

# HILLIARD TOWN COUNCIL MEETING

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

## TOWN COUNCIL MEMBERS

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

## ADMINISTRATIVE STAFF

Lisa Purvis, Town Clerk  
Cory Hobbs, Public Works Director  
Gabe Whittenburg, Parks & Rec Director  
Lee Anne Wollitz, Land Use Administrator  
**TOWN ATTORNEY**  
Christian Waugh

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## AGENDA

THURSDAY, JUNE 18, 2026, 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

## REGULAR MEETING

**ITEM-1** Additions/Deletions to Agenda

**ITEM-2** Town Council adoption of Resolution No. 2026-06, Amending Resolution No. 2026-04, Unified Fee Schedule; Water & Sewer; Culverts; Planning & Land Use; Building Permitting; and Parks & Recreation.  
***Lisa Purvis, MMC – Town Clerk***

**ITEM-3** Town Council to adopt Resolution No. 2026-07, calling for a General Election to be held on November 3, 2026, for the position of Mayor and two Council Members to serve four-year terms each.  
***Lisa Purvis, MMC – Town Clerk***

**ITEM-4** Town Council approval of Position Process for Geoffrey Williams' transition from Introductory/Probationary status to Regular Full-Time.  
***Cory Hobbs - Public Works Director***

**ITEM-5** Town Council Approval to promote Carrie Mullis from Administrative Assistant to Accounting Clerk II.  
***Wendy Prather– HR & Finance Analyst***

**ITEM-6** Town Council approval of Town Pool use for Lap Swim (Pre-Season Conditioning) by West Nassau High School.  
***Gabe Whittenburg – Parks & Recreation Director***

**ITEM-7** Town Council approval of the Contract Services Agreement for Accounting Services through June 30, 2026.  
***Lisa Purvis, MMC – Town Clerk***

**ITEM-8** Town Council approval of the Minutes for the April 9, 2026, and May 14, 2026, Workshops.  
***Lisa Purvis, MMC – Town Clerk***

**ITEM-9** Town Council approval of AECOM, Payable through May 29, 2026, Project Name: Design & Construct New Box Hangar at the Hilliard Airpark in the amount of \$3,343.23.  
**FDOT PTGA 100% GRANT FUNDED PROJECT \$391,000; AECOM S.A. NO. 20 LUMP SUM CONTRACT \$111,441**

**ITEM-10** Town Council approval of CPH, Payable through May 15, 2026, Project Name: FY 24/25 Resilient Florida Planning Grant, in the amount of \$30,000.00.  
**FDEP COMPREHENSIVE VULNERABILITY ASSESSMENT GRANT FUNDED PROJECT IN THE AMOUNT OF \$180,000; LUMP SUM CONTRACT \$180,000.**

**ITEM-11** Town Council approval of Peters & Yaffee Engineering, now owned by LJA Engineering, Inc., Payable through May 29, 2026, Project Name: Design West Sixth Street in the amount of \$4,885.85  
**DAYSRING COMMONS DEVELOPER FUNDED PROJECT IN THE AMOUNT OF \$116,672.26; LUMP SUM CONTRACT \$116,672.26**

#### **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 fourth 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.

## **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.

## **2025 HOLIDAYS**

## **2026 HOLIDAYS**

**TOWN HALL OFFICES CLOSED**

- |                                  |                              |
|----------------------------------|------------------------------|
| 1. Martin Luther King, Jr. Day   | Monday, January 19, 2026     |
| 2. Memorial Day                  | Monday, May 25, 2026         |
| 3. Independence Day              | Friday, July 3, 2026         |
| 4. Labor Day                     | Monday, September 7, 2026    |
| 5. Veterans Day                  | Wednesday, November 11, 2026 |
| 6. Thanksgiving Day              | Thursday, November 26, 2026  |
| 7. Friday after Thanksgiving Day | Friday, November 27, 2026    |
| 8. Christmas Eve                 | Thursday, December 24, 2026  |
| 9. Christmas Day                 | Friday, December 25, 2026    |
| 10. New Year's Eve               | Thursday, December 31, 2026  |
| 11. New Year's Day               | Friday, January 1, 2027      |



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: June 18, 2026

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

SUBJECT: Town Council adoption of Resolution No. 2026-06, Amending Resolution No. 2026-04, Unified Fee Schedule; Water & Sewer; Culverts; Planning & Land Use; Building Permitting; and Parks & Recreation.

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#### **BACKGROUND:**

Land Use Administrator Lee Anne Wollitz presented the proposed amendments to the Unified Fee Schedule. The changes, updates, and revisions were reviewed and discussed during the Town Council's monthly workshop on June 11, 2026.

#### **FINANCIAL IMPACT:**

None.

#### **RECOMMENDATION:**

Staff recommends that the Town Council adopt Resolution No. 2026-06, amending the Unified Fee Schedule.

**RESOLUTION NO. 2026-06**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, AMENDING RESOLUTION NO. 2026-04, WHICH ADOPTED THE TOWN OF HILLIARD UNIFIED FEE SCHEDULE; PROVIDING FOR UPDATES REQUIRED BY RECENT CHANGES TO FLORIDA STATUTES; CLARIFYING AND CORRECTING UNINTENDED OMISSIONS IDENTIFIED FOLLOWING ADOPTION; ADDING FEES ASSOCIATED WITH NEW AND UPDATED ZONING AND LAND DEVELOPMENT APPLICATION PROCESSES; PROVIDING FOR THE CONTINUED EFFECTIVENESS OF THE REMAINING PROVISIONS OF RESOLUTION NO. 2026-04; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town Council of the Town of Hilliard, Florida, adopted Resolution No. 2026-04 establishing and consolidating a Unified Fee Schedule for municipal services, including but not limited to water and sewer services, culvert permits, zoning and land development regulation fees, building permit-related fees, and Parks and Recreation Department fees; and

**WHEREAS**, Resolution No. 2026-04 was adopted to provide a consistent, transparent, and efficient method for establishing and administering municipal fees and charges; and

**WHEREAS**, subsequent to the adoption of Resolution No. 2026-04, changes to Florida Statutes, administrative requirements, and Town regulatory procedures have identified the need to update certain provisions of the Unified Fee Schedule to ensure continued compliance with applicable state law; and

**WHEREAS**, the Town Council finds that certain fees, procedures, and application types were unintentionally omitted from the Unified Fee Schedule adopted by Resolution No. 2026-04; and

**WHEREAS**, the Town has since established, implemented, or modified additional zoning and land development review processes requiring corresponding application and review fees to properly recover administrative costs associated with those services; and

**WHEREAS**, the Town Council finds that updating the Unified Fee Schedule is necessary to maintain accurate, consistent, and equitable application of fees associated with Town services, regulatory reviews, and development processes;

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

**SECTION 1. RECITALS.**

The above recitals are true and correct and are incorporated herein by reference.

**SECTION 2. AMENDMENT TO RESOLUTION NO. 2026-04.**

Resolution No. 2026-04 is hereby amended to incorporate the revisions, corrections, additions, and updates contained within the amended Unified Fee Schedule attached hereto and incorporated herein by reference.

SECTION 3. STATUTORY COMPLIANCE UPDATES.

The Unified Fee Schedule is hereby updated as necessary to reflect changes required by applicable Florida Statutes and related regulatory requirements. These updates are intended to ensure the Town’s fee structure remains consistent with current state law and administrative obligations.

SECTION 4. CORRECTION OF OMISSIONS.

The Town Council hereby acknowledges that certain fees, categories, or administrative processes were unintentionally omitted from the Unified Fee Schedule adopted by Resolution No. 2026-04. The amended Unified Fee Schedule shall correct such omissions and provide clarification for the proper administration and collection of applicable fees.

SECTION 5. ADDITIONAL ZONING AND LAND DEVELOPMENT FEES.

The Unified Fee Schedule is hereby amended to include additional zoning and land development application fees associated with review processes, applications, amendments, approvals, and other regulatory services established or implemented after adoption of Resolution No. 2026-04.

SECTION 6. CONTINUATION OF EXISTING FEES.

Except as specifically amended herein, all provisions, fees, charges, and requirements established by Resolution No. 2026-04 shall remain in full force and effect.

SECTION 7. SEVERABILITY.

If any section, subsection, sentence, clause, phrase, or provision of this Resolution is held invalid or unconstitutional by a court of competent jurisdiction, such invalidity shall not affect the remaining portions of this Resolution.

SECTION 8. EFFECTIVE DATE.

**THIS RESOLUTION** shall be adopted by the Town Council of the Town of Hilliard, Florida, on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, and shall become effective on \_\_\_\_\_.

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

ATTEST:

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Lisa Purvis  
Town Clerk

APPROVED:

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John P. Beasley  
Mayor



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UNIFIED FEE SCHEDULE - RESOLUTION 2026 – XX  
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ITEM-2

**Parks and Recreation Department**

Programs and Sports

Sports Sponsor

Park Facility / Picnic Rental

Fitness Center Facility (24 Hour)

Pool Facility

Events

Addition Offerings

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## Water and Sewer Charges and Fees

### Deposits -

A new user shall provide a deposit to guarantee payment of delinquent bills, according to the following schedule:

#### Residential

Water	\$70.00
Sewer	\$80.00

#### Commercial

	Under 10,000	Over 10,000
Water	\$100.00	\$150.00
Sewer	\$150.00	\$200.00

#### Landlord

Water	\$100.00
Sewer	\$150.00

#### Subdivision Development

Water and Sewer	\$3,000.00
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### Tap-In, Turn On/Off and Transfer Fees –

#### Water Tap-in Fees

**\$1,700.00 Single Short (existing water main on same side of the road)** – Tap in fee includes the following: locating and excavating existing water main to be tapped; furnishing and installing tapping saddle, corporation stop, 1’ poly service tubing, angle yoke valve, meter yoke, radio read water meter, gate valve, and meter box; and associated restoration.

**\$2,500.00 Single Long (existing water main on opposite side of the road)** - Tap in fee includes the following: locating and excavating existing water main to be tapped; furnishing and installing tapping saddle, corporation stop, punching or directional drilling 1’ poly service tubing, angle yoke valve, meter yoke, radio read water meter, gate valve, and meter box; and associated restoration.

**Meter & MTU cost plus \$275.00 for installation** **Subdivision Water Tap-ins** – Tap-in fee includes the following: Installation of radio read meter in developer installed approved infrastructure.



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**Sewer Tap-in fees**

Tap-in fee includes the following: locating and excavating existing sewer main to be tapped, tapping existing sewer main, installing 6” PVC service pipe and fittings, installing cleanout, and associated restoration (including asphalt pavement patch). Any items or services not specifically listed above will be subject to additional charges.

Single Service	\$3,500.00
Double Service	\$3,800.00

**Turn-on/off Fees**

- \$45.00 Turn-on/off fee for all new water and/or sewer service, in addition to deposits.
- \$25.00 Turn-on/off fee for emergency maintenance and repairs.
- \$45.00 Turn-on/off fee for emergency maintenance and repairs required outside of normal working hours.

**Transfer Fees**

- \$30.00 Turn-on/off fee for all new water and/or sewer service, in addition to deposits.

**Penalties**

Penalties shall be added to the amount of the bill if not paid by 5pm on the 15<sup>th</sup> day of the month following the reading date. If the bill remains unpaid at 5pm on the 25<sup>th</sup> day of the month a second penalty shall be added, which shall be payable as if a part of the amount originally billed. If the 15<sup>th</sup> or the 25<sup>th</sup> day of the month falls on a weekend or a holiday, penalties shall be assessed on the next working day at 5pm. Hilliard Town Code Chapter 58, Section 58-85(e).

Not paid by the 15 <sup>th</sup> day-	\$15.00
Not paid by the 25 <sup>th</sup> day-	\$25.00

Contracts with large and/or out-of-town commercial and/or residential users of water and/or sewer services shall include a penalty of 3% assessed on the unpaid balance of any delinquent bill.



## Restoration Charges

Charges for restoration of services shall be collected as follows:

\$50.00	Restoration after termination for non-payment (meter still in place) requested outside normal working hours.
\$50.00 - \$500.00	Restoration fee as a result of meter tampering and based upon any damages to meter tap including installation of removed meter.

## Termination of Service

Termination of services due to non-payment.

If services are terminated, the user shall have two business days prior to the end of the month in which services were terminated to have services restored. If services are not paid, the deposit on the account shall be applied toward the payment of the delinquent amount, including late penalties. A new deposit will have to be paid to restore services and reopen the account. Hilliard Town Code Chapter 58, Section 58-7 (a)

Any customer whose water and/or sewer are terminated a second time due to non-payment, or a returned check or draft shall have his water and/or sewer deposit increased to the current deposit fee plus an additional 50%, prior to the water and/or sewer service being restored. Hilliard Town Code Chapter 58, Section 58-84



### Return Check or Draft Service Charge

Fees will be assessed by the value of the check as follows:

If the face value of the check is \$0.01 to \$50.00	\$25
If the face value of the check is \$50.01 to \$300.00	\$30
If the face value of the check is over \$300.00	\$40

Upon receipt of two returned checks or drafts within a period of one year, the customer shall be required to pay by certified funds (cash or money order) for a period of three years from the date of the redemption of the second returned check or draft.

### Application Fees

- \$250.00     **Septic Tank Exception Application Fee** – Request for information and recommendation to Town Council.
  
- \$250.00     **Well Exception Application Fee** – Request for information and recommendation to Town Council.
  
- \$1,000.00   **Right-of-Way Permit Application Fee for Town of Hilliard Right of Ways** – Request for Public Works to determine what may be necessary to service the proposed development.
  
- Cost + 10%   **Right-of-Way Permit Application Fee for Nassau County Right of Ways** – Request for Town Engineer to prepare necessary documents and obtain Nassau County Right-of Way Permit for Town Utilities to cross Nassau County Right of Ways.
  
- \$150.00     **Development Investigation Application Fee** – For public Works to determine if adequate infrastructure is in place.
  
- \$1,000.00   **Development Investigation Application (Consultant Needed)** – In addition to Development Investigation Application Fee, if a consultant is needed to determine what may be necessary to service the proposed development.  
 Deposit & Consultant  
 Cost + 10%



## Culvert Charges and Fees

All culverts are subject to a \$50 permit fee.

An application fee for culvert installation shall be paid to the Town at the time of application for a site location inspection by the Public Works Department and a follow-up inspection to ensure that all work performed, and material used are in compliance with the requirements of Chapter 42 of the Hilliard Town Code. This fee shall not be refundable, whether or not a permit is issued.

If the owner requests the Town to purchase and/or install the permitted pipe with mitered ends, the fees are established as follows:

Total Price listed below includes supplies, labor, and surcharge.

Culvert Size	Total Fee
12x20	\$2,475.07
15x20	\$2,576.21
18x20	\$2,999.75
24x20	\$3,710.44

Installation charge and/or culvert pipe shall be paid for (in full) at time of order and culverts shall be delivered directly to the job site. The Public Works Director shall inspect the permitted pipe.

All culvert pipes installed within the Town shall be with mitered ends from the date of adoption of Resolution No. 2003-04.



## ZONING & LAND DEVELOPMENT REGULATION FEES

### **Applications**

Annexation	\$1,000.00
Appeals	\$500.00
Change of Zoning Use	\$50.00
Concurrency	\$150.00
Consultant Review	Cost Plus 10%
Extension Request	\$200.00
Home Occupation	\$50.00

### **Comprehensive Plan**

Comprehensive Plan – Large >50 acres	\$3,000.00
Comprehensive Plan – Small <50 acres	\$1,500.00
Comprehensive Plan – Text Amendment	\$3,000.00

### **Land Use Reviews**

Land Use Approval of Alcohol License	\$50.00
Land Use Permit Review - Res/Multi/MH/Comm	\$125.00
Land Use Permit Review – Accessory Structure	\$75.00
LDR Interpretation	\$25.00
Letter to Verify Land Use or Zoning	\$25.00
Lein Research	\$100.00

### **Plat / Subdivision of Land**

Lot Split / Reconfiguration	\$500.00
Plat Preliminary – Major > 5 Lots	\$1,000.00
Plat Preliminary – Minor < 5 Lots	\$750.00
Plat Final – Major > 5 Lots	\$1,000.00
Plat Final – Minor < 5 Lots	\$750.00
Replat – Major > 5 Lots	\$1,000.00
Replat – Minor < 5 Lots	\$750.00



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ITEM-2

**Rezoning**

Rezoning – Conventional	\$1,000.00
Rezoning PUD	\$3,000.00
PUD – Major Deviation	\$1,500.00
PUD – Minor Deviation / Amendment	\$1,500.00

**Sign Review**

Sign Review Fee \$0 - \$500	\$50.00
Sign Review Fee \$500 - \$1000	\$50.00 (+ \$5 for each \$1,000)

**Site Plan**

Site Clearing / Site Work (Horizontal Only)	\$200.00
Site Plan Review – No Utility Extension Needed	\$500.00
Site Plan Review – Utility Extension Needed	\$1,500.00

**Special Exception**

Special Exception – Residential	\$750.00
Special Exception – Non-Residential	\$750.00

**Right-of-Way**

Street/ROW Vacation Pre Review	\$200.00
Street/ROW Vacation Final	TBD

**Temporary Use/Special Event**

Temporary Use / Special Event	\$50.00
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**Variance**

Variance - Residential	\$750.00
Variance – Non-Residential	\$1,000.00

**Recovery Residence**

Recovery Residence	\$500.00
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## BUILDING PERMIT REGULATION FEES

### International Code Council

August 2025

Building valuation Data at 100% of ICC

Building Permit Fees: (Permit Fees based on construction cost calculated using the most current building valuation data table published by the international code council)

<http://www.iccsafe.org/cs/techservices/index.html>

ICC \$1.00 - \$10,000	\$50.00
ICC \$10,000 - \$50,000	\$5.00 per \$1,000 or fraction there of
ICC \$50,000 - \$500,000	\$3.00 per \$1,000 or fraction there of
ICC Over \$500,000	\$2.00 per \$1,000 or fraction there of
Private Provider Building Permits	50% off Building Permit Fee*

### Penalties

Contractors performing emergency repairs / replacements shall apply for the proper permits the next business day; else the work shall be considered work begun without a permit.

Working with no Permit	4X Permit Fee
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### Plan Review Fees

Plan Review – Building Official	40% of the Building Permit
Private Provider Plan Review – Residential	50% of Standard Plan Review Fee*
Private Provider Plan Review – Commercial	50% of Standard Plan Review Fee*
Preliminary Plan Review & Revisions	\$10 per Sheet
Land Use Permit Review Fee - RES/MULTI/MH/COMM	\$125.00
Land Use Permit Review Fee - Accessory Structure	\$75.00

\*If both Plans Review and Inspections are going to be done by Private provider, the fee will be 25% of Standard Fee



**Other / Miscellaneous Fees**

Address	\$10.00
Change of Use Building Inspector	\$75.00
Demolition - Interior/Exterior	Building Permit Fee
Fire Damage Evaluation Fee Per Inspection	\$75.00
Moving of Any Structure	Building Permit Fee
Pre-Built Storage Sheds	\$50.00
Pre-Construction Site Preparation	\$50.00
Pre-House Moving Inspection Fee	\$50.00
Temporary Structures (6-month Duration)	\$50.00
Remodel / Renovation / Alterations	10-50% Total BPF
Roofing Permit (New or Re-Roof)	Building Permit Fee
Safety Inspection	\$50.00
Shell Building	40% Total Permit
Siding Permits	Building Permit Fee
Surcharge for State	2.5% of the Building Permit fee, minimum \$4
Foundation Only*	25% Total Permit

\*When approved by Bldg. official, permits are charged 25% of the total building cost and do not reduce the valuation of actual Bldg. permit.

**Refunds/Reinspections**

Refund BLDG Permit Fee After First Inspection	No Refund
Refund BLDG Permit Fee Prior to First Inspection	50% Permit Fee
Re-Inspection Fee (1st/2nd/3rd)	\$25 / \$50 / \$200

**Signs**

Sign Land Use Permit Review Fee \$0 - \$500	\$50.00
Sign Land Use Permit Review Fee \$500 +	\$50.00 (+ \$5 for each \$1,000)
Sign Permit	\$50.00

**Swimming Pools**

Swimming Pool Above Ground	Building Permit Fee
Swimming Pool Air Inflated	Building Permit Fee
Swimming Pool Enclosure	Building Permit Fee
Swimming Pool/Spas	Building Permit Fee



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**Move-On Permits**

Separate Permits are required for the Electrical, Plumbing, and Mechanical Installations on all Mobile/Modular Homes. (See Electrical, Plumbing, and Mechanical Permit Fee schedules incorporated herewith.)

Single Wide Move-On Permit	\$100.00
Double Wide Move-On Permit	\$175.00
Triple Wide Move-On Permit	\$200.00
Quad Move-On Permit	\$275.00
Manufactured Add-ons	\$60.00

**Electrical Code**

Below 100 AMPS	\$40.00
100 AMPS	\$60.00
150 AMPS	\$70.00
200 AMPS	\$80.00
300 AMPS	\$100.00
400 AMPS	\$115.00
600 AMPS	\$125.00
800 AMPS	\$140.00
1000 AMPS	\$200.00
3 Phase 0 - 150 AMPS	\$145.00
3 Phase 151 - 200 AMPS	\$175.00
3 Phase 201 - 400 AMPS	\$225.00
3 Phase 401 - 600 AMPS	\$270.00
3 Phase 601 - 800 AMPS	\$320.00
3 Phase 801 - 1000 AMPS	\$350.00
Additions / Repairs / Change Out - Residential	\$50.00
Additions / Repairs / Change Out - Commercial	\$90.00
Commercial Site Work Electrical	Building Permit Fee
Interior Wiring / Re-Wiring - Residential	\$50.00
Interior Wiring / Re-Wiring - Commercial	\$90.00
New Construction Interior Wiring - Residential	\$50.00
New Construction Interior Wiring - Commercial	\$90.00
Reconnect of Discounted Service	\$50.00
Sign Lighting New/Existing	Electrical Permit
Swimming Pool Wiring	\$40.00
Temporary Power Pole	\$50.00



**Plumbing**

Commercial Site Work Piping Installations	Plumbing Fee / Building Permit Fee
Gas Piping / Re-Piping	Plumbing Fee / Building Permit Fee
Repair / Re-Pipe / Additions / Hot Water Heater Changeout	\$50.00
Residential / Commercial Base Permit Fee	\$50.00
Residential- Multi Family / Commercial Each Fixture, Floor & Roof Int/Ext	\$7.50
Residential - Single Family Each Fixture, Floor & Roof Int/Ext	\$6.00
Swimming Pools / Jacuzzis / Spas / Hot Tubs	\$50.00

**Mechanical**

Commercial Site Work Mechanical	Building Permit Fee
Duct Changes (Remodel)	\$40.00
Fireplaces Residential/Commercial	\$50.00
Refrigeration System	Building Permit Fee
Res/Com New Units Up to 2.5 Ton	\$40.00
Res/Com New Units 3 Ton	\$45.00
Res/Com New Units 3.5 Ton	\$52.00
Res/Com New Units 4 Ton	\$60.00
Res/Com New Units 4.5 Ton	\$65.00
Res/Com New Units 5 Ton	\$70.00
Res/ MH / Com Change Out Units Up to 3 Ton	\$40.00
Res/ MH / Com Change Out Units 3.5 Ton	\$45.00
Res/ MH / Com Change Out Units 4 Ton	\$52.00
Res/ MH / Com Change Out Units 4.5 Ton	\$60.00
Res/ MH / Com Change Out Units 5 Ton	\$65.00



**Fire Inspection Services (Town Fire Marshall Fees)**

Alarm Systems Includes Fire Inspection Fee	Building Permit Fee
Annual Life Safety Inspection	\$50.00
Change of Use Fire Marshall	\$50.00
Construction Plan Review	35% Total Permit
Fire Damage Evaluation Fee Per Inspection	\$50.00
Fire Protection System Inspection	\$40.00
Preliminary Plan Review	\$10.00 per sheet
Range Hoods / Fire Suppression	\$50.00
Re-Inspection Fee	\$25.00
Site Plan Review	\$50.00
Sprinkler Systems Includes Fire Inspection Fee	\$100 for 40 plus \$2 for each additional
Temporary Use / Special Event Inspection	\$50.00



## Parks and Recreation Department

### Programs and Sports

#### After School

Weekly	\$70.00
Drop-In	\$25.00
Add for All Day	\$10.00
Multi Kid Discount	\$10.00 per extra kid
Late Payment / Pickup Fee	\$15.00

#### Summer Camp

Registration Per Person	\$100.00
Weekly	\$110.00
Drop-In	\$35.00
Multi Kid Discount	\$10.00 per extra kid
Late Payment Fee	\$15.00

#### Sports Classes

Registration Per Person	\$60.00
Multi Kid Discount	\$10.00 per extra kid
Late Payment Fee	\$15.00

#### Sports Camps

Registration Per Person	\$50.00
Multi Kid Discount	\$10.00 per extra kid
Late Payment Fee	\$15.00

#### Youth Sports Leagues

Registration Per Person	\$60.00
Multi Kid Discount	\$10.00 per extra kid
Late Payment Fee	\$15.00



**Adult Sports League**

Registration Per Person \$60.00

**Adult Basketball Tournament**

3 on 3 Basketball Per Team \$75.00

**Adult Co-Ed Softball Rates**

Registration Per Person \$40.00

Registration Per Team \$350.00

**Sports Sponsor:**

Single Team Sponsor \$225.00

Two Team Sponsor \$450.00

Three Team Sponsor \$675.00

Four Team Sponsor \$900.00

**Park Facility / Picnic Rental**

**Gymnasium Facility Rental Rates**

Gymnasium Reservation / Damage Deposit \$35.00

Gymnasium Hourly Rate (Includes Attendant) \$70.00

**Park Picnic & Grill Pavilion Rental Rates**

Park Reservation / Damage Deposit \$25.00 (minimum)

Park Large Pavilion Per Hour \$20.00

Park Small Pavilion Per Hour \$10.00

**Ball Park**

Oxford Ball Park Reservation / Damage Deposit \$33.00 (minimum)

Oxford Ball Park Daily Rate \$65.00



### Fitness Center Facility (24 Hour)

**Key Fob** \$5

#### Fitness Center Membership

Rates	Daily	Monthly	Semi-Annual	Annual	Monthly All-Inclusive
<b>Individual</b>	\$5.00	\$35.00	\$193.00	\$385.00	\$55.00
<b>Couple</b>		\$50.00	\$275.00	\$550.00	\$70.00
<b>Family</b>		\$65.00	\$358.00	\$715.00	\$85.00
<b>Fitness Class</b>	\$5.00	\$30.00			

#### Short Term Monthly Fees

Rates	Fitness Center
Individual	\$50.00
Couple	\$65.00
Family	\$80.00

#### Child Watch

Per Month to Add to Membership \$20.00

#### Group Rates

##### 10 People of Less

	Monthly Fee
Youth	\$50.00 – 1 Day Per Week
Adult	\$250.00 – 3 Days Per Week

##### 11-20 People

	Monthly Fee
Youth	\$100.00 – 1 Day Per Week
Adult	\$500.00 – 3 Days Per Week

#### Personal Training

Per Month	\$160.00
Homeschool Fitness Class	\$3.00



## Pool Facility

Swimming Pool	Daily	Monthly	Seasonal
Individual	\$3.00	\$30.00	\$90.00
Couple		\$45.00	\$135.00
Family		\$60.00	\$180.00
Groups Under 10	\$15.00	\$100.00	\$300.00
Aqua Classes	\$5.00		\$30.00

### Private Swimming Lessons

30 Minute - Single	\$20.00
30 Minute - 4 Pack	\$65.00
30 Minute - 8 Pack	\$120.00

### Group Swimming Lessons

Level 1 & 2 (1 WK Courses, Monday-Thursday)	\$50.00
Level 3 & 4 (2 WK Courses, Monday-Thursday)	\$60.00

### Facility Rental

Pool & Splash Pad reservation / Damage Deposit	\$58.00 (minimum)
Pool & Splash Pad Hourly Rate	\$85.00
Pool Lifeguard(s) Rate per Hour (2 per 35 People)	\$30.00
Splash Pad Only Reservation / Damage Deposit	\$38.00 (minimum)
Splash Pad Only Hourly Rate (Up to 25 people includes attendant)	\$75.00



### Events

Car Show Participant	\$20.00
Parade of Trees	\$50.00
Vendors	\$50.00
Event Sponsorship	\$225.00

### Additional Offerings

#### Certification Programs

CPR	\$25.00 per Student
First Aid	\$25.00 per Student
Emergency Oxygen Administration	\$25.00 per Student



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: June 18, 2026

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

SUBJECT: Town Council to adopt Resolution No. 2026-07, calling for a General Election to be held on November 3, 2026, for the position of Mayor and two Council Members to serve four-year terms each.

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#### **BACKGROUND:**

The Town Council General Election shall be held on Tuesday, November 3, 2026, for the purpose of electing mayor and two members of the Town Council.

The candidates for the four-year Council terms shall qualify in one group and the two candidates receiving the highest number of votes shall be elected.

Qualifying period begins on Thursday, July 2, 2026, at noon.

Qualifying period ends on Friday, August 7, 2026, at noon.

The deadline for candidates to submit their Candidates Petitions for verification is Thursday, July 30, 2026, at noon. The required number of valid petition signatures needed is ten (10).

The persons who are elected at the general election and qualify as members of the Town Council shall take office at the first regular meeting of the Town Council held in January 2026.

#### **FINANCIAL IMPACT:**

N/A

#### **RECOMMENDATION:**

Town Council to adopt Resolution No. 2026-07, calling for calling for a General Election to be held on November 3, 2026, for the position of Mayor and two Council Members to serve four-year terms each.

**RESOLUTION NO. 2026-07**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION CALLING FOR A GENERAL ELECTION TO BE HELD ON NOVEMBER 3, 2026; MAYOR FOR A FOUR-YEAR TERM; TWO MEMBERS OF THE TOWN COUNCIL FOR FOUR YEAR TERMS EACH; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Section 8.01, Article VIII Elections of the Town Code Charter of Hilliard requires the members of the Town Council to be elected at a general election held on the first Tuesday after the first Monday in November; and

**WHEREAS**, Section 18-2, Chapter 18 Elections of the Town Code requires the Town Council to call the election for the purposes for which it is to be held at least 90 days prior to the date set for such election; and

**WHEREAS**, Section 18-2, Chapter 18 Elections of the Town Code requires the Town Council to set and post notice of the qualifying beginning date and ending date for the election.

**THEREFORE, BE IT RESOLVED**, by the Council of the Town of Hilliard:

**Section 1.** Pursuant to the requirements of law, the Town Council hereby calls general election for the purpose of electing the members of the Town Council, which election shall be held on Tuesday, November 3, 2026. The Town Clerk is authorized and directed to publish the Notice of Election as required by Section 18-2 of the Elections Code, and to conduct the election and certify the results thereof as prescribed by said Code.

**Section 2.** The candidates for the four-year Mayor term shall qualify in one group and the candidate receiving the highest number of votes shall be elected. Candidates for the four-year Town Council terms shall qualify in a separate group and the two candidates receiving the highest number of votes shall be elected.

**Section 3.** The election beginning date for qualifying is Thursday, July 2, 2026, and the ending date for qualifying is Friday, August 7, 2026. Qualifying for office will be located at the Hilliard Town Hall, 15859 West County Road 108, Hilliard, Florida 32046.

**Section 4.** The persons who are elected at the general election and qualify as members of the Town Council shall take office at the first regular meeting of the Town Council held in January 2027.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2026, by the Hilliard Town Council, Hilliard, Florida.

TOWN OF HILLIARD

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

ATTEST:

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

APPROVED:

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



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: June 18, 2026

FROM: **Cory Hobbs - Public Works Director**

SUBJECT: Town Council approval of Position Process for Geoffrey Williams' transition from Introductory/Probationary status to Regular Full-Time.

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#### **BACKGROUND:**

Geoffrey Williams was hired on April 20, 2026, in Introductory/Probationary status. His probationary period ends July 2026.

Since his hire, he has met all expectations outlined in his job description. He has proven to be highly dependable, possesses a good work ethic, and has become a valuable asset to the Hilliard Public Works Department.

#### **FINANCIAL IMPACT:**

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

The position will now be eligible for health insurance benefits.

#### **RECOMMENDATION:**

Town Council approval of Position Process for Geoffrey Williams' transition from Introductory/Probationary status to Regular Full-Time in the Public Works Technician position.

**TOWN OF HILLIARD  
PUBLIC WORKS DIRECTOR  
Position Process**

Regular Meeting: April 16, 2026

Applicant: Geoffrey Williams  
27210 Kristie Circle South  
Hilliard, FL 32046

Position: Public Works Technician

Pay Rate: Grade 3 / Step 7  
\$20.30 per hour / \$42,226.18 Annually

Position Starts: April 20, 2026 – Introductory/Probationary Period

Position Status: June 18, 2026 – Regular Full Time Position

**Position Requirements:** A current Driver's License and High School Diploma or equivalent are required. Certification in Water or Wastewater Plant Operation preferred or two years' experience in Water or Wastewater. Experience in landscaping, operating, driving dump trucks, water, and sewer utility work is a plus.

**Position Information:**

- Maintain accurate records of all duties performed.
- Assist in the maintenance and installation of driveway culverts and drainage, using and operating equipment as needed,
- Perform the installation of street signs throughout the Town.
- Maintain inventory of the Town's Street signs.
- Assist in maintaining the Town right of way and parks.
- Assist in trimming trees on Town right of way.
- Assist in the maintenance of water meters in Town, i.e., trouble shoot and change out as needed.
- Assist in reading water meters on an as needed basis for billing purposes.
- Performs water service cutoffs for non-payment as directed.
- Assists in maintenance of water main valve as scheduled.
- Assist with water and sewer taps.
- Perform scheduled and emergency water and sewer repairs.
- Help to maintain inventory of water and wastewater supplies and stock.
- Locate and mark Town utilities as required for construction purposes.
- Check and maintain lift stations as needed.
- Assist in preventative and emergency maintenance of all equipment and property of the Town.

- Assist with special projects as directed by the Public Works Director, i.e., Holiday
- Decorations, July 4<sup>th</sup> celebration, Town Cleanup, etc.

**Conditions of Employment:**

The offer of employment is contingent upon the following: Satisfactory results of a background investigation and/or medical examination or inquiry, including a drug screen test.

The Town of Hilliard is an Equal Opportunity Employer and a Drug Free Workplace.



## Position Description

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

### Public Works Technician

**Department:** Public Works  
**Pay Grade:** 3  
**FLSA Status:** Non-Exempt

#### **JOB SUMMARY**

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

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

- Perform daily operations with heavy equipment, including backhoes, dump trucks, and excavators.
- Schedule maintenance on equipment.
- Perform accurate records of all duties performed.
- Perform in the maintenance and installation of driveway culverts and drainage, using and operating equipment as needed.
- Maintenance of Town right of ways.
- Assist in the maintenance of water meters in Town, i.e., trouble shoot and change out as needed.
- Assist in reading water meters on an as needed basis for billing purposes.
- Performs water service cutoffs for non-payment as directed.
- Assist in maintenance of water main valves as scheduled.
- Perform water and sewer taps.
- Perform scheduled and emergency water and sewer repairs.
- Help to maintain inventory of water and wastewater supplies and stock.
- Locate and mark Town utilities as required for construction purposes.
- Check and maintain lift stations as needed.
- Ensure all generators are fully operational.
- Evaluate and make mechanical repairs as needed.
- Perform building maintenance on all town facilities.
- Assist in installation and maintenance of street signs.
- Paint and maintain fire hydrant appearance throughout the Town.

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

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

**MINIMUM REQUIREMENTS TO PERFORM WORK:**

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

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid State of Florida CDL License (required within 1 year of employment).

**KNOWLEDGE, SKILLS AND ABILITIES:**

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

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

**PHYSICAL DEMANDS:**

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

**WORK ENVIRONMENT:**

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

**CONDITIONS OF EMPLOYMENT:**

Offer of employment is contingent upon the following: an interview of references and previous employers; satisfactory results of a background 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: June 18, 2026

FROM: **Wendy Prather– HR & Finance Analyst**

SUBJECT: Town Council Approval to promote Carrie Mullis from Administrative Assistant to Accounting Clerk II

**BACKGROUND:**

This is a request to approve the promotion of Carrie Mullis from Administrative Assistant (Front Office) to Accounting Clerk II.

Carrie Mullis was hired on 2/9/2026 with the knowledge that she had accounting and bookkeeping experience. Since then, she has demonstrated the ability to quickly grasp the Tyler ERP system in Billing and Receivables. This system is the same system used for the Finance and Accounting function. She is always willing to assist in any of the other positions within the office on various tasks showing both her desire to learn and grow with the town. Her cooperative and collaborative nature interacting with all departments has made her a true asset to the organization.

She will be working on any relevant Tyler training in areas that aid her in her job as well as training with others within the office.

**FINANCIAL IMPACT:**

Current pay is Grade 3 Step 7 at \$20.30 Hourly - \$42,226.18 Annually.

Pay increase to Grade 4 Step 7 at \$23.62 Hourly - \$49,124.18 Annually.

**RECOMMENDATION:**

Town Council Approval to promote Carrie Mullis from Administrative Assistant (Front Office) to Accounting Clerk II.

## **POSITION DESCRIPTION**

### **POSITION TITLE GRADE - 4**

### **ACCOUNTING CLERK (ACCOUNTS PAYABLE & BANK BALANCING CHECK RECONCILIATION - NEW POSITION**

*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.*

### **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 Accounting Clerk is entrusted with numerous and diverse financial duties. In addition to the required duties performed, the Accounting Clerk 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.

Third/Fourth 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, Human Resources and Financial Analyst III as well as public as may be directed.

#### **ADMINISTRATIVE**

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 and Human Resources and Financial Analyst III develops standard operating procedures and department policies.

Monitors and stays current with technology and practices related to the Town's financial functions.

Assist with special projects assigned by the Town Clerk and/or Human Resources and Financial Analyst III 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.

Handle all Town's insurance policy claims.

### **DAILY DEPOSIT**

Prepare daily bank deposits in an accurate timely manner.

Prepare daily bank deposit at 9am on regular business days and a second deposit on the 15th and 25th at 5pm., in lieu of next business day at 9am.

Verify and sign the cash collection receipt register stating that \$100 is in the cash drawer prior to returning cash drawer.

Verify and initial the deposit recap to assure that the correct amount is being deposited into the correct bank accounts.

Prior to sealing the deposit bag have another staff member verify and initial that the daily deposit, checks, and cash match the deposit slip(s).

Sign and document on the deposit report the total number of checks received by mail, and the total dollar amount of credit cards received in office, through website and by phone.

Review (cross reference posting on daily deposit) and signed copies of checks received by mail.

Document in the daily deposit spreadsheet all deposits by account and type for balancing purposes (bank statement to general ledger).

Document in the miscellaneous revenue spreadsheet all miscellaneous revenue by department for general ledger balancing.

### **ACCOUNTS PAYABLE**

Verify that all invoices have been approved and signed by the appropriate person prior to input.

Input and review all accounts payable bi-monthly, prior to Town Council meetings or at the Town Clerks direction. Stay on top of the input by making daily entries of approved invoices.

Review payables against actual invoices to confirm all invoice #'s, dates & descriptions are correct prior to giving to Town Clerk for review.

Once the Town Clerk signs off scan accounts payable register with all mark ups into system.

Following Clerk's review make any necessary corrections or changes.

Print final accounts payable register and checks for review and signed approval by the Council President, Council Pro Tem, or Mayor prior to approval.

Prepare and maintain all accounts payable reports and achieve all reports in Incode software.

Save final accounts payable report in PDF to the iPad agenda for each council meeting.

Verify that Council President or designee has reviewed and signed accounts payable register prior to checks being mailed.

Assure copies of all checks and invoices for grants and capital projects expenses are maintained for grant reimbursement and record management.

Once accounts payables are approved by the Town Clerk and or the Town Council, mark invoice (vouchers) paid with account information, attach check stub and prepare checks for pick up and/or mailing.

Prepare and maintain all expenditure files containing invoices (vouchers) with signed approval and check stubs attached.

Maintain a list of annual, quarterly, monthly with 1st or 2nd accounts payable of the month paid listing with expenditure accounts.

Maintain and keep up to date a vendor book with all vendor information.

Maintain excel spreadsheet for all utility expenditures that are drafted from General Checking Account for review and approval. Input monthly all utility expense amounts with account numbers and service dates into spreadsheet for each Town of Hilliard, Meridian Waste, FPL, OREMC, Windstream, AT&T, Comcast, Verizon Accounts, WEX & Cintas for expense coding, accuracy, and verification.

Input monthly petty cash reimbursements with expense account numbers, vendor name and amount into an excel spreadsheet for each Petty Cash, P&R Petty Cash & Fire Petty Cash.

Download WEX fuel bills monthly and verify against actual vehicle receipts provided by employees. Input monthly fuel bills with vehicle numbers and service dates into an excel spreadsheet.

Responsible for contacting the Department of Revenue annually for Town of Hilliard Per Capita Report for WWTP Reduction/Waiver Application that is due annually by January 15th & WTP Waiver.

Responsible for submitting the Florida Department of Health of Nassau County for Swimming Pool and Splash Pad renewal inspection and license that is due annually.

Prepare Credit Applications and Purchase Orders for all Departments.

Save the Attorney monthly invoices to the iPad under shared documents for council review.

Review and sign off on Accounts Payable prior to uploading to the iPad for the Town Council agenda.

### **BANK BALANCING & CHECK RECONCILIATION**

Review and reconcile Town credit cards statements on a monthly basis assuring accuracy by matching receipts, updating monthly spreadsheet and setting up direct payment.

Save final monthly credit card expenditures spreadsheet report in PDF to the iPad agenda for each council meeting.

Reconcile and prepare monthly WEX (fuel cards) reports for payment and reporting to State.

Prepare all draft utility bills spreadsheet monthly.

Save final monthly utilities spreadsheet report in PDF to the iPad agenda for each council meeting.

Prepare all bank draft expenditures sheets for the general ledger monthly.

Prepare daily log of Parks & Recreation Department deposits for monthly journal entries to the general ledger.

Provide Parks & Recreation Department monthly reconciled account balances.

Prepare annual Form 1099's and mail out to contract employees and submit to the IRS with Form 1096.

Prepare, submit, and maintain the Department of Financial Services, State of Florida, Bureau of Unclaimed Property reports and support.

Prepare and input all journal entries to reconcile bank statements to the general ledger monthly.  
 Prepare check reconciliation report to general ledger monthly.  
 Review all expenditure accounts monthly/quarterly.  
 Review all revenue accounts monthly/quarterly.  
 Scan all bank account reconciliation items into a system.  
 Prepare and submit to the Clerk for review financial statements quarterly.  
 Assist in the creation and input of all capital projects monthly through Project Accounting.  
 Assist with preparation and input of all budget reports.  
 Assist with preparation and input of the Capital Improvements Plan.  
 Assist with TRIM (Truth-in-Millage) Property Tax Levy process annually.  
 Assist in the preparation with the annual audits.

### **MISCELLANEOUS DUTIES**

Assist in coordination of special events/projects.  
 Maintain daily journal of all major tasks worked on that day for use by self and others in department.  
 Ability to take on additional municipal duties as required.

### **OTHER DUTIES AND RESPONSIBILITIES**

Provide backup to other staff members as needed.  
 Provide backup with Business Tax Receipts 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.  
 Degree in Business preferred.  
 Four (4) years' experience in the public sector.  
 Or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

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

Valid State of Florida Driver's License.  
 Certification – Florida Government Finance Officers Association (FGFOA)  
 Florida Certified Records Manager (FCRM) – Florida Records Management Association.

### **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 work station. Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

### **WORK ENVIRONMENT**

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

### **CONDITIONS OF EMPLOYMENT**

Offer of employment is contingent upon the following: an interview of references and previous employers; satisfactory results of a background 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.*

*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: June 18, 2026

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

SUBJECT: Town Council approval of Town Pool use for Lap Swim (Pre-Season Conditioning) by West Nassau High School.

**BACKGROUND:**

WN Swim Team has requested to use the Town Pool for lap swim on occasions when the pool is not open to public and not rented. This a similar request made by the Special Olympics that was granted – for \$80/session.

**FINANCIAL IMPACT:**

This would be a net neutral benefit to the department – the discounted rate would cover two lifeguards.

**RECOMMENDATION:**

Approve the agreement (\$80 per session) between the Nassau County School Board (West Nassau High School) subject to standard agreement and COI. These items are also part of the annual approval for swim season, they will be received as part of this agreement as well.



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: June 18, 2026

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

SUBJECT: Town Council approval of the Contract Services Agreement for Accounting Services through June 30, 2026.

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#### **BACKGROUND:**

Town Clerk Lisa Purvis presented the accounting services necessary to close out the fiscal year and update the Town's accounting records through June 30, 2026. The scope of work, project timeline, and associated costs for these services were reviewed and discussed during the Town Council's monthly workshop held on June 11, 2026.

#### **FINANCIAL IMPACT:**

To be determined.

#### **RECOMMENDATION:**

Approve the Contract Services Agreement for the provision of accounting services necessary to complete fiscal year-end closing activities and bring the Town's accounting records current through June 30, 2026.

**TOWN OF HILLIARD  
FINANCIAL ASSISTANCE REQUEST**

As a condition precedent to the preparation of an estimate, the Town shall provide a current Standard Operating Procedure (SOP) and grant access to all relevant bank statements, general ledger records, and journal entries for review. Upon completion of such review, an estimate of the time required and associated costs to complete the requested services shall be provided. Provider shall disclose any planned time off or away.

**URGENT REQUEST TO BE COMPLETED BY JUNE 30, 2026**

<u>DUTIES:</u>	<u>MONTH:</u>	<u>DESCRIPTION:</u>	<u>ESTIMATED COMPLETION TIME:</u>	<u>COST TO COMPLETE:</u>
<b>BANK STATEMENT TO GENERAL LEDGER BALANCING:</b>				
	Oct-25	10/01/2025 - 10/31/2025	All JE's to balance Bank Statement to General Ledger	
<b>CHECK RECONCILIATION:</b>				
	Jul-25	7/01/2025 - 7/31/2025	Closing out period and verifying any splits (transits)	
	Aug-25	8/01/2025 - 8/31/2025	Completing and closing out period and verifying any splits (transits)	
	Sep-25	9/01/2025 - 9/30/2025	Starting and closing out period.	
	Oct-25	10/01/2025 - 10/31/2025	After Bank to GL JE's - Starting and closing out period.	

**REQUEST TO BE COMPLETED BY JULY 31, 2026**

<u>DUTIES:</u>	<u>MONTH:</u>	<u>DESCRIPTION:</u>	<u>ESTIMATED COMPLETION TIME:</u>	<u>COST TO COMPLETE:</u>
<b>BANK STATEMENT TO GENERAL LEDGER BALANCING:</b>				
	Nov-25	11/01/2025 - 11/30/2025	All JE's to balance Bank Statement to General Ledger	
	Dec-25	12/01/2025 - 12/31/2025	All JE's to balance Bank Statement to General Ledger	
	Jan-26	1/01/2026 - 1/31/2026	All JE's to balance Bank Statement to General Ledger	
	Feb-26	2/01/2026 - 2/28/2026	All JE's to balance Bank Statement to General Ledger	
	Mar-26	3/01/2026 - 3/31/2026	All JE's to balance Bank Statement to General Ledger	
	Apr-26	4/01/2026 - 4/30/2026	All JE's to balance Bank Statement to General Ledger	
	May-26	5/01/2026 - 5/31/2026	All JE's to balance Bank Statement to General Ledger	
	Jun-26	6/01/2026 - 6/30/2026	*All JE's to balance Bank Statement to General Ledger	

**REQUEST TO BE COMPLETED BY OCTOBER 31, 2026**

<u>DUTIES:</u>	<u>MONTH:</u>	<u>DESCRIPTION:</u>	<u>ESTIMATED COMPLETION TIME:</u>	<u>COST TO COMPLETE:</u>
<b>CHECK RECONCILIATION:</b>				
	Nov-25	11/01/2025 - 11/30/2025	After Bank to GL JE's - Starting and closing out period.	
	Dec-25	12/01/2025 - 12/31/2025	After Bank to GL JE's - Starting and closing out period.	
	Jan-26	1/01/2026 - 1/31/2026	After Bank to GL JE's - Starting and closing out period.	
	Feb-26	2/01/2026 - 2/28/2026	After Bank to GL JE's - Starting and closing out period.	
	Mar-26	3/01/2026 - 3/31/2026	After Bank to GL JE's - Starting and closing out period.	
	Apr-26	4/01/2026 - 4/30/2026	After Bank to GL JE's - Starting and closing out period.	
	May-26	5/01/2026 - 5/31/2026	After Bank to GL JE's - Starting and closing out period.	
	Jun-26	6/01/2026 - 6/30/2026	*After Bank to GL JE's - Starting and closing out period.	

\*The Service Provider shall provide a complete Standard Operating Procedure (SOP) outlining the step-by-step processes used to perform the

**REQUEST TO BE COMPLETED BY DECEMBER 31, 2026**

<u>DUTIES:</u>	<u>MONTH:</u>	<u>DESCRIPTION:</u>	<u>ESTIMATED COMPLETION TIME:</u>	<u>COST TO COMPLETE:</u>
	Jul-26	7/01/2026 - 7/31/2026	**After Bank to GL JE's - Starting and closing out period.	

\*\*The Service Provider shall be available to respond to questions and provide clarification regarding the Standard Operating Procedures (SOPs)

# HILLIARD TOWN COUNCIL MEETING

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

## TOWN COUNCIL MEMBERS

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

## ADMINISTRATIVE STAFF

Lisa Purvis, Town Clerk  
Cory Hobbs, Public Works Director  
Gabe Whittenburg, Parks & Rec Director  
Lee Anne Wollitz, Land Use Administrator

## TOWN ATTORNEY

Christian Waugh

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## MINUTES

THURSDAY, APRIL 09, 2026, 6:00 PM

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### 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

### WORKSHOP

ITEM-1 Town Council to review and discuss potential partnership with HMSH AP Class and their end of year project.

***Lee Anne Wollitz- Land Use Administrator***

Land Use Administrator Lee Anne Wollitz explained the request received from Mrs. Schriber.

The Town Council requested that Land Use Administrator Wollitz confirm with office staff that there are no scheduling conflicts for the use of the Council Chambers on the requested date. Council members also expressed their willingness to attend the presentations if their schedules permit. They asked Land Use Administrator Wollitz to inform the teacher that, due to Florida Sunshine Law requirements, if more than one Council member attends, they will not be able to provide feedback during the presentations.

With those considerations noted, the Town Council expressed no objections to the request.

ITEM-2 Town Council discussion related to Councilman Wollitz standing meeting with County Manager on the third Friday of each month.  
**Lee Anne Wollitz – Land Use Administrator**

Land Use Administrator Lee Anne Wollitz and Councilman Wollitz informed the Council of several topics discussed during the County Manager's monthly meeting, including:

- Hilliard Volunteer Fire Department assistance with emergency preparedness training;
- The local government's role in the ESF/ICS system; and
- The Board of County Commissioners' Winter Strategic Planning Meeting.

The Town Council provided several items for follow-up discussion at the next meeting. Council members requested information regarding who serves as the Town of Hilliard's representative on the Library Committee. They also asked whether all municipalities within the county would be interested in participating in quarterly intergovernmental meetings.

ITEM-3 Town Council to review and discuss potential water main extension/preplacement N Oxford and Webb Streets.  
**Cory Hobbs- Public Works Director**

Public Works Director Cory Hobbs and Assistant Director Charles Chararria presented a proposed capital improvement project involving a water main upgrade along North Oxford Street and Webb Street. The project includes increasing the size of the existing water main and installing additional fire hydrants.

Council members provided feedback on the proposal, emphasizing the importance of planning for future growth. Specifically, they recommended increasing the size of the water main crossing beneath the railroad tracks at West Eighth Street from four (4) inches to six (6) inches in diameter.

### **ADDITIONAL COMMENTS**

No additional comments.

### **ADJOURNMENT**

Motion to adjourn at 7:00 p.m.

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

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

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Kenneth A. Sims, Sr.  
Council President

ATTEST:

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Lisa Purvis  
Town Clerk

APPROVED:

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John P. Beasley  
Mayor

# HILLIARD TOWN COUNCIL MEETING

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

**TOWN COUNCIL MEMBERS**

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

**ADMINISTRATIVE STAFF**

Lisa Purvis, Town Clerk  
Cory Hobbs, Public Works Director  
Gabe Whittenburg, Parks & Rec Director  
Lee Anne Wollitz, Land Use Administrator

**TOWN ATTORNEY**

Christian Waugh

**MINUTES**

**THURSDAY, MAY 14, 2026, 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 Joe Michaels

**ABSENT**  
Councilman Dallis Hunter

**WORKSHOP**

ITEM-1 Town Council and Planning & Zoning Board to Review and Discussion of the Pre-Application for the Alleys Within Blocks: 92, 95,106-111, 113, 115-117 and Portions of the Following Rights-of-Way: West Eighth, West Seventh, and West Sixth Avenues, Virginia, Kentucky, Iowa, and Minnesota Streets.  
**Lee Anne Wollitz – Land Use Administrator**

Land Use Administrator Lee Anne Wollitz presented the information contained in the agenda item report.

The applicant’s legal counsel, Courtney Gaver, addressed the Town Council regarding potential drainage concerns and additional project opportunities. Ms. Gaver stated that the applicant would like to discuss amending the original application to include these additions.

Council President Sims stated that West Seventh Avenue serves as a major drainage outfall for the Town and therefore cannot be closed.

Adjacent property owner Andy Whittaker asked how the Town could address these issues without knowing the applicant’s intended use of the property.

Land Use Administrator Wollitz explained that the application must be reviewed on its own merits and that any potential future applications by the applicant cannot be considered as part of the current review.

Ms. Gaver asked whether the application could be amended to address the alleys at this time and address the rights-of-way at a later date after drainage permits have been obtained and concerns resolved.

The Council expressed no objection to the project moving forward with the suggested amendments.

ITEM-2 Town Council to Review and Discussion of Participating in the NEFEC Community Visioning Program.

**Lee Anne Wollitz – Land Use Administrator**

Land Use Administrator Wollitz reviewed the information provided in the agenda item report, including the planning process and its impact on future annexations, zoning maps, future land use maps, the Comprehensive Plan, and Land Development Regulations.

Ms. Wollitz also discussed the possibility of the Board of County Commissioners covering the Town's \$5,000 share of the Visioning Program cost.

The Town Council expressed no objection to moving forward with the project.

ITEM-3 Town Council Review and Discussion Regarding Procedures for the Review and Approval of Certified Recovery Residences Pursuant to Section 397.487, Florida Statutes.

**Lee Anne Wollitz – Land Use Administrator**

Land Use Administrator Wollitz presented the agenda item report.

Council members discussed the following topics:

- The Florida League of Cities' position regarding legislation requiring Certified Recovery Residences.
- The various levels of recovery residences.
- How the Town could effectively accommodate and regulate each level within the community.

Following discussion, staff was directed to move forward with preparation of the ordinance.

ITEM-4 Nassau County Health Officer to Discuss Community Needs, Infrastructure Capacity, and the Status of the Hilliard Community Center Status with Town Council.

**Ms. Clara Cluck – Nassau County Health Officer**

Nassau County Health Officer Cara Cluck presented information from the executive summary of the community health survey conducted over the past year. She discussed partnership opportunities for local governments and citizens and offered to provide a PDF version of the report for publication on the Town's website.

Ms. Cluck accepted Planning & Zoning Board Vice Chair Dustin Winnon as the Town's liaison to the Nassau County Health Department.

Councilman Wollitz asked how the survey data would be utilized and how it would influence future planning and service delivery.

Town Council and Planning & Zoning Board members discussed opportunities to better serve Town residents with Ms. Cluck.

Land Use Administrator Wollitz also provided an update on the Hurricane Shelter Project.

ITEM-5 Town Council Review and Discussion of the Kevin James Crews Proclamation and Distribution to the Departments Named Within the Document.  
**Lee Anne Wollitz – Land Use Administrator**

Land Use Administrator Wollitz reviewed the agenda item report.

Council members expressed their desire to invite the family of Kevin James Crews to attend the May 21, 2026, meeting for the formal reading of the proclamation. Staff was directed to make the necessary arrangements and provide copies of the proclamation to all appropriate agencies.

ITEM-6 Town Council Discussion Regarding Councilman Wollitz Standing Monthly Meeting with County Manager Held on the Third Friday of Each Month.  
**Lee Anne Wollitz – Land Use Administrator**

Land Use Administrator Wollitz informed the Council of topics discussed during the County Manager's monthly meeting.

The Council requested that the following items be included in discussions at the next meeting:

- Public transportation
- The 2050 Vision Plan
- Town usage of the Westside Regional Park

ITEM-7 Town Council to Review and Discuss a Potential Policy Establishing Procedures for Citizens to Request Placement of Items on the Agenda for Regular Meetings.  
**Lee Anne Wollitz- Land Use Administrator**

Land Use Administrator Wollitz reviewed the agenda item report and requested authorization to work with the Town Attorney to develop a policy governing

citizen requests for agenda placement and return with a draft for discussion at a future workshop.

Council members stated they did not wish to adopt a written policy at this time and directed staff to continue handling requests using the existing process.

ITEM-8 Town Council Review, Discussion, and Direction Regarding Reassignment of Public Information Officer Duties.

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

Parks & Recreation Director Gabe Whittenburg discussed the transition of the former Event Planning and Public Information Officer position to an Event Planning and Administrative Assistant position. He outlined duties that are no longer assigned to a specific employee and stated that he did not believe Public Information Officer responsibilities should be assigned to his department.

Council members expressed the opinion that the Town currently lacks the flexibility to reassign those responsibilities and indicated that they would determine at a later date who should oversee cross-departmental communication to ensure accurate public information dissemination when needed.

**ADDITIONAL COMMENTS**

The Council discussed visibility concerns between staff and customers at the Town Hall drive-through window.

The Council also requested that staff provide a draft Data Center Moratorium ordinance and a legal opinion regarding whether such action is necessary for consideration at the next workshop meeting.

**ADJOURNMENT**

Motion to adjourn was made at 7:50 p.m.

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

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

Approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ 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

## IMPORTANT REMITTANCE INFORMATION

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

**INVOICE NUMBER: 2001151627**  
**Invoice Date: 10-JUN-26**  
**Invoice Due Date: 10-JUL-26**  
**Amount Due: \$3,343.23 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)



**Invoice**



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

Lisa Purvis  
Town of Hilliard  
15859 W CR 108  
Hilliard, FL 32046

May 22, 2026  
Project No: 201.2500753.000  
Invoice No: 177202

FY24/25 Resilient Florida Planning Grant  
FDEP Agreement No. 25PLN42  
Client No. 9610-62-1

Engineering services concerning the DEP FY 25 Resilient Florida Planning Grant for the Town of Hilliard including completion of Task 1 - Acquire Background Data during the period August 21, 2025 through May 15, 2026.

**Professional Services through May 15, 2026**

<b>Billing Phase</b>	<b>Fee</b>	<b>Percent Complete</b>	<b>Previous Fee Billing</b>	<b>Current Fee Billing</b>	
Task 1 - Acquire Background Data	30,000.00	100.00	0.00	30,000.00	
Task 2 - Exposure & Sensitivity Analyses	110,000.00	0.00	0.00	0.00	
Task 3 - Final Vulnerability Assessment	40,000.00	0.00	0.00	0.00	
<b>Total Fee</b>	<b>180,000.00</b>		<b>0.00</b>	<b>30,000.00</b>	
		<b>Total Fee</b>			<b>30,000.00</b>
			<b>Total this Invoice</b>		<b>\$30,000.00</b>



4800 Deerwood Campus Pkwy  
 Building 300, Ste 500  
 Jacksonville, FL 32246  
 904.265.0751

ITEM-11

Invoice Questions: [py-invoicing@lja.com](mailto:py-invoicing@lja.com)  
 Payment Questions: [AR@lja.com](mailto:AR@lja.com)

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

Attention: Lisa Purvis  
 Town of Hilliard  
 PO Box 249  
 15859 West CR 108  
 Hilliard, FL 32046  
 United States

Invoice : 202625111  
 Invoice Date : 6/5/2026  
 Project : 7711-25008  
 Project Name : W 6th Street  
 PM Name : Eric W Lanning

For Professional Services Rendered Through 5/29/2026

	Fee	% Complete	Billings		
			To Date	Previous	Current
001 - Project General Tasks	20,806.36	98.00	20,390.23	20,390.23	0.00
002 - Roadway/TTCP	35,077.44	100.00	35,077.44	35,077.44	0.00
003 - Drainage	18,858.50	85.00	16,029.73	14,143.88	1,885.85
004 - SAPM	8,379.04	60.00	5,027.42	5,027.42	0.00
005 - ETM- Survey	7,745.00	100.00	7,745.00	7,745.00	0.00
006 - MAE- Geotech	10,805.92	99.97	10,802.92	10,802.92	0.00
007 - Roadway Supplemental	15,000.00	80.00	12,000.00	9,000.00	3,000.00
<b>Current Billings</b>					4,885.85
<b>Amount Due This Bill</b>					4,885.85

Total Fee : 116,672.26  
 To Date Billings : 107,075.74  
 Total Remaining : 9,596.52

Outstanding Receivables	Invoice Number	Date	Amount	Balance Due
	202619887	5/12/2026	15,860.77	15,160.77
				15,160.77



Mail Checks payable to:

LJA Engineering, Inc.  
 DEPT. 803 PO Box 4346  
 Houston, TX 77210-4346

Send ACH or Wire Payments to:

Account Name:.....LJA Engineering, Inc  
 Name of Bank:.....Amegy Bank  
 ABA Routing Number:.....113011258  
 Account Number:.....5795329241  
 Swift Code:.....ZFNBUS55  
 Please email a remittance advice to: [AR@lja.com](mailto:AR@lja.com)