

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

AGENDA

THURSDAY, DECEMBER 05, 2024, 7:00 PM

NOTICE TO PUBLIC

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

PLEDGE OF CIVILITY

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

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

ITEM-2 Town Council approval of Resolution No. 2024-21, relating to the State Revolving Fund Loan Program; making findings; authorizing the loan application, authorizing the loan agreement; establishing pledged revenues; designating authorized representatives; providing assurances, conflicts, severability, and effective date.

Mayor Beasley

Authorizing the signing of the Engineering Services Agreement for the Planning Phase of the Sewer System Rehabilitation Project in the amount of \$120,000.

Lisa Purvis, MMC – Town Clerk

ITEM-3 Town Council approval of the Capital Budget Expenditure for the Parks & Recreation Gym Maintenance in the amount of \$36,750.00.

Gabe Whittenburg – Parks & Recreation Director

- ITEM-4** Town Council approval of the Capital Budget Expenditure for the Parks & Recreation Buck Park Playground Mulch in the amount of \$14,073.20.
Gabe Whittenburg – Parks & Recreation Director
- ITEM-5** Town Council approval of the Capital Budget Expenditure for the Parks & Recreation Fitness Center Equipment in the amount of \$5,999.00.
Gabe Whittenburg – Parks & Recreation Director
- ITEM-6** Town Council approval of Position Process for David Pender’s transition from Introductory/Probationary status to Regular Full-Time.
Gabe Whittenburg – Parks & Recreation Director
- ITEM-7** Town Council approval of Position Process for Hanna Knoll’s transition from Temporary status to Regular Part-Time.
Gabe Whittenburg – Parks & Recreation Director
- ITEM-8** Town Council approval of Position Process for Laila Spatcher’s transition from Temporary status to Regular Part-Time.
Gabe Whittenburg – Parks & Recreation Director
- ITEM-9** Town Council approval of the FY 2024 Revenues and Expenditures Report for the period ending September 30, 2024.
Lisa Purvis, MMC – Town Clerk
- ITEM-10** Town Council approval of the Minutes for the November 14, 2024, Workshop, and the November 21, 2024, Regular Meeting.
Lisa Purvis, MMC – Town Clerk
- ITEM-11** Town Council approval of Mittauer & Associates, Inc., Payable through October 25, 2024, Project Name: 8” Parallel Water Main Extension to FAA Facility in the amount of \$28,892.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$199,680
- ITEM-12** Town Council approval of Suez Annual Payment No. 4 of 5, Payable through October 1, 2024, Project Name: Advanced Metering Infrastructure (AMI), in the amount of \$109,553.00.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$547,765.00

ADDED ITEMS

ADDITIONAL COMMENTS

PUBLIC

MAYOR & TOWN COUNCIL

ADMINISTRATIVE STAFF

TOWN ATTORNEY

ADJOURNMENT

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

TOWN COUNCIL MEETINGS

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

PLANNING & ZONING BOARD MEETINGS

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

MINUTES & TRANSCRIPTS

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

TOWN WEBSITE & YOUTUBE MEETING VIDEO

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

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

ADA NOTICE

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

APPEALS

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

PUBLIC PARTICIPATION

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

EXPARTE COMMUNICATIONS

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

2024 HOLIDAYS

TOWN HALL OFFICES CLOSED

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



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: December 5, 2024

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

SUBJECT: Town Council approval of Resolution No. 2024-21, relating to the State Revolving Fund Loan Program; making findings; authorizing the loan application, authorizing the loan agreement; establishing pledged revenues; designating authorized representatives; providing assurances, conflicts, severability, and effective date.
Mayor Beasley

Authorizing the signing of the Engineering Services Agreement for the Planning Phase of the Sewer System Rehabilitation Project in the amount of \$120,000.

BACKGROUND:

See attached.

FINANCIAL IMPACT:

Grant Funded
1/2 FDEP CW SRF
1/2 American Recovery Funds

RECOMMENDATION:

Town Council approval of Resolution No. 2024-21 and signing of the Engineering Services Agreement for the Planning Phase of the Sewer System Rehabilitation Project in the amount of \$120,000.

RESOLUTION 2024-21

A RESOLUTION OF THE TOWN OF HILLIARD, FLORIDA, RELATING TO THE STATE REVOLVING FUND LOAN PROGRAM; MAKING FINDINGS; AUTHORIZING THE LOAN APPLICATION; AUTHORIZING THE LOAN AGREEMENT; ESTABLISHING PLEDGED REVENUES; DESIGNATING AUTHORIZED REPRESENTATIVES; PROVIDING ASSURANCES; PROVIDING FOR CONFLICTS, SEVERABILITY, AND EFFECTIVE DATE.

WHEREAS, Florida Statutes provide for loans to local government agencies to finance the planning, design, and rehabilitation/construction of wastewater treatment and collection facilities; and

WHEREAS, Florida Administrative Code rules require authorization to apply for loans, to establish pledged revenues, to designate an authorized representative; to provide assurances of compliance with loan program requirements; and to enter into a loan agreement; and

WHEREAS, the State Revolving Fund loan priority list designates Project No. 45030 as eligible for available Planning Phase funding; and

WHEREAS, the Town of Hilliard, Florida, intends to enter into a loan agreement with the Department of Environmental Protection under the State Revolving Fund for Planning Phase project financing.

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

SECTION I. The foregoing findings are incorporated herein by reference and made a part hereof.

SECTION II. The Town of Hilliard, Florida, is authorized to apply for a loan to finance the Planning Phase of the Project.

SECTION III. The revenues pledged for the repayment of the loan are net Water and Sewer Fund revenues.

SECTION IV. The Mayor is hereby designated as the authorized representative to provide the assurances and commitments required by the loan application.

SECTION V. The Mayor is hereby designated as the authorized representative to execute the loan agreement which will become a binding obligation in accordance with its terms when signed by both parties. The Mayor is authorized to represent the Town in carrying out the Town's responsibilities under the loan agreement. The Mayor is authorized to delegate responsibility to appropriate Town staff to carry out technical, financial, and administrative activities associated with the loan agreement.

SECTION VI. The legal authority for borrowing money to plan and design this Project is Florida Statutes §166.111.

SECTION VII. Conflicts. All Resolutions or part of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION VIII. Severability. If any Section or portion of a Section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other Section or part of this Resolution.

SECTION IX. Effective Date. This Resolution shall become effective immediately upon its passage and adoption.

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

Kenneth Sims, Sr., Council President

ATTEST:

Lisa Purvis, Town Clerk

APPROVED:

John P. Beasley, Mayor

APPROVED AS TO FOR AND LEGALITY:

Christian Waugh, Town Attorney



November 21, 2024

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

RE: Engineering Services Agreement
Sewer System Rehabilitation (Planning Phase)
FDEP SRF Agreement No. WW45030
Town of Hilliard, Florida
Mittauer & Associates, Inc. Project No. 9610-57-1

Dear Mayor Beasley:

We are pleased to present this proposal for Engineering Services in connection with the Town of Hilliard's Sewer System Rehabilitation project. The scope of work is based on the Town's Request for Inclusion (RFI) submitted to the Florida Department of Environmental Protection (FDEP) Clean Water State Revolving Fund (CWSRF) Program on June 17, 2024, and is summarized below. The total Planning Phase budget for this project is \$560,500, of which \$280,250 will be provided as Principal Forgiveness (Grant) and \$280,250 as a low-interest loan. Mittauer & Associates, Inc., hereinafter referred to as the Engineer, proposes to provide the services outlined in the Scope of Services to the Town of Hilliard, hereinafter referred to as the Client, for the fees stipulated below.

SCOPE OF SERVICES

The Engineer shall provide administration, engineering planning, design, and construction administration services during the Pre-Construction Planning Phase of the Sewer System Rehabilitation project. The project scope includes a systematic investigation, televising, and evaluation of the Client's sewer collection system. Specifically, the Engineer's scope of services shall include the following:

Town of Hilliard, Florida
Engineering Services Agreement
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PRE-CONSTRUCTION PLANNING PHASE

ITEM A - ADMINISTRATION SERVICES

1. The Engineer shall prepare an FDEP State Revolving Loan Program for Point Source Water Pollution Control Loan Application for the Planning Phase of the project. Other administrative services associated with the FDEP Loan will be performed by the Client, the Client's attorney, or the Client's accounting firm.
2. The Engineer shall prepare periodic Disbursement Requests, including the preparation of the final Disbursement Request and close out documents.
3. The Engineer shall prepare an FDEP Request for Inclusion (RFI) for the Design Phase of the project upon completion and approval of the Planning Phase documents by FDEP.

ITEM B - SEWER SYSTEM EVALUATION SURVEY

1. Engineering Design Services - The Engineer shall prepare plans and specifications suitable for soliciting bids from contractors to perform a Sanitary Sewer Evaluation Survey (SSES) of the Client's existing sewer collection system. The SSES will encompass cleaning and televising gravity sewer lines and service laterals, as well as inspections of manholes and lift station(s).
2. Project Bidding Services: The Engineer shall assist the Client in advertising the project for bids, based upon award to a single contractor, by preparing an invitation to bid; selling bid documents to prospective bidders; maintaining a record of prospective bidders to whom Bidding Documents have been issued; issuing addenda as appropriate to clarify, correct, or change the bid documents; and preparing a tabulation of bids.
3. Construction Administration: The Engineer shall make periodic visits to the site to observe the progress of the various aspects of the Contractor's work. The Engineer shall also recommend/prepare change orders to the Client as appropriate; review and approve the Contractor's applications for payment; and review Contractor's completion documents, including the final SSES Report. Note an exhaustive review of the pipe video documentation will be performed as part of the Facilities Plan preparation.

Town of Hilliard, Florida
Engineering Services Agreement
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ITEM C - FACILITIES PLAN

The Engineer shall prepare a Facilities Plan which meets the requirements of Florida Department of Environmental Protection including a feasibility study, analysis of environmental effects/benefits, evaluation of alternatives, and the preparation of an opinion of probable project cost. The Facilities Plan will be based on the results of the Sanitary Sewer Evaluation Survey (SSES). Upon completion of the SSES, the Engineer shall conduct an exhaustive review of the pipe video documentation and SSES results to determine the scope of the necessary rehabilitation work.

The alternatives which will be evaluated include:

- 1. In-place repair of the wastewater collection lines through methods of joint sealing, point repairs, insitu-form CIPP lining or slip-lining;
- 2. Pipe-bursting of gravity sewer mains; and/or
- 3. Complete replacement of pipe sections of the gravity sewer mains.

The Engineer shall also attend a public hearing covering a draft of the Facilities Plan, as required by the FDEP. The Engineer shall print and deliver copies of the completed Facilities Plan suitable for distribution and submission to FDEP for approval.

OTHER SERVICES

Should the Client pursue additional funding under the USDA Rural Development program, the Florida Department of Commerce CDBG or Rural Infrastructure Fund program, SRWMD Cost-Share Program, FDEP Water Quality Improvement Grants Program, or other funding sources, it should be expected that additional services will be required of the Engineer which are specific to those programs. Fees for the additional services, should they be required, will be negotiated once the scope is defined.

Remainder of Page Intentionally Left Blank

Town of Hilliard, Florida
Engineering Services Agreement
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CONDITIONS AND EXCLUSIONS

The Client shall provide copies of all available pertinent studies and reports, record drawings, GIS mapping data, and related available information pertaining to the project to the Engineer prior to the Engineer commencing work. The Client shall provide all regulatory agency permit application fees and related items required by the agencies. Should land acquisition or easements be required for this project, the Client shall provide services that may be required such as property appraisals, legal surveys, easements, title searches, zoning changes, attorney fees, and recording fees. The Engineer’s scope of services does not include advertising costs, zoning-related tasks, flood plain permitting and/or flood plain mitigation, boundary or easement surveys, or value engineering.

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

SCHEDULE OF FEES

PRE-CONSTRUCTION PLANNING PHASE

For Item A - Administration Services, the Engineer shall be paid a lump sum fee of \$11,000.

For Item B.1 - Engineering Design Services, the Engineer shall be paid a lump sum fee of \$31,000.

For Item B.2 - Project Bidding Services, the Engineer shall be paid a lump sum fee of \$3,000.

For Item B.3 - Construction Administration, the Engineer shall be paid a lump sum fee of \$15,000.

For Item C - Facilities Plan, the Engineer shall be paid a lump sum fee of \$60,000.

TOTAL ENGINEERING FEE (For Pre-Construction Planning Phase) = \$120,000

The Engineer shall make himself available to the Client at the Engineer’s standard hourly rates for additional services as requested and changes in project scope of services.

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

Town of Hilliard, Florida
Engineering Services Agreement
November 21, 2024
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ACCEPTANCE

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

Thank you for giving us the opportunity to serve the Town of Hilliard.

Sincerely,
Mittauer & Associates, Inc.



Joseph A. Mittauer, P.E.
President

JAM/TPN/JAP

Accepted by:
Town of Hilliard, Florida

By: _____
The Honorable John Beasley, Mayor

Date: _____



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: December 5, 2024

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

SUBJECT: Town Council approval of the Capital Budget Expenditure for the Parks & Recreation Gym Maintenance in the amount of \$36,750.00.

BACKGROUND:

The Town Gym is in dire need of being re-sided. There is an abundance of rot and needs repair.

Discuss the three quotes provided. Two are well over budget. Recommend going with Island Hopper Home Repair (\$36,750.00) as under budgeted amount (\$40,000). However, would like to discuss merits of all quotes submitted.

FINANCIAL IMPACT:

\$36,750.00

This is a budgeted capital item for the Parks & Recreation Department. This is a significant expenditure but is budgeted and needed. One of the three quotes is within the budget.

RECOMMENDATION:

Town Council approval of the Capital Budget Expenditure for the Parks & Recreation Gym Maintenance in the amount of \$36,750.00.

Gabe Whittenburg

From: Shawn Hudson <islandhopperhomerepair@gmail.com>
Sent: Monday, November 25, 2024 6:24 PM
To: Gabe Whittenburg
Subject: Gymnasium proposal

You don't often get email from islandhopperhomerepair@gmail.com. [Learn why this is important](#)

City of Hilliard

(Gymnasium)

We will wrap existing building in lap siding
After small repair to existing rot
We will wrap whole building in housewrap as wind barrier
Behind every lap will be aluminum flashing
We will be Caulking all joints and trim with 40yr dap caulk
All trim boards will be fiber cement
We will be replacing all soffit

Upon completion of siding and soffit we will paint the buildings exterior with Sherwin williams paint (all siding and trim is preprimmed)to the colors specified by customers

Total for said work \$36,750.00

Startup amount to cover disposal and all materials \$23750.00

Two weeks into said work a draw of \$5000.00

Upon completion of said work finall payment of \$8000.00

Island Hopper Home repair LLC
Shawn Hudson
85152 myrtice rd Yulee fla 32097

21, November 2024

Gabe Whittenburg

Town of Hilliard
15859 Cr-108
Hilliard Fl. 32046

Re: repair siding old Gym.

Mr. Whittenburg

We appreciate the opportunity to provide a quote to you on the referenced project.

For the lump Sum Price of: \$84,975.00.

Scope of Work:

Remove rotten siding and put OSB in place of rotten wood. Wrap building With house wrap behind where new metal is going. Install girls every 2' horizontal every 2' vertically. Install metal vertically.

Clarifications:

- All labor equipment and materials are included.
- OSB to be used in place of rotten wood.
- House wrap stapled on.
- 1 x 4 yellow pine every 2' vertical nailed through house wrap, existing siding, and into wall studs.

Exclusions:

- No permits are included in this price.
- No electrical included.
- No skirting work.
- No fascia or soffit work.
- No painting
- No structural repairs included

Thank you for considering us for your needs.

Sincerely,

Conner Development Group



Owner

(904) 518-7411

Sign if good with quote: _____.

Taylor's Construction of Hilliard, INC

27193 W 14th Ave Hilliard, FL 32046 P: (904) 813-4420
License #: CBC059085

Date: November 21, 2024

To: Town of Hilliard

Project: Hilliard Parks & Recreation Gym

Taylor's Construction of Hilliard, INC is pleased to submit a proposal for the siding for the above referenced project.

Scope of Work:

1. Any original wood siding that is rotten will be removed and replaced.
2. Supply labor and material for the siding. Material to be used will be hardie-board lap siding.
3. Paint gym. Paint used will be white Sherwin Williams.

Total Job (including labor and materials).....\$75,000.00

Please note: Any unseen damage that is discovered during construction will be extra such as the beams underneath door frames.

All work will be done in a timely manner as requested by Hilliard Town Hall.

Please feel free to contact me at (904) 813-4420 if you have any questions or need additional information.

Sincerely,

David Taylor

Taylor's Construction of Hilliard, INC



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: December 5, 2024

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

SUBJECT: Town Council approval of the Capital Budget Expenditure for the Parks & Recreation Buck Park Playground Mulch in the amount of \$14,073.20.

BACKGROUND:

Buchanan Park is in need of refresh of playground mulch. This will also be part of two additional capital items at this location (fencing and drainage).

Approve Expenditure of \$14,073.20 to First Coach Mulch. While this is over budget for this specific item, it is expected that there will be some other savings across the capital budget to offset the overage of \$4,073.20.

FINANCIAL IMPACT:

This is a budgeted capital item for the Parks & Recreation Department. This is a significant expenditure but is budgeted and needed. This quote is being piggybacked from St. Johns County Board of County Commissioners - Bid #22-66R.

RECOMMENDATION:

Town Council approval of the Capital Budget Expenditure for the Parks & Recreation Buck Park Playground Mulch in the amount of \$14,073.20.

**First Coast Mulch**

155 Bartram Market Dr. Suite 135 Box 240
 Saint Johns, FL 32259 US
 +1 9042545366
 AR@Firstcoastmulch.com

Estimate**ADDRESS**

City Of Hilliard
 37516 Oxford Street
 Hilliard, FL 32046

SHIP TO

D.H. Buchanan Square Park "Buck Park"
 27531 W. Third Ave.
 Hilliard, FL 32046

ESTIMATE #	DATE
2588	09/25/2024

PROJECT STATUS

4 Pending

ACTIVITY	DESCRIPTION	AMOUNT
Playground Chips	Installation of Certified Playground mulch as directed and indicated on the approved map with a total installed amount of 302 yards at a rate of \$45.10 per yard. As per St. Johns County Board of County Commissioners - Bid #22-66R D.H. Buchanan Square Park "Buck Park" 27531 W. Third Ave. Hilliard, FL 32046 Gabe Whittenburg - 904.845.2733 Gwhittenburg@townofhilliard.com	13,620.20
Services	Fuel surcharge for long distance travel and work at a rate of \$1.50 per yard installed.	453.00

Thank you for the opportunity to bid your project. We look forward to working with you soon!

TOTAL

\$14,073.20

Please note that there is a 3% surcharge on all credit card payments. All estimates are valid for 90days.

Accepted By

Accepted Date



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: December 5, 2024

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

SUBJECT: Town Council approval of the Capital Budget Expenditure for the Parks & Recreation Fitness Center Equipment in the amount of \$5,999.00.

BACKGROUND:

The fitness center is experiencing continued growth. P&R Director has solicited feedback from members regarding needs with additional equipment being a top response.

Select Strength Depot quote of \$ \$5,999.00. This is under budget and quality commercial equipment. Strength Depot is a local company (Orange Park). I have visited their store and viewed the equipment personally. They have a large free weight selection and by being local, can avoid shipping costs. They will also install the equipment on site.

FINANCIAL IMPACT:

\$5,999.00

This is a budgeted capital item for the Parks & Recreation Department. This is a significant expenditure but is budgeted and needed. Three quotes were received with one being under budget.

RECOMMENDATION:

Town Council approval of the Capital Budget Expenditure for the Parks & Recreation Fitness Center Equipment in the amount of \$5,999.00.

Strength Depot

FITNESS EQUIPMENT SUPERSTORE

4266 Eldridge Loop Orange Park, FL 32073 • (904) 747-0789

Quote Gabe Whittenburg
Date 11/1/2024
Rep Caden Cahoy
 Caden@strengthdepot.com

Item	Quantity	Subtotal
1  BodyKore MX1162 Universal Trainer • Retail: \$6499 / Quote: \$5999	1	\$5,999.00

Shipping

Gabe Whittenburg

, FL 32046

(904) 314-3566

Gwhittenburg@townofhilliard.com

Total Retail	\$6,499.00
Discounts	\$500.00
Total Quote	\$5,999.00
Shipping	Local Pickup
Est. Tax	Exempt
Total	\$5,999.00

Includes


- 2x Handles J-Hooks
- Tricep Bar Spotter Arms
- Tricep Rope Landmine
- Lat Bar Dip Bar
- Ankle Strap Lat Seat
- Band Pegs Leg Press Plate
- Low Row FootPlate

Options

- Jammer Arms \$400
- Assisted Pull up/Squat \$49
- Squat Box \$349
- Leg Ext/Curl Seat \$400
- 340LB Weight Stack \$300
- Weight Ext Pin \$80
- Storage Rack \$480
- Bar Holder \$80



Quote Gabe W.
Date 11/18/2024
Rep Chris Weems
 Chris@strengthdepot.com

	Item	Quantity	Subtotal
1	 BodyKore MX1162 Universal Trainer • Retail: \$6499 / Quote: \$6299	1	\$6,299.00

Shipping

Gabe Whittenburg

, FL 32046

(904) 314-3566

Gwhittenburg@townofhilliard.com

Total Retail	\$6,499.00
Discounts	\$200.00
Total Quote	\$6,299.00
Shipping	Local Pickup
Est. Tax	Exempt
Total	\$6,299.00



What are you looking for?


+1 (844) 777-9754 | [Tap to Email](#) | [Tap to Chat](#) | info@strengthwarehouseusa.com
Mon-Fri: 9am-5pm EST

[LOG IN](#)

ITEM-5

Your cart

Subtotal **\$6,499.00** [CHECK OUT](#) →



BodyKore Universal Trainer MX1162
SKU MX1162
Color: Silver
Size: 220lb Stacks
Price \$6,499.00


Quantity

\$6,499.00


Subtotal **\$6,499.00**

Free shipping to lower 48 United States. No sales taxes unless shipping to NJ or WY.


CHECK OUT




Athlete Owned
Our owner is a lifelong athlete, former collegiate football player and gym addict.



Over 1,400 Verified Reviews
Real reviews from verified buyers. Become our next happy customer!



Free Shipping
Free Shipping on all orders shipped within the continental United States




Chat With Us
We're here to assist you! Give us a call: [+1 \(844\) 777-9754](tel:+18447779754)

What Our Newest Customers are Saying...

★★★★★ 1461 Reviews < >

★★★★★ 11/23/2024

Works great!
super fast shipping, personal and fantastic customer service. Will definitely be coming back
Aslyn V.



Body Solid Tools
Lockdown Press
Pivot LMPP

★★★★★ 11/11/2024


Nice for home gym
Works well and went together easily. Shipping was quick and easy. It let's me move more exercises to home, which is really nice.
James G.



PowerBlock Elite
DIP Straight Bar

★★★★★ 11/08/2024

Nice fattie handles
These 12 pounders are perfect for warm-ups. I'm a tall guy (6'4" with long hands) so I love the fat handles. Not sure how they'd be for smaller hands. Also, they have a great matted look and feel. Five stars.
Parker A.



York Barbell
Black Neoprene
Hexagon Ribbels

[TOPBACK TO TOP](#)



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[Store Policies](#)

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1,461



Shipping Refunds and Returns | [Terms and Conditions](#)
Copyright © 2024 Strength Warehouse USA

VERIFIED REVIEWS



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: December 5, 2024

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

SUBJECT: Town Council approval of Position Process for David Pender’s transition from Introductory/Probationary status to Regular Full-Time.

BACKGROUND:

David Pender was hired September 5, 2024, in an Introductory/Probationary status. His probationary period ends December 5, 2024.

FINANCIAL IMPACT:

This is a current budgeted position. The financial impact is that the position will now be eligible for health insurance benefits.

RECOMMENDATION:

Town Council approval of position process for David Pender’s transition from Introductory/Probationary status to Regular Full-Time.

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

Regular Meeting: September 5, 2024
Applicant: David Pender
151 Forest Rd.
Folkston, GA 31537
Position: Program Manager
Pay Rate: Grade 5 / Step 1
\$21.98 per hour / \$45,719.23 Annually
Position Starts: September 9, 2024 – Introductory/Probationary Period
Position Status: December 10, 2024 – Regular Full Time Position

Position Requirements:

Position requires specific knowledge of administration of sports programming, including team assignments, practice and game schedules. Inclusive of this are facility and field prep, uniform design and procurement. Additionally, support conduct practices, skills assessments, officiating as needed.

- Minimum four-year college degree; B.S. Preferably with a Sports Management/Parks and Recreation background or a minimum of 5 years of experience in a related field
- Five (5) years' experience in coaching, sports administration preferably at High School level.

Position Information:

The purpose of this classification is to administer and direct comprehensive recreation programs and provide for park maintenance, swimming pool facility operations, and municipal athletic fields. The Parks & Recreation Program Manager must work closely with the Parks & Recreation Director in all discussions and decision making in these areas.

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.

Employee Information:

2/2024-Current Utility Operator, Rich Products
6/2020-1/2024 Ware County BOE, PE/Alt School Instructor Track & Football Coach
1/2014-6/2020 Charlton County BOE, ISS, Track, Football & Basketball Coach

See BIO



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: December 5, 2024

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

SUBJECT: Town Council approval of Position Process for Hanna Knoll's transition from Temporary status to Regular Part-Time.

BACKGROUND:

Hanna Knoll has been employed as a Temporary Employee with the Town of Hilliard, first being hired in May as a Summer Camp Counselor. Her six-month window as a Temporary Employee has expired, and her position process should move to Regular Part-Time.

FINANCIAL IMPACT:

This position is necessary due to our After School Program exceeding the 1:10 counselor ratio with only two counselors (currently average 36). Hanna has been serving in this position in our After School Program since the beginning of the school year. This will have a financial impact on the required employer FRS contribution required for Part-Time Employees.

RECOMMENDATION:

Town Council Approval of Position Process for Hanna Knoll's transition from Temporary status to Regular Part-Time.

**TOWN OF HILLIARD
PARKS & RECREATION DEPARTMENT
Position Process**

Regular Meeting: December 5, 2024
Applicant: Hanna Knoll
Position: Kids Program Attendant
Pay Rate: \$12.00 per hour
Position Starts: May 17, 2024 – Temporary Summer Position
Position Status: December 5, 2024 – Non-Exempt Regular Part Time

Position Requirements:

Valid Florida Driver’s License
CPR/First Aid Certified
DCF Fingerprint Background (18+ only)

Position Information:

The purpose of this classification is to implement a Kids watch and/or after school program with exercise, fun activities, and crafts that are age appropriate while maintaining a high standard of customer satisfaction. Work is performed under the administrative direction of the Parks & Recreation Director. In the Director’s absence, this position will report to and receive guidance from the Administrative Assistant.

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: December 5, 2024

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

SUBJECT: Town Council approval of Position Process for Laila Spatcher’s transition from Temporary status to Regular Part-Time.

BACKGROUND:

Laila Spatcher has been employed as a Temporary Employee with the Town of Hilliard, first being hired in May as a Summer Camp Counselor. Her six-month window as a Temporary Employee has expired, and her position process should move to Regular Part-Time.

FINANCIAL IMPACT:

This position is necessary due to our After School Program exceeding the 1:10 counselor ratio with only two counselors (currently average 36). Laila has been serving in this position in our After School Program since the beginning of the school year. This will have a financial impact on the required employer FRS contribution required for Part-Time Employees.

RECOMMENDATION:

Town Council approval of Position Process for Laila Spatcher’s transition from Temporary status to Regular Part-Time.

**TOWN OF HILLIARD
PARKS & RECREATION DEPARTMENT
Position Process**

Regular Meeting: December 5, 2024

Applicant: Laila Spatcher

Position: Kids Program Attendant

Pay Rate: \$12.00 per hour

Position Starts: May 17, 2024 – Temporary Summer Position

Position Status: December 5, 2024 – Non-Exempt Regular Part Time

Position Requirements:

Valid Florida Driver's License
CPR/First Aid Certified
DCF Fingerprint Background (18+ only)

Position Information:

The purpose of this classification is to implement a Kids watch and/or after school program with exercise, fun activities, and crafts that are age appropriate while maintaining a high standard of customer satisfaction. Work is performed under the administrative direction of the Parks & Recreation Director. In the Director's absence, this position will report to and receive guidance from the Administrative Assistant.

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: December 5, 2024

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

SUBJECT: Town Council approval of the FY 2024 Revenues and Expenditures Report for the period ending September 30, 2024.

BACKGROUND:

The attached Revenue and Expenditures Report is for the period July 1, 2024, through September 30, 2024. In all funds, the Original Budgeted figures are presented first with the actual expenditure and the variance between the budget and the actual listed last. The percentage of actual is the amount that has been received (or accrued in the case of state shared revenues) or the amount expended as a percentage of the budget for the period ending September 30, 2024. The report is prepared based on the actual accrued/adjusted revenues and expenditures for the month of September 2024.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Town Council approval of the FY 2024 Revenues and Expenditures Report for the period ending September 30, 2024.

**GENERAL FUND
REVENUES AND EXPENDITURES
AS OF SEPTEMBER 30, 2024
100% OF YEAR**

GENERAL FUND REVENUES	ORIGINAL BUDGET	FY 2023/2024 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
CASH CARRY FORWARD	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
GENERAL GOVERNMENT REVENUE				
AD VALOREM TAXES	471,951	457,925	14,026	97.03%
UTILITY SERVICE TAX - ELECTRIC	75,000	92,690	(17,690)	123.59%
UTILITY SERVICE TAX - WATER	23,000	27,253	(4,253)	118.49%
UTILITY SERVICE TAX - PROPANE	10,500	14,771	(4,271)	140.68%
COMMUNICATION SERVICE TAX	103,114	116,858	(13,744)	113.33%
BUSINESS TAX RECEIPTS	30,000	35,212	(5,212)	117.37%
PEN & INT - BUSINESS TAX RECEIPT	1,000	3,559	(2,559)	355.90%
BUILDING PERMITS	70,000	55,645	14,355	79.49%
FRANCHISE FEES - ELECTRIC	200,000	223,134	(23,134)	111.57%
ZONING REVENUE	35,000	41,691	(6,691)	119.12%
MOVE-ON PERMIT	100	175	(75)	175.00%
RADON	2,000	1,957	43	97.85%
BUSINESS LICENSE INSPECT	500	125	375	25.00%
MOBILE HOME INSPECTS	500	0	500	0.00%
STATE REVENUE SHARING	162,756	167,326	(4,570)	102.81%
MOBILE HOME LICENSES	1,000	3,394	(2,394)	339.40%
ALCOHOLIC BEV LICENSE	500	1,217	(717)	243.40%
LOC HALF CENT SALE TAX	240,080	257,434	(17,354)	107.23%
EDUCATIONAL ADMINISTRATIVE	5,000	4,402	598	88.04%
ELECTION QUALIFYING FEE	0	195	(195)	0.00%
FAX	100	12	88	12.00%
COPIES	50	10	40	20.00%
FIRE INSPECTIONS	5,000	3,600	1,400	72.00%
FINES & FORFEITURES	3,000	1,212	1,788	40.40%
VIOLATION OF LOCAL ORDINANCE	2,000	0	2,000	0.00%
INTEREST INCOME SBA	85,000	89,690	(4,690)	105.52%
INTEREST INCOME CKG	250	894	(644)	357.60%
SURPLUS MATERIALS - GENERAL	0	0	0	0.00%
NSF FEES - GENERAL	0	0	0	0.00%
MISCELLANEOUS REVENUE - GEN	5,000	2,190	2,810	43.80%
	<u>1,532,401</u>	<u>1,602,571</u>	<u>(70,170)</u>	<u>104.58%</u>
TRANSFERS:				
INTERFUND TRANS SALES TAX - GEN	269,330	43,674	225,656	16.22%
SUB TOTAL TRANSFERS	<u>269,330</u>	<u>43,674</u>	<u>225,656</u>	<u>16.22%</u>
TOTAL REVENUES	<u>1,801,731</u>	<u>1,646,245</u>	<u>155,486</u>	<u>91.37%</u>

GENERAL FUND EXPENDITURES	ORIGINAL BUDGET	FY 2023/2024 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
GENERAL GOVERNMENT EXPENDITURES				
PERSONNEL EXPENSES:				
EXECUTIVE SALARIES	39,000	39,000	0	100.00%
FICA TAXES	2,984	2,984	0	100.00%
RETIREMENT CONTRIBUTIONS	18,000	20,711	(2,711)	115.06%
REGULAR SALARIES & WAGE	90,230	87,988	2,242	97.52%
FICA TAXES	6,903	6,428	475	93.12%
RETIREMENT CONTRIBUTIONS	31,148	30,374	774	97.52%
LIFE & HEALTH INSURANCE	19,379	19,379	0	100.00%
REGULAR SALARIES & WAGE	154,419	199,205	(44,786)	129.00%
OVERTIME	7,000	4,923	2,077	70.33%
FICA TAXES	12,349	15,439	(3,090)	125.02%
RETIREMENT CONTRIBUTIONS	21,905	27,122	(5,217)	123.82%
LIFE & HEALTH INSURANCE	58,137	52,951	5,186	91.08%
WORKER'S COMPENSATION	5,189	5,189	0	100.00%
	466,643	511,693	(45,050)	109.65%
OPERATING EXPENSES:				
PROFESSIONAL SERVICES	54,000	51,081	2,919	94.59%
ACCOUNTING & AUDITING	19,000	19,243	(243)	101.28%
CLEANING CONTRACT	4,640	4,640	0	100.00%
TRAVEL & EDUCATION	15,000	9,843	5,157	65.62%
COMMUNICATIONS & FREIGHT	15,000	14,918	82	99.45%
UTILITY SERVICES	13,000	16,171	(3,171)	124.39%
RENTALS & LEASES	850	840	10	98.82%
INSURANCE	29,190	29,747	(557)	101.91%
REPAIRS & MAINTENANCE	20,000	23,834	(3,834)	119.17%
PROMOTIONAL ACT-PUB NOTIC	5,000	11,531	(6,531)	230.62%
OTHER CURRENT OBLIGATIONS	1,000	0	1,000	0.00%
OPERATING SUPPLIES	32,481	32,604	(123)	100.38%
BOOKS, SUBSCRIP & PUBLIC	20,000	27,589	(7,589)	137.95%
BUILDING PERMIT SURCHARGE	1,000	1,335	(335)	133.50%
BANK SERVICE CHARGES	200	98	102	49.00%
LAND USE & ZONING BOARD	45,000	38,781	6,219	86.18%
FIRE MARSHALL CONTRACT	5,000	5,605	(605)	112.10%
BUILDING INSPECTOR	33,990	33,990	0	100.00%
CODE ENFORCEMENT	13,200	13,200	0	100.00%
CODE ENFORCEMENT CONTINGY	0	0	0	0.00%
	327,551	335,050	(7,499)	102.29%
SUB TOTAL OPERATING EXPENSES	<u>794,194</u>	<u>846,743</u>	<u>(52,549)</u>	<u>106.62%</u>

GENERAL FUND EXPENDITURES	ORIGINAL BUDGET	FY 2023/2024 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
GENERAL GOVERNMENT EXPENDITURES				
CAPITAL IMPROVEMENTS:				
LAND	0	0	0	0.00%
BUILDINGS	200,000	0	200,000	0.00%
INFRASTRUCTURE	0	0	0	0.00%
MACHINERY & EQUIPMENT	30,000	43,674	(13,674)	145.58%
WORK IN PROGRESS (WIP)	0	0	0	0.00%
DOCUMENTS & MATERIALS	0	0	0	0.00%
SUB TOTAL CAPITAL EXPENSES	<u>230,000</u>	<u>43,674</u>	<u>186,326</u>	<u>18.99%</u>
TRANSFERS:				
TRANSFERS TO STREETS	469,167	436,918	32,249	93.13%
TRANSFERS TO RECREATION	188,038	163,708	24,330	87.06%
TRANSFERS TO CULTURE	46,000	27,065	18,935	58.84%
TRANSFERS TO FIRE	69,332	72,412	(3,080)	104.44%
TRANSFERS TO WATER & SEWER	0	0	0	0.00%
SUB TOTAL INTER FUND TRANSFERS	<u>772,537</u>	<u>700,103</u>	<u>72,434</u>	<u>90.62%</u>
DONATIONS:				
AID TO PVT ORGANIZATION	5,000	3,860	1,140	77.20%
SUB TOTAL DONATIONS	<u>5,000</u>	<u>3,860</u>	<u>1,140</u>	<u>77.20%</u>
TOTAL EXPENDITURES	<u>1,801,731</u>	<u>1,594,380</u>	<u>207,351</u>	<u>88.49%</u>
REVENUES	1,801,731	1,646,245	155,486	91.37%
EXPENDITURES	<u>1,801,731</u>	<u>1,594,380</u>	<u>207,351</u>	<u>88.49%</u>
(OVER) UNDER	<u>0</u>	<u>51,865</u>	<u>(51,865)</u>	

GENERAL FUND REVENUES	ORIGINAL BUDGET	FY 2023/2024 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
GENERAL STREETS REVENUE				
GAS TAX - STATE	1,000	931	69	93.10%
CULVERT PERMITS - STREETS	7,000	26,619	(19,619)	380.27%
SURPLUS MATERIALS - STREETS	0	5,950	(5,950)	0.00%
MISCELLANEOUS REVENUE - STR	13,445	21,483	(8,038)	159.78%
	<u>21,445</u>	<u>54,983</u>	<u>(33,538)</u>	<u>256.39%</u>
TRANSFERS:				
INTERFUND TRANS-GEN FUND	469,167	436,918	32,249	93.13%
INTERFUND TRANS SALES TAX	93,500	99,172	(5,672)	106.07%
INTERFUND TRAN SPEC REV	0	0	0	0.00%
SUB TOTAL TRANSFERS	<u>562,667</u>	<u>536,090</u>	<u>26,577</u>	<u>95.28%</u>
TOTAL REVENUES	<u>584,112</u>	<u>591,073</u>	<u>(6,961)</u>	<u>101.19%</u>

GENERAL FUND EXPENDITURES	ORIGINAL BUDGET	FY 2023/2024 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
GENERAL STREETS EXPENDITURES				
PERSONNEL EXPENSES:				
REGULAR SALARIES & WAGE	140,837	147,485	(6,648)	104.72%
OVERTIME	6,000	4,760	1,240	79.33%
FICA TAXES	11,233	11,115	118	98.95%
RETIREMENT CONTRIBUTIONS	19,923	20,687	(764)	103.83%
LIFE & HEALTH INSURANCE	58,137	58,137	0	100.00%
WORKER'S COMPENSATION	5,189	5,189	0	100.00%
	241,319	247,373	(6,054)	102.51%
OPERATING EXPENSES:				
PROFESSIONAL SERVICES	0	759	(759)	0.00%
TRAVEL & EDUCATION	2,000	99	1,901	4.95%
COMMUNICATIONS & FREIGHT	1,200	1,585	(385)	132.08%
UTILITY SERVICES	44,000	50,163	(6,163)	114.01%
RENTALS AND LEASES	5,000	0	5,000	0.00%
INSURANCE	30,590	31,145	(555)	101.82%
REPAIRS & MAINTENANCE	50,000	48,464	1,536	96.93%
PROMOTIONAL ACT-PUB NOTIC	500	0	500	0.00%
OTHER CURRENT OBLIGATIONS	1,000	0	1,000	0.00%
OPERATING SUPPLIES	50,003	53,631	(3,628)	107.26%
ROAD MATERIALS & SUPPLIES	50,000	51,471	(1,471)	102.94%
	234,293	237,317	(3,024)	101.29%
SUB TOTAL OPERATING EXPENSES	<u>475,612</u>	<u>484,690</u>	<u>(9,078)</u>	<u>101.91%</u>
CAPITAL IMPROVEMENTS:				
LAND	0	0	0	0.00%
BUILDINGS	0	0	0	0.00%
INFRASTRUCTURE	70,000	73,825	(3,825)	105.46%
MACHINERY & EQUIPMENT	23,500	25,347	(1,847)	107.86%
WORK IN PROGRESS (WIP)	0	0	0	0.00%
DOCUMENTS & MATERIALS	0	0	0	0.00%
SUB TOTAL CAPITAL EXPENSES	<u>93,500</u>	<u>99,172</u>	<u>(5,672)</u>	<u>106.07%</u>
HEALTH:				
ANIMAL CONTROL	0	0	0	0.00%
OPERATING SUPP-MOSQUITO	15,000	7,211	7,789	48.07%
SUB TOTAL HEALTH EXPENSES	<u>15,000</u>	<u>7,211</u>	<u>7,789</u>	<u>48.07%</u>
TRANSFERS:				
TRANSFER TO DEBT SERVICE	0	0	0	0.00%
SUB TOTAL INTER FUND TRANSFERS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
TOTAL EXPENDITURES	<u>584,112</u>	<u>591,073</u>	<u>(6,961)</u>	<u>101.19%</u>
REVENUES	584,112	591,073	(6,961)	101.19%
EXPENDITURES	<u>584,112</u>	<u>591,073</u>	<u>(6,961)</u>	<u>101.19%</u>
(OVER) UNDER	<u>0</u>	<u>(0)</u>	<u>0</u>	

GENERAL FUND REVENUES	ORIGINAL BUDGET	FY 2023/2024 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
GENERAL RECREATION REVENUE				
PARKS & RECREATION - SPORTS:				
P&R - SOCCER	5,000	10,495	(5,495)	209.90%
P&R - BASKETBALL	20,000	21,925	(1,925)	109.63%
P&R - FLAG FOOTBALL	5,000	9,970	(4,970)	199.40%
P&R - SOFTBALL	1,000	0	1,000	0.00%
P&R - GYMNASTICS	6,000	13,860	(7,860)	231.00%
P&R - MARTIAL ARTS	0	0	0	0.00%
P&R - CONCESSIONS	1,800	2,579	(779)	143.28%
P&R - VOLLEYBALL	2,000	3,090	(1,090)	154.50%
P&R - SWIM TEAM	1,000	890	110	89.00%
P&R - TENNIS	800	0	800	0.00%
P&R - TRACK	800	480	320	60.00%
SUB TOTAL SPORTS	<u>43,400</u>	<u>63,289</u>	<u>(19,889)</u>	<u>145.83%</u>
PARKS & RECREATION - EVENTS:				
P&R - KIDZ SQUAD	45,000	70,540	(25,540)	156.76%
P&R - SUMMER CAMP	35,000	41,635	(6,635)	118.96%
P&R - SWIM LESSON	3,000	7,381	(4,381)	246.03%
P&R - BASKETBALL CAMP	2,500	2,250	250	90.00%
P&R - FOOTBALL CAMP	2,000	750	1,250	37.50%
P&R - VOLLEYBALL CAMP	1,000	1,100	(100)	110.00%
SUB TOTAL EVENTS	<u>88,500</u>	<u>123,656</u>	<u>(35,156)</u>	<u>139.72%</u>
PARKS & RECREATION - MEMBERS:				
P&R - CHILD WATCH	500	45	455	9.00%
P&R - DRAFT MEMBER	70,000	122,945	(52,945)	175.64%
P&R - SEMI ANNUAL MEMBER	3,000	10,786	(7,786)	359.53%
P&R - ANNUAL MEMBER	1,000	1,980	(980)	198.00%
P&R - DAILY MEMBER	2,000	1,969	31	98.45%
P&R - HEALTHWAYS PRIME	1,000	1,439	(439)	143.90%
P&R - HEALTHWAYS SILVERSNEEK	2,500	4,980	(2,480)	199.20%
P&R - POOL MEMBER	7,000	16,223	(9,223)	231.76%
P&R - GROUP MEMBERS	1,000	0	1,000	0.00%
P&R - RENEW ACTIVE MEMBERSHIP	2,000	3,808	(1,808)	190.40%
P&R - ALL INCLUSIVE MEMBERSHIP	2,000	1,857	143	92.85%
SUB TOTAL MEMBERSHIPS	<u>92,000</u>	<u>166,032</u>	<u>(74,032)</u>	<u>180.47%</u>
PARKS & RECREATION - RENTAL:				
P&R - POOL & SPLASH PAD RENTAL	6,500	10,290	(3,790)	158.31%
P&R - SPLASH PAD RENTAL	500	0	500	0.00%
P&R - LIFEGUARD(S) RENTAL	0	0	0	0.00%
P&R - GYM RENTAL	500	0	500	0.00%
P&R - OXFORD BALL PARK RENTAL	400	260	140	65.00%
P&R - BUCK PARK LG PAVI RENTAL	500	490	10	98.00%
P&R - BUCK PARK SM PAVI RENTAL	250	55	195	22.00%
P&R - OXFORD PICNIC AREA	150	250	(100)	166.67%
SUB TOTAL RENTALS	<u>8,800</u>	<u>11,345</u>	<u>(2,545)</u>	<u>128.92%</u>

GENERAL FUND REVENUES	ORIGINAL BUDGET	FY 2023/2024 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
GENERAL RECREATION REVENUE				
MISC REVENUES:				
P&R - CREDIT CARD FEE	500	5,271	(4,771)	1054.20%
LEASE - NEXTEL TOWER	15,128	15,594	(466)	103.08%
SURPLUS MATERIALS - RECREATION	0	0	0	0.00%
MISCELLANEOUS REVENUE - REC	6,500	14,897	(8,397)	229.18%
SUB TOTAL MISC	<u>22,128</u>	<u>35,762</u>	<u>(13,634)</u>	<u>161.61%</u>
GRANTS:				
GRANTS - FDEM - HURRICANE SHELTER	0	2,607	(2,607)	0.00%
GRANTS - DEP FRDAP - RECREATION	200,000	4,750	195,250	0.00%
NASSAU COUNTY - RECREATION	0	29,573	(29,573)	0.00%
SPECIAL EVENTS & DONATIONS	2,000	(200)	2,200	0.00%
EVENTS - TOWN CLEAN UP	0	1,950	(1,950)	0.00%
EVENTS - CAR SHOW	0	4,230	(4,230)	0.00%
EVENTS - FIREWORKS DISPLAY	0	15,000	(15,000)	0.00%
EVENTS - HILLIARD HARVEST FESTIVAL	0	3,310	(3,310)	0.00%
EVENTS - VETERANS DAY	0	100	(100)	0.00%
EVENTS - PARADE OF TREES	0	2,100	(2,100)	0.00%
EVENTS - CHRISTMAS MARKET & TREE L	0	1,730	(1,730)	0.00%
EVENTS - GOLF CART PARADES	0	0	0	0.00%
EVENTS - MISC EVENTS & DONATIONS	0	120	(120)	0.00%
SUB TOTAL GRANTS	<u>202,000</u>	<u>65,270</u>	<u>136,730</u>	<u>32.31%</u>
TRANSFERS:				
INTERFUND TRANS-GEN FUND	188,038	163,708	24,330	87.06%
INTERFUND TRANS-GEN FUND	46,000	27,065	18,935	58.84%
INTERFUND TRANS SALES TAX	140,000	9,463	130,537	6.76%
SUB TOTAL TRANSFERS	<u>374,038</u>	<u>200,236</u>	<u>173,802</u>	<u>53.53%</u>
TOTAL REVENUES	<u>830,866</u>	<u>665,590</u>	<u>165,276</u>	<u>80.11%</u>

GENERAL FUND EXPENDITURES	ORIGINAL BUDGET	FY 2023/2024 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
GENERAL RECREATION EXPENDITURES				
PERSONNEL EXPENSES:				
REGULAR SALARIES & WAGES	178,636	111,948	66,688	62.67%
PART TIME SALARIES & WAGES	40,000	151,572	(111,572)	378.93%
OVERTIME	500	455	45	91.00%
FICA TAXES	16,764	20,065	(3,301)	119.69%
RETIREMENT CONTRIBUTIONS	24,309	26,760	(2,451)	110.08%
LIFE & HEALTH INSURANCE	19,379	38,758	(19,379)	200.00%
WORKER'S COMPENSATION	5,189	5,189	0	100.00%
	284,777	354,747	(69,970)	124.57%
OPERATING EXPENSES:				
PROFESSIONAL SERVICES	1,000	0	1,000	0.00%
OTHER SERVICES	6,000	13,850	(7,850)	230.83%
TRAVEL & EDUCATION	1,000	0	1,000	0.00%
COMMUNICATIONS & FREIGHT	2,500	1,546	954	61.84%
UTILITY SERVICES	30,000	38,661	(8,661)	128.87%
RENTALS & LEASES	1,000	2,508	(1,508)	250.76%
INSURANCE	30,590	31,145	(555)	101.82%
REPAIRS & MAINTENANCE	20,000	20,894	(894)	104.47%
PROMOTIONAL ACT-PUB NOTICE	2,000	1,751	249	87.55%
OTHER CURRENT OBLIGATION	1,000	0	1,000	0.00%
OPERATING SUPPLIES	59,999	83,708	(23,709)	139.52%
BOOKS, SUBSCRIP & PUBLICATION	2,500	115	2,385	4.60%
BANK SERVICE CHARGE	500	14,867	(14,367)	2973.40%
	158,089	209,045	(50,956)	132.23%
SUB TOTAL OPERATING EXPENSES	<u>442,866</u>	<u>563,792</u>	<u>(120,926)</u>	<u>127.31%</u>
CAPITAL IMPROVEMENTS:				
LAND	0	0	0	0.00%
BUILDINGS	60,000	2,607	57,393	4.35%
INFRASTRUCTURE	50,000	29,573	20,427	59.15%
MACHINERY & EQUIPMENT	230,000	14,213	215,787	6.18%
WORK IN PROGRESS (WIP)	0	0	0	0.00%
SUB TOTAL CAPITAL EXPENSES	<u>340,000</u>	<u>46,393</u>	<u>293,607</u>	<u>13.65%</u>
DONATIONS:				
SPECIAL EVENTS	40,000	47,405	(7,405)	118.51%
AID TO PRIVATE ORGANIZATION	8,000	8,000	0	100.00%
SUB TOTAL DONATIONS	<u>48,000</u>	<u>55,405</u>	<u>(7,405)</u>	<u>115.43%</u>
TOTAL EXPENDITURES	<u>830,866</u>	<u>665,590</u>	<u>165,276</u>	<u>80.11%</u>
REVENUES	830,866	665,590	165,276	80.11%
EXPENDITURES	<u>830,866</u>	<u>665,590</u>	<u>165,276</u>	<u>80.11%</u>
(OVER) UNDER	<u>0</u>	<u>0</u>	<u>(0)</u>	

GENERAL FUND REVENUES	ORIGINAL BUDGET	FY 2023/2024 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
GENERAL FIRE REVENUE				
GRANTS FORESTRY 50/50 - FIRE	0	0	0	0.00%
NASSAU COUNTY - FIRE	0	0	0	0.00%
FIRE PROTECTION SERVICES	0	0	0	0.00%
SURPLUS MATERIALS - FIRE	0	3,500	(3,500)	0.00%
HVFD DONATIONS	1,200	1,300	(100)	0.00%
MISCELLANEOUS REVENUE - FIRE	0	0	0	0.00%
	<u>1,200</u>	<u>4,800</u>	<u>(3,600)</u>	<u>0.00%</u>
TRANSFERS:				
INTERFUND TRANS-GEN FUND	69,332	72,412	(3,080)	104.44%
INTERFUND TRANS SALES TAX	50,800	4,810	45,990	9.47%
SUB TOTAL TRANSFERS	<u>120,132</u>	<u>77,222</u>	<u>42,910</u>	<u>64.28%</u>
TOTAL REVENUES	<u>121,332</u>	<u>82,022</u>	<u>39,310</u>	<u>67.60%</u>

GENERAL FUND EXPENDITURES	ORIGINAL BUDGET	FY 2023/2024 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
GENERAL FIRE EXPENDITURES				
OPERATING EXPENSES:				
WORKER'S COMPENSATION	5,189	5,189	0	100.00%
REIMBURSEMENT EXPENSE	4,250	4,250	0	100.00%
COMMUNICATIONS & FREIGHT	2,500	1,590	910	63.60%
UTILITY SERVICES	2,500	2,305	195	92.20%
RENTALS & LEASES	0	0	0	0.00%
INSURANCE	30,590	31,395	(805)	102.63%
REPAIRS & MAINTENANCE	8,783	10,792	(2,009)	122.87%
OPERATING SUPPLIES	8,520	20,058	(11,538)	235.42%
BOOKS, SUBSCRIP & PUBLIC	8,200	1,633	6,567	19.91%
SUB TOTAL OPERATING EXPENSES	<u>70,532</u>	<u>77,212</u>	<u>(6,680)</u>	<u>109.47%</u>
CAPITAL IMPROVEMENTS:				
LAND	0	0	0	0.00%
BUILDINGS	0	0	0	0.00%
INFRASTRUCTURE	0	0	0	0.00%
MACHINERY & EQUIPMENT	50,800	4,810	45,990	9.47%
WORK IN PROGRESS (WIP)	0	0	0	0.00%
DOCUMENTS & MATERIALS	0	0	0	0.00%
SUB TOTAL CAPITAL EXPENSES	<u>50,800</u>	<u>4,810</u>	<u>45,990</u>	<u>9.47%</u>
TOTAL EXPENDITURES	<u>121,332</u>	<u>82,022</u>	<u>39,310</u>	<u>67.60%</u>
REVENUES	121,332	82,022	39,310	67.60%
EXPENDITURES	<u>121,332</u>	<u>82,022</u>	<u>39,310</u>	<u>67.60%</u>
(OVER) UNDER	<u>0</u>	<u>0</u>	<u>(0)</u>	

GENERAL FUND REVENUES	ORIGINAL BUDGET	FY 2023/2024 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
GENERAL AIR PARK REVENUES				
FEDERAL GRANTS:				
GRANTS FAA - AIRPARK	899,000	846,000	53,000	94.10%
SUB TOTAL FEDERAL GRANTS	<u>899,000</u>	<u>846,000</u>	<u>53,000</u>	<u>94.10%</u>
STATE GRANTS:				
GRANTS DOT - AIRPARK	1,184,228	222,169	962,059	18.76%
SUB TOTAL STATE GRANTS	<u>1,184,228</u>	<u>222,169</u>	<u>962,059</u>	<u>18.76%</u>
MISC REVENUES:				
HILLIARD AVIATION - AIRPARK	10,000	58,000	(48,000)	0.00%
SURPLUS MATERIALS - AP	0	0	0	0.00%
INTERFUND TRANS SALES TAX	0	27,000	(27,000)	0.00%
SUB TOTAL MISC	<u>10,000</u>	<u>85,000</u>	<u>(75,000)</u>	<u>0.00%</u>
TOTAL REVENUES	<u>2,093,228</u>	<u>1,153,169</u>	<u>940,059</u>	<u>55.09%</u>

GENERAL FUND EXPENDITURES	ORIGINAL BUDGET	FY 2023/2024 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
GENERAL AIR PARK EXPENDITURES				
CAPITAL IMPROVEMENTS:				
LAND	1,702,228	1,099,202	603,026	64.57%
BUILDINGS	391,000	44,577	346,423	11.40%
INFRASTRUCTURE	0	9,390	(9,390)	0.00%
MACHINERY & EQUIPMENT	0	0	0	0.00%
WORK IN PROGRESS (WIP)	0	0	0	0.00%
DOCUMENTS & MATERIALS	0	0	0	0.00%
SUB TOTAL CAPITAL EXPENSES	<u>2,093,228</u>	<u>1,153,169</u>	<u>940,059</u>	<u>55.09%</u>
RESERVE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
TOTAL EXPENDITURES	<u>2,093,228</u>	<u>1,153,169</u>	<u>940,059</u>	<u>55.09%</u>
REVENUES	2,093,228	1,153,169	940,059	55.09%
EXPENDITURES	<u>2,093,228</u>	<u>1,153,169</u>	<u>940,059</u>	<u>55.09%</u>
(OVER) UNDER	<u>0</u>	<u>0</u>	<u>0</u>	

GENERAL FUND TOTALS	ORIGINAL BUDGET	FY 2023/2024 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
GENERAL FUND REVENUES				
CASH CARRY FORWARD	<u>0</u>	<u>0</u>	<u>0</u>	0.00%
GENERAL GOVERNMENT REVENUE	1,801,731	1,646,245	155,486	91.37%
GENERAL STREETS REVENUE	584,112	591,073	(6,961)	101.19%
GENERAL RECREATION REVENUE	830,866	665,590	165,276	80.11%
GENERAL FIRE REVENUE	121,332	82,022	39,310	67.60%
GENERAL AIR PARK REVENUES	2,093,228	1,153,169	940,059	55.09%
	<u>5,431,269</u>	<u>4,138,099</u>	<u>1,293,170</u>	<u>76.19%</u>
GENERAL FUND REVENUES TOTAL	<u>5,431,269</u>	<u>4,138,099</u>	<u>1,293,170</u>	<u>76.19%</u>
GENERAL FUND EXPENDITURES				
GENERAL GOVERNMENT EXPENDITURES	1,801,731	1,594,380	207,351	88.49%
GENERAL STREETS EXPENDITURES	584,112	591,073	(6,961)	101.19%
GENERAL RECREATION EXPENDITURES	830,866	665,590	165,276	80.11%
GENERAL FIRE EXPENDITURES	121,332	82,022	39,310	67.60%
GENERAL AIR PARK EXPENDITURES	2,093,228	1,153,169	940,059	55.09%
GENERAL FUND EXPENDITURES TOTAL	<u>5,431,269</u>	<u>4,086,234</u>	<u>1,345,035</u>	<u>75.24%</u>
GENERAL FUND REVENUES TOTAL	<u>5,431,269</u>	<u>4,138,099</u>	<u>1,293,170</u>	<u>76.19%</u>
GENERAL FUND EXPENDITURES TOTAL	<u>5,431,269</u>	<u>4,086,234</u>	<u>1,345,035</u>	<u>75.24%</u>
REVENUES OVER/(UNDER) EXPENDITURES	<u>0</u>	<u>51,865</u>	<u>(51,865)</u>	

**CAPITAL IMPROVEMENTS PLAN FUND
REVENUES AND EXPENDITURES
AS OF SEPTEMBER 30, 2024
100% OF YEAR**

CAPITAL IMPROVEMENTS FUND REVENUES	ORIGINAL BUDGET	FY 2023/2024 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
CASH CARRY FORWARD	<u>501,773</u>	<u>78,671</u>	<u>423,102</u>	15.68%
CAPITAL REVENUES				
DISCRETIONARY SALES TAX	576,857	596,665	(19,808)	103.43%
INTEREST INCOME SBA	25,000	31,982	(6,982)	127.93%
	<u>601,857</u>	<u>628,647</u>	<u>(26,790)</u>	<u>104.45%</u>
TOTAL REVENUES	<u>1,103,630</u>	<u>707,318</u>	<u>396,312</u>	<u>64.09%</u>
CAPITAL IMPROVEMENTS FUND EXPENDITURES				
CAPITAL IMPROVEMENTS FUND EXPENDITURES	ORIGINAL BUDGET	FY 2023/2024 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
BANK SERVICE CHARGES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
TRANSFER TO GEN GOV'T	269,330	43,674	225,656	16.22%
TRANSFER TO STREETS	93,500	99,172	(5,672)	106.07%
TRANSFER TO RECREATION	140,000	9,463	130,537	6.76%
TRANSFER TO FIRE	50,800	4,810	45,990	9.47%
TRANSFER TO WATER & SEWER	550,000	523,199	26,801	95.13%
TRANSFER TO AIRPARK	0	27,000	(27,000)	0.00%
	<u>1,103,630</u>	<u>707,318</u>	<u>396,312</u>	<u>64.09%</u>
RESERVE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
TOTAL EXPENDITURES	<u>1,103,630</u>	<u>707,318</u>	<u>396,312</u>	<u>64.09%</u>
REVENUES	<u>1,103,630</u>	<u>707,318</u>	<u>396,312</u>	<u>64.09%</u>
EXPENDITURES	<u>1,103,630</u>	<u>707,318</u>	<u>396,312</u>	<u>64.09%</u>
(OVER) UNDER	<u>0</u>	<u>(0)</u>	<u>0</u>	

**SPECIAL REVENUE FUND
REVENUES AND EXPENDITURES
AS OF SEPTEMBER 30, 2024
100% OF YEAR**

SPECIAL REVENUE REVENUES	ORIGINAL BUDGET	FY 2023/2024 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
LOCAL OPTION GAS TAX REVENUES				
LOCAL OPTION GAS TAX (6 CENTS)	148,132	125,957	22,175	85.03%
LOCAL OPTION GAS TAX (5 CENTS)	100,254	83,326	16,928	83.11%
	<u>248,386</u>	<u>209,283</u>	<u>39,103</u>	<u>84.26%</u>
TOTAL REVENUES	<u>248,386</u>	<u>209,283</u>	<u>39,103</u>	<u>84.26%</u>
SPECIAL REVENUE EXPENDITURES	ORIGINAL BUDGET	FY 2023/2024 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
INTERFUND TRANSFERS	0	0	0	
RESERVE	<u>248,386</u>	209,283	<u>39,103</u>	<u>0.00%</u>
TOTAL EXPENDITURES	<u>248,386</u>	<u>209,283</u>	<u>39,103</u>	<u>0.00%</u>
REVENUES	<u>248,386</u>	<u>209,283</u>	<u>39,103</u>	<u>84.26%</u>
EXPENDITURES	<u>248,386</u>	<u>209,283</u>	<u>39,103</u>	<u>84.26%</u>
(OVER) UNDER	<u>0</u>	<u>0</u>	<u>0</u>	

**ENTERPRISE FUND
REVENUES AND EXPENDITURES
AS OF SEPTEMBER 30, 2024
100% OF YEAR**

ENTERPRISE FUND REVENUES	ORIGINAL BUDGET	FY 2023/2024 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
CASH CARRY FORWARD	<u>0</u>	<u>98,576</u>	<u>(98,576)</u>	<u>0.00%</u>
WATER & SEWER REVENUE				
WATER UTILITY REVENUE	594,540	595,185	(645)	100.11%
SEWER UTILITY REVENUE	607,028	607,053	(25)	100.00%
TAP-ON FEES - W&S	86,500	43,076	43,424	49.80%
TRANSFER FEES - W&S	200	420	(220)	210.00%
TURN ON/OFF FEES - W&S	8,000	9,595	(1,595)	119.94%
WATER LINE EXTENSION FEES	20,000	0	20,000	0.00%
SEWER LINE EXTENSION FEE	30,000	850	29,150	2.83%
RECONNECT FEE - W&S	300	300	0	100.00%
INTEREST INCOME SBA	85,000	89,690	(4,690)	105.52%
INTEREST INCOME CKG	250	894	(644)	357.60%
LEASE - WATER TOWER	0	3,148	(3,148)	0.00%
SYSTEM DEVELOPMENT CHARGES	0	0	0	0.00%
SURPLUS MATERIALS - W&S	1,000	5,500	(4,500)	550.00%
NSF FEES - W&S	200	695	(495)	347.50%
PENALTIES - W&S	40,000	47,715	(7,715)	119.29%
METER TAMPERING FEES - W&S	0	0	0	0.00%
CONVENIENCE CHARGE	500	6,763	(6,263)	1352.68%
MISCELLANEOUS REVENUE - W&S	5,000	0	5,000	0.00%
W&S SINGLE LOT	0	0	0	0.00%
W&S INVESTIGATION	0	0	0	0.00%
W&S SEPTIC TANK EXCEPTION	0	0	0	0.00%
W&S NC ROW PERMIT	0	0	0	0.00%
	<u>1,478,518</u>	<u>1,410,885</u>	<u>67,633</u>	<u>95.43%</u>
GRANTS:				
GRANTS USDA RD - W&S	0	0	0	0.00%
GRANTS DEP LEG CBIR - W&S	40,000	0	40,000	0.00%
GRANTS DEP LEG CBIR - W&S	597,000	597,000	0	100.00%
CDBG - WM REPLACE	700,000	0	700,000	0.00%
SUB TOTAL GRANTS	<u>1,337,000</u>	<u>597,000</u>	<u>740,000</u>	<u>44.65%</u>
TRANSFERS:				
TRANS FROM GENERAL	0	0	0	0.00%
TRANS FROM SALES TAX	550,000	523,198	26,802	95.13%
SUB TOTAL TRANSFERS	<u>550,000</u>	<u>523,198</u>	<u>26,802</u>	<u>95.13%</u>
TOTAL REVENUES	<u>3,365,518</u>	<u>2,629,659</u>	<u>735,859</u>	<u>78.14%</u>

ENTERPRISE FUND EXPENDITURES	ORIGINAL BUDGET	FY 2023/2024 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
WATER & SEWER EXPENDITURES				
PERSONNEL EXPENSES:				
REGULAR SALARIES & WAGES	423,010	391,781	31,229	92.62%
OVERTIME	16,000	13,993	2,007	87.46%
FICA TAXES	33,584	30,295	3,289	90.21%
RETIREMENT CONTRIBUTIONS	59,574	56,976	2,598	95.64%
LIFE & HEALTH INSURANCE	155,032	142,238	12,794	91.75%
WORKER'S COMPENSATION	5,189	5,189	0	100.00%
	692,389	640,472	51,917	92.50%
OPERATING EXPENSES:				
PROFESSIONAL SERVICES	29,000	36,079	(7,079)	124.41%
ACCOUNTING & AUDITING	20,000	19,243	758	96.21%
WASTE DISPOSAL	20,000	23,100	(3,100)	115.50%
TRAVEL & EDUCATION	4,000	1,497	2,503	37.43%
COMMUNICATIONS & FREIGHT	22,000	28,655	(6,655)	130.25%
WATER PLANT ELECTRICITY	20,000	21,189	(1,189)	105.95%
SEWER PLANT ELECTRICITY	80,000	89,184	(9,184)	111.48%
RENTALS & LEASES	5,000	4,504	496	0.00%
INSURANCE	30,590	31,145	(555)	101.81%
REPAIRS & MAINTENANCE	108,500	158,747	(50,247)	146.31%
PROMOTIONAL ACT-PUBLIC NOTICE	1,000	1,584	(584)	158.40%
OTHER CURRENT OBLIGATIONS	5,000	1,500	3,500	0.00%
OPERATING SUPPLIES	199,999	299,176	(99,177)	149.59%
BOOKS, SUBSCRIP & PUBLICATIONS	12,000	7,819	4,181	65.16%
INTEREST EXPENSE BONDS	118,540	118,540	0	100.00%
BANK SERVICE CHARGES	500	17,027	(16,527)	3405.40%
	676,129	858,989	(182,860)	127.05%
SUB TOTAL OPERATING EXPENSES	<u>1,368,518</u>	<u>1,499,460</u>	<u>(130,942)</u>	<u>109.57%</u>
CAPITAL IMPROVEMENTS:				
LAND	0	0	0	0.00%
BUILDINGS	8,000	0	8,000	0.00%
INFRASTRUCTURE	1,849,000	1,094,940	754,060	59.22%
MACHINERY & EQUIPMENT	30,000	25,258	4,742	84.19%
WORK IN PROGRESS (WIP)	0	0	0	0.00%
SUB TOTAL CAPITAL EXPENSES	<u>1,887,000</u>	<u>1,120,198</u>	<u>766,802</u>	<u>59.36%</u>

ENTERPRISE FUND EXPENDITURES	ORIGINAL BUDGET	FY 2023/2024 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
WATER & SEWER EXPENDITURES				
NON OPERATING				
AMORTIZATION EXPENSE	0	0	0	0.00%
DEPRECIATION EXPENSE	0	0	0	0.00%
BAD DEBT EXPENSE	0	0	0	0.00%
RESERVE	100,000	0	100,000	0.00%
SUB TOTAL NON OPERATING EXPENSE	<u>100,000</u>	<u>0</u>	<u>100,000</u>	<u>0.00%</u>
DONATIONS:				
AID TO PRIVATE ORGANIZATION	10,000	10,000	0	100.00%
SUB TOTAL DONATIONS	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>100.00%</u>
TOTAL EXPENDITURES	<u>3,365,518</u>	<u>2,629,659</u>	<u>735,859</u>	<u>78.14%</u>
REVENUES	3,365,518	2,629,659	735,859	78.14%
EXPENDITURES	<u>3,365,518</u>	<u>2,629,659</u>	<u>735,859</u>	<u>78.14%</u>
(OVER) UNDER	<u>0</u>	<u>(0)</u>	<u>0</u>	

	2023-2024						
Fiscal Year of Estimates/Actuals	2023 2024	2023 2024	Under Est. (Over Est.)				
	Projected Estimate	Actual					
	2023-2024						
	4/1/2023 Population 3012						
Local Comm Service Tax 5.22%	\$103,114	\$116,858	(\$13,744)	8/6/2023			
Municipal Revenue Sharing	\$162,756	\$167,326	(\$4,570)	7/13/2023			
Local Gov Half Cent Sales Tax	\$240,080	\$257,434	(\$17,354)	7/13/2023			
Local Option Fuel Taxes (1-6 cents)	\$148,132	\$125,957	\$22,175	8/11/2023			
Local Option Fuel Taxes (1-5 cents)	\$100,254	\$83,326	\$16,928	8/11/2023	\$248,386		
Local Discretionary Sales Surtax	<u>\$576,857</u>	<u>\$596,665</u>	<u>(\$19,808)</u>	7/21/2023			
Department of Revenue Totals	<u>\$1,331,193</u>	<u>\$1,347,567</u>	<u>(\$16,374)</u>				
FISCAL YEAR 2022-2023	CST	REVSH	SALES 1/2	LOCOP 1-6	LOCOP 1-5	DISC 1	
	001-01-315000	001-01-335120	001-01-335180	101-07-312410	101-07-312410	120-00-312600	
OCTOBER	\$9,613.54	\$13,300.15	\$20,459.96	\$12,014.18	\$7,336.29	\$36,981.26	
NOVEMBER	\$9,806.77	\$13,300.15	\$20,270.29	\$13,715.18	\$8,459.85	\$37,048.13	
DECEMBER	\$10,167.61	\$13,300.15	\$19,176.90	\$7,317.61	\$4,512.36	\$34,765.47	
						\$29,458.61	
JANUARY	\$9,719.39	\$13,300.15	\$21,757.96	\$9,756.89	\$7,035.76	\$39,684.27	
FEBRUARY	\$9,724.54	\$13,300.15	\$17,656.80	\$9,304.59	\$7,114.29	\$31,844.05	
MARCH	\$9,462.53	\$13,300.14	\$20,826.08	\$15,371.55	\$11,415.50	\$37,448.95	
						\$33,400.41	
APRIL	\$10,103.19	\$13,300.14	\$25,028.52	\$3,383.14	\$1,483.84	\$46,070.13	
MAY	\$9,449.09	\$13,300.15	\$23,668.69	\$8,825.55	\$6,257.10	\$43,200.88	
JUNE	\$9,463.45	\$13,300.14	\$22,874.44	\$10,513.86	\$7,359.17	\$43,326.02	
		\$8,245.51				\$30,810.11	
JULY	\$10,242.81	\$13,126.43	\$24,406.64	\$12,560.17	\$7,803.94	\$45,338.10	
AUGUST	\$9,387.38	\$13,126.44	\$22,218.46	\$10,983.28	\$6,929.31	\$41,252.51	
SEPTEMBER	\$9,718.13	\$13,126.43	\$19,089.39	\$12,211.03	\$7,619.03	\$35,152.48	
						\$30,883.83	
	\$116,858.43	\$167,326.13	\$257,434.13	\$125,957.03	\$83,326.44	\$596,665.21	
				LOCOP ALL	\$209,283.47		
				LOCOP EST	\$248,386.00		

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, NOVEMBER 14, 2024, 6:00 PM

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Council President Kenny Sims
Council Pro Tem Lee Pickett
Councilman Jared Wollitz
Councilman Joe Michaels
Town Clerk Lisa Purvis
Interim Public Works Director Cory Hobbs
Public Information Officer & Events Coordinator Alicia Head

ABSENT

Mayor John Beasley
Councilman Dallis Hunter
Parks & Recreation Director Gabe Whittenburg
Town Attorney Christian Waugh

WORKSHOP

ITEM-1 Town Council to review, discuss and provide feedback on updates to the proposed Tompkins Preserve Planned Unit Development.
Lee Anne Wollitz – Land Use Administrator

Randy Martinuzzi and Wes Moss from Seda Homes presented updates on Tompkins Preserve to the Town Council. They shared plans for 50 x1 30 lots, 5-foot-wide sidewalks, and homes priced at around \$350,000. The development will include a walking trail, and there was extensive discussion about the neighborhood's entrance design. They also deliberated on whether to install wetland water pipes above ground or underground and discussed between using an 8-inch or 6-inch waterline along Henry Smith Road.

ITEM-2 Town Council to review and discuss the roadway Ordinance prior to final legal review.

Lee Anne Wollitz – Land Use Administrator

Town Council deliberates on including language in the Ordinance to establish a connectivity requirement and discusses the topic of sidewalks.

ITEM-3 Town Council to review and discuss future development on unopened plated roads.

Lee Anne Wollitz – Land Use Administrator

The Town Council reviews Chapter 62 of the Land Development Regulations in the Hilliard Town Code, considering the addition of specific transportation concurrency requirements for paved roads in new developments. Land Use Administrator Lee Anne Wollitz will explore options with the developer.

ADJOURNMENT

Motion to adjourn at 7:48 p.m.

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

Voting Yea: 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:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, NOVEMBER 21, 2024, 7:00 PM

NOTICE TO PUBLIC

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

PLEDGE OF CIVILITY

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

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Mayor John Beasley (VIA TEAMS)
Council Pro Tem Lee Pickett
Councilman Jared Wollitz
Councilman Dallis Hunter
Councilman Joe Michaels

ABSENT

Council President Kenny Sims

REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

The addition of Items 7 & 8 Grant & Capital Payables.
Lisa Purvis, MMC – Town Clerk

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

- ITEM-2 Town Council to adopt Resolution No. 2024-20, a Resolution of the Town Council of the Town of Hilliard, Florida a Municipal Corporation adopting an Amended Budget for the Fiscal Year 2023-2024, for the Town of Hilliard.
Lisa Purvis, MMC – Town Clerk

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

- ITEM-3 Town Council approval of Town Employee Phillip Bouchillon's Step Pay Increase.
Cory Hobbs – Interim Public Works Director

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

- ITEM-4 Town Council to appoint members to the Planning & Zoning Board for a 3-Year Term starting January 2025.
Lee Anne Wollitz – Land Use Administrator

Motion to table this Item until the December 19, 2024, Regular Meeting to allow time for the review of resumes from citizens that may be interested in serving on the Board.

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

- ITEM-5 Town Council approval of the Minutes for October 28, 2024, Workshop, and the November 7, 2024, Regular Meeting.
Lisa Purvis, MMC – Town Clerk

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

- ITEM-6 Town Council approval of Nassau County Public Library System Donation for Fiscal Year 2024-2025, to Friends of the Hilliard Branch Library in the amount of \$8,000.
BUDGETED DONATION FROM GENERAL FUND TO CULTURE AND RECREATION

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

ADDED ITEMS

ITEM-7 Town Council approval of AECOM, Payable through September 30, 2024, Project Name: Obstruction Removal North & South Runway at the Hilliard Airpark in the amount of \$3,130.25.

FDOT PTGA 100% GRANT FUNDED PROJECT \$300,000; AECOM S.A. NO. 22 LUMP SUM CONTRACT \$62,605

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

ITEM-8 Town Council approval of Mittauer & Associates, Inc., Payable through September 30, 2024, Project Name: WWTP Permit Renewal in the amount of \$1,520.

CAPITAL FUNDED PROJECT LUMP SUM PROJECT \$11,000

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

ADDITIONAL COMMENTS**PUBLIC**

Timothy Fisk, 27146 West First Avenue Hilliard, suggests that since Barnabas provides free food bags for those in need, the Town should also consider organizing food collection efforts because he would like to donate something to those in need. He further mentions that during a meeting two sessions ago, while he was speaking, the Mayor and the Town Clerk were whispering away from the microphones. He requests the notes about what was discussed between the two since it happened while the meeting was in session. Mr. Fisk states that he is bringing fireworks tonight and that he was falsely accused of attempting to steal Town documents and he denies attempting to do so. He further states that the Florida Statue states that records are to be supervised during review by the public and that the Town Clerk delegated this supervision to Mrs. Head, who did not monitor him because she was attending to cars in the drive through. He claims the Town Clerk has a history of lying, pointing out that she made a statement about there being no playground equipment at the Town Hall Park and reiterating that she falsely accused him of trying to steal documents. Additionally, he alleges she provided false information to police officers during a 911 call. Mr. Fisk concludes by stating that he will be bringing more fireworks to the next meeting he attends.

MAYOR & TOWN COUNCIL

Councilman Wollitz, expresses his gratitude to all the veterans who attended the Town's Veterans Day event, as well as the participating Town employees, Council Members, Representative Dean Black, and the Hilliard Volunteer Fire Department Members for cooking.

He shares that he and Mrs. Purvis attended the Nassau County Legislative Delegation Public Hearing Meeting with Senator Yarborough and Representative Dean Black, where they advocated for major infrastructure rehabilitation on behalf of the Town. Following the

meeting, he and the Town Clerk also had the chance to discuss mobility and impact fees with County Manager Taco Pope, who expressed a strong willingness to assist the Town. He concludes by wishing everyone a Happy Thanksgiving and safe travels.

Councilman Hunter, reports that he consulted with the Town Attorney about signage for advertising at Town events. He requests that this topic be added to the agenda for the next monthly workshop, allowing the Town Council to establish clear guidelines on the matter.

Councilman Michaels, notes that the Parks & Recreation Department is doing well and experiencing strong community involvement.

Council Pro Tem Pickett, wishes everyone a Happy Thanksgiving and highlights the success of the Veterans Day event, noting the excellent turnout.

Mayor Beasley, apologizes for being unable to attend the meeting in person, explaining that he is still recovering from surgery and unable to bear weight on his foot.

He extends his gratitude to everyone who participated in the Veterans Day event, with special thanks to the Veterans.

He reminds everyone about the upcoming “Hallmark our Hilliard” events happening in the next two weeks and encourages all to join the Annual Christmas Tree Lighting on Saturday, November 30, 2024, at Town Hall Park.

ADMINISTRATIVE STAFF

PRESENT:

Town Clerk Lisa Purvis

Interim Public Works Director Cory Hobbs

Public Information Officer & Event Coordinator Alicia Head

ABSENT:

Parks & Recreation Director Gabe Whittenburg

TOWN ATTORNEY

No comments.

ADJOURNMENT

Motion to adjourn at 7:22 p.m.

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

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

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

MITTAUER &
ASSOCIATES, INC.
580 Wells Rd
Orange Park, FL 32073
+19042780030



Invoice 24641

ITEM-11

BILL TO

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

DATE 11/29/2024	PLEASE PAY \$28,892.00	DUE DATE 12/19/2024
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M&A PROJECT NO.

9610-60-1

DESCRIPTION **AMOUNT**

8-INCH PARALLEL WATER MAIN EXTENSION TO FAA FACILITY
TOWN OF HILLIARD, FLORIDA

Engineering services concerning the 8-inch Parallel Water Main Extension to FAA Facility project for the Town of Hilliard including completion of topographic surveying services and progress toward engineering design services during the period October 26, 2024 through November 29, 2024.

- LUMP SUM CONTRACT AMOUNT: \$199,680.00
Item A. Engineering Design, \$84,840 (30% complete)
Item B. Topographic Survey, \$17,200 (100% complete)
Item C. Permit Applications, \$12,000 (0% complete)
Item D. Construction Bidding Services, \$4,000 (0% complete)
Item E. Construction Administration, \$36,360 (0% complete)
Item F. Resident Project Representative services, \$39,680 (0% complete)
Item G. Record Drawings, \$5,600 (0% complete)

AMOUNT PREVIOUSLY INVOICED: \$13,760.00

Amount Earned This Period 28,892.00

Thank you for your business.

TOTAL DUE **\$28,892.00**

THANK YOU.



Correspondence Only:
UTILITY SERVICE CO., INC.
P. O. Box 1350
Perry, Georgia 31069
(478) 987-0303

Mail Payments to:
UTILITY SERVICE CO., INC.
P. O. Box 207362
DALLAS, TX 75320-7362
(478) 987-0303

INVOICE

Bill To:
TOWN OF HILLIARD, FL
P O BOX 249
HILLIARD, FL 32046

Ship To:
TOWN OF HILLIARD, FL
CITY HALL
NULL NULL
1300 METERS
HILLIARD, FL 32046

Please Inquire about ACH at
invoicing@usgwater.com

PLEASE INCLUDE THE INVOICE NUMBER ON PAYMENT

Customer Number: 6299

DUE UPON RECEIPT
or based on contract, if different

<u>PROJECT#</u>	<u>INV. #</u>	<u>INV DATE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>TAX</u>	<u>TOTAL</u>
145872	613058-1	01-OCT-24	METER MAINTENANCE PROGRAM - ANNUAL INFRASTRUCTURE	\$109,553.00	\$0.00	\$109,553.00

TOTAL DUE TO
UTILITY SERVICE CO., INC. \$109,553.00

Thank You For Your Business
Questions regarding invoicing please email invoicing@usgwater.com
Have you discussed your Advanced Metering Infrastructure (AMI) needs with your USG Water System Consultant?

A 1.5% PER MONTH FINANCE CHARGE MAY BE CHARGED FOR ALL PAST DUE INVOICES.