

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, SEPTEMBER 03, 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

PUBLIC HEARING

ITEM-1

Town Council to Adopt Ordinance No. 2026-06, Setting the Town of Hilliard, Tentative Millage Rate for the Fiscal Year 2026-2027, on First Reading and set a Second Public Hearing & Final Reading on Monday, September 21, 2026.
Lisa Purvis, MMC – Town Clerk

ITEM-2

Town Council to Adopt Ordinance No. 2026-07, Setting the Town of Hilliard, Tentative Budget for the Fiscal Year 2026-2027, on First Reading and set a Second Public Hearing & Final Reading on Monday, September 21, 2026.
Lisa Purvis, MMC – Town Clerk

REGULAR MEETING

ITEM-3 Additions/Deletions to Agenda

- ITEM-4** Town Council Approval of Capital Budgeted Expense for the Purchase of NVR Appliance and Cameras to Refresh the Current Set Up at a Cost Not to Exceed \$23,834. (excluding shipping).
Guy Riner – IT Director
- ITEM-5** Town Council Approval of Capital Budgeted Expense for the Purchase of Two Computer Servers to Refresh the Current Set Up at a Cost Not to Exceed \$35,000.
Guy Riner – IT Director
- ITEM-6** Town Council to Review and Discuss Contract Plant Operator Services and Future Staffing Options.
Cory Hobbs – Public Works Director
- ITEM-7** Town Council Approval of Updated Dual-Licensed Operator Position Description and Authorization to Advertise.
Cory Hobbs – Public Works Director
- ITEM-8** Town Council Approval to Transfer Chelsea Wingate from Building & Zoning Administrative Assistant to Public Works Administrative Coordinator.
Cory Hobbs – Public Works Director
- ITEM-9** Town Council Approval to Transfer Dennis Alderman from Public Works Technician to Parks & Recreation Program Manager Position.
Gabe Whittenburg – Parks & Recreation Director
- ITEM-10** Town Council Acceptance of the Performance Bond for Completion of the Infrastructure Improvements for the Holland Walk PUD, Ordinance 2025-16, Parcel No. ID. 16-3N-24-0000-0021-0030 prior to the approval of the Final Plat.
Lee Anne Wollitz – Land Use Administrator
- ITEM-11** Town Council Approval of Additional Professional Services Related to the Hurricane Shelter Rebid Effort.
Lisa Purvis, MMC – Town Clerk
- ITEM-12** Town Council Approval of the Minutes for August 13, 2026, and Workshop August 20, 2026, Regular Meeting.
Lisa Purvis, MMC – Town Clerk
- ITEM-13** Town Council Approval of Phoenix Process Equipment Co., Payable through September 1, 2026, Project Name: Wastewater Treatment Plant Belt Press, in the amount of \$7,660.50.
CAPITAL FUNDED PROJECT BUDGETED \$60,000

ADDED ITEMS

ADDITIONAL COMMENTS

PUBLIC

MAYOR & TOWN COUNCIL

ADMINISTRATIVE STAFF

TOWN ATTORNEY

ADJOURNMENT

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

TOWN COUNCIL MEETINGS

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

PLANNING & ZONING BOARD MEETINGS

The Planning & Zoning Board meets the 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 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.

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 28, 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 Public Hearing & Regular Meeting Meeting Date: September 3, 2026

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

SUBJECT: Town Council to adopt Ordinance No. 2026-06, Setting the Town of Hilliard, Tentative Millage Rate for the Fiscal Year 2026-2027, on First Reading and set a Second Public Hearing & Final Reading on Monday, September 21, 2026.

BACKGROUND:

The Town Council met Thursday, July 10, 2026, in a workshop to discuss the Millage Rate for the Fiscal Year 2026-2027. At the Thursday, July 16, 2026, Regular Meeting a motion was made to set the proposed Tentative Millage Rate for the Fiscal Year 2026-2027 at 3.5000 Mills. Total taxes to be levied in the amount of \$750,478.

FINANCIAL IMPACT:

Subject to change.

RECOMMENDATION:

Town Council adoption of Ordinance No. 2026-06, on Tentative First Reading and set a Second Public Hearing & Final Reading on Monday, September 21, 2026.

ORDINANCE NO. 2026-06

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION CONCERNING THE AD VALOREM TAX MILLAGE RATE FOR THE 2026-2027 YEAR FOR THE TOWN OF HILLIARD, FLORIDA; ADVISING THE NASSAU COUNTY PROPERTY APPRAISER OF THE “ROLLED BACK RATE” AND OF THE FINAL ADOPTED MILLAGE RATE; PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 200.065, Florida Statutes requires that the Town Council ascertain the “rolled back rate” of millage and propose a millage rate which is necessary to fund the tentative budget for the Town for the 2026-2027 fiscal year; and

WHEREAS, the Nassau County Property Appraiser has certified to the Town Council the preliminary taxable value for the real and personal property situated within the taxing jurisdiction of the Town, which certification was provided on June 26, 2026; and

WHEREAS, Section 200.065, Florida Statutes further requires that the Town Council advise the Property Appraiser of the “rolled back rate”, the final adopted millage rate and public hearing on the rate and the budget within seventy-five (75) days of the certification by the Property Appraiser,

NOW THEREFORE BE IT ORDAINED, by the Hilliard Town Council that this ordinance be passed to include the following:

Section 1. The Nassau County Property Appraiser has duly certified to the Town Council that the preliminary taxable value for the real and personal property in the Town of Hilliard is \$209,532,346. Based upon the above certified taxable values, the Town Council has computed the “rolled back rate”, of millage under Section 200.065 (1), Florida Statutes, at 3.3168 mills.

Section 2. The Town Council has adopted a budget for the Town of Hilliard for the 2026-2027 fiscal year, and a levy of ad valorem taxes sufficient to raise gross receipts of \$750,478, or budgeted receipts of \$750,478. Based upon the certified taxable value stated in Section 1 and upon the budget adopted by the Town Council and as may be amended by the Town Council, the Town Council hereby levies ad valorem taxes upon all taxable real and personal property for the 2026-2027, tax year at the rate of 3.5000 mills, which is a 5.52% increase over the roll back rate of 3.3168 mills.

Section 3. This Ordinance shall become effective this _____ day of _____, _____ A.D.

TOWN OF HILLIARD

Kenneth A. Sims
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

First Public Hearing:	September 3, 2026
First Reading:	September 3, 2026
Publication Date:	September 16, 2026
Final Public Hearing:	September 21, 2026
Second/Final Reading:	September 21, 2026



CERTIFICATION OF TAXABLE VALUE

ITEM-1
R. 5/12
Rule 12D-16.002
Florida Administrative Code
Effective 11/12

Year : 2026	County : Nassau
Principal Authority : Town of Hilliard	Taxing Authority : Town of Hilliard - Operating

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value of real property for operating purposes	\$	197,931,109	(1)
2.	Current year taxable value of personal property for operating purposes	\$	14,485,129	(2)
3.	Current year taxable value of centrally assessed property for operating purposes	\$	2,005,924	(3)
4.	Current year gross taxable value for operating purposes <i>(Line 1 plus Line 2 plus Line 3)</i>	\$	214,422,162	(4)
5.	Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	\$	5,069,816	(5)
6.	Current year adjusted taxable value <i>(Line 4 minus Line 5)</i>	\$	209,352,346	(6)
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	\$	198,391,361	(7)
8.	Does the taxing authority include tax increment financing areas? If yes, enter number of worksheets (DR-420TIF) attached. If none, enter 0	☐ YES ☒ NO	Number 0	(8)
9.	Does the taxing authority levy a voted debt service millage or a millage voted for 2 years or less under s. 9(b), Article VII, State Constitution? If yes, enter the number of DR-420DEBT, <i>Certification of Voted Debt Millage</i> forms attached. If none, enter 0	☐ YES ☒ NO	Number 0	(9)
SIGN HERE	Property Appraiser Certification	I certify the taxable values above are correct to the best of my knowledge.		
	Signature of Property Appraiser: Electronically Certified by Property Appraiser	Date : 6/26/2026 2:29:59 PM		

SECTION II : COMPLETED BY TAXING AUTHORITY

If this portion of the form is not completed in FULL your taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year. If any line is not applicable, enter -0-.				
10.	Prior year operating millage levy <i>(If prior year millage was adjusted then use adjusted millage from Form DR-422)</i>		3.5000 per \$1,000	(10)
11.	Prior year ad valorem proceeds <i>(Line 7 multiplied by Line 10, divided by 1,000)</i>	\$	694,370	(11)
12.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value <i>(Sum of either Lines 6c or Line 7a for all DR-420TIF forms)</i>	\$	-0-	(12)
13.	Adjusted prior year ad valorem proceeds <i>(Line 11 minus Line 12)</i>	\$	694,370	(13)
14.	Dedicated increment value, if any <i>(Sum of either Line 6b or Line 7e for all DR-420TIF forms)</i>	\$	-0-	(14)
15.	Adjusted current year taxable value <i>(Line 6 minus Line 14)</i>	\$	209,352,346	(15)
16.	Current year rolled-back rate <i>(Line 13 divided by Line 15, multiplied by 1,000)</i>		3.3168 per \$1000	(16)
17.	Current year proposed operating millage rate		3.5000 per \$1000	(17)
18.	Total taxes to be levied at proposed millage rate <i>(Line 17 multiplied by Line 4, divided by 1,000)</i>	\$	750,478	(18)

19.	TYPE of principal authority (check one)		☐ County	☐ Independent Special District	(19)
			☒ Municipality	☐ Water Management District	
20.	Applicable taxing authority (check one)		☒ Principal Authority	☐ Dependent Special District	(20)
			☐ MSTU	☐ Water Management District Basin	
21.	Is millage levied in more than one county? (check one)		☐ Yes	☒ No	(21)
DEPENDENT SPECIAL DISTRICTS AND MSTUs				STOP HERE - SIGN AND SUBMIT	
22.	Enter the total adjusted prior year ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs levying a millage. <i>(The sum of Line 13 from all DR-420 forms)</i>			\$ 694,370	(22)
23.	Current year aggregate rolled-back rate <i>(Line 22 divided by Line 15, multiplied by 1,000)</i>			3.3168 per \$1,000	(23)
24.	Current year aggregate rolled-back taxes <i>(Line 4 multiplied by Line 23, divided by 1,000)</i>			\$ 711,195	(24)
25.	Enter total of all operating ad valorem taxes proposed to be levied by the principal taxing authority, all dependent districts, and MSTUs, if any. <i>(The sum of Line 18 from all DR-420 forms)</i>			\$ 750,478	(25)
26.	Current year proposed aggregate millage rate <i>(Line 25 divided by Line 4, multiplied by 1,000)</i>			3.5000 per \$1,000	(26)
27.	Current year proposed rate as a percent change of rolled-back rate <i>(Line 26 divided by Line 23, minus 1, multiplied by 100)</i>			5.52 %	(27)
First public budget hearing		Date :	Time :	Place :	
		9/3/2026	7:00 PM EST	15859 West CR 108 - Council Chambers Hilliard 32046	
S I G N H E R E	Taxing Authority Certification		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.		
	Signature of Chief Administrative Officer :			Date :	
	Electronically Certified by Principal Taxing Authority			7/20/2026 12:47:28 PM	
	Title :		Contact Name and Contact Title :		
	Lisa Purvis - Town Clerk		Lisa Purvis - Town Clerk		
	Mailing Address :		Physical Address :		
Post Office Box 249,		15859 West Circle 108, Hilliard Florida 32046			
City, State, Zip :		Phone Number :		Fax Number :	
Hilliard Florida 32046		(904) 845-3555			

CERTIFICATION OF TAXABLE VALUE INSTRUCTIONS

“Principal Authority” is a county, municipality, or independent special district (including water management districts).

“Taxing Authority” is the entity levying the millage. This includes the principal authority, any special district dependent to the principal authority, any county municipal service taxing unit (MSTU), and water management district basins.

Each taxing authority must submit to their property appraiser a DR-420 and the following forms, as applicable:

- DR-420TIF, Tax Increment Adjustment Worksheet
- DR-420DEBT, Certification of Voted Debt Millage
- DR-420MM-P, Maximum Millage Levy Calculation - Preliminary Disclosure

Section I: Property Appraiser

Use this DR-420 form for all taxing authorities except school districts. Complete Section I, Lines 1 through 9, for each county, municipality, independent special district, dependent special district, MSTU, and multicounty taxing authority. Enter only taxable values that apply to the taxing authority indicated. Use a separate form for the principal authority and each dependent district, MSTU and water management district basin.

Line 8

Complete a DR-420TIF for each taxing authority making payments to a redevelopment trust fund under Section 163.387 (2)(a), Florida Statutes or by an ordinance, resolution or agreement to fund a project or to finance essential infrastructure.

Check “Yes” if the taxing authority makes payments to a redevelopment trust fund. Enter the number of DR-420TIF forms attached for the taxing authority on Line 8. Enter 0 if none.

Line 9

Complete a DR-420DEBT for each taxing authority levying either a voted debt service millage (s.12, Article VII, State Constitution) or a levy voted for two years or less (s. 9(b), Article VII, State Constitution).

Check “Yes” if the taxing authority levies either a voted debt service millage or a levy voted for 2 years or less (s. 9(b), Article VII, State Constitution). These levies do not include levies approved by a voter referendum not required by the State Constitution. Complete and attach DR-420DEBT. Do not complete a separate DR-420 for these levies.

Send a copy to each taxing authority and keep a copy. When the taxing authority returns the DR-420 and the accompanying forms, immediately send the original to:

Florida Department of Revenue
Property Tax Oversight - TRIM Section
P. O. Box 3000
Tallahassee, Florida 32315-3000

Section II: Taxing Authority

Complete Section II. Keep one copy, return the original and one copy to your property appraiser with the applicable DR-420TIF, DR-420DEBT, and DR-420MM-P within 35 days of certification. Send one copy to the tax collector. “Dependent special district” (ss. 200.001(8)(d) and 189.403(2), F.S.) means a special district that meets at least one of the following criteria:

- The membership of its governing body is identical to that of the governing body of a single county or a single municipality.
- All members of its governing body are appointed by the governing body of a single county or a single municipality.
- During their unexpired terms, members of the special district's governing body are subject to removal at will by the governing body of a single county or a single municipality.
- The district has a budget that requires approval through an affirmative vote or can be vetoed by the governing body of a single county or a single municipality.

“Independent special district” (ss. 200.001(8)(e) and 189.403 (3), F.S.) means a special district that is not a dependent special district as defined above. A district that includes more than one county is an independent special district unless the district lies wholly within the boundaries of a single municipality.

“Non-voted millage” is any millage not defined as a “voted millage” in s. 200.001(8)(f), F.S.

Lines 12 and 14

Adjust the calculation of the rolled-back rate for tax increment values and payment amounts. See the instructions for DR-420TIF. On Lines 12 and 14, carry forward values from the DR-420TIF forms.

Line 24

Include only those levies derived from millage rates.



MAXIMUM MILLAGE LEVY CALCULATION PRELIMINARY DISCLOSURE

For municipal governments, counties, and special districts

Year: 2026		County: Nassau		
Principal Authority Name: Town of Hilliard		Taxing Authority Name: Town of Hilliard - Operating		
1.	Is your taxing authority a municipality or independent special district that has levied ad valorem taxes for less than 5 years?	☐ Yes	☒ No	(1)
IF YES,  STOP HERE. SIGN AND SUBMIT. You are not subject to a millage limitation.				
2.	Current year rolled-back rate from Current Year Form DR-420, Line 16	3.3168	per \$1,000	(2)
Calculate maximum millage levy				
3.	Majority vote maximum millage rate allowed <i>(Enter rolled-back rate from line 2)</i>	3.3168	per \$1,000	(3)
4.	Two-thirds vote maximum millage rate allowed <i>(Multiply Line 3 by 1.10)</i>	3.6485	per \$1,000	(4)
5.	Current year proposed millage rate (See page 3 for Instructions)	3.5000	per \$1,000	(5)
6.	Minimum vote required to levy proposed millage: (Check one)			(6)
☐	a. Majority vote of the governing body: Check here if Line 5 is less than or equal to Line 3. The maximum millage rate is equal to the rolled-back rate. <i>Enter Line 3 on Line 7.</i>			
☒	b. Two-thirds vote of governing body: Check here if Line 5 is less than or equal to Line 4, but greater than Line 3. The maximum millage rate is equal to proposed rate. <i>Enter Line 5 on Line 7.</i>			
☐	c. Unanimous vote of the governing body, or 3/4 vote if nine members or more: Check here if Line 5 is greater than Line 4. The maximum millage rate is equal to the proposed rate. <i>Enter Line 5 on Line 7.</i>			
☐	d. Referendum: The maximum millage rate is equal to the proposed rate. <i>Enter Line 5 on Line 7.</i>			
7.	The selection on Line 6 allows a maximum millage rate of <i>(Enter rate indicated by choice on Line 6)</i>	3.5000	per \$1,000	(7)
8.	Current year gross taxable value from Current Year Form DR-420, Line 4	\$ 214,422,162		(8)
9.	Current year proposed taxes <i>(Line 5 multiplied by Line 8, divided by 1,000)</i>	\$ 750,478		(9)
10.	Total taxes levied at the maximum millage rate <i>(Line 7 multiplied by Line 8, divided by 1,000)</i>	\$ 750,478		(10)
DEPENDENT SPECIAL DISTRICTS AND MUNICIPAL SERVICE TAXING UNITS (MSTUs)			STOP HERE. SIGN AND SUBMIT.	
11.	Enter the current year proposed taxes of all dependent special districts & MSTUs levying a millage. <i>(The sum of all Lines 9 from each district's Form DR-420MM-P)</i>	\$ 0		(11)
12.	Total current year proposed taxes <i>(Line 9 plus Line 11)</i>	\$ 750,478		(12)
Total Maximum Taxes				
13.	Enter the taxes at the maximum millage of all dependent special districts & MSTUs levying a millage <i>(The sum of all Lines 10 from each district's Form DR-420MM-P)</i>	\$ 0		(13)
14.	Total taxes at maximum millage rate <i>(Line 10 plus line 13)</i>	\$ 750,478		(14)
Total Maximum Versus Total Taxes Levied				
15.	Are total current year proposed taxes on Line 12 equal to or less than total taxes at the maximum millage rate on Line 14? (Check one)	☒ YES	☐ NO	(15)

S I G N H E R E	Taxing Authority Certification		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.		
	Town of Hilliard - Operating				
	Signature of Chief Administrative Officer : Electronically Certified by Principal Taxing Authority			Date : 7/20/2026 12:47:28 PM	
	Title: Lisa Purvis - Town Clerk		Contact Name and Contact Title: Lisa Purvis - Town Clerk		
	Mailing Address: Post Office Box 249,		Physical Address: 15859 West Circle 108, Hilliard Florida 32046		
City, State, Zip: Hilliard Florida 32046		Phone Number: (904) 845-3555		Fax Number:	

Complete, certify and submit this Form DR-420MM-P, Maximum Millage Levy Calculation-Preliminary Disclosure, to your property appraiser with a completed Form DR-420, Certification of Taxable Value.

Submit the forms electronically through the Department's Oversight and Assistance System (OASYS) electronic portal using the Truth in Millage (eTRIM) application at <https://eportal.oasys.floridarevenue.com/>.

All TRIM forms for taxing authorities are available at:
floridarevenue.com/property/forms

MAXIMUM MILLAGE LEVY CALCULATION PRELIMINARY DISCLOSURE INSTRUCTIONS

DR-420MM-P

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Provisional
ITEM-1

General Instructions

Each of the following taxing authorities must complete a DR-420MM-P.

- County
- Municipality
- Special district dependent to a county or municipality
- County MSTU
- Independent special district, including water management districts
- Water management district basin

Voting requirements for millages adopted by a two-thirds or a unanimous vote are based on the full membership of the governing body, not on the number of members present at the time of the vote.

This form provides for the calculation of the maximum tax levy for the current year allowed under s. 200.065(5), F.S. Counties and municipalities, including dependent special districts and MSTUs, which adopt a tax levy at the final hearing higher than allowed under s. 200.065, F.S., may be subject to the loss of their half-cent sales tax distribution.

Form DR-420MM-P shows the preliminary maximum millages and taxes levied based on the proposed adoption vote. Each taxing authority must complete, sign, and submit this DR-420MM-P and DR-420, *Certification of Taxable Value* to the property appraiser.

The vote at the final hearing and the resulting maximum may change. After the final hearing, each taxing authority must file Form DR-420MM, *Maximum Millage Levy Calculation Final Disclosure*, with Form DR-487, *Certification of Compliance*, with the Department of Revenue.

Line Instructions

Lines 3 and 4

Millage rates are the maximum that could be levied with a majority or two-thirds vote of the full membership of the governing body. With a unanimous vote of the full membership (three-fourths vote of the full membership if the governing body has nine or more members) or a referendum, the maximum millage rate that can be levied is the taxing authority's statutory or constitutional cap.

Line 5

Rate cannot exceed the statutory rate of the principal taxing authority.

Line 6

Check the box for the minimum vote necessary at the final hearing to levy your adopted millage rate.

Line 7

Enter the millage rate indicated by the box checked in Line 6. If the proposed millage rate is equal to or less than the majority vote maximum millage rate, enter the rolled-back rate. If a two-thirds vote, a unanimous vote, or a referendum is required, enter the proposed millage rate. For a millage requiring more than a majority vote, the proposed millage rate must be entered on Line 7, rather than the maximum rate, so that the comparisons on Lines 11 through 15 are accurate.

References

This form mentions the following documents, which are incorporated by reference in Rule 12D-16.002, Florida Administrative Code. The forms are available at floridarevenue.com/property/forms.

Form

DR-420
DR-420MM
DR-487

Form Title

Certification of Taxable Value
Maximum Millage Levy
Calculation - Final Disclosure
Certification of Compliance



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Public Hearing & Regular Meeting Meeting Date: September 3, 2026

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

SUBJECT: Town Council to adopt Ordinance No. 2026-07, Setting the Town of Hilliard, Tentative Budget for the Fiscal Year 2026-2027, on First Reading and set a Second Public Hearing & Final Reading on Monday, September 21, 2026.

BACKGROUND:

The Town Council met on Monday, August 31, 2026, in a workshop to discuss the proposed Tentative Budget for the Fiscal Year 2026-2027.

FINANCIAL IMPACT:

Subject to change.

RECOMMENDATION:

Town Council adoption of Ordinance No. 2026-07, on Tentative First Reading and set a Second Public Hearing & Final Reading on Monday, September 21, 2026.

ORDINANCE NO. 2026-07**BUDGET FISCAL YEAR 2026-2027**

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION ESTIMATING INCOME, APPROPRIATING FUNDS AND ADOPTING A BUDGET FOR THE 2026-2027 FISCAL YEAR FOR THE TOWN OF HILLIARD; PROVIDING AN EFFECTIVE DATE.

NOW THEREFORE BE IT ORDAINED, by the Hilliard Town Council that the following is established as the Budget for the said Town for the fiscal year 2026-2027 (October 1, 2026, through September 30, 2027), and is established as the estimated projected income and the appropriation of funds for said fiscal year.

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

TOWN OF HILLIARD

Kenneth A. Sims
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

First Public Hearing:	September 3, 2026
First Reading:	September 3, 2026
Publication Date:	September 16, 2026
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THE PROPOSED OPERATING BUDGET EXPENDITURES OF THE TOWN OF HILLIARD ARE 3.9% MORE THAN LAST YEAR'S TOTAL OPERATING EXPENDITURES.

ESTIMATED REVENUES	GENERAL FUND	SPECIAL REVENUE FUND	CAPITAL PROJECT FUND	ENTERPRISE FUND	TOTAL BUDGET
Totals					
Cash Carried Forward	\$25,021	\$192,936	\$57,700		\$275,657
Ad Valorem Taxes 3.5000	\$750,478				\$750,478
Sales and Use Taxes	\$142,000	\$157,064			\$299,064
Charges for Services	\$486,940			\$1,884,444	\$2,371,384
State Shared Revenue	\$569,170		\$602,259		\$1,171,429
Licenses & Permits	\$207,700				\$207,700
Fees & Penalties	\$500			\$191,750	\$192,250
Franchise Fees	\$250,000				\$250,000
Interest Earned / Other	\$172,100		\$25,000	\$90,700	\$287,800

TOTAL ESTIMATED REVENUE	\$2,603,909	\$350,000	\$684,959	\$2,166,894	\$5,805,762
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Totals

Grants / Reimbursements	\$7,996,800			\$4,875,335	\$12,872,135
Transfers In	\$1,688,893			\$438,959	\$2,127,852

TOTAL ESTIMATED REVENUES AND FUND TRANSFERS	\$12,289,602	\$350,000	\$684,959	\$7,481,188	\$20,805,749
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ESTIMATED EXPENSES	GENERAL FUND	SPECIAL REVENUE FUND	CAPITAL PROJECT FUND	ENTERPRISE FUND	TOTAL BUDGET
Totals					
General Government	\$1,052,264				\$1,052,264
Public Safety	\$146,610				\$146,610
Physical Environment				\$7,406,188	\$7,406,188
Transportation	\$3,160,832				\$3,160,832
Debt Services					\$0
Human Services	\$16,000				\$16,000
Culture / Recreation	\$6,794,004				\$6,794,004

TOTAL ESTIMATED EXPENSES	\$11,169,709	\$0	\$0	\$7,406,188	\$18,575,897
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Totals

Reserves				\$75,000	\$75,000
Transfers Out	\$1,119,893	\$350,000	\$684,959		\$2,154,852

TOTAL APPROPRIATED EXPENSES, FUND TRANSFERS & RESERVES	\$12,289,602	\$350,000	\$684,959	\$7,481,188	\$20,805,749
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THE TENTATIVE, ADOPTED, AND/OR FINAL BUDGETS ARE ON FILE IN THE OFFICE OF THE ABOVE MENTIONED TAXING AUTHORITY AS A PUBLIC RECORD.

001 - General Fund			
Revenues	General	Expenditures	General
001-01-369901	CASH CARRY FORWARD	001-01-51111	EXECUTIVE SALARIES
001-01-311000	AD VALOREM TAXES	001-01-51121	FICA TAXES
001-01-314100	UTILITY SERVICE TAX - ELECTRIC	001-01-51122	RETIREMENT CONTRIBUTIONS
001-01-314300	UTILITY SERVICE TAX - WATER	001-01-51212	REGULAR SALARIES & WAGE
001-01-314800	UTILITY SERVICE TAX - PROPANE	001-01-51221	FICA TAXES
001-01-315000	COMMUNICATION SERVICE TAX	001-01-51222	RETIREMENT CONTRIBUTIONS
001-01-316000	BUSINESS TAX RECEIPTS	001-01-51223	LIFE & HEALTH INSURANCE
001-01-316002	PEN & INT - BUSINESS TAX RECEIPTS	001-01-51312	REGULAR SALARIES & WAGE
001-01-323100	FRANCHISE FEES - ELECTRIC	001-01-51313	PART TIME SALARIES & WAGES
001-01-331500	FEMA REIMBURSEMENT - GENERAL	001-01-51314	OVERTIME
001-01-334100	GRANT - COMMUNITY PLANNER	001-01-51321	FICA TAXES
001-01-335120	STATE REVENUE SHARING	001-01-51322	RETIREMENT CONTRIBUTIONS
001-01-335140	MOBILE HOME LICENSES	001-01-51323	LIFE & HEALTH INSURANCE
001-01-335150	ALCOHOLIC BEVERAGE LICENSE	001-01-51324	WORKER'S COMPENSATION
001-01-335180	LOCAL HALF CENT SALE TAX	001-01-51331	PROFESSIONAL SERVICES
001-01-337700	NASSAU COUNTY - GENERAL	001-01-51332	ACCOUNTING & AUDITING
001-01-341300	EDUCATIONAL ADMINISTRATIVE	001-01-51334	CLEANING CONTRACT
001-01-341900	ELECTION QUALIFYING FEE	001-01-51340	TRAVEL & EDUCATION
001-01-341902	FAX	001-01-51341	COMMUNICATIONS & FREIGHT
001-01-341903	COPIES	001-01-51343	UTILITY SERVICES
001-01-342500	FIRE INSPECTIONS	001-01-51344	RENTALS & LEASES
001-01-351500	FINES & FORFEITURES - TRAFFIC	001-01-51345	INSURANCE
001-01-361100	INTEREST INCOME SBA	001-01-51346	REPAIRS & MAINTENANCE
001-01-361101	INTEREST INCOME CKG	001-01-51348	PROMOTIONAL ACT-PUBLIC NOTICE
001-01-363290	EDUCATION IMPACT FEES	001-01-51349	OTHER CURRENT OBLIGATIONS
001-01-365000	SURPLUS MATERIALS - GENERAL	001-01-51351	OFFICE SUPPLIES
001-01-366000	HILLIARD DONATIONS	001-01-51352	OPERATING SUPPLIES
001-01-369001	NSF FEES - GENERAL	001-01-51354	BOOKS, SUBSCRIP & PUBLICATIONS
001-01-369900	MISCELLANEOUS REVENUE - GENERAL	001-01-51360	CAPITAL IMPROVEMENTS
001-01-381001	INTERFUND TRANS SALES TAX	001-01-51361	LAND
001-01-381002	INTERFUND TRANS SPECIAL REVENUE	001-01-51362	BUILDINGS
001-01-381003	INTERFUND TRANS DEBT SERVICE	001-01-51363	INFRASTRUCTURE
Total	GENERAL	001-01-51364	MACHINERY & EQUIPMENT
		001-01-51365	WORK IN PROGRESS (WIP)
		001-01-51366	DOCUMENTS & MATERIALS
		001-01-51398	BUILDING PERMIT SURCHARGE
		001-01-51399	BANK SERVICE CHARGES
		001-01-52231	FIRE MARSHALL CONTRACT
		001-01-56481	AID TO GOVERNMENT AGENCY
		001-01-56482	AID TO PRIVATE ORGANIZATION
		001-01-57449	SPECIAL EVENTS
		001-01-59099	RESERVE
		001-01-58101	TRANSFERS TO BLDG/ZONE
		001-01-58102	TRANSFERS TO STREETS
		001-01-58103	TRANSFERS TO RECREATION
		001-01-58103	TRANSFERS TO RECREATION
		001-01-58104	TRANSFERS TO FIRE
		001-01-58106	TRANSFERS TO WATER & SEWER
		001-01-58191	TRANSFER TO DEBT SERVICE
		001-01-58192	TRANSFER TO SALES TAX
		Total	GENERAL

<u>Revenues</u>	<u>Building & Zoning</u>	
001-02-322000	BUILDING PERMITS	\$100,000
001-02-329000	ZONING REVENUE	\$60,000
001-02-329001	MOVE-ON PERMIT	\$1,500
001-02-329002	RADON	\$2,200
001-02-329003	BUSINESS LICENSE INSPECT	\$500
001-02-329004	MOBILE HOME INSPECTS	\$500
001-02-331500	FEMA REIMBURSEMENT - GENERAL	\$0
001-02-334100	GRANT - COMMUNITY PLANNER	\$0
001-02-329005	VIOLATION OF LOCAL ORDINANCES CE	\$500
001-02-365000	SURPLUS MATERIALS - BLDG/ZONE	\$0
001-02-369001	NSF FEES - BLDG / ZONE	\$0
001-02-369900	MISCELLANEOUS REVENUE - BLDG/ZON	\$500
001-02-369903	MISCELLANEOUS REVENUE - DEV INV	\$2,000
001-02-381000	INTERFUND TRANS GEN FUND	\$150,747
001-02-381001	INTERFUND TRANS SALES TAX	\$12,000
Total	BUILDING & ZONING	\$330,447

<u>Expenditures</u>	<u>Building & Zoning</u>	
001-02-51513	LAND USE & ZONING BOARD	
001-02-52412	REGULAR SALARIES & WAGE	\$107,785
001-02-52413	PART TIME SALARIES & WAGES	\$28,548
001-02-52414	OVERTIME	\$500
001-02-52421	FICA TAXES	\$10,468
001-02-52422	RETIREMENT CONTRIBUTIONS	\$18,596
001-02-52423	LIFE & HEALTH INSURANCE	\$35,591
001-02-52424	WORKER'S COMPENSATION	\$5,800
001-02-52431	PROFESSIONAL SERVICES	\$2,500
001-02-52434	CLEANING CONTRACT	\$3,600
001-02-52440	TRAVEL & EDUCATION	\$3,500
001-02-52441	COMMUNICATIONS & FREIGHT	\$5,000
001-02-52443	UTILITY SERVICES	\$3,800
001-02-52444	RENTALS & LEASES	\$0
001-02-52445	INSURANCE	\$26,000
001-02-52446	REPAIRS & MAINTENANCE	\$2,500
001-02-52448	PROMOTIONAL ACT-PUBLIC NOTICE	\$2,000
001-02-52449	OTHER CURRENT OBLIGATIONS	\$0
001-02-52452	OPERATING SUPPLIES	\$3,200
001-02-52454	BOOKS, SUBSCRIP & PUBLICATIONS	\$3,000
001-02-52460	CAPITAL IMPROVEMENTS	\$0
001-02-52461	LAND	\$0
001-02-52462	BUILDINGS	\$12,000
001-02-52463	INFRASTRUCTURE	\$0
001-02-52464	MACHINERY & EQUIPMENT	\$0
001-02-52465	WORK IN PROGRESS (WIP)	\$0
001-02-52466	DOCUMENTS & MATERIALS	\$0
001-02-52498	BUILDING PERMIT SURCHARGE	\$10,000
001-01-52431	BUILDING INSPECTOR	\$36,060
001-02-52961	CODE ENFORCEMENT CONTINGY	\$1,000
Total	BUILDING & ZONING	\$330,447

<u>Revenues</u>	<u>Streets / Transportation</u>	
001-03-331500	FEMA REIMBURSEMENTS - STREETS	\$0
001-03-335420	GAS TAX - STATE	\$1,000
001-03-337700	NASSAU COUNTY - STREETS	\$0
001-03-349000	CULVERT PERMITS - STREETS	\$15,000
001-03-365000	SURPLUS MATERIALS - STREETS	\$0
001-03-369900	MISCELLANEOUS REVENUE - STREETS	\$15,000
001-03-334420	STATE GRANT - FDOT ROW	\$285,000
001-03-334430	STATE GRANT - FL RES PLANNING	\$0
001-03-381000	INTERFUND TRANS GEN FUND	\$484,832
001-03-381001	INTERFUND TRANS SALES TAX	\$218,000
001-03-381002	INTERFUND TRANS SPECIAL REVENUE	\$350,000
Total	STREETS/TRANSPORTATION	\$1,368,832

<u>Expenditures</u>	<u>Streets / Transportation</u>	
001-03-54112	REGULAR SALARIES & WAGES	\$304,055
001-03-54113	PART TIME SALARIES & WAGES	\$0
001-03-54114	OVERTIME	\$10,000
001-03-54121	FICA TAXES	\$24,025
001-03-54122	RETIREMENT CONTRIBUTIONS	\$42,680
001-03-54123	LIFE & HEALTH INSURANCE	\$106,772
001-03-54124	WORKER'S COMPENSATION	\$5,800
001-03-54131	PROFESSIONAL SERVICES	\$1,000
001-03-54140	TRAVEL & EDUCATION	\$1,000
001-03-54141	COMMUNICATIONS & FREIGHT	\$4,000
001-03-54143	UTILITY SERVICES	\$53,000
001-03-54144	RENTALS AND LEASES	\$5,000
001-03-54145	INSURANCE	\$28,000
001-03-54146	REPAIRS & MAINTENANCE	\$130,000
001-03-54148	PROMOTIONAL ACT-PUBLIC NOTICE	\$500
001-03-54149	OTHER CURRENT OBLIGATIONS	\$0
001-03-54152	OPERATING SUPPLIES	\$60,000
001-03-54153	ROAD MATERIALS & SUPPLIES	\$80,000
001-03-54160	CAPITAL IMPROVEMENTS	\$0
001-03-54162	BUILDING	\$0
001-03-54163	INFRASTRUCTURE	\$310,000
001-03-54164	MACHINERY & EQUIPMENT	\$193,000
001-03-56231	ANIMAL CONTROL	\$0
001-03-56252	OPERATING SUPP-MOSQUITO	\$10,000
001-03-58191	TRANSFER TO DEBT SERVICE	\$0
Total	STREETS/TRANSPORTATION	\$1,368,832

Revenues	Parks & Recreation		Expenditures	Parks & Recreation	ITEM-2
001-04-331500	FEMA REIMBURSEMENTS - REC	\$0	001-04-56482	AID TO PRIVATE ORGANIZATION	
001-04-331502	GRANTS DEP FRDAP - RECREATION	\$0	001-04-57212	REGULAR SALARIES & WAGES - FT	\$271,493
001-04-331503	MISC GRANTS - RECREATION	\$0	001-04-57212	REGULAR SALARIES & WAGES - PT	\$98,280
001-04-334300	GRANTS FDEM - HURRICANE SHELTER	\$5,890,200	001-04-57213	TEMPORARY WAGES	\$60,000
001-04-334800	GRANTS DEP FRDAP - RECREATION	\$0	001-04-57214	OVERTIME	\$2,000
001-04-337000	NASSAU COUNTY - RECREATION	\$50,000	001-04-57221	FICA TAXES	\$33,031
001-04-347200	PARKS & RECREATION - SPORT	\$0	001-04-57222	RETIREMENT CONTRIBUTIONS	\$50,524
001-04-347201	P&R - SOCCER	\$12,230	001-04-57223	LIFE & HEALTH INSURANCE	\$88,976
001-04-347202	P&R - BASKETBALL	\$33,600	001-04-57224	WORKER'S COMPENSATION	\$7,000
001-04-347203	P&R - FLAG FOOTBALL	\$9,520	001-04-57231	PROFESSIONAL SERVICES	\$500
001-04-347204	P&R - SOFTBALL	\$0	001-04-57234	OTHER SERVICES	\$0
001-04-347205	P&R - GYMNASTICS	\$10,000	001-04-57240	TRAVEL & EDUCATION	\$1,000
001-04-347206	P&R - MARTIAL ARTS	\$0	001-04-57241	COMMUNICATIONS & FREIGHT	\$2,000
001-04-347207	P&R - CONCESSIONS	\$3,300	001-04-57243	UTILITY SERVICES	\$38,500
001-04-347208	P&R - VOLLEYBALL	\$9,520	001-04-57244	RENTALS & LEASES	\$3,500
001-04-347209	P&R - SWIM TEAM	\$500	001-04-57245	INSURANCE	\$33,000
001-04-347210	P&R - TENNIS	\$0	001-04-57246	REPAIRS & MAINTENANCE	\$30,000
001-04-347211	P&R - TRACK	\$0	001-04-57248	PROMOTIONAL ACT-PUBLIC NOTICE	\$1,000
001-04-347400	SPECIAL EVENTS & DONATIONS	\$8,000	001-04-57249	OTHER CURRENT OBLIGATION	\$0
001-04-347401	EVENTS - TOWN CLEAN UP	\$1,000	001-04-57251	OFFICE SUPPLIES	\$0
001-04-347402	EVENTS - CAR SHOW	\$0	001-04-57252	OPERATING SUPPLIES	\$90,000
001-04-347403	EVENTS - FIREWORKS DISPLAY	\$1,000	001-04-57254	BOOKS, SUBSCRIP & PUBLICATIONS	\$0
001-04-347404	EVENTS - HILLIARD HARVEST FESTIVAL	\$2,500	001-04-57260	CAITAL IMPROVEMENTS	\$0
001-04-347405	EVENTS - VETERANS DAY	\$500	001-04-57261	LAND	\$0
001-04-347406	EVENTS - PARADE OF TREES	\$2,000	001-04-57262	BUILDINGS	\$5,890,200
001-04-347407	EVENTS - CHRISTMAS MARKET & TREE LIGHTING	\$1,500	001-04-57263	INFRASTRUCTURE	\$50,000
001-04-347408	EVENTS - GOLF CART PARADES	\$150	001-04-57264	MACHINERY & EQUIPMENT	\$0
001-04-347409	EVENTS - MISC EVENTS & DONATIONS	\$25,000	001-04-57265	WORK IN PROGRESS (WIP)	\$0
001-04-347410	PARKS & RECREATION - EVENT	\$0	001-04-57299	BANK SERVICE CHARGE	\$5,000
001-04-347411	P&R - KIDZ SQUAD	\$84,000	001-04-57449	SPECIAL EVENTS	\$30,000
001-04-347412	P&R - SUMMER CAMP	\$44,800	Total	PARKS & RECREATION	\$6,794,004
001-04-347413	P&R - SWIM LESSONS	\$8,400			
001-04-347414	P&R - BASKETBALL CAMP	\$3,360			
001-04-347415	P&R - FOOTBALL CAMP	\$2,200			
001-04-347416	P&R - VOLLEYBALL CAMP	\$0			
001-04-347500	PARKS & RECREATION - MEMBERS	\$0			
001-04-347501	P&R - MONTHLY CHILD WATCH	\$0			
001-04-347502	P&R - DRAFT MEMBERS	\$132,000			
001-04-347503	P&R - SEMI MEMBERS	\$8,250			
001-04-347504	P&R - ANNUAL MEMBERS	\$4,400			
001-04-347505	P&R - DAILY MEMBERS	\$2,200			
001-04-347506	P&R - HEALTHWAY FITNESS PRIME	\$1,100			
001-04-347507	P&R - HEALTHWAY SILVER SNEAKERS	\$3,300			
001-04-347508	P&R - POOL MEMBERS	\$8,800			
001-04-347550	P&R - OPTUM MEMBERS	\$550			
001-04-347551	P&R - ALL INCLUSIVE MEMBERS	\$3,300			
001-04-347509	P&R - GROUP MEMBERS	\$2,750			
001-04-347510	PARKS & RECREATION - RENTAL	\$0			
001-04-347511	P&R - POOL & SPLASH RENTAL	\$6,600			
001-04-347512	P&R - SPLASH PAD RENTAL	\$0			
001-04-347513	P&R - LIFEGUARD(S) RENTAL	\$0			
001-04-347514	P&R - GYM RENTAL	\$550			
001-04-347515	P&R - BALL PARK RENTAL	\$275			
001-04-347516	P&R - BUCK LG PAVILION RENTAL	\$440			
001-04-347517	P&R - BUCK SM PAVILION RENTAL	\$220			
001-04-347518	P&R - OXFORD PICNIC AREA	\$275			
001-04-347900	P&R - CREDIT CARD FEE	\$5,000			
001-04-362002	LEASE - NEXTEL TOWER	\$18,000			
001-04-365000	SURPLUS MATERIALS - RECREATION	\$150			
001-04-369900	MISCELLANEOUS REVENUE - REC	\$20,000			
001-04-381000	INTERFUND TRANS GEN FUND	\$0			
001-04-381000	INTERFUND TRANS GEN FUND	\$372,564			
001-04-381001	INTERFUND TRANS SALES TAX	\$0			
Total	PARKS & RECREATION	\$6,794,004			

ITEM-2

Revenues	Fire	
001-05-331500	FEMA REIMBURSEMENTS - FIRE	\$0
001-05-334200	GRANTS FORESTRY 50/50 - FIRE	\$0
001-05-337700	NASSAU COUNTY - FIRE	\$0
001-05-342200	FIRE PROTECTION SERVICES - NC	\$0
001-05-365000	SURPLUS MATERIALS - FIRE	\$0
001-05-369900	HVFD DONATIONS	\$1,200
001-05-369900	MISCELLANEOUS REVENUE - FIRE	\$100
001-05-381000	INTERFUND TRANS GEN FUND	\$84,750
001-05-381001	INTERFUND TRANS SALES TAX	\$16,000
Total	FIRE	\$102,050

Revenues	Airpark / Transportation	
001-08-331410	GRANTS FAA - AIRPARK	\$270,000
001-08-331500	FEMA REIMBURSEMENT - AIRPARK	\$0
001-08-334410	GRANTS DOT - AIRPARK	\$1,501,600
001-08-337700	NASSAU COUNTY - AIRPARK	\$0
001-08-344100	HILLIARD AVIATION - AIRPARK	\$57,400
001-08-365000	SURPLUS MATERIALS - AIRPARK	\$0
001-08-369900	MISCELLANEOUS REVENUE - AIRPARK	\$0
001-08-381000	INTERFUND TRANS GEN FUND	\$0
001-08-381001	INTERFUND TRANS SALES TAX	\$0
Total	AIRPARK/TRANSPORTATION	\$1,829,000

Expenditures	Fire	
001-05-52224	WORKER'S COMPENSATION	
001-05-52240	REIMBURSEMENT EXPENSE	\$4,250
001-05-52241	COMMUNICATIONS & FREIGHT	\$2,500
001-05-52243	UTILITY SERVICE	\$2,500
001-05-52244	RENTALS & LEASES	\$0
001-05-52245	INSURANCE	\$28,000
001-05-52246	REPAIRS & MAINTENANCE	\$25,000
001-05-52251	OFFICE SUPPLIES	\$0
001-05-52252	OPERATING SUPPLIES	\$15,000
001-05-52254	BOOKS, SUBSCRIP & PUBLICATIONS	\$3,000
001-05-52262	BUILDING	\$0
001-05-52264	MACHINERY & EQUIPMENT	\$16,000
Total	FIRE	\$102,050

Expenditures	Airpark / Transportation	
001-08-54241	COMMUNICATIONS & FREIGHT	\$0
001-08-54248	PROMOTIONAL ACTIVITIES	\$0
001-08-54252	OPERATING SUPPLIES	\$0
001-08-54261	LAND	\$0
001-08-54262	BUILDINGS	\$300,000
001-08-54263	INFRASTRUCTURE	\$1,202,000
001-08-54264	MACHINERY & EQUIPMENT	\$0
001-08-54265	WORK IN PROGRESS (WIP)	\$0
001-08-54266	DOCUMENTS & MATERIALS	\$300,000
001-08-58105	TRANSFER TO AIRPARK	\$0
001-08-58192	TRANSFER TO SALES TAX	\$27,000
Total	AIRPARK/TRANSPORTATION	\$1,829,000

TOTAL REVENUES	\$12,289,602	TOTAL EXPENDITURES	\$12,289,602
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101 - Special Revenue					
Revenues		Excise Tax	Expenditures		Excise Tax
101-00-369001	CASH CARRY FORWARD	\$192,936			
101-07-312410	LOCAL OPTION GAS TAX - NEW 5 CENTS	\$83,428	101-07-58130	INTERFUND TRANSFER TO STR	\$350,000
101-07-312410	LOCAL OPTION GAS TAX	\$73,636	101-07-59099	RESERVE	\$0
Total	EXCISE TAX	\$350,000	Total	EXCISE TAX	\$350,000
TOTAL REVENUES		\$350,000	TOTAL EXPENDITURES		\$350,000

120 - Capital Improvement Plan					
Revenues		General	Expenditures		General
120-00-369001	CASH CARRY FORWARD	\$57,700	120-00-51399	BANK SERVICE CHARGES	\$0
120-00-312600	DISCRETIONARY SALES TAX	\$602,259	120-00-58101	TRANSFER TO GEN GOV'T	\$0
120-00-361100	INTEREST INCOME SBA	\$25,000	120-00-58102	TRANSFER TO BLDG / ZONE	\$12,000
120-00-381000	TRANSFER FROM GENERAL	\$0	120-00-58103	TRANSFER TO STREETS	\$218,000
Total	GENERAL	\$684,959	120-00-58104	TRANSFER TO RECREATION	\$0
			120-00-58105	TRANSFER TO FIRE	\$16,000
			120-00-58106	TRANSFER TO WATER & SEWER	\$438,959
			120-00-58108	TRANSFER TO AIRPARK	\$0
			120-00-59099	RESERVE	\$0
			Total	GENERAL	\$684,959
TOTAL REVENUES		\$684,959	TOTAL EXPENDITURES		\$684,959

401 - Water & Sewer					
Revenues		Water & Sewer	Expenditures		Water & Sewer
401-06-312600	DISCRETIONARY SALES TAX	\$0	8 401-06-53612	REGULAR SALARIES & WAGES	\$299,384
401-06-331310	CDBG WM EXT - W&S	\$700,000	8 401-06-53613	PART TIME SALARIES & WAGES	\$0
401-06-331311	RIF WM EXT - W&S	\$1,000,000	8 401-06-53614	OVERTIME	\$10,000
401-06-331350	GRANTS USDA RD - W&S	\$0	8 401-06-53621	FICA TAXES	\$23,668
401-06-331500	FEMA REIMBURSEMENTS - W&S	\$0	8 401-06-53622	RETIREMENT CONTRIBUTIONS	\$42,045
401-06-331510	AMERICAN RECOVERY FUNDS	\$652,310	8 401-06-53623	LIFE & HEALTH INSURANCE	\$88,976
401-06-334351	GRANTS DEP LP SEWER REHAB - W&S	\$1,754,115	8 401-06-53624	WORKER'S COMPENSATION	\$5,800
401-06-334352	GRANTS DEP SRF SEWER REHAB - W&S	\$652,310	401-06-53631	PROFESSIONAL SERVICES	\$60,000
401-06-334353	GRANTS DEP SAND N GRIT DIG - W&S	\$116,600	401-06-53632	ACCOUNTING & AUDITING	\$25,000
401-06-343300	WATER UTILITY REVENUE	\$785,194	401-06-53634	WASTE DISPOSAL	\$27,000
401-06-343500	SEWER UTILITY REVENUE	\$1,099,250	401-06-53640	TRAVEL & EDUCATION	\$4,000
401-06-349001	TAP-ON FEES - W&S	\$75,000	401-06-53641	COMMUNICATIONS & FREIGHT	\$31,000
401-06-349002	TRANSFER FEES - W&S	\$500	401-06-53642	WATER PLANT ELECTRICITY	\$25,000
401-06-349003	TURN ON/OFF FEES - W&S	\$10,000	401-06-53643	SEWER PLANT ELECTRICITY	\$85,000
401-06-349004	WATER LINE EXTENSION FEES	\$15,000	401-06-53644	RENTALS & LEASES	\$5,000
401-06-349005	SEWER LINE EXTENSION FEE	\$50,000	401-06-53645	INSURANCE	\$28,000
401-06-349006	RECONNECT FEE - W&S	\$250	401-06-53646	REPAIRS & MAINTENANCE	\$683,000
401-06-361100	INTEREST INCOME SBA	\$65,000	401-06-53648	PROMOTIONAL ACT-PUBLIC NOTICE	\$1,400
401-06-361101	INTEREST INCOME CKG	\$1,000	401-06-53649	OTHER CURRENT OBLIGATIONS	\$155,885
401-06-362003	LEASE - WATER TOWER	\$0	401-06-53651	OFFICE SUPPLIES	\$0
401-06-363240	SYSTEM DEVELOPMENT CHARGES	\$0	401-06-53652	OPERATING SUPPLIES	\$365,000
401-06-365000	SURPLUS MATERIALS - W&S	\$0	401-06-53654	BOOKS, SUBSCRIP & PUBLICATIONS	\$15,000
401-06-369001	NSF FEES - W&S	\$500	401-06-53658	AMORTIZATION EXPENSE	\$0
401-06-369002	PENALTIES - W&S	\$40,000	401-06-53659	DEPRECIATION EXPENSE	\$0
401-06-369003	METER TAMPERING FEES - W&S	\$500	401-06-53660	CAPITAL IMPROVEMENTS	\$0
401-06-369004	CONVENIENCE CHARGE	\$15,000	401-06-53661	LAND	\$0
401-06-369900	MISCELLANEOUS REVENUE - W&S	\$9,700	401-06-53662	BUILDINGS	\$30,000
401-06-381000	TRANS FROM GENERAL	\$0	401-06-53663	INFRASTRUCTURE	\$5,238,294
401-06-381001	TRANS FROM SALES TAX	\$438,959	401-06-53664	MACHINERY & EQUIPMENT	\$46,000
401-06-381002	TRANS FROM SPEC REVENUE	\$0	401-06-53665	WORK IN PROGRESS (WIP)	\$0
401-06-381003	LOANS - W&S	\$0	401-06-53672	INTEREST EXPENSE BONDS	\$86,735
Total	WATER & SEWER	\$7,481,188	401-06-53698	BAD DEBT EXPENSE	\$0
			401-06-53699	BANK SERVICE CHARGES	\$15,000
			401-06-56482	AID TO PRIVATE ORGANIZATION	\$10,000
			401-06-59099	RESERVE	\$75,000
			Total	WATER & SEWER	\$7,481,188
TOTAL REVENUES		\$7,481,188	TOTAL EXPENDITURES		\$7,481,188

Town of Hilliard

2026/2027 Capital Budget

CAPITAL FUND BALANCE END OF FY 2017-2018 (AUDITED)	\$1,398,698
ACTUAL REVENUES FY 2018-2019	\$447,627
ACTUAL EXPENDITURES FY 2018-2019	(\$962,756)
CAPITAL FUND BALANCE END OF FY 2018-2019 (AUDITED)	\$883,569
ACTUAL REVENUES FY 2019-2020	\$411,474
ACTUAL EXPENDITURES FY 2019-2020	(\$472,617)
CAPITAL FUND BALANCE END OF FY 2019-2020 (AUDITED)	\$822,426
ACTUAL REVENUE FY 2020-2021	\$493,199
ACTUAL EXPENDITURES FY 2020-2021	(\$344,545)
CAPITAL FUND BALANCE END OF FY 2020-2021 (AUDITED)	\$971,080
ACTUAL REVENUE FY 2021-2022	\$593,150
ACTUAL EXPENDITURES FY 2021-2022	(\$768,330)
ACTUAL CAPITAL FUND BALANCE END OF FY 2021-2022 (AUDITED)	\$795,900
ACTUAL REVENUE FY 2022-2023	\$620,065
ACTUAL EXPENDITURES FY 2022-2023	(\$546,450)
ACTUAL CAPITAL FUND BALANCE END OF FY 2022-2023 (AUDITED)	\$869,515
ACTUAL REVENUE FY 2023-2024	\$628,647
ACTUAL EXPENDITURES FY 2023-2024	(\$707,317)
ACTUAL CAPITAL FUND BALANCE END OF FY 2023-2024 (AUDITED)	\$790,844
LOAN TO HILLIARD AVIATION, INC (HILLIARD AIRPARK LAND N)	\$27,000
BUDGETED REVENUE FY 2024-2025 ORG EST. \$594,373. (Est. as of 7/30/2025 \$653,099)	\$654,933
BUDGETED EXPENDITURES FY 2024-2025 ORG EST. \$1,290,273. (As of 7/30/2025 \$573,242.)	(\$495,677)
ESTIMATED CAPITAL FUND BALANCE END OF FY 2024-2025 (\$1,005,954.30) (AUDITED)	\$977,100
BUDGETED REVENUE FY 2025-2026 (\$609,777+\$25,000=\$634,777(\$600,000 W&S)	\$634,777
BUDGETED EXPENDITURES FY 2025-2026 (W=\$221,029+WW=\$488,969)TOTAL \$709,998+GRANTS \$0	(\$911,072)
ESTIMATED CAPITAL FUND BALANCE END OF FY 2025-2026	\$700,805
BUDGETED REVENUE FY 2026-2027 (\$602,259+\$25,000=\$627,259 (\$600K W&S)	\$627,259
BUDGETED EXPENDITURES FY 2026-2027 (W=\$286,600+WW=\$152,359)TOTAL \$438,959+GRANTS \$4,875,335	(\$729,082)
ESTIMATED CAPITAL FUND BALANCE END OF FY 2026-2027	\$598,982

GENERAL		REFERENCE NO.	APPROVED	TO DATE	GRANTS	BUDGET	BALANCE
Capital - General Fund							
001-01-51362	Building - Town Hall Chambers Sound and Diaz (15859 W CR 108)	1.1.0		\$0	\$0	\$0	\$0
Total Capital - General				\$0	\$0	\$0	
Grants - General							
-	-			\$0	\$0	\$0	\$0
Total Grants - General				\$0	\$0	\$0	\$0
Total GENERAL				\$0	\$0	\$0	\$0
BLDG/ZONE		REFERENCE NO.	APPROVED	TO DATE	GRANTS	BUDGET	BALANCE
Capital - Building & Zoning							
001-02-52462	Building - Records Room Renovation (15879 W CR 108)	2.1.0		\$0	\$12,000	\$12,000	\$12,000
Total Capital - Bldg/Zone				\$0	\$0	\$12,000	\$12,000
Grants - Building & Zoning							
-	-			\$0	\$0	\$0	\$0
Total Grants - Bldg/Zone				\$0	\$0	\$0	\$0
Total BLDG/ZONE				\$0	\$0	\$12,000	\$12,000
STREETS		REFERENCE NO.	APPROVED	TO DATE	GRANTS	BUDGET	BALANCE
Capital - Streets							
001-03-54163	Infrastructure - Milling New Area	3.1.0		\$0	\$10,000	\$10,000	\$10,000
001-03-54163	Infrastructure - Culvert/Drainage Upgrades	3.2.0		\$0	\$15,000	\$15,000	\$15,000
001-03-54164	Machinery & Equipment - F250 4WD Work Truck	3.3.0		\$0	\$63,000	\$63,000	\$63,000
001-03-54164	Machinery & Equipment - Excavator	3.4.0		\$0	\$90,000	\$90,000	\$90,000
001-03-54164	Machinery & Equipment - Dump Trailer	3.5.0		\$0	\$15,000	\$15,000	\$15,000
001-03-54164	Machinery & Equipment - 811 Locator Equipment	3.6.0		\$0	\$25,000	\$25,000	\$25,000
Total Capital - Streets				\$0	\$0	\$218,000	\$218,000
Grants - Streets							
001-03-54163	FDOT ROW - W Sixth St CEI & Construction	3.1.1		\$0	\$285,000	\$285,000	\$285,000
001-03-54163	Daysprings Commons - W Sixth St Design	3.2.1		\$0	\$0	\$0	\$0
001-03-54163	Resilient Florida Planning Grant (Drainage)	3.3.1		\$0	\$0	\$0	\$0
Total Grants - Streets				\$0	\$285,000	\$285,000	\$285,000
Total STREETS				\$0	\$285,000	\$503,000	\$503,000
RECREATION		REFERENCE NO.	APPROVED	TO DATE	GRANTS	BUDGET	BALANCE
Capital - Recreation							
001-04-57262	Building - N Oxford Park RR Bldg (Cost Over Grant)	4.1.0	25/26	\$0	\$13,723	\$13,723	\$13,723
001-04-57262	Building - Gym Maintenance HVAC	4.2.0		\$0	\$0	\$0	\$0
001-04-57262	Building - Fitness Center Improvements	4.3.0		\$0	\$0	\$0	\$0
001-04-57263	Infrastructure - Buck Park Drainage	4.4.0		\$0	\$0	\$0	\$0
001-04-57263	Infrastructure - Playing Maintenance	4.5.0		\$0	\$0	\$0	\$0
001-04-57263	Infrastructure - Skate Park Maintenance	4.6.0		\$0	\$0	\$0	\$0
001-04-57264	Equipment - Fencing Buchanan Park	4.7.0		\$0	\$0	\$0	\$0
001-04-57264	Equipment - Fitness Center Equipment	4.8.0		\$0	\$0	\$0	\$0
Total Capital - Recreation				\$0	\$0	\$13,723	\$13,723

Grants - Recreation							
001-04-57262	Building - FDEM Hurricane Shelter / Community Center	4.1.1	10/4/2023	\$0	\$5,890,200	\$5,489,017	\$5,489,017
001-04-57263	Infrastructure - NCBOCC Parks	4.2.1	25/26-26/27	\$0	\$100,000	\$100,000	\$100,000
001-04-57263	Infrastructure - FRDAP Parks			\$0	\$0	\$0	\$0
Total Grants - Recreation				\$0	\$5,990,200	\$5,589,017	\$5,589,017
Total RECREATION				\$0	\$5,990,200	\$5,602,740	\$5,602,740
FIRE	REFERENCE NO.	APPROVED	TO DATE	GRANTS	BUDGET	BALANCE	
Capital - Fire							
001-05-52264	Equipment - Bunker Gear 3 Sets	5.1.0		\$0	\$16,000	\$16,000	
Total Capital - Fire				\$0	\$0	\$16,000	\$16,000
Grants - Fire							
-	-			\$0	\$0	\$0	\$0
Total Grants - Fire				\$0	\$0	\$0	\$0
Total FIRE				\$0	\$0	\$16,000	\$16,000
AIRPARK	REFERENCE NO.	APPROVED	TO DATE	GRANTS	BUDGET	BALANCE	
Capital - Airpark							
001-08-344100	HA, Inc. Local Match (Gates1&3 \$4,400-Tdown \$20K-MPU \$6K)	8.1.0		\$0	\$30,400	\$30,400	
Total Capital - Airpark				\$0	\$0	\$30,400	\$30,400
Grants - Airpark							
001-08-54262	FDOT Grant- New Box Hangar	8.1.1	10/5/2023	\$0	\$391,000	\$0	\$0
001-08-54262	FDOT Grant- New Hangar Buildings	8.2.1	2/21/2025	\$0	\$300,000	\$300,000	\$300,000
001-08-54263	FDOT Grant- Obstruction Removal	8.3.1	4/4/2024	\$0	\$300,000	\$300,000	\$300,000
001-08-54263	FDOT Grant- Turf Runway Rehabilitation	8.4.1	9/5/2024	\$0	\$500,000	\$500,000	\$500,000
001-08-54263	FDOT Grant- Realign Pea Farm Road	8.5.1	2/21/2025	\$0	\$280,000	\$280,000	\$280,000
001-08-54263	FDOT Grant- Gates 1 and 3 (SAFE\$17,600 20%LOCAL \$4,400)	8.6.1		\$0	\$22,000	\$17,600	\$17,600
001-08-54263	FDOT Grant- Tie Downs (80%FDOT 20%LOCAL)	8.7.1		\$0	\$100,000	\$80,000	\$80,000
001-08-54266	FDOT Grant-Master Plan/ALP Update (90%FAA 8%FDOT 2%LOCAL)	8.8.1		\$0	\$300,000	\$294,000	\$294,000
Total Grants - Airpark				\$0	\$2,193,000	\$1,771,600	\$1,771,600
Total AIRPARK				\$0	\$2,193,000	\$1,802,000	\$1,802,000
WATER & SEWER	REFERENCE NO.	APPROVED	TO DATE	GRANTS	BUDGET	BALANCE	
Capital - Water							
401-06-53663	Infrastructure - Well #2 Rehab (Carryover)	6.1.0		\$0	\$41,600	\$41,600	
401-06-53662	Building - WTP Shelter	6.2.0		\$0	\$15,000	\$15,000	
401-06-53663	Infrastructure - CDBG Water Main	6.3.0		\$0	\$0	\$0	
401-06-53663	Infrastructure - Fire Hydrant Replacement (Carryover #127)	6.4.0		\$0	\$5,000	\$5,000	
401-06-53663	Infrastructure - New Insertion Valves/Valve Replacement	6.5.0		\$0	\$25,000	\$25,000	
401-06-53663	Infrastructure - Water Treatment Plant Generator	6.6.0		\$0	\$200,000	\$200,000	
Total Water				\$0	\$286,600	\$286,600	

Capital - Wastewater						
401-06-53662	Building - WWTP Shelter	6.7.0	\$0		\$15,000	\$15,000
401-06-53663	Infrastructure - Chlorine Contact Chamber Catwalk	6.8.0	\$0		\$20,000	\$20,000
401-06-53663	Infrastructure - Lift Station Generator Eastwood Road	6.9.0	\$0		\$40,000	\$40,000
401-06-53663	Infrastructure - WWTP Gate	6.10.0	\$0		\$30,000	\$30,000
401-06-53663	Infrastructure - WWTP Outfall Meter Upgrade (Carryover)	6.11.0	\$0		\$1,359	\$1,359
401-06-53663	Infrastructure - Gravity Sewer Replacement/lining (VCP)	6.12.0	\$0		\$0	\$0
401-06-53664	Machinery & Equipment - Work Truck	6.13.0	\$0		\$46,000	\$46,000
Total Wastewater			\$0		\$152,359	\$152,359
Total Capital - Water & Sewer			\$0		\$438,959	\$438,959
Grants - Water & Sewer						
401-06-53663	Infrastructure - CDBG Water Main	6.1.1	\$0	\$700,000	\$700,000	\$700,000
401-06-53663	Infrastructure - RIF Water Main Extension 8" Line FAA Center	6.2.1	\$0	\$1,000,000	\$1,000,000	\$1,000,000
401-06-53663	Infrastructure - Emergency Digester Cleaning/Repair	6.3.1	\$0	\$116,000	\$116,600	\$116,600
401-06-53663	Infrastructure - SRF Sewer Rehabilitation Planning & Design 50/50	6.4.1	\$0	\$652,310	\$652,310	\$652,310
401-06-53663	Infrastructure - ARF Sewer Rehabilitation Planning & Design 50/50	6.5.1	\$0	\$652,310	\$652,310	\$652,310
401-06-53663	Infrastructure - FDEP Leg Appropriations Sewer Rehabilitation	6.6.1	\$0	\$1,754,115	\$1,754,115	\$1,754,115
Total Grants - Water & Sewer			\$0	\$4,874,735	\$4,875,335	\$4,875,335
Total WATER & SEWER			\$0	\$4,874,735	\$5,314,294	\$5,314,294
TOTAL CAPITAL			\$0	\$0	\$729,082	\$729,082
TOTAL GRANTS			\$0	\$13,342,935	\$12,520,952	\$12,520,952



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting

Meeting Date: September 3, 2026

FROM: ***Guy Riner – IT Director***

SUBJECT: Town Council approval of Capital Budgeted expense for the purchase of NVR Appliance and Cameras to refresh the current set up at a cost not to exceed \$23,834. (excluding shipping).

BACKGROUND:

The existing NVR server is approximately five years old and due for a refresh. To reduce long-term costs and improve efficiency, staff recommends moving from a Windows Server-based platform to a dedicated appliance platform. This approach lowers recurring licensing costs (new solution is license free), reduces complexity and ongoing maintenance, and simplifies management. In addition, increased competition in the camera market has lowered hardware costs. Although this is a full refresh of both cameras and the recording platform, the overall long-term expense is expected to be lower than continuing with the current architecture. We have also verified that the capacity of the new appliance will be sufficient to support the new Hurricane shelter as well.

FINANCIAL IMPACT:

Total cost excluding shipping is \$23,834.

RECOMMENDATION:

Town Council to authorize the purchase of a new NVR appliance and cameras at a cost not to exceed \$23,834 (excluding tariff, surcharges, and shipping).



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: September 3, 2026

FROM: ***Guy Riner – IT Director***

SUBJECT: Town Council approval of Capital Budgeted expense for the purchase of two Computer Servers to refresh the current set up at a cost not to exceed \$35,000.

BACKGROUND:

The Town currently operates two servers that are in their sixth year of service. Through successful migration of multiple services to a hosted platform, local resource demand has been reduced. Staff's goal is to replace the two existing servers with two smaller units that still provide the necessary capacity while better matching current needs and reducing the overall hardware footprint. In addition, the quoted hardware will be configured to support migration to the hurricane shelter when it is completed.

FINANCIAL IMPACT:

\$17,500 each (\$35,000 total).

RECOMMENDATION:

Town Council to authorize the purchase of two servers to refresh the current setup at a cost not to exceed \$17,500 each (\$35,000 total).



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: September 3, 2026

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

SUBJECT: Town Council to review and discuss Contract Plant Operator Services and Future Staffing Options.

BACKGROUND:

Approximately one year ago, the Town entered into an agreement for contract operation of its water & wastewater treatment plants to ensure regulatory compliance, maintain reliable operations, and provide the technical expertise required for daily plant management. During this time, the contractor has been responsible for overseeing treatment plant operations, assisting with compliance reporting, responding to operational issues, and supporting the Town's utility staff.

As the contract approaches the one-year mark, it is appropriate for the Town Council to review the effectiveness of the current operating arrangement. This discussion will provide an opportunity to evaluate the overall performance of the contract operator, identify any operational successes or challenges experienced during the past year, and determine whether the current model continues to meet the Town's long-term operational and financial goals.

In addition, staff would like to discuss the potential benefits and considerations of transitioning from a contract operator to a full-time Town employee. Topics for consideration may include operational continuity, employee availability, institutional knowledge, long-term costs, succession planning, and the ability to provide direct oversight of the Town's water & wastewater treatment facilities.

FINANCIAL IMPACT:

TBD

RECOMMENDATION:

Staff recommend that the Town Council discuss the performance of the current contract operating arrangement and evaluate whether continuing with a contract operator or transitioning to a full-time Town employee best supports the Town's long-term operational needs. Following Council discussion, staff requests action regarding the preferred staffing model for future water & wastewater treatment plant operations.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting

Meeting Date: September 03, 2026

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

SUBJECT: Town Council Approval of Updated Dual-Licensed Operator Position Description and Authorization to Advertise.

BACKGROUND:

Town Council approval to updated position description and to start advertisement for a Class C or higher water & wastewater plant operator.

This is to go back to in-house plant operators employed by the Town.

FINANCIAL IMPACT:

Grade 5 Step 1 \$21.98 Hourly \$45,719.23 Annually – Step 13 \$32.97 Hourly \$68,578.84 Annually.

RECOMMENDATION:

Town Council Approval of updated Dual Licensed Operator Position Description and authorization to start advertisement.



Position Description

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

Lead Dual Plant Operator

Department: Public Works

Pay Grade: 5

FLSA Status: Non-Exempt

JOB SUMMARY

The purpose of this classification is to maintain all aspects of the Wastewater Treatment Plant process. This position is under the general supervision and direction of the Public Works Director and participates in wastewater and water treatment discussion and decision making. This position is delegated to the Wastewater Department but works closely with all departments.

ESSENTIAL JOB FUNCTIONS:

- Maintain a proper drinking water system through preventative maintenance, repair of the chlorine system, pump repair, and required water plant documentation.
- Ensures that Water and Wastewater Treatment Facilities are operated in accordance with federal, state and local guidelines.
- Ensures proper compliance with Saint John's River Water Management District.
- Responsible for collecting Water and Wastewater samples in accordance with Florida Department of Environmental Protection guidelines.
- Oversee daily operation at the Water and Wastewater Treatment Plants, including but not limited to process control testing.
- Handle after hours auto dialer alarms at the water and wastewater plants.
- Handle and coordinate after hours call for various emergencies.
- Perform daily documentation of equipment usage, chemical usage, and flow volume within the wastewater plant and the water plant.
- Maintain accurate records of all duties performed.
- Perform routine maintenance on pumps and other mechanical gear.
- Coordinate program to maintain water and wastewater distribution and collection systems.
- Report any problems, immediately, that require outside assistance within the plant.
- Coordinates with Federal, State and local entities on Emergency Response Plans.
- Order chemicals and laboratory supplies for plant operation.
- Perform lab analysis to aid in the treatment process.
- Perform lab analysis to evaluate the accuracy of in-house testing as compared to what

- is being sent to the independent labs.
- Report lab analysis and flows to Department of Environmental Protection, weekly, monthly, semiannual, and yearly.
- Assist in trips to Jacksonville labs for monthly & biweekly sampling.
- Maintain the overall appearance of the wastewater plant and the water plant.
- Maintain supplies on hand for parts, bulk chemicals, pumps, etc., through vendors for wastewater and water treatment plants.
- Work with contracting maintenance and installing projects through safety guidelines.
- Liaison with Florida Rural Water Association.
- Operate and maintain the wastewater plant belt press for solids removal.
- Ensures that disposal of wastewater residuals conforms to Federal Environmental Protection Guidelines while maintaining and scheduling sludge hauler as needed.
- Check and maintain lift stations as needed.
- Assist in preventative and emergency maintenance of all equipment and property of the Town.
- Monitors and stays current with technology as it pertains to the operations of this department.
- Assist contractors with issues at treatment plants and lift stations as needed.
- Assist with CIP budget for plant upgrades.
- Performs other related duties as assigned.

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

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent;
- Class C Florida Wastewater License
- Class C Florida Water License
- 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
- Class C Florida Wastewater License
- Class C Florida Water License

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles, practices, and safety procedures of public works operations.
- Knowledge of basic wastewater collection, treatment and disposal methods and procedures, equipment and materials used in wastewater treatment.
- Knowledge of federal, state and local laws, ordinances and regulations pertaining to the treatment of water; and the occupational hazards and safety precautions associated with water plants and related activities.
- Skill in the operation and control of equipment, machinery, tools and/or materials necessary for the performance of essential functions.
- Skill in communicating effectively with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and/or emergency situations.
- Ability to comprehend and apply training received in the operation of water treatment plants, detection of water quality defects and initiating appropriate remedial action in

the operation of water treatment equipment, chemical feed systems and other related equipment, and performing and repairs on plant equipment.

- Ability to follow operating and recording procedures; to prepare reports, logs, work orders, records, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to perform arithmetic operations; to perform accurate calculations aided by calculator, adding machine or measurement device.
- Ability to establish and maintain effective working relationships as necessitated by work assignments; to deal with people beyond giving and receiving instructions; and to perform under stress and when confronted with emergency situations.

PHYSICAL DEMANDS:

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

WORK ENVIRONMENT:

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

CONDITIONS OF EMPLOYMENT:

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

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

Employee Signature

Date

Supervisor (or HR) Signature

Date

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



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: September 03, 2026

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

SUBJECT: Town Council Approval to transfer Chelsea Wingate from Building & Zoning Administrative Assistant to Public Works Administrative Coordinator.

BACKGROUND:

This is a request to approve the transfer of Chelsea Wingate from Building & Zoning Administrative Assistant to Public Works Administrative Coordinator.

Chelsea was hired in December of 2025 in the Building & Zoning Department. Since her hire she has shown excellent computer skills, administrative skills, and customer service skills.

FINANCIAL IMPACT:

Current pay is Grade 3 Step 9 at \$21.65 Hourly - \$45,041.26 Annually.

Pay increase to Grade 4 Step 9 at \$25.19 Hourly - \$52,399.13 Annually.

Current pay for Public Works Clerk is a Grade 4 \$26.19 Hourly - \$54,475.20 Annually.

RECOMMENDATION:

Town Council Approval to transfer Chelsea Wingate from Building & Zoning Administrative Assistant to Public Works Administrative Coordinator.

TOWN OF HILLIARD
PUBLIC WORKS DEPARTMENT
Position Process

Regular Meeting: September 03, 2026

Applicant: Chelsea Wingate

572734 Lessie Rd

Hilliard, FL 32046

Position: Public Works Administrative Coordinator

Pay Rate: Grade 4 / Step 9 \$25.19 per hour / \$52,399.13 Annually

\$1.77 increase while in probation. Full increase of \$3.54

Position Starts: September 07, 2026 – Probationary Period

Position Status: December 03, 2026 – Regular Full Time Position

Position Requirements: A current Driver's License and High School Diploma or equivalent is required. 2 years' experience with Microsoft Word and Excel.

Position Information:

- Maintain accurate records of all duties performed.
- Assist with computer training. Assist in working on various computer issues with the Public Works Director and Assistant Public Works Director.
- Assist with the Public Works Director and the Assistant Public Works Director on FEMA and Nassau County Emergency Operation.
- Assist Public Works Director and the Assistant Public Works Director on reports for Florida DEP and Florida Rural Water.
- Call in locates through 811 and track for excavation purposes.
- Contact contractors in placing bids for work and tracking job status.
- Maintain water and wastewater inventory.
- Order supplies from various vendors.
- Assist in daily operations at the Wastewater Plant.
- Record monthly Influent/Effluent averages on excel spreadsheet.
- Assist with inventory and ordering of towns water meters and mtus'.
- Assist in the collection of samples and trips to the lab for monthly and bi-weekly sampling.
- Maintain a clean and organized work environment.
- Maintain inventory of the Town's Street signs.
- Assist with special projects as directed by the Public Works Director, i.e., Holiday Decorations, July 4th celebration, Town Cleanup, etc.



Position Description

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

Public Works Administrative Coordinator

Department: Public Works

Pay Grade: 4

FLSA Status: Non-Exempt

JOB SUMMARY

The purpose of this classification is to perform a variety of administrative and clerical work for the Public Works Department.

ESSENTIAL JOB FUNCTIONS:

- Assist with computer training. Assist in working on various computer issues with the Public Works Director and the Assistant Public Works Director.
- Assist with the Public Works Director and the Assistant Public Works Director on FEMA and Nassau County Emergency Operation.
- Assist Public Works Director and the Assistant Public Works Director on reports for Florida DEP and Florida Rural Water.
- Call in excavation locations and track the locate status through My Sunshine 811.
- Contact contractors in placing bids for work and tracking job status.
- Helps to maintain water and wastewater inventory from various vendors.
- Assist in daily operations at the Wastewater Treatment Plant.
- Maintain accurate records of all duties performed.
- Record monthly Influent/Effluent averages on excel spreadsheet.
- Assist in the maintenance of water meters within the Town.
- Assist in the collection of samples in accordance with the FL Department of Environmental Protection guidelines.
- Works as a liaison with various contractors.
- Maintaining a clean and organized work environment.
- Assist in trips to labs for monthly & biweekly sampling.

- Organizing lab results for reports needed. Assist with biweekly and weekly gathering of potable water and wastewater samples.
- Notifying customers of boiled water situations, including lab trips, printing door hangers, and placing hangers at customer residents.
- Maintain street signs and placing order from vendors.
- Maintain paper and office supplies for the public works department.
- Assist in budgetary matters including invoicing.
- Prepare or follow up on request from the Mayor & Town Council Members.
- Assist with special projects as directed by the Public Works Director and or the Assistant Public Works Director.
- Assist with after-hour emergencies
- Assist with Oversight and Inspection for mowing contract.
- Assist with Organization and Maintenance of As Build Maps for Public Works Department.
- Start and continue Backflow inventory throughout the Town.
- Assist with Backflow testing program.
- Under the guidance of the Public Works Director, develops standard operating procedures and department policies.
- Assists with records management activities including file maintenance with adherence to records retention schedule.
- Assist with Hydrant Flow testing and hydrant paint updates every 5 years.
- Performs other related duties as assigned.

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

MINIMUM REQUIREMENTS TO PERFORM WORK:

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

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid State of Florida Driver's License

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Florida Statutes.
- Knowledge of computer data entry systems and word processing applications; Windows OS, Microsoft Office Suite, or other related programs deemed necessary
- 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.
- Skill 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:

Most Work consists of sedentary work, which requires exerting up to 10 pounds of force occasionally and/or 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. A portion of the work consists of heavy work, which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Some tasks may require the ability to do work at heights above 20 feet.

WORK ENVIRONMENT:

Portions of the work is performed in a normal office environment. Essential functions are regularly performed without exposure to adverse environmental conditions.

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

CONDITIONS OF EMPLOYMENT:

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

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

Employee Signature

Date

Supervisor (or HR) Signature

Date

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

Public Works Leadership is looking to update the position description, this is **not a traditional administrative assistant**. It is really a **Public Works Administrative Coordinator** that bridges the office and field operations.

Estimated Time Allocation

Responsibility	Estimated Time
Administrative support to Director/Assistant Director	15%
Reporting (DEP, Rural Water, FEMA, records, spreadsheets)	10%
Water & wastewater regulatory support (sampling, labs, reports)	15%
Inventory, purchasing, bids, vendors, invoices	10%
811 locate management & contractor coordination	8%
Records management, SOP development, as-built maps	7%
Budget support & Council/Mayor requests	5%
Office supplies and departmental administration	3%
Field assistance with water meters, hydrants, signs, backflow	12%
Wastewater plant operational assistance	5%
Boil water notices, emergencies, after-hours response	5%
Mowing inspections & miscellaneous field projects	5%

Overall Breakdown

Office / Administrative: 63%

Includes:

- reporting
- purchasing
- invoices
- regulatory paperwork
- records
- contractor coordination
- budgeting
- computer support
- policy development

Field Operations: 37%

Includes:

- sampling
- laboratory trips
- water meters
- hydrants
- signs
- wastewater plant assistance
- inspections
- contractor coordination in the field
- emergency response



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: September 3, 2026

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

SUBJECT: Town Council Approval to transfer Dennis Alderman from Public Works Technician to Parks & Recreation Program Manager Position.

BACKGROUND:

The Program Manager position has been open since the departure of David Pender at the end of July. The position is in need of filling with the continued growth of the Department.

FINANCIAL IMPACT:

This would be a budgeted position, and I request that the pay be the same as the current role is being paid, under current budget for this fiscal year.

Current pay is Grade 3 Step 7 plus \$1. at \$21.30 Hourly - \$44,304.00 Annually.

Current pay for Program Manager would result in a pay increase to Grade 5 Step 1 plus \$2 at \$23.98 Hourly - \$49,878.40 Annually.

RECOMMENDATION:

Town Council to approve the hiring of Dennis Alderman as an internal transfer from Public Works to Parks & Recreation.



Position Description

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

Parks and Recreation Program Manager

Department: Parks and Recreation

Pay Grade: 5

FLSA Status: Exempt

JOB SUMMARY

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.

ESSENTIAL JOB FUNCTIONS:

- Responsible for all in-house programming including but not limited to, leagues and tournaments for all age groups
- Responsible for developing practice and game schedules for league and tournaments
- Responsible for coordinating with athletic associations and special interest groups regarding Parks and Recreation Programming
- Responsible for overseeing Program Providers, contracts, scheduling, and bringing a wide variety of Programming opportunities to the Department
- Responsible for supervision of recreational programs and facilities, while enforcing departmental rules and regulations
- Responsible for principles, practices, and methods used in Parks and Recreation
- Responsible for maintaining program equipment
- Responsible for Program Coordinators and recruitment of scorekeepers, officials, and any other Part-Time personnel needed for Programming
- Responsible for communication with the general public in regards to Programming; developing flyers, handouts, brochures, and other aspects for marketing purposes of recreational programs
- Support a Programming budget, bidding of equipment, and ordering supplies
- Responsible for development and implementation of new Programming
- Perform other related duties as assigned

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

MINIMUM REQUIREMENTS TO PERFORM WORK:

- 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.
- 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 Driver's License
- CPR/First Aid Certified
- DCF Fingerprint Background
- Certified Pool Operator Preferred

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of parks, pools, recreation equipment, and maintenance.
- Knowledge of principal and theory of recreational programming.
- Knowledge of computer data entry systems and word processing applications; Windows OS, Microsoft Office Suite, or other related programs deemed necessary
- Skill in dealing with community groups and individuals.
- Ability to communicate both orally and in writing.
- Ability to motivate, develop, and lead subordinate staff on carrying out recreational programming.
- Ability to plan the most cost-effective use of staff and equipment.
- Ability to develop innovative ways of generating revenues for Parks & Recreation facilities.

PHYSICAL DEMANDS:

Work consists of heavy work, which requires exerting up to 100 pounds of force occasionally, and/or up to 45 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Tasks may involve extended periods of standing, or 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 conditioned and non-conditioned environments with the Parks & Recreation Department.

CONDITIONS OF EMPLOYMENT:

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

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

Employee Signature

Date

Supervisor (or HR) Signature

Date

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



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: September 3, 2026

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

SUBJECT: Town Council acceptance of the Performance Bond for Completion of the Infrastructure Improvements for the Holland Walk PUD, Ordinance 2025-16, Parcel No. ID. 16-3N-24-0000-0021-0030 prior to the approval of the Final Plat.

BACKGROUND:

Mr. Ben Buchanan has applied for the Final Plat approval to create the Holland Walk Subdivision. Prior to the administrative approval of the PUD, the development requires a Performance Bond to be submitted and accepted by the Town Council in a form approved by the Town Attorney and the cost estimate for the remaining items has been approved by the Town's Engineer.

The Performance bond is attached to the agenda item report.

FINANCIAL IMPACT:

The applicant is required to pay all costs for reviews by the Town's consultants and any permitting costs.

RECOMMENDATION:

Town Council acceptance of the Performance Bond for Completion of the Infrastructure Improvements for the Holland Walk PUD, Ordinance 2025-16, Parcel No. ID. 16-3N-24-0000-0021-0030 prior to the approval of the Final Plat.

Completion Bond for Plat Recording

Bond No. 101852239

KNOW ALL MEN BY THESE PRESENT, that we, Intact Construction Management Group, LLC, A Florida limited liability company, hereinafter called Principal, and Merchants National Bonding Inc hereinafter called Surety, are held and firmly bound unto The Town of Hilliard, a Florida municipal corporation, hereinafter called Obligee, in the full and just sum of Seventy One Thousand Nine Hundred and Thirty-Five Dollars (\$71,935.00), lawful money of the United States, for the payment of which we bind ourselves, our heirs, administrators, executors, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the said Principal will complete the remaining items per Exhibit "A" at Holland Walk within the Town of Hilliard, Nassau County, State of Florida.

WHEREAS, the said Principal has applied to the Obligee for approval of a plat for Holland Walk and has agreed, as a condition of approval of said plat by Obligee, to construct the improvements set forth on the remaining items per Exhibit "A";

WHEREAS, the approval of said plat by Obligee is conditioned upon the furnishing of an adequate Surety Bond to be furnished to Obligee;

THE CONDITION ON THIS OBLIGATION is such that, Principal will perform certain work as described in the Engineering Plans prepared by GAI Consultants dated 04/25, approved by the Town of Hilliard, Town Council on January 22, 2026, hereinafter the "Plans", and that such work shall be completed no later than one (1) year from the date hereof.

NOW THEREFORE if the said Principal shall in fact fully indemnify and save harmless the Obligee against any loss or damage occasioned by the failure of the workmanship or materials, such indemnification being shown by full payment of the amount described, *supra*, then this obligation is to be void, otherwise to remain in full force and effect until such time as the Obligee approves the work on which this obligation is conditioned. It is understood, however, the Obligee may call the bond based on an estimate of the cost to complete deficiencies if, in the sole discretion of the Obligee, the Obligee determines a deficiency exists. This bond shall not include loss or damage due to hurricane, cyclone, tornado, earthquake, volcanic eruption or similar disturbance of nature, or military, naval or usurped power, insurrection, riot or civil commotion, nor any act of God.

No right of action shall accrue upon or by reason of this obligation, to or for the benefit of any persons, firm, or corporation other than the Obligee herein named. This bond shall be governed by the laws of the State of Florida, and any and all legal action necessary to enforce it will be held in The Town of Hilliard, Nassau County, Florida.

SIGNED, sealed and dated this 28th day of AUGUST, 2026.

Dana M. Graine

Witness as to Principal

Ben Buchanan

Principal Name

By Intact Construction Management Group, LLC, Name

Ben Buchanan

Title MGMR – President

Merchants National Bonding Inc.

Surety Name

By Benjamin K. Powell

Benjamin K. Powell Attorney in Fact



Exhibit "A"

PLAT BOND LETTER

Town of Hilliard
 15859 West County Road 108
 Hilliard, FL 32046
 904.845.3555

August 12, 2026

Re: **Holland Walk Subdivision**

I hereby request approval by your department for a plat bond in the amount of **\$71,935.00** for the above referenced project. I have made a recent site inspection of the project and have found it to be in substantial compliance with the approved site development plans on file with the Department of Planning and Development. To the best of my knowledge and belief, the attached Schedule of Values is accurate and the total is adequate to complete the improvements in accordance with the approved plans.

Improvements already paid for, not subject to the plat bond, include stormwater, underground water and sewer, underground electric, roadway paving, street signs, and street lights.

* Roadway includes curb and gutter, sub-base, base, prime, and asphalt.

WORK ITEMS		BALANCE TO COMPLETE
1. SS NEMA4X enclosure for LS eq.		\$ 10,000.00
2. Review of specs, provision, installation of standby generator and automatic transfer switch for LS		\$ 45,000.00
3. FDEP water/wastewater final		\$ 100.00
4. As-built drawings		\$ 6,700.00
5. Hydrant Flow Test		\$ 750.00
Total		\$ 62,550.00
	15%	\$ 9,385.00
TOTAL BOND AMOUNT		\$ 71,935.00

If you have any questions or comments, please don't hesitate to call.

Sincerely,

Intact Construction Management Group, LLC



Ben Buchanan CBC 1262324
 MGMR/President

POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa, d/b/a Merchants National Indemnity Company (in California only) (herein collectively called the "Companies") do hereby make, constitute and appoint, individually,

Benjamin Powell; Fitzhugh K Powell Jr; Robert T Theus; Susan W Jordan

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and amended August 14, 2015 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 16, 2015.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 3rd day of February, 2024.



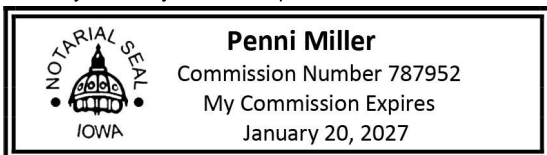
MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.
d/b/a MERCHANTS NATIONAL INDEMNITY COMPANY

By

Larry Taylor
President

STATE OF IOWA
COUNTY OF DALLAS ss.

On this 3rd day of February, 2024, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.



(Expiration of notary's commission does not invalidate this instrument)

Penni Miller
Notary Public

I, William Warner, Jr., Secretary of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 28th day of August, 2026.



William Warner Jr.
Secretary



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: September 3, 2026

FROM: ***Lisa Purvis – Town Clerk***

SUBJECT: Town Council Approval of Additional Professional Services Related to the Hurricane Shelter Rebid Effort.

BACKGROUND:

This amendment addresses additional professional services associated with the Hurricane Shelter Rebid Offer. Services have included the evaluation and development of cost-reduction measures, preparing and coordinating bid alternates, modifying contract drawings and bidding documents, and providing ongoing support and coordination necessary to implement the rebid strategy.

See email attached.

FINANCIAL IMPACT:

\$9,000.00

RECOMMENDATION:

Town Council approval of additional professional services related to the Hurricane Shelter Rebid Effort in the amount of \$9,000.00.

Lisa Purvis

From: Lisa Purvis
Sent: Saturday, August 22, 2026 10:58 AM
To: Aldo Minozzi
Cc: Kiersten Lewis; Lee Anne Wollitz
Subject: Re: Hilliard Hurricane Shelter and Multi-Use. Additional Services Proposal for Rebid Support

Aldo,

First, thank you for your kind words. Second, thank you for following up in writing with your request and justification for additional funding for the additional services.

I will place this request on the September 3, 2026, Town Council agenda. If the Council requests additional information, I will add the item to the September 10, 2026, monthly workshop, with the rebidding and ranking to follow the September 9, 2026, bid opening.

I will follow up with you after the September 3 Council meeting regarding any questions or concerns so that you can provide any requested additional information at the September 10 workshop.

Thank you,

Lisa

Sent from my iPhone

On Aug 21, 2026, at 6:51 PM, Aldo Minozzi <minozzia@pqh.com> wrote:

Dear Lisa,

I hope you are doing as well as can be expected during this difficult time. We wanted to express our sincere condolences and support during this period of mourning. Our thoughts are with you and your family, and we hope that this process ultimately brings comfort, healing, and peace.

As discussed during our previous conversations, the rebidding efforts have required additional services and resources that extend beyond the scope and assumptions of our original proposal. During those discussions, we presented our position that the level of effort required to support the rebid process exceeded the services originally contemplated. At your suggestion, we are formally submitting our request for additional services in writing. Accordingly, enclosed is our amendment proposal for your review and consideration.

To ensure the proposal accurately reflects the additional effort associated with the rebid process, we conducted a thorough review of our project records, quantified the hours expended since the original bid phase, and projected the effort required to complete the remaining rebid activities. This analysis included the significant effort associated with evaluating cost-saving opportunities,

developing and incorporating bid alternates, and modifying the contract drawings and related documentation to accommodate the rebid process.

These services represent work that has been performed, and will continue to be performed, beyond the project's original assumptions.

We would be pleased to discuss any questions you may have or provide further clarification regarding the additional services and associated fees.

Thank you for your continued collaboration and consideration. We appreciate the opportunity to support the project and look forward to working with you as we move ahead.

Warm regards,

Aldo Minozzi

AIA, NCARB.

Principal, Vice President

<image002.png>

PQH GROUP DESIGN INC.

minozzia@pqh.com • M 904-907-7679 • T 904-224-0001

www.pqh.com • 4141 Southpoint Drive East, Suite 200, Jacksonville, FL 32216

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This E-MAIL is confidential material provided for the sole use of the intended recipient for coordination of its work efforts with PQH Group Design Inc. (PQH). Any review, use, copy, distribution or disclosure by any other party for any use is strictly prohibited. All CADD files are copyrighted and may be subject to change at the discretion of PQH, and it is the responsibility of the recipient to request updates when necessary. PQH assumes no responsibility for data generated from this file which is not illustrated on the signed and sealed PQH documents. If you are not the intended recipient, please contact the sender by reply e-mail and delete all copies.

<2026.08.21 Amend 1 Hilliard Hurricane Shelter.pdf>

PROFESSIONAL SERVICES AMENDMENT



AMENDMENT NO. 1

In accordance with the **AGREEMENT** dated: 11/7/24

BETWEEN: (CLIENT)

Town of Hilliard
PO Box 249
Hilliard, FL 32046

AND: (CONSULTANT)

PQH Group Design, Inc.
4141 Southpoint Drive E. # 200
Jacksonville, FL 32216

FOR THE PROJECT:

Town of Hilliard Hurricane Shelter 24022

Authorization is (requested) / (given)

- ☒ To proceed with additional services
☐ To proceed with revised scope of basic services
☐ To incur reimbursable expenses

OR

- ☐ Of the need to proceed with contingent additional services
☐ Of the need for other services
☐ Notification is made

AS FOLLOWS: This amendment addresses additional professional services associated with the project rebid effort. Services have included the evaluation and development of cost-reduction measures, preparation and coordination of bid alternates, modification of contract drawings and bidding documents, and ongoing support and coordination required to implement the rebid strategy.

THE FOLLOWING ADJUSTMENTS SHALL BE MADE:

Compensation: \$9,000.00

Time: Concurrent with Project

Prompt written notice is required if the services indicated are not needed.

SUBMITTED BY:

**AUTHORIZATION IS GIVEN OR
NOTIFICATION IS ACKNOWLEDGED BY:**

Signature

Aldo Minozzi, AIA, VP

August 21, 2026

(Date)

Signature

(Printed name and title)

(Date)

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, AUGUST 13, 2026, 6:00 PM

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

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

ABSENT

Parks & Recreation Director, Gabe Whittenburg
Town Attorney, Christian Waugh

WORKSHOP

ITEM-1 Town Council review of the Preliminary & Tentative Annual Financial Statements, for the fiscal year ending September 30, 2025.

Brad Hough, CPA – Powell & Jones, CPA's

Mr. Brad Hough, CPA, of Powell & Jones, CPA's, reviews and explains the Preliminary and Tentative Annual Financial Statements for the fiscal year ending September 30, 2025.

The following sections were covered:

Page 7 Independent Auditor's Report

Page 10 Management Discussion and Analysis

*Town Council will go back and review this information on their own later.

Pages 19-20 Statement of Net Position

Page 22 Governmental Funds – Balance Sheet
 Page 23 Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds
 Pages 25-26 Statement of Net Position – Proprietary Fund
 Page 27 Statement of Revenues, Expense and Changes in Net Position – Proprietary Fund
 Page 28 Statement of Cash Flows – Proprietary Fund
 Page 44 Capital Assets
 Page 46 Long-Term Liability – Compensated Absences
 Pages 47-48 Water & Sewer Bond Debt
 Page 61 Statement of Revenues, Expenditures and Changes in Fund Balances – Budget vs. Actual – Governmental Funds
 Page 71 Schedule of Expenditures of Federal Awards and State Financial Assistance
 *Grants - Federal \$340,000 and State \$785,000 which was over the amount requiring a Single Audit this fiscal year.
 Page 75 Independent Auditor's Report on Compliance for each major state project and on internal control over compliance in accordance with Chapter 10.550, Rules of the Auditor General, Office of the Auditor General
 *All grant requirement has met all the requirements with no issues reported.
 Page 81–82 Management Letter and Auditor General compliance matters.
 * The only noted issue is related to the Town not having a CPA on staff to produce the annual Financial Statement which is common with a Town of our size.
 Page 16–17 Management Discussion and Analysis Currently Known Facts, Decisions, or Condition.
 *The Clerk asks that the Council please go back and read this information as it is important to future significant financial and operational matters of the Town.

- ITEM-2 Town Council to discuss Human Resource updates to the Town's Employee Personnel Policy.
Wendy Prather– HR & Finance Analyst
- Wendy Prater presents the recommended updates following the Town Attorney's review of the Town's Personnel Policy. After reviewing the proposed changes to the Town's policy, the Town Council requests that a workshop be scheduled specifically to address the personnel policy.
- ITEM-3 Town Council to discuss the retirement of the Public Works Clerk, and the needed updates to the position description and timeline for replacement.
Cory Hobbs – Public Works Director
- Cory Hobbs, Public Works Director, discussed the desire to hire a replacement for the Public Works position in advance of Dawn Carroll's retirement. Hiring the replacement prior to Ms. Carroll's retirement would allow sufficient time for cross-training and ensure a smooth transition of responsibilities. It was also requested that the position title be amended from Public Works Clerk to Public Works Administrative Coordinator. This item will be placed on the August 20, 2026, Town Council agenda for

consideration. Cory Hobbs states that he also wants to move the new position to a Grade 5.

ITEM-4 Town Council to review and discuss Contract Plant Operator Services and Future Staffing Options.

Cory Hobbs – Public Works Director

Cory Hobbs, Public Works Director, expressed a desire to transition from the current contracted services back to an in-house water and wastewater operator. Charles Chavarria, Assistant Public Works Director, advised the Council that Jason Bergandahl would like to return to work for the Town of Hilliard. The Council discussed the possibility of Cory Hobbs and Charles Chavarria obtaining their water and wastewater operator licenses. The Council also discussed updating the position description to reflect the title “Lead Dual Plant Operator.”

ITEM-5 Town Council to review and discuss an additional position within the Public Works Department.

Cory Hobbs – Public Works Director

Cory Hobbs, Public Works Director, advises that the proposed new position would require dual licensing and would provide additional support to address gaps in utility locates and mapping responsibilities.

It was noted that the Diamond Maps system is only approximately half completed. Jason Bergendahl had been working on the mapping prior to leaving the position. The new employee would assist with completing and maintaining the Diamond Maps system, as well as providing coverage for utility locates and other Public Works responsibilities.

Dawn Carroll has historically handled the management and maintenance of the Public Works paper maps.

The proposed approach would merge Ms. Carroll’s responsibilities with the operator position to address staffing needs and maintain continuity of these duties.

Town Council advised staff to wait for the upcoming budget process and the outcome of Amendment Three before proceeding with any changes. At this time, no new positions will be created.

ITEM-6 Town Council to evaluate the replacement of the retiring Code Enforcement Officer and assess future staffing needs. Present staffing options that ensure the continued delivery of Code Enforcement services while enhancing operational efficiency and improving customer service.

Lee Anne Wollitz – Land Use Administrator

Code Enforcement Officer Del Miley advised that he would retire effective September 30, 2026.

Lee Anne Wollitz, Land Use Administrator, advised the Council that a licensed contractor is no longer required for the applicable work.

Town Attorney Christian Waugh advised that Nassau County provides training for

code enforcement personnel. The Town will need to designate an individual to perform the Code Enforcement duties.

The Council discussed the position description, including whether the position should be designated as part-time.

Based on information from other municipalities, the discussed part-time pay ranges were approximately \$21.50 to \$36.00 per hour, or \$24.00 to \$25.00 per hour for an individual with experience.

The Council discussed the primary areas of Code Enforcement and reviewed the duties to be included in the position description.

The following options were discussed:

1. **Grade 5:** Hire a Part-Time Code Enforcement Officer.
2. **Grade 3:** Hire a Part-Time Administrative Assistant for the Old Town Hall.
3. **Grade 4:** Hire a Full-Time employee to perform both Code Enforcement and Administrative Assistant duties.

The Town Council advised adding 20 hours to the Code Enforcement Administrative position at Grade 5 and placing the item on the next agenda for further consideration.

ITEM-7

Town Council discussion related to Councilman Wollitz standing meeting with County Manager on the third Friday of each month.

Lee Anne Wollitz – Land Use Administrator

Lee Anne Wollitz, Land Use Administrator, advised the Town Council that the Nassau County Health Department was connected to the Town's water and wastewater systems in the 1960s, as was the Old Library.

Discussion was held regarding the age and remaining useful life of the buildings and the possibility of constructing a new facility.

The Council discussed the 2026/2027 fireworks event, including the possibility of having one person responsible for coordinating the event.

Nassau County is considering having the Nassau County Recreation Department take over coordination of the fireworks, with the Towns of Callahan and Hilliard serving as sponsors.

The Council discussed whether the fireworks should continue to be held at the Northeast Florida Fairgrounds or be moved to Westside Regional Park. Tourism funds were also discussed as a potential funding source.

Mrs. Wollitz asked the Town Council what topics they would like to discuss at the next quarterly meeting. Council members identified the following topics:

- Amendment 3
- MSTUs
- MBVs
- Library reductions
- Data center information being compiled by Nassau County
- 2050 Vision Plan

The 2050 Vision Plan meeting is scheduled for Thursday, August 20, 2026, at 5:30 p.m.

ADDITIONAL COMMENTS

Asia Vorreyer-Hedges, 27150 West Thirteenth Avenue, Hilliard, FL stated that Item-2 Code Enforcement Del Miley is not doing a good job. He makes \$1,100.00 a month and has no oversight. Additionally, she could volunteer her time to fix the Town's problems.

ADJOURNMENT

Motion to adjourn was made at 7:32 p.m.

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

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, Public Works Director
Gabe Whittenburg, Parks & Rec Director
Lee Anne Wollitz, Land Use Administrator
TOWN ATTORNEY
Christian Waugh

MINUTES

THURSDAY, AUGUST 20, 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

PRESENT

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

REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

ITEM-14 Discussion of holding an upcoming Town Council General Election Forum

John Beasley - Mayor

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

- ITEM-2 Town Council approval of the Annual Financial Statements, for the fiscal year ending September 30, 2025.
Brad Hough, CPA – Powell & Jones, CPA's TEAMS
- Brad Hough, of Powell & Jones, CPA's, states that the Town had a clean audit and discusses highlights from the Audit Report.
- Motion made by Council Pro Tem Pickett, Seconded by Councilman Hunter.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels
- ITEM-3 Town Council approval of a contract with Reliant CPAs, P.A., d/b/a Powell and Jones CPAs, to provide audit and accounting services and prepare the Town's Annual Financial Statements for the fiscal years ending 2026, 2027, and 2028.
Brad Hough, CPA – Powell & Jones, CPA's
- Motion made by Councilman Hunter, Seconded by Council Pro Tem Pickett.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels
- ITEM-4 Town Council to set Workshops for the review and discussion of the Fiscal Year 2026-2027 Budget.
Lisa Purvis, MMC – Town Clerk
- Workshop set for Monday August 31, 2026, at 6:00 p.m.
- Motion made by Councilman Wollitz, Seconded by Councilman Hunter.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels
- ITEM-5 Town Council approval of Capital Budget Expenditure for Sewer Manhole Lining/Repair in the amount of \$21,075.01 to Site Savvy, Inc for repair of manhole numbers 67, 166, 81, 139, and 9B.
Cory Hobbs – Public Works Director
- Three quotes were received for the proposed sewer manhole lining and repair work. After reviewing the quotes and the proposed scope of work, Mr. Hobbs recommended awarding the work to Site Savvy, Inc. in the amount of \$21,075.01.
- Motion made by Council Pro Tem Pickett, Seconded by Councilman Wollitz.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels
- ITEM-6 Town Council to consider the replacement of Public Works Clerk position title to Public Works Administrative Coordinator, and approve updated position description, and allow for advertisement of the position.
Cory Hobbs – Public Works Director

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

- ITEM-7 Town Council to accept the resignation of Del Miley, Code Enforcement Officer, and terminate the contract related to the position, effective September 30, 2026.
Lee Anne Wollitz – Land Use Administrator

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

- ITEM-8 Town Council to consider the replacement of the retiring Code Enforcement Officer with a regular part time position, approve the position description and allow for advertisement of the position.
Lee Anne Wollitz – Land Use Administrator

Town Council states that they are all in favor of the Code Enforcement Officer position being a part time position verses full time.

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

Town Council approves the Code Enforcement Officer part time position description.

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

- ITEM-9 Town Council approval of the Minutes for July 9, 2026, Workshop and August 6, 2026, Regular Meeting.
Lisa Purvis, MMC – Town Clerk

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

- ITEM-10 Town Council approval of AECOM, Payable through July 26, 2026, Project Name: Design & Construct New Box Hangar at the Hilliard Airpark in the amount of \$11,144.10.
FDOT PTGA 100% GRANT FUNDED PROJECT \$391,000; AECOM S.A. NO. 20 LUMP SUM CONTRACT \$111,441

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

- ITEM-11 Town Council approval of OSPREY I & E, Payable through August 12, 2026, Project Name: Cedar Haven Lift Station in the amount of \$3,900.00
CAPITAL FUNDED PROJECT BUDGETED \$20,000

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

- ITEM-12 Town Council approval of OSPREY I & E, Payable through August 12, 2026, Project Name: Wetland Effluent Panel Replacement in the amount of \$4,600.00
CAPITAL FUNDED PROJECT BUDGETED \$20,000

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

- ITEM-13 Town Council approval of PQH Group, Payable through August 14, 2026, Project Name: Hurricane Shelter / Community Center Project in the amount of \$15,000.00.
FDEM 100% GRANT FUNDED PROJECT \$5,890,200; PQH GROUP LUMP SUM CONTRACT \$572,000

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

ADDED ITEMS

- ITEM-14 Town Council to discuss holding a public forum for the upcoming 2026 General Election during the week of City Government October 19-25, 2026.
John Beasley – Mayor

Mayor Beasley requests that the Town Council consider hosting a forum for the upcoming election at Town Hall. The forum would be organized and conducted by the Nassau County Chamber of Commerce.

The Mayor proposes holding the forum during City Government Week, either October 19th or October 20th at 7:00 p.m. The event would provide an opportunity for candidates and members of the community to participate in an informative discussion.

ADDITIONAL COMMENTS

PUBLIC

Doug Conkey, SJRWMD, 7775 Baymeadows Way, Jacksonville, FL, advised Nassau County Water Conservation is still being monitored and that the Town of Hilliard CUP is currently under review for renewal.

MAYOR & TOWN COUNCIL

Councilman Hunter shared that he was at Florida League of Cities Conference last week where he also received the annual required ethics training. Stated Amendment No. 3 is not good. Hilliard Airpark Cleanup is this weekend and the Fly in is next weekend. Florida Power and Light lost a line that went under our runway. They should have completed it prior to Fly in and Camp Out. Kutos to Public Works talked to residence at Whisper Ridge alarm called and fixed.

Councilman Wollitz addressed Mr. Conkey and advised that SJRWMD has asked citizens to conserve water but that does not apply to corporations. Nothing is being said to businesses that are still pulling a million gallons every day to bottle and sell. He would like to see SJRWMD ask our governor and state representatives to start limiting water to businesses. Everyone should share the responsibility.

Mayor Beasley thanked Councilman Hunter for the update. The first Hilliard Flashes home football game and Food Truck Friday will be next Friday, August 28, 2026.

Mayor Beasley advised that the Historic Society is asking if the Town was interested in an antique radar machine. The Mayor stated that we don't have room for it. After the council discussion the Town Clerk, Lisa Purvis will be checking with the Hilliard Airpark to see if they are interested.

The Mayor advised that he was unopposed and would be here another four years. It has been an honor because he loves this Town.

ADMINISTRATIVE STAFF

PRESENT:

Town Clerk Lisa Purvis

Public Works Director Cory Hobbs

Land Use Administrator Lee Anne Wollitz

ABSENT:

Parks & Recreation Director Gabe Whittenburg

Land Use Administrator Lee Anne Wollitz advised that the ribbon cutting for O'Reilly's will be held on Friday, August 21, 2026, at 11:00 a.m. She will be at Leadership Nassau retreat and will not be able to attend. She asks that if anyone is available to go and represent the Town that would be nice. McDonald's ribbon cutting is Thursday, August 27, 2026, at 11:00 a.m.

TOWN ATTORNEY

No comment

ADJOURNMENT

Motion to adjourn at 7:36 p.m.

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

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

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor



RECEIVED
AUG 31 2026
CITY OF HILLIARD

PHOENIX Process Equipment Co
2402 Watterson Trail
Louisville, KY 40299
(502)499-6198 Telephone
(502)499-1079 FAX

ITEM-13

AUTHORIZATION FOR SERVICE TECHNICIAN'S TIME

COMPANY Hilliard, FL WWTP

ADDRESS 37261 Ruby Drive
Hilliard, FL

Cory Hobbs Customer Contact Aug. 24-28, 2026 Date of Service Call

Serial Number _____ Model Number _____ Type Service: ✓ Warranty _____ Start-Up _____ Customer Paid - Customer PO No. _____

DATE	STRAIGHT TIME	OVERTIME	TRAVEL	DESCRIPTION OF WORK
S				
M 8-24-26			9	Travel
T 8-25-26	8			Travel / On-site / Travel
W 8-26-26	8			Travel / On-site / Travel
T 8-27-26	8			Travel / On-site / Travel
F 8-28-26			9	Travel
S				
TOTALS	24		18	

SUMMARY OF WORK

Travel, removed and installed all new roller's & bearings, Installed new upper & lower belt, installed all new seals, tracked out belts, travel.

[Signature]
CUSTOMER SIGNATURE

8-28-26
DATE

[Signature]
PHOENIX SERVICE TECHNICIAN

CUSTOMER COMMENTS: _____



PHOENIX Process Equipment Co.

2402 Watterson Trail * Louisville, KY 40299
502 499 6198 * FAX 502 499 1079

Invoice

Please Remit Checks To:
PHOENIX Process Equipment Co.
P.O. Box 634996
Cincinnati, OH 45263-4996

Page ITEM-13

Invoice Number 0009594-IN

Invoice Date: 9/1/2026

Salesperson: MH1

Sold To:

TOWN OF HILLIARD
P.O. BOX 249
HILLIARD, FL 32046

Customer Number HILLIAR

Customer P.O.: 20260120-01CH

Ship VIA:

United States

Terms: NET 30 DAYS

Description	Quantity	Price	Amount
SOLD SERVICE INVOICE			
SERVICE TECHNICIAN -- MARTY HOOD			
	9.00	95.00	855.00
TRAVEL TO SITE:			
>> 9 HOURS @ \$95 / HOUR			
	24.00	187.50	4,500.00
ON-SITE:			
>> 24 HOURS @ \$187.50 / HOUR			
>> REMOVAL AND INSTALLATION OF ROLLERS AND BEARINGS			
>> INSTALLATION OF UPPER AND LOWER BELTS, NEW SEALS			
>> TRACKING OF BELTS			
SERVICE TECH EXPS (AT COST)	1.00	2,305.50	2,305.50
AIRFARE, HOTEL, MEALS, AUTO EXPENSES			

*** Please be advised that PHOENIX Process Equipment Co. will never ask you, via email, to change our electronic bank and/or payment details. Any such request will only be made through a phone call by a member of our Accounting team. In the event of a change, please confirm by calling our Main Office using the phone number listed on our website at <https://dewater.com/>. ***

Net Invoice: 7,660.50

Freight: 0.00

Sales Tax: 0.00

Invoice Total 7,660.50

Fifth Third Bank, Cincinnati, OH PHOENIX Account # 7140514063

ACH Payments: ABA # 083002342

Wire Transfers: ABA # 042000314 SWIFT: FTBCUS3C