

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

AGENDA

THURSDAY, AUGUST 21, 2025, 7:00 PM

NOTICE TO PUBLIC

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

PLEDGE OF CIVILITY

WE WILL BE RESPECTFUL OF ONE ANOTHER
EVEN WHEN WE DISAGREE.

WE WILL DIRECT ALL COMMENTS TO THE ISSUES.

WE WILL AVOID PERSONAL ATTACKS.

"Politeness costs so little." – ABRAHAM LINCOLN

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

ITEM-2 Town Council approval of the Engineering Services Agreement for the Florida Department of Environmental Protection Agreement No. 25PLN42, Fiscal Year 2024-2025 Resilient Florida Planning Grant and Comprehensive Vulnerability Assessment, with CPH Consulting, LLC, in the amount of \$180,000.
Lisa Purvis, MMC – Town Clerk

ITEM-3 Town Council consideration and approval of the proposed Capital Expenditure for the Water & Sewer Extension Project on West 5th Street, based on cost estimates provided and the recommendation of the Public Works Department.
Cory Hobbs – Interim Public Works Director

ITEM-4 Town Council approval to adopt Resolution No. 2025-10, Amending Resolution No. 2021-12, Amending rules for an exemption from the Florida Building Code for single-family residences relating to certain additions, alterations, or repairs not to

exceed 320 square feet; and providing for an effective date.

Lisa Purvis, MMC – Town Clerk

ITEM-5

Town Council approval of the 2026 Municipal Election Agreement for Election Services between the Nassau County Supervisor of Elections and the Town of Hilliard.

Lisa Purvis, MMC – Town Clerk

ITEM-6

Town Council approval of an Emergency Operations Contract with Rodney McDaniel for the continued operation of the Town of Hilliard's Water & Wastewater Treatment Plants. This contract will remain in effect on an interim basis until a formal Request for Proposals (RFP) can be publicly advertised and a long-term operator is selected.

Lisa Purvis, MMC – Town Clerk

ITEM-7

Town Council approval to transition Interim Public Works Director Cory Hobbs into the permanent position of Public Works Director. This transition will occur with no salary adjustment for Fiscal Year 2025/2026. As a condition of this appointment, Mr. Hobbs will be required to obtain his Wastewater Treatment Plant Operator license within 18 months of the effective date of the transition.

Kenneth A. Sims – Council President

ITEM-8

Town Council approval to transition Interim Assistant Public Works Director Charles Chavarria into the permanent position of Assistant Public Works Director. This transition will occur with no salary adjustment for Fiscal Year 2025/2026. As a condition of this appointment, Mr. Chavarria will be required to obtain his Water Treatment Plant Operator license within 18 months of the effective date of the transition.

Kenneth A. Sims – Council President

ITEM-9

Town Council approval to transition contract employee position of Land Use Administrator, Lee Anne Wollitz into full-time employee position, effective September 1, 2025. The revised role will encompass responsibilities as both Land Use Administrator and Assistant to the Public Works Director.

Kenneth A. Sims – Council President

ITEM-10

Town Council approval of the request to authorize a salary increase for Public Works Technician Dennis Alderman.

Cory Hobbs – Interim Public Works Director

ITEM-11

Town Council approval to proceed with listing the Mikkleson Estate for sale.

Lisa Purvis, MMC – Town Clerk

ITEM-12

Town Council to set a Workshop to discuss activities for the Florida League of Cities, Florida City Government Week to be held October 20, 2025, through October 26, 2025.

John P. Beasley – Mayor

ITEM-13

Town Council to set Workshops for the review and discussion of the Fiscal Year 2025-2026 Budget.

Lisa Purvis, MMC – Town Clerk

ITEM-14 Town Council approval of the Minutes for the July 28, 2025, Workshop, July 31, 2025, Workshop, August 7, 2025, Workshop & Regular Meeting, and the August 12, 2025, Workshop.
Lisa Purvis, MMC – Town Clerk

ITEM-15 Town Council approval of AECOM, Payable through August 1, 2025, Project Name: Design & Construct New Box Hangar & Hangar Repair at the Hilliard Airpark in the amount of \$6,686.46.
FDOT PTGA 100% GRANT FUNDED PROJECT \$391,000; AECOM S.A. NO. 20 LUMP SUM CONTRACT \$111,441

ITEM-16 Town Council approval of CPH Consulting, LLC, Payable through July 18, 2025, Project Name: Manhole 167 & 170 Repairs in the amount of \$3,360.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$18,400

ITEM-17 Town Council approval of CPH Consulting, LLC, Payable through July 18, 2025, Project Name: 8" Parallel Water Main Extension to FAA Facility in the amount of \$16,968.00.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$199,680

ITEM-18 Town Council approval of PQH Group, Payable through August 12, 2025, Project Name: Hurricane Shelter / Community Center Project in the amount of \$93,000.00.
FDEM 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT \$572,000

ADDED ITEMS

ADDITIONAL COMMENTS

PUBLIC

MAYOR & TOWN COUNCIL

ADMINISTRATIVE STAFF

TOWN ATTORNEY

ADJOURNMENT

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

TOWN COUNCIL MEETINGS

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

PLANNING & ZONING BOARD MEETINGS

The Planning & Zoning Board meets the first Tuesday of each month beginning at 7:00 p.m., unless otherwise scheduled. Meetings are held in the Town Hall Council Chambers located

at 15859 West County Road 108. Video and audio recordings of the meetings are available in the Town Clerk's Office upon request.

MINUTES & TRANSCRIPTS

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

TOWN WEBSITE & YOUTUBE MEETING VIDEO

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

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

ADA NOTICE

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

APPEALS

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

PUBLIC PARTICIPATION

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

EXPARTE COMMUNICATIONS

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

2025 HOLIDAYS

TOWN HALL OFFICES CLOSED

- | | |
|----------------------------------|-----------------------------|
| 1. Martin Luther King, Jr. Day | Monday, January 20, 2025 |
| 2. Memorial Day | Monday, May 26, 2025 |
| 3. Independence Day | Friday, July 4, 2025 |
| 4. Labor Day | Monday, September 1, 2025 |
| 5. Veterans Day | Tuesday, November 11, 2025 |
| 6. Thanksgiving Day | Thursday, November 27, 2025 |
| 7. Friday after Thanksgiving Day | Friday, November 28, 2025 |

8. Christmas Eve	Wednesday, December 24, 2025
9. Christmas Day	Thursday, December 25, 2025
10. New Year's Eve	Wednesday, December 31, 2025
11. New Year's Day	Thursday, January 1, 2026



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: August 21, 2025

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

SUBJECT: Town Council approval of the Engineering Services Agreement for the Florida Department of Environmental Protection Agreement No. 25PLN42, Fiscal Year 2024-2025 Resilient Florida Planning Grant and Comprehensive Vulnerability Assessment, with CPH Consulting, LLC, in the amount of \$180,000.

BACKGROUND:

See attached Engineering Services Agreement.

FINANCIAL IMPACT:

\$180,000

RECOMMENDATION:

Town Council approval of the Engineering Services Agreement for the Florida Department of Environmental Protection Agreement No. 25PLN42, Fiscal Year 2024-2025 Resilient Florida Planning Grant and Comprehensive Vulnerability Assessment, with CPH Consulting, LLC, in the amount of \$180,000.



580-1 Wells Road
Orange Park, FL 32073
Phone: 904.278.0030

August 7, 2025

The Honorable John Beasley, Mayor
Town of Hilliard
15859 West County Road 108
Hilliard, Florida 32046

RE: Engineering Services Agreement
FY 2024-25 Resilient Florida Planning Grant | Comprehensive Vulnerability Assessment
FDEP Agreement No. 25PLN42
Town of Hilliard, Florida
Project No. 2500753
Client No. 9610

Dear Mayor Beasley:

We are pleased to present the following proposal for Engineering Services in conjunction with the Town of Hilliard' Florida Department of Environmental Protection (FDEP) agreement for the Comprehensive Vulnerability Assessment (VA) project. CPH Consulting, LLC, hereinafter referred to as the Engineer, proposes to provide services as described in the Scope of Services to the Town of Hilliard, Florida, the Client, for the fees stipulated hereafter.

SCOPE OF SERVICES

The Engineer shall provide the following Engineering Services including the preparation of a comprehensive Vulnerability Assessment (VA) pursuant to Section 380.093, Florida Statutes (F.S.). These services will address those components identified in the Client's FDEP Grant (Attachment 3, Grant Work Plan). More specifically, this work shall include the following:

TASK 1 - ACQUIRE BACKGROUND DATA

The Engineer shall acquire background data essential for the Vulnerability Assessment (VA) in accordance with the specifications outlined in Task 1 "Deliverables" of the Attachment 3, Grant Work Plan. This includes researching and compiling data related to:

1. Critical and regionally significant asset inventory;
2. Topographic data; and
3. Flood scenario-related data.

The Engineer shall ensure that all data acquisition efforts comply with Geographic Information System (GIS) metadata standards and include necessary sea level rise projections and storm surge data meeting or exceeding the 100-year return period (1% annual chance) flood event. The Engineer shall identify and address any data gaps that may affect the extent or accuracy of the VA results.

The work to be completed under this task is further described under the Task 1 “Deliverables” of the Attachment 3, Grant Work Plan.

TASK 2 - EXPOSURE AND SENSITIVITY ANALYSES

The Engineer shall conduct an exposure analysis to determine the depth of water resulting from various sea level rise, storm surge, and/or flood scenarios. This analysis will assess the water surface depths for each flood scenario, including tidal flooding, current and future storm surge flooding, rainfall-induced flooding, and compound flooding, as applicable.

The scenarios and standards utilized for the exposure analysis shall be in accordance with Section 380.093, F.S., and outlined in the Attachment 3, Grant Work Plan. GIS files and associated metadata will comply with the Resilient Florida Program’s GIS Data Standards, with clear documentation of raw data sources within the metadata.

Additionally, the Engineer shall conduct a sensitivity analysis to assess the impact of flooding on critical assets. This analysis will measure the effects of flood severity on each asset class and at each flood scenario, assigning risk levels based on percentages of land area inundated and the number of critical assets affected. The sensitivity analysis will utilize the data obtained from the exposure analysis and apply it to the inventory of critical assets compiled in Task 1.

The work to be completed under this task is further described under the Task 2 “Deliverables” of the Attachment 3, Grant Work Plan.

TASK 3 - FINAL VULNERABILITY ASSESSMENT REPORT

The Engineer will complete the Vulnerability Assessment (VA) report in accordance with Section 380.093, F.S., based upon the results of Tasks 1 and 2. The final report shall summarize key findings, including all results from the exposure and sensitivity analyses, identified risks, and any relevant focus areas.

The report shall include a comprehensive list of critical and regionally significant assets impacted by flooding and sea-level rise, specifying for each asset the flood scenario(s) affecting it. The Engineer shall document the modeling methods used in the exposure and sensitivity analyses and summarize any assigned focus areas, if applicable. A gap analysis and actions taken to address data gaps shall also be included.

All GIS files and associated metadata shall adhere to the Resilient Florida Program’s GIS Data Standards, with clear documentation of raw data sources within the metadata.

Deliverables for this task include:

- A Final VA Report meeting the statutory and programmatic requirements of the Resilient Florida Program;
- A summary of findings, modeling approach, gap analysis, and focus areas (if applicable);
- GIS data and documentation supporting the assessment results;
- A completed set of the following tables, as defined by the GIS Data Standards:
 - Table 1 – Background Data Catalog
 - Table 2 – Flood Risk Scenario Matrix
 - Table 3 – Critical Assets Basic Attributes Schema
 - Table 4 – Critical Assets Groups and Types
 - Table 5 – VA Results Attribute Schema
- A signed Vulnerability Assessment Compliance Checklist (Exhibit I)

CONDITIONS AND EXCLUSIONS

The Client shall provide copies of all available Client records as may be required for the Engineer to complete these services. The Engineer's scope of services does not include:

- Boundary, tree, and/or topographic surveying.
- Any regulatory, zoning, and/or comprehensive plan activities.
- Geotechnical investigations.
- Land and/or easement acquisition(s) including but not limited to property appraisals, legal surveys, easements, title searches, zoning changes, attorney fees, and recording fees.
- Advertising costs.
- Design services beyond the planning-level activities outlined in the scope of services.
- Traffic studies.
- Wetlands surveys, wetlands permitting and/or wetland mitigation.
- Flood plain permitting and/or flood plain mitigation.

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

SCHEDULE OF FEES

TASK	LUMP SUM FEE
TASK 1 - ACQUIRE BACKGROUND DATA	\$30,000
TASK 2 - EXPOSURE AND SENSITIVITY ANALYSES	\$110,000
TASK 3 - FINAL VULNERABILITY ASSESSMENT REPORT	\$40,000
TOTAL LUMP SUM ENGINEERING FEES	\$180,000

Invoices for services in progress are prepared monthly and are due in accordance with Florida Statute 218, The Local Government Prompt Payment Act. Payments which are not received in accordance herewith are subject to late fees as outlined in the Act as well as collection fees and may cause the Engineer to stop work on the Client's projects. The fees listed above do not include state sales tax, federal sales tax, or value added tax (VAT), should they be required by law.

ACCEPTANCE

Acceptance of this proposal may be indicated by the signature of a duly authorized official of the Client in the space provided below. One signed copy of the proposal returned to the Engineer shall serve as Notice to Proceed. Should this proposal not be accepted within a period of thirty (30) days, it shall become null and void.

Sincerely,
CPH Consulting, LLC

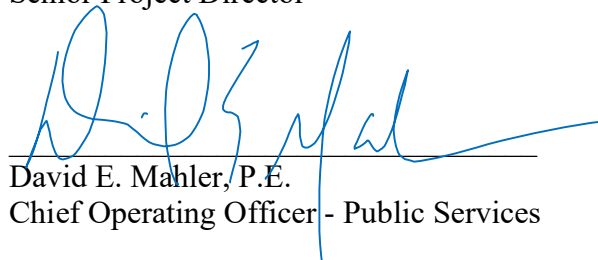
Accepted by
Town of Hilliard, Florida



Kellen A. Lindsey, P.E.
Senior Project Director

By: _____
The Honorable John Beasley, Mayor

Date: _____



David E. Mahler, P.E.
Chief Operating Officer - Public Services

KAL/JAP/aem

Encl. (FDEP Agreement No. 25PLN42, Attachment 3, Grant Work Plan

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
GRANT WORK PLAN
AGREEMENT NO. 25PLN42**

ATTACHMENT 3

PROJECT TITLE: Town of Hilliard Comprehensive Vulnerability Assessment

PROJECT LOCATION: The Project is located in Town of Hilliard within Nassau County, Florida.

PROJECT DESCRIPTION:

The Town of Hilliard (Grantee) will complete the Town of Hilliard Comprehensive Vulnerability Assessment (Project) to include a comprehensive Vulnerability Assessment (VA) pursuant to Section 380.093, Florida Statutes (F.S.), as effective July 1, 2024.

TASKS AND DELIVERABLES:

Task 1: Acquire Background Data

Description: The Grantee will research and compile the data needed to perform the VA based on the requirements as defined in Section 380.093, F.S. Three main categories of data are required to perform a VA: 1) critical and regionally significant asset inventory, 2) topographic data, and 3) flood scenario-related data. GIS metadata must be included for each dataset compiled and each asset dataset must be classified using the asset groups and types defined in paragraphs 380.093(2)(a)1-4, F.S. GIS files and associated metadata must adhere to the Resilient Florida Program's GIS Data Standards, as referenced in Attachment 6, and raw data sources shall be defined within the associated metadata. Flood scenario-related data should make use of the best available information through the Florida Flood Hub. If Florida Flood Hub data is unavailable, flood scenario-related data shall include:

- Planning horizons: 2050 and 2080.
- Sea level rise projections: 2022 National Oceanic and Atmospheric Administration intermediate and intermediate-low projections.
- Tidal flooding, if applicable: Using the threshold for tidal flooding published by the Department.
- Storm surge data, if applicable: Equal to or exceeds the 100-year return period (1% annual chance) flood event.
- Rainfall-induced flooding, to the extent practicable: 100-year (1% annual chance) and 500-year (0.2% annual chance) return period flood events.
 - Rainfall-induced flooding analysis is required for all non-coastal communities.

In the process of compiling background data, the Grantee shall identify data gaps, where missing data or low-quality information may limit the VA's extent or reduce the accuracy of the results. The Grantee shall take all practicable steps to rectify any gaps of data necessary to complete analysis of required scenarios.

Deliverables: The Grantee will provide the following:

- A Background Data Catalog consistent with the GIS Data Standards (Table 1) that outline the datasets compiled and the raw data sources;

- Complete the Flood Risk Scenario Matrix consistent with the GIS Data Standards (Table 2) that outline the different flood risk scenarios, planning horizons, return periods, and similar parameters of the VA; and
- Compiled GIS datasets for each of the three main background data categories. To be provided in a single-file geodatabase or zipped folder, whenever possible.
 - GIS files of the critical asset datasets that are not publicly available nor already included in the statewide flood vulnerability and sea level rise data set, containing appropriate metadata, consistent with the GIS Data Standards, and classified using the asset groups and types defined in paragraphs 380.093(2)(a)1-4, F.S.
 - Topographic and other Raster Flood Risk Data that are not publicly available nor already included in the statewide flood vulnerability and sea level rise data set.

Task 2: Exposure and Sensitivity Analyses

Description: The Grantee will perform the exposure and sensitivity analyses. The exposure analysis will identify the depth of water caused by each sea level rise, storm surge, and/or flood scenario. The sensitivity analysis measures the impact of flooding on assets by applying the data from the exposure analysis to the inventory of critical assets created in the Acquire Background Data Task. The sensitivity analysis should include an evaluation of the impact of flood severity on each asset and at each flood scenario and assign a risk level. GIS files and associated metadata must adhere to the Resilient Florida Program's GIS Data Standards, as referenced in Attachment 6, and raw data sources shall be defined within the associated metadata.

Deliverables: The Grantee will provide the following:

- GIS data containing the results of the exposure and sensitivity analyses which shall include at minimum:
 - Raster layers with results of the exposure analysis (depth of flood water) for each flood scenario as well as the appropriate metadata that identifies the methods used to create the flood layers. Additionally, any other custom, combined or modified flood scenario raster layer used in the assessment and not publicly available; and
 - GIS files of the critical asset datasets containing the results of the sensitivity analysis for all flood scenarios required by s. 380.093, F.S., consistent with the GIS Data Standards, and including the appropriate metadata describing the fields or attribution of the analyses results.

Task 3: Final Vulnerability Assessment Report

Description: The Grantee will finalize the VA Report pursuant to the requirements in s. 380.093, F.S. The final VA Report must include all results from the exposure and sensitivity analyses, as well as a summary of identified risks as well as any assigned focus areas (if applicable). It should contain a list of critical and regionally significant assets that are impacted by flooding and sea-level rise, specifying for each asset the flood scenario(s) impacting the asset.

Deliverables: The Grantee will provide the following:

- A Final VA Report that provides a summary of results and conclusions based on the statutorily required scenarios and standards in s. 380.093, F.S., to include:
 - Findings of the gap analysis;
 - Recommendations to address the identified data gaps and actions taken to rectify them, if applicable;

- Details on the modeling process and type of models used during the exposure and sensitivity analyses; and
- A summary of assigned focus areas, if applicable.
- Completed Critical Assets Basic Attributes Schema (Table 3), Critical Assets Groups and Types (Table 4), and VA Results Attribute Scheme (Table 5) consistent with the GIS Data Standards; and
- A signed VA Compliance Checklist Certification (Exhibit I).

PERFORMANCE MEASURES: The Grantee will submit all deliverables for each task to ResilientFloridaGrants@FloridaDEP.gov on or before the Task Due Date listed in the Project Timeline. The deliverables for each task must be submitted in chronological order, with the exception of the “Public Outreach Meetings and Stakeholder Engagement” and “Peril of Flood Compliance” tasks, if included. Grantees must have received a Deliverable Acceptance Letter from the Department’s Grant Manager prior to submitting any subsequent deliverables. The Department’s Grant Manager will review the deliverable(s) to verify that they meet the specifications in the Grant Work Plan and the task description, to include any work being performed by any subcontractor(s), and will provide written acceptance or non-acceptance of the deliverable(s) to the Grantee within thirty (30) calendar days. Deliverables that the Department determines are not acceptable must be corrected and resubmitted within thirty (30) calendar days prior to the Agreement’s Date of Expiration, and in coordination with the Department’s Grant Manager. Tasks may include multiple deliverables to be completed. The Department will accept partial and full deliverables. Incomplete deliverables will not be accepted. A “partial deliverable” is defined as a deliverable consisting of one (1) or more (but not all) subcomponents listed in the deliverable list for a single task, where such subcomponent(s) are delivered to the Department at one hundred percent (100%) completion. A “full deliverable” is defined as a deliverable comprising all subcomponents listed in the deliverable list for a single task, all delivered to the Department at one hundred percent (100%) completion. An “incomplete deliverable” is defined as a deliverable for which one hundred percent (100%) completion has not been achieved for any of the subcomponents listed in the deliverable list for a single task. A task is considered one hundred percent (100%) complete upon the Department’s receipt and approval of all deliverable(s) listed within the task and the Department’s approval provided by the Deliverable Acceptance Letter. All deliverables must be received by the Task Due Date and accepted by the Department on or before the Agreement’s Date of Expiration, or the Consequences for Non-Performance set forth herein shall apply.

CONSEQUENCES FOR NON-PERFORMANCE: For each task deliverable not received and accepted by the Department at one hundred percent (100%) completion on or before the Agreement’s Date of Expiration, the Department will reduce the relevant Task Funding Amount(s) paid to Grantee in proportion to the percentage of the deliverable(s) not fully completed. For each task deliverable not received by the Department by the specified Task Due Date listed in the Agreement’s most recent Project Timeline, the Department will reduce the relevant Task Funding Amount(s) by 5% per calendar day, which will be imposed until the Department has received the task deliverable. The Consequence for Non-Performance will be applied to and included in the relevant task deliverable's payment request.

ADVANCE PAYMENT: For grant agreements for which full advance payment has been authorized and approved, the Grantee shall submit an invoice (i.e., payment request) to its Department Grant Manager for the expected cash needs for the initial three (3) month term of the agreement. Once the initial advance amount has been fully expended, the Grantee may request additional advance payments as needed, but no more frequently than quarterly. The Grantee shall submit all invoice documentation for each previously expended advance with each new payment request. All previous advance payment funds must be fully expended prior to initiating another request.

PAYMENT REQUEST SCHEDULE: Following the Grantee's full or partial completion of a task's deliverable(s) and acceptance by the Department's Grant Manager, the Grantee may submit a payment request for cost reimbursement using the Exhibit C, Payment Request Summary Form. All payment requests must be accompanied by the Deliverable Acceptance Letter; the Exhibit A, Progress Report Form, detailing all progress made in the invoice period; and supporting fiscal documentation including match, if applicable. Interim payments will not be accepted. Payment requests will not be accepted until all required Exhibit A, Progress Report Forms, have been submitted to the Department's Grant Manager for all reporting periods dating back to the Agreement Execution Date. For the reporting period beginning on the Agreement Begin Date and ending on the Agreement Execution Date, submittal of a single Exhibit A, Progress Report Form, covering only this reporting period will be acceptable. Upon the Department's receipt of the aforementioned documents and supporting fiscal documentation, the Department's Grant Manager will have ten (10) working days to review and approve or deny the payment request.

PROJECT TIMELINE AND BUDGET DETAIL: The tasks must be completed by, and all deliverables received by, the corresponding task due date listed in the table below. Cost-reimbursable grant funding must not exceed the budget amounts indicated below and must be an allowable expenditure category pursuant to Attachment 2, Special Terms and Conditions. Requests for any change(s) must be submitted prior to the current task due date listed in the Project Timeline. Requests are to be sent via email to the Department's Grant Manager, with the details of the request and the reason for the request made clear.

Task No.	Task Title	DEP Amount	Match Amount	Total Amount	Task Start Date	Task Due Date
1	Acquire Background Data	\$30,000	\$0.00	\$30,000	7/1/2024	3/31/2026
2	Exposure and Sensitivity Analyses	\$110,000	\$0.00	\$110,000	7/1/2024	5/31/2026
3	Final Vulnerability Assessment Report	\$40,000	\$0.00	\$40,000	7/1/2024	9/30/2026
Total:		\$180,000	\$0.00	\$180,000		



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: August 21, 2025

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

SUBJECT: Town Council consideration and approval of the proposed Capital Expenditure for the Water & Sewer Extension Project on West 5th Street, based on cost estimates provided and the recommendation of the Public Works Department.

BACKGROUND:

Downs/Hogan duplex project at the western dead end of W 5th Street requires a sewer extension of approximately 350 feet, the installation of a new manhole, the moving of the existing 2-inch water line into the right of way, and upgrades to the roadway surface.

According to Town Code 58-6: (1) Any and all work performed on the Town's water and sewer system, done so at the request of the owner, shall be at an amount equal to the town's cost, plus 30 percent.

The developer will pay the cost plus 30% to the town prior to work beginning.

The scope of the project requires the town to hire a contractor for the water and sewer work. Public Works has asked for estimates from Site Savvy, TD Landmark, and Cunningham Company.

The Town will also be having laterals and cleanouts added to vacant properties during the extension process for future use. The Town will provide the supplies and cover the labor cost needed for this portion of the project a large portion of the towns portion of the project will be covered by the 30% paid by the developer.

Public Works will oversee all work being performed.

FINANCIAL IMPACT:

TBD - The developer will fund the full cost of the required extensions plus an additional 30% prior to the initiation of the project.

Quotes to be added once all have been received.

RECOMMENDATION:

Town Council consideration and approval of the proposed Capital Expenditure for the Water & Sewer Extension Project on West 5th Street, based on cost estimates provided and the recommendation of the Public Works Department.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: August 21, 2025

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

SUBJECT: Town Council approval to adopt Resolution No. 2025-10, Amending Resolution No. 2021-12, Amending rules for an exemption from the Florida Building Code for single-family residences relating to certain additions, alterations, or repairs not to exceed 320 square feet; and providing for an effective date.

BACKGROUND:

See attached.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Town Council approval to adopt Resolution No. 2025-10, Amending Resolution No. 2021-12, Amending rules for an exemption from the Florida Building Code for single-family residences relating to certain additions, alterations, or repairs not to exceed 320 square feet; and providing for an effective date.

RESOLUTION NO. 2025-10

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION, AMENDING RESOLUTION NO. 2021-12, AMENDING RULES FOR AN EXEMPTION FROM THE FLORIDA BUILDING CODE FOR SINGLE-FAMILY RESIDENCES RELATING TO CERTAIN ADDITIONS, ALTERATIONS, OR REPAIRS NOT TO EXCEED 320 SQUARE FEET; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Florida Building Code remains in effect, as periodically updated and amended, in the State of Florida;

WHEREAS, pursuant to Section 102.2.5.1 of the Florida Building Code, a local enforcement agency may provide limited exemptions from the Florida Building Code for single-family residences;

WHEREAS, pursuant to Section 102.2.5.1 of the Florida Building Code, the local enforcement agency may provide an exemption from the Florida Building Code for additions, alterations, or repairs performed by the property upon the property owner's own, provided any addition or alteration shall not exceed a certain square footage or the square footage of the primary structure, whichever is less;

WHEREAS, Nassau County, Florida has implemented Ordinance No. 2025-023, adopting exemptions based on the Florida Building Code; and

WHEREAS, the Town of Hilliard, as a local enforcement agency for the purposes of the Florida Building Code, desires making certain exemptions available to applicable owners in the Town.

NOW THEREFORE BE IT RESOLVED, by the Town Council of the Town of Hilliard, Florida that:

Section 1. The following permit exemptions shall apply for additions, alterations, or repairs by owners of single-family residences who use those residence as their homestead and whose additions, alterations, or repairs do not constitute a substantial improvement by an owner or non-owner of a single-family residence within a mapped flood zone:

A. A one-time exemption within a twelve (12) month period for porches, patios, decks, or storage sheds containing no more than 320 square feet, located at a single-family residence or mobile home.

B. Fences not exceeding 6 feet in height.

C. Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless: (1) supporting a surcharge; or (2) within a distance from the property line that is less than the exposed height of the front of the wall.

D. Raised decks, platforms, ramps, sidewalks, and driveways not more than 30 inches above adjacent grade, and not over any story below and is not part of an accessible route.

E. Painting, papering, tiling, carpeting, cabinets, countertops, and similar finish work.

F. Prefabricated swimming pools that are less than 24 inches deep.

G. Shade cloth structures for nursery or agricultural purposes.

H. Swings, slides, carousels, and other playground equipment.

I. Inspections for additions, alterations, or repairs of mechanical equipment where the owner submits a notarized statement that holds the Town of Hilliard harmless from any adverse consequences resulting from the work and agrees not to initiate, support, or join any legal action against the Town of Hilliard for such consequences. Further, the statement shall contain a statement that the owner shall indemnify and hold the Town of Hilliard harmless from such actions.

Section 2. This Resolution shall take effect immediately.

THIS RESOLUTION adopted this _____, day of _____, _____ by the Town Council of the Town of Hilliard, Florida, and shall become effective on _____.

Kenneth A. Sims
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor



**TOWN OF HILLIARD
OWNERS AFFIDAVIT OF AGREEMENT
BUILDING PERMIT EXEMPTION**

ITEM-4

In accordance with the requirements of the Town of Hilliard Resolution No. 2025-10 and Chapter 1, Section 102.2.5.1 of the 8th Edition 2023 Florida Building Code requesting exemption from the permitting requirements of the Town of Hilliard, Florida for the construction of a porch, deck, patio or storage shed,

I (print name) _____, as owner of a Single Family Residence or a

Manufactured Residential Home located at : _____
agree and will comply with the following conditions, stipulations and requirements:

1. The Single-Family Residence or Manufactured Residential Home is my residence and is not rented or leased.
2. If I use the services of anyone other than myself to build or construct the porch, deck patio or storage shed, I will hire a properly licensed contractor in accordance with Section 489.103 (7) of the Florida State Statutes.
3. The porch, deck, patio or storage shed shall not exceed three hundred twenty (320) square feet in area.
4. The porch, deck or patio shall be open or utilize only screening on a minimum of two (2) sides or walls.
5. The storage shed shall be a maximum of twelve (12) feet in height above grade and shall be attached to a three and one-half inch (3-1/2") thick concrete slab or be secured to the ground with auger type anchors as recommend by the manufacturer.
6. The porch, deck, patio or storage shed shall not be in violation of any adopted Zoning Regulation for the Zoning District that it is located within.
7. I understand that after review by the Building Official or Plans Examiner and if the referenced property is found to be in a mapped flood hazard area this exemption may or may not be used.
8. The porch, deck, patio or storage shed shall not be converted to habitable space without submittal of construction plans, which must be signed and sealed by a design professional, the application for, and obtaining of, a construction permit from the Town of Hilliard Building Department, as well as payment of all associated fees.
9. I have not utilized this exemption within the past twelve (12) month period.
10. I will submit a site plan or legal survey indicating setbacks from other structures and property lines in sufficient detail for determination of compliance with all zoning requirements.
11. I will submit a fee of \$25.00 for zoning approval.
12. I, as the owner and resident of the above referenced property, assume any and all liability that may arise relating to the construction of the porch, deck, patio or storage shed.

I hereby agree and affirm to the conditions, stipulations and requirements listed in the document.

(Signature)

(Date)

STATE OF FLORIDA
COUNTY OF _____

Subscribed and sworn to (or affirmed) before me this ____ day of _____, _____.

By _____, who is/are personally known to
me or has/have produced _____ as identification.

Notary Public

(Name of Notary typed, printed or stamped)

TOWN OF HILLIARD BUILDING DEPARTMENT

Building Permit Exemption Approval (for office use only)

Owner: _____

Residential Home Address: _____

Parcel I.D. #: _____

Zone: _____ Lot size: _____ sq. ft.

Current Flood Zone: _____

Sq. ft. of Existing Coverage: _____

Sq. ft. of Proposed Increase: _____

Existing % of Coverage: _____

Proposed % of Coverage: _____

Allowable % of Coverage: _____

Has applicant provided proof of Ownership?	YES	NO
--	-----	----

Is porch/deck/patio/shed within Allowable % of Coverage for zone?	YES	NO
---	-----	----

Is porch/deck/patio/shed within Allowable Sq. Footage of Exemption?	YES	NO
---	-----	----

Has the owner submitted the required affidavit?	YES	NO
---	-----	----

APPROVED: _____ DENIED: _____

Land Use Administrator (Signature)_____
Date



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: August 21, 2025

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

SUBJECT: Town Council approval of the 2026 Municipal Election Agreement for Election Services between the Nassau County Supervisor of Elections and the Town of Hilliard.

BACKGROUND:

See Municipal Election Agreement attached.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Town Council approval of the 2026 Municipal Election Agreement for Election Services between the Nassau County Supervisor of Elections and the Town of Hilliard.

MUNICIPAL ELECTION AGREEMENT
FOR ELECTION SERVICES
BY AND BETWEEN THE NASSAU COUNTY SUPERVISOR OF ELECTIONS
AND THE TOWN OF HILLIARD

THIS AGREEMENT is made and entered into this ____ day of _____ 2025, by and between the Nassau County Supervisor of Elections, an elected constitutional officer (hereinafter "SOE"), and the Town of Hilliard (hereinafter "Municipality"), a municipal corporation, chartered and organized in accordance with the laws of the State of Florida.

WHEREAS Chapters 97-106, Laws of Florida constitutes the Florida Election Code, which applies to municipalities; and

WHEREAS Section 100.3605, Florida Statutes, provides that the Florida Election Code shall govern the conduct of a Municipality's election in the absence of an applicable special act, charter, or ordinance provision; and

WHEREAS the Municipality has requested the assistance of the SOE in conducting a municipal election in 2026, and the SOE is agreeable to providing such election services; and

WHEREAS the Municipality and the SOE want to work together to provide for a municipal election in 2026 (the "Election") and to allocate responsibilities, costs, and terms between the parties to ensure that all applicable laws, rules, special acts, charters, and ordinances are followed.

IT IS HEREBY AGREED, in consideration of the mutual covenants and promises contained in this Agreement, and for the mutual benefits of the parties, as follows:

1. PURPOSE

This Agreement sets forth the terms and conditions under which the SOE shall provide services to the Municipality for the Election and to set forth the responsibilities of both parties so that there is a clear understanding of the rights and responsibilities of all parties. Such rights and responsibilities shall apply to the Election, as necessary, and to the Post Election Audit unless otherwise stated hereinafter.

2. SCOPE OF AGREEMENT

This Agreement concerns the conduct of a municipal election in 2026 until this Agreement is terminated. The mutually agreed-upon responsibilities for both parties are outlined in Exhibit A, attached hereto and incorporated as if fully set forth herein. Timelines for the Election shall be coordinated between the parties at least 180 days before the Election.

3. EARLY VOTING

The Municipality has determined that it shall not conduct early voting when the Election is held solely for the Municipality. Early voting shall be conducted by SOE when the Municipality's election is held in conjunction with a countywide election.

4. FEES AND CHARGES TO BE PAID BY THE MUNICIPALITY

If any election is held solely for the Municipality, Municipality shall be responsible for all costs associated with the conduct of the Election. The Municipality shall pay the actual cost, as billed, for the Election. Election costs, as defined by Section 97.021, Florida Statutes, include, but are not limited to: advertising; ballot preparation; printing of official ballots, including vote by mail and provisional ballots, that shall be used exclusively in the Municipality; ballot changes required by Municipality after initial printing; election board personnel; microfilm services; record retention, expenses incurred due to a change in polling locations, expenses incurred due to a required recount in accordance with Florida Statutes; providing a defense of any legal challenge; and transportation. SOE shall invoice Municipality for all expenses related to the Election incurred by the SOE office. The Municipality shall make payment within 45 days after the date of receipt of invoice per Sections 218.70 et seq., Florida Statutes, the Local Government Prompt Payment Act.

The Municipality shall be responsible for all incremental costs associated with referendum language or ballot initiatives, including, but not limited to, additional ballot pages, increased advertising costs, record retention, and the printing of official ballots.

Due to the nature of the election process, unexpected and otherwise unanticipated actions may arise. In this instance, these actions are the Municipality's sole financial and legal responsibility.

5. NOTICES

All formal notices affecting the provisions of this Agreement may be delivered in person or sent by facsimile, registered mail, or a recognized overnight courier, to the individual(s) designated below.

For the SOE:

Janet H. Adkins
Nassau County Supervisor of Elections
96135 Nassau Place, Suite 3
Yulee, Florida 32097

For the Municipality:

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

6. RECIPROCAL INDEMNIFICATION PROVISION

Each party agrees to indemnify and hold harmless the other party, its agents, officials, volunteers, and employees against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs, attorneys' fees, and expenses that may accrue against the other party as a consequence of the intentional or negligent acts of its agents, officials, volunteers, or employees. However, nothing in this paragraph shall constitute a waiver of sovereign immunity or the limitations on liability provided to either party under the Constitution or Laws of the State of Florida. In the event of any threatened or impending action that may give rise to a claim under the terms of this paragraph or suit or other proceedings, the party seeking indemnification for such claim must promptly give notice to the other party in writing by certified mail. The indemnity provided herein shall not apply to any settlement agreement entered into by one party without the other party's consent. The terms of this paragraph shall survive the termination of this agreement.

7. RECORDS

Any Municipality election records in the possession of SOE shall be retained and destroyed per the State of Florida records retention schedules.

8. SEVERABILITY

If any clause, section, or provision of this Agreement shall be declared unconstitutional, invalid or unenforceable for any cause or reason, the remaining portions of this Agreement shall remain in full force and effect.

9. MISCELLANEOUS

SOE reserves the right to subcontract any of the work to be performed under this Agreement; provided, however, SOE shall not be relieved of any of its obligations hereunder.

The rights and obligations of the parties as outlined in this Agreement and Exhibits may be altered only by a written amendment or modification executed by an authorized representative of both parties referencing this Agreement and expressly stating the intention to modify such rights and obligations. Such amendments must be made no later than 120 days before a scheduled General Election.

Either party may terminate this agreement at any time for any reason by providing ninety (90) days written notice to the other party.

This Agreement supersedes all prior proposals, communications, and agreements, both oral and written.

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year written below.

SUPERVISOR OF ELECTIONS

Nassau County, Florida

By: _____

Janet H. Adkins, Supervisor of Elections

Date: _____

TOWN CLERK

Town of Hilliard, Florida

By: _____

_____, Town Clerk

Date: _____

APPROVED AS TO FORM AND LEGALITY:

ATTEST:

Christian Waugh, Attorney

Lisa Purvis, Town Clerk

A. SOE RESPONSIBILITIES

1. SOE shall identify designated polling places for voters to ensure uniformity in the conduct of elections and shall be responsible for reserving designated polling places not owned by the Municipality.
2. SOE shall determine and approve eligible election workers, schedule, and train the election workers.
3. SOE shall approve and schedule poll watchers according to Section 101.131, Florida Statutes.
4. SOE shall provide the Municipality with the ballot layout for review. Any candidate oaths of qualified candidates, pronunciation guides, and amendment wording must be received in electronic format by SOE immediately after the close of qualifying for ballot preparation.
5. SOE shall compile results collected from precincts, vote-by-mail voting, and provisional ballots and make them available via www.votenassaufl.gov.
6. SOE shall conduct the public pre-election test of the automatic tabulating equipment according to Section 101.5612, Florida Statutes. This testing shall be conducted at the SOE Office, Canvassing Board Room/Conference Room A, 96135 Nassau Place, Yulee, Florida, 32097.
7. SOE shall provide access to the SOE's electronic finance system for candidate finance reporting.
8. SOE shall provide the Municipality's political boundary map and address listing to the Municipality for validation and approval.
9. Upon receiving the candidate's petition verification payment, SOE shall validate the information designated on the Municipal Candidate Petition forms.
10. SOE shall validate the information designated on the Municipal Initiative Petition forms. The Municipality shall make payment within 45 days after the date of receipt of the SOE invoice.
11. SOE shall follow current security procedures filed with the Florida Department of State.
12. SOE shall provide state-certified voting equipment to tabulate all ballots. If SOE state-certified voting equipment is not available for use in a municipal election due to restrictions pursuant to a federally funded grant agreement, the Municipality shall be responsible for the rental/lease of the same. Delivery of voting equipment shall follow SOE's normal delivery routes and times. All election-related supplies shall be delivered by SOE per the SOE's customary practices.
13. SOE shall conduct all vote-by-mail ballot duties according to state law for the Municipality for all elections.
14. SOE shall prepare sample ballots for display in the polling places and advertise as required by Florida Statutes.
15. SOE is responsible for all advertising required by Florida Law.
16. The municipality is responsible for all advertising in accordance with its respective Charter and/or Code of Ordinances.
17. County Canvassing Board shall perform all duties related to county elections, according to Florida law at the SOE Office, Canvassing Board Room/Conference Room A, 96135 Nassau Place, Yulee, Florida, 32097.
18. County Canvassing Board shall be responsible for all statutorily required duties related to county elections, according to Section 101.591, Florida Statutes, and Rule 1S-5.026 *Post-Election Certification Voting System Audit*, F.A.C. The audit shall be conducted at the SOE Office, Canvassing Board Room/Conference Room A, 96135 Nassau Place, Yulee, Florida, 32097.

B. MUNICIPALITY RESPONSIBILITIES

1. The Municipality shall complete the Municipal Election Survey Form and return it to SOE.
2. Municipality approval is requested within twenty-four (24) hours of receipt of the ballot layout; and required no later than four business days after receipt.
3. The Municipality shall provide ballot language to SOE following deadlines indicated on the Municipal Election Survey Form.
4. The Municipality is responsible for reserving the use of SOE-approved municipal-owned polling place facilities and shall provide insurance coverage for all polling places utilized for municipal elections not on a county ballot. Should there be an expense for a facility not owned by the Municipality, the Municipality shall be responsible for any charges relating to municipal elections.
5. The Municipality shall employ and compensate SOE-approved election workers directly and shall provide liability and workers' compensation coverage for municipal elections not on a county ballot.
6. The Municipality shall deliver keys to the SOE for opening and closing of polling places before election worker training.
7. Within 21 calendar days of receipt, the Municipality shall certify its political boundaries are accurate and current on the maps and that the street index provided by the SOE contains all street addresses located within its political boundaries to ensure the eligibility of its voters. In addition, the Municipality shall not process annexation ordinances for annexing properties into the City limits within 100 calendar days before the primary election and until after the election is certified.
8. The Municipality shall be responsible for all statutorily required notifications to candidates of election-related activities.
9. The Municipality shall be responsible for all notifications to committees regarding initiative petitions and/or referendums and shall pay the SOE for the cost of Municipal Initiative Petition forms.
10. The Municipality agrees that Municipal Initiative Petition forms must be received for validation no later than February 1 in order to be placed on the ballot in an even-numbered year.
11. The Municipality shall be responsible for all statutorily required duties of qualifying municipal candidates and Chapter 106, Laws of Florida.
12. For municipal elections not on a county ballot, the Municipality shall be responsible for all statutorily required duties according to Section 101.591, Florida Statutes, and Rule 1S-5.026 *Post-Election Certification Voting System Audit*, F.A.C. The audit shall be conducted at the SOE office, Canvassing Board Room/Conference Room A, located at 96135 Nassau Place, Yulee, Florida, 32097.
13. The Municipality shall adopt the SOE Security Procedures for municipal elections not on a county ballot.
14. The Municipality shall provide Candidate Release forms to SOE upon candidate filing for office.
15. All qualified candidates' oaths, including phonetic spelling for the audio ballot, must be received in electronic format by SOE by the end of the business day after the close of qualifying.
16. If SOE state-certified voting equipment is not available for use in a municipal election due to restrictions pursuant to a federally funded grant agreement, the Municipality shall be responsible for renting/leasing it.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: August 21, 2025

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

SUBJECT: Town Council approval of an Emergency Operations Contract with Rodney McDaniel for the continued operation of the Town of Hilliard's Water & Wastewater Treatment Plants. This contract will remain in effect on an interim basis until a formal Request for Proposals (RFP) can be publicly advertised and a long-term operator is selected.

BACKGROUND:

Following the discussion held during the workshop on Tuesday, August 12, 2025, an emergency agreement for a licensed operator will be issued upon receipt and review of the finalized document from the Town Attorney.

FINANCIAL IMPACT:

TBD

RECOMMENDATION:

Town Council approval of an Emergency Operations Contract with Rodney McDaniel for the continued operation of the Town of Hilliard's Water & Wastewater Treatment Plants. This contract will remain in effect on an interim basis until a formal Request for Proposals (RFP) can be publicly advertised and a long-term operator is selected.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: August 21, 2025

FROM: ***Kenneth A. Sims – Council President***

SUBJECT: Town Council approval to transition Interim Public Works Director Cory Hobbs into the permanent position of Public Works Director. This transition will occur with no salary adjustment for Fiscal Year 2025/2026. As a condition of this appointment, Mr. Hobbs will be required to obtain his Wastewater Treatment Plant Operator license within 18 months of the effective date of the transition.

BACKGROUND:

See Public Works Director position description attached.

FINANCIAL IMPACT:

Grade 7 / Step 6 – \$35.95 Hourly & \$74,776.00 Annually

40 plus hours weekly - Exempt

RECOMMENDATION:

Town Council approval to transition Interim Public Works Director Cory Hobbs into the permanent position of Public Works Director. This transition will occur with no salary adjustment for Fiscal Year 2025/2026. As a condition of this appointment, Mr. Hobbs will be required to obtain his Wastewater Treatment Plant Operator license within 18 months of the effective date of the transition.



Position Description

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

Public Works Director

Department: Public Works

Pay Grade: 7

FLSA Status: Exempt

JOB SUMMARY

The purpose of this classification is to coordinate and direct operations of the Public Works Department. This position is also responsible for the supervision and management of the Public Works staff. This position works closely with the Mayor and Town Council in all discussions and decision making in all pertinent areas.

ESSENTIAL JOB FUNCTIONS:

- Ensures that Water and Wastewater Treatment Facilities are operated in accordance with Federal, state and local guidelines.
- Reviews and signs off on all construction and building permits, as well as all concurrency applications.
- Keep the Mayor and Town Council informed of all ongoing projects, and or emergency conditions. Attends and contributes to Town Council meetings and workshops.
- Coordinates with Federal, State and local entities on Emergency Response Plans.
- Enforces Personnel Policies and Procedures.
- Ensures proper compliance with Saint John's River Water Management District Consumptive Use Permit while also acting as Water Conservation officer.
- Maintain accurate records of all duties performed.
- Oversee daily operations at the Water and Wastewater treatment plants, including but not limited to process control testing.
- Responsible for collecting Water and Wastewater samples in accordance with Florida Department of Environmental Protection guidelines.
- Ensures that disposal of wastewater residuals conforms to Federal Environmental Protection Guidelines while maintaining and scheduling sludge hauler as needed.
- Coordinates monthly reading of water and sewer accounts, along with the maintenance of water meters in Town, i.e., trouble shoot and change out as needed.
- Directs water service cutoffs for non-payment.
- Coordinate program to maintain water and wastewater distribution and collection systems.

- Plan and perform water and sewer taps.
- Perform scheduled and emergency water and sewer repairs.
- Oversee the maintenance and inventory of water and wastewater supplies and stock.
- Locate and mark Town utilities as required for construction purposes.
- Check and maintain lift stations as needed.
- Plans and prepares for proper maintenance and improvements for the Town right of way.
- Assist in the maintenance and installation of driveway culverts and drainage, using and operating equipment as needed.
- Plans and performs preventative and emergency maintenance of all equipment and property of the Town.
- Handle after hours auto dialer alarms at the water and wastewater plants.
- Handle and coordinate after hours call for various emergencies.
- Work with Mayor and Town Council in the preparation of special events and Holiday Decorations.
- Monitors and stays current with technology as it pertains to the operations of this department.
- Performs other related duties as they are assigned.

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

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent.
- Four (4) years' experience in utility work.
- Or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid State of Florida Driver's License
- May have Certification in Water and Wastewater Treatment Plant Operation or equivalent.
- Must maintain continuing education units as required to maintain licensure.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles, practices, and safety procedures of public works operations.
- Knowledge of construction methods, materials and equipment as applied in municipal public works.
- Knowledge of emergency management principles and practices.
- Knowledge of federal, state and local laws, ordinances and regulations pertaining to the treatment of water, and the occupational hazards and safety precautions associated with water plants and related activities.
- Skill in the operation and control of equipment, machinery, tools and/or materials necessary to the performance of essential functions.
- Skill in communicating effectively with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and/or emergency situations.
- Skill in time management, organization, and decision-making.
- Ability to organize, direct and coordinate the activities of the Public Works Department.
- Ability to supervise, train, and develop employees effectively.

- Ability to comprehend and apply training received in the operation of water treatment plants, detection of water quality defects and initiating appropriate remedial action in the operation of water treatment equipment, chemical feed systems and other related equipment, and performing and coordinating repairs on plant equipment.
- Ability to implement and follow operating and recording procedures; to prepare reports, logs, work orders, records, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to perform arithmetic operations; to perform accurate calculations aided by calculator, adding machine or measurement device.
- Ability to establish and maintain effective working relationships with employees, other Town officials, and the general public.

PHYSICAL DEMANDS:

Work consists of heavy work, which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Some tasks may require the ability to do work at heights above 20 feet.

WORK ENVIRONMENT:

Work is performed in an indoor and outdoor environment in all weather conditions on Town streets, rights-of-way, in close proximity to roadway traffic, noxious fumes, heavy equipment and occasionally in confined spaces. Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature and noise extremes, bright/dim light, toxic agents, disease, pathogenic substances, animal/wildlife attacks, animal/human bites, or rude/hostile citizens.

CONDITIONS OF EMPLOYMENT:

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

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

Employee Signature

Date

Supervisor (or HR) Signature

Date

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



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: August 21, 2025

FROM: ***Kenneth A. Sims – Council President***

SUBJECT: Town Council approval to transition Interim Assistant Public Works Director Charles Chavarria into the permanent position of Assistant Public Works Director. This transition will occur with no salary adjustment for Fiscal Year 2025/2026. As a condition of this appointment, Mr. Chavarria will be required to obtain his Water Treatment Plant Operator license within 18 months of the effective date of the transition.

BACKGROUND:

See Assistant Public Works Director position description attached.

FINANCIAL IMPACT:

Grade 6 / Step 5 – \$29.83 Hourly & \$62,046.40 Annually

40 plus hours weekly - Exempt

RECOMMENDATION:

Town Council approval to transition Interim Assistant Public Works Director Charles Chavarria into the permanent position of Assistant Public Works Director. This transition will occur with no salary adjustment for Fiscal Year 2025/2026. As a condition of this appointment, Mr. Chavarria will be required to obtain his Water Treatment Plant Operator license within 18 months of the effective date of the transition.



Position Description

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

Assistant Public Works Director

Department: Public Works

Pay Grade: 6

FLSA Status: Exempt

JOB SUMMARY

The purpose of this classification is to provide support in the management and coordination of assigned programs and activities within the Public Works Department. Under the general supervision and direction of the Public Works Director, this individual is delegated as second in charge of the Department. This individual participates in discussion and decision making in several areas relating to job duties and responsibilities.

ESSENTIAL JOB FUNCTIONS:

- Assist Public Works Director on daily task.
- Read & review Town blueprints for culverts and water and sewer installation.
- Assist with contractors with Town projects.
- Maintain accurate records of all duties performed.
- Enforce all safety requirements.
- Supervise and assist on all ongoing projects as directed.
- Coordinates maintenance of Town right of ways.
- Coordinates maintenance and installation of driveway culverts and drainage, using and operating equipment as needed.
- Coordinates installation and maintenance of street signs.
- Assist in maintenance of water meters in Town, i.e., troubleshoot and change out if needed.
- Coordinates maintenance of water main valves as scheduled.
- Coordinates water and sewer taps.
- Performs scheduled and emergency water and sewer repairs.
- Coordinates in locating and marking Town utilities as required for construction purposes.
- Check and maintain lift stations as needed.
- Coordinate and assist in preventative and emergency maintenance of all equipment and property of the Town.
- Assist with special projects as directed by the Public Works Director, i.e., Holiday Decorations, July 4th celebration, Town Cleanup etc.

- Monitors and stays current with technology as it pertains to the operations of this department.
- Handles and coordinates after hours calls for various emergencies.
- Performs other related duties as assigned.
- Coordinates with the Land Use Administrator on new construction projects throughout the town.

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

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent required;
- Two (2) years' experience in utility work required;
- Or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid State of Florida Driver's License
- Certification in Water or Wastewater Plant Operation preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles, practices, and safety procedures of public works operations.
- Knowledge of construction methods, materials and equipment as applied in municipal public works.
- Knowledge of emergency management principles and practices.
- Knowledge federal, state and local laws, ordinances and regulations pertaining to the treatment of water, and the occupational hazards and safety precautions associated with water plants and related activities.
- Skill in the operation and control of equipment, machinery, tools and/or materials necessary to the performance of essential functions.
- Skill in communicating effectively with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and/or emergency situations.
- Skill in time management, organization, and decision-making.
- Ability to supervise, train, and develop employees effectively.
- Ability to work independently with no supervision.
- Ability to comprehend and apply training received in the operation of water treatment plants, detection of water quality defects and initiating appropriate remedial action in the operation of water treatment equipment, chemical feed systems and other related equipment, and performing and coordinating repairs on plant equipment.
- Ability to implement and follow operating and recording procedures; to prepare reports, logs, work orders, records, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to perform arithmetic operations; to perform accurate calculations aided by calculator, adding machine or measurement device.
- Ability to establish and maintain effective working relationships with employees, other Town officials, and the general public.

PHYSICAL DEMANDS:

Work consists of light work, which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.

WORK ENVIRONMENT:

Work is performed in a normal office setting with extensive work at a computer workstation, along with time spent outdoors in all weather conditions on Town streets, rights-of-way, in close proximity to roadway traffic, noxious fumes, heavy equipment and occasionally in confined spaces. Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature and noise extremes, bright/dim light, toxic agents, disease, pathogenic substances, animal/wildlife attacks, animal/human bites, or rude/hostile citizens.

CONDITIONS OF EMPLOYMENT:

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

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

Employee Signature

Date

Supervisor (or HR) Signature

Date

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



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: August 21, 2025

FROM: ***Kenneth A. Sims – Council President***

SUBJECT: Town Council approval to transition contract employee position of Land Use Administrator, Lee Anne Wollitz into full-time employee position, effective September 1, 2025. The revised role will encompass responsibilities as both Land Use Administrator and Assistant to the Public Works Director.

BACKGROUND:

See position background, along with Land Use Administrator and Assistant to the Public Works Director position description attached.

FINANCIAL IMPACT:

Grade 6 / Step 3 – \$27.70 Hourly & \$57,620.18 Annually

30 plus hours weekly to Land Use – Non-Exempt

10 plus hours weekly to Assistant to the Public Works Director – Non-Exempt

RECOMMENDATION:

Town Council approval to transition contract employee position of Land Use Administrator, Lee Anne Wollitz into full-time employee position, effective September 1, 2025. The revised role will encompass responsibilities as both Land Use Administrator and Assistant to the Public Works Director.

Assistant to the Public Works Director - Weekly Task List (10 Hours)

Below is a list of tasks for the Assistant to the Public Works Director for the Town of Hilliard, designed to fit within a 10-hour weekly schedule. The tasks are derived from the provided job descriptions for both the Public Works Director and the Assistant to the Public Works Director, focusing on the Assistant's responsibilities, particularly in documentation, administrative support, and coordination. The tasks are prioritized to ensure efficient use of time while supporting the Public Works Department's operations.

Weekly Task List (10 Hours)

1. Documentation of Policies, Procedures, Systems, and Processes (4 hours)

- **Task:** Update and maintain documentation for policies, procedures, systems, and processes related to:
 - Operation of Water and Wastewater Treatment Facilities in compliance with federal, state, and local guidelines.
 - Compliance with Saint John's River Water Management District Consumptive Use Permit and water conservation efforts.
 - Collection of water and wastewater samples per Florida Department of Environmental Protection guidelines.
 - Disposal of wastewater residuals per Federal Environmental Protection Guidelines, including sludge hauler scheduling.
 - Monthly reading and maintenance of water and sewer accounts, including meter troubleshooting.
 - Water service cutoffs for non-payment.
 - Maintenance of water and wastewater distribution and collection systems.
 - Water and sewer tap planning and execution.
 - Maintenance and inventory of water and wastewater supplies.
 - Location and marking of town utilities for construction purposes.
 - Lift station maintenance checks.
 - Town right-of-way maintenance and improvements.
 - Driveway culvert and drainage maintenance/installation.
 - Preventative and emergency maintenance of town equipment and property.
- **Details:** Review existing documentation, draft updates, and ensure clarity and compliance with prescribed formats, grammar, and style. Use templates to standardize records.
- **Time Allocation:** 4 hours (split into two 2-hour sessions for drafting and reviewing).

2. Record Keeping and Reporting (2 hours)

- **Task:** Maintain accurate records of all duties performed, including logs, work orders, and reports.

- **Details:** Organize and update records for ongoing projects, permits, and compliance activities. Prepare summaries or reports as needed for the Public Works Director to present to the Mayor and Town Council.
- **Time Allocation:** 2 hours (1 hour for organizing records, 1 hour for report preparation).

3. Support for Permit and Application Reviews (1.5 hours)

- **Task:** Assist the Public Works Director in reviewing construction and building permits and concurrency applications.
- **Details:** Verify documentation, check compliance with regulations, and prepare notes or recommendations for the Director's final sign-off.
- **Time Allocation:** 1.5 hours (reviewing 2-3 permits/applications, depending on complexity).

4. Coordination and Communication Support (1.5 hours)

- **Task:** Assist in keeping the Mayor and Town Council informed of ongoing projects and emergency conditions.
- **Details:** Prepare briefing notes or updates for the Public Works Director to present at Town Council meetings or workshops. Coordinate with the Director to ensure timely communication with federal, state, and local entities on Emergency Response Plans.
- **Time Allocation:** 1.5 hours (1 hour for drafting updates, 0.5 hours for coordination).

5. Technology Monitoring and 811 System Documentation (1 hour)

- **Task:** Monitor and stay current with technology relevant to Public Works operations and work on documentation to support the town's inclusion in the 811 system.
- **Details:** Research updates on relevant technologies (e.g., water treatment or utility management software) and draft documentation to facilitate the town's addition to the 811 utility locating system.
- **Time Allocation:** 1 hour (0.5 hours for technology research, 0.5 hours for 811 system documentation).

Notes

- **Total Time:** The tasks are designed to fit within a 10-hour weekly schedule, with flexibility to adjust based on urgency (e.g., prioritizing emergency-related documentation or permit reviews).
- **Prioritization:** Documentation tasks are allocated the most time due to their prominence in the Assistant's job description. Administrative support tasks (e.g., permit reviews, coordination) are secondary but critical for supporting the Director.
- **Flexibility:** The Assistant may perform additional duties as assigned, which could occasionally replace less urgent tasks (e.g., technology monitoring) within the 10-hour schedule.

- **Work Environment:** Tasks are primarily sedentary, performed in an office environment, requiring minimal physical exertion and no exposure to adverse conditions, aligning with the job description.

This task list ensures the Assistant to the Public Works Director can effectively support the department's operations within the constraints of a 10-hour workweek while fulfilling key responsibilities outlined in the job description.



Position Description

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

Assistant to the Public Works Director

Department: Public Works

Pay Grade: 5

FLSA Status: Exempt

JOB SUMMARY

The purpose of this classification is to assist the Director to coordinate and direct operations of the Public Works Department. This position is also responsible for organizing and management of the records, procedures manuals, systems and processed of the Public Works staff. This position provides assistance and support to the Public Works Director, participating in discussion and decision making in a variety of areas related to the job duties and responsibilities of the Public Works Department. This position works closely with the Mayor and Town Council in all discussions and decision making in all pertinent areas. Person must be able to work independently with minimal supervision.

ESSENTIAL JOB FUNCTIONS:

- Document policy, procedure, systems and process that ensure Water and Wastewater Treatment Facilities are operated in accordance with Federal, state and local guidelines.
- Assist with Reviews on all construction and building permits, as well as all concurrency applications.
- Assist the Director with keeping the Mayor and Town Council informed of all ongoing projects, and or emergency conditions. Attends and contributes to Town Council meetings and workshops.
- Assist with Coordinating with Federal, State and local entities on Emergency Response Plans.
- Document policy, procedure, systems and process that Ensures proper compliance with Saint John's River Water Management District Consumptive Use Permit while also acting as Water Conservation officer.
- Maintain accurate records of all duties performed.
- Document policy, procedure, systems and process that ensures Responsible collecting of Water and Wastewater samples in accordance with Florida Department of Environmental Protection guidelines.
- Document policy, procedure, systems and process that Ensures that disposal of wastewater residuals conforms to Federal Environmental Protection Guidelines while maintaining and scheduling sludge hauler as needed.
- Document policy, procedure, systems and process that Coordinates monthly reading of water and sewer accounts, along with the maintenance of water meters in Town, i.e., trouble shoot and change out as needed.

- Document policy, procedure, systems and process that Directs water service cutoffs for non-payment.
- Document policy, procedure, systems and process that Ensures the Coordination to maintain water and wastewater distribution and collection systems.
- Document policy, procedure, systems and process that Plan and perform water and sewer taps.
- Document policy, procedure, systems and process that helps Oversee the maintenance and inventory of water and wastewater supplies and stock.
- Document policy, procedure, systems and process that assist with Locate and mark Town utilities as required for construction purposes.
- Work to get town documents completed allowing addition to 811 system.
- Document policy, procedure, systems and process that ensures Check and maintain lift stations as needed.
- Document policy, procedure, systems and process that ensures Plans are prepared for proper maintenance and improvements for the Town right of way.
- Document policy, procedure, systems and process that ensures the maintenance and installation of driveway culverts and drainage.
- Document policy, procedure, systems and process that ensures there are Plans for preventative and emergency maintenance of all equipment and property of the Town.
- Monitors and stays current with technology as it pertains to the operations of this department.
- Performs other related duties as they are assigned.

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

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent.
- Four (4) years' experience in administrative work.
- Or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid State of Florida Driver's License
- Must maintain continuing education units as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles, practices, and safety procedures of public works operations.
- Knowledge of construction methods, materials and equipment as applied in municipal public works.
- Knowledge of emergency management principles and practices.
- Knowledge of federal, state and local laws, ordinances and regulations pertaining to the treatment of water, and the occupational hazards and safety precautions associated with water plants and related activities.
- Skill in the operation, tools and/or materials necessary to the performance of essential functions.
- Skill in communicating effectively with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and/or emergency situations.
- Skill in time management, organization, and decision-making.
- Ability to organize, coordinate and document the activities of the Public Works Department.
- Ability to supervise, train, and develop employees effectively.

- Ability to document and apply training received in the operation of water treatment plants, detection of water quality defects and initiating appropriate remedial action in the operation of water treatment equipment, chemical feed systems and other related equipment, and performing and coordinating repairs on plant equipment.
- Ability to implement and follow operating and recording procedures; to prepare reports, logs, work orders, records, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to perform arithmetic operations; to perform accurate calculations aided by calculator, adding machine or measurement device.
- Ability to establish and maintain effective working relationships with employees, other Town officials, and the general public.

PHYSICAL DEMANDS:

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

WORK ENVIRONMENT:

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

CONDITIONS OF EMPLOYMENT:

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

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

Employee Signature

Date

Supervisor (or HR) Signature

Date

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



Position Description

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

Land Use Administrator

Department: Planning and Zoning

Pay Grade: 6

FLSA Status: Exempt

JOB SUMMARY

The responsibility of the Land Use Administrator is to administer the provisions of the Land Development Regulations as stated in Chapter 62 of the town code as well as any order or resolution made under the authority of the code. This position is also responsible for the powers and duties of the land use administrator's office as stated in section 62-33 of the Code of the Town of Hilliard. This position works closely with the Mayor and Town Council and is under their supervision. A Person must be able to work independently with minimal supervision.

ESSENTIAL JOB FUNCTIONS:

- Provide for processing of all applications for rezoning, comprehensive plan amendments, variances, and special exceptions.
- Keep records of applications, complaints filed, and notices or orders issued related to this chapter.
- Record changes in zoning district and future land use map boundaries.
- Assist applicants in understanding the provisions of this chapter
- Suggest to the planning and zoning board and the town council modifications to the land development regulations and the comprehensive plan.
- Conduct the necessary inspections required to make rational zoning decisions and to properly advise the town council and planning and zoning board on zoning matters.
- Review all applications for building permits for compliance with the comprehensive plan and land development regulations.
- Assist town hall accounts payable staff with documentation of zoning billing and record keeping.
- Assist and advise with the passage of a resolution of the town council to apply to action under chapter 62 of the town code.
- With the assistance of the Town Clerk's staff, property advertise to meet the legal requirements of public hearings related to matters of planning, zoning and development.
- Assist Public works Director, Building Official, Fire Marshall, with Reviews and Reports on construction permits, site plan applications as well as all concurrency applications.
- Keep the Mayor, Town Council, and the Planning & Zoning Board informed of all ongoing projects, and or emergency conditions.
- Attend and contributes to Town Council meetings and workshops.

- Attend and assist with Minutes Notes Taking at Planning & Zoning Board Meetings.
- Publish Agenda and Minutes for Planning & Zoning Board.
- Performs a variety of routine office/administrative duties as required which include but are not limited to preparing reports and correspondence, coping and filing documents, answering the telephone, attending meetings, ect.
- Assist with the records management and destruction of department related documents.
- Maintain accurate records of all duties performed.
- Maintain working relationships with related entities within the county to assist with improvement of intergovernmental relations.
- Attend intergovernmental working team meetings within the county.
- Join and represent Town of Hilliard on ongoing county wide teams such as Nassau County School Board Planning Team, Nassau County Emergency Management Stakeholders Group and others as needed.
- Tracks legislation related to housing, planning, and zoning at a state and local level.
- Prepares draft ordinances and amendments to ordinances.
- Monitors and stays current with technology as it pertains to the operations of this department.
- Performs other related duties as they are assigned.

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

MINIMUM REQUIREMENTS TO PERFORM WORK:

- American Institute of Certified Planners (AICP) certification preferred but not required.
- High school diploma or equivalent required, bachelor's degree preferred.
- Four (4) years' experience in municipal planning and administrative work.
- Or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid State of Florida Driver's License
- Must maintain continuing education units as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of federal, state and local laws, ordinances and regulations pertaining to the approval of applications related to land development regulations and comprehensive plan.
- Skill in the operation, tools and/or materials necessary to the performance of essential functions.
- Skill in communicating effectively with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and/or emergency situations.
- Skill in time management, organization, and decision-making.
- Ability to organize, coordinate and document the activities of the Planning & Zoning Department.
- Ability to supervise, train, and develop employees effectively.
- Ability to work on several projects or issues simultaneously.
- Ability to learn and utilize new skills and information to improve job performance and efficiency.

- Ability to document and apply training received in the operation of water treatment plants, detection of water quality defects and initiating appropriate remedial action in the operation of water treatment equipment, chemical feed systems and other related equipment, and performing and coordinating repairs on plant equipment.
- Ability to implement and follow operating and recording procedures; to prepare reports, logs, work orders, records, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to perform arithmetic operations; to perform accurate calculations aided by calculator, adding machine or measurement device.
- Ability to establish and maintain effective working relationships with employees, other Town officials, and the general public.

PHYSICAL DEMANDS:

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

WORK ENVIRONMENT:

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

CONDITIONS OF EMPLOYMENT:

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

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

Employee Signature

Date

Supervisor (or HR) Signature

Date

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



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: August 21, 2025

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

SUBJECT: Town Council approval of the request to authorize a salary increase for Public Works Technician Dennis Alderman.

BACKGROUND:

I would like to request for Dennis Alderman, Public Works Technician, a pay increase equal to Town Hall staff at their starting salary.

Since his hire, he has consistently exceeded the expectations outlined in his job description. He has proven to be highly dependable, who possesses an exceptional work ethic, and has become an invaluable asset to the Public Works Department.

In recognition of his performance and contributions, I am recommending an overall pay increase from \$18.27 per hour to \$20.30 per hour, which is a 3-step increase.

FINANCIAL IMPACT:

Grade 3 Step 7 at \$20.30 hourly - \$42,226.18 Annually.

40 plus hours weekly – Non-Exempt

RECOMMENDATION:

Town Council approval of a 3-step pay increase for Dennis Alderman with no increase at the beginning of the physical year.



Position Description

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

Public Works Technician

Department: Public Works

Pay Grade: 3

FLSA Status: Non-Exempt

JOB SUMMARY

The purpose of this classification is to provide assistance and support to the Public Works Director, participating in discussion and decision making in a number of areas relating to job duties and responsibilities. Under the general supervision and direction of the Public Works Director, this individual is delegated to the Water and Sewer Department while at the same time must work closely with all departments. This individual must be able to work independently with minimal supervision.

ESSENTIAL JOB FUNCTIONS:

- Actively seeks certification in water distribution/lines and any other advanced training that may apply.
- Schedule maintenance on equipment.
- Perform accurate records of all duties performed.
- Perform in the maintenance and installation of driveway culverts and drainage, using and operating equipment as needed.
- Maintenance of Town right of ways.
- Assist in the maintenance of water meters in Town, i.e., trouble shoot and change out as needed.
- Assist in reading water meters on an as needed basis for billing purposes.
- Performs water service cutoffs for non-payment as directed.
- Assist in maintenance of water main valves as scheduled.
- Perform water and sewer taps.
- Perform scheduled and emergency water and sewer repairs.
- Help to maintain inventory of water and wastewater supplies and stock.
- Locate and mark Town utilities as required for construction purposes.
- Check and maintain lift stations as needed.
- Ensure all generators are fully operational.
- Evaluate and make mechanical repairs as needed.
- Perform building maintenance at Town Hall.
- Assist in installation and maintenance of street signs.
- Paint and maintain fire hydrant appearance throughout the town.

- Perform preventative and emergency maintenance of all equipment and property of the Town.
- Assist with special projects as directed by the Public Works Director, i.e., Holiday Decorations, July 4th celebration, Town Cleanup etc.
- Monitors and stays current with technology as it pertains to the operations of this department.
- Assist with after-hours emergencies.
- Aid in all emergency situations within the town.
- Take on additional duties as required by the Public Works Director and or the Assistant Public Works Director.
- Performs other related duties as assigned.

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

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent;
- Two (2) years' experience in utility work;
- Or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid State of Florida Driver's License
- Certification in Water or Wastewater Plant Operation preferred

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles, practices, and safety procedures of public works operations.
- Knowledge of construction methods, materials and equipment as applied in municipal public works.
- Knowledge of emergency management principles and practices.
- Knowledge federal, state and local laws, ordinances and regulations pertaining to the treatment of water, and the occupational hazards and safety precautions associated with water plants and related activities.
- Skill in the operation and control of equipment, machinery, tools and/or materials necessary to the performance of essential functions.
- Skill in communicating effectively with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and/or emergency situations.
- Ability to comprehend and apply training received in the operation of water treatment plants, detection of water quality defects and initiating appropriate remedial action in the operation of water treatment equipment, chemical feed systems and other related equipment, and performing and repairs on plant equipment.
- Ability to follow operating and recording procedures; to prepare reports, logs, work orders, records, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to perform arithmetic operations; to perform accurate calculations aided by calculator, adding machine or measurement device.

- Ability to establish and maintain effective working relationships as necessitated by work assignments; to deal with people beyond giving and receiving instructions; and to perform under stress and when confronted with emergency situations.

PHYSICAL DEMANDS:

Work consists of heavy work, which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Some tasks may require the ability to do work at heights above 20 feet.

WORK ENVIRONMENT:

Work is performed in a dynamic environment in all weather conditions on Town streets, rights-of-way, in close proximity to roadway traffic, noxious fumes, heavy equipment and occasionally in confined spaces. Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature and noise extremes, bright/dim light, toxic agents, disease, pathogenic substances, animal/wildlife attacks, animal/human bites, or rude/hostile citizens.

CONDITIONS OF EMPLOYMENT:

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

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

Employee Signature

Date

Supervisor (or HR) Signature

Date

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



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: August 21, 2025

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

SUBJECT: Town Council approval to proceed with listing the Mikkleson Estate for sale.

BACKGROUND:

At the August 14, 2025 Monthly Workshop, the Town Council discussed the potential initiation of marketing efforts for the property known as the Mikkleson Estate.

FINANCIAL IMPACT:

TBD

RECOMMENDATION:

Town Council approval to proceed with listing the Mikkleson Estate for sale.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: August 21, 2025

FROM: ***John P. Beasley – Mayor***

SUBJECT: Town Council to set a Workshop to discuss activities for the Florida League of Cities, Florida City Government Week to be held October 20, 2025, through October 26, 2025.

BACKGROUND:

Recently discussed at the August 14, 2025, Monthly Workshop.

Tentatively scheduling the Mock Town Council Meeting for Thursday, October 23, 2025, at 6:00 p.m.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Town Council to set a Workshop to discuss activities for the Florida League of Cities, Florida City Government Week to be held October 20, 2025, through October 26, 2025.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: August 21, 2025

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

SUBJECT: Town Council to set Workshops for the review and discussion of the Fiscal Year 2025-2026 Budget.

BACKGROUND:

Workshops that have been held or scheduled previously are as follows:

July 3, 2025, July 7, 2025, July 17, 2025, July 28, 2025, July 31, 2025, August 7, 2025, & August 18, 2025.

Additional workshops need to be scheduled for the remainder of August and September at this time.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Town Council to set Workshops for the review and discussion of the Fiscal Year 2025-2026 Budget.

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

MINUTES

MONDAY, JULY 28, 2025, 6:00 PM

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

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

ABSENT

Parks & Recreation Director Gabe Whittenburg
Town Attorney Christian Waugh

WORKSHOP

ITEM-1 Town Council to review and discuss the Fiscal Year 2025-2026 Capital Budget.
Lisa Purvis, MMC – Town Clerk

The Town Council reviews the Fiscal Year 2025–2026 Capital Budget, addressing the following key points:

Streets Budget -

Town Council inquiries about the budgeted amount for the double drum roller. Interim Public Works Director Cory Hobbs notes that it will be used for packing asphalt patches. The Town has previously rented this equipment, most recently in June. The inclusion of millings in the budget is also discussed.

Parks & Recreation -

Town Council questions whether the \$18,000 budgeted for skate park repairs will be sufficient. They also discuss the HVAC system budget for the gym, mentioning both the ongoing power costs and the potential expense of adding

fans in the main building.

Fire -

Town Council discuss the items provided by Mike Saddler of the Hilliard Volunteer Fire Department and Councilman Wollitz advises that he will get the dollar amounts for the items provided for the Capital Budget.

Water & Sewer Budget:

Town Council raises questions about the manhole repair on West First Avenue and Oxford Street (MH53), noting the need to finish the repair, as well as add paving to the manholes at Third & Orange Streets (MH170) and Third & Mill Streets (MH167). They also discuss the plant operator position for the water and sewer plants, with Council Pro Tem Pickett agreeing to follow up with plant operator Jody Wildes on the matter.

ADDITIONAL COMMENTS

Town Clerk Lisa Purvis updates the Town Council on the status of discussions with Nassau County regarding the Local Option Gas Tax revenue. She notes that a meeting with the County is already scheduled to further address the matter.

ADJOURNMENT

Motion to adjourn at 7:52 p.m.

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

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

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, JULY 31, 2025, 6:00 PM

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Mayor John Beasley
Council President Kenny Sims
Council Pro Tem Lee Pickett
Councilman Jared Wollitz
Councilman Dallis Hunter
Town Clerk Lisa Purvis
Interim Public Works Director Cory Hobbs

ABSENT

Councilman Joe Michaels
Parks & Recreation Director Gabe Whittenburg
Town Attorney Chrisitan Waugh

WORKSHOP

ITEM-1 Town Council to review and discuss the Fiscal Year 2025-2026 Capital Budget.
Lisa Purvis, MMC – Town Clerk

Interim Public Works Director Cory Hobbs provides the Town Council with several updates. He reports that the asphalt patch at West First Avenue and Oxford Street will be completed in-house and that there are currently no updates from the Town's Engineers CPH (Mittauer & Associates). He notes that the millings for Third and Mill Street will be placed on the August 7, 2025, Regular Meeting Agenda for approval. He also states that a new employee hire will be included on that same agenda, and the applicant will be sent for drug testing as soon as possible.

Councilman Wollitz asks if the CAT generator can be moved to an earlier fiscal year within the 5-Year Capital Improvement Plan. Hobbs responds that next year's plan is already in progress, and Councilman Wollitz advises moving the generator for the water treatment plant from fiscal year 2028–2029 to fiscal year

2026–2027.

The Town Council then requests that the Public Works Director position be advertised, with pay based on qualifications, in the Nassau County Record, Fernandina Beach News-Leader, and the Florida Times-Union.

ADJOURNMENT

Motion to adjourn at 7:05 p.m.

Motion made by Councilman Hunter, Seconded by Councilman Wollitz.

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

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, AUGUST 07, 2025, 6:00 PM

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Mayor John Beasley
Council President Kenny Sims
Council Pro Tem Lee Pickett
Councilman Jared Wollitz
Councilman Dallis Hunter
Councilman Joe Michaels
Town Clerk Lisa Purvis
Interim Public Works Cory Hobbs

ABSENT

Parks & Recreation Director Gabe Whittenburg
Town Attorney Christian Waugh

WORKSHOP

ITEM-1 Town Council to review and discuss the Fiscal Year 2025-2026 Capital Budget.
Lisa Purvis, MMC – Town Clerk

Town Clerk Lisa Purvis, reviews the entire Fiscal Year 2025–2026 Capital Budget and the 5-Year Capital Improvement Plan for Fiscal Years 2025–2030. Town Council requests a few changes.

Councilman Wollitz, states that he will meet with Assistant Volunteer Fire Chief Sadler to review the capital fire items.

The Town Council also discusses with Interim Public Works Director Cory Hobbs the possibility of contracting out drainage project phases each year and directly purchasing culverts for contracted projects.

Town Clerk Lisa Purvis, further asks Hobbs to move capital items that will not begin in Fiscal Year 2025–2026 into future years and to provide her with feedback so adjustments can be made for upcoming workshops.

ADJOURNMENT

Motion to adjourn at 6:50 p.m.

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

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

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, AUGUST 07, 2025, 7:00 PM

NOTICE TO PUBLIC

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

PLEDGE OF CIVILITY

WE WILL BE RESPECTFUL OF ONE ANOTHER
EVEN WHEN WE DISAGREE.

WE WILL DIRECT ALL COMMENTS TO THE ISSUES.

WE WILL AVOID PERSONAL ATTACKS.

"Politeness costs so little." – ABRAHAM LINCOLN

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

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

REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

ITEM-12 Resolution No. 2025-08 – St. Johns River Water Management District Permit Fees Reduction.

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

ITEM-13 Resolution No. 2025-09 – Interim Procedures for Preliminary Plat and Final Plat Approval.

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

ITEM-14 Hiring of Public Works Department Employee.

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

ITEM-15 Set Workshop for Public Works Department.

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

ITEM-2 Town Council approval of Septic Exception Application No. 20250723.2, allowing for a septic system to be placed within the Town Boundaries to serve a new dwelling unit at 0 W 9th Avenue. Parcel ID No. 08-3N-24-280-0092-0080.
Cory Hobbs – Interim Public Works Director

Motion to approve Septic Exception Application No. 20250723.2, with the condition as recommended by Land Use Administrator Lee Anne Wollitz.

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

ITEM-3 Town Council approval of Septic Exception Application No. 20250724.1, allowing for a septic system to be placed within the Town Boundaries to serve a new dwelling unit at 0 W 10th Avenue. Parcel ID No. 08-3N-24-2380-0193-0090.
Cory Hobbs – Interim Public Works Director

Motion to approve Septic Exception Application No. 20250724.1, with the condition as recommended by Land Use Administrator Lee Anne Wollitz.

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

ITEM-4 Town Council approval of the Capital Budget Expenditure for the replacement of Fire Hydrants from the sole source supplier, Fortiline Waterworks, in the amount of \$13,600.00.
Cory Hobbs – Interim Public Works Director

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

- ITEM-5 Town Council approval of the Capital Budget Expenditure for Millings.
Cory Hobbs – Interim Public Works Director
- Motion made by Council President Sims, Seconded by Councilman Wollitz.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels
- ITEM-6 Town Council to accept the resignation of Jason Bergendahl, Drinking Water Treatment Plant Operator/Certified Pool Technician, effective August 8, 2025.
Cory Hobbs – Interim Public Works Director
- Motion made by Councilman Michaels, Seconded by Councilman Hunter.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels
- ITEM-7 Town Council to accept the resignation of Mark Strickland, Public Works Technician/Heavy Equipment Operator, effective July 31, 2025.
Cory Hobbs – Interim Public Works Director
- Motion made by Council Pro Tem Pickett, Seconded by Councilman Michaels.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels
- ITEM-8 Town Council to set Workshops for the review and discussion of the Fiscal Year 2025-2026 Budget.
Lisa Purvis, MMC – Town Clerk
- Motion to set the following Workshops:
Monday, August 18, 2025, at 6:00 p.m.
Thursday, August 21, 2025, at 6:00 p.m.
- Motion made by Council President Sims, Seconded by Council Pro Tem Pickett.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels
- ITEM-9 Town Council approval of the FY 2025 Revenues and Expenditures Report for the period ending June 30, 2025.
Lisa Purvis, MMC – Town Clerk
- Motion made by Councilman Hunter, Seconded by Council President Sims.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels
- ITEM-10 Town Council approval of the Capital Budget Expenditure for 2 Bunker Gear Sets, from Municipal Equipment Company, LLC, in the amount of \$9,794.10.
Mike Sadler – HVFD Assistant Fire Chief
- Motion made by Councilman Hunter, Seconded by Council Pro Tem Pickett.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

- ITEM-11 Town Council approval of the Minutes for the July 10, 2025, Joint Workshop & Workshop, and the July 17, 2025, Regular Meeting & Workshop.
Lisa Purvis, MMC – Town Clerk

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

ADDED ITEMS

- ITEM-12 Town Council approval of Resolution No. 2025-08, Requesting the St. Johns River Water Management District to reduce Permit Applications Fees.
Lisa Purvis, MMC – Town Clerk

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

- ITEM-13 Town Council approval of Resolution No. 2025-09, Providing for interim procedures for preliminary plat and final plat approval; providing for an effective date; and for other purposes.
Christian Waugh – Town Attorney

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

- ITEM-14 Town Council approval of the Interim Public Works Director's recommendation to fill the vacant Public Works Heavy Equipment Operator position.
Cory Hobbs – Interim Public Works Director

Motion to approve the hiring of Robert C. Anderson Sr. as a Heavy Equipment Operator, Grade 4 / Step 7, at an hourly rate of \$23.62, contingent upon the results of the background check and drug screen.

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

- ITEM-15 Town Council to set a Workshop to discuss the Public Works Department.
Kenneth A. Sims – Council President

Motion to set a Workshop for August 12, 2025, at 6:00 p.m.

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

ADDITIONAL COMMENTS

PUBLIC

Hilliard Volunteer Assistant Fire Chief Mike Sadler of Pond Drive, Hilliard, provides an extensive update to the Town Council and public regarding the Hilliard Volunteer Fire Department. He states that operations are improving, though challenges remain. County system upgrades and outdated radios mean we can no longer be paged directly from the station, so we rely on the JPS phone-based dispatch system, monitor the chief's zone, and receive direct calls from battalion chiefs or forestry when needed. We also have a mutual aid agreement with Charlton County for phone-based requests. Station 40's new officers are promising partners, and we're addressing needs such as replacing expired bunker gear and planning for eventual upgrades to aging equipment, including the 26-year-old Engine 4. Growth in the area will increase demand in both the county and our department, requiring future investment in resources. Our greatest hurdle is training volunteers. The state's 250-hour certification course is difficult for recruits to complete, with no night classes and limited instructor availability—an issue faced by nearby departments as well. Replacing our 14 outdated radios would cost roughly \$8,000 each, which is impractical for an unmanned station, so equipment and communication upgrades will depend on the Council's priorities.

MAYOR & TOWN COUNCIL

Councilman Wollitz, follows up on Assistant Chief Sadler's update, noting that while the department is managing, aging systems make operations cumbersome. Unlike the past, when a single station tone indicated a relevant call, they now must listen to all battalion pages, sometimes waking in the middle of the night for calls far outside their area. He emphasizes that this issue has been ongoing and can no longer be postponed; at some point, the Council will need to hold a workshop for serious discussion on future operations. While they remain committed to helping, the department is nearing a point where changes will be necessary.

Mayor Beasley, asks about the status of hanging former Mayor Floyd's picture in the Town Council Chambers and then inquires with Councilman Michaels whether he has spoken to Parks & Recreation Director Gabe Whittenburg.

ADMINISTRATIVE STAFF

PRESENT:

Town Clerk Lisa Purvis

Interim Public Works Director Cory Hobbs

ABSENT:

Parks & Recreation Director Gabe Whittenburg

Town Clerk Lisa Purvis, states that the adjuster is scheduled to visit the water treatment plant tomorrow to review damages. Nassau County Fire Rescue has provided the list of replacement items, which have already been ordered and will be shipped directly to them to avoid separate billing. Disposal fees remain, but once the adjuster meets with Interim Public Works Director Cory Hobbs tomorrow, approval will be given to proceed. All costs will be part of an insurance claim, and the adjuster will also review possible causes.

The fire department gutter will be installed on Tuesday, and roof repairs completed by Thursday, both within standard repair limits. Projects are moving forward, including a Monday meeting with the architect for the hurricane shelter ahead of Thursday's update. She continues regarding the Local Option Gas Tax, that discussions with Nassau County have led to securing an interlocal agreement for next year to maintain prior funding levels despite a recent recalculation. The required 10-year recalculation had not been done since 2007, likely due to turnover, and was only triggered this year during the extension of the gas tax process. While the figures provided are mathematically correct, there are concerns that inconsistencies in reported expenditures across jurisdictions may affect accuracy.

TOWN ATTORNEY

No comment.

ADJOURNMENT

Motion to adjourn at 7:33 p.m.

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

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

MINUTES

TUESDAY, AUGUST 12, 2025, 6:00 PM

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Mayor John Beasley
Council President Kenny Sims
Council Pro Tem Lee Pickett
Councilman Jared Wollitz
Councilman Dallis Hunter
Councilman Joe Michaels
Town Clerk Lisa Purvis
Interim Public Works Director Cory Hobbs
Assistant Public Works Director Charles Chavarria

ABSENT

Parks & Recreation Director Gabe Whittenburg
Town Attorney Christian Waugh

WORKSHOP

ITEM-1 Town Council to review and discuss the Public Works Department.
Council President Sims

Council President Sims proposes that Land Use Administrator Lee Anne Wollitz could move to a full-time position, working 30 hours weekly as Land Use Administrator and 10 hours as assistant to Public Works, while the Public Works Director Cory Hobbs and Assistant Public Works Director Charles Chavarria would work toward obtaining their water and wastewater licenses.

Town Clerk Lisa Purvis states that Mr. Fred Handy with Florida Rural Water provided the name of Mr. Rodney McDaniel that lives here in Hilliard and states that he is a licensed WTP & WWTP operator and that Mr. McDaniel is interested in working with the Town on a contractual basis.

Councilman Wollitz asks about the licensing timeline for Mr. Cory Hobbs and Mr. Charles Chavarria.

Land Use Administrator Lee Anne Wollitz speaks, stating that quarterly reports can be provided for the plants.

Interim Public Works Director Cory Hobbs estimates six months for coursework and 2,080 hours for licensing.

Mr. McDaniel at the request of the Council arrives at the meeting and the Council and McDaniel discuss what a contract operator would consist of. Mr. McDaniel states that he will provide a contract to be presented on August 21, 2025.

Councilman Wollitz states that the funds used to pay the current operators could be used to pay a contract employee.

Interim Public Works Director Cory Hobbs asks about reimbursement for books and testing.

Land Use Administrator Lee Anne Wollitz states that she could relocate to Old Town Hall with the other one-person department and inquiries about her long-term role.

Councilman Wollitz suggests the removal of the Nassau County Sheriff's Office sign at the Old Town Hall.

Discussion follows regarding Interim Public Works Director Cory Hobbs' reported 40-hour weeks.

Council President Sims recalls Hobbs said he would work "as much as needed."

Town Clerk Lisa Purvis gathers the requested pay information that Councilman Wollitz has requested of the total staffing costs.

Interim Public Works Director Cory Hobbs reports that the Nassau County School Board raised safety concerns about sidewalks with "No Parking" signs.

Councilman Wollitz suggests referring the District 4 Representative and Superintendent to attend a meeting.

Interim Public Works Director Cory Hobbs remarks that shared costs with the School Board could have avoided the signs.

Council Pro Tem Pickett and Councilman Wollitz advise saying nothing to the School Board unless they bring concerns directly to a Town meeting.

Town Clerk Lisa Purvis presents requested cost sheets.

Council President Sims proposes making Interim Public Works Director Cory Hobbs and Interim Assistant Public Works Director Charles Chavarria permanent in their positions and to retain their current pay with no step increase at budget time, and converting Land Use Administrator Lee Anne Wollitz from contract to full-time at Grade 6 / Step 3, and giving Cory Hobbs and Charles Chavarria 18 months to each obtain a water or wastewater license.

ADDITIONAL COMMENTS

Town Clerk Lisa Purvis to add the McDaniel Contract, along with items for Mr. Hobbs, Mr. Chavarria, and Mrs. Wollitz, to the August 21, 2025, Regular Meeting Agenda for approval.

ADJOURNMENT

Motion to adjourn at 8:13 p.m.

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

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

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

IMPORTANT REMITTANCE INFORMATION

Please include the AECOM invoice number when sending payment

INVOICE NUMBER: 2001049941

Invoice Date: 11-AUG-25

Invoice Due Date: 10-SEP-25

Amount Due: \$6,686.46 USD

Project Number: 60732142

To process your payment timely and ensure credit is given, please include the AECOM invoice number when sending payment. Including this invoice number will allow AECOM to promptly apply your payment without delay or additional information requests placed upon your organization.

Failure to reference the AECOM invoice number when sending payment may result in delay of your account being credited.

To expedite payment processing, AECOM is asking its clients to submit payments electronically by ACH (Automated Clearing House) if possible.

ACH payments provide an alternative to paper checks, affording you the following advantages:

- Certainty of delivery
- Reduced operating costs through the elimination of paper check mailing

Regards,

AECOM Cash Application Department
CashAppsRemittance@aecom.com

Check Payment to:
AECOM Technical Services, Inc.
An AECOM Company
1178 Paysphere Circle
Chicago, IL 60674

ACH Payment to:
AECOM Technical Services, Inc.
An AECOM Company
Bank of America
Account Number 5800937020
ABA Number 071000039

Wire Transfer Payment to:
AECOM Technical Services, Inc.
An AECOM Company
Bank of America
New York, NY 10001
Account Number 5800937020
ABA Number 026009593
SWIFT CODE BOFAUS3N



7650 West Courtney Campbell Causeway, Tampa, FL 33607-1462

Tel: 813-286-1711

Fax: 813-287-8591

Federal Tax ID No. 95-2661922

ATTN : Lisa Purvis
TOWN OF HILLIARD
15859 West County Road 108
Hilliard, FL 32046
United States

Invoice Date: 11-AUG-25
Invoice Number: 2001049941

Agreement Number: 60732142
Agreement Description:

Payment Term: 30 DAYS

Please reference Invoice Number and Project Number with Remittance

Project Number : 60732142
Bill Through Date : 28-JUN-25 - 01-AUG-25
Bil Prange

Project Name : 01J_Hilliard Airpark-Hangar Building - SA No. 20

Phase Lump Sum					
Project Number	Description	Fee	Percent Complete	Earned	Previous
60732142	01J_Hilliard Airpark-Hangar Buil	111,441.00	51.00%	56,834.91	50,148.45
Total Phase Lump Sum:					6,686.46
Project Total : 01J_Hilliard Airpark-Hangar Building - SA No. 20					6,686.46

Invoice Summaries

Total Current Amount :	6,686.46
Retention Amount :	0.00
Pre-Tax Amount :	6,686.46
Tax Amount :	0.00
Total Invoice Amount :	6,686.46

Billing Summaries

Billing Summary	Current	Prior	Total	Total Fee	Percent Complete
Billings	6,686.46	50,148.45	56,834.91	111,441.00	51.00
Tax	0.00	0.00	0.00		
Billing Total :	6,686.46	50,148.45	56,834.91		

Invoice

500 West Fulton Street
 Sanford, FL 32771
 407-322-6841

Town of Hilliard
 15859 W CR 108
 Hilliard, FL 32046

July 25, 2025

Project No: 201.M961061.000

Invoice No: 169101

MH 167 AND MH 170 REPAIRS

CLIENT NO. 9610-61-1

Engineering services regarding the MH 167 and MH 170 Repairs project for the Town of Hilliard including progress toward Item A. Engineering Design services.

Professional Services through July 18, 2025

Fee

Billing Phase	Fee	Percent Complete	Previous Fee Billing	Current Fee Billing
Item A. Engineering Design	11,200.00	60.00	3,360.00	3,360.00
Item B. Topographic Survey	2,400.00	100.00	2,400.00	0.00
Item C. Construction Bidding Services	1,200.00	0.00	0.00	0.00
Item D. Construction Admin Services	3,600.00	0.00	0.00	0.00
Total Fee	18,400.00		5,760.00	3,360.00
Total Fee				3,360.00
Total this Invoice				\$3,360.00

Invoice

500 West Fulton Street
Sanford, FL 32771
407-322-6841

Town of Hilliard
15859 W CR 108
Hilliard, FL 32046

July 25, 2025

Project No: 201.M961060.000

Invoice No: 169098

8-INCH PARALLEL WATER MAIN EXTENSION TO FAA FACILITY (DESIGN ONLY)

CLIENT NO. 9610-60-1

Engineering services regarding the 8-inch Parallel Water Main Extension to FAA Facility (Design Only) project for the Town of Hilliard including progress toward engineering design services.

Professional Services through July 18, 2025

Fee

Billing Phase	Fee	Percent Complete	Previous Fee Billing	Current Fee Billing
Engineering Design	84,840.00	80.00	50,904.00	16,968.00
Topographic Survey	17,200.00	100.00	17,200.00	0.00
Permit Applications	12,000.00	0.00	0.00	0.00
Construction Bidding Services	4,000.00	0.00	0.00	0.00
Construction Administration	36,360.00	0.00	0.00	0.00
Resident Project Representative Services	39,680.00	0.00	0.00	0.00
Record Drawings	5,600.00	0.00	0.00	0.00
Total Fee	199,680.00		68,104.00	16,968.00
Total Fee				16,968.00
Total this Invoice				\$16,968.00

INVOICE FOR PROFESSIONAL SERVICES

ITEM-18

PROJECT: Town of Hilliard Hurricane Shelter
Hilliard, FL

DATE: 08/12/25

INVOICE NO. 24022-8

TO: Lisa Purvis
Town of Hilliard
PO Box 249
Hilliard, FL 32046

PROJECT NO. 24022

lpurvis@townofhilliard.com
payables@townofhilliard.com

IN ACCORDANCE WITH THE AGREEMENT DATED

11/7/24

THERE IS DUE AT THIS TIME FOR PROFESSIONAL SERVICES AND REIMBURSABLE ITEMS ON THE ABOVE PROJECT, FOR THE PERIOD ENDING

08/12/25

THE SUM OF

DOLLARS \$ \$93,000.00

THE ABOVE AMOUNT SHALL BECOME DUE AND PAYABLE

30

DAYS FROM THE DATE HEREOF.

INTEREST ON OVERDUE ACCOUNTS SHALL ACCRUE AT 1.5% PERCENT PER Month

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

Fee	\$572,000.00
Reimbursables	\$0.00
Total Fee	<u>\$572,000.00</u>

Fee Earned	\$376,250.00
Invoiced to Date	\$283,250.00

Total Amount Due this Invoice	\$93,000.00
--------------------------------------	--------------------

Invoice Reviewed and Approved by:


Aldo Minozzi, AIA, Vice President**PQH**
GROUP4141 Southpoint Dr. E. #200
Jacksonville, Florida 32216
904 - 224 - 0001
FAX - 224 - 0023www.pqh.com

INVOICE FOR PROFESSIONAL SERVICES

ITEM-18

Project: Town of Hilliard Hurricane Shelter
Hilliard, FL

To:
Town of Hilliard
PO Box 249
Hilliard, FL 32046

Invoice Date: 08/12/25

Invoice Number: 24022-8

Project Number: 24022

TOTAL AMOUNT DUE
THIS INVOICE: \$93,000.00

SERVICE RENDERED	TOTAL FEE	% COMPLETE	TOTAL DUE TO DATE	PREVIOUSLY INVOICED	AMOUNT DUE
Site Assess & Prelim Design	22,000.00	100%	22,000.00	22,000.00	0.00
Schematic Design	30,000.00	100%	30,000.00	30,000.00	0.00
Design Development 30%	60,000.00	100%	60,000.00	60,000.00	0.00
Const. Documents 60%	76,000.00	100%	76,000.00	76,000.00	0.00
Const. Documents 90%	76,000.00	100%	76,000.00	76,000.00	0.00
Const. Documents 100%	40,000.00	100%	40,000.00	0.00	40,000.00
Bidding/Permitting	16,000.00	0%	0.00	0.00	0.00
Construction Observation	48,000.00	0%	0.00	0.00	0.00
Project Punch & Closeout	8,000.00	0%	0.00	0.00	0.00
Interior Design; Finish Selection	15,000.00	0%	0.00	0.00	0.00
Topo/Boundary Survey	8,000.00	100%	8,000.00	0.00	8,000.00
Geotechnical Engineering Rpt	8,000.00	100%	8,000.00	8,000.00	0.00
Civil Engineering	75,000.00	75%	56,250.00	11,250.00	45,000.00
Landscaping	15,000.00	0%	0.00	0.00	0.00
Design Contingency Allowance	75,000.00	0%	0.00	0.00	0.00
Previous Reimbursables	0.00	0%	0.00	0.00	0.00
Reimbursables this invoice x 1.15	0.00	0%	0.00	0.00	0.00
TOTAL	\$572,000.00	66%	\$376,250.00	\$283,250.00	\$93,000.00