

# 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  
Joel Hall P.E., Public Works Director  
Gabe Whittenburg, Parks & Rec Director

## TOWN ATTORNEY

Christian Waugh

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## AGENDA

THURSDAY, JULY 18, 2024, 7:00 PM

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### NOTICE TO PUBLIC

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

### PLEDGE OF CIVILITY

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

## CALL TO ORDER

## PRAYER & PLEDGE OF ALLEGIANCE

## ROLL CALL

## PUBLIC HEARING

### ITEM-1

Ordinance No. 2024-04 – Amending Chapter 42, Streets, Sidewalks and Other Public Places of the Hilliard Town Code

An Ordinance amending Section 42-2 Tree Cutting deposit amount and adding drainage system; Amending Section 42-3 Good Cause; additional exceptions; adding regulations regarding Tree Harvesting and Cutting on private property within the Town of Hilliard.

***Mayor Beasley***

Open Public Hearing

Call for Public Comments

Close Public Hearing on Ordinance No. 2024-04

## TOWN COUNCIL ACTION

Town Council to adopt Ordinance No. 2024-04, on Second and Final Reading.

**ITEM-2** Ordinance No. 2024-06 – Annexing into the corporate limits three parcels real property containing approximately 37.35 acres; described with particularity herein; finding said annexation to be consistent with the Town of Hilliard’s Comprehensive Plan and the Town Code; An Ordinance amending Section 2.03 of the Charter of the Town of Hilliard to include said land; Providing for and authorizing the updating of the official Town maps.  
***Mayor Beasley***

Open Public Hearing  
Call for Public Comments  
Close Public Hearing on Ordinance No. 2024-06

**TOWN COUNCIL ACTION**

Town Council to consider adopting Ordinance No. 2024-06, and to set a Public Hearing & Final Reading for August 1, 2024.

**PRESENTATIONS**

**ITEM-3** Mayor Recognition of Parks & Recreation Spring Soccer Program Age Division Champions.  
***Gabe Whittenburg – Parks & Recreation Director***

**REGULAR MEETING**

**ITEM-4** Additions/Deletions to Agenda

**ITEM-5** Town Council to consider Ordinance No. 2024-05, An Ordinance regulating the Water and Sewer Usage Rates; In accordance with the Town Charter Section 4.11 (5) Action Requiring an Ordinance; and further stated in Chapter 58 Utilities of the Town Code; and providing for an effective date. Adopting on First Reading and Setting Public Hearing & Final Reading for August 15, 2024.  
***Lisa Purvis, MMC – Town Clerk***

**ITEM-6** Town Council approval of Whisper Ridge Subdivision Bond Reduction of 75% to \$41,294.26, based on the completion of the warranty period, with agreement that curbs will be repaired at the construction closeout and providing instruction to Town Clerk to issue reduction letter.  
***Lee Anne Wollitz – Land Use Administrator***

**ITEM-7** Town Council approval of Septic Tank Exception Application No. 20240625, Parcel ID No. 17-3N-24-2020-0023-0050, Property Owner, Bobby Franklin.  
***Cory Hobbs – Assistant Public Works Director***

**ITEM-8** Town Council approval of the position process for Kimberly Corbett to transition into the Lead Administrative Assistant position.  
***Lisa Purvis, MMC – Town Clerk***

**ITEM-9** Town Council approval of the position process for Alicia Head to transition into the Administrative Assistant – Information & Events Coordinator position.  
***Lisa Purvis, MMC – Town Clerk***

- ITEM-10** Town Council approval of the Town Clerk’s recommendation to fill the Administrative Assistant Vacant position.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-11** Town Council approval of the Town Clerk’s recommendation to fill the new Temporary Clerical Assistant position.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-12** Town Council to review and accept the Land Use Administrator’s Quarterly Report for April 1, 2024, through June 30, 2024.  
***Lee Anne Wollitz – Land Use Administrator***
- ITEM-13** Town Council to review and accept the Building Official’s Quarterly Report for April 1, 2024, through June 30, 2024.  
***Bryan Higginbotham – Building Official***
- ITEM-14** Town Council to review and accept the Code Enforcement Officer’s Quarterly Report for April 1, 2024, through June 30, 2024.  
***Delvin Miley, Jr. – Code Enforcement Officer***
- ITEM-15** Town Council approval of Capital Expenditures for Emergency Repairs to Standby Generators for Water and Wastewater Systems totaling \$34,629.96.  
***Joel Hall, P.E. – Public Works Director***
- ITEM-16** Town Council to consider the Public Works Director, Joel Hall’s, revised Resignation date/Transition letter.  
***Joel Hall, P.E. – Public Works Director***
- ITEM-17** Town Council approval of the Minutes for the June 13, 2024, Workshop, and the June 20, 2024, Regular Meeting.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-18** Town Council approval of AECOM S.A. No. 20, Payable through July 5, 2024, Project Name: Hangar Building at the Hilliard Airpark in the amount of \$22,288.20.  
**FDOT PTGA GRANT FUNDED PROJECT LUMP SUM PROJECT \$111,441**
- ITEM-19** Town Council approval of AECOM S.A. 22, Payable through July 5, 2024, Project Name: Runway Protection Zone Clearing at the Hilliard Airpark in the amount of \$6,260.50.  
**FDOT PTGA GRANT FUNDED PROJECT LUMP SUM PROJECT \$62,605**
- ITEM-20** Town Council approval of Mittauer & Associates, Inc., Payable through June 28, 2024, Project Name: Oxford Street Force Main Rerouting in the amount of \$2,760.  
**FDEP LPA0302 GRANT FUNDED PROJECT LUMP SUM CONTRACT \$101,900**
- ITEM-21** Town Council approval of Mittauer & Associates, Inc., Payable through June 28, 2024, Project Name: WWTP Permit Renewal in the amount of \$9,120.  
**CAPITAL FUNDED PROJECT LUMP SUM PROJECT \$11,000**

**ITEM-22**

Town Council approval of Pay Request No. 3 for T B Landmark Construction, Inc., Payable through June 30, 2024, Project Name: Oxford Street Force Main Rerouting in the amount of \$189,762.50.

**FDEP LPA0302 GRANT FUNDED \$507,100 & CAPITAL FUNDED \$55,170  
PROJECT LUMP SUM CONTRACT \$562,270**

**ADDED ITEMS**

**ADDITIONAL COMMENTS**

**PUBLIC**

**MAYOR & TOWN COUNCIL**

**ADMINISTRATIVE STAFF**

**TOWN ATTORNEY**

**ADJOURNMENT**

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

**TOWN COUNCIL MEETINGS**

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

**PLANNING & ZONING BOARD MEETINGS**

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

**MINUTES & TRANSCRIPTS**

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

**TOWN WEBSITE & YOUTUBE MEETING VIDEO**

The Town's Website can be access at [www.townofhilliard.com](http://www.townofhilliard.com).  
Live & recorded videos can be accessed at [www.youtube.com](http://www.youtube.com) search - Town of Hilliard, FL.

**ADA NOTICE**

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



**APPEALS**

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

**PUBLIC PARTICIPATION**

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

**EXPARTE COMMUNICATIONS**

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

**2024 HOLIDAYS**

**TOWN HALL OFFICES CLOSED**

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



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Town Council Public Hearing & Regular Meeting Meeting Date: July 18, 2024

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

SUBJECT: Town Council adopting Ordinance No. 2024-04, an Ordinance amending Chapter 42, Streets, Sidewalks and Other Public Places of the Hilliard Town Code; Amending Section 42-2 Tree Cutting deposit amount and adding drainage system; Amending Section 42-3 Good Cause; additional exceptions; adding regulations regarding Tree Harvesting and Cutting on private property within the Town of Hilliard. Adopting on Second and Final Reading.

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#### **BACKGROUND:**

Ordinance No. 2024-04, updates the 2011, Tree Harvesting and Cutting Ordinance with revisions as outlined by the Town Council and Town Attorney Waugh. An updated application has been added.

#### **FINANCIAL IMPACT:**

None

#### **RECOMMENDATION:**

Town Council to adopt Ordinance No. 2024-04, on Second and Final Reading.

**ORDINANCE NO. 2024-04**

**AN ORDINANCE AMENDING CHAPTER 42, STREETS, SIDEWALKS AND OTHER PUBLIC PLACES OF THE HILLIARD TOWN CODE; AMENDING SECTION 42-2 TREE CUTTING DEPOSIT AMOUNT AND ADDING DRAINAGE SYSTEM; AMENDING SECTION 42-3 GOOD CAUSE; ADDITIONAL EXCEPTIONS; ADDING REGULATIONS REGARDING TREE HARVESTING AND CUTTING ON PRIVATE PROPERTY WITHIN THE TOWN OF HILLIARD; AND PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Hilliard has found it necessary to enact the following amendment to Chapter 42, Streets, Sidewalks and Other Public Places; and

**WHEREAS**, the Town of Hilliard desires to enact this ordinance to promote, protect, and improve the safety, comfort, good order, appearance, convenience, law enforcement, fire prevention, and general welfare; and

**WHEREAS**, the Town of Hilliard has a right and a duty to conserve, develop, utilize and protect natural resources within its jurisdiction; and

**WHEREAS**, the Town of Hilliard has broad statutory and constitutional powers to plan for and regulate the use of land; and

**WHEREAS**, the Town of Hilliard has a desire to protect and preserve access to well-maintained right of ways and established drainage systems; and

**NOW THEREFORE BE IT ORDAINED**, by the Town Council of the Town of Hilliard, Florida, as follows:

**Section 1. Section 42-2 Tree Cutting, is hereby amended as follows.**

Property owners may cut trees on their property, ~~except to the extent the trees sought to be cut are on the unimproved rights-of-way and alleyways of the Town of Hilliard.~~ Property Owners may give written permission to an agent to cut trees that they could otherwise cut under this division. Prior to the removal of any tree in a Town right of way, application must be made to the Town Clerk and a cash deposit placed as assurance against any damage to the Town right of ways or drainage systems through this removal. Likewise, trees on the unimproved right of ways and alleyways of the Town of Hilliard may only be cut upon the application by the adjoining property owners, to the Town Clerk, for the own. Such applicants or their agents are required to post a cash deposit bond for ~~\$500.00~~ \$1,000.00, ~~substantially the following form:~~ The applicant will take no more than 20 days after the last cut, to ensure that the ditches and culverts in or along the above referenced public property, including the removal route and unimproved right of ways and alleyways that are cut will be cleared of all debris and returned to at least as good of condition as they were before the issuance of this deposit.

~~CASH BOND FOR TREE CUTTING ON HILLIARD UNIMPROVED RIGHTS-OF-WAY AND ALLEYWAYS~~

~~Unimproved Rights-of-Way and Alleyways identified as follows:~~

THE STATE OF FLORIDA)

COUNTY OF \_\_\_\_\_)

I, \_\_\_\_\_, am held and firmly bound unto the Town of Hilliard for the use and benefit of the Town of Hilliard, in the amount of \$500.00, deposited as security herein. The condition of the above obligation is that I swear that I am the owner of the property adjoining the unimproved Rights of Way and Alleyways set forth above and/or have been designated to act as the agent of such owner or owners and that I have authority to execute this bond in all respects and further swear that I will promptly, and in no event take more than 20 days after last cut, to ensure that the ditches and culverts in or along the above referenced unimproved Rights of Way and Alleyways that are cut will be cleared of all debris and returned to at least as good a condition as they were before the issuance of this bond and that I will cause to be removed any trees that were in the same or contiguous area that lean on or towards an improved Right of Way and appear to be a hazard to people or property, at which time this obligation shall be null and void; otherwise it is to remain in full force and effect.

~~EXPAND~~

_____ Signature	_____ Date
_____ Printed Name	_____ Position, if not signing in individual capacity

~~Notary Block - option to be included at the Clerk's discretion.~~

**Section 2. Section 42-3 Good Cause; additional exceptions, is hereby amended as follows.**

~~Upon good cause the Town Council may excuse a violation of this Ordinance. This ordinance does not apply to trees less than 2 inches in diameter at 3 feet which may be brush cut from time to time. The cutting of trees in the unimproved rights of way is, by itself, not considered to be the establishment of a road as set forth in 46 Part III of the Town Code or wherever the former Chapter 62 of the Town Code ends up being recategorized and/or renumbered after the effective date of this ordinance.~~

**Section 3. Effective date.**

This Ordinance shall become effective upon passage.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by the Hilliard Town Council, Hilliard, Florida.

\_\_\_\_\_  
Kenneth A. Sims, Sr.  
Council President

ATTEST:

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Lisa Purvis  
Town Clerk

APPROVED:

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John P. Beasley  
Mayor

Town Council First Reading: June 20, 2024  
Town Council Public Hearing Publication: July 3, 2024  
Town Council Public Hearing: July 18, 2024  
Town Council Second & Final Reading: July 18, 2024



ITEM-1

**FOR OFFICE USE ONLY**

File # \_\_\_\_\_

Application Fee: \_\_\_\_\_

Filing Date: \_\_\_\_\_ Acceptance Date: \_\_\_\_\_

# Town of Hilliard Tree Harvest Application

**A. PROJECT**

- 1. Project Name: \_\_\_\_\_
- 2. Address of Subject Property: \_\_\_\_\_
- 3. Parcel ID Number(s) \_\_\_\_\_
- 4. Existing Use of Property: \_\_\_\_\_
- 5. Future Land Use Map Designation: \_\_\_\_\_
- 6. Existing Zoning Designation: \_\_\_\_\_
- 7. Acreage: \_\_\_\_\_

**B. APPLICANT**

- 1. Applicant's Status             Owner (title holder)             Agent
- 2. Name of Applicant(s) or Contact Person(s): \_\_\_\_\_ Title: \_\_\_\_\_  
 Company (if applicable): \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Telephone: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_ e-mail: \_\_\_\_\_
- 3. If the applicant is agent for the property owner\*:  
 Name of Owner (title holder): \_\_\_\_\_  
 Company (if applicable): \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Telephone: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_ e-mail: \_\_\_\_\_

\* Must provide executed Property Owner Affidavit authorizing the agent to act on behalf of the property owner.

**C. ATTACHMENTS**

- 1. **Copy of Warranty Deed or other proof of ownership**
- 2. **Legal description**
- 3. **Survey (if available)**
- 4. **Statement of proposed work including proposed travel route for tree removal.**
- 5. **Agent Authorization, if applicant is not owner.**

**D. EXPECTATIONS**

- 1. The applicant will take no more than 20 days after last cut, to ensure that the ditches and culverts in or along the any above referenced public property, including the removal route and unimproved Rights-of-Ways and Alleyways that are cut will be cleared of all debris and returned to at least as good a condition as they were before the issuance of this deposit.

**E. DEPOSIT**

- 1. \$1,000.

**All attachments are required for a complete application. A completeness review of the application will be conducted within fourteen (10) business days of receipt. If the application is determined to be incomplete, the applicant will be required to provide the needed documents prior to approval of work. Work prior to approval will result in a Code Enforcement Violation.**

**I/We certify and acknowledge that the information contained herein is true and correct to the best of my/our knowledge:**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Co-applicant

\_\_\_\_\_  
Typed or printed name and title of applicant

\_\_\_\_\_  
Typed or printed name of co-applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing application is acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_

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

NOTARY SEAL

\_\_\_\_\_  
Signature of Notary Public, State of \_\_\_\_\_





## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Town Council Public Hearing & Regular Meeting Meeting Date: July 18, 2024

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

SUBJECT: Town Council to consider Ordinance No. 2024-06, an Ordinance Annexing into the corporate limits three parcels real property containing approximately 37.35 acres; described with particularity herein; finding said annexation to be consistent with the Town of Hilliard's Comprehensive Plan and the Town Code; Amending Section 2.03 of the Charter of the Town of Hilliard to include said land; Providing for and authorizing the updating of the official Town maps. Setting the Public Hearing & Final Reading for August 1, 2024.

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#### **BACKGROUND:**

See attached Planning & Zoning Board's recommendation.

#### **FINANCIAL IMPACT:**

None.

#### **RECOMMENDATION:**

Town Council to set Public Hearing & Final Reading for August 1, 2024.

**ORDINANCE 2024-06**

**AN ORDINANCE OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION, ANNEXING INTO THE CORPORATE LIMITS THREE PARCELS OF REAL PROPERTY CONTAINING APPROXIMATELY 37.35 ACRES; DESCRIBED WITH PARTICULARITY HEREIN; FINDING SAID ANNEXATION TO BE CONSISTENT WITH THE TOWN OF HILLIARD’S COMPREHENSIVE PLAN AND THE TOWN’S CODE; AMENDING SECTION 2.03 OF THE CHARTER OF THE TOWN OF HILLIARD TO INCLUDE SAID LAND; PROVIDING FOR AND AUTHORIZING THE UPDATING OF THE OFFICIAL TOWN MAPS; REPEALING CONFLICTING ORDINANCES; PROVIDING DIRECTION TO THE TOWN CLERK; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Section 171.044, Florida Statutes, provides a procedure for voluntary annexation; and

**WHEREAS**, the Town Council of the Town of Hilliard finds that the annexation is consistent with Section 171.045, Florida Statutes; and

**WHEREAS**, the Town Council of the Town of Hilliard has found that the real property is contiguous to the boundaries of the Town limits; and

**WHEREAS**, the Town Council of the Town of Hilliard has found that the real property is reasonably compact; and

**WHEREAS**, the Town Council of the Town of Hilliard has found that the petition bears the signatures of all owners of real property; and

**WHEREAS**, the Town Council of the Town of Hilliard has the authority to annex real property and expand the boundaries of the Town limits by virtue of Sections 3.01 and 4.01 of the Town Charter; and

**WHEREAS**, the owners of three parcels of real property, listed in Attachment A, and consisting of approximately 37.35 acres situated within unincorporated Nassau County; adjacent to the Town’s southern boundary at US Hwy 1 and Cosmos Trail, and that the complete legal by metes and bounds in Attachment B, and a map depicting the boundary of said real property in Attachment C; and

**WHEREAS**, the Town Council of the Town of Hilliard has deemed it to be in the public interest of the Town that the parcels be annexed within the corporate limits of the Town of Hilliard; and

**WHEREAS**, the Town desires now to annex the total real property consisting of approximately 37.35 acres known as the three parcels described in Attachment B, herein into the corporate limits of the Town of Hilliard, Florida.

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

**SECTION 1.** That the foregoing Whereas clauses are hereby ratified and incorporated as the legislative intent of this Ordinance.

**SECTION 2.** That the Town Council finds the annexation to be consistent with the Town's Comprehensive Plan and Town Code.

**SECTION 3.** That the Parcel or real property described herein be annexed to the Town of Hilliard, and that all conflicting ordinances or parts of ordinances, all conflicting Town Code sections or parts of sections, and all conflicting resolutions or parts of resolutions be repealed to the extent of such conflict.

**SECTION 4.** That the corporate boundaries of the Town of Hilliard, Florida, are hereby extended, enlarged, and redefined to include the real property depicted in Attachment B, and Attachment C, which is attached hereto and made a part hereof.

**SECTION 5.** That the current land use and zoning remain unchanged by this Ordinance, until such time as the Town of Hilliard adopts a comprehensive plan amendment that includes the annexed Parcel.

**SECTION 6.** That upon adoption of this ordinance, the Town Clerk make such amendments to the official boundary map of the Town of Hilliard to include the Parcel, and that such amendments become and be made a part of the Charter of the Town of Hilliard in accordance with Section 2.03 of the Charter.

**SECTION 7.** That this Ordinance shall be effective immediately upon adoption; at such time, the Parcel shall become a part of the Town of Hilliard, to be governed by the Town and subject to the Town's laws and regulations.

**SECTION 8.** It is the intention of the Town Council, and it is hereby ordained, that the provisions of this Ordinance shall become and be made part of the Code of the Town of Hilliard, Florida.

**SECTION 9.** Should any provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, such judicial declaration shall not affect the validity of the ordinance as a whole, or any part of it, other than the part to be declared invalid.

**SECTION 10.** That this ordinance shall be published in the Nassau County Record for two (2) consecutive weeks, and that proof of publication of this ordinance be filed herein prior to the final reading of this ordinance.

**SECTION 11.** That upon the filing of the proof of publication and final adoption of this ordinance, a copy of the same shall be filed with the Clerk of Court for Nassau County, Florida, and a copy be forwarded to the Department of State, Tallahassee, Florida.

**IN WITNESS OF THE FOREGOING,** the parties have set their hands and seal the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signed, sealed, and delivered in the presence of:

**TOWN OF HILLIARD, FL**

\_\_\_\_\_  
Kenneth A. Sims, Sr.  
Council President

ATTEST:

\_\_\_\_\_  
Lisa Purvis  
Town Clerk

**APPROVED:**

\_\_\_\_\_  
John P. Beasley  
Mayor

**APPROVED AS TO LEGAL FORM:**

\_\_\_\_\_  
Christian W. Waugh  
Town Attorney

Zoning Boards Signs Posted:	June 7, 2024
Town Council First Reading:	June 20, 2024
Send Certified Mailed to County Commission:	June 21, 2024
Town Council 1 <sup>st</sup> Publication:	July 3, 2024
Town Council 2 <sup>nd</sup> Publication:	July 10, 2024
Town Council 1 <sup>st</sup> Public Hearing:	July 18, 2024
Town Council 2 <sup>nd</sup> Public Hearing:	August 1, 2024
Town Council Vote & Adoption:	August 1, 2024
File with Clerk of Court & County Manager:	August 5, 2024
Mailed to Department of State:	August 5, 2024

**ATTACHMENT A**  
**OWNERS INFORMATION**

**PROPERTY OWNERS:**

1. Parcel No. 15-3N-24-2320-0017-0010  
37074 Cosmos Trail, LLC  
c/o Lofty Investment Holdings  
Attn: Lisa A. Mankoski  
4025 Sunbeam Road  
Jacksonville, Florida 32257

Current Zoning: Open Rural (Nassau County)  
Current FLUM Designation: Medium Density (Nassau County)

2. Parcel No. 15-3N-24-2320-0017-0020  
Hilliard First Assembly of God, Inc.  
c/o Pastor Arlie Johns  
550920 US Highway 1  
Hilliard, Florida 32046  
(904) 845-2642 (cell)  
[hilliardag@hilliardag.com](mailto:hilliardag@hilliardag.com)  
Mailing Address:  
P.O. Box 670  
Hilliard, Florida 32046

Current Zoning: Open Rural (Nassau County)  
Current FLUM Designation: Medium Density (Nassau County)

3. Parcel No.15-3N-24-2320-0019-0010  
Richard & Cecelia A. Walker  
P.O. Box 6  
Hilliard, Florida 32046

Current Zoning: Open Rural (Nassau County)  
Current FLUM Designation: Medium Density (Nassau County)

**ATTACHMENT B**  
**LEGAL DESCRIPTIONS**



**ATTACHMENT C**  
**MAP**

1. LEGAL DESCRIPTIONS:

Parcel # 15-3N-24-2320-0017-0010

ALL OF THAT CERTAIN LOT, PIECE, OR PARCEL OF LAND SITUATE, LYING AND BEING IN SECTION FIFTEEN (15), TOWNSHIP THREE (3), NORTH, RANGE TWENTY FOUR (24) EAST, COUNTY OF NASSAU, AND STATE OF FLORIDA AND FURTHER KNOWN AND DESCRIBED AS THE WEST PART OF THAT PART OF LOT SEVENTEEN (17) IN SAID SECTION FIFTEEN (15) OF DUNN'S FRUIT AND TRUCK FARMS AS RECORDED IN DEED BOOK B-10 AT PAGE FORTY-EIGHT (48) OF THE PUBLIC RECORDS OF SAID NASSAU COUNTY, FLORIDA THAT LIES EAST OF U.S. HIGHWAY NO. 1 (150 FOOT RIGHT-OF-WAY) AND MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS: FOR A POINT OF REFERENCE START AT THE NORTHEAST CORNER OF SAID LOT SEVENTEEN (17), THENCE SOUTH EIGHTY EIGHT DEGREES FIFTEEN MINUTES WEST (S 88 DEGREES 15 MINUTES W), ALONG THE NORTH LINE OF SAID LOT SEVENTEEN (17), A DISTANCE OF NINE HUNDRED FORTY AND FOUR TENTHS (940.4) FEET TO A POINT ON THE WESTERLY BANK OF A HIGHWAY DRAINAGE DITCH FOR A POINT OF BEGINNING; THENCE CONTINUE SOUTH EIGHTY EIGHT DEGREES FIFTEEN MINUTES (S 88 DEGREES 15 MINUTES W), ALONG THE SAID LINE OF LOT SEVENTEEN (17), A DISTANCE OF FOUR HUNDRED TWENTY SIX AND NINE TENTHS (426.9) FEET TO A POINT ON THE NORTHEASTERLY RIGHT-OF-WAY LINE OF SAID U.S. HIGHWAY NO. 1; THENCE SOUTH FIFTY TWO DEGREES FIFTY ONE MINUTES EAST (S 52 DEGREES 51 MINUTES E), ALONG SAID RIGHT-OF-WAY LINE OF U.S. HIGHWAY NO. 1, A DISTANCE OF TWO HUNDRED SIXTEEN (216.0) FEET TO A POINT; THENCE NORTH SIXTY DEGREES THIRTY SIX MINUTES EAST (N 60 DEGREES 36 MINUTES E) A DISTANCE OF TWO HUNDRED NINETY TWO AND ONE TENTHS (292.1) FEET TO THE POINT OF BEGINNING.

A PLAT OF SURVEY OF THE HEREINABOVE DESCRIBED LANDS SIDE BY HUGH M. THIGPEN, REGISTERED SURVEYOR NO. 1051, ON AUGUST 28, 1956, BEING RECORDED IN DEED BOOK 241, PAGE 53, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.

AND THAT CERTAIN PIECE, PARCEL OR TRACT OF LAND, SITUATE, LYING AND BEING IN THE COUNTY OF NASSAU AND THE STATE OF FLORIDA, KNOWN AND DESCRIBED AS;

FARMS 15 AND 16, IN SECTION 15, TOWNSHIP 3 NORTH, RANGE 24 EAST, JOSEPH R. DUNN'S FRUIT AND TRUCK FARMS, ACCORDING TO PLAT RECORDED IN DEED BOOK B-10, PAGE 48, EXCEPTING THEREFROM THAT PORTION THEREOF LYING WITHIN THE RIGHT OF WAY OF STATE ROAD NO. 15.

TOGETHER WITH:

Parcel # 15-3N-24-2320-0017-0020

A PORTION OF LOTS 17 AND 18, JOSEPH DUNNS FRUIT AND TRUCK FARMS,  
SECTION 15, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA.

According to Plat recorded in the Public Records of said County, in  
Deed Book "B"-10", Page 48.

Being also the same lands described in Deed recorded in the afore-  
said Public Records, in Official Records Book 122, Page 204.

Said portion being more particularly described as follows: BEGIN  
at a found broken concrete monument for the Southeast corner of Lot  
18 and run South  $88^{\circ}-41'-13''$  West along the Southerly line of Lot 18  
as found to be monumented and occupied, a distance of 545.06' feet  
to a found concrete monument on the Easterly right-of-way line of  
U. S. Highway No. 1 (a 150.0' foot R/W); run thence North  $52^{\circ}-50'-45''$   
West along said right-of-way, a distance of 832.39' feet to a found  
 $5/8''$  iron pin with cap stamped No. 2445; run thence North  $60^{\circ}-31'-$   
 $06''$  East along found monumented and occupied line, a distance of  
291.20' feet to a found  $5/8''$  iron pin with cap stamped No. 2445 on  
the Northerly line of Lot 17 aforementioned; run thence North  $88^{\circ}-$   
 $23'-11''$  East along said Northerly line as found to be monumented and  
occupied, a distance of 944.09' feet to a found  $3/4''$  iron pipe at  
the Northeast corner of said Lot 17; run thence South  $0^{\circ}-58'$  East  
along the Easterly line of Lots 17 and 18, aforementioned as found to  
be monumented and occupied, a distance of 660.24' feet to the POINT  
OF BEGINNING.

TOGETHER WITH:



Parcel # 15-3N-24-2320-0019-0010

**PARCEL 1:** That certain piece, parcel or tract of land situate, lying and being in the County of Nassau and State of Florida, known and described as: Lot 19 in Section 15, Township 3 North, Range 24 East, according to plat of JOSEPH DUNN'S FRUIT & TRUCK FARMS, recorded in Deed Book B-10, page 48, excepting therefrom any portion thereof lying within the right of way of State Road No. 200.

**PARCEL 2:** Those certain tracts, pieces or parcels of land situate, lying and being in Section 15 and 22, Township 3 North, Range 24 East, Nassau County, Florida, according to a plat recorded in Deed Book B-10, page 48 of the public records of Nassau County, Florida, being all of Lots 25 through 33, inclusive, in Section 22, and all of Lot 20 in Section 15, EXCEPT that portion which has already been taken for U. S. Highway No. 1. SUBJECT to covenants, conditions, restrictions and easements of record.

**TO INCLUDE:**

All that certain lot, piece, or parcel of land situate, lying and being in the County of Nassau and State of Florida and being further described as follows:

That certain piece, parcel or tract of land situate, lying and being in the County of Nassau and State of Florida, known and described as: That portion of Lots Nineteen (19) and Twenty (20), lying Easterly of Highway U.S. #1, 23 and 301, in Section Fifteen (15), Township Three (3) North, Range Twenty-four (24) East, according to plat of Joseph Dunn's Fruit and Truck Farms recorded in Deed Book B-10, page 48 of the public records of Nassau County, Florida.

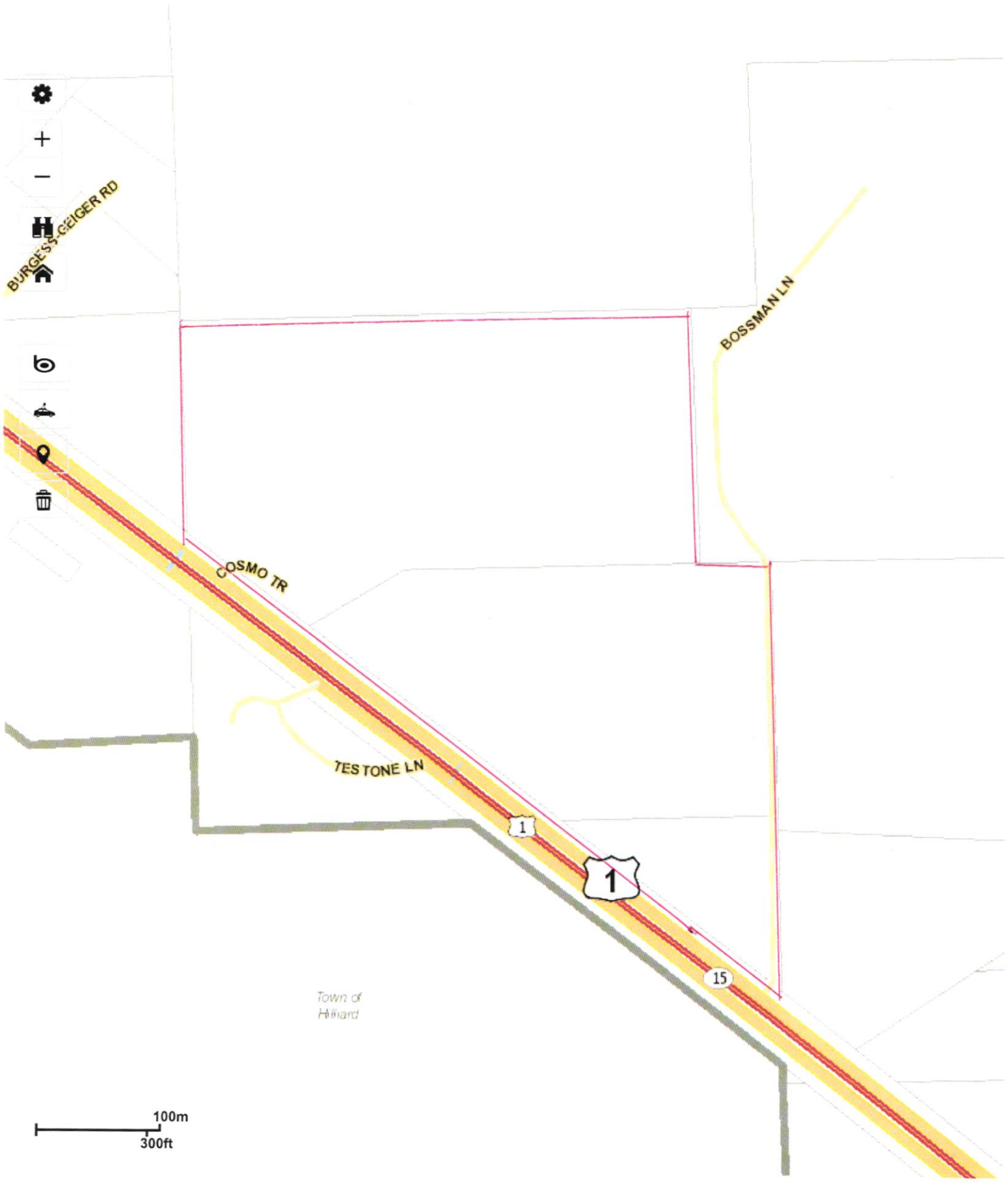
**ALSO BEING DESCRIBED AS:**

**SURVEYORS DESCRIPTION:**

A portion of Section 15, Township 3 North, Range 24 East, lying in Nassau County, Florida, being more particularly described as follows:

Beginning at the intersection of the West Right-of-Way line of Bossman Lane, a 40 foot Right-of-Way per Dunn's Fruit and Truck Farms, according to the plat thereof, as recorded in Deed Book B-10, Page 48 of the Public Records of Nassau County, Florida and the Northeastery Right-of-Way line of U.S. Highway No. 1 (State Road No. 15), a 150 foot Right-of-Way per State of Florida State Road Department Right-of-Way Map Section 7403-(202) and 203; thence run North 52°23'02" West along said Northeastery Right-of-Way line, a distance of 693.38 feet; thence departing said Northeastery Right-of-Way line, run North 89°19'35" East, a distance of 544.96 feet to a point on aforesaid West Right-of-Way line; thence run South 00°34'35" East along said West Right-of-Way line, a distance of 429.65 feet to the Point of Beginning.

Said lands contains 117,070 square feet, or 2.69 acres, more or less.



- Settings icon (gear)
- Zoom in icon (+)
- Zoom out icon (-)
- Home icon (house)
- Map style icon (sun)
- Location pin icon (pin)
- Layers icon (stack of papers)



**TOWN OF HILLIARD**  
*A Florida Municipality*

July 10, 2024

Town Council,

During the Planning and Zoning Meeting on July 9, 2024; the Board held Public Hearings for Ordinances 2024-07, 2024-08, 2024-09, 2024-10.

The Board also reviewed Ordinance 2024-06. The Planning and Zoning Board voted 5-0 to recommend that the Town council adopt Voluntary Annexation Ordinance 2024-06.

Thank you,

*Lee Anne Wollitz*  
Land Use Administrator



# AGENDA ITEM REPORT

## TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: July 18, 2024

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

SUBJECT: Mayor Recognition of Parks & Recreation Spring Soccer Program Age Division Champions

---

**BACKGROUND:**

Mayor Beasley would like to honor our Spring Soccer Age Division Champions.

**FINANCIAL IMPACT:**

N/A

**RECOMMENDATION:**

N/A





## AGENDA ITEM REPORT TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: July 18, 2024

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

SUBJECT: Town Council to consider Ordinance No. 2024-05, An Ordinance regulating the Water and Sewer Usage Rates; In accordance with the Town Charter Section 4.11 (5) Action Requiring an Ordinance; and further stated in Chapter 58 Utilities of the Town Code; and providing for an effective date. Adopting on First Reading and Setting Public Hearing & Final Reading for August 15, 2024.

---

### **BACKGROUND:**

See attached documents.

### **FINANCIAL IMPACT:**

MCI – May 2024 – 2.14% Increase in Revenues.

### **RECOMMENDATION:**

Town Council adoption of Ordinance No. 2024-05, on First Reading and Setting Public Hearing & Final Reading for August 15, 2024.

**ORDINANCE NO. 2024-05**

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

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

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

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

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

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

\_\_\_\_\_  
Kenneth A. Sims  
Council President

ATTEST:

---

Lisa Purvis  
Town Clerk

APPROVED:

---

John P. Beasley  
Mayor

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

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

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

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

<b>BASE CHARGE</b>	<b>WATER</b>	<b>SEWER</b>
	\$17.22	\$21.53

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

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

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

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

<b>BASE CHARGE</b>	<b>WATER</b>	<b>SEWER</b>
	\$40.19	\$49.87

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

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

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

**TAXES**

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

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

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

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

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

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

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

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

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



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: July 18, 2024

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

SUBJECT: Town Council approval of Whisper Ridge Subdivision Bond Reduction of 75% to \$41,294.26, based on the completion of the warranty period, with agreement that curbs will be repaired at the construction closeout and providing instruction to Town Clerk to issue reduction letter.

---

#### **BACKGROUND:**

Whisper Ridge has completed the warranty period.  
 They have agreed to save all curb repairs until the conclusion on construction.  
 All other repairs are completed and inspected by Town Staff.  
 Staff recommends allowing a Bond Reduction on 75% holding \$41,294.26 in bond until the completion of the curb repairs.

Included in your packet:  
 Copy of the Maintenance Bond.  
 Letter stating needed repairs at inspection.  
 Written agreement of the reduction amount from LGI.  
 Copy of Release of Completion Bond as a sample of needed letter.

#### **FINANCIAL IMPACT:**

NA

#### **RECOMMENDATION:**

Town Council approval of Whisper Ridge subdivision Bond Reduction of 75% to \$41,294.26, based on the completion of the warranty period, with agreement that curbs will be repaired at the construction closeout and providing instruction to Town Clerk to issue reduction letter.

Bond # 0842134**MAINTENANCE BOND****KNOW ALL MEN BY THESE PRESENTS:**

That we LGI Homes- Florida, LLC, hereinafter referred to as "PRINCIPAL" and Harco National Insurance Company, a surety company authorized to do business in the State of Florida hereinafter referred to as "SURETY," are held and firmly bound unto the Town of Hilliard, Florida, hereinafter referred to as "TOWN," in the sum of ONE HUNDRED SIXTY FIVE THOUSAND SEVEN HUNDRED SEVENTY DOLLARS AND 03/100 US Dollars (\$165,770.03) for the payment of which we bind ourselves, heirs, executors, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, PRINCIPAL has constructed certain improvements, including but not limited to, streets, curbs, storm drains, water, sewer system and other appurtenances in that certain development described as Whisper Ridge; and

WHEREAS, pursuant to the Town of Hilliard Code, the aforesaid improvements were made pursuant to certain plans and specifications dated 9-14-2021, and filed with the TOWN; and

WHEREAS, PRINCIPAL is obligated to protect the TOWN against any defects resulting from faulty materials or workmanship of said improvements and to maintain said improvements for a period of one (1) year from July 15th, 2023.

NOW, THEREFORE, the condition of this obligation is such that if PRINCIPAL shall promptly and faithfully protect the TOWN against any defects and correct any defects resulting from faulty materials or workmanship of the aforesaid improvements and maintain said improvements for a period of one (1) year from July 15th, 2023, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

The TOWN shall notify the PRINCIPAL in writing of (1) any defect for which the PRINCIPAL is responsible and (2) any item that is not properly maintained and shall specify in said notice a reasonable period of time within which PRINCIPAL shall have to correct said defect or properly maintain said item.

The SURETY unconditionally covenants and agrees that if the PRINCIPAL fails to perform within the time specified, the SURETY, upon forty-five (45) days written notice from the TOWN, or its authorized agent or officer, of the default will forthwith correct such defect or defects, perform the required maintenance and pay all TOWN costs related hereto, including, but not limited to, engineering costs, legal fees (including attorney fees on appeal) and contingent costs. Should the SURETY fail or refuse to correct said defects and perform the required maintenance, the TOWN, in view of the public interest, health, safety and welfare factors involved, and the consideration in approving and filing the said development, shall have the right to resort to any and all legal remedies against the PRINCIPAL and SURETY, both at law and in equity, including, including specifically, specific performance, to which the PRINCIPAL and SURETY unconditionally agree.

The PRINCIPAL and SURETY further jointly and severally agree that the TOWN, at its option, shall have the right (1) to correct said defects and (2) to perform the required maintenance in case the PRINCIPAL shall fail or refuse to do so, and in the event the TOWN should exercise and give effect to such right, the PRINCIPAL and the SURETY shall be jointly and severally obligated hereunder to reimburse the TOWN the total cost thereof,



including, but not limited to, construction costs, engineering costs, legal fees (including attorney fees on appeal) and contingent costs, together with any damages either direct or consequential, which may be sustained on account of the failure of the PRINCIPAL to correct said defects.

IN WITNESS WHEREOF, the PRINCIPAL and the SURETY have executed these presents this 15th day of July, 2023.

LGI Homes – Florida, LLC Principal

By: [Signature]

Its: Charles Merdian, Chief Financial Officer

ATTEST:

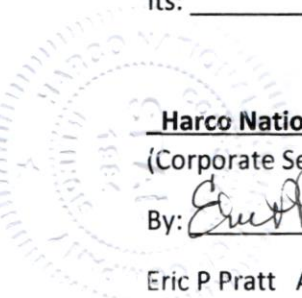
By: [Signature]  
(If a Corporation)

Its: \_\_\_\_\_

Harco National Insurance Company Surety  
(Corporate Seal)

By: [Signature]

Eric P Pratt Attorney-In-Fact



WITNESSES:

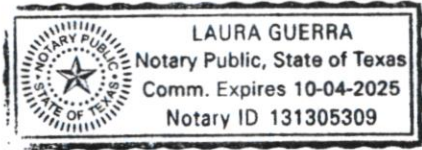
[Signature]  
Grace J. Gray

Note: Attach Power of Attorney to this Bond

Texas montgomery  
STATE OF ~~FLORIDA~~ (COUNTY OF ~~NASSAU~~)

PERSONALLY APPEARED before me, the undersigned authority, Charles Merdian  
(PRINCIPAL) who executed the foregoing instrument and is personally known by me or who has produced his/her driver's license as identification and who did/did not take an oath, and who acknowledged before me that he/she executed the same for the uses and purposes therein expressed.

WITNESS my hand and official seal in the County and State last aforesaid, this 14<sup>th</sup> day of July, 2023.



**POWER OF ATTORNEY**

Bond # 0842134

ITEM-6

**HARCO NATIONAL INSURANCE COMPANY  
INTERNATIONAL FIDELITY INSURANCE COMPANY**

Member companies of IAT Insurance Group, Headquartered: 4200 Six Forks Rd, Suite 1400, Raleigh, NC 27609

**KNOW ALL MEN BY THESE PRESENTS:** That **HARCO NATIONAL INSURANCE COMPANY**, a corporation organized and existing under the laws of the State of Illinois, and **INTERNATIONAL FIDELITY INSURANCE COMPANY**, a corporation organized and existing under the laws of the State of New Jersey, and having their principal offices located respectively in the cities of Rolling Meadows, Illinois and Newark, New Jersey, do hereby constitute and appoint

**ERIC P. PRATT, GRACE J. GRAY, KATHLEEN M. O'BRIEN, DONNA M. BISHOP**

North Adams, MA

their true and lawful attorney(s)-in-fact to execute, seal and deliver for and on its behalf as surety, any and all bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof, which are or may be allowed, required or permitted by law, statute, rule, regulation, contract or otherwise, and the execution of such instrument(s) in pursuance of these presents, shall be as binding upon the said **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY**, as fully and amply, to all intents and purposes, as if the same had been duly executed and acknowledged by their regularly elected officers at their principal offices.

This Power of Attorney is executed, and may be revoked, pursuant to and by authority of the By-Laws of **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY** and is granted under and by authority of the following resolution adopted by the Board of Directors of **INTERNATIONAL FIDELITY INSURANCE COMPANY** at a meeting duly held on the 13th day of December, 2018 and by the Board of Directors of **HARCO NATIONAL INSURANCE COMPANY** at a meeting held on the 13th day of December, 2018.

"**RESOLVED**, that (1) the Chief Executive Officer, President, Executive Vice President, Senior Vice President, Vice President, or Secretary of the Corporation shall have the power to appoint, and to revoke the appointments of, Attorneys-in-Fact or agents with power and authority as defined or limited in their respective powers of attorney, and to execute on behalf of the Corporation and affix the Corporation's seal thereto, bonds, undertakings, recognizances, contracts of indemnity and other written obligations in the nature thereof or related thereto; and (2) any such Officers of the Corporation may appoint and revoke the appointments of joint-control custodians, agents for acceptance of process, and Attorneys-in-fact with authority to execute waivers and consents on behalf of the Corporation; and (3) the signature of any such Officer of the Corporation and the Corporation's seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto, such signature and seals when so used whether heretofore or hereafter, being hereby adopted by the Corporation as the original signature of such officer and the original seal of the Corporation, to be valid and binding upon the Corporation with the same force and effect as though manually affixed."

IN WITNESS WHEREOF, **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY** have each executed and attested these presents on this 31st day of December, 2022



STATE OF NEW JERSEY  
County of Essex

*Kenneth Chapman*

Executive Vice President, Harco National Insurance Company  
and International Fidelity Insurance Company

STATE OF ILLINOIS  
County of Cook



On this 31st day of December, 2022, before me came the individual who executed the preceding instrument, to me personally known, and, being by me duly sworn, said he is the therein described and authorized officer of **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY**; that the seals affixed to said instrument are the Corporate Seals of said Companies; that the said Corporate Seals and his signature were duly affixed by order of the Boards of Directors of said Companies.



IN TESTIMONY WHEREOF, I have hereunto set my hand affixed my Official Seal, at the City of Newark, New Jersey the day and year first above written.

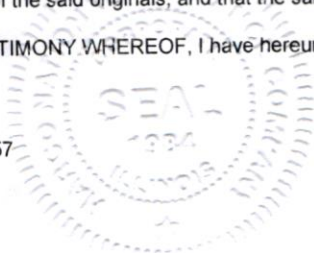
*Shirelle A. Outley*

Shirelle A. Outley a Notary Public of New Jersey  
My Commission Expires April 4, 2023

**CERTIFICATION**

I, the undersigned officer of **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY** do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Sections of the By-Laws of said Companies as set forth in said Power of Attorney, with the originals on file in the home office of said companies, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect.

IN TESTIMONY WHEREOF, I have hereunto set my hand on this day, July 15, 2023



*Irene Martins*

Irene Martins, Assistant Secretary





5-17-2024

Whisper Ridge year end maintenance bond inspection.

Decision was made to put off curb and sidewalk repairs other than specifically listed below until all homes are built. At build out, TOH and LGI will reinspect the project for repairs.

The maintenance bond (#0842134) of \$165,177.03 will be reduced to \$35K and remain in place until build out of homes and any noted repairs completed.

Items agreed upon to repair at this time are as follows:

1. Install correct generator plug on the lift station panel to match TOH needs.
2. Repave intersection at Whisper Way and Whippoorwill Court.
3. Install riser on FH at 37418 Whisper Way and expose valve pad.
4. Replace sections of sidewalk broken at Tot Lot (tract "F").
5. Fill in hole under sidewalk on Whisper way adjacent to tract "G".
6. Replace street sign on Wardier Lane to correct spelling.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Ed Kassik', with a long horizontal line extending to the right.

Ed Kassik

Ed Kassik Land Development Manager LGI Homes - Florida, LLC  
2601 West Lake Mary Blvd Suite 105  
Lake Mary, FL 32746  
[ekassik@lgihomes.com](mailto:ekassik@lgihomes.com)

**Lee Anne Wollitz**

**From:** Ed Kassik <ed.kassik@lgihomes.com>  
**Sent:** Friday, June 14, 2024 1:19 PM  
**To:** Lee Anne Wollitz  
**Cc:** lbrantley@floridainf.com; Brian Boyd (bboyd@floridainf.com); Brian Martin; Sam Civil  
**Subject:** RE: Whisper Ridge year end maintenance

Thanks Lee Anne, we are good with the suggested amount. We would need a letter from the Town for the reduction to send our bond company. Please refer to the bond number on the letter.

**Ed Kassik****Land Development Manager**

M: 407-452-7871

ed.kassik@lgihomes.com | [www.lgihomes.com](http://www.lgihomes.com)

CELEBRATING 20 YEARS OF CHANGING LIVES  
 OVER 50,000 FAMILIES MOVED-IN

**From:** Lee Anne Wollitz <lwoollitz@townofhilliard.com>  
**Sent:** Friday, June 14, 2024 1:14 PM  
**To:** Ed Kassik <ed.kassik@lgihomes.com>  
**Cc:** lbrantley@floridainf.com; Brian Boyd (bboyd@floridainf.com) <bboyd@floridainf.com>; Brian Martin <brian.martin@lgihomes.com>; Sam Civil <sam.civil@lgihomes.com>  
**Subject:** RE: Whisper Ridge year end maintenance

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

All,

The Town council met last night for a workshop. We discussed the curb standard and the bond reduction.

They are good with the standard put forth by Larry.

A couple of them suggested a 75% reduction of the bond to \$41,294.26

I will bring the Town Clerk into the loop and see about timing of Bond Reduction as well as road dedication.

Please reach out if you have concerns or questions.

Regards,

*Lee Anne Wollitz*

Land Use Administrator

Town of Hilliard

## RELEASE OF COMPLETION BOND

This Release of Performance Bond (the "Release") is hereby presented by the Town of Hilliard, Florida, to LGI Homes- Florida, LLC, (the "Principal"), and Harco National Insurance Company, (the "Surety Company") Bond No. 0829110, as of this 15<sup>th</sup> day of July 2023.

WHEREAS, Principal and Surety Company have posted a Completion Bond for the improvements, installations, and lot improvements (the "improvements") required by the applicable Ordinances of the Town of Hilliard, and the Planning and Zoning Board of the Town of Hilliard (the "Board") for the development of Whisper Ridge, and,

WHEREAS, the Town of Hilliard has received a Letter of Compliance from the responsible design professional representing that all improvements have been constructed and installed in compliance with all requirements, standards and specifications of the applicable Ordinances of the Town of Hilliard and the Board:

WHEREAS, the Town of Hilliard has accepted a one-year Maintenance Bond beginning on this 15<sup>th</sup> day of July 2023.

NOW THEREFORE, the Completion Bond issued for the above indicated Improvements is hereby released.

### TOWN OF HILLIARD, FLORIDA

By: 

Printed: Lisa Purys

Title: Town Clerk



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: July 18, 2024

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

SUBJECT: Town Council approval of Septic Tank Exception Application No. 20240625, Parcel ID No. 17-3N-24-2020-0023-0050, Property Owner, Bobby Franklin.

---

#### **BACKGROUND:**

In June 2024 Mr. Franklin submitted a Development Investigation Application. At that time, it was determined that the property would need a Nassau County permitted raised mound septic system to add 2 dwelling units. The property is approx. 2,000 feet from the closest Town serviced wastewater connection point (Cedar Haven LS).

#### **FINANCIAL IMPACT:**

None.

#### **RECOMMENDATION:**

Based on the findings of the Development Investigation Application, The Public Works Department recommends approval of the Septic Tank Exception for Bobby Franklin with one condition.

1. Public works and/or the Land Use Administrator must approve proposed/staked out location of drain field before soil testing. If location is moved due to test results a second location approval is needed prior to installation of drain field.



# Town of Hilliard Septic Tank Exception Application

**FOR OFFICE USE ONLY**

File # 20240625

Application Fee: \$250

Filing Date: 6/25/24 by: CE #451 AH

Acceptance Date: \_\_\_\_\_ by: \_\_\_\_\_

**A. PROJECT**

1. Project Name: \_\_\_\_\_
2. Address of Subject Property: Lot 5 Kristie Circle N.
3. Parcel ID Number(s): 17-3N-24-2020-0023-0050
4. Existing Use of Property: \_\_\_\_\_
5. Future Land Use Map Designation: \_\_\_\_\_
6. Zoning Designation: R-3
7. Acreage: \_\_\_\_\_

**B. APPLICANT/CONTRACTOR\***

1. Applicant's Status  Owner (title holder)  Agent
2. Name of Applicant(s) or Contact Person(s): Bobby FRANKLIN Title: Pres  
 Company (if applicable): B.Y. FRANKLIN PROPERTIES  
 Mailing address: RD BOX 878  
 City: HILLIARD State: FL ZIP: 32046  
 Telephone: ( ) 813-3510 FAX: ( ) \_\_\_\_\_ e-mail: FRANKLIN PROPERTIES @ WINDSTREAM.NE.FL

**3. Contractor:**

- Name of Contractor: Taylor Construction
- Company (if applicable): \_\_\_\_\_
- Mailing address: \_\_\_\_\_
- City: HILLIARD State: FL ZIP: 32046
- Telephone: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_ e-mail: \_\_\_\_\_

\* Must provide executed Property Owner Affidavit authorizing the agent to act on behalf of the property owner.



C. ATTACHMENTS (One copy plus one copy in PDF format)

1. Site Plan including but not limited to:
  - a. Name, location, owner, and designer of the proposed development.
  - b. Vicinity map - indicating general location of the site and all abutting streets and properties.
  - c. Statement of Proposed Uses.
  - d. Location of the site in relation to adjacent properties, including the means of ingress and egress to such properties and any screening or buffers along adjacent properties.
  - e. Date, north arrow, and graphic scale (not to exceed one (1) inch equal to fifty (50) feet).
  - f. Area and dimensions of site.
  - g. Location of all property lines, existing right-of-way approaches, sidewalks, curbs, and gutters.
  - h. Access and points of connection to utilities (electric, potable water, sanitary sewer, gas, etc.).
  - i. Structures and major features – fully dimensioned – including setbacks, distances between structures, floor area, width of driveways and lot coverage.
  - j. Required buffers.
  - k. Location of existing trees, identifying any trees to be removed.
2. Legal description with tax parcel number.
3. Warranty Deed or other proof of ownership.

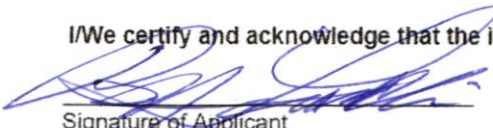
D. FEE

1. \$250.00

*No application shall be accepted for processing until the required application fee is paid in full. Any fees necessary for technical review or additional reviews of the application by a consultant will be billed to the applicant at the rate of the reviewing entity. The invoice shall be paid in full prior to any action of any kind on the development application.*

**All 3 attachments are required for a complete application. A completeness review of the application will be conducted within fourteen (14) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.**

I/We certify and acknowledge that the information contained herein is true and correct to the best of my/our knowledge:



Signature of Applicant

Signature of Co-applicant

Bobby Franklin

Typed or printed name and title of applicant

Typed or printed name of co-applicant

6-25-20

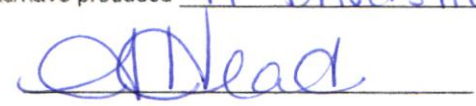
Date

Date

State of Florida County of NASSAU

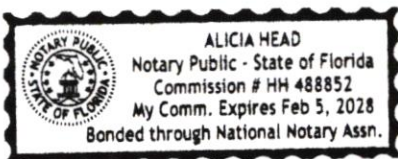
The foregoing application is acknowledged before me this 25 day of June, 2021 by me, Franklin, who is/are personally known to me, or who has/have produced FL Drivers license as identification.

NOTARY SEAL

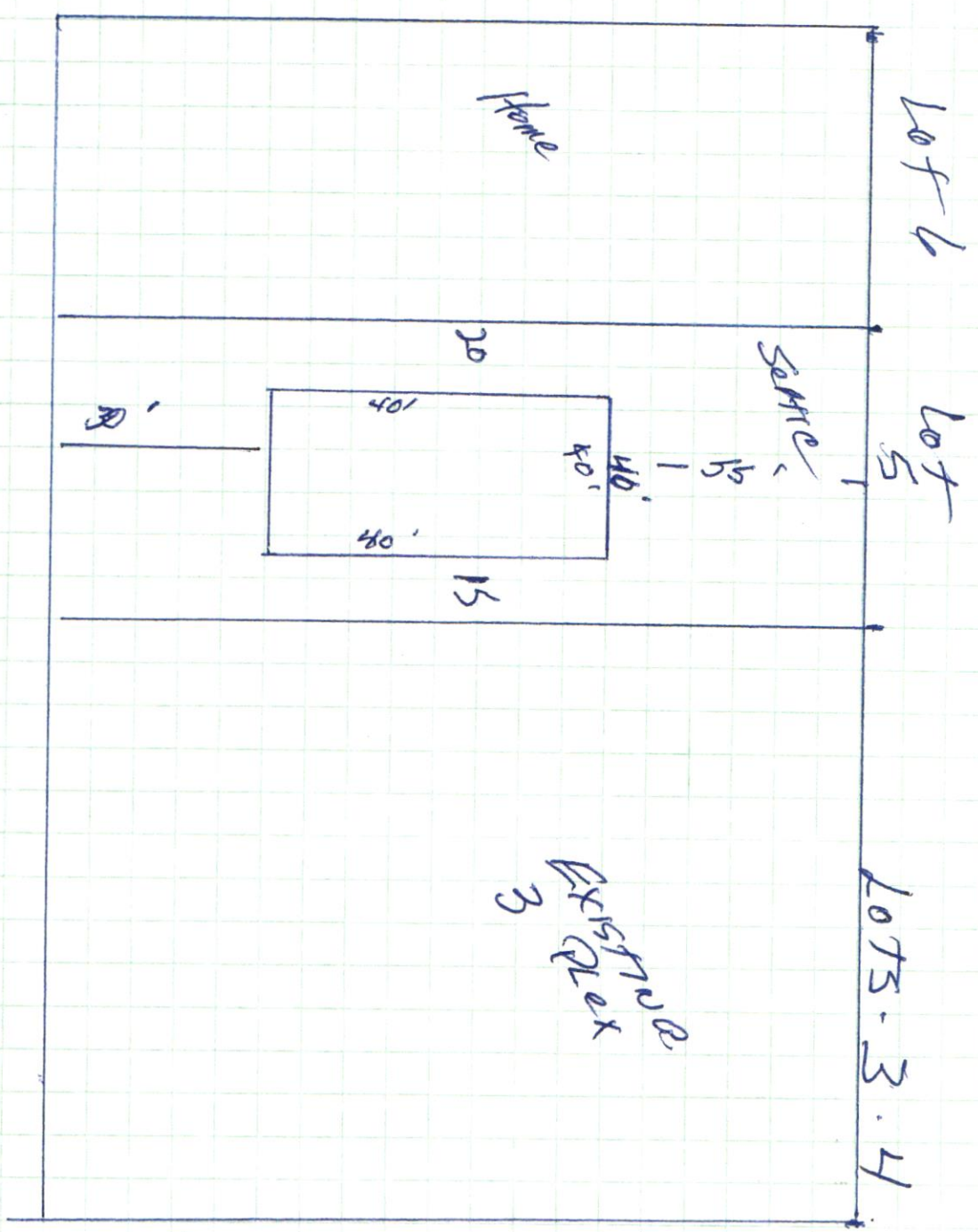


Signature of Notary Public, State of Florida

Town of Hilliard ♦ 15859 West CR 108 ♦ Hilliard, FL 32046 ♦ (904) 845-3555







Tract 17-30-24-2026-0023-0050

Lot 5- Kristie Piper  
27081 Kristie Piper

June 25, 2024

Town of Hilliard, City Council

Subj Septic tank exception for Lot 5 Kristie Circle North.

It is my desire to build 1 duplex consisting of 2 1-bedroom apartments on Lot 5. I would like a septic tank exception for this property.

I have city water to this location.

As I own 1 home, and 1 triplex starting at lot 3 and ending at lot 6 and it is a private road I find that the only person that maintains the road is my company.

This approval will allow for affordable handicap housing at an affordable rental rate. By having 1-bedroom units this will reduce the amount of auto traffic to these units. There is urgent need for this type of units in Hilliard.

Your consideration and approval of this exception will be greatly appreciated.



Bobby Franklin



# Town of Hilliard Development Investigation Application

627

ITEM-7

**FOR OFFICE USE ONLY**

File # 20240621

Application Fee \$ 100<sup>00</sup>

Filing Date: 6/21/24 By: [Signature]

Acceptance Date: \_\_\_\_\_ By: \_\_\_\_\_

**A. PROJECT**

- Address of Subject Property: 27081 Kristie Circle N. / Lot 5 75 X 125
- Parcel ID Number(s): 17-3N-24-2020-0023-0051
- Acreage of Project: 0.47 (75' X 125')

**B. APPLICANT**

- Name of Applicant(s) or Contact Person(s): Bobby Franklin Title: Pres.  
Company (if applicable): B-Y. Franklin Properties Inc  
Mailing address: P.O. BOX 878  
City: Hilliard State: FL ZIP: 32048  
Telephone: (904) 88-3510 FAX: ( ) e-mail: Franklin Properties @ WINDSTREAM.net

**C. ATTACHMENTS, if available** (One copy, no larger than 8 1/2 x 11)

- Site Plan of proposed development
- Survey of proposed development
- Design of the proposed of development
- Vicinity map - indicating general location of the site and all abutting streets and properties (\*Required)
- Statement of proposed development

**D. APPLICATION FEE**

- \$100 plus \$20 per acre

**FOR OFFICE USE ONLY DO NOT WRITE BELOW THIS LINE (REVIEWS ARE COMPLETED WITHIN 14 DAYS)**

Zoning R-3 Reviewed By: [Signature] / FLUM - Med. Density

Water Service Available yes Location of Service 2" pvc on Kristie Circle (top for each dr)

Improvements Required for Water Service none Reviewed By: JH

Sewer Service Available no Location of Service >2,000 feet away @ Cedar Haven

Improvements Required for Sewer Service Septictank excp. w/TC Reviewed By: JH

Access onto Public Right of Way or Approved Private Road X Paved Road \_\_\_\_\_ Unpaved Road [Signature]

Improvements Required for Access none Reviewed By: [Signature] JH

Temporary Culvert needed during construction? Y \_\_\_\_\_ N Y Location? \_\_\_\_\_



**Lee Anne Wollitz**

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**From:** Joel Hall  
**Sent:** Friday, June 21, 2024 3:04 PM  
**To:** Lee Anne Wollitz; Cory Hobbs  
**Cc:** Dawn Carroll  
**Subject:** RE: Development Investigation Kristie Circle

Seems appropriate to me:

Nearest sewer connection is ~2,000 away (Cedar Haven LS).  
There is existing 2" PVC water line looped on Kristie Circle off of 6" water main in 108.

Joel G Hall, P.E.  
Director Public Works Department  
Town of Hilliard  
PO Box 249  
15859 West CR 108  
Hilliard, FL 32046  
904.727.8155 Mobile

[www.townofhilliard.com](http://www.townofhilliard.com)



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**From:** Lee Anne Wollitz <lwollitz@townofhilliard.com>  
**Sent:** Friday, June 21, 2024 2:39 PM  
**To:** Joel Hall <jhall@townofhilliard.com>; Cory Hobbs <chobbs@townofhilliard.com>  
**Cc:** Dawn Carroll <kdcarroll@townofhilliard.com>  
**Subject:** Development Investigation Kristie Circle

Public Works,

We have received a development Investigation for Lot 5 at Kristie Circle.  
The Property owner is hoping to add a two-family dwelling unit on the property.  
Kristie Circle is a private roadway.  
It is the hope of the builder to have 2 water hookups and one septic tank as these will be rental properties.  
I informed them that only you could decide if that was appropriate.  
I have attached the file.  
Please reach out if you have any questions.



# AGENDA ITEM REPORT

## TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: July 18, 2024

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

SUBJECT: Town Council approval of the position process for Kimberly Corbett to transition into the Lead Administrative Assistant position.

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**BACKGROUND:**

See attached.

**FINANCIAL IMPACT:**

TBD

**RECOMMENDATION:**

Town Council approval of the position process for Kimberly Corbett to transition into the Lead Administrative Assistant position.

**TOWN OF HILLIARD  
TOWN CLERK'S OFFICE  
Position Transition Process**

Regular Meeting: July 15, 2024

Employee: Kimberly Corbett  
171744 Bay Road  
Hilliard, FL 32046

Date Hired: August 4, 2014  
Current Position: Administrative Assistant  
Current Pay Rate: Grade 4 / Step 6  
\$22.83 per hour / \$47,486.40 Annually

Date Status Change: July 15, 2024  
New Proposed Position: Lead Administrative Assistant  
New Proposed Pay Rate: Grade 5 / Step 5  
\$25.64 per hour / \$53,331.20

**Position Requirements:**

**Position Information:**

- This position would oversee the Town Clerk's staff members during the absence of the Town Clerk.
- This position would always be responsible for training and oversight of the front office staff, bringing any items that arise before the Town Clerk.
- This position will train under and take over the Building Permit Process upon the retirement of long-term employee Myra Cockerham.
- This position will work closely with the Public Works Department and Land Use Administrator as it pertains to development.
- In addition to Building Permits this position will be responsible for overseeing the duties of Cash Collections, Accounts Receivable, Utility Billing, AMI System Monitoring, Business Tax Receipts.
- Attached New Position Description list additional information.



## 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.*

### Lead Administrative Assistant

**Department:** Town Clerk  
**Pay Grade:** 5  
**FLSA Status:** Non-Exempt

#### JOB SUMMARY

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

#### ESSENTIAL JOB FUNCTIONS:

##### **Customer Service:**

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

##### **Administrative:**

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

- Monitors and stays current with technology and practices related to the Town Clerk's Office functions.
- Assist with special projects assigned by the Town Clerk to achieve the Town's long- and short-term goals.
- Prepare and maintain all records management activities including file maintenance with adherence to records retention schedule of Town records and e-mails.
- Ensure that all official Town documents are maintained in an accurate system for cross-file of Town Council actions.
- Always proof and edit all work for accuracy.
- Maintain department files for use by self and others in department.
- Prepare or follow up on requests from the Town Clerk.
- Prepare or follow up on requests from the Mayor & Town Council Members.
- Prepare or follow up on requests from the Public Works Director.
- Prepare or follow up on requests from the Parks & Recreation Director.
- Perform designated duties of the Town Clerk in the Clerk's absence, including certifying documents for Town personnel and public upon request.
- Oversee Town office staff and the work being performed by front office staff daily.
- Oversee the maintenance and updating of the Town's social media and website.

**Building & Zoning:**

- Prepare and maintain all building permits for Building Inspector, including coordination of inspections, physical addressing, and submittal to various departments for approval, finalization, and certificate of occupancy.
- Assist the public with zoning inquiries and zoning applications as needed.
- Prepare and maintain all Building Department reports for other agencies including NCPA.
- Review reports quarterly for revenue accounts for all building permits and related revenues for accuracy.
- Obtain and maintain up to date knowledge of changing laws and requirements as they pertain to the building department.
- Maintain and update all Town fee schedules as they pertain to building and/or zoning.
- Assist customers with building permit process and applications.
- Assist Code Enforcement Officer with various information and lien letter information request forms.
- Provide Nassau County Chamber of Commerce with current monthly and prior year construction permit record request.
- Assist Land Use Administrator with property and customer information.
- Maintain all building permit files as per records management requirements.
- Maintain files of past zoning action as per records management requirements.
- Prepare quarterly surcharge payment request for accounts payable and process online submittal within the month following the quarter ending month.
- Assist Fire Marshal with various information and permit plans review.
- Input Contractor information in Incode software under contracts.

**Utility System:**

- Oversee to ensure that the AMI System for utility billing is being maintained for daily checking of red flags on account and assist others when needed with any issues that need to be resolved.
- Oversee billing errors list, indicating errors and oversee those corrections are made



prior to processing billing register. Oversee that notes are made on zero consumption if property is vacant.

- Oversee that the utility billing is computed, and billing register has been processed, and reviewed and signed off on prior to mailing customer bills.
- Authorize all accounts receivable adjustments (review, approve and sign billing adjustments).
- Review and sign all daily deposits.

#### **Miscellaneous Duties:**

- Maintain and update Town street maps and be able to assist with Town Limits maps for other government organization (Census, Supervisor of Elections, 911 Mapping & Addressing, Property Appraiser, Tax Collector, etc.)
- Maintain and provide assistance with street lighting upon request or necessity.
- Maintain key log and key box for Town facilities and equipment.
- Assist in coordination of special events/projects.
- Ability to take on additional municipal duties as required.

#### **Other Duties and Responsibilities:**

- Provide backup to other staff members as needed.
- Provide backup with Business Tax Receipts as needed.
- Provide backup to Accounts Payable as needed.
- Provide backup to the Utility Department as needed.
- Provide backup to Accounts Receivable as needed.
- Perform computer operation activities for other departments.

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

#### **MINIMUM REQUIREMENTS TO PERFORM WORK:**

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

#### **LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid State of Florida Driver's License
- Florida Certified Records Manager (FCRM) – Florida Records Management Association.
- Permit Tech Training – Building Officials Association of Florida (BOAF)
- Membership – Florida Association of City Clerks (FACC)

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

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

- Skills in verbal and written communication.
- Ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions.
- Ability to work independently with minimal supervision.
- Ability to deal courteously with the general public; establish and maintain effective relationships with employees, supervisors, administrators, and other Town personnel.
- Ability to organize and accomplish work responsibilities and tasks.

**PHYSICAL DEMANDS:**

Work consists of sedentary work, which requires exerting up to 10 pounds of force occasionally and/or 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 workstation. Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**WORK ENVIRONMENT:**

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

**CONDITIONS OF EMPLOYMENT:**

Offer of employment is contingent upon the following: an interview of references and previous employers; satisfactory results of a background 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: July 18, 2024

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

SUBJECT: Town Council approval of the position process for Alicia Head to transition into the Administrative Assistant – Information & Events Coordinator position.

---

**BACKGROUND:**

See attached.

**FINANCIAL IMPACT:**

NA

**RECOMMENDATION:**

Town Council approval of the position process for Alicia Head to transition into the Administrative Assistant – Information & Events Coordinator position.

**TOWN OF HILLIARD  
TOWN CLERK'S OFFICE  
Position Transition Process**

Regular Meeting: July 15, 2024

Employee: Alicia Head  
273243 Murrhee Road  
Hilliard, FL 32046

Date Hired: July 26, 2021  
Current Position: Administrative Assistant  
Current Pay Rate: Grade 4 / Step 3  
\$20.47 per hour / \$42,577.60 Annually

Date Status Change: July 15, 2024  
New Proposed Position: Administrative Assistant – Information & Events Coordinator  
New Proposed Pay Rate: Same as Above  
FY 2023/2024 Grade & Step Increase  
\$3.56 per hour / \$7,404.80 Annually

**Position Requirements:**

**Position Information:**

- This position would be responsible for the following:  
Monitoring the AMI System daily.  
Utility Billing Monthly.  
Business Tax Receipts Annually.  
Back up and support daily Cash Collections.  
Co-Chair to the Hilliard Action Committee.  
Oversee the Town's Social Media.  
Provides general and emergency information to the public.  
Plan and Oversee Town Events following Council approval.
- Attached New Position Description list additional information.



## 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.

### Administrative Assistant – Information & Events Coordinator

**Department:** Town Clerk  
**Pay Grade:** 4  
**FLSA Status:** Non-Exempt

#### JOB SUMMARY

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

#### ESSENTIAL JOB FUNCTIONS:

##### **Customer Service:**

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

##### **Administrative:**

- Prepare service orders upon request or necessity in the system and final in system upon completion.
- Provide Notary Services.
- Research and furnish data to the public in accordance with the Public Records Laws.
- Conduct business with other municipalities, state and federal agencies as directed by the Town Clerk.
- Under the guidance of the Town Clerk, develops standard operating procedures and department policies.

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

**Utility System:**

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

**Business Taxes:**

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

Marshal to note additional business items that may require additional business tax to be paid.

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

#### **Public Information & Events:**

- Primary with the maintaining the Town's social media sites. Update and maintain all current information, upcoming information and creating information.
- Coordinate and plan all special events/projects.
- Prepare, Maintain, and keep currently updated and purged the Town's Hilliard Action Committee Agendas, Minutes, and events information.
- Responsible for all boil water notifications to critical commercial businesses, general customers, news outlets and social media.
- Update and keep current with upcoming Special Events on the Town of Hilliard advertisement board at the front entrance to the Council Chambers are updated and kept current.
- Update and keep current with upcoming Special Events on the Town bulletin board(s) outside at the front entrance to the Council Chambers, in the business office entry area (TV) and at the drive through payment window.
- Prior to scheduled office closure (holidays) or emergency weather or similar situations; prepare office closed flyer and post at business entrance.
- Oversee customer literature and information in the lobby are maintained and updated.
- Update and keep current Town/County information and Special Events on the Town's Website.
- Prior to and following Town Events prepare and submit Revenue & Expense Reports for Council review and approval.
- Prepare quarterly newsletters to be distributed through the Town's Water Bills and on the Town's Website.

#### **Miscellaneous Duties:**

- Oversee office equipment maintenance and troubleshoot equipment problems as needed.
- Ability to take on additional municipal duties as required.

#### **Other Duties and Responsibilities:**

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

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

#### **MINIMUM REQUIREMENTS TO PERFORM WORK:**

- High school diploma or equivalent.

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

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid State of Florida Driver's License.
- Registered as a Florida Notary Public.
- Certified – Local Government Communicator (FMCA) Florida Municipal Communicators Association
- Public Information Officer (POI) – Florida Division of Emergency Management
- Certified – Florida Association Business Tax Officials (FABTO)

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of computer data entry systems and word processing applications; Windows OS, Microsoft Office Suite, or other related programs deemed necessary.
- Knowledge of Florida Statutes.
- Knowledge of basic arithmetic operations.
- Skill in dealing with community groups and individuals.
- Skill in starting, stopping, operating, and monitoring the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.
- Skills in verbal and written communication.
- Ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions.
- Ability to work independently with minimal supervision.
- Ability to deal courteously with the general public; establish and maintain effective relationships with employees, supervisors, administrators, and other Town personnel.
- Ability to organize and accomplish work responsibilities and tasks.

**PHYSICAL DEMANDS:**

Work consists of sedentary work, which requires exerting up to 10 pounds of force occasionally and/or 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 workstation. Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**WORK ENVIRONMENT:**

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

**CONDITIONS OF EMPLOYMENT:**

Offer of employment is contingent upon the following: an interview of references and previous employers; satisfactory results of a background 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: July 18, 2024

FROM: *Lisa Purvis, MMC – Town Clerk*

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

---

### **BACKGROUND:**

I will send out position process on July 18, 2024, once I have reached out to make an offer of employment.

### **FINANCIAL IMPACT:**

TBD

### **RECOMMENDATION:**

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



## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable 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.*

### Administrative Assistant

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

#### **JOB SUMMARY**

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

#### **ESSENTIAL JOB FUNCTIONS:**

##### **Customer Service:**

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

##### **Administrative:**

- Prepare service orders upon request or necessity in the system and final in system upon completion.
- Assist with employee applications and background checks.
- Provide Notary Services after one year of employment.
- Research and furnish data to the public in accordance with the Public Records Laws.
- Conduct business with other municipalities, state and federal agencies as directed by the Town Clerk.
- Under the guidance of the Town Clerk, develops standard operating procedures and department policies.

- Monitors and stays current with technology and practices related to the Town Clerk's Office functions.
- Assist with special projects assigned by the Town Clerk to achieve the Town's long- and short-term goals.
- Ensure that all official Town documents are maintained in an accurate system for cross-file of Town Council actions.
- Always proof and edit all work for accuracy.
- Maintain department files for use by self and others in department.
- Prepare or follow up on requests from the Town Clerk.
- Prepare or follow up on requests from the Mayor & Town Council Members.
- Prepare or follow up on requests from the Public Works Director.
- Prepare or follow up on requests from the Parks & Recreation Director.

**Utility System:**

- Assist with maintaining the AMI System for utility billing. Daily checking for red flags on account and assisting with any issues that need to be resolved.
- Transfer customer accounts when customers move from one location to another.
- Close out customer accounts and process final bill in monthly billing or refund to accounts payable.
- Prepare and maintain all utility accounts and reports.
- Process billing adjustments upon review and signed approval from the Town Clerk.
- Assess late charges monthly and prepare and maintain late charge reports.
- Print and prepare late notices then prepare for mailing through the stuffer machine and send/take to post office the next morning.
- Assess the second late charge monthly and prepare and maintain a second late charge report.
- Prepare cut off list monthly for delinquent accounts and oversee services restored with payment.
- Prepare service orders upon request or necessity and upon completion input final information or outcome into customers' account.
- Reverse return checks on customer accounts upon receipt and send customer notice of return item.
- Collect and process bad debt and nonsufficient fund checks in accordance with the Utility Code Chapter 58.
- Set up new customer account information and apply new deposits to customer account.
- Promote bank draft to customers and set up all new bank draft customers.
- Assist "Help Agencies" with paying customer utility accounts and maintain payment records.
- Maintain a copy of the meter change out list with serial numbers, account number and readings on each meter and review for accuracy.
- Upon final billing on customer accounts maintain spreadsheet by fiscal year to verify if final payment is made, if final payment is not made, make every attempt possible to collect on outstanding balance (send collection letter, phone call and/or email advising customer of outstanding balance). The spreadsheet should contain all collection activity including date of balance and if paid date paid. Receive approval from Town Clerk prior to submitting for legal action.
- Follow the Utility Code Section 58 of the Hilliard Town Code regarding deceased accounts. Notify in writing 30 days following deceased notice that they have 90-days to comply.

- Follow the Utility Code Section 58 of the Hilliard Town Code regarding the transferring of delinquent customer balances to new accounts.
- Keep up to date records and knowledge of all utility fees.
- Track commercial hydrant usage & follow up with customers/contractors to ensure that deposit is received, usage is billed, and deposit is refunded if applicable.

**Cash Collection:**

- Input utility payments, building permits, business tax receipts and miscellaneous receipts daily and maintain cash drawer for balancing and accuracy.
- Check and apply payments from payment drop box daily.
- Assist customers with office, phone, and online credit card payments.
- Maintain revenue files with copies of checks and receipt and/or wire transfer remittance advice. Balance to general ledger quarterly.
- Prepare cash drawer, phones, drive through window and business door for open and close of business daily.
- Maintain cash drawer daily and print daily close report at 5pm daily for daily deposit at 9am next business day. On the first and second penalty dates for daily deposit made that same day at 5pm.
- Maintain and switch out external hard drive back up every Friday.

**Miscellaneous Duties:**

- Assist in coordination of special events/projects.
- Update and keep current with upcoming Town Meetings and ~~Special Events~~ on the Town of Hilliard advertisement board at the front entrance to the Council Chambers.
- Update and keep current with upcoming Town Meeting Agendas in the Council Chambers, and in the business office entry area (TV).
- Maintain and update customer literature and information in the lobby.
- Oversee office equipment maintenance and troubleshoot equipment problems as needed.
- Order and maintain office supplies and equipment as needed or requested. Stocking and distributing all items ordered to the appropriate location.
- Prepare and maintain monthly fuel tax reports, filing and submittals.
- Ability to take on additional municipal duties as required.

**Other Duties and Responsibilities:**

- Provide backup to other staff members as needed.
- Provide backup with Business Tax Receipts as needed.
- Provide backup to Accounts Payable as needed.
- Provide backup to the Building Department as needed.
- Perform computer operation activities for other departments.

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

**MINIMUM REQUIREMENTS TO PERFORM WORK:**

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

the requisite knowledge, skills, and abilities for this job.

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid State of Florida Driver’s License

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of computer data entry systems and word processing applications; Windows OS, Microsoft Office Suite, or other related programs deemed necessary.
- Knowledge of Florida Statutes.
- Knowledge of basic arithmetic operations.
- Skill in dealing with community groups and individuals.
- Skill in starting, stopping, operating, and monitoring the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.
- Skills in verbal and written communication.
- Ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions.
- Ability to work independently with minimal supervision.
- Ability to deal courteously with the general public; establish and maintain effective relationships with employees, supervisors, administrators, and other Town personnel.
- Ability to organize and accomplish work responsibilities and tasks.

**PHYSICAL DEMANDS:**

Work consists of sedentary work, which requires exerting up to 10 pounds of force occasionally and/or 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 workstation. Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**WORK ENVIRONMENT:**

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

**CONDITIONS OF EMPLOYMENT:**

Offer of employment is contingent upon the following: an interview of references and previous employers; satisfactory results of a background 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: July 18, 2024

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

SUBJECT: Town Council approval of the Town Clerk’s recommendation to fill the new Temporary Clerical Assistant position.

---

### **BACKGROUND:**

I will send out position process on July 18, 2024, once I have reached out to make an offer of employment.

### **FINANCIAL IMPACT:**

TBD

### **RECOMMENDATION:**

Town Council approval of the Town Clerk’s recommendation to fill the new Temporary Clerical Assistant position.





## Position Description

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

### Clerical Assistant – Temporary

**Department:** Town Clerk  
**Pay Grade:** 2  
**FLSA Status:** Non-Exempt

#### **JOB SUMMARY**

The purpose of this classification is to perform a variety of administrative and clerical work for the Town of Hilliard under the general supervision and direction of the Town Clerk. The position is designed to work directly and indirectly providing assistance and support to every department/employee within the Town Clerk's office. A person must be able to work independently with minimal supervision.

#### **ESSENTIAL JOB FUNCTIONS:**

- Provide customer service when needed.
- Assist with citizen complaints when needed.
- Assist in answer phone calls and greet customers on an as needed bases in a timely and accurately manner.
- Assist in directing complaints, correspondence, and inquiries for action to various departments at the Town Clerk's request.
- Assist in performing liaison work between the Town Council, Town Clerk, and public as may be directed.
- Assist with all clerical functions within the Town Clerk's office.
- Performs other related duties as assigned.
- Ability to take on additional municipal duties as required.

#### **Provide assistance and support to other staff members in the following areas:**

- Cash Collection when needed.
- Daily Deposit when needed.
- Daily Mail & Bank run when needed.
- Utility Department when needed.
- Business Tax Receipts when needed.
- Accounts Payable when needed.
- Financial & Payroll when needed.
- Building Department when needed.

- Accounts Receivable when needed.
- Perform computer operation activities for other departments.

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

**MINIMUM REQUIREMENTS TO PERFORM WORK:**

- High school students or High school diploma or equivalent.

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid State of Florida Driver's License

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of computer data entry systems and word processing applications; Windows OS, Microsoft Office Suite, or other related programs deemed necessary.
- Knowledge of Florida Statutes.
- Knowledge of basic arithmetic operations.
- Skill in dealing with community groups and individuals.
- Skill in starting, stopping, operating and monitoring the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.
- Skills in verbal and written communication.
- Ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions.
- Ability to work independently with minimal supervision.
- Ability to deal courteously with the general public; establish and maintain effective relationships with employees, supervisors, administrators, and other Town personnel.
- Ability to organize and accomplish work responsibilities and tasks.

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

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## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: July 18, 2024

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

SUBJECT: Town Council to review and accept the Land Use Administrator's Quarterly Report for April 1, 2024, through June 30, 2024.

---

#### **BACKGROUND:**

Summary of activities performed from April 1, 2024, through June 30, 2024.

#### **FINANCIAL IMPACT:**

None.

#### **RECOMMENDATION:**

Town Council to accept the Land Use Administrator's Quarterly Report.

**Land Use Administrator Lee Anne Wollitz**

**2<sup>nd</sup> quarter 2024 Report**

April-

- Publish 9 item agenda for Planning and Zoning Board with Public Hearing.
- Attend TC Meeting Present 1 Ordinance.
- Act as Minutes taker for TC Meeting.
- Attend WS and present 1 item and assist on 2 others.
- Attend TC meeting on 4.18- 2 items on agenda.
- Attended NC Eon Update Luncheon.
- Assist with Town of Hilliard Car Show.
- Several Developer meetings.
- Completed investigation into code violations.
- Assist with Resolution for Zoning Fees.
- Assist with Resolution for W and S fees and needed applications.
- Assist with Public Records Request.
- Work all regular Hours.
- Follow up on outstanding Applications, including Minor subdivision, Vol. Annexation, and others.
- Review/Sign all needed documents (61).
- Work with Code Enforcement to help resolve several cases.
- Assist with rewriting of LDR updates.
- Attend Teams meeting with Department Heads and County for Impact fees research.

May-

- Attend TC meeting Present 2 Resolutions.
- Set up and Run Power Point for Council workshop.
- Publish P and Z agenda (2) Items.
- Sign all required Documents (53)
- Set up time for Whisper Ridge Walk Through
- Work with Office Staff on collecting past due Development Invoices.
- Follow up of all applications including, PUD, Vol. Annexation, Dev Investigations, and others.
- Meet with Kings Crossing Team on project.
- Needed site visits
- Whisper Ridge site inspection
- Attend TC workshop and meeting 5.16.
- Attend WS 5.20
- Join American Planning Association, Florida Chapter
- Begin working on LOS
- Attend SRF conference call with Clerk

June-

Attend TC Infrastructure Workshop June 3.

- Set up and Run Power Point for Council workshop.
- Publish P and Z agenda (2) Items.
- Sign all required Documents (45)
- Set up time for Whisper Ridge Walk Through
- Work with Office Staff on collecting past due Development Invoices.
- Follow up of all applications including, PUD, Vol. Annexation, Dev Investigations, and others.
- Needed site visits
- Several developer meetings, Seda, Forestar, Franklin, Loyd.
- Attend TC workshop 6.13.2024 (present 3 items).
- Attend TC Regular Meeting 06.6.2024 (present 2 items)
- Attend TC Regular meeting 6.20.2024 (present 7 items)
- Attend NC Stake Holder Meeting 6.12.2024
- Call with Mittauer and JH concerning Greenbrier return notes and water/sewer reservation of space.
- Work with Alicia to begin LMS requirements.
- Work with Lisa and Christian on preparation of Ordinances 2024-04, 2024-06, 2024-07, 2024-08, 2024-09, 2024-10.



## **AGENDA ITEM REPORT TOWN OF HILLIARD, FLORIDA**

---

TO: Town Council Regular Meeting Meeting Date: July 18, 2024

FROM: ***Bryan Higginbotham – Building Official***

SUBJECT: Town Council to review and accept the Building Official’s Quarterly Report for April 1, 2024, through June 30, 2024.

---

### **BACKGROUND:**

Summary of activities performed from April 1, 2024, through June 30, 2024.

### **FINANCIAL IMPACT:**

None.

### **RECOMMENDATION:**

Town Council to accept the Building Official’s Quarterly Report.

ITEM-13

TASK	INCIDENT	PROPERTY	S	P	GROUP	USER	ORIG DATE	DUE DATE	RESOLUTION
8398-INSPECTION	7757-Z-PLB-FINAL	27020 MONTANA ST	C	1	BP	bhigg	5/15/24	5/16/24	5/15/24 APPROV
8399-INSPECTION	7758-Z-MEC-FINAL	27020 MONTANA ST	C	1	BP	bhigg	5/15/24	5/16/24	5/15/24 APPROV
8401-INSPECTION	7760-Z-ROOF FINAL	37191 S OAK ST	C	1	BP	bhigg	5/15/24	5/16/24	5/17/24 APPROV
8403-INSPECTION	7762-Z-ELE ROUGH	551690 US HWY 1	C	1	BP	bhigg	5/16/24	5/15/24	5/10/24 APPROV
8404-REINSPECTION	7753-Z-POOL FINAL	361927 PINE ST	C	1	BP	bhigg	5/16/24	11/12/24	5/17/24 APPROV
8405-INSPECTION	7763-Z-CULVERT FINAL	37800 OXFORD ST	C	1	BP	No Inspect	5/16/24	5/17/24	5/23/24 APPROV
8406-INSPECTION	7764-Z-FOUND	27138 BENT CREEK CIR	C	1	BP	bhigg	5/16/24	5/17/24	5/22/24 APPROV
8407-INSPECTION	7765-Z-CULVERT FINAL	37024 SOUTH OAK ST	C	1	BP	No Inspect	5/20/24	5/21/24	5/23/24 APPROV
8409-INSPECTION	7767-Z-CULVERT FINAL	S OAK ST	A	1	BP	No Inspect	5/20/24	5/21/24	
8410-INSPECTION	7768-Z-PLUMBING ROUG	37800 OXFORD ST	A	1	BP	bhigg	5/20/24	5/21/24	
8411-INSPECTION	7769-Z-UNDERGROUND	37800 OXFORD ST	C	1	BP	bhigg	5/20/24	5/21/24	5/22/24 APPROV
8412-INSPECTION	7770-Z-ELE-FINAL	551690 US HWY 1	C	1	BP	bhigg	5/22/24	5/23/24	5/22/24 FAILED
8413-REINSPECTION	7770-Z-ELE-FINAL	551690 US HWY 1	C	1	BP	bhigg	5/23/24	11/19/24	6/07/24 APPROV
8416-INSPECTION	7773-Z-ROOF FINAL	27384 W TENTH AVE	C	1	BP	bhigg	5/28/24	5/29/24	5/29/24 APPROV
8417-INSPECTION	7774-Z-FOOTINGS	37800 OXFORD ST	A	1	BP	bhigg	5/28/24	5/29/24	
8418-INSPECTION	7775-Z-FOUND	37800 OXFORD ST	C	1	BP	bhigg	5/28/24	5/29/24	
8421-INSPECTION	7778-Z-ROOF FINAL	37055 W FIRST ST	C	1	BP	bhigg	5/29/24	5/30/24	5/29/24 APPROV
8422-INSPECTION	7779-Z-BLD-FINAL	37413 WHISPER WAY	C	1	BP	bhigg	5/22/24	5/22/24	5/22/24 APPROV
8423-INSPECTION	7780-Z-MEC-FINAL	37001 CYPRESS LN	C	1	BP	bhigg	5/30/24	5/31/24	6/12/24 APPROV
8425-INSPECTION	7782-Z-BLD-FINAL	37437 WHISPER WAY	C	1	BP	bhigg	5/30/24	5/31/24	5/31/24 APPROV
8426-INSPECTION	7783-Z-ELE-FINAL	37437 WHISPER WAY	C	1	BP	bhigg	5/30/24	5/31/24	5/31/24 APPROV
8427-INSPECTION	7784-Z-MISC	27179 GARTH LN	V	1	BP	bhigg	5/31/24	6/03/24	
8428-INSPECTION	7785-Z-FOUND	37242 LEE ST	C	1	BP	bhigg	5/29/24	5/29/24	5/31/24 APPROV
8429-INSPECTION	7786-Z-ROOF FINAL	37142 SOUTHERN GLEN	C	1	BP	bhigg	5/31/24	6/03/24	5/31/24 APPROV
8431-INSPECTION	7788-Z-BLD-FINAL	37006 OXFORD ST	A	1	BP	bhigg	6/04/24	6/05/24	
8432-INSPECTION	7789-Z-PLB-FINAL	37006 OXFORD ST	C	1	BP	bhigg	6/04/24	6/05/24	6/05/24 APPROV
8433-INSPECTION	7790-Z-ELE-FINAL	37006 OXFORD ST	C	1	BP	bhigg	6/04/24	6/05/24	6/05/24 APPROV
8434-INSPECTION	7791-Z-MEC-FINAL	37006 OXFORD ST	C	1	BP	bhigg	6/04/24	6/05/24	6/05/24 APPROV



T A S K S T A T U S R E P O R T  
S U M M A R Y

ITEM-13

TASK	INCIDENT	PROPERTY	S	P	GROUP	USER	ORIG DATE	DUE DATE	RESOLUTION
8435-INSPECTION	7792-Z-POOL FINAL	27353 NEW FRONT ST	C	1	BP	bhigg	6/04/24	6/05/24	6/05/24 APPROV
8436-INSPECTION	7793-Z-ELE ROUGH	37405 OXFORD ST	C	1	BP	bhigg	6/05/24	6/06/24	6/19/24 APPROV
8437-INSPECTION	7794-Z-BLD-FINAL	37421 WHISPER WAY	C	1	BP	bhigg	5/31/24	5/31/24	5/31/24 APPROV
8438-INSPECTION	7795-Z-BLD-FINAL	37336 W SEVENTH ST	C	1	BP	bhigg	6/06/24	6/07/24	6/07/24 APPROV
8439-INSPECTION	7796-Z-PLB-FINAL	37336 W SEVENTH ST	C	1	BP	bhigg	6/06/24	6/07/24	6/07/24 APPROV
8440-INSPECTION	7797-Z-ELE-FINAL	37336 W SEVENTH ST	C	1	BP	bhigg	6/06/24	6/07/24	6/07/24 APPROV
8441-INSPECTION	7798-Z-MEC-FINAL	37336 W SEVENTH ST	A	1	BP	bhigg	6/06/24	6/07/24	
8442-INSPECTION	7799-Z-SHEATH	37800 OXFORD ST	C	1	BP	bhigg	6/06/24	6/07/24	6/12/24 APPROV
8443-INSPECTION	7800-Z-SIGN-FINAL	551758 US HIGHWAY 1	C	1	BP	bhigg	6/06/24	6/07/24	6/07/24 APPROV
8444-INSPECTION	7801-Z-MEC-FINAL	551690 US HWY 1	C	1	BP	bhigg	6/07/24	6/10/24	6/07/24 APPROV
8448-VOID	7805-Z-ROOF FINAL	37089 SOUTH OAK ST	C	1	BP	bhigg	6/10/24	3/22/24	
8449-INSPECTION	7806-Z-PLB-FINAL	37413 WHISPER WAY	C	1	BP	UNASSIGNED	6/10/24	6/11/24	5/22/24 APPROV
8450-INSPECTION	7807-Z-MEC-FINAL	37413 WHISPER WAY	C	1	BP	UNASSIGNED	6/10/24	6/11/24	5/29/24 APPROV
8451-INSPECTION	7808-Z-ELE-FINAL	37413 WHISPER WAY	C	1	BP	UNASSIGNED	6/10/24	5/22/24	5/22/24 APPROV
8452-INSPECTION	7809-Z-PLB-FINAL	37413 WHISPER WAY	C	1	BP	UNASSIGNED	6/10/24	5/22/24	5/22/24 APPROV
8454-INSPECTION	7811-Z-MISC	37091 OXFORD ST	C	1	BP	bhigg	6/11/24	6/12/24	6/12/24 APPROV
8455-INSPECTION	7812-Z-SHEATH	37242 LEE ST	C	1	BP	bhigg	6/11/24	6/12/24	6/12/24 APPROV
8456-INSPECTION	7813-Z-ROOF FINAL	27074 OHIO ST	C	1	BP	bhigg	6/12/24	6/13/24	6/14/24 APPROV
8459-INSPECTION	7816-Z-MISC	37375 WHISPER WAY	C	1	BP	No Inspect	6/13/24	6/14/24	6/13/24 APPROV
8460-INSPECTION	7817-Z-MISC	37397 WHISPER WAY	C	1	BP	UNASSIGNED	6/13/24	6/14/24	6/13/24 APPROV
8461-INSPECTION	7818-Z-MISC	37405 WHISPER WAY	C	1	BP	UNASSIGNED	6/13/24	6/14/24	6/13/24 APPROV
8462-INSPECTION	7819-Z-TAPOUT	37800 OXFORD ST	V	1	BP	bhigg	6/13/24	6/14/24	
8463-INSPECTION	7820-Z-ELE-FINAL	37207 CYPRESS ST	C	1	BP	bhigg	6/18/24	6/19/24	6/19/24 APPROV
8464-INSPECTION	7821-Z-MISC	37328 W SEVENTH ST	C	1	BP	bhigg	6/19/24	6/20/24	6/19/24 APPROV
8466-INSPECTION	7823-Z-MH-FINAL	27179 GARTH LN	C	1	BP	bhigg	6/24/24	6/25/24	6/26/24 FAILED
8467-INSPECTION	7824-Z-PLB-FINAL	27179 GARTH LN	A	1	BP	bhigg	6/24/24	6/25/24	
8468-INSPECTION	7825-Z-MEC-FINAL	27179 GARTH LN	A	1	BP	bhigg	6/24/24	6/25/24	
8469-INSPECTION	7826-Z-ELE-FINAL	27179 GARTH LN	A	1	BP	bhigg	6/24/24	6/25/24	

INC CODE: \* - All  
 TASK CODE: \* - ALL  
 STATUS: \* - All

USER: \* - All  
 GROUP: BP  
 PRIORITY: \* - All  
 TYPE: \* - All

ORIGINATION: 4/01/2024 THRU 6/30/2024  
 DUE: 0/00/0000 THRU 99/99/9999  
 RESOLUTION: 0/00/0000 THRU 99/99/9999

		-----PRIORITY-----										
		0	1	2	3	4	5	6	7	8	9	TOTAL
	ACTIVE		9									9
	CLOSED		100									100
	VOIDED		3									3
	SUSPENDED											
TOTALS			112									112

-----SEQUENCES-----		
TASK #		COUNT
7483		1
8290		1
8291		1
8297		1
8300		1
8301		1
8308		1
8312		1
8319		1
8320		1
8321		1
8322		1
8323		1
8328		1
8329		1
8331		1
8332		1
8334		1
8338		1
8341		1
8342		1
8343		1
8344		1
8345		1
8346		1
8347		1
8348		1
8349		1
8350		1
8351		1
8352		1
8353		1
8354		1
8355		1
8356		1
8357		1
8358		1

INC CODE: \* - All  
TASK CODE: \* - ALL  
STATUS: \* - All

USER: \* - All  
GROUP: BP  
PRIORITY: \* - All  
TYPE: \* - All

ORIGINATION: 4/01/2024 THRU 6/30/2024  
DUE: 0/00/0000 THRU 99/99/9999  
RESOLUTION: 0/00/0000 THRU 99/99/9999

-----SEQUENCES-----

TASK #	COUNT
8359	1
8360	1
8361	1
8363	1
8366	1
8367	1
8368	1
8369	1
8370	1
8371	1
8373	1
8375	1
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8401	1
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8406	1
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8412	1
8413	1
8416	1
8417	1
8418	1
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8423	1
8425	1
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8431	1
8432	1
8433	1
8434	1
8435	1
8436	1

INC CODE: \* - All  
TASK CODE: \* - ALL  
STATUS: \* - All

USER: \* - All  
GROUP: BP  
PRIORITY: \* - All  
TYPE: \* - All

ORIGINATION: 4/01/2024 THRU 6/30/2024  
DUE: 0/00/0000 THRU 99/99/9999  
RESOLUTION: 0/00/0000 THRU 99/99/9999

-----SEQUENCES-----

TASK #	COUNT
8437	1
8438	1
8439	1
8440	1
8441	1
8442	1
8443	1
8444	1
8448	1
8449	1
8450	1
8451	1
8452	1
8454	1
8455	1
8456	1
8459	1
8460	1
8461	1
8462	1
8463	1
8464	1
8466	1
8467	1
8468	1
8469	1
<u>TOTAL INCIDENTS</u>	<u>112</u>

SELECTION CRITERIA

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-----  
SEQUENCE

1ST SEQUENCE      Task #  
2ND SEQUENCE      None  
3RD SEQUENCE      None

-----  
TASK

INC CODE            \* - All  
CODE  
STATUS              \* - All  
TYPE                DOCUMENT

-----  
FORMAT

PAGE BREAK        NO  
TOTALS SUMMARY   YES  
FORMAT LEVEL      SUMMARY

-----  
ASSIGN

USER                \* - All  
GROUP              BP  
PRIORITY           \* - All  
TYPES               \* - All

-----  
DATES

ORIGINATION        4/01/2024 THRU 6/30/2024  
DUE                 0/00/0000 THRU 99/99/9999  
RESOLUTION        0/00/0000 THRU 99/99/9999

\*\* END OF REPORT \*\*

07/10/2024 10:49 AM  
 STATUS: ALL  
 SEGMENT CODES: All  
 FEE CODES: All

PROJECT PAYMENT REPORT

PROJECTS: THRU ZZZZZZZZZZ  
 PAYMENT DATES: 4/01/2024 TO 6/30/2024  
 SORTED BY: PROJECT

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PROJECT	PAY DATE	ISSUED TO	PROPERTY	TOTAL PAID	COMMENT
20230342	4/19/2024	ROASTED ROOSTER COFFEE CO, LLC	551690 US HWY 1	25.00CR	
20240054	4/04/2024	WALTON, VICTOR & DIANE	27138 BENT CREEK CIR	556.52CR	
20240055	4/26/2024	WOODS, DIANA	15808 CR 108	164.00CR	
20240071	4/19/2024	BY FRANKLIN PROPERTIES	27020 MONTANA ST	44.00CR	
20240076	4/16/2024	LGI HOMES - FLORIDA LLC	37346 WHISPER WAY	128.00CR	
20240077	4/16/2024	LGI HOMES - FLORIDA LLC	37362 WHISPER WAY	128.00CR	
20240078	4/16/2024	LGI HOMES - FLORIDA LLC	37354 WHISPER WAY	128.00CR	
20240080	5/14/2024	BROCK, TREVOR D	3754 CATHERINE ST	50.00CR	
20240094	4/16/2024	LGI HOMES - FLORIDA LLC	37375 WHISPER WAY	128.00CR	
20240095	4/16/2024	LGI HOMES - FLORIDA LLC	37397 WHISPER WAY	128.00CR	
20240096	4/16/2024	LGI HOMES - FLORIDA LLC	37405 WHISPER WAY	128.00CR	
20240098	4/26/2024	SCHAAK, GLIFFORD	37652 KINGS FERRY RD	50.00CR	
20240100	4/26/2024	MCLEAN, JOHN	37826 OXFORD ST	374.12CR	
20240102	4/03/2024	HADDEN, BARBARA	2799 LAKE DR	25.00CR	
20240103	4/03/2024	BENNETT, JENNIFER	3717 CATHERINE ST	136.50CR	
20240104	4/03/2024	FRANKLIN TIRE INC	551435 US HWY 1	44.00CR	
20240105	4/04/2024	LGI HOMES - FLORIDA LLC	37375 WHISPER WAY	124.00CR	
20240106	4/04/2024	LGI HOMES - FLORIDA LLC	37397 WHISPER WAY	124.00CR	
20240107	4/04/2024	LGI HOMES - FLORIDA LLC	37405 WHISPER WAY	124.00CR	
20240108	4/04/2024	LGI HOMES - FLORIDA LLC	37346 WHISPER WAY	124.00CR	
20240109	4/04/2024	LGI HOMES - FLORIDA LLC	37354 WHISPER WAY	124.00CR	
20240110	4/04/2024	LGI HOMES - FLORIDA LLC	37362 WHISPER WAY	124.00CR	
20240111	4/04/2024	LGI HOMES - FLORIDA LLC	37429 WHISPER WAY	124.00CR	
20240112	4/04/2024	LGI HOMES - FLORIDA LLC	37421 WHISPER WAY	124.00CR	
20240113	4/04/2024	LGI HOMES - FLORIDA LLC	37413 WHISPER WAY	124.00CR	
20240114	4/12/2024	ROWLAND BARBIE BLONDE SALON	551856 US HWY 1 107	2,281.50CR	
20240115	4/10/2024	HUTSON, TAKODA	27251 W FIRST AVE	104.00CR	
20240117	4/24/2024	RIVER OAK PROPERTY GROUP LLC	37380 W FOURTH ST	74.00CR	
20240118	4/16/2024	RIVER OAK PROPERTY GROUP LLC	37380 W FOURTH ST	72.50CR	
20240119	4/23/2024	LGI HOMES - FLORIDA LLC	37143 WHIPPOORWILL CT	9,317.12CR	
20240120	4/23/2024	LGI HOMES - FLORIDA LLC	37151 WHIPPOORWILL CT	9,231.10CR	
20240121	4/23/2024	LGI HOMES - FLORIDA LLC	37188 WHIPPOORWILL CT	9,378.17CR	
20240122	4/23/2024	LGI HOMES - FLORIDA LLC	37180 WHIPPOORWILL CT	9,317.12CR	
20240123	4/23/2024	LGI HOMES - FLORIDA LLC	37172 WHIPPOORWILL CT	9,161.72CR	
20240124	4/23/2024	LGI HOMES - FLORIDA LLC	37156 WHIPPOORWILL CT	9,067.37CR	
20240129	5/01/2024	ROSBROUGH, SHERRY	361927 PINE ST	44.00CR	
20240130	4/26/2024	CONNER, JOSHUA A JR	37405 OXFORD ST	119.00CR	
20240136	4/29/2024	LEINBACH, KIM	37001 CYPRESS LN	56.00CR	
20240138	5/22/2024	ALL SOUTHERN FIREWORKS	551525 US HWY 1	75.00CR	
20240139	4/24/2024	CLARK, SHAWN	37517 W FIRST ST	54.00CR	
20240140	4/30/2024	HERN, JOHN R	175783 BAY RD	124.00CR	
20240141	4/30/2024	LGI HOMES - FLORIDA LLC	37335 WHISPER WAY	49.00CR	
20240142	4/29/2024	LGI HOMES - FLORIDA LLC	37343 WHISPER WAY	44.00CR	
20240143	4/29/2024	LGI HOMES - FLORIDA LLC	37405 WHISPER WAY	44.00CR	

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PROJECT	PAY DATE	ISSUED TO	PROPERTY	TOTAL PAID	COMMENT
20240144	4/29/2024	LGI HOMES - FLORIDA LLC	37375 WHISPER WAY	44.00CR	
20240145	4/29/2024	LGI HOMES - FLORIDA LLC	37397 WHISPER WAY	44.00CR	
20240146	4/29/2024	LGI HOMES - FLORIDA LLC	37362 WHISPER WAY	44.00CR	
20240147	4/29/2024	LGI HOMES - FLORIDA LLC	37346 WHISPER WAY	44.00CR	
20240148	4/29/2024	LGI HOMES - FLORIDA LLC	37354 WHISPER WAY	44.00CR	
20240150	5/01/2024	HALLMARK CANTERBURY, LLC	37119 CANTEBURY DR 9	164.00CR	
20240151	5/01/2024	PERRY, CRYSTAL	27234 W THIRD AVE	79.00CR	
20240152	5/17/2024	HERN, JOHN R	175783 BAY RD	74.00CR	
20240153	5/16/2024	MASON & MAGNOLIA LLC	37127 OXFORD ST	50.00CR	
20240154	5/03/2024	LGI HOMES - FLORIDA LLC	37413 WHISPER WAY	44.00CR	
20240155	5/03/2024	LGI HOMES - FLORIDA LLC	37421 WHISPER WAY	44.00CR	
20240156	5/03/2024	LGI HOMES - FLORIDA LLC	37429 WHISPER WAY	44.00CR	
20240157	5/17/2024	GROURKE, KRISTINA	37437 WHISPER WAY	109.00CR	
20240158	5/17/2024	GROURKE, KRISTINA	37437 WHISPER WAY	44.00CR	
20240159	5/09/2024	GOOLESBY, CANAAN	37055 W FIRST ST	54.00CR	
20240160	5/16/2024	BUCHANAN, SARAH R	37242 LEE ST	74.00CR	
20240161	5/17/2024	HERN, JOHN R	175783 BAY RD	54.00CR	
20240162	5/08/2024	GOOLESBY, CANAAN	37055 W FIRST ST	44.00CR	
20240163	5/16/2024	INTACT CONSTRUCTION MGMT GROUP	37800 OXFORD ST	10,518.70CR	
20240164	5/10/2024	LGI HOMES - FLORIDA LLC	37311 WHISPER WAY	124.00CR	
20240165	5/10/2024	LGI HOMES - FLORIDA LLC	37319 WHISPER WAY	124.00CR	
20240166	5/10/2024	LGI HOMES - FLORIDA LLC	37343 WHISPER WAY	124.00CR	
20240167	5/10/2024	LGI HOMES - FLORIDA LLC	37303 WHISPER WAY	124.00CR	
20240168	5/10/2024	LGI HOMES - FLORIDA LLC	37327 WHISPER WAY	124.00CR	
20240169	5/10/2024	LGI HOMES - FLORIDA LLC	37335 WHISPER WAY	124.00CR	
20240170	5/08/2024	MERTZ, HEATHER	551690 US HWY 1	344.00CR	
20240171	6/03/2024	TAYLOR, LISA M	27193 W FOURTEENTH AVE	25.00CR	
20240172	5/10/2024	SIMS, JACQUELIN P	37191 S OAK ST	54.00CR	
20240173	5/21/2024	CARTER, COREY	27179 GARTH LN	242.00CR	
20240174	5/10/2024	ADKINS, DOUG	27061 W THIRD AVE	25.00CR	
20240175	5/10/2024	ADKINS, DOUG	27093 W THIRD AVE	25.00CR	
20240176	5/21/2024	CARTER, COREY	27179 GARTH LN	50.00CR	
20240177	5/21/2024	CARTER, COREY	27179 GARTH LN	44.00CR	
20240181	5/14/2024	MILLER, CALEIGH	27384 W TENTH AVE	75.10CR	
20240182	5/16/2024	INTACT CONSTRUCTION MGMT GROUP	37800 OXFORD ST	2,776.84CR	
20240183	5/21/2024	CARTER, COREY	27179 GARTH LN	84.00CR	
20240184	5/17/2024	INTACT CONSTRUCTION MGMT GROUP	37800 OXFORD ST	128.00CR	
20240185	5/20/2024	MERTZ, HEATHER	551690 US HWY 1	96.00CR	
20240186	6/10/2024	WALLIS, ROBERT LEE	37041 S PINE ST	95.00CR	
20240187	5/31/2024	MERZ, HEATHER	551690 US HWY 1	74.00CR	
20240189	5/29/2024	STOCK, DONALD	27074 OHIO ST	79.00CR	
20240190	5/31/2024	FORTIER, MICHAEL J	27353 NEW FRONT ST	79.00CR	
20240191	5/31/2024	MCFALL, ISAIAH	37142 SOUTHERN GLEN WAY	204.00CR	
20240192	6/07/2024	LGI HOMES - FLORIDA LLC	37362 WHISPER WAY	44.00CR	

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 STATUS: ALL  
 SEGMENT CODES: All  
 FEE CODES: All

PROJECT PAYMENT REPORT

PROJECTS: THRU ZZZZZZZZZZ  
 PAYMENT DATES: 4/01/2024 TO 6/30/2024  
 SORTED BY: PROJECT

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PROJECT	PAY DATE	ISSUED TO	PROPERTY	TOTAL PAID	COMMENT
20240193	6/07/2024	LGI HOMES - FLORIDA LLC	37354 WHISPER WAY	44.00CR	
20240194	6/07/2024	LGI HOMES - FLORIDA LLC	37346 WHISPER WAY	44.00CR	
20240195	5/31/2024	GUERRA, MICHAEL & JODI	27023 W FIRST AVE	79.00CR	
20240196	6/10/2024	CLARK, SHAWN	37157 W FIRST ST	44.00CR	
20240197	6/10/2024	CONNER, DANIEL	27112 OHIO ST	47.00CR	
20240198	6/17/2024	LGI HOMES - FLORIDA LLC	37295 WHISPER WAY	124.00CR	
20240199	6/17/2024	LGI HOMES - FLORIDA LLC	37132 WHIPPOORWILL CT	124.00CR	
20240200	6/17/2024	LGI HOMES - FLORIDA LLC	37148 WHIPPOORWILL CT	124.00CR	
20240201	6/14/2024	WOOD, WILLIAM L	2737 LAKE DR	81.60CR	
20240202	6/25/2024	MURPHY, GABRIELLE T	27195 W SECOND AVE	345.62CR	
20240203	6/13/2024	LGI HOMES - FLORIDA LLC	37375 WHISPER WAY	44.00CR	
20240204	6/13/2024	LGI HOMES - FLORIDA LLC	37397 WHISPER WAY	44.00CR	
20240205	6/13/2024	LGI HOMES - FLORIDA LLC	37405 WHISPER WAY	44.00CR	
20240206	6/12/2024	YAZELL, SONYA	37297 ORANGE ST	79.00CR	
20240207	6/11/2024	DOZIER, CATHERINE	37207 CYPRESS ST	44.00CR	
20240208	6/14/2024	CHAVARRIA, CHARLES	275955 W SECOND AVE	235.12CR	
20240209	6/14/2024	MASON & MAGNOLIA LLC	37800 OXFORD ST	44.00CR	
20240210	6/20/2024	HALEY, JOSHUA D	15686 CR 108	4,059.45CR	
20240211	6/21/2024	JONES, BRYCE	37418 ORANGE ST	74.00CR	
20240212	6/19/2024	LGI HOMES - FLORIDA LLC	37335 WHISPER WAY	44.00CR	
20240213	6/19/2024	LGI HOMES - FLORIDA LLC	37343 WHISPER WAY	44.00CR	
20240214	6/19/2024	LGI HOMES - FLORIDA LLC	37327 WHISPER WAY	44.00CR	
20240215	6/21/2024	LGI HOMES - FLORIDA LLC	37180 WHIPPOORWILL CT	44.00CR	
20240216	6/18/2024	WOLLITZ, JARED	37255 INGHAM RD	54.00CR	
20240217	6/18/2024	WOLLITZ, JARED	37255 INGHAM RD	44.00CR	
20240218	6/21/2024	LGI HOMES - FLORIDA LLC	37132 WHIPPOORWILL CT	44.00CR	
20240219	6/21/2024	LGI HOMES - FLORIDA LLC	37148 WHIPPOORWILL CT	49.00CR	
20240220	6/21/2024	LGI HOMES - FLORIDA LLC	37156 WHIPPOORWILL CT	44.00CR	
20240221	6/21/2024	LGI HOMES - FLORIDA LLC	37172 WHIPPOORWILL CT	44.00CR	
20240222	6/21/2024	LGI HOMES - FLORIDA LLC	37295 WHISPER WAY	44.00CR	
20240224	6/24/2024	COVINGTON, STEPHEN	36553 PINE ST	44.00CR	
20240225	6/21/2024	RAU, TIM D	551704 US HWY 1	54.00CR	
20240228	6/25/2024	INTACT CONSTRUCTION MGMT GROUP	37800 OXFORD ST	124.00CR	
20240230	6/24/2024	PERKINS, SHARON	37075 RUBY DR	57.00CR	
20240234	6/25/2024	COGNATA, DAVID	37045 WALKER ST	54.00CR	
20240236	6/28/2024	BELL, EARNEST	37145 RAILROAD ST	79.00CR	

TOTAL ALL PROJECTS: 124 85,507.17CR



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 STATUS: ALL  
 SEGMENT CODES: All  
 FEE CODES: All

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

PROJECTS: THRU ZZZZZZZZZZ  
 PAYMENT DATES: 4/01/2024 TO 6/30/2024  
 SORTED BY: PROJECT

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\*\* SEGMENT CODE TOTALS \*\*

SEGMENT CODE	DESCRIPTION	TOTAL PAID
01-NRES	NEW RESIDENTIAL BUILDING	70,050.75CR
01-RMISC	RESIDENTIAL MISCELLANEOUS	1,328.14CR
02-CMISC	COMMERCIAL MISCELLANEOUS	203.00CR
CULVERT	CULVERT	2,851.84CR
DEMO	DEMOLITION	100.00CR
ELE	ELECTRICAL	3,455.00CR
MEC-COM	MECHANICAL - COMMERCIAL	96.00CR
MEC-RES	MECHANICAL - RESIDENTIAL	1,023.00CR
MH	MOBILE HOME	242.00CR
PLB-COM	PLUMBING - COMMERCIAL	2,306.50CR
PLB-SFR	PLUMBING - SINGLE FAM RES	1,746.00CR
POOL	SWIMMING POOL	630.12CR
ROOF	ROOF	1,050.70CR
SHED-SB	SITE BUILT SHED	374.12CR
UNAPPLIED	UNAPPLIED CREDITS	50.00CR
TOTAL		85,507.17CR

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\*\* FEE CODE TOTALS \*\*

FEE CODE	DESCRIPTION	TOTAL PAYMENTS	TOTAL PAID
1-REINSP	REINSPECTION FEE	1	25.00CR
ADDRESS	ADDRESSING 911	7	70.00CR
BLD-03	BLDG PERMIT FEE CONST COST SQF	15	3,408.00CR
BLD03PP	BLDG PERMIT FEE CONST COST SQF	6	2,938.50CR
CULV-PERM	CULVERT PERMIT	4	100.00CR
CULV-T03	TOWN-INST CULV 18x18x20	1	2,751.84CR
DEMO	DEMOLITION FEES	2	100.00CR
ELE RES	INTERIOR WIRING / RE WIRE	21	840.00CR
ELE- ADD 1	ELE COM ADD . REPAIR CHANGE	1	340.00CR
ELE- ADD 2	ELE RES ADD . REPAIR CHANGE	4	160.00CR
ELE-200	ELE SERVICE - 200 AMPS	21	1,680.00CR
ELE-400	ELE SERVICE - 400 AMPS	1	115.00CR
ELE-CHG	CHANGE OF SERVICE	1	160.00CR
ELE-TEMP	TEMPORARY POLE	1	40.00CR
FIRE TEMP	TEMPORARY USE / SPECIAL EVENT	1	25.00CR
IMPACT-SF	EDUCATION IMPACT FEE - SINGLE	7	38,014.20CR
LAND USE	PERMIT REVIEW FEE RES MULTI CO	9	567.00CR
LAND USE 2	PERMIT REVIEW FEE ACCESSORY	8	200.00CR
MEC R C 1	RES/COM NEW UNITS UP TO 2.5 TO	14	560.00CR
MEC R C 2	RES/COM NEW UNITS 3 TON	3	130.00CR
MEC R C 6	RES/COM NEW UNITS 5 TON	1	70.00CR
MEC RMHCO1	RES MH COMM CHANGE OUT UP TO 3	2	80.00CR
MEC RMHCO3	RES MH COMM CHANGE OUT 4 TON	2	104.00CR
MEC- REMOD	MEC DUCT CHANGES	1	40.00CR
MEC-RES	MECHANICAL SYSTEM, RES - PER U	1	43.00CR
MH-02	DOUBLE-WIDE MOBILE HOME MOVE-O	1	175.00CR
OVERPAY	OVERPAYMENT, UNAPPLIED CREDIT,	2	50.00CR
PLB - GAS	GAS PIPING / RE-PIPING	2	100.00CR
PLB COMI	PLB COMM NTERIOR/ EXTERIOR FI	1	22.50CR
PLB-COMB	PLB COMMERCIAL BASE FEE	2	200.00CR
PLB-SFB	PLB SINGLE FAMILY RES BASE FEE	20	800.00CR
PLB-SFE	PLB SINGLE FAMILY RES EXT FIXT	3	252.00CR
PLB-SFI	PLB SINGLE FAMILY RES INT FIXT	5	342.00CR
POOL	BLDG PERMIT FEE CONST COST SQF	2	100.00CR
PR-03	PLAN REVIEW ESTMATED COSTS	17	3,198.80CR
ROOF	ROOFING NEW OR REROOF PERMIT	14	1,052.70CR
SDC-SEWER	SEWER SYSTEM DEV CHARGE, PER E	8	15,080.00CR
SDC-WATER	WATER SYSTEM DEV CHARGE, PER E	9	2,970.00CR
SURCHARGE	SURCHARGE	114	627.83CR
TAP-WATER	WATER TAP SINGLE SHORT FEE	1	1,700.00CR
TAP-WATERN	WATER TAP SINGLE LONG FEE	1	2,500.00CR
TEMP USE	SPECIAL EVENT	1	50.00CR
WAT METER	WATER METER ANTEANA - INSTALL	6	3,724.80CR
		TOTAL	85,507.17CR

07/10/2024 10:49 AM  
STATUS: ALL  
SEGMENT CODES: All  
FEE CODES: All

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

PROJECTS: THRU ZZZZZZZZZZ  
PAYMENT DATES: 4/01/2024 TO 6/30/2024  
SORTED BY: PROJEC

ITEM-13

\*\* GENERAL LEDGER DISTRIBUTION \*\*

FUND G/L ACCOUNT	ACCOUNT NAME	AMOUNT
001-00-101003	RESTR CASH-EDUC IMPACT FE	38,014.20
001-01-322000	BUILDING PERMITS	16,951.50CR
001-01-329000	ZONING REVENUE	887.00CR
001-01-329001	MOVE-ON PERMIT	175.00CR
001-01-329002	RADON	627.83CR
001-01-342500	FIRE INSPECTIONS (BUS/CHURCH)	25.00CR
001-01-363290	EDUCATION IMPACT FEES	38,014.20CR
001-03-349000	CULVERT PERMITS - STREETS	2,851.84CR
401-00-101002	RESTR CASH-SYSTEM DEV CHA	18,050.00
401-06-349001	TAP-ON FEES - W&S	7,924.80CR
401-06-363240	SYSTEM DEVELOPMENT CHARGES	18,050.00CR
999-00-101000	POOLED CASH	29,442.97

SELECTION CRITERIA

ITEM-13

-----  
REPORT SELECTION

PROJECT RANGE FROM: THROUGH ZZZZZZZZZZ  
PROJECT STATUS: All  
SEGMENT CODE: All  
FEE CODE: All

-----  
PAYMENT SELECTION: DATE RANGE FROM: 4/01/2024 THROUGH 6/30/2024

-----  
PRINT OPTIONS

SECURITIES ONLY: NO  
INCLUDE SECURITIES: NO  
SEGMENT DETAIL: NO  
INCLUDE REVERSE PAYMENTS: NO  
REPORT SEQUENCE: PROJECT  
COMMENT CODE:

-----  
\*\*END OF REPORT\*\*

ITEM-13

INC CODE: \* - All  
 TASK CODE: \* - ALL  
 STATUS: \* - All

USER: \* - All  
 GROUP: BP  
 PRIORITY: \* - All  
 TYPE: \* - All

ORIGINATION: 4/01/2024 THRU 6/30/2024  
 DUE: 0/00/0000 THRU 99/99/9999  
 RESOLUTION: 0/00/0000 THRU 99/99/9999

TASK	INCIDENT	PROPERTY	S	P	GROUP	USER	ORIG DATE	DUE DATE	RESOLUTION
7483-INSPECTION	6899-Z-FRAME	37145 RAILROAD ST	C	1	BP	bhigg	5/17/24	5/24/23	5/17/23 APPROV
8290-INSPECTION	7651-Z-ROOF IN PROGR	2799 LAKE DR	C	1	BP	bhigg	4/01/24	4/02/24	4/03/24 APPROV
8291-INSPECTION	7652-Z-ROOF FINAL	2799 LAKE DR	C	1	BP	bhigg	4/01/24	4/02/24	4/03/24 APPROV
8297-INSPECTION	7658-Z-SHED FINAL	37132 W FOURTH ST	C	1	BP	bhigg	4/05/24	4/08/24	4/10/24 APPROV
8300-INSPECTION	7661-Z-ELE-FINAL	27234 W SECOND AVE	C	1	BP	bhigg	4/10/24	4/11/24	4/12/24 APPROV
8301-INSPECTION	7662-Z-ROOF FINAL	2799 LAKE DR	C	1	BP	bhigg	4/10/24	4/03/24	4/03/24 APPROV
8308-INSPECTION	7669-Z-ROOF FINAL	2767 LAKE DR	C	1	BP	bhigg	4/12/24	4/15/24	4/12/24 APPROV
8312-INSPECTION	7673-Z-MISC	551690 US HWY 1	C	1	BP	bhigg	4/12/24	4/15/24	4/19/24 FAILED
8319-INSPECTION	7680-Z-CULVERT FINAL	37145 RAILROAD ST	C	1	BP	ggrooms	4/19/24	4/22/24	4/23/24 APPROV
8320-INSPECTION	7681-Z-PLUMBING ROUG	551856 US HWY 1 107	C	1	BP	bhigg	4/19/24	4/22/24	4/19/24 APPROV
8321-REINSPECTION	7673-Z-MISC	551690 US HWY 1	C	1	BP	UNASSIGNED	4/19/24	10/17/24	4/19/24 APPROV
8322-INSPECTION	7682-Z-MISC	27020 MONTANA ST	C	1	BP	bhigg	4/19/24	4/22/24	4/19/24 APPROV
8323-INSPECTION	7683-Z-SHED FINAL	27474 W TENTH AVE	C	1	BP	UNASSIGNED	4/19/24	4/22/24	4/19/24 APPROV
8328-INSPECTION	7688-Z-ELE-FINAL	27020 MONTANA ST	C	1	BP	bhigg	4/23/24	4/24/24	4/19/24 APPROV
8329-INSPECTION	7689-Z-PLB-FINAL	551690 US HWY 1	C	1	BP	bhigg	4/23/24	4/24/24	4/19/24 APPROV
8331-INSPECTION	7691-Z-PLB-FINAL	551856 US HWY 1 107	C	1	BP	bhigg	4/24/24	4/25/24	4/24/24 APPROV
8332-INSPECTION	7692-Z-SHED FINAL	37109 WALKER ST	C	1	BP	UNASSIGNED	4/24/24	4/25/24	4/26/24 APPROV
8334-INSPECTION	7694-Z-BLD-FINAL	37109 WALKER ST	C	1	BP	bhigg	4/24/24	4/25/24	4/24/24 APPROV
8338-INSPECTION	7698-Z-ROOF FINAL	3717 CATHERINE ST	C	1	BP	bhigg	4/25/24	4/26/24	4/26/24 APPROV
8341-INSPECTION	7701-Z-ROOF FINAL	37380 W FOURTH ST	C	1	BP	bhigg	4/25/24	4/26/24	4/26/24 APPROV
8342-INSPECTION	7702-Z-SHED FINAL	27573 W SECOND AVE	C	1	BP	UNASSIGNED	4/26/24	4/29/24	4/26/24 APPROV
8343-INSPECTION	7703-Z-PLB-FINAL	27573 W SECOND AVE	C	1	BP	UNASSIGNED	4/26/24	4/29/24	4/26/24 APPROV
8344-INSPECTION	7704-Z-ELE-FINAL	27573 W SECOND AVE	C	1	BP	bhigg	4/26/24	4/29/24	4/26/24 APPROV
8345-INSPECTION	7705-Z-ELE-FINAL	37075 SIREN LN	C	1	BP	UNASSIGNED	4/29/24	4/30/24	4/26/24 APPROV
8346-INSPECTION	7706-Z-BLD-FINAL	37386 WHISPER WAY	C	1	BP	No Inspect	4/29/24	4/11/24	4/11/24 APPROV
8347-INSPECTION	7707-Z-PLB-FINAL	37386 WHISPER WAY	C	1	BP	UNASSIGNED	4/29/24	4/11/24	4/11/24 APPROV
8348-INSPECTION	7708-Z-ELE-FINAL	37386 WHISPER WAY	C	1	BP	UNASSIGNED	4/29/24	4/11/24	4/11/24 APPROV
8349-INSPECTION	7709-Z-MEC-FINAL	37386 WHISPER WAY	C	1	BP	UNASSIGNED	4/29/24	4/11/24	4/11/24 APPROV

TASK STATUS REPORT  
SUMMARY

ITEM-13

TASK	INCIDENT	PROPERTY	S	P	GROUP	USER	ORIG DATE	DUE DATE	RESOLUTION
8350-INSPECTION	7710-Z-PLB-FINAL	37386 WHISPER WAY	C	1	BP	UNASSIGNED	4/29/24	4/11/24	4/11/24 APPROV
8351-INSPECTION	7711-Z-BLD-FINAL	37378 WHISPER WAY	C	1	BP	No Inspect	4/29/24	4/11/24	4/11/24 APPROV
8352-INSPECTION	7712-Z-PLB-FINAL	37378 WHISPER WAY	C	1	BP	UNASSIGNED	4/29/24	4/11/24	4/11/24 APPROV
8353-INSPECTION	7713-Z-ELE-FINAL	37378 WHISPER WAY	C	1	BP	UNASSIGNED	4/29/24	4/11/24	4/11/24 APPROV
8354-INSPECTION	7714-Z-MEC-FINAL	37378 WHISPER WAY	C	1	BP	UNASSIGNED	4/29/24	4/11/24	4/29/24 APPROV
8355-INSPECTION	7715-Z-PLB-FINAL	37378 WHISPER WAY	C	1	BP	UNASSIGNED	4/29/24	4/11/24	4/29/24 APPROV
8356-INSPECTION	7716-Z-BLD-FINAL	37370 WHISPER WAY	C	1	BP	No Inspect	4/29/24	4/11/24	4/11/24 APPROV
8357-INSPECTION	7717-Z-FRAME	37159 WHIPPOORWILL	C	C	1 BP	bhigg	4/29/24	4/30/24	5/01/24 APPROV
8358-INSPECTION	7718-Z-PLB-FINAL	37370 WHISPER WAY	C	1	BP	UNASSIGNED	4/29/24	4/11/24	4/11/24 APPROV
8359-INSPECTION	7719-Z-ELE-FINAL	37370 WHISPER WAY	C	1	BP	UNASSIGNED	4/29/24	4/11/24	4/11/24 APPROV
8360-INSPECTION	7720-Z-MEC-FINAL	37370 WHISPER WAY	C	1	BP	No Inspect	4/29/24	4/11/24	4/11/24 APPROV
8361-INSPECTION	7721-Z-PLB-FINAL	37370 WHISPER WAY	C	1	BP	UNASSIGNED	4/29/24	4/11/24	4/11/24 APPROV
8363-INSPECTION	7723-Z-ROOF FINAL	37517 W FIRST ST	C	1	BP	bhigg	4/30/24	5/01/24	5/03/24 APPROV
8366-INSPECTION	7726-Z-ELE-FINAL	15808 CR 108	C	1	BP	bhigg	5/01/24	5/02/24	5/01/24 APPROV
8367-INSPECTION	7727-Z-BLD-FINAL	27106 W TWELFTH AVE	C	1	BP	No Inspect	5/01/24	5/02/24	3/15/24 APPROV
8368-INSPECTION	7728-Z-PLB-FINAL	27106 W TWELFTH AVE	C	1	BP	UNASSIGNED	5/01/24	3/15/24	5/15/24 APPROV
8369-INSPECTION	7729-Z-ELE-FINAL	27106 W TWELFTH AVE	C	1	BP	UNASSIGNED	5/01/24	3/15/24	3/15/24 APPROV
8370-INSPECTION	7730-Z-MEC-FINAL	27106 W TWELFTH AVE	C	1	BP	UNASSIGNED	5/01/24	3/15/24	3/15/24 APPROV
8371-INSPECTION	7731-Z-CULVERT FINAL	27106 W TWELFTH AVE	C	1	BP	No Inspect	5/01/24	4/30/24	4/30/24 APPROV
8373-INSPECTION	7733-Z-ROOF FINAL	27251 W FIRST AVE	C	1	BP	bhigg	5/02/24	5/03/24	5/03/24 APPROV
8375-INSPECTION	7735-Z-PLB-FINAL	37119 CANTEBURY DR	C	1	BP	bhigg	5/06/24	5/07/24	5/08/24 APPROV
8381-INSPECTION	7741-Z-ELE ROUGH	551690 US HWY 1	V	1	BP	bhigg	5/08/24	5/09/24	
8387-INSPECTION	7747-Z-ELE-FINAL	37055 W FIRST ST	A	1	BP	bhigg	5/10/24	5/13/24	
8388-INSPECTION	7748-Z-BLD-FINAL	37159 WHIPPOORWILL	C	C	1 BP	bhigg	5/10/24	5/13/24	5/15/24 APPROV
8393-INSPECTION	7753-Z-POOL FINAL	361927 PINE ST	C	1	BP	bhigg	5/13/24	5/14/24	5/15/24 FAILED
8394-INSPECTION	7754-Z-ELE-FINAL	361927 PINE ST	C	1	BP	bhigg	5/13/24	5/14/24	5/15/24 APPROV
8395-REINSPECTION	7641-Z-POOL FINAL	3754 CATHERINE ST	C	1	BP	bhigg	5/14/24	11/10/24	5/15/24 APPROV
8397-INSPECTION	7756-Z-BLD-FINAL	27020 MONTANA ST	C	1	BP	bhigg	5/15/24	5/16/24	5/15/24 APPROV



## **AGENDA ITEM REPORT TOWN OF HILLIARD, FLORIDA**

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TO: Town Council Regular Meeting Meeting Date: July 18, 2024

FROM: ***Delvin Miley, Jr. – Code Enforcement Officer***

SUBJECT: Town Council to review and accept the Code Enforcement Officer’s Quarterly Report for April 1, 2024, through June 30, 2024.

---

### **BACKGROUND:**

Summary of activities performed from April 1, 2024, through June 30, 2024.

### **FINANCIAL IMPACT:**

None.

### **RECOMMENDATION:**

Town Council to accept the Code Enforcement Officer’s Quarterly Report.

## QUARTERLY REPORTS 4-2-2024 thru 6-28-24

Pool Permits (2)

Pool Removed (1)

Vehicles Posted (3)

Zoning Signs Posted (3)

Case Closed (21)

Miscellaneous (108)

Lien Letter Inspections (12)

Permits (4)

Shed Permits (1)

Carport Permits (0)

Vehicles Removed by Owner (5)

Demo Permits (1)





## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: July 18, 2024

FROM: **Joel Hall, P.E. – Public Works Director**

SUBJECT: Town Council approval of Capital Expenditures for Emergency Repairs to Standby Generators for Water and Wastewater Systems totaling \$34,629.96.

---

#### BACKGROUND:

See attached document summarizing details of three different issues related to emergency repairs for standby generators located at the Town's Wastewater Treatment Plant (WWTP), Water Treatment Plant (WTP), and Lift Station No. 1 (Main LS).

#### Cost Estimate:

The costs associated with the emergency repairs for the three items are as follows:

#### Item No. 1: Emergency Maintenance and Repairs of WWTP Standby Generator

The costs associated with this emergency repair was \$8,960.28 for Cummins and \$7,730.00 for Sunbelt Rentals and \$350.00 for Osprey Electric for a total cost of **\$17,040.28**.

#### Item No. 2: Emergency Repairs of WTP Standby Generator

The costs associated with this emergency repair were \$2,000.00 for Osprey Electric and \$7,877.06 for Ring Power for a total cost of **\$9,877.06**.

#### Item No. 3: Emergency Repair of Main Lift Station Standby Generator

The total cost associated with this emergency repair was **\$7,712.62** for Cummins.

#### FINANCIAL IMPACT:

\$34,629.96

#### RECOMMENDATION:

It is recommended to authorize Ring Power (\$7,877.06), Cummins (\$16,672.90), Sunbelt Rentals (\$7,730.00), and Osprey Electric (\$2,350) as sole source under emergency provisions and pay the associated expenses for these repairs totaling \$34,629.96.

## Backup Documentation for Emergency Capital Repairs for Generators

Prepared by Joel Hall/Public Works Director

The following information is provided as supporting documentation for recent emergency repairs for three of the town's emergency standby generators associated with the following locations:

- Wastewater Treatment Plant (WWTP)
- Water Treatment Plant (WTP)
- Lift Station No. 1 (Main LS)

Invoices are provided as attachments.

### Item No. 1: WWTP Generator

At the most recent regular preventive maintenance service completed by Cummins on the emergency generator at the Town's Wastewater Treatment Plant (WWTP), it was noted that the generator was overdue for some major maintenance items that are recommended on a 5-year cycle (replace all hoses and clamps for coolant/radiator, and fuel) as well as replacement of the engine block heater. Since we are already in Hurricane Season, and the needed work includes replacement of critical items needed for winter weather, this repair was considered an emergency and scheduled directly with Cummins and Sunbelt Rentals sole source.

In order to perform this work, the generator had to be offline for the 8-10 hours necessary to complete the work. Therefore, in addition to the cost of the parts and labor for Cummins to perform the work, it was also necessary to rent a suitable sized generator to provide emergency standby power for the WWTP during this time. A minimum 2-day rental was necessary to setup and prepare the rental generator to be in place for the planned repair day. Osprey Electric provided onsite coordination for preparations to connect the rental generator if it was needed.

The repairs were completed by Cummins on 7/9/2024. The rental generator was delivered and set up on 7/8/2024 and picked up on 7/10/2024.

#### Cost Summary by Vender:

Cummins	\$8,960.28
Sunbelt Rentals	\$7,730.00
Osprey Electric	\$350.00

**Total Cost for Item No. 1: 17,040.28**

### Item No. 2: WTP Generator

On Friday June 28, 2024, at approximately 3:30 pm I went to the Town's Water Treatment Plant (WTP) located at 3748 Pecan S.t for a routine check. When I arrived onsite, I noticed the emergency generator was running even though everything seemed to be on normal utility power at that time. I also noticed the chlorine level at the plant was low and discovered the chlorine

feed booster pump located in the chlorine room was not running. We manually switched the emergency generator off and noted the panel was indicating multiple alerts and a low generator voltage fault code. After resetting, we tried to switch the generator back to the Auto setting and it continued to crank and run even though there was no apparent need.

We dispatched our on-call electrical contractor (Billy Rewis/Osprey Electric) and he arrived onsite at around 6:00 pm. After attempting to reset circuit breakers for the chlorine feed pump, he determined that the 120 Volt contactor for the motor was bad. He also checked voltage on two remote Auto Transfer Switches (ATS) located in the Volunteer Fire Station and Old Town Hall which are also connected to the emergency generator. It was observed that both control panels on those remote ATSs showed no indication of power. Upon closer investigation, we observed burn wires and damage to a board within one of the panels (location at the NE corner of Old Town Hall at Pecan St and SR 108). Pictures are attached.

On Saturday June 29, 2024, Ring Power dispatched a technician for an emergency service on the generator. He determined that the voltage regulator on the generator was bad, and the generator would not function until it was replaced. He also indicated that lightning damage was a high likelihood for the failure of the voltage regulator. Without a functioning emergency generator, I called in our local electrical contractor (Osprey Electric) to assist in setting up a temporary connection using one of our portable generators to provide emergency power to run selected equipment manually at the Water Treatment Plant until the repair could be performed.

In summary, to date, we have determined that the following equipment was damaged from a suspected direct or in-direct lightning strike sometime around 3:00 pm on Friday June 28, 2024:

- 250 KW Caterpillar Emergency Generator (Voltage Regulator) located at WTP
- 120V Contactor for Chlorine Booster Pump located in Chlorine Room at WTP
- Remote ATS control Panel located at Volunteer Fire Station
- Remote ATS control Panel located at Old Town Hall

The Town will incur charges from Osprey Electric and Ring Power associated with initial after-hours response/troubleshooting/diagnosis, as well as implementation of temporary emergency power measures at the WTP and repair/replacement of the damaged equipment.

#### **Cost Summary by Vender:**

- Osprey Electric - **\$2,000**
  - 6/28/2024 After hours call/labor to investigate/troubleshoot problem and repair chlorine booster pump contactor **(\$650.00)**
  - 6/29/2024 weekend call/labor to hookup portable generator into WTP electrical panel for emergency power while main generator was down **(\$750.00)**
  - 7/3/2024 Labor to disconnect remote transfer switches control wires at Volunteer Fire Station and Old Town Hall and disconnect temporary portable generator at WTP electrical panel after main generator back online. **(\$600.00)**
- Ring Power – **\$7,877.06**
  - 6/29/2024 Weekend service call to troubleshoot/repair Caterpillar generator at WTP **(\$2,338.49)**
  - 7/3/2024 Service call to repair/replace damaged voltage regulator on Caterpillar generator at WTP **(\$5,538.57)**

**Total Cost for Item No. 2: \$9,877.06**

### **Item No. 3: Lift Station No. 1 (Main LS) Generator**

At the most recent preventative maintenance service performed by Cummins, the control panel for the emergency standby generator located at Lift Station No. 1 (Main LS) was determined to be bad and in need of replacement. Cummins was able to rig up a temporary solution to keep the generator in service while the replacement part could be ordered. On July 2, 2024, Cummins installed the new control panel and restored the generator to normal standby function. The cost for the control panel repair including parts and labor was **\$6,627.77**.

In addition, when the Cummins technician was onsite for the control panel repair, it was noted that the battery charger/maintainer unit for the starting system was bad. The part was ordered direct from Cummins and installed on July 10, 2024, by Public Works Department staff. The cost of the part was **\$1,084.85**

#### **Cost Summary by Vender:**

Cummins - \$7,712.62

**Total Cost for Item No. 3: \$7,712.62**

**TOTAL CAPITAL COST \$34,629.96**



## **AGENDA ITEM REPORT**

### **TOWN OF HILLIARD, FLORIDA**

---

TO: Town Council Regular Meeting Meeting Date: July 18, 2024

FROM: **Joel Hall, P.E. – Public Works Director**

SUBJECT: Town Council to consider the Public Works Director, Joel Hall's, revised Resignation date/Transition letter.

---

#### **BACKGROUND:**

See attached.

#### **FINANCIAL IMPACT:**

TBD

#### **RECOMMENDATION:**

Town Council to consider the Public Works Director, Joel Hall's, revised Resignation date/Transition letter.

July 9, 2024

Dear Mayor and Town Council:

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

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

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

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

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

Sincerely,



Joel G. Hall, P.E.

# 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  
Joel Hall P.E., Public Works Director  
Gabe Whittenburg, Parks & Rec Director

## TOWN ATTORNEY

Christian Waugh

## MINUTES

THURSDAY, JUNE 13, 2024, 6:00 PM

### CALL TO ORDER

### PRAYER & PLEDGE OF ALLEGIANCE

### ROLL CALL

#### PRESENT

Mayor John Beasley  
Council President Kenny Sims  
Council Pro Tem Lee Pickett  
Councilman Jared Wollitz  
Councilman Dallis Hunter  
Councilman Joe Michaels  
Town Clerk, Lisa Purvis  
Land Use Administrator, Lee Anne Wollitz  
Planning & Zoning Board Vice Chair, Charles Reed  
Planning & Zoning Board Member, Harold "Skip" Frey

#### ABSENT

Public Works Director, Joel Hall  
Parks & Recreation Director, Gabe Whittenburg  
Town Attorney, Christian Waugh

### WORKSHOP

- ITEM-1 Town Council and Planning and Zoning Board to hear details of a proposed new development form SEDA New Home within the Town.  
***Lee Anne Wollitz – Land Use Administrator***

Director of Land Acquisition, Alex G. Moldovan, of SEDA New Homes, explains the PUD Proposal to the Town Council. He states that there are 181 single-family home lots planned, with 50-foot-wide properties and that there will be roughly 2.5 homes per gross acre. The homes within the development will be around 1,600 square feet, and to be priced in the mid-\$300s range. This will be a multi-phase project, with phase one consisting of installation of new lift station, completion of parks, and construction of drainage ponds.

ITEM-2 Discussion on future Road Ownership within Planned Unit Developments and subdivisions.

**Lee Anne Wollitz – Land Use Administrator**

Town Council and Land Use Administrator, Lee Anne Wollitz, discuss future road ownership within Planned Unit Developments and Subdivisions. Greenbrier, Whisper Ridge, and SEDA Homes are all open projects that have filed a site investigation application.

Discussion on what should be considered in the pipeline and if pipelines should mirror what Nassau County has completed.

Land Use Administrator, Lee Anne Wollitz, to create an item on the June 20, 2024, agenda for the Council to decide what the next step should be.

ITEM-3 Town Council to hear update of the Whisper Ridge Project and the end of the warranty period.

**Lee Anne Wollitz – Land Use Administrator**

Land Use Administrator, Lee Anne Wollitz, updates the Town Council regarding the Whisper Ridge Project. She states that a curb and sidewalks have been damaged due to the construction.

The Town Council states that the Certificates of Occupancy should be held until the damage is repaired, and to reduce the bond to \$41,000 which would be enough to cover the cost to fix the sidewalks and curb. Land Use Administrator Lee Anne Wollitz explains that the Homeowners Association and homeowners are the owners of said sidewalks.

ITEM-4 Town Council to review and discuss the position of the Public Works Director.  
**Lisa Purvis, MMC – Town Clerk**

Town Council reviews and discusses the position of the Public Works Director and agree for the Clerk to advertise the entire month of July and to conduct the same as what was done when Mr. Joel Hall was hired.

ITEM-5 Town Council to review and discuss the Clean Water State Revolving Fund (CWSRF) Program, Planning Phase I & Design Phase II.

**Lisa Purvis, MMC – Town Clerk**

Town Clerk Lisa Purvis advises that the Town's Engineers have prepared the application for signing to get started on the Clean Water State Revolving Fund Program, Phase I Planning and next will be Phase II Design. The 50 percent Town portion will be paid from the American Recovery Funds that the Town received because of the COVID epidemic.

## ADDITIONAL COMMENTS

No additional comments.

## ADJOURNMENT



Motion to adjourn at 7:38 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  
Joel Hall P.E., Public Works Director  
Gabe Whittenburg, Parks & Rec Director

## TOWN ATTORNEY

Christian Waugh

## MINUTES

THURSDAY, JUNE 20, 2024, 7:00 PM

### NOTICE TO PUBLIC

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

### PLEDGE OF CIVILITY

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

## CALL TO ORDER

## PRAYER & PLEDGE OF ALLEGIANCE

## ROLL CALL

## PRESENT

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

## PRESENTATIONS

ITEM-1 Presentation "Starting Point Behavioral Healthcare" of new Callahan Facility.  
***Candece Tierney, C.O.O. – Starting Point Behavioral Healthcare***

Starting Point Behavioral Healthcare's C.O.O., Candece Tierney, describes their new Callahan facility and the general services that the facility provides. Outpatient therapy, case management, care coordination, child welfare, problem-solving courts, medical services, and substance abuse disorder programs are some of these services. They also engage in community outreach and education

and provide specialized adult services. Additionally, they provide emergency services, including a 24/7 Crisis Hotline and Mobile Response Team.

## PROCLAMATIONS

- ITEM-2 A Proclamation of the Town of Hilliard designating July 4, 2024, as “Mr. Rodney Mills Day” in the Town of Hilliard  
**John P. Beasley – Mayor**

Mayor Beasley to present Mr. Rodney Mills with the Proclamation at the Fourth of July Event & Fireworks Display.

## REGULAR MEETING

- ITEM-3 Additions/Deletions to Agenda

No additions to or from the Agenda.

- ITEM-4 Town Council approval of the Engineering Services Agreement for continuing engineering services from Mittauer & Associates, Inc.  
**Lisa Purvis, MMC – Town Clerk**

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

- ITEM-5 Town Council approval of the Engineering Services Agreement with Mittauer & Associates, Inc., for the Water & Wastewater Systems Impact Fee Analysis 2024.  
**Lisa Purvis, MMC – Town Clerk**

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-6 Town Council to adopt Resolution No. 2024-13, calling for a General Election to be held on November 5, 2024, for the position of three Council Members to serve four-year terms each.  
**Lisa Purvis, MMC – Town Clerk**

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

- ITEM-7 Town Council to consider Ordinance No. 2024-04, an ordinance amending Chapter 42, Streets, Sidewalks and Other Public Places of the Hilliard Town Code; Amending Section 42-2 Tree Cutting deposit amount and adding drainage system; Amending Section 42-3 Good Cause; additional exceptions; adding regulations regarding Tree Harvesting and Cutting on private property within the Town of Hilliard. Adopting on First Reading and setting Public Hearing for July 18, 2024.

**Lee Anne Wollitz – Land Use Administrator**

Motion made for discussion.

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

Town Attorney Waugh, recommends modification before the Second Reading of Ordinance No. 2024-04. He explains that “system of right of ways” should be clarified. In Section 2, that “good cause” applies to the Town Council, as they can excuse a violation of this Ordinance under this clause. He recommends that this be removed, as this is a code violation issue. He also recommends that Chapter 62 be removed from the Ordinance and replaced with the Land Development Regulations.

Councilman Wollitz inquiries about a revision that would allow the Town Council to issue a variance upon good cause.

Town Attorney Waugh advises against the revision as a variance would not pertain that variances are for setbacks on building lots and should not be included.

Motion to amend Ordinance No. 2024-04, as discussed prior to Second Reading.

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-8

Town Council to consider Ordinance No. 2024-06, on First Reading, an Ordinance, Annexing into the corporate limits three parcels real property containing approximately 37.19 acres; described with particularity herein; finding said annexation to be consistent with the Town of Hilliard’s Comprehensive Plan and the Town Code; Amending Section 2.03 of the Charter of the Town of Hilliard to include said land; Providing for and authorizing the updating of the official Town maps. Setting the First Public Hearing for July 18, 2024, and the Second Public Hearing for August 1, 2024.

**Lisa Purvis, MMC – Town Clerk**

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-9

Town Council to consider Ordinance No. 2024-07, on First Reading, an Ordinance, Amending the Hilliard Comprehensive Plan, Future Land Use Map Designation of that certain property consisting of 16.32 acres located on the east side of US HWY 1 and south of Cosmos Trail, Hilliard, Florida, Nassau County parcel no. 15-3N-24-2320-0017-0020 and parcel no. 15-3N-24-2320-0019-0010; Adding the designation of commercial. Setting the First Public Hearing for August 1, 2024, and the Second Public Hearing for September 5, 2024.

**Lisa Purvis, MMC – Town Clerk**

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-10 Town Council to consider Ordinance No. 2024-08, on First Reading, an Ordinance, changing the zoning designation from Nassau County zoning Open Rural to Town zoning C-1, General Commercial District; for the 16.32 acres parcels more or less; located on the east side of US HWY 1 and south of Cosmos Trail, Hilliard, FL, Nassau County. Setting the First Public Hearing for August 1, 2024, and the Second Public Hearing for September 5, 2024.  
**Lisa Purvis, MMC – Town Clerk**

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-11 Town Council to consider Ordinance No. 2024-09, on First Reading, an Ordinance, Amending the Hilliard Comprehensive Plan, Future Land Use map designation of that certain property consisting of 21.03 acres, more or less; located on the east side of US HWY 1 at Cosmos Trail, Hilliard, FL, Nassau County parcel no. 15-3n-24-2320-0017-0010; Adding the designation of mixed-use; allowing for commercial and high density residential. Setting the First Public Hearing for August 1, 2024, and the Second Public Hearing for September 5, 2024.  
**Lisa Purvis, MMC – Town Clerk**

Motion made for discussion.

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

Council President Sims, states that the acreage of the properties listed in the above Ordinances do not add up.

Town Attorney Waugh states that he would like to review the Ordinances before advertising for the Second Reading.

Motion for the Town Attorney to review Ordinance No. 2024-09, prior to advertising.

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-12 Town Council to consider Ordinance No. 2024-10, on First Reading, an Ordinance, changing the zoning designation from Nassau County zoning Open Rural to Town zoning PUD, Planned Unit Development; for the property located on the east side of US HWY 1 and south of Eastwood Road; described in attachment “a”, legal description; Specifically described in attachment “b” written description; and attachment “c” site plan. Setting the First Public Hearing for August 1, 2024, and the Second Public Hearing for September 5, 2024.  
**Lisa Purvis, MMC – Town Clerk**

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 Town Council to discuss an amendment to Chapter 62, Zoning and Land Development Regulations concerning future road ownership within Planned Unit Developments and Subdivisions and to set a “pipeline” standard.  
**Lee Anne Wollitz – Land Use Administrator**

Land Use Administrator Lee Anne Wollitz, to create draft amendment to present to the Town Council for review at the July Monthly Workshop.

- ITEM-14 Town Council approval of the Public Work Director, Joel Hall’s resignation effective July 31, 2024.  
**Joel Hall, P.E. – Public Works Director**

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-15 Town Council approval of the hiring of an employee for the open position of Temporary Clerical Assistant.  
**Lisa Purvis, MMC – Town Clerk**

Town Clerk Lisa Purvis, asks to table item to the July 18, 2024, Regular Meeting.

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

- ITEM-16 Town Council approval of the hiring of an employee for the open position of Administrative Assistant. **Lisa Purvis, MMC – Town Clerk**

Town Clerk Lisa Purvis, asks to table item to the July 18, 2024, Regular Meeting.

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-17 Town Council approval to cancel the July 4, 2024, Regular Meeting.  
**Lisa Purvis, MMC – Town Clerk**

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-18 Town Council approval of the Minutes for the June 3, 2024, Workshop, and the June 6, 2024, Public Hearing & Regular Meeting.  
**Lisa Purvis, MMC – Town Clerk**

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

- ITEM-19 Town Council approval of Kynex, Inc., Payable through May 22, 2024, Project Name: 2024 Fireworks Display in the amount of \$15,000.  
**SPECIAL EVENTS PROJECT IN HILLIARD'S HALF LUMP SUM CONTRACT \$15,000**

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-20 Town Council approval of Manzie & Drake Land Surveying, Payable through June 12, 2024, Project Name: North Oxford Street Park Phase II, FRDAP Project No. A24019 at the Hilliard Oxford Ball Park in the amount of \$4,500.  
**FDEP FRDAP 100% GRANT FUNDED PROJECT LUMP SUM GRANT \$200,000.00**

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-21 Town Council approval of Waugh PLLC, Payable through June 6, 2024, Project Name: North Oxford Street Park Phase II, FRDAP Project No. A24019 at the Hilliard Oxford Ball Park in the amount of \$250.  
**FDEP FRDAP 100% GRANT FUNDED PROJECT LUMP SUM GRANT \$200,000.00**

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

## ADDITIONAL COMMENTS

### PUBLIC

No public comments.

### MAYOR & TOWN COUNCIL

**Councilman Michaels**, states that flag football is going well that they have 180 kids in attendance, and that the pool is rocking and rolling.

**Council Pro Tem Pickett**, thanks all for coming.

**Council President Sims**, states that he attended Car B Que, a Barbecue contest and Car Show, at Trader's Hill in Folkston, GA and that he wants to recognize Hal Keen for putting on such a great event and that all the proceeds go back to Youth Sports in Hilliard.

**Mayor Beasley**, states that Food Truck Friday is going to be held this month on Saturday June 29, 2024, starting at 4:00 p.m., along with the Golf Cart Parade starting around 6:00 p.m. We will also have live music at this event.

He continues asking all to attend the Fourth of July Celebration, that will be starting at 4:30

p.m. there will be music, watermelon eating contest, pie baking contest, most patriotic wear contest, food trucks, carnival style games, and the fireworks show at 9:30 p.m.

The county and citizens have donated to both Towns to cover the police presence at the event.

Flag football is starting July 9<sup>th</sup> with practice and games on Tuesday and Thursday and asks all to attend.

On the July 18, 2024, Regular Meeting, certificates will be presented to all of the Soccer winners.

### **ADMINISTRATIVE STAFF**

#### **PRESENT**

Lisa Purvis, Town Clerk

#### **ABSENT**

Public Works Director, Joel Hall

Parks & Recreation Director, Gabe Whittenburg

**Town Clerk Lisa Purvis**, states that Hurricane Shelter/Community Center grant advertisements for Grant Administration Services and Architecture / Engineering Services will be in the July 10, 2024, edition of the Nassau County Record and the Florida Times Union, and on the Town's website. Request for Proposals and Request for Qualifications are due on August 1, 2024, at 2:00 p.m. Ranking of the proposals and qualifications will be on the August 8, 2024, monthly workshop and then selections to be made on August 15, 2024, meeting.

### **TOWN ATTORNEY**

No comments.

### **ADJOURNMENT**

Motion to adjourn at 8:03 p.m.

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

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



## IMPORTANT REMITTANCE INFORMATION

**Please include the AECOM invoice number when sending payment**

**INVOICE NUMBER: 2000908652**  
**Invoice Date: 09-JUL-24**  
**Invoice Due Date: 08-AUG-24**  
**Amount Due: \$22,288.20 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](mailto: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: 09-JUL-24**  
**Invoice Number: 2000908652**

**Agreement Number: 60732142**  
**Agreement Description:**

**Payment Term: 30 DAYS**

*Please reference Invoice Number and Project Number with Remittance*

**Project Number : 60732142**  
**Bill Through Date : 20-MAY-24 - 05-JUL-24**  
**Bil Prange**

**Project Name : 01J\_Hilliard Airpark-Hangar Building - SA No. 20**

<b>Phase Lump Sum</b>		<b>Percent</b>		<b>Earned</b>	<b>Previous</b>	<b>Current</b>
<b>Project Number</b>	<b>Description</b>	<b>Fee</b>	<b>Complete</b>			
60732142	01J_Hilliard Airpark-Hangar Buil	111,441.00	20.00%	22,288.20	0.00	22,288.20
<b>Total Phase Lump Sum:</b>						<b>22,288.20</b>
<b>Project Total : 01J_Hilliard Airpark-Hangar Building - SA No. 20</b>						<b>22,288.20</b>

<b>Invoice Summaries</b>	
Total Current Amount :	22,288.20
Retention Amount :	0.00
Pre-Tax Amount :	22,288.20
Tax Amount :	0.00
<b>Total Invoice Amount :</b>	<b>22,288.20</b>

<b>Billing Summaries</b>					
<b>Billing Summary</b>	<b>Current</b>	<b>Prior</b>	<b>Total</b>	<b>Total Fee</b>	<b>Percent Complete</b>
Billings	22,288.20	0.00	22,288.20	111,441.00	20.00
<b>Billing Total :</b>	<b>22,288.20</b>	<b>0.00</b>	<b>22,288.20</b>		

## IMPORTANT REMITTANCE INFORMATION

**Please include the AECOM invoice number when sending payment**

**INVOICE NUMBER: 2000908661**  
**Invoice Date: 09-JUL-24**  
**Invoice Due Date: 08-AUG-24**  
**Amount Due: \$6,260.50 USD**  
**Project Number: 60732150**

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](mailto:CashAppsRemittance@aecom.com)



**MITTAUER &  
ASSOCIATES, INC.**  
580 Wells Rd  
Orange Park, FL 32073  
904-278-0030



**Invoice 24368**

ITEM-20

**BILL TO**

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

DATE 07/02/2024	PLEASE PAY <b>\$2,760.00</b>	DUE DATE 07/22/2024
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**M&A PROJECT NO.**

9610-55-1

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

Engineering services concerning the Oxford Street Force Main Rerouting project for the Town of Hilliard including progress toward construction administration services during the period April 27, 2024 through June 28, 2024.

LUMP SUM CONTRACT AMOUNT: \$101,900.00

- Item A. Preliminary Engineering, \$3,000 (100% complete)
- Item B. Engineering Design, \$41,400 (100% complete)
- Item C. Topographic Survey, \$10,000 (100% complete)
- Item D. Permit Applications, \$12,000 (100% complete)
- Item E. Construction Bidding Services, \$3,000 (100% complete)
- Item F. Construction Administration, \$13,800 (80% complete)
- Item G. Resident Project Representative Services, \$16,000 (0% complete)
- Item H. Start-up Services, \$1,500 (0% complete)
- Item I. O&M Manual, \$1,200 (0% complete)

AMOUNT PREVIOUSLY INVOICED: \$77,680.00

<b>Amount Earned This Period</b>	<b>2,760.00</b>
----------------------------------	-----------------

Thank you for your business.

<b>TOTAL DUE</b>	<b>\$2,760.00</b>
------------------	-------------------

THANK YOU.

MITTAUER &  
 ASSOCIATES, INC.  
 580 Wells Rd  
 Orange Park, FL 32073  
 904-278-0030



Invoice 24369

ITEM-21

**BILL TO**

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

DATE 07/02/2024	PLEASE PAY \$9,120.00	DUE DATE 07/22/2024
--------------------	--------------------------	------------------------

**M&A PROJECT NO.**

9610-58-1

**DESCRIPTION**

**AMOUNT**

WWTF PERMIT RENEWAL 2024  
 TOWN OF HILLIARD, FLORIDA

Engineering services concerning the WWTF Permit Renewal 2024 project for the Town of Hilliard including attendance at site visit and progress toward data compilation, FDEP application forms, O&M Performance Report, and Capacity Analysis Report during the period ending June 28, 2024.

LUMP SUM CONTRACT AMOUNT: \$11,000.00

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

AMOUNT PREVIOUSLY INVOICED: \$0.00

**Amount Earned This Period**

9,120.00

Thank you for your business.

**TOTAL DUE**

**\$9,120.00**

THANK YOU.



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

ITEM-22  
**35** Years  
1989-2024  
ENGINEERING  
EXCELLENCE

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

July 3, 2024

VIA EMAIL

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

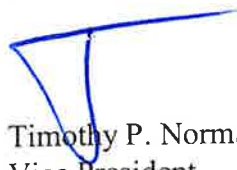
RE: Contractor's Pay Request No. 3  
DEP Oxford Street Force Main Rerouting  
DEP Agreement No. LPA0302  
Town of Hilliard, Florida  
Mittauer & Associates, Inc. Project No. 9610-55-1

Dear Ms. Purvis:

We have reviewed Pay Request No. 3 from T B Landmark Construction, Inc. and find it acceptable. We have, accordingly, indicated our approval and are forwarding an electronic copy to you for approval and payment. This pay request totals \$189,762.50.

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

Sincerely yours,  
Mittauer & Associates, Inc.



Timothy P. Norman, P.E.  
Vice President

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

### Application and Certificate for Payment

Application Number: 3 Application Date: June 30, 2024  
 Purchase Order No: \_\_\_\_\_ Billing Period: 6/1/2024 - 6/30/2024  
 Project Name: DEP Oxford Street Force Main Rerouting  
 Project Authorization No: \_\_\_\_\_ Project Auth. Date: March 11, 2024  
 Owner: Town Of Hilliard  
 Contractor: TB Landmark Construction, Inc.  
 Contractor Address: 11220 New Berlin Rd Jacksonville, Florida 32226  
 Contact Name: Scott Rivenbark Contact No. 904-652-6093

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

Application is made for payment, as hereinafter shown, in connection with this contract:

Work in Place - see attached schedule:	\$	525,095.00
Material suitably stored - see attached schedule:	\$	-
Total Earned To Date:	\$	525,095.00

Gross Retainage Withheld:	\$	18,488.16
Retainage Released on Previous Applications:	\$	-
Retainage Released on This Application:	\$	-
Balance of Retainage Being Held After This Application:	\$	18,488.16

Amount Previously Paid:	\$	316,844.34
Gross Due This Application:	\$	199,750.00
Less Retainage This Application:	\$	9,987.50
Net Due This Application:	\$	189,762.50

Retainage Released This Application:	\$	-
Total Payment Due: (Net Due This Application + Retainage Released This Application)	\$	189,762.50

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

Date 7/3/24



*Scott A. Rivenbark*  
 Contractor's Representative (Signature)

Scott Rivenbark, Project Manager  
 Printed Name & Title

Notary Affidavit:  
 State Of: Florida County of: Nassau  
 Sworn to and subscribed before me this 3 day of July 2024  
 Personally known  Or Produced identification \_\_\_\_\_  
 (Type of Identification)

*K Bender*  
 Notary Public State of Florida (Signature)

7-9-26  
 My commission expires

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

AMOUNT CERTIFIED.....\$ 189,762.50

For Use of Project Engineer (Patricia Jacobs) Timothy Norman, P.E.

Approvals

Engineer's Authorized Agent [Signature] Date: 7/3/24  
 Owner's Authorized Agent \_\_\_\_\_ Date: \_\_\_\_\_

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



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

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

Date: June 30, 2024  
 Billing Period: 6/1/2024 - 6/30/2024  
 Pay Request Nbr: 3  
 Project Authorization Date: March 11, 2024

Tab 1													
		Planned (Bid Quantities)						Quantity Installed		Dollar Amount Earned			
A	B	C	D	E	F	G	H	I	J	K	L	M	
Item No.	Item Description	Qty	Unit	Unit Price	(C x E) Contract Total	(J/F) % Comp	Previously Installed	Installed This Period	(H + I)*E Total To Date	Previously Billed	Due This Period	\$ Balance To Complete	
1	Mobilization and General Conditions	1	LS	\$ 27,227.00	\$ 27,227.00	100.00%	1		\$ 27,227.00	\$ 27,227.00	\$ -	\$ -	
2	6" PVC Force Main, Convetionally Installed	1520	LF	\$ 95.00	\$ 144,400.00	100.00%	1520		\$ 144,400.00	\$ 144,400.00	\$ -	\$ -	
3	6" FPVC Force Main, Directionally Drilled	320	LF	\$ 100.00	\$ 32,000.00	100.00%	320		\$ 32,000.00	\$ 32,000.00	\$ -	\$ -	
4	6" Gate Valves and Boxes	4	EA	\$ 3,000.00	\$ 12,000.00	100.00%	4		\$ 12,000.00	\$ 12,000.00	\$ -	\$ -	
5	8"x6" Tapping Sleeve and Tapping Valve	1	EA	\$ 9,500.00	\$ 9,500.00	100.00%	1		\$ 9,500.00	\$ 9,500.00	\$ -	\$ -	
6	Ductile Iron Fittings ( Epoxy Lined)	500	LBS	\$ 24.50	\$ 12,250.00	100.00%	500		\$ 12,250.00	\$ 12,250.00	\$ -	\$ -	
7	Sewage Air Release Valve Assembly	1	EA	\$ 14,000.00	\$ 14,000.00	100.00%	1		\$ 14,000.00	\$ 14,000.00	\$ -	\$ -	
8	Connection to Existing 6" Force Main	1	EA	\$ 5,000.00	\$ 5,000.00	100.00%	1		\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	
9	Aerial Culvert Crossing	1	LS	\$ 37,195.00	\$ 37,195.00	100.00%	1		\$ 37,195.00	\$ 37,195.00	\$ -	\$ -	
10	Concrete Encasement and Specials	20	CY	\$ 300.00	\$ 6,000.00				\$ -	\$ -	\$ -	\$ 6,000.00	
11	Removal and Replacement of Unsuitable Soils	200	LF	\$ 15.00	\$ 3,000.00				\$ -	\$ -	\$ -	\$ 3,000.00	
12	Asphaltic Roadway/ Driveway Restoration	20	LF	\$ 350.00	\$ 7,000.00	100.00%	20		\$ 7,000.00	\$ 7,000.00	\$ -	\$ -	
13	Concrete Driveway/ Sidewalk Restoration	20	LF	\$ 175.00	\$ 3,500.00	100.00%	20		\$ 3,500.00	\$ 3,500.00	\$ -	\$ -	
14	Stabalized/ Rock/ Gravel Roadway/ Driveway Restoration	280	LF	\$ 8.00	\$ 2,240.00	100.00%	280		\$ 2,240.00	\$ 2,240.00	\$ -	\$ -	
15	Clearing and Grubbing/ Tree Removal- Lift Station Work	1	LS	\$ 235,000.00	\$ 235,000.00	90.00%	0.05	0.85	\$ 211,500.00	\$ 11,750.00	\$ 199,750.00	\$ 23,500.00	
16	Seed and Mulch	600	LF	\$ 2.00	\$ 1,200.00	100.00%	600		\$ 1,200.00	\$ 1,200.00	\$ -	\$ -	
17	Sod	650	LF	\$ 5.50	\$ 3,575.00	100.00%	650		\$ 3,575.00	\$ 3,575.00	\$ -	\$ -	
18	Flushing and Pressure Testing	1	LS	\$ 2,508.00	\$ 2,508.00	100.00%	1		\$ 2,508.00	\$ 2,508.00	\$ -	\$ -	
19	Demobilization and Close-out	1	LS	\$ 4,675.00	\$ 4,675.00				\$ -	\$ -	\$ -	\$ 4,675.00	
		<b>Totals:</b>			\$ 562,270.00	93.39%			\$ 525,095.00	\$ 325,345.00	\$ 199,750.00	\$ 37,175.00	

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

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

Date: June 30, 2024  
 Billing Period: 6/1/2024 - 6/30/2024  
 Pay Request Nbr: 3  
 Project Authorization Date: March 11, 2024

### Summary By Asset

Tab 1 Not Used

A	B	C	D	E	F	G
Asset	Authorized Amount	Total Work To Date	Previously Billed	Amount Due This Period	Balance To Complete	Retainage
Original Bid	\$ 562,270.00	\$ 525,095.00	\$ 325,345.00	\$ 199,750.00	\$ 37,175.00	\$ 26,254.75
SWA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Totals:</b>	<b>\$ 562,270.00</b>	<b>\$ 525,095.00</b>	<b>\$ 325,345.00</b>	<b>\$ 199,750.00</b>	<b>\$ 37,175.00</b>	<b>\$ 26,254.75</b>

**Project Authorization and Payment Calculations**

Project Authorization Amount			
6/1/2024 - 6/30/2024	Change Orders	Total	
\$ 562,270.00	\$ -	\$ 562,270.00	
\$ 562,270.00	\$ -	\$ 562,270.00	

Tab 1 Not Used

Payments								
Includes SWAs & Change Orders								
A	B	C	D	E	F	G	H	
Total Worked (Work In Place)	Previously Billed	Due This Period	Stored Material (Current Pay Period)	Stored Material (Previous Pay Period)	(Use this column for Oracle Receipt Dirs) Current Amount Due (C + D - E)	Current Retainage (F x 0.05)	Current Payment to Contractor (F - G)	
\$ 525,095.00	\$ 325,345.00	\$ 199,750.00	\$ -	\$ -	\$ 199,750.00	\$ 9,987.50	\$ 189,762.50	
\$ 525,095.00	\$ 325,345.00	\$ 199,750.00	\$ -	\$ -	\$ 199,750.00	\$ 9,987.50	\$ 189,762.50	

Tab 1 Not Used

Total Value of Contract Earned To Date	
Total Work In Place:	\$ 525,095.00
Stored Material (Current Period):	\$ -
Total Earned To Date:	\$ 525,095.00

Retainage Calculation	
Gross Retainage Withheld To Date:	\$ 18,488.16
Retainage Released This Period:	\$ -
Retainage Released Previous Periods:	\$ -
Net (Unpaid) Retainage:	\$ 18,488.16

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

Retainage Released Box		
PMT No.	Amount Released Previous Periods	Amount Released This Period
Sub-Totals	\$ -	\$ -
Grand Total Released:	\$ -	\$ -
Contractor must enter "Gross Retainage Withheld To Date" from Previous AFP		\$ 8,500.66

Previous Application Amount	
Previously Billed:	\$ 325,345.00
Stored Material (Prev Pay Period):	\$ -
Subtotal:	\$ 325,345.00
Gross Retainage:	\$ 8,500.66
Subtotal:	\$ 316,844.34
Plus Retainage Released Previous Periods:	\$ -
NET Cash Previously Paid to Contractor:	\$ 316,844.34