fld)
2 Year Parts and Labor Warranty

Item: C17 Qty: 1 Tag(s): Pollution 2

4TWR4 Heat Pump Outdoor Unit
3 Ton - Nominal Cooling Capacity
200 - 230 Volt 1 Phase 60 Hertz
3 Ton air handler
3.0 ton to 3.5 ton airflow
208-230/1/60
5.77/7.68 kW Electric Htr w/ Ckt Brk for 208/240V 1 Phase 60 Hz (Fld)
External filter rack (TEM) (Fld)
2 Year Parts and Labor Warranty

Item: C18 Qty: 2 Tag(s): Pollution 3-4, Pollution 3-1

Split System Cooling Outdoor Unit
3 Ton Nominal Cooling Capacity
200 - 230 Volt 1 Phase 60 Hertz
Braze
2 Year Parts and Labor Warranty



Tag Data - Trane - Mitsubishi Ductless Split (M Series) (Qty: 6)

Item	Tag(s)	Qty	Description
E1	PD DSS #1	1	Trane - Mitsubishi Ductless Split POLICE
E2	PD DSS #2	1	Trane - Mitsubishi Ductless Split POLICE
E3	PD DSS #3	1	Trane - Mitsubishi Ductless Split POLICE
E6	Pollu DSS #1	1	Trane - Mitsubishi Ductless Split POLLUT

Product Data - Trane - Mitsubishi Ductless Split (M Series)

All Units

1 X87-721 Cond 208/230V w/reservoir sensor
Corrossion Coated Condensor Coils
2 Year Parts and Labor Warranty

Item: E1 Qty: 1 Tag(s): PD DSS #1

NTXSMT18A112AB
NTXWMT18A112AA

Item: E2 Qty: 1 Tag(s): PD DSS #2

NTXSST24A112AA
NTXWST24A112AA

Item: E3 Qty: 1 Tag(s): PD DSS #3

NTYSST30B112AA Outdoor- Cooling only
NTYWST30B112AA Wall Mounted Cooling

Item: E4 Qty: 1 Tag(s): Maint DSS #1

NTYSST36B112AA Outdoor- Cooling only
NTYWST36B112AA Wall Mounted Cooling
1 QSWB2000M-1 Condenser Wall Bracket

Item: E5 Qty: 1 Tag(s): Guard DSS #1

NTXSST09A112AB - 9MBH Heat Pump Outdoor Unit, 208-230V/ 1ph/ 60 Hz
NTXWST09A112AA

Item: E6 Qty: 1 Tag(s): Pollu DSS #1

NTYSST24A112AA Outdoor- Cooling only
NTYWST24A112AA Wall Mounted Cooling

Excluded from the Proposal

1. We have not included temporary cooling
2. We have not included engineered design drawings
3. We have not included providing a bond
4. Hazardous Material identification, abatement and/or removal are excluded from this scope of work
5. We have not included fire / smoke / life safety controls

Open Market Items (as allowed per FAR 8.402(f) for administrative convenience)

Taxes and warranties

Contractor Teaming Items (as defined per FAR 9.601)

Not Applicable



Pricing Summary

This is a Firm-Fixed-Price (FFP) quote under Trane's GSA MAS Contract. The following is a pricing summary:

Pricing By Special Item Numbers (SINs)

SIN 334512	\$54,805.00
SIN 238910	\$9,818.20
SIN 561210FAC	\$173,241.41
SIN OLM	\$37,522.50
OPEN MARKET ITEMS	\$18,562.97

LUMP SUM PRICE FOR ENTIRE PROJECT

\$293,950.08

• Building	Qty. of Units	Cost Per Bldg.
• Police	15	\$211,653.65
• Windgate Football	1	\$8,411.56
• Cemetery	1	\$8,522.00
• Gonzalez Park	1	\$8,564.23
• Huegenot Tennis	1	\$9,824.00
• Pollution Control	4	\$46,974.64

Respectfully submitted,

Eric P. Schmidt

Account Manager

Cell – 904-219-6000

Email – ERIC.SCHMIDT2@TRANE.COM

This proposal is made subject to Trane's Installation Terms & Conditions located online at www.trane.com/gsaschedule/termsofsale and are hereby incorporated by this reference.



COMPANY _____

BY _____

PURCHASE ORDER _____

TYPE OR PRINT _____

DATE _____

TITLE _____



GSA FEDERAL SUPPLY SCHEDULE PROPOSAL

CONTRACT NUMBER: 47QSWA20D002A

DUNS: 126365795 / **CAGE:** 60532

Date: December 21, 2021

Customer: City of Jacksonville Beach
1460 Shetter Ave
Jacksonville Beach, FL 32250

Job Name: Jax Beach
Replacements 2022

ATTN: Luis Flores

Terms of Delivery: FOB Destination
Full Freight Allowed

Proposal #: H2-3742-2022-2

Terms of Payment: ½ % 10 – Net 30 Days

Trane is pleased to provide the enclosed proposal for your review and approval. This proposal is compliant with [Trane's GSA Schedule MAS Contract#47QSWA20D002A](#) and all its associated terms, conditions and negotiated pricing. In the event of a discrepancy between this proposal and the MAS contract, the MAS contract terms and conditions shall govern and take precedence. All applicable taxes will be added unless Trane is provided with the appropriate tax exemption certificates. This proposal will expire 30 days from the date of issue if an order is not placed.

Included in the Proposal – Scope of Work

Mechanical Scopes –

ARC -

1. Provide all parts, labor, rigging and permitting as required to replace the below detailed HVAC system during regular business hours
2. Disconnect t-stat wiring
3. Disconnect electrical, electrical to be reused/reconnected to new units
4. Remove and properly dispose of two air handling units
 - a. Disconnect refrigeration lines
5. Remove two condensers
 - a. Flush out existing line sets.
6. Install 2 new Trane air handling units.
 - a. Reconnect duct
 - b. Reconnect to existing line sets and drainlines extent as needed.
7. Install 2 new Trane condenser.
 - a. Furnish and install new TXs, filter drier and sight glasse.
 - b. Reconnect to existing line set.
 - c. Replace/Repair damaged insulation.
8. Reconnect/Reinstall existing electrical to new units
9. Reconnect t-stat wiring
10. Start up and Test operation

Maintenance Shop -

1. Provide all parts, labor, rigging and permitting as required to replace the below detailed HVAC system during regular business hours
2. Disconnect t-stat wiring
3. Disconnect electrical, electrical to be reused/reconnected to new units
4. Remove and properly dispose of air handling unit
 - a. Disconnect refrigeration lines
5. Remove condenser.
 - a. Flush out existing line sets.
6. Install new Trane air handling units.
 - a. Reconnect duct



- b. Reconnect to existing line sets and drainlines extent as needed.
7. Install new Trane condenser.
 - a. Furnish and install new TXs, filter drier and sight glasse.
 - b. Reconnect to existing line set.
 - c. Replace/Repair damaged insulation.
8. Reconnect/Reinstall existing electrical to new units
9. Reconnect t-stat wiring
10. Start up and Test operation

Equipment Details –

Tag Data - Split System Air Conditioning Units (Small) (Qty: 2)

Item	Tag(s)	Qty	Description	Model Number
C9	ARC #1	1	1.5 - 5 Ton Unitary Split Systems ARC	-----4TWR4024G1-TEM4A0B24S21S----- 0000-----000000000000000000-000-0--0
C10	ARC #2	1	1.5 - 5 Ton Unitary Split Systems ARC	-----4TWR4060G1-TEM4A0C60S51S----- 0000-----000000000000000000-000-0--0

All units - Corrossion Coated Condensor Coils

Item: C9 Qty: 1 Tag(s): ARC #1

4TWR4 Heat Pump Outdoor Unit
2 Ton - Nominal Cooling Capacity
200 - 230 Volt 1 Phase 60 Hertz
2 Ton air handler
2.0 ton to 2.5 ton airflow
208-230/1/60
2.88/3.84kW Electric Heater with Ckt Brk for 208/240V 1 Phase 60 Hz (Fld)
External filter rack (TEM) (Fld)
2 Year Parts and Labor Warranty

Item: C10 Qty: 1 Tag(s): ARC #2

4TWR4 Heat Pump Outdoor Unit
5 Ton - Nominal Cooling Capacity
200 - 230 Volt 1 Phase 60 Hertz
5 Ton air handler
5.0 ton airflow
208-230/1/60
2.88/3.84kW Electric Heater with Ckt Brk for 208/240V 1 Phase 60 Hz (Fld)
External filter rack (TEM) (Fld)
2 Year Parts and Labor Warranty

Tag Data - Trane - Mitsubishi Ductless Split (M Series) (Qty: 6)

Item	Tag(s)	Qty	Description
E4	Maint DSS #1	1	Trane - Mitsubishi Ductless Split -MAINT

Product Data - Trane - Mitsubishi Ductless Split (M Series)

All Units

1 X87-721 Cond 208/230V w/reservoir sensor
Corrossion Coated Condensor Coils
2 Year Parts and Labor Warranty

Item: E4 Qty: 1 Tag(s): Maint DSS #1

NTYSST36B112AA Outdoor- Cooling only
NTYWST36B112AA Wall Mounted Cooling
1 QSWB2000M-1 Condenser Wall Bracket



Excluded from the Proposal

1. We have not included temporary cooling
2. We have not included engineered design drawings
3. We have not included providing a bond
4. Hazardous Material identification, abatement and/or removal are excluded from this scope of work
5. We have not included fire / smoke / life safety controls

Open Market Items (as allowed per FAR 8.402(f) for administrative convenience)

Taxes and warranties

Contractor Teaming Items (as defined per FAR 9.601)

Not Applicable

Pricing Summary

This is a Firm-Fixed-Price (FFP) quote under Trane's GSA MAS Contract. The following is a pricing summary:

Pricing By Special Item Numbers (SINs)

SIN 334512	\$6,060.00
SIN 561210FAC	\$13,539.37
SIN OLM	\$6,544.00
OPEN MARKET ITEMS	\$2,461.33

LUMP SUM PRICE FOR ENTIRE PROJECT

\$28,604.70

• Building	Qty. of Units	Cost Per Bldg.
• ARC	2	\$19,479.50
• Maintenance Shop	1	\$9,125.20

Respectfully submitted,

Eric P. Schmidt

Account Manager

Cell – 904-219-6000

Email – ERIC.SCHMIDT2@TRANE.COM

This proposal is made subject to Trane's Installation Terms & Conditions located online at www.trane.com/gsaschedule/termsofsale and are hereby incorporated by this reference.



COMPANY _____

BY _____

PURCHASE ORDER _____

TYPE OR PRINT _____

DATE _____

TITLE _____



GSA FEDERAL SUPPLY SCHEDULE PROPOSAL

CONTRACT NUMBER: 47QSWA20D002A

DUNS: 126365795 / **CAGE:** 60532

Customer: City of Jacksonville Beach
11 North Third Street

Date: 9/28/2021
Job Name: Jax Beach Carver
DCV Updates

ATTN: Luis Flores

Terms of Delivery: FOB Destination
Full Freight Allowed

Proposal #: H2-91321-1

Terms of Payment: ½ % 10 – Net 30 Days

Trane is pleased to provide the enclosed proposal for your review and approval. This proposal is compliant with [Trane's GSA Schedule MAS Contract#47QSWA20D002A](#) and all its associated terms, conditions and negotiated pricing. In the event of a discrepancy between this proposal and the MAS contract, the MAS contract terms and conditions shall govern and take precedence. All applicable taxes will be added unless Trane is provided with the appropriate tax exemption certificates. This proposal will expire 30 days from the date of issue if an order is not placed.

Included in the Proposal – Scope of Work

Trane Control System

System Control General Overview

- This scope is based on a site survey conducted on 9-21-2021 and the existing site database verified via Trane Connect on 9-17-2021.
- Provide and install two (2) Air-Fi™ Wireless Communication Interfaces (WCIs) to serve as the Air-Fi™ Coordinators to enable wireless equipment and sensor communication.
- Update the existing Trane Tracer® SC+ & Synchrony™ Building Automation System (BAS) reflect the scope of work below.
- Provide a new Trane Tracer® SC+ & Synchrony™ custom floor plan graphic and standard Trane equipment graphics for the RTUs.

(3) Existing Packaged Rooftop Units (RTU-1 ~3)

- Provide and install three (3) BACnet Communication Interfaces (BCI) to enable communication with the existing Trane Tracer® SC+ & Synchrony™ BAS.
- Provide and install three (3) WCIs to enable communication with the Air-Fi™ wireless mesh network.
- Provide and install three (3) Air-Fi™ Temperature, Occupancy, and CO2 Wireless Communication Sensors (WCS).
- Provide and install three (3) Air-Fi™ Humidity WCS Modules for Space Humidity monitoring purposes.
- Implement programming for each associated RTU's Outside Air Damper (OAD) to open only when Space CO2 rises above a predetermined & adjustable CO2 setpoint, regardless of occupancy or cooling capacity.
 - Programming shall return the OAD to a closed position when Space CO2 falls below the predetermined adjustable CO2 setpoint.

Clarifications:

- Includes up to two (2) hours of on-site system training to Owner personnel.
- Floor plan CAD / PDF files to be provided by the Owner.
- Installation based on plenum rated cable. Conduit where required by code only. Excludes special provisions of any kind to accommodate wiring located in inaccessible locations.



Excluded from the Proposal

Hazardous Material identification, abatement and/or removal are excluded from this scope of work.

Exclusions:

- All wiring at or above 110/120 volts.
- Repair or replacement of any reused existing devices or equipment being controlled.
- All work to be performed during normal business hours (7:00 AM to 4:00 PM, Monday-Friday) – Proposal does not include "Premium Time".
- Controls for any systems not listed above are excluded.
- Trane will not perform any work if working conditions could endanger or put at risk the safety of our employees or subcontractors.

Open Market Items (as allowed per FAR 8.402(f) for administrative convenience)

Air-Fi Sensor WCS-SCO2	3.00	\$	1,118.67
BCI-R Comm Interface Reliatel	3.00	\$	1,491.00

Contractor Teaming Items (as defined per FAR 9.601)

Not Applicable

Pricing Summary

This is a Firm-Fixed-Price (FFP) quote under Trane's GSA MAS Contract. The following is a pricing summary:

Pricing By Special Item Numbers (SINs)

SIN 334290	\$15,932.04
SIN 334512	\$1,243.35
OPEN MARKET ITEMS	\$2,609.67

➤ **LUMP SUM PRICE FOR ENTIRE PROJECT** **\$19,785.06**

Respectfully submitted,

Randy Orr/Eric Schmidt
North Florida Trane Account Managers

This proposal is made subject to Trane's Equipment Terms & Conditions located online at www.trane.com/gsaschedule/termsofsale and are hereby incorporated by this reference.



COMPANY _____ BY _____

PURCHASE ORDER _____ TYPE OR PRINT _____

DATE _____ TITLE _____

Summary of Changes to FY2022 HVAC Systems CIP Project Plan

HVAC Replacement Schedule	FY2022 CIP Plan Budget	Updated Pricing/ Priority	Requested Budget Adjustment	Additional Funding Request	Reason for Budget Adjustment
Cemetery	3,450	8,522.00	5,072	\$17,950	Project Pricing Changes
Gonzalez Park	5,750	8,564.23	2,814		
Police Property <i>(replaced in FY2021)</i>	13,800	-	(13,800)		
Wingate Football	19,550	8,411.56	(11,138)		
Police Headquarters	155,250	211,653.65	56,404		
Huguenot Park	8,050	9,824.00	1,774		
Lifeguard Station*	21,850		(21,850)		
Pollution Control	48,300	46,974.64	(1,325)	\$28,605	Accelerated Projects
ARC	-	19,479.50	19,480		
O&M Bldg. Maintenance Area	-	9,125.20	9,125	\$19,785	Additional Work
Carver Center - Demand Control Ventilation	-	19,785.06	19,785		
TOTALS	\$276,000	342,339.84	\$66,340	\$66,340	

**Removed pending research on maintenance responsibilities of Red Cross, VLSC, and City*



City of Jacksonville Beach • 11 North Third Street • Jacksonville Beach FL 32250

CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Heather Ireland, Director Planning and Development Department
DATE:	12/14/2021
SUBJECT:	Resolution No. 2098-2022 Tentatively Approving a Property Rights Element in the 2030 Comprehensive Plan

BACKGROUND

During the 2021 legislative session, the Florida Legislature adopted House Bill 59, which was signed into law by the Governor and became effective on July 1, 2021. House Bill 59 requires all local governments to adopt a Property Rights Element into their existing Comprehensive Plans. The proposed new element has one new Goal, one new Objective, and one new Policy, in compliance with Florida Statutes.

The required Property Rights Element serves to ensure that private property rights are considered in local decision making by governmental entities. A local government was provided the option to adopt the statement of rights provided in House Bill 59.

The proposed new Property Rights Element addition to the 2030 Comprehensive Plan shall read as follows:

Goal PR 1.

The City will respect judicially acknowledged and constitutionally protected private property rights, in accordance with the legislative intent of the Community Planning Act established in Chapter 163, Florida Statutes.

Objective PR 1.1

The City will ensure that private property rights are considered in local decision making.

Policy PR 1.1.1

The following private property rights shall be considered in local decision making:

1. The right of a property owner to physically possess and control his or her interests in the property, including easements, leases, or mineral rights.
2. The right of a property owner to use, maintain, develop, and improve his or her property for personal use or for the use of any other person, subject to state law and local ordinances.
3. The right of the property owner to privacy and to exclude others from the property to protect the owner's possessions and property.
4. The right of a property owner to dispose of his or her property through sale or gift.

Pursuant to House Bill 59, each local government must adopt a Property Rights Element into its



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Comprehensive Plan by the earlier of the date of the adoption of its next proposed plan amendment that is initiated after July 1, 2021, or the date of the next scheduled evaluation and appraisal of its Comprehensive Plan. Jacksonville Beach is not due for a scheduled evaluation and appraisal. However, staff has received a private application for amendment to the Comprehensive Plan, which has triggered the requirement for the transmittal and adoption of a new Property Rights Element.

The Department of Economic Opportunity (DEO) has notified all local governments that any proposed comprehensive plan amendment packages submitted after July 1, 2021, will be returned to the local government if the package does not include a property rights element, or if the comprehensive plan does not already include the required property rights element.

The Planning Commission considered staff's application for an amendment to the adopted 2030 Comprehensive Plan to add the required Property Rights Element at their regular public meeting held on December 13, 2021. The Planning Commission unanimously voted to recommend approval by City Council to transmit the proposed Comprehensive Plan amendment to the State for review.

FINANCIAL IMPACT

None

REQUESTED ACTION

Adopt/Deny Resolution No. 2098-2022 Tentatively Approving a Property Rights Element in the 2030 Comprehensive Plan

ATTACHMENTS

1. Res 2098-2022 Property Rights Element Transmittal
2. Exhibit A to Resolution No. 2098-2022 - Property Rights Element 2030 Comprehensive Plan

Introduced by: _____
Adopted: _____

RESOLUTION NO. 2098-2022

A RESOLUTION OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, TENTATIVELY APPROVING AMENDMENTS TO THE JACKSONVILLE BEACH 2030 COMPREHENSIVE PLAN FOR THE PURPOSE OF ADOPTING A NEW PROPERTY RIGHTS ELEMENT OF THE COMPREHENSIVE PLAN TO MEET THE REQUIREMENTS OF SECTION 163.3177(6) FLORIDA STATUTES; AUTHORIZING TRANSMITTAL OF SAID AMENDED ELEMENTS TO THE FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY; PROVIDING FOR ADOPTION OF RECITALS, REPEAL OF PRIOR INCONSISTENT RESOLUTIONS AND COUNCIL DECISIONS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, the City of Jacksonville Beach ("City") City Council adopted a Comprehensive Plan for the City by Ordinance No. 7474; and

WHEREAS, effective July 1, 2021, the Florida Legislature adopted Florida Statutes, Section 163.3177(6); pursuant to Section 163.3177(6)(i), Florida Statutes, the City is required to include a Property Rights Element within its Comprehensive Plan; and

WHEREAS, the City has the authority to amend its Comprehensive Plan pursuant to Chapter 163, Part II, Florida Statutes; and

WHEREAS, the City has initiated an amendment to the 2030 Comprehensive Plan in order to incorporate a Property Rights Element with required goals, objectives, and policies to meet the requirements of Section 163.3177, Florida Statutes; and

WHEREAS, Section 163.3184, Florida Statutes, provides that a local government shall, following an advertised public hearing, transmit by affirmative vote of not less than a majority of the members of the governing body present at the hearing, proposed comprehensive plan amendments to the applicable reviewing agencies and local governments; and

WHEREAS, at an advertised public hearing on December 13, 2021, the City Planning Commission, acting as the Local Planning Agency for the City, unanimously recommended transmittal of the amendments to the Florida Department of Community Affairs.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JACKSONVILLE BEACH, FLORIDA:

SECTION 1. Adoption of Recitals. The foregoing recitals are deemed true and material parts of this resolution and are fully incorporated herein by reference.

SECTION 2. Proposed Amendments. That the proposed amendments to the 2030 Comprehensive Plan, as set forth in "Exhibit A" attached to this resolution, are hereby tentatively approved. Such approval is subject to the review by and receipt of any objectives, recommendations, and comments from the Florida Division of Economic Opportunity, Division of Community Development.

SECTION 3. Transmittal to Florida Department of Economic Opportunity. That the Planning and Development Director is hereby authorized to transmit said proposed amendments

and any supporting documents that may be required to the Florida Department of Economic Opportunity, Division of Community Development, for their review and consideration.

SECTION 4. Repeal of Prior Inconsistent Resolutions and Council Decisions. All prior resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of the conflict.

SECTION 5. Severability. If any section, sentence, clause, or phrase of this resolution should be held invalid, unlawful, or unconstitutional, said determination shall not be held to invalidate or impair the validity, force, or effect of any other section, sentence, phrase, or portion of this resolution not otherwise determined to be invalid, unlawful, or unconstitutional.

SECTION 6. Effective Date. This resolution shall become effective immediately upon passage and adoption by City Council and publication as required by law.

AUTHENTICATED this _____ day of _____, 2022.

Christine H. Hoffman, MAYOR

Sheri Gosselin, CITY CLERK

Approved as to form and legal sufficiency:

Sandra R. Robinson, City Attorney

**City of Jacksonville Beach
Comprehensive Plan Amendment
Responding to House Bill 59
Property Rights Element Requirements
(s. 163.3177(6), Florida Statutes)**

**PROPERTY RIGHTS ELEMENT
GOALS, OBJECTIVES, AND POLICIES**

Goal PR 1.

The City will respect judicially acknowledged and constitutionally protected private property rights, in accordance with the legislative intent of the Community Planning Act established in Chapter 163, Florida Statutes.

Objective PR 1.1

The City will ensure that private property rights are considered in local decision making.

Policy PR 1.1.1

The following private property rights shall be considered in local decision making.

1. The right of a property owner to physically possess and control his or her interests in the property, including easements, leases, or mineral rights.
2. The right of a property owner to use, maintain, develop, and improve his or her property for personal use or for the use of any other person, subject to state law and local ordinances.
3. The right of the property owner to privacy and to exclude others from the property to protect the owner's possessions and property.
4. The right of a property owner to dispose of his or her property through sale or gift.



City of Jacksonville Beach • 11 North Third Street • Jacksonville Beach FL 32250

CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Heather Ireland, Director of Planning and Development
DATE:	12/21/2021
SUBJECT:	Resolution No.2100-2022 Establishing an Application Fee for Development Agreements

BACKGROUND

On occasion, the schedule of fees for building and zoning related permits and applications is reviewed to update application fees associated with specific applications, and/or to add new fees for new types of applications as the need arises. The fee schedule was last updated in 2018 with the adoption of Resolution No. 2015-2018. Staff have been working with multiple property owners and developers who intend to submit applications for development agreements pursuant to Article XI of the Land Development Code. The Planning and Development Department has recently created an application form for development agreements, as one did not previously exist. This is a task that was done administratively.

Section 34-406 of the Land Development Code also requires that a fee be established by the City Council for the filing and processing of applications for development agreements. In anticipation of future applications for development agreements, staff is requesting that the City Council approve the addition of an application fee to the schedule of fees for this specific type of development permit. Staff is proposing a fee of \$1,000 plus advertising costs, which is comparable with rezoning and land use amendment applications.

Additionally, since local governments have been preempted by the State of Florida with respect to the regulation of home-based businesses, staff is also recommending the removal of the fee associated with permits for home occupations, since this fee is no longer permitted by statute.

FINANCIAL IMPACT

Staff anticipates up to three applications may be submitted this year. Finance will monitor the activity and adjust the budget accordingly.

REQUESTED ACTION

Adopt/Deny Resolution No. 2100-2022 amending the fee schedule for permits and land development code applications and establishing an application fee for development agreements

ATTACHMENTS

1. Resolution No. 2100-2022 Fee Schedule Update

Introduced by: _____
Adopted: _____

RESOLUTION NO. 2100-2022

A RESOLUTION OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, AMENDING THE SCHEDULE OF PERMIT AND LAND DEVELOPMENT CODE APPLICATION FEES; PROVIDING FOR ADOPTION OF RECITALS, REPEAL OF PRIOR INCONSISTENT RESOLUTIONS AND COUNCIL DECISIONS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, Section 7-20(c) of Chapter 7 of the Code of Ordinances of the City of Jacksonville Beach, Florida, provides that the City Council, upon recommendation of the City Manager, shall by resolution establish a Schedule of Permit Fees; and

WHEREAS, Section 34-152 of Division 1 of Article VI of Chapter 34 of the Code of Ordinances of the City of Jacksonville Beach, Florida, provides for the establishment of a nonrefundable processing fee for the various categories of development permits.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, THAT:

SECTION 1. Adoption of Recitals. The foregoing recitals are deemed true and material parts of this resolution and are fully incorporated herein by reference.

SECTION 2. Amendment to Schedule of Fees. The Schedule of Fees for the City of Jacksonville Beach, Florida, adopted via Resolution No. 2015-2018, is hereby amended as follows:

SCHEDULE OF FEES

(1) **Building and construction permits fees.** For the purposes of determining fees, floor area of a building shall be determined at each story including all portions under roofs. Separate permit fees shall be paid for electrical, plumbing, mechanical, miscellaneous, and other permits shown elsewhere in this schedule.

a. **New buildings, alterations, additions:** As provided by **Section 109 Florida Building Code** and hereby amended.

Total Project Valuation**Permit Fee**

\$1,000 or less

\$ 20.00

\$1,001 to \$50,000

\$20.00 for the first \$1,000.00 plus
\$5.00 for each additional \$1,000.00 or
fraction thereof, to and including
\$50,000.00

\$50,001 to \$100,000

\$260.00 for the first \$50,000.00 plus
\$4.00 for each additional \$1,000.00 or
fraction thereof, to and including
\$100,000.00

\$100,001 to \$500,000

\$460.00 for the first \$100,000.00 plus
\$3.00 for each additional \$1,000.00 or
fraction thereof, to and including
\$500,000.00

\$500,001 and up

\$1,660.00 for the first \$500,000.00 plus
\$2.00 for each additional \$1,000.00 or
fraction thereof

- b. *Moving fee:*** For the moving of any building or structure, the fee shall be \$150.00.
- c. *Demolition fee:*** For the demolition of any building or structure, the fee shall be \$100.00 per structure
- d. *Plan check fees:*** In addition to the building permit fee, a non-refundable plan checking fee, equal to one-half of the building permit fee is required to be paid, even in the event a permit is not issued. Additional plan checking fees may be required for planning and zoning and fire department plan reviews. For projects valued at \$25,000 or greater, said plan checking fee shall be paid at the time of permit application submission.
- e. *Re-inspection fee and/or same day inspection requests:*** \$40.00 per re-inspection.
- f. *Permit renewal fees.*** The following permit renewal fees shall be paid when an applicant renews a permit after the original permit has expired in accordance with the Florida Building Code. If additional plan review is required, plan check fees shall be included in the renewal fee.

<u>Completed Inspections</u>	<u>Amount of Renewal Fee</u>
No inspections conducted	100% of original permit fee
Slab inspection approved	80% of original permit fee
All roughs inspections approved	50% of original permit fee
Insulation inspection approved	30% of original permit fee
Any final inspection pending	10% of original permit fee

- g. *Sign erections:*** In addition to any building permit required to be obtained pursuant to the provisions of the Florida Building Code, the sign permit fee shall be \$20.00 per sign display unit plus \$0.20 for each square foot of area of the sign unit.

- (2) **Electrical permit fees.** For all electrical work requiring a permit, there shall be paid by the party obtaining a permit therefore the following fees to be collected by the Finance Department:

a. For issuing each permit	\$40.00
b. New single-family residential occupancy:	
0-100 amp service	\$40.00
101-150 amp service	\$45.00
151-200 amp service	\$50.00
For each additional 50 amp or fractional part thereof	\$10.00
c. Multifamily, per dwelling unit	\$40.00
d. Service change:	
0-100 amp	\$30.00
101-150 amp	\$40.00
151-200 amp service	\$45.00
For each additional 50 amp or fractional part thereof	\$10.00
e. New commercial service:	
0-100 amp service	\$40.00
101-150 amp service	\$45.00
151-200 amp service	\$50.00
For each additional 50 amp or fractional part thereof	\$10.00
f. Temporary services	BASE FEE ONLY
g. Signs:	
Connection to existing electrical circuit	NO CHARGE
Installation of one dedicated circuit	BASE FEE ONLY
For each additional circuit thereof	\$2.00
h. Switch and receptacle outlets (except new single or multifamily construction)	
Up to 30 amp, each	\$0.60
31-100 amp, each	\$2.00
101-200 amp, each	\$4.00
i. Lighting outlets, including fixtures, each	\$1.00
j. Primary service	\$40.00
k. Transformers, per 20 kva or fractional part thereof	\$4.00
l. Air conditioning/heat circuits, each	
Up to 60 amp	\$5.00
61 amp-100 amp	\$10.00
m. Motors	
Per each 5 hp	\$5.00

n. Appliances, each	
Up to 30 amp	\$2.00
31-100 amp	\$4.00
Over 100 amp	\$6.00
o. Smoke detectors, wired into electrical system (except single family, multifamily, and room additions), each	\$3.00
p. Fire alarm and signaling systems	\$100.00
q. Swimming pools	\$35.00
r. Repairs and miscellaneous	BASE FEE ONLY

- (3) **Plumbing permit fees.** For all plumbing work requiring a permit, there shall be paid by the party obtaining a permit therefor the following fees to be collected by the Finance Department:

a. For issuing each permit	\$40.00
b. Fixture Fee, each	\$5.00
c. Lawn sprinkler systems:	
For first 50 heads or single drip zone branch	BASE FEE ONLY
For each additional head thereof	\$1.00
For each additional drip zone branch thereof	\$5.00
d. Cross-connection control inspection fees as follows:	
Residential repairs and replacement fixtures (water closet, bathtub, lavatory, shower, kitchen sink, dishwasher, laundry tray, clothes washer, water heater, less than 50 gals.; urinal, drinking fountain, floor sink or drain, slop sink, water softener, waster interceptor, sewer, hose bibs, re-pipe, or other minor residential repair or replacement work	\$35.00

- (4) **Mechanical permit fees:** For all mechanical work requiring a permit, there shall be paid by the party obtaining the permit therefor the following fees to be collected by the Finance Department:

a. For issuing each permit	\$40.00
b. Air conditioning and refrigeration, per system	
0-10 tons (each dwelling, apartment or business shall be considered a separate system)	\$10.00
c. Furnaces and heating equipment, per system:	
For the first 200,000 BTU per hour capacity per system (each dwelling, apartment or business shall be considered a separate system)	\$10.00
For each additional 50,000 BTU per hour of fuel used or fractional part thereof	\$5.00

d. Boilers, including heating element:

For the first 500,000 BTU per hour input of fuel	\$25.00
For each additional 100,000 BTU per hour input of fuel or fractional part thereof	\$5.00

e. Air duct systems:

0-2,000 cubic feet per minute (cfm) capacity of air handled in duct system	\$15.00
For each additional 1,000 cfm or fractional part thereof	\$5.00

f. Pumps, each	\$10.00
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g. Tanks – all types, gasoline or liquefied petroleum, each:

0-1000 gallons	\$20.00
For each additional 1,000 gallons or fractional part thereof	\$5.00

h. Service station automobile lifts, each	\$15.00
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i. Elevators, escalators, manlifts, per floor	\$15.00
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j. Prefabricated fireplaces, each	\$25.00
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k. Alteration or repair of boiler or a fixed pressure vessel, each	\$25.00
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l. Solar water heater, each	\$25.00
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m. For any mechanical work not listed in this section, the fee shall be based on \$7.00 per \$1,000 valuation

- (5) **Gas piping permit fees:** For all consumer gas piping and appliances at one location requiring a permit, there shall be paid by the party obtaining a permit therefor the following fees to be collected by the Finance Department:

a. For issuing each permit	\$40.00
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b. Outlets:

Upto 4 outlets	\$10.00
For each additional outlet thereof	\$2.00

c. Vented wall furnaces and water heaters, each unit	\$5.00
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- (6) **Miscellaneous fees:**

a. Siding	\$100.00
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b. Window/Door Replacement	\$40.00
Per each window and/or door	\$1.00

c. Subsequent resubmission and/or addendum fees, per review	\$40.00
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d. Change of contractor/modifications to active permits	\$40.00
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e. Permit extension	\$40.00
f. Temporary construction sales and/or job trailer	\$100.00
g. Temporary construction storage structure (PODS)	\$25.00
h. After hours construction permit	\$25.00
i. Penalty fee for work without permit	Double Permit Fee
j. Temporary tent, each (includes Fire Marshal plan review)	\$40.00
k. Conditional certificate of occupancy or completion	\$100.00

I. Private provider fee adjustments:

- i. Building permit fees shall be reduced by \$100, but not below the base fee, for residential one or two family dwelling new construction or additions when being inspected by a private provider.
- ii. Building permit plan check fees shall be reduced by 25% for residential one or two family dwelling for new construction, additions, or alterations when being reviewed by a private provider.
- iii. Building permit fees shall be reduced by 10%, but not below the base fee, for residential alterations, commercial or multiple-family dwelling new construction, additions or alterations when being inspected by a private provider.
- iv. Building permit plan check fees shall be reduced by 25% for commercial or multiple-family dwelling new construction or additions when being reviewed by a private provider.

- (7) **Fire plans review/permit fees:** For all work requiring Fire Marshal plan review, there shall be paid by the party obtaining a permit therefor the following fees to be collected by the Finance Department:

a. Fire plan review fee-new construction plan review charge (based on average review of one hour)	\$70.00
b. Fire sprinkler system new plan review	\$70.00
c. Fire sprinkler head relocation review	\$35.00
d. Fire alarm system new plan review	\$70.00
e. Fire alarm system alteration	\$35.00
f. Fire standpipe (if permitted separate from sprinkler system)	\$70.00
g. Fire pump plan review	\$105.00
h. Fire main underground review: flush, visual, pressure (if permitted separate from sprinkler system)	\$70.00

i. Commercial kitchen exhaust hood plan review	\$70.00
j. Fire suppression gaseous systems plan review	\$70.00
k. Fire plan review awnings	\$17.50
l. Fire plan paint booth review	\$70.00

- 8) ***Zoning application, development plan, right of way/easement abandonment, and subdivision fees:*** For all zoning applications, development plans, right of way/easement abandonments, and subdivision requiring a development permit, there shall be paid by the party obtaining a permit therefor the following fees to be collected by the Finance Department:

a. Application for site specific comprehensive plan amendment	\$1,000.00 plus advertising costs
b. Change in zoning classification or text amendment to the land development code	\$1,000.00 plus advertising costs
c. Application for development permit for a conditional use	\$500.00
d. Application for a variance or appeal of an interpretation of the land development code	\$500.00
e. Application for a concept plan for a subdivision plat	\$250.00
Subsequent Resubmission and/or Addendum Fees, per review	\$40.00
f. Application for final plat:	
Base fee	\$250.00
Additional charge per lot	\$20.00
g. Application for development plan approval for a site plan or development plan for plat	
Base fee	\$250.00
Additional charge for each square foot of site area (maximum fee = \$1500.00)	\$0.0025
Subsequent Resubmission and/or Addendum Fees, per review	\$40.00
<u>h. Application for development agreement</u>	<u>\$1,000.00</u> <u>plus</u> <u>advertising</u> <u>costs</u>
<u>h. Application for type I home occupation</u>	<u>\$20.00</u>
i. Site clearing and tree removal permit:	\$150.00

j. Right of way or easement abandonment (partial or complete) \$350.00

k. Interpretation of land development code \$50.00

l. Land use/zoning verification letter per parcel \$50.00

SECTION 3. Repeal of Prior Inconsistent Resolutions and Council Decisions. All prior resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of the conflict.

SECTION 4. Severability. If any section, sentence, clause, or phrase of this resolution should be held invalid, unlawful, or unconstitutional, said determination shall not be held to invalidate or impair the validity, force, or effect of any other section, sentence, phrase, or portion of this resolution not otherwise determined to be invalid, unlawful, or unconstitutional.

SECTION 5. Effective Date. This resolution shall become effective immediately upon passage and adoption by City Council.

AUTHENTICATED this ____ day of _____, 2022.

Christine H. Hoffman, Mayor

Sheri Gosselin, City Clerk

Approved as to form and legal sufficiency:

Sandra R. Robinson, City Attorney



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CITY COUNCIL AGENDA ITEM	
TO:	Mayor and City Council Members
FROM:	Michael J. Staffopoulos, City Manager
DATE:	01/11/2022
SUBJECT:	American Flood Coalition

BACKGROUND

At the request of Council Member Sandy Golding, the American Flood Coalition (AFC) provided a presentation to the City Council at the briefing held on January 10, 2022. After said briefing, it was the consensus of the City Council that the City should join the AFC for the benefit of its citizens to protect against flooding, and that same should be memorialized via resolution.

FINANCIAL IMPACT

None; the AFC does not require any financial support or dues from the City as a provision of membership.

REQUESTED ACTION

Adopt/Deny Resolution No. 2101-2022 joining the American Flood Coalition

ATTACHMENTS

1. Resolution No. 2101-2022 - Joining American Flood Coalition

Introduced by: _____
Adopted: _____

RESOLUTION NO. 2101-2022

**A RESOLUTION OF THE CITY OF JACKSONVILLE BEACH,
FLORIDA, TO JOIN THE AMERICAN FLOOD COALITION;
PROVIDING FOR ADOPTION OF RECITALS, REPEAL OF
PRIOR INCONSISTENT RESOLUTIONS AND COUNCIL
DECISIONS, SEVERABILITY, AND AN EFFECTIVE DATE.**

WHEREAS, flooding during unusually high or King tides is a costly nuisance and a problem that, if unaddressed, will grow worse as sea levels continue to rise; and

WHEREAS, sea level rise has risen eight inches since 1950 and its speed has increased threefold in recent years, with scientific projections forecasting another eight inches of sea level rise within the next 20 years; and

WHEREAS, sea level rise of just three inches since 2000 has increased flooding in parts of Florida by over 300%; and

WHEREAS, sea level rise poses a unique threat to all of Florida given the limestone bedrock beneath much of the state which allows rising sea water to infiltrate sewage systems and threaten groundwater supplies via salt water intrusion; and

WHEREAS, proactively investing to prevent flooding is a wiser use of resources than spending on flooding recovery, as exemplified by FEMA research showing that \$1.00 spent on disaster prevention saves up to \$7.00 in recovery costs; and

WHEREAS, national coordination and support are necessary for coastal communities to fully address the challenge of flooding and sea level rise, and the American Flood Coalition provides a platform advocating for national solutions to flooding and sea level rise that invest in and protect our coastal communities; and

WHEREAS, the American Flood Coalition is a forum for best practices and support in developing local and state-level responses to flooding and sea level rise that will enhance the City's resilience effort; and

WHEREAS, flooding and sea level rise are important issues that our residents deserve to understand, and the American Flood Coalition provides opportunities and tools to communicate with residents on flooding challenges and solutions; and

WHEREAS, joining the American Flood Coalition will aid the City's efforts to protect against flooding without requiring any financial support or dues from the City; and

WHEREAS, the City has undertaken steps to educate and inform its residents and business owners as to the implications of sea level rise and has begun coordinating with the cities of Jacksonville and Atlantic Beach to identify and allocate resources and plan for the impacts of sea level rise on our collective communities; and

WHEREAS, the City Council finds that joining the American Flood Coalition will promote the welfare of City residents and businesses while ensuring the prosperity of the City economy by accelerating solutions to sea level rise and flooding.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, THAT:

SECTION 1. Adoption of Recitals. The foregoing recitals are deemed true and material parts of this resolution and are fully incorporated herein by reference.

SECTION 2. The City of Jacksonville Beach recognizes the need to advance national solutions to sea level rise and flooding and will work as a member of the American Flood Coalition to safeguard the welfare of the City's residents.

SECTION 3. Repeal of Prior Inconsistent Resolutions and Council Decisions. All prior resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of the conflict.

SECTION 4. Severability. If any section, sentence, clause, or phrase of this resolution should be held invalid, unlawful, or unconstitutional, said determination shall not be held to invalidate or impair the validity, force, or effect of any other section, sentence, phrase, or portion of this resolution not otherwise determined to be invalid, unlawful, or unconstitutional.

SECTION 5. Effective Date. This resolution shall become effective immediately upon passage and adoption by City Council.

AUTHENTICATED this ____ day of _____, 2022.

Christine H. Hoffman, Mayor

Sheri Gosselin, City Clerk

Approved as to form and legal sufficiency:

Sandra R. Robinson, City Attorney



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CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Heather Ireland, Director of Planning and Development
DATE:	12/22/2021
SUBJECT:	Ordinance No. 2021-8168 Outdoor Seating Amendments

BACKGROUND

At the August 9, 2021 briefing, City Council indicated support for amendments to Section 34-407 of the Land Development Code (LDC) in regard to outdoor restaurants and bars, specifically as it pertains to the ratio of allowable outdoor restaurant seating, and the seating calculations for restaurants to qualify for a special restaurant (SRX) alcoholic beverage license (4COP).

The outcome of the discussion on August 9, 2021 is summarized as follows:

- Support for amendments to Section 34-407 of the LDC to increase the ratio for allowable outdoor seating areas at restaurants Citywide at a minimum of a 50% ratio.
- Support for amendments to Section 34-407 of the LDC to allow outdoor restaurant seating areas Citywide to count towards the 150 seats required to qualify for a 4COP (SRX) alcoholic beverage license. It was discussed that establishments with a 4COP (SRX) and outdoor restaurant seating areas would potentially not be eligible for extended hours of operation permits in an effort to avoid the creation of additional restaurants in name only (RINOs). Additionally, 4COP (SRX) establishment's outdoor restaurant areas would remain subject to Section 4-2.(e)(1)b.4 which requires 4COP (SRX) establishments to keep all tables and chairs upright and in place during all hours of operation as per the diagram submitted to the city during the permitting process.
- Consider amendments to Section 34-407 of the LDC to increase the ratio for allowable outdoor bar areas, but perhaps at a future date.
- Consider amendments proposed in Ordinance 2017-8093 that would allow outdoor restaurant areas approximately 200 sq. ft. in size that do not serve alcohol to be permitted without having to receive conditional use approval and without having to provide for additional parking.
- Support for review and consideration of amending any definitions related to restaurants and outdoor restaurant areas to ensure clarity and consistency with other parts of the City's Code of Ordinances.

City Council also expressed some concern about potential consequences of the proposed changes discussed, such as the potential creation of new RINOs, impacts on parking, compatibility concerns with other uses, and unintended loopholes. Staff addressed these concerns with the City Council.

Staff took the City Council's requests and concerns into consideration and provided some



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proposed amendments to the LDC at a subsequent September 13, 2021 briefing. The City Council confirmed their preferred amendments to the LDC and staff has prepared the attached draft Ordinance for consideration by the Planning Commission prior to final review and consideration by City Council.

The proposed suggestions for amendments to pertinent sections of the LDC in relation to outdoor restaurant areas are summarized as follows:

- Update the definition of *outdoor restaurant area* to match the definition in Section 18 - Noise of the City's Code of Ordinances.
- Allow outdoor restaurant areas of 250 square feet or less, at establishments where alcohol is not served, as a permitted use in certain commercial zoning districts where restaurants are a permitted use.
- Remove the parking requirement for outdoor restaurant areas less than 250 square feet.
- Amend the outdoor restaurant area allowable ratio from 25% of the indoor restaurant area to 50% of the indoor restaurant area.
- Allow outdoor restaurant seating areas to be used to compute the minimum seating area required to qualify for a 4COP (SRX) alcoholic beverage license.
- Require a buffer around outdoor restaurant or bar areas that are immediately adjacent to residential uses.

The proposed amendments were considered by the Planning Commission at their regular meeting on November 22, 2021. After discussions with staff, the Planning Commission recommended approval of the amendments with one proposed addition. The Planning Commission voted to add language to Section 34-407 that clarified that "existing outdoor seating areas shall not be expanded without first receiving conditional use approval." Staff has provided this language as red/underline text in the proposed ordinance, under Section 34-407(b) of the LDC.

Ordinance No. 2021-8168 was approved by the City Council at its first reading on December 20, 2021 without amendments and the second reading was approved to be scheduled for January 18, 2022. However, when the public notice of the second reading issued by the City Clerk's office was published, the date of the second reading was incorrectly stated as February 7, 2022, rather than January 18, 2022. At the time the error was noticed, it was too late to publish the notice with the correct date to meet the required number of days per Florida Statute.

FINANCIAL IMPACT

None.

REQUESTED ACTION

Move to defer the second reading of Ordinance No. 2021-8168 for Outdoor Seating Amendments to February 7, 2022 to meet the statutory requirement for publication of the notice



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ATTACHMENTS

1. Ord 2021-8168 LDC Outdoor Seating Amendments (1)

Introduced by: _____
1st Reading: _____
2nd Reading: _____

ORDINANCE NO. 2021-8168

AN ORDINANCE OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, TO AMEND AN ORDINANCE ENACTING AND ESTABLISHING A COMPREHENSIVE LAND DEVELOPMENT REGULATION AND OFFICIAL ZONING MAP FOR THE INCORPORATED AREA OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, AS AUTHORIZED BY CHAPTER 163.3202, FLORIDA STATUTES, BY AMENDING ARTICLE IV. DEFINITIONS, ARTICLE VII. ZONING DISTRICTS, AND ARTICLE VIII, DIVISION 2. SUPPLEMENTAL STANDARDS, TO MODIFY THE LIMITATIONS AND CONDITIONS FOR OUTDOOR RESTAURANTS AND BARS; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.

WHEREAS, the City of Jacksonville Beach ("City") has the authority to adopt this Ordinance pursuant to Article VIII of the Constitution of the State of Florida; and Chapters 163 and 166, Florida Statutes; and

WHEREAS, the City Code of Ordinances, Chapter 34 Land Development Code (LDC) exists to establish comprehensive and consistent standards, regulations, and procedures for the review and approval of all proposed development of land in the City and to implement the goals of the Comprehensive Plan; and

WHEREAS, the City finds it necessary to periodically review and make amendments and revisions to the LDC to provide clarifications, address new issues pertaining to regulations and procedures, make updates, enact new portions, and reorganize parts; and

WHEREAS, the City Council has expressed interest in modifying the language and regulations pertaining to outdoor restaurant areas, the requirements to qualify for a special restaurant alcoholic beverage license, and clarify definitions pertaining to restaurants; and

WHEREAS, the City's Planning Commission, after notice and public hearing, has considered the ordinance and the proposed amendments, clarifications, revisions, updates, and reorganization to the articles, divisions, and sections of the LDC, has considered staff recommendations, information provided, and public testimony given at the public hearings and has presented its recommendation to the City Council; and

WHEREAS, the City Council hereby finds that this Ordinance serves a legitimate government purpose, it is a permissible exercise of the City's powers and authority, and benefits the public health, safety, and welfare of the citizens, residents, and guests of the City of Jacksonville Beach.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF JACKSONVILLE BEACH, FLORIDA:

SECTION 1. RECITALS. The above recitals are ratified, correct, and made part of this ordinance.

SECTION 2. That Article IV. Definitions, Section 34-41. – General, of the Land Development Code of the City of Jacksonville Beach, Florida is hereby amended, and as amended shall henceforth read as follows¹:

Outdoor restaurant or bar means any restaurant or bar, or portion thereof, which exists outside of the permanent exterior walls of the principal building(s) on a lot and has, in place, tables and chairs set up to accommodate patrons for seating during all hours of operation. This definition includes any deck or other area constructed and/or utilized on the roof of a structure.

SECTION 3. That Article VII. –Zoning Districts, Division 2, of the Land Development Code of the City of Jacksonville Beach, Florida is hereby amended, and as amended shall henceforth read as follows:

Section 34-342. Commercial limited: C-1.

(b) Permitted uses.

(7) Restaurants, except drive-ins; and outdoor restaurants less than or equal to 250 square feet if alcohol is not served.

Section 34-343. Commercial limited: C-2.

(b) Permitted uses.

(11) Restaurants; and outdoor restaurants less than or equal to 250 square feet if alcohol is not served.

Section 34-345. Central business district: CBD.

(b) Permitted uses.

(4) Retail trade establishments as follows: Building materials, hardware and garden supplies; general merchandise stores; apparel and accessory stores; home furniture, furnishing and equipment stores; restaurants; drug stores; florists; tobacco stands and newsstands; optical goods stores; and miscellaneous retail goods; and outdoor restaurants less than or equal to 250 square feet if alcohol is not served.

SECTION 4. That Article VIII. –Site Development Standards, Division 2 –Supplemental Standards, Section 34-407. –Outdoor restaurants and bars, of the Land Development Code of the City of Jacksonville Beach, Florida, is hereby amended, and as amended shall henceforth read as follows:

**ARTICLE VIII.
SITE DEVELOPMENT STANDARDS
DIVISION 2.
SUPPLEMENTAL STANDARDS**

Sec. 34-407. Outdoor Restaurants and Bars

In addition to the standards applicable to all conditional uses, as stated in Section 34-231, and in addition to the regulations of the zoning district in which the restaurant or bar is located, outdoor

¹ ~~Strikethrough~~ text indicates deletions, underline text indicates additions.

restaurants and bars that are permitted or allowed in any zoning district shall be subject to the following limitations and conditions:

(a) The unenclosed, outdoor portion area of the restaurant or bar shall be accessory to ~~or~~ and under the same ownership or control as the restaurant or bar that is operated within a totally and permanently enclosed building located on the same lot.

(b) The area of unenclosed, outdoor customer service area of a restaurant shall not exceed fifty percent (50%) of the total gross enclosed area of the restaurant. The area of unenclosed outdoor or bar shall not exceed twenty-five (25%) of the total enclosed area of the restaurant or bar. Existing outdoor seating areas shall not be expanded without first receiving conditional use approval.

(c) Required parking spaces shall be provided for the unenclosed, outdoor customer service area outside of the permanently enclosed building at the same ratio as is required for the permanently enclosed area of the restaurant or bar. Parking is not required for outdoor restaurant areas of 250 square feet or less.

(d) The outdoor customer service area ~~shall not~~ may be used to compute the minimum seating or customer service area required to qualify for a special restaurant (SRX) alcoholic beverage license. For any establishment selling alcoholic beverages for on-site consumption, the outdoor customer service area shall be enclosed by a minimum 42" high wall or fence. The wall or fence shall be constructed of wood, metal (Except chain link), plastic, or other similar material. No rope of any kind shall be permitted.

(e) Buffering must be provided around outdoor restaurant or bar areas when immediately adjacent to residential uses. At a minimum, a six-foot tall fence should be installed between the commercial and residential uses, or a thirty-six (36) inch diameter pot by a minimum of twenty-four (24) inches high should be provided every five (5) lineal feet of outdoor restaurant area immediately adjacent to a residential use. The plant species should be at least two (2) times as high as the height of the pot.

(~~ef~~) No animals except service dogs shall generally be permitted within an approved outdoor restaurant or bar seating area. However, pursuant to Ordinance No. 2010-7992, other dogs may be allowed in an outdoor restaurant area upon approval of a Dogs in Outdoor Dining Area permit application.

(~~fg~~) The Planning Commission is authorized to establish hours of operation for conditional use outdoor restaurant and bar seating areas as a means to ensure their capability with surrounding land uses.

(~~gh~~) If an approved outdoor restaurant or bar area violates any of the standards set forth in this section, or any other conditions placed on their approval by the Planning Commission, the violation shall be referred to the Special Magistrate for a hearing. Upon finding that such a violation exists, the Special Magistrate may apply penalties as provided by law, including revocation of the conditional use approval for that outdoor seating area. Whenever the approval for a conditional use outdoor bar or restaurant seating area is revoked for a particular establishment, a conditional use application for outdoor bar or restaurant seating shall not be considered for any portion of that establishment for a period of two (2) years after the date of revocation.

SECTION 5. CONFLICTING ORDINANCES. That all ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed.

SECTION 6. SEVERABILITY. It is the intention of the City Council that if any section, subsection, clause or provision of this Ordinance is deemed invalid or unconstitutional by a court of competent jurisdiction, such portion will become a separate provision and will not affect the remaining provisions of this Ordinance.

SECTION 7. CODIFICATION. The City Council intends that this Ordinance will be made a part of the City of Jacksonville Beach Code of Ordinances.

SECTION 8. EFFECTIVE DATE. This Ordinance shall take effect upon final reading and approval by the City Council for the City of Jacksonville Beach.

AUTHENTICATED THIS ___ DAY OF _____, A.D., 2022.

Christine H. Hoffman, Mayor

Sherri Gosselin, City Clerk

Approved as to form and legal sufficiency:

Sandra R. Robinson, City Attorney



City of Jacksonville Beach • 11 North Third Street • Jacksonville Beach FL 32250

CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Sheri Gosselin, City Clerk
DATE:	12/21/2021
SUBJECT:	Ordinance No. 2022-8170 Repeal of Chapter 33 - Vehicles For Hire

BACKGROUND

The current City Code of Ordinances Chapter 33, "Vehicles for Hire," is no longer relevant or utilized by any City department. It serves no current or future purpose for the City. The City Clerk's Office does not utilize and has no intention of utilizing Chapter 33, either directly or indirectly, through department operations, policies, ordinances, or resolutions.

Section 33-51 of the Code of Ordinances requires applicants applying for a local business tax receipt (LBTR) to hold a permit, medallion, and vehicle inspection certificate issued by the City of Jacksonville. The City of Jacksonville ceased all permitting, inspections, and medallions for taxicabs/vehicles for hire in 2019.

As such, it is appropriate to repeal Chapter 33 in its entirety as part of the overall legal process to amend, revise, and improve the City Code of Ordinances and Charter.

FINANCIAL IMPACT

There is no financial impact. The local business tax for a vehicle for hire is \$36.30 per vehicle per year per Section 33-57 of the Code of Ordinances. The City has not issued a LBTR for a vehicle for hire since 2016.

REQUESTED ACTION

Approve/Disapprove Ordinance No. 2022-8170 repealing Code of Ordinances Chapter 33, "Vehicles For Hire," on the first reading, and schedule a second reading for February 7, 2022

ATTACHMENTS

1. Ordinance No. 2022-8170

Introduced by: _____
1st Reading: _____
2nd Reading: _____

ORDINANCE NO. 2022-8170

AN ORDINANCE OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, TO REPEAL CODE OF ORDINANCES CHAPTER 33, "VEHICLES FOR HIRE," IN ITS ENTIRETY; PROVIDING FOR REPEAL, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.

WHEREAS, the City of Jacksonville Beach ("City") has the authority to adopt this Ordinance and to repeal its ordinances pursuant to Article VIII of the Constitution of the State of Florida and Chapter 166, Florida Statutes; and

WHEREAS, City Code of Ordinances Chapter 33, Article II, "Vehicles for Hire," originally created in 2006, has become outdated and irrelevant since the inception of transportation network companies (TNCs) such as Uber, Lyft, and the like, and serves no current or future purpose for City business or operations for the reasons set forth below; and

WHEREAS, the City of Jacksonville found that the regulation of taxicabs, shuttle vehicles, and other vehicles for hire should involve as little governmental influence as is consistent with the public health, safety, and welfare, leaving to the play of free enterprise and market forces such matters as the number of vehicles for hire, the fares they charge and the business organization and identification they use; and

WHEREAS, the City of Jacksonville determined that in order to provide for this minimal governmental regulation and to restore and encourage free enterprise in the vehicle for hire industry, that the free market with limited government oversight of insurance and driver background check is the most effective method; and

WHEREAS, on April 9, 2010, the City of Jacksonville adopted Ordinance No. 2019-183-E repealing and replacing Ch. 220 of its Code of Ordinances governing vehicles for hire; accordingly, effective April 16, 2019, the City of Jacksonville ceased all permitting, inspections, and medallions for taxicabs/vehicles for hire; and

WHEREAS, the history of the City of Jacksonville's permitting, inspection, and issuance of medallions for taxicabs/vehicles for hire is relevant inasmuch as Sec. 33-51 of the City's Code of Ordinances requires that to obtain a local business tax receipt, an applicant must be the holder of a permit and medallion issued by the City of Jacksonville, and a holder of a current vehicle inspection certificate issued by the City of Jacksonville for each vehicle operating in the city limits of Jacksonville Beach; and

WHEREAS, the City does not have record of any taxicab companies and/or drivers who currently have an active local business tax receipt for operation within the City limits; and

WHEREAS, TNCs are governed exclusively by state law pursuant to F.S. §627.748; and

WHEREAS, the Jacksonville Beach City Council finds that the current City Code of Ordinances Chapter 33, "Vehicles for Hire," in its current form dating to 2006, has no current or future purpose or use by the City, so it can be repealed in its entirety.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF JACKSONVILLE BEACH, FLORIDA:

SECTION 1. RECITALS. The above recitals are ratified and made a part of this Ordinance.

SECTION 2. REPEAL. City Code of Ordinances Chapter 33, "Vehicles for Hire," is hereby repealed in its entirety. The current Chapter 33, which shall be repealed, is attached hereto and incorporated into this Ordinance by reference.

SECTION 3. SEVERABILITY. It is the intention of the City Council that if any section, subsection, clause or provision of this Ordinance is deemed invalid or unconstitutional by a court of competent jurisdiction, such portion will become a separate provision and will not affect the remaining provisions of this Ordinance.

SECTION 4. CODIFICATION. The City Council intends that this Ordinance will be made a part of the City of Jacksonville Beach Code of Ordinances.

SECTION 5. EFFECTIVE DATE. This Ordinance shall take effect immediately upon final reading and approval by the City Council for the City of Jacksonville Beach.

AUTHENTICATED THIS ____ DAY OF _____, A.D., 2022.

Christine H. Hoffman, Mayor

Sheri Gosselin, City Clerk

Approved as to form and legal sufficiency:

Sandra R. Robinson, City Attorney

Chapter 33 - VEHICLES FOR HIRE

Footnotes:

--- (1) ---

Cross reference— *Schedule of taxes and regulations, § 15-13; registration of taxicab drivers required, § 24-1; traffic and motor vehicles, Ch. 31.*

ARTICLE I. - IN GENERAL

Secs. 33-1—33-15. - Reserved.

ARTICLE II. - VEHICLES FOR HIRE

Footnotes:

--- (2) ---

Editor's note— *Ord. No. 2006-7912, § 1, adopted August 7, 2006, repealed the former Art. II, §§ 33-16—33-31, 33-36—33-43, 33-50—33-67, and enacted a new Art. II, §§ 33-16—33-23, 33-50—33-57, 33-65, 33-66, as set out herein. The former Art. II pertained to public vehicles and derived from Ord. No. 6940, § 1, adopted Sept. 7, 1977; Ord. No. 6949, §§ 1, 2, adopted Dec. 5, 1977; Ord. No. 7005, § 1, adopted July 2, 1979; Ord. No. 7044, § 1, adopted April 7, 1980.*

DIVISION 1. - GENERALLY

Sec. 33-16. - Definitions.

For the purpose of this chapter the following terms shall respectively be deemed to mean:

Applicant includes every company or business proprietor who makes application to the city for a local business tax receipt to operate a vehicle for hire.

Driver includes every individual operating a vehicle for hire either as owner, agent, employee, or otherwise pursuant to a local business tax receipt issued as herein provided.

Vehicle for hire shall mean all motorized vehicles defined and classified in section 33-17.

Street shall mean and include all public streets, avenues, boulevards, ocean beach, alleys, lanes, highways, sidewalks, public parks, parking roads, and other public places laid out for the use of vehicles.

Taximeter shall mean a mechanical or electronic device which calculates and displays a predetermined rate and indicates the charge for hire of a taxicab and which also records and indicates a fare, rate or charge based on waiting time, extra passengers, initial charge and other fares, rates or charges.

Transport shall mean to operate or cruise over the streets of the city and its adjacent territory for the purpose of moving passengers or goods from one point to another.

(Ord. No. 2006-7912, § 1, 8-7-06)

Sec. 33-17. - Classification of vehicles for hire.

For the purpose of construing and applying the terms of this chapter all motorized vehicles which operate over and upon the streets and driveways of the city for the transportation of person(s) for compensation shall be classified and defined as follows:

- (1) *Bus*. Any bus, omnibus or other vehicle designed and constructed to comfortably transport seven (7) or more persons, which is not used for regularly conducted amusement rides or sight-seeing tours, and is not operated by another governmental agency.
- (2) *Cruising car*. Any vehicle for hire based upon a pre-established schedule of flat charges rather than by taximeter calculation, with an open touring or sedan body, designed and constructed to comfortably transport not more than six (6) persons, including the driver.
- (3) *Limousine*. A vehicle for hire only by prearrangement at a rate charged per hour, or fixed in advance, and is a chauffeured, luxury class passenger vehicle that is built or modified for the purpose as a limousine.
- (4) *Sightseeing cars*. A vehicle for hire designed and constructed to seat seven (7) or more persons used in regularly conducted sightseeing trips, which originate from and terminate at a single specified point, the destination or route of which is not under the direction of the passenger or passengers transported therein; which is not used as a means of local transportation within the city; and which neither receives nor discharges passengers along its routes.
- (5) *Taxicabs*. Any vehicle which is rented from a stand in the street or from a private station or garage, the destination and route of which is under the direction of the passenger or passengers transported therein, and fitted with a taximeter or other mechanical device by which the charge for hire is mechanically calculated by measuring and recording either the distance traveled with such vehicle or the waiting time or both.
- (6) *Van*. Any vehicle recognized as either a full-size passenger van or a passenger vehicle on a van or truck chassis. The term shall not include a cargo or panel van.

(Ord. No. 2006-7912, § 1, 8-7-06)

Sec. 33-18. - Manner of advertising

No holder of a local business tax receipt to operate a vehicle for hire shall be permitted to advertise such business before the public under any other name or names than the specified name or names recited in the particular local business tax receipt under which such holder is authorized to engage in the business of the transportation of person(s) for compensation within the city.

(Ord. No. 2006-7912, § 1, 8-7-06)

Sec. 33-19. - Printed matter appearing on a vehicle for hire, (except limousines); certain information required; advertising regulated.

- (a) The name of the company or firm operating a vehicle for hire shall be permanently displayed on both the right and left sides and the rear of the vehicle so that the name shall be plainly visible, with lettering at least four (4) inches in height, and made to reflect lights shined on them in the dark.

- (b) Each vehicle for hire shall have attached to the outside left rear portion of the vehicle the numbered medallion i by the City of Jacksonville.
- (c) Advertising matter on vehicles for hire shall be attached to the vehicle so that no portion extends below the bumper or beyond either side, and so as not to interfere in any manner with full vision through the rear window of the vehicle.

(Ord. No. 2006-7912, § 1, 8-7-06)

Sec. 33-20. - Inspection of vehicles.

It shall be the duty of the local business tax receipt holder to subject the vehicle to a complete and thorough inspection as required by the City of Jacksonville. Written certification of such inspection shall be maintained in the vehicle for hire while operating in the City of Jacksonville Beach.

(Ord. No. 2006-7912, § 1, 8-7-06)

Sec. 33-21. - Equipment and safety requirements for vehicles for hire.

All vehicles in service as vehicles for hire shall have the following equipment on each such vehicle, which equipment shall be maintained in good working condition:

- (1) Front and rear lights meeting state standards and a dashboard light that will indicate when any of the vehicle's doors are not securely closed;
- (2) Adequate brakes on all wheels;
- (3) Tires of the quality of original equipment as specified by the manufacturer, or better;
- (4) Speedometer in good working order;
- (5) Leather, vinyl, or some similar nonabsorbent fabric upholstery which can be easily cleaned and shall be free of tears and cuts;
- (6) Seatbelts for the driver and all passengers;
- (7) An unexpired A, B, C type fire extinguisher (minimum size of 2.5 lbs);
- (8) Adequate heater and air conditioner;
- (9) All seats in a shuttle vehicle shall be factory installed only;
- (10) Except for limousines, there shall be no shades, blinds or curtains between the rear seat or seats and the driver's seat, nor shall any shades, blinds or curtains shield the occupants or the for-hire driver from observation or obstruct the view through the rear window.

All vehicles for hire shall be maintained in a clean, well-painted manner so as to provide a generally good appearance. It shall be unlawful to operate any vehicle as a vehicle for hire which does not comply with the provisions of this section.

(Ord. No. 2006-7912, § 1, 8-7-06)

Sec. 33-22. - Meters required for taxicabs.

- (a) Every taxicab operating as a metered taxicab shall have affixed thereto, in operating condition, a taximeter.

(b) The face of every taximeter shall be visible from the passenger compartment of every taxicab at all times and, at sundown, shall be illuminated by a suitable light so arranged as to throw a continuous steady light thereon.

(c) No taxicab shall be permitted to operate as both a metered and non-metered (zone rate) vehicle. Each vehicle shall be identified in a manner to designate its status as a metered or non-metered vehicle.

(Ord. No. 2006-7912, § 1, 8-7-06)

Sec. 33-23. - Designation of taxi stands.

The city manager is empowered to designate the location of and extent of space for stands to be known as taxi stands on the streets within the city.

(Ord. No. 2006-7912, § 1, 8-7-06)

DIVISION 2. - OBTAINING LOCAL BUSINESS TAX RECEIPT

Sec. 33-50. - Required.

It shall be unlawful for any person owning a vehicle for hire to use, operate or run or cause or permit any of his agents or employees to use, operate or run such vehicle in, along, through, over or upon any of the streets of the city, or to carry on a business of transporting passengers for hire in such vehicle for hire in the city without first having obtained a local business tax receipt from the city clerk, as provided for in this division.

(Ord. No. 2006-7912, § 1, 8-7-06)

Sec. 33-51. - Application.

Application for a local business tax receipt shall be filed in writing with the city clerk, and such application shall set forth the following facts:

(1) That the applicant is the holder of a permit and medallion issued by the City of Jacksonville, and same is affixed to each vehicle operated in the City of Jacksonville Beach.

(2) That the applicant is the holder of a current vehicle inspection certificate issued by the City of Jacksonville for each vehicle operating in the city limits of Jacksonville Beach.

(Ord. No. 2006-7912, § 1, 8-7-06)

Sec. 33-52. - Local business tax receipt

No company shall be entitled to a local business tax receipt under this division until the company has paid all local business taxes due to the City of Jacksonville Beach.

(Ord. No. 2006-7912, § 1, 8-7-06)

Sec. 33-53. - Liability insurance prerequisite to issuance.

The application for a local business tax receipt shall include proof of a liability insurance policy providing for coverage of not less than fifty thousand dollars (\$50,000.00) for property damage, one hundred twenty-five thousand dollars (\$125,000.00) for any single injury in one accident and three hundred thousand dollars (\$300,000.00) for multiple injuries in one accident, for each vehicle owned or controlled by such local business tax receipt holder.

(Ord. No. 2006-7912, § 1, 8-7-06)

Sec. 33-54. - Issuance.

(a) The city clerk shall promptly consider the application for a local business tax receipt under this division and, if such application meets all of the conditions of this chapter, shall cause the local business tax receipt applied for to be issued. All local business tax receipts issued in accordance with the provisions of this chapter shall expire on September 30 of each year. Said local business tax receipts as issued by the city clerk to such applicant shall contain, in substance, the following:

- (1) Those things that are set out in the application for the local business tax receipt;
- (2) The respective number and length of time for which the local business tax receipt is issued;
- (3) Any restrictions, qualifications, conditions and limitations upon which same is issued.

(Ord. No. 2006-7912, § 1, 8-7-06)

Sec. 33-55. - Posting.

Upon issuance of a local business tax receipt under this division, a copy of the same shall be securely placed in each vehicle and kept in plain view of the passengers riding therein. In addition, the following items must be kept in the vehicle for hire while operating within the City of Jacksonville Beach:

- (1) Vehicle for Hire Driving Permit issued by the City of Jacksonville, Department of Environmental & Regulatory Services;
- (2) Florida Vehicle Registration and proof of current liability insurance;
- (3) Valid Florida Driver's License;
- (4) Current Vehicle Inspection Permit.

(Ord. No. 2006-7912, § 1, 8-7-06)

Sec. 33-56. - Duration.

No license shall be issued for more than one year, and all licenses shall expire on September 30 of each year, except as otherwise provided by law.

(Ord. No. 2006-7912, § 1, 8-7-06)

Sec. 33-57. - Local business tax.

Before the issuance of any local business tax receipt under this chapter, the city clerk shall collect thirty-six dollars and thirty cents (\$36.30) per vehicle, per license year.

(Ord. No. 2006-7912, § 1, 8-7-06)

DIVISION 3. - RATES AND CHARGES

Sec. 33-65. - Schedule of rates to be posted.

There shall be posted in every vehicle for which a local business tax receipt is issued under this article, and in full view of the passengers in plain conspicuous letters, a schedule of rates, charges and fares which shall be binding upon the operator of the vehicle and any collection of rates, fares or charges, in excess thereof shall constitute a misdemeanor.

(Ord. No. 2006-7912, § 1, 8-7-06)

Sec. 33-66. - Charging rates in excess of posted rates.

No driver of a vehicle for hire shall charge or demand from any customer any sum of money in excess of those rates or charges posted in such vehicle.

(Ord. No. 2006-7912, § 1, 8-7-06)