

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

AGENDA

THURSDAY, FEBRUARY 19, 2026, 7:00 PM

NOTICE TO PUBLIC

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

PLEDGE OF CIVILITY

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

WE WILL DIRECT ALL COMMENTS TO THE ISSUES.

WE WILL AVOID PERSONAL ATTACKS.

"Politeness costs so little." – ABRAHAM LINCOLN

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

ITEM-2 Town Council approval of Septic Exception Application No. 20260206 allowing for a septic system to be placed within the Town Boundaries to serve a new Dwelling Unit, Parcel ID No. 08-3N-24-2380-0199-0130. Applicant Palmetto Construction LLC, Bryan Barfield.
Cory Hobbs – Public Works Director

ITEM-3 Town Council approval of the Capital Budget Expenditure for 3 Bunker Gear Sets, from Municipal Equipment Company, LLC, in the amount of \$15,178.35.
Lisa Purvis, MMC – Town Clerk

ITEM-4 Town Council approval of Position Process for Chelsea Wingate's transition from Introductory/Probationary status to Regular Full-Time.
Lee Anne Wollitz, Land Use Administrator

ITEM-5

Request for the Town Council to review and consider the reorganization of staff structure and responsibilities through the reclassification of existing positions, and to approve the creation of a new position description titled Grant & Capital Projects Administrator.

Lisa Purvis, MMC – Town Clerk

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

ADA NOTICE

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

APPEALS

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

PUBLIC PARTICIPATION

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

EXPARTE COMMUNICATIONS

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

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

TO: Town Council Regular Meeting Meeting Date: February 19, 2026

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

SUBJECT: Town Council approval of Septic Exception Application No. 20260206 allowing for a septic system to be placed within the Town Boundaries to serve a new Dwelling Unit, Parcel ID No. 08-3N-24-2380-0199-0130. Applicant Palmetto Construction LLC, Bryan Barfield.

BACKGROUND:

On January 20, 2026, a development investigation was submitted for a single-family residence. The recommendation of the Public Works Department was for a septic tank exception. The closest location for sewer is W 6th Street at Ohio, approx. 1,300 feet away. Gravity sewer is not an option due to distance and an inability to make needed fall.

This has resulted in a septic exception application being submitted.

Sec. 58-42. With sewer system.

The owner of each lot or parcel of land within the town, upon which lot or parcel of land any building or trailer used as a dwelling is now situated or shall be hereafter situated, for either residential, commercial or industrial use, shall connect or cause such building or trailer to be connected with the public sewer facilities of the municipal sewer system of the town, and use such facilities within 12 months following notification to do so by the town clerk. All such connections shall be made in accordance with rules and regulations which shall be adopted as necessary by the town council, which rules and regulations shall provide for a charge for making any such connections in such reasonable amounts as such town council may fix and determine. The owner may apply for an exception from the town council upon good cause shown.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Town Council approval of Septic Exception Application No. 20260206 allowing for a septic system to be placed within the Town Boundaries to serve a new Dwelling Unit, Parcel ID No. 08-3N-24-2380-0199-0130. Applicant Palmetto Construction LLC, Bryan Barfield, with the following exception: Public Works and/or the Land Use Administrator of the Town of Hilliard must approve proposed/staking out location of drain field before soil testing. If the 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
 15859 W CR 108 Hilliard, FL 32046
 Phone: 904-845-3555 | cs@townofhilliard.com

For Staff Only	ITEM-2
File #:	20260206
Application Fee:	\$ 250.00
Payment Processed By:	Jeresa Fedick

Septic Tank Exception Application

A. PROJECT

- Project Name: Palmetto Spec 2
- Address of Subject Property: 10th Ave (Minnesota Street)
- Parcel Number(s): 08-3N-24-2380-0199-0130
- Existing Use of Property: vacant
- Future Land Use Map Designation: single family residential
- Zoning Designation: R2-2
- Acreage: .29

B. APPLICANT / CONTRACTOR*

- Applicant's Status: Owner (title holder) Agent
- Name of Applicant(s) or Contact Person(s): Rayen Barfield Title: President
 Company (if applicable): Palmetto Construction LLC
 Mailing address: 7749 Normandy Blvd #121-319
 City: Jacksonville State: FL ZIP: 32221
 Telephone: 904 237-3066 E-mail: palmettoconstruction@outlook.com
- Contractor:
 Name of Contractor: Rayen Barfield
 Company (if applicable): Palmetto Construction, LLC
 Mailing address: 7749 Normandy Blvd #121-319
 City: Jacksonville State: FL ZIP: 32221
 Telephone: 904 237 3066 E-mail: palmettoconstruction@outlook.com

* 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)

- Site Plan including but not limited to:
 - Name, location, owner, and designer of the proposed development.
 - Vicinity map - indicating general location of the site and all abutting streets and properties.
 - Statement of Proposed Uses.
 - 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.
 - Date, north arrow, and graphic scale (not to exceed one (1) inch equal to fifty (50) feet).
 - Area and dimensions of site.



TOWN OF HILLIARD
SEPTIC TANK EXCPETION APPLICATION

15859 W CR 108 Hilliard, FL 32046

Phone: 904-845-3555 | cs@townofhilliard.com

- vii. Location of all property lines, existing right-of-way approaches, sidewalks, curbs, and gutters.
 - viii. Access and points of connection to utilities (electric, potable water, sanitary sewer, gas, etc.).
 - ix. Structures and major features – fully dimensioned – including setbacks, distances between structures, floor area, width of driveways and lot coverage.
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.

All attachments are required for a complete application. A completeness review of the application will be conducted within ten (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]
Signature of Applicant

RT Bryan Barfield
Typed or printed name and title of applicant

2-5-2026
Date

State of Florida

Signature of Co-applicant

Typed or printed name of co-applicant

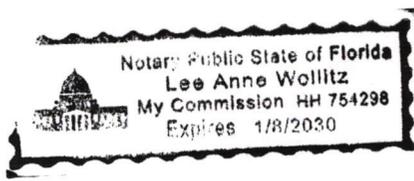
2-5-2026
Date

County of Nassau

The foregoing application is acknowledged before me this 5 day of Feb., 202026, by Raymond Barfield, who is/are personally known to me, or who has/have produced FL DC as identification.

NOTARY SEAL

[Signature]
Signature of Notary Public, State of FL



State of Florida
Department of Transportation
Tallahassee, Florida



Cal -Tech Testing, Inc.

- Engineering
- Geotechnical
- Environmental

LABORATORIES

P.O. Box 1625 • Lake City, FL 32056
Tel. (386) 755-3633 • Fax (386) 752-5456

450 SR 13N, Suite 106-308, Jacksonville, FL 32259
Tel. (904) 381-8901 • Fax (904) 381-8902

January 26, 2026

Bryan Barfield
Palmetto Construction, LLC
palmettoconstruction@outlook.com

**RE: Field Soil Permeability Testing Report
Hilliard Lots – Minnesota St & W 10th Ave
Hilliard, Florida
Cal-Tech Testing, Inc. Project No. 26-00113-02**

Dear Mr. Bryan Barfield:

This report presents the results of our field soil permeability tests performed for the Hilliard Lots – Minnesota St & W 10th Ave in Hilliard, Florida.

TESTING PROCEDURES

Our field soil permeability tests were performed on January 9, 2026 at two (2) locations (P1 & P2). P1 was performed in the NE corner of the lot on Minnesota Street and P2 was performed in the NW corner of the lot on West Tenth Avenue.

SOIL PERMEABILITY

Analyses of data obtained during the field soil permeability tests indicate a soil hydraulic conductivity as shown in the following table:

Test Location	Depth (in.)	Vertical Saturated Soil Hydraulic Conductivity (K_{vs}) (ft/day)	Horizontal Soil Hydraulic Conductivity (K_h) (ft/day)
P1	30	4.34	6.51
P2	30	3.97	5.96

The groundwater table was not encountered during a 6' Auger boring performed. The auger boring showed a brown and grey sand with a trace of clay in the upper 0 to 2 feet and grey sand with a trace of clay from 2 to 6 feet.

LIMITATIONS

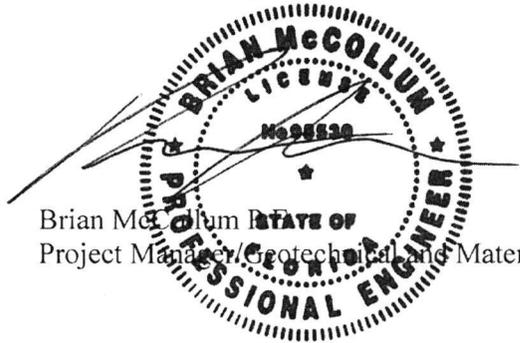
The field soil permeability test results shown above are indicative of the soil Hydraulic Conductivity at the tested locations, depths and date.

CLOSURE

It has been a pleasure working with you and we look forward to continuing our work on this and future projects.

Sincerely,

Cal-Tech Testing, Inc.



Brian McCollum
Project Manager/Geotechnical and Materials Engineer



FOR OFFICE USE ONLY

File # 20260120.1

Application Fee \$150.00

Filing Date: 1/20/2026 By: J.G.

Acceptance Date: _____ By: _____

Town of Hilliard Development Investigation Application

A. PROJECT

1. Address of Subject Property: Minnesota St. (10th Ave)
2. Parcel ID Number(s): 08-3N-24-2340-0199-0130
3. Acreage of Project: .29

B. APPLICANT

1. Name of Applicant(s) or Contact Person(s): Byron Barfield Title: President
 Company (if applicable): Palmetto Construction, LLC
 Mailing address: 7749 Normandy Blvd #121-319
 City: Jacksonville State: FL ZIP: 32221
 Telephone: (904) 237-3066 FAX: () e-mail: palmettoconstruction@outlook.com

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

1. Site Plan of proposed development
2. Survey of proposed development
3. Design of the proposed of development
4. Vicinity map - indicating general location of the site and all abutting streets and properties (*Required)
5. Statement of proposed development

D. APPLICATION FEE

1. \$100 plus \$20 per acre \$150.00

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

Zoning R-2 Reviewed By: JW

Water Service Available yes Location of Service Jawa Street

Improvements Required for Water Service 70' water main Extension; long tap Reviewed By: CH

Sewer Service Available no Location of Service -

Improvements Required for Sewer Service Septic Tank Exception Application Reviewed By: CH

Access onto Public Right of Way or Approved Private Road _____ Paved Road X Unpaved Road _____

Improvements Required for Access Culvert Permit Reviewed By: CH

Temporary Culvert needed during construction? Y X N _____ Location? TBD

If this extension results in a terminating line a blowoff and a valve will be required. CH



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: February 19, 2026

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

SUBJECT: Town Council approval of the Capital Budget Expenditure for 3 Bunker Gear Sets, from Municipal Equipment Company, LLC, in the amount of \$15,178.35.

BACKGROUND:

See the attached quote.

FINANCIAL IMPACT:

\$15,178.35

\$15,000.00 Budgeted

RECOMMENDATION:

Town Council approval of the Capital Budget Expenditure for 3 Bunker Gear Sets, from Municipal Equipment Company, LLC, in the amount of \$15,178.35.

Quote



MUNICIPAL EQUIPMENT -
 FLORIDA
 408 BIF COURT
 ORLANDO, FL 32809
 PHONE (800) 228-8448

Entered Date	Taken By	Customer #	Order #
1/20/26	MC01	8220	456496-00
PO #		Requested Ship Date	Page #
		1/20/26	1



Bill To TOWN OF HILLIARD 15859 COUNTY ROAD 108 HILLIARD, FL 32046-6712	Ship To TOWN OF HILLIARD 15859 WEST COUNTY ROAD 108 HILLIARD, FL 32046
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Correspondence To MUNICIPAL EQUIPMENT CO, LLC 408 BIF COURT EMAIL: sales@mecofire.com PHONE (800) 228-8448 ORLANDO, FL 32809
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Instructions

Ship Point MUNICIPAL EQUIPMENT - FLORIDA	Via Fedex	Shipped	Terms NET 30 DAYS
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Notes

FREIGHT INCLUDED QUOTE EXPIRES 1/30/26
 PRICES SUBJECT TO CHANGE DUE TO TARIFFS

Line	Product and Description	UPC Item	Order Quantity	Shipped Quantity	Qty UM	Unit Price	Price UM	Amount(Net)
1	CSTM JANESVILLE SUPER DELUXE COAT PER PSGQ31384-B	00000	3.00	3.00	each	2,592.75	each	7,778.25
2	PSDM JANESVILLE SUPER DELUXE PANT PER PSGQ31384-B	00000	3.00	3.00	each	1,487.80	each	4,463.40
3	507528 HAIX FIRE HUNTER PRO SIZE	00000	3.00	3.00	each	389.25	each	1,167.75
4	LPG928BK=10 LION COMMANDER ACE GLOVES	00000	3.00	3.00	each	121.45	each	364.35
5	HALO SPZ NB MAJESTIC HALO SPZ PARTICULATE BLOCKING	00000	3.00	3.00	each	62.10	each	186.30
6	LTXYL4R330M BULLARD LTX HELMET YELLOW Fire Helmet, Structural, LTX, Yellow, Thermoplastic, Faceshield R330M 4" Polyarylate with Quick-Attach Blades, R400 4" Leather Front Mount	00000	1.00	1.00	each	314.70	each	314.70
7	YL402LWHLSWH BULLARD 4" LEATHER FRONT LIEUTENANT	00000	1.00	1.00	each	91.40	each	91.40
8	LTXBKR4R330M BULLARD LTX HELMET BLACK Fire Helmet, Structural, LTX, Black, Thermoplastic,	00000	2.00	2.00	each	314.70	each	629.40



MUNICIPAL EQUIPMENT -
 FLORIDA
 408 BIF COURT
 ORLANDO, FL 32809
 PHONE (800) 228-8448

Entered Date	Taken By	Customer #	Order #
1/20/26	MC01	8220	456496-00
PO #		Requested Ship Date	Page #
		1/20/26	2



Line	Product and Description	UPC Item	Order Quantity	Shipped Quantity	Qty UM	Unit Price	Price UM	Amount(Net)	
9	Faceshield R330M 4" Polyarylate with Quick-Attach Blades, R400 4" Leather Front Mount								
9	BK402LWHLSPWH BULLARD 4" LEATHER FRONT FIREFIGHTER	00000	2.00	2.00	each	91.40	each	182.80	
9 Lines Total								Subtotal	15,178.35
			Total Order Quantity	21.00				Taxes	0.00
								Total	15,178.35



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: February 19, 2026

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

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

BACKGROUND:

Chelsea Wingate was hired on December 15, 2025, in Introductory/Probationary status. Her probationary period ends March 16, 2026.

Since her hire, she has met all expectations outlined in her job description. She has proven to be highly dependable, possesses a good work ethic, and has become a valuable asset to the Building and Zoning Staff.

A 90 day evaluation has been completed and added to her personal file.

FINANCIAL IMPACT:

Grade 3 / Step 9: \$21.65 Hourly & \$45,041.26 Annually

The position will now be eligible for health insurance benefits.

RECOMMENDATION:

Town Council approval of Position Process for Chelsea Wingate's transition from Introductory/Probationary status to Regular Full-Time.

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

Regular Meeting: February 19, 2026

Applicant: Chelsea Wingate
572734 Lessie Road
Hilliard FL 32046

Position: Building & Zoning Administrative Assistant

Pay Rate: Grade 3/ Step 9
\$21.65 per hour / \$45,041.26 Annually

Position Starts: December 15, 2025 – Introductory/Probationary Period

Position Status: March 16, 2026 – Regular Full Time Position

Position Requirements:

Position requires customer service, proofreading and editing, having effective oral and written communication skills, ability to complete assignments within stringent deadlines, excellent follow-up skills, ability to be sensitive to political issues, responding to citizen inquiries regarding official actions; knowledge of Public Information and Records Laws, and can take on additional municipal duties as required.

High School Diploma or equivalent required, associate degree in business preferred and at least two years' experience in the public sector or equivalent work experience required. Individuals must be proficient in Microsoft Word & Excel computer programs and have knowledge of Florida Statutes.

Position Information:

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 Land Use Administrator. 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 Land Use Administrator 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.

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 is an Equal Opportunity Employer and a Drug Free Workplace.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: February 19, 2026

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

SUBJECT: Request for the Town Council to review and consider the reorganization of staff structure and responsibilities through the reclassification of existing positions, and to approve the creation of a new position description titled Grant & Capital Projects Administrator.

BACKGROUND:

To promote operational efficiency and ensure long-term continuity, I am proposing the creation of a new position description within the Town Hall Office as part of my succession planning strategy.

This proposal does not increase overall staffing levels. Instead, it involves a reallocation and reclassification of existing duties. The Town Hall Office currently has a vacant position, and the proposed position description would fill that vacancy.

This item was presented and discussed at the February 12, 2026, workshop. Therefore, I respectfully request approval to proceed with finalizing and advertising the position.

FINANCIAL IMPACT:

Annual Benefit Package:
Grade 5 / Step 5 \$25.64 \$53,331.20
Life & Health Insurance \$16,570.80

Retirement – FRS Regular Class

RECOMMENDATION:

The Town Council to approve the Town Clerk advertising for the reclassified position, titled Grant & Capital Projects Administrator.

CURRENT TOWN CLERK'S OFFICE**TOWN CLERK**

Agendas, Minutes & Software Oversight
 Town Code, Ordinances, Resolutions & Legals
 Election Qualifying
 Financial Audit
 TRIM & Budgets
 W&S Rates & Assets Management
 Bonds & Contracts & Agreements
 Grants, Fixed Assets & Capital Projects
 Town Insurance Package
 Personnel & Benefits

FUTURE TOWN CLERK'S OFFICE**TOWN CLERK**

Agendas, Minutes & Software Oversight
 Town Code, Ordinances, Resolutions & Legals Oversight
 Election Qualifying
 Financial Oversight
 TRIM & Budgets Oversight
 Grants, Fixed Assets & Capital Projects Oversight
 Town Insurance Package Oversight
 Personnel & Benefits Oversight

ADMINISTRATIVE FINANCIAL ANALYST

Daily Deposit
 Payroll & Benefits
 Human Resources
 Check Reconciliation
 Quarterly Financial Statements
 Budget / Capital / Fixed Assets / Grants Assistances
 Project Accounting

ADMINISTRATIVE FINANCIAL ANALYST/HR

Daily Deposit
 Payroll & Benefits
 Human Resources & Personnel
 Check Reconciliation
 Quarterly Financial Statements
 Financial Audit
 TRIM & Budget

LEAD ADMINISTRATIVE ASSISTANT

Utility System/AMI Training & Oversight
 Cash Collection Training & Oversight
 Bad Debt Collections Training & Oversight
 Building Permits
 Business Tax Receipt Training & Oversight
 Office Supply Ordering & Maintenance
 Records Management (Scanning & Retention)
 Document Signing Back Up
 Accounts Payable Back Up

LEAD ADMINISTRATIVE ASSISTANT CLERK

Agenda, Minutes, Software & Website
 Town Code Codification
 Election Qualifying Assistance
 Records Management (Scanning & Retention)
 Information Posting Advertisements / Website
 Ordinances & Resolutions & Legal Advertisements
 Town Agreements/Contracts/Leases Assistance
 Document Signing Back Up
 Utility System/AMI Oversight
 Cash Collection Oversight
 Bad Debt Collections Oversight
 Business Tax Receipt Oversight

ADMINISTRATIVE ASSISTANT II

Agenda, Minutes, Software & Website
 Town Code Codification
 Election Qualifying Assistance
 Records Management Assistance
 Information Posting Advertisements / Website
 Ordinances & Resolutions & Legal Advertisements
 Town Agreements/Contracts/Leases Assistance
 Accounts Payables

GRANT & CAPITAL PROJECTS ADMINISTRATOR

W&S Rates & Assets Management
 Bonds & Contracts & Agreements
 Grants, Fixed Assets & Capital Projects
 TRIM & Budget
 Accounts Payable
 Project Accounting
 Town Insurance Package

ADMINISTRATIVE ASSISTANT I

Front Desk / Customer Service
 Utility System / AMI Primary
 Utility System Billing
 Cash Collection / Back Up
 Business Tax Receipt
 Take Call / Services Orders
 Records Management (Scanning & Retention)
 Developer Billing

ADMINISTRATIVE ASSISTANT I

Front Desk / Customer Service
 Utility System / AMI Primary
 Utility System Billing
 Cash Collection / Back Up
 Business Tax Receipt
 Take Call / Services Orders
 Records Management (Scanning & Retention)
 Office Supply Ordering & Maintenance

ADMINISTRATIVE ASSISTANT I

Front Desk / Customer Service
 Utility System/AMI Back Up
 Cash Collection / Primary
 Bad Debt Collections
 Information Posting Building & Website
 Accounts Receivable
 Take Call / Services Orders

ADMINISTRATIVE ASSISTANT I

Front Desk / Customer Service
 Utility System/AMI Back Up
 Cash Collection / Primary
 Bad Debt Collections
 Information Posting Building & Website
 Accounts Receivable
 Take Call / Services Orders

POSITION TITLE GRADE - 5
GRANT & CAPITAL PROJECTS ADMINISTRATOR - NEW POSITION
JOB SUMMARY

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 Grants & Capital Projects Administrator is entrusted with numerous and diverse duties. In addition to the required duties performed, the Grants & Capital Administrator 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, and 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, 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.

Oversee the Town's Insurance Policies.

Prepare, oversee and administer/maintain all Town grants and files.

Prepare, oversee and administer/maintain all FEMA Projects.
 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 issues.
 Assist with Candidate's Qualifying Packets as needed.

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.
 Print accounts payable register for review and signed approval by the Financial Assistant and then the Town Clerk. Following both reviews make any necessary 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 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.

FINANCIAL

Prepare and input of all capital projects monthly through Project Accounting.

Prepare & Assist Department Directors with Capital Improvements Plan.

Prepare TRIM (Truth-in-Millage) Property Tax Levy process annually.

Assist in the preparation and submittal of the annual Budget and Capital Improvement Plan to the Town Council and all Amended Budgets.

MISCELLANEOUS DUTIES

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 the Utility Department as needed.

Provide backup to Accounts Receivable as needed.

Provide backup to preparing the Daily Close and Deposit Procedure.

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.

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.