

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

AGENDA

THURSDAY, SEPTEMBER 04, 2025, 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

Ordinance No 2025-09 – Setting the Town of Hilliard, Tentative Millage Rate for the Fiscal Year 2025-2026.

Mayor Beasley

Open Public Hearing

Call for Public Comments

Close Public Hearing on Ordinance No. 2025-09

TOWN COUNCIL ACTION

Town Council to consider adopting Ordinance No. 2025-09, on First Reading and to set a Public Hearing & Final Reading on Friday, September 19, 2025.

ITEM-2

Ordinance No. 2025-10 – Setting the Town of Hilliard, Tentative Budget for the Fiscal Year 2025-2026.

Mayor Beasley

Open Public Hearing
Call for Public Comments
Close Public Hearing on Ordinance No. 2025-10

TOWN COUNCIL ACTION

Town Council to consider adopting Ordinance No. 2025-10, on First Reading and set a Public Hearing & Final Reading on Friday, September 19, 2025.

REGULAR MEETING

ITEM-3 Additions/Deletions to Agenda

ITEM-4 Town Council approval of the monthly retainer increase to Mr. James A. “Butch” Williams’ agreement with the Town of Hilliard for Fire Safety Inspection Services.
Lisa Purvis, MMC – Town Clerk

ITEM-5 Town Council approval of the Public Works Director’s recommendation to fill the vacant Public Works Technician/Heavy Equipment Operator position.
Cory Hobbs – Public Works Director

ITEM-6 Town Council approval of the Public Works Director’s recommendation to fill the vacant Public Works Technician/Heavy Equipment Operator position.
Cory Hobbs – Public Works Director

ITEM-7 Town Council approval of the Public Works Director’s recommendation to fill the vacant Public Works Technician position.
Cory Hobbs – Public Works Director

ITEM-8 Town Council approval of the Public Works Director’s recommendation to fill the vacant Public Works Technician position.
Cory Hobbs – Public Works Director

ITEM-9 Town Council to accept the resignation of Jody Wildes, Lead Wastewater Specialist, effective September 5, 2025.
Cory Hobbs – Public Works Director

ITEM-10 Town Council to accept the resignation of Calen Burnette, Administrative Financial Assistant, effective September 19, 2025.
Lisa Purvis, MMC – Town Clerk

ITEM-11 Town Council to Reschedule the September 8, 2025, Budget Workshop for the review and discussion of the Fiscal Year 2025-2026 Budget.
Lisa Purvis, MMC – Town Clerk

ITEM-12 Town Council approval of the Minutes for the August 14, 2025, Workshop, August 18, 2025, Workshop, and August 21, 2025, Workshop & Regular Meeting.
Lisa Purvis, MMC – Town Clerk

ITEM-13

Town Council approval of Municipal Equipment Company, LLC, Payable through August 22, 2025, Project Name: 2 Sets of Bunker Gear in the amount of \$1,748.05.

CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$9,794.10

ADDED ITEMS**ADDITIONAL COMMENTS**

PUBLIC

MAYOR & TOWN COUNCIL

ADMINISTRATIVE STAFF

TOWN ATTORNEY

ADJOURNMENT

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

TOWN COUNCIL MEETINGS

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

PLANNING & ZONING BOARD MEETINGS

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

MINUTES & TRANSCRIPTS

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

TOWN WEBSITE & YOUTUBE MEETING VIDEO

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

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

ADA NOTICE

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

APPEALS

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

PUBLIC PARTICIPATION

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

EXPARTE COMMUNICATIONS

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

2025 HOLIDAYS

TOWN HALL OFFICES CLOSED

1. Martin Luther King, Jr. Day	Monday, January 20, 2025
2. Memorial Day	Monday, May 26, 2025
3. Independence Day	Friday, July 4, 2025
4. Labor Day	Monday, September 1, 2025
5. Veterans Day	Tuesday, November 11, 2025
6. Thanksgiving Day	Thursday, November 27, 2025
7. Friday after Thanksgiving Day	Friday, November 28, 2025
8. Christmas Eve	Wednesday, December 24, 2025
9. Christmas Day	Thursday, December 25, 2025
10. New Year's Eve	Wednesday, December 31, 2025
11. New Year's Day	Thursday, January 1, 2026



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Public Hearing & Regular Meeting Meeting Date: September 4, 2025

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

SUBJECT: Town Council to adopt Ordinance No. 2025-09, Setting the Town of Hilliard, Tentative Millage Rate for the Fiscal Year 2025-2026, on First Reading and set a Public Hearing & Final Reading on Friday, September 19, 2025.

BACKGROUND:

The Town Council met on Thursday, July 3, 2025, Monday, July 7, 2025, and July 17, 2025, in Workshops to discuss the Millage Rate for the Fiscal Year 2025-2026. At the Thursday, July 17, 2025, Regular Meeting a motion was made to set the proposed Tentative Millage Rate for the Fiscal Year 2025-2026 at 3.5000 Mills. Total taxes to be levied in the amount of \$698,438. The Council further requested that the budget not be built around the full 3.5000 Millage Rate revenues.

FINANCIAL IMPACT:

Subject to change.

RECOMMENDATION:

Town Council adoption of Ordinance No. 2025-09, on Tentative First Reading and set a Public Hearing & Final Reading on Friday, September 19, 2025.

ORDINANCE NO. 2025-09

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION CONCERNING THE AD VALOREM TAX MILLAGE RATE FOR THE 2025-2026 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 2025-2026 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, 2025; 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 \$188,509,646. 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 3.0236 mills.

Section 2. The Town Council has adopted a budget for the Town of Hilliard for the 2025-2026 fiscal year, and a levy of ad valorem taxes sufficient to raise gross receipts of \$698,438, or budgeted receipts of \$698,438. 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 2025-2026, tax year at the rate of 3.5000 mills, which is a 15.76% increase over the roll back rate of 3.0236 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 4, 2025
First Reading:	September 4, 2025
Publication Date:	September 17, 2025
Final Public Hearing:	September 19, 2025
Second/Final Reading:	September 19, 2025



CERTIFICATION OF TAXABLE VALUE

ITEM-1
R. 57/12
Rule 12D-16.002
Florida Administrative Code
Effective 11/12


Year : 2025	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	\$	183,438,617	(1)
2.	Current year taxable value of personal property for operating purposes	\$	14,124,970	(2)
3.	Current year taxable value of centrally assessed property for operating purposes	\$	1,990,105	(3)
4.	Current year gross taxable value for operating purposes <i>(Line 1 plus Line 2 plus Line 3)</i>	\$	199,553,692	(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.)	\$	11,044,046	(5)
6.	Current year adjusted taxable value <i>(Line 4 minus Line 5)</i>	\$	188,509,646	(6)
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	\$	175,380,195	(7)
8.	Does the taxing authority include tax increment financing areas? If yes, enter number of worksheets (DR-420TIF) attached. If none, enter 0	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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 : 6/26/2025 5:40:53 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>		3.2500 per \$1,000	(10)
11.	Prior year ad valorem proceeds <i>(Line 7 multiplied by Line 10, divided by 1,000)</i>	\$	569,986	(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>	\$	569,986	(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>	\$	188,509,646	(15)
16.	Current year rolled-back rate <i>(Line 13 divided by Line 15, multiplied by 1,000)</i>		3.0236 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>	\$	698,438	(18)

19.	TYPE of principal authority (check one)		<input type="checkbox"/> County	<input type="checkbox"/> Independent Special District	(19)
			<input checked="" type="checkbox"/> Municipality	<input type="checkbox"/> Water Management District	
20.	Applicable taxing authority (check one)		<input checked="" type="checkbox"/> Principal Authority	<input type="checkbox"/> Dependent Special District	(20)
			<input type="checkbox"/> MSTU	<input type="checkbox"/> Water Management District Basin	
21.	Is millage levied in more than one county? (check one)		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> 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>			\$ 569,986	(22)
23.	Current year aggregate rolled-back rate <i>(Line 22 divided by Line 15, multiplied by 1,000)</i>			3.0236 per \$1,000	(23)
24.	Current year aggregate rolled-back taxes <i>(Line 4 multiplied by Line 23, divided by 1,000)</i>			\$ 603,371	(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>			\$ 698,438	(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>			15.76 %	(27)
First public budget hearing		Date : 9/4/2025	Time : 7:00 PM EST	Place : 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			7/22/2025 10:23:51 AM	
	Title :		Contact Name and Contact Title :		
	Lisa Purvis - Town Clerk		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 :	

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.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Public Hearing & Regular Meeting Meeting Date: September 4, 2025

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

SUBJECT: Town Council to adopt Ordinance No. 2025-10, Setting the Town of Hilliard, Tentative Budget for the Fiscal Year 2025-2026, on First Reading and set a Public Hearing & Final Reading on Friday, September 19, 2025.

BACKGROUND:

A final budget workshop to review employee benefits has been set for Monday, September 8, 2025, and I am requested later tonight that meeting be rescheduled for later in the month to allow more time for employee reviews to be completed.

FINANCIAL IMPACT:

Subject to change.

RECOMMENDATION:

Town Council adoption of Ordinance No. 2025-10, on Tentative First Reading and set a Public Hearing & Final Reading on Friday, September 19, 2025.

ORDINANCE NO. 2025-10**BUDGET FISCAL YEAR 2025-2026**

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 2025-2026 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 2025-2026 (October 1, 2025 through September 30, 2026), 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 4, 2025
First Reading:	September 4, 2025
Publication Date:	September 17, 2025
Final Public Hearing:	September 19, 2025
Second/Final Reading:	September 19, 2025

ESTIMATED REVENUES	GENERAL FUND	SPECIAL REVENUE FUND	CAPITAL PROJECT FUND	ENTERPRISE FUND	TOTAL BUDGET
Totals					
Cash Carried Forward	\$0	\$60,465	\$648,896	\$0	\$709,361
1 Ad Valorem Taxes 3.5000	\$698,438				\$698,438
2 Sales and Use Taxes	\$132,000	\$125,489			\$257,489
3 Charges for Services	\$377,860			\$1,403,933	\$1,781,793
4 State Shared Revenue	\$553,645		\$9,777	\$600,000	\$1,163,422
5 Licenses & Permits	\$151,100				\$151,100
0 Fees & Penalties	\$2,000			\$266,100	\$268,100
6 Franchise Fees	\$230,000				\$230,000
7 Interest Earned / Other	\$292,950		\$25,000	\$11,700	\$329,650

TOTAL ESTIMATED REVENUE	\$2,437,993	\$185,954	\$683,673	\$2,281,733	\$5,589,353
--------------------------------	--------------------	------------------	------------------	--------------------	--------------------

Totals					
8 Grants / Reimbursements	\$8,776,200			\$3,204,620	\$11,980,820
9 Transfers In	\$1,498,066			\$318,673	\$1,816,739

TOTAL ESTIMATED REVENUES AND FUND TRANSFERS	\$12,712,259	\$185,954	\$683,673	\$5,805,026	\$19,386,912
--	---------------------	------------------	------------------	--------------------	---------------------

ESTIMATED EXPENSES	GENERAL FUND	SPECIAL REVENUE FUND	CAPITAL PROJECT FUND	ENTERPRISE FUND	TOTAL BUDGET
Totals					
1 General Government	\$894,122				\$894,122
2 Public Safety	\$165,783				\$165,783
3 Physical Environment				\$5,623,481	\$5,623,481
4 Transportation	\$3,605,650				\$3,605,650
5 Debt Services					\$0
6 Human Services	\$20,000				\$20,000
7 Culture / Recreation	\$7,064,593				\$7,064,593

TOTAL ESTIMATED EXPENSES	\$11,750,148	\$0	\$0	\$5,623,481	\$17,373,629
---------------------------------	---------------------	------------	------------	--------------------	---------------------

Totals					
8 Reserves	(\$1)	\$0	\$0	\$181,545	\$181,544
9 Transfers Out	\$962,112	\$185,954	\$683,673		\$1,831,739

TOTAL APPROPRIATED EXPENSES, FUND TRANSFERS & RESERVES	\$12,712,259	\$185,954	\$683,673	\$5,805,026	\$19,386,912
---	---------------------	------------------	------------------	--------------------	---------------------

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	\$0	001-01-51111	EXECUTIVE SALARIES	\$39,000
001-01-311000	AD VALOREM TAXES	\$698,438	1 001-01-51121	FICA TAXES	\$2,984
001-01-314100	UTILITY SERVICE TAX - ELECTRIC	\$90,000	2 001-01-51122	RETIREMENT CONTRIBUTIONS	\$19,363
001-01-314300	UTILITY SERVICE TAX - WATER	\$30,000	2 001-01-51212	REGULAR SALARIES & WAGE	\$95,000
001-01-314800	UTILITY SERVICE TAX - PROPANE	\$12,000	2 001-01-51221	FICA TAXES	\$7,268
001-01-315000	COMMUNICATION SERVICE TAX	\$127,570	4 001-01-51222	RETIREMENT CONTRIBUTIONS	\$31,578
001-01-316000	BUSINESS TAX RECEIPTS	\$33,000	5 001-01-51223	LIFE & HEALTH INSURANCE	\$16,740
001-01-316002	PEN & INT - BUSINESS TAX RECEIPTS	\$5,000	5 001-01-51312	REGULAR SALARIES & WAGE	\$217,700
001-01-322000	BUILDING PERMITS	\$70,000	5 001-01-51313	PART TIME SALARIES & WAGES	\$0
001-01-323100	FRANCHISE FEES - ELECTRIC	\$230,000	6 001-01-51314	OVERTIME	\$10,000
001-01-329000	ZONING REVENUE	\$35,000	5 001-01-51321	FICA TAXES	\$17,419
001-01-329001	MOVE-ON PERMIT	\$100	5 001-01-51322	RETIREMENT CONTRIBUTIONS	\$31,946
001-01-329002	RADON	\$2,000	5 001-01-51323	LIFE & HEALTH INSURANCE	\$66,960
001-01-329003	BUSINESS LICENSE INSPECT	\$500	5 001-01-51324	WORKER'S COMPENSATION	\$6,055
001-01-329004	MOBILE HOME INSPECTS	\$500	5 001-01-51331	PROFESSIONAL SERVICES	\$52,000
001-01-331500	FEMA REIMBURSEMENT - GENERAL	\$0	8 001-01-51332	ACCOUNTING & AUDITING	\$23,000
001-01-334100	GRANT - COMMUNITY PLANNER	\$0	8 001-01-51334	CLEANING CONTRACT	\$5,000
001-01-335120	STATE REVENUE SHARING	\$169,704	4 001-01-51340	TRAVEL & EDUCATION	\$15,000
001-01-335140	MOBILE HOME LICENSES	\$3,500	4 001-01-51341	COMMUNICATIONS & FREIGHT	\$15,000
001-01-335150	ALCOHOLIC BEVERAGE LICENSE	\$500	4 001-01-51343	UTILITY SERVICES	\$16,000
001-01-335180	LOCAL HALF CENT SALE TAX	\$252,371	4 001-01-51344	RENTALS & LEASES	\$1,000
001-01-337700	NASSAU COUNTY - GENERAL	\$0	8 001-01-51345	INSURANCE	\$29,009
001-01-341300	EDUCATIONAL ADMINISTRATIVE	\$5,000	3 001-01-51346	REPAIRS & MAINTENANCE	\$37,000
001-01-341900	ELECTION QUALIFYING FEE	\$200	3 001-01-51348	PROMOTIONAL ACT-PUBLIC NOTICE	\$9,000
001-01-341902	FAX	\$40	3 001-01-51349	OTHER CURRENT OBLIGATIONS	\$0
001-01-341903	COPIES	\$20	3 001-01-51351	OFFICE SUPPLIES	\$0
001-01-342500	FIRE INSPECTIONS	\$5,000	5 001-01-51352	OPERATING SUPPLIES	\$30,000
001-01-351500	FINES & FORFEITURES - TRAFFIC	\$1,500	7 001-01-51354	BOOKS, SUBSCRIP & PUBLICATIONS	\$30,000
001-01-354000	VIOLATION OF LOCAL ORDINANCES	\$2,000	0 001-01-51360	CAPITAL IMPROVEMENTS	\$0
001-01-361100	INTEREST INCOME SBA	\$65,000	7 001-01-51361	LAND	\$0
001-01-361101	INTEREST INCOME CKG	\$1,000	7 001-01-51362	BUILDINGS	\$40,000
001-01-363290	EDUCATION IMPACT FEES	\$0	7 001-01-51363	INFRASTRUCTURE	\$0
001-01-365000	SURPLUS MATERIALS - GENERAL	\$0	7 001-01-51364	MACHINERY & EQUIPMENT	\$20,000
001-01-366000	HILLIARD DONATIONS	\$0	7 001-01-51365	WORK IN PROGRESS (WIP)	\$0
001-01-369001	NSF FEES - GENERAL	\$0	7 001-01-51366	DOCUMENTS & MATERIALS	\$0
001-01-369900	MISCELLANEOUS REVENUE - GENERAL	\$5,000	7 001-01-51398	BUILDING PERMIT SURCHARGE	\$1,000
001-01-381001	INTERFUND TRANS SALES TAX	\$60,000	9 001-01-51399	BANK SERVICE CHARGES	\$100
001-01-381002	INTERFUND TRANS SPECIAL REVENUE	\$0	9 001-01-51513	LAND USE & ZONING BOARD	\$9,000
001-01-381003	INTERFUND TRANS DEBT SERVICE	\$0	9 001-01-52231	FIRE MARSHALL CONTRACT	\$7,500
Total	GENERAL	\$1,904,943	001-01-52431	BUILDING INSPECTOR	\$35,010
			001-01-52931	CODE ENFORCEMENT	\$13,200
			001-01-52961	CODE ENFORCEMENT CONTINGY	\$2,000
			001-01-56481	AID TO GOVERNMENT AGENCY	\$0
			001-01-56482	AID TO PRIVATE ORGANIZATION	\$6,000
			001-01-57449	SPECIAL EVENTS	\$0
			001-01-59099	RESERVE	(\$1)
			001-01-58102	TRANSFERS TO STREETS	\$525,696
			001-01-58103	TRANSFERS TO RECREATION	\$0
			001-01-58103	TRANSFERS TO RECREATION	\$349,543
			001-01-58104	TRANSFERS TO FIRE	\$71,873
			001-01-58106	TRANSFERS TO WATER & SEWER	\$0
			001-01-58191	TRANSFER TO DEBT SERVICE	\$0
			001-01-58192	TRANSFER TO SALES TAX	\$0
			Total	GENERAL	\$1,904,943

Revenues	Streets / Transportation	
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	\$5,000
001-03-365000	SURPLUS MATERIALS - STREETS	
001-03-369900	MISCELLANEOUS REVENUE - STREETS	\$126,000
001-03-334420	STATE GRANT - FDOT ROW	\$285,000
001-03-334430	STATE GRANT - FL RES PLANNING	\$180,000
001-03-381000	INTERFUND TRANS GEN FUND	\$525,696
001-03-381001	INTERFUND TRANS SALES TAX	\$140,000
001-03-381002	INTERFUND TRANS SPECIAL REVENUE	\$185,954
Total	STREETS/TRANSPORTATION	\$1,448,650

Expenditures	Streets / Transportation		
8 001-03-54112	REGULAR SALARIES & WAGES	\$273,600	4
7 001-03-54113	PART TIME SALARIES & WAGES	\$0	4
3 001-03-54114	OVERTIME	\$10,000	4
3 001-03-54121	FICA TAXES	\$21,695	4
7 001-03-54122	RETIREMENT CONTRIBUTIONS	\$39,789	4
7 001-03-54123	LIFE & HEALTH INSURANCE	\$100,440	4
8 001-03-54124	WORKER'S COMPENSATION	\$6,055	4
8 001-03-54131	PROFESSIONAL SERVICES	\$1,000	4
9 001-03-54140	TRAVEL & EDUCATION	\$1,000	4
9 001-03-54141	COMMUNICATIONS & FREIGHT	\$1,800	4
9 001-03-54143	UTILITY SERVICES	\$53,000	4
001-03-54144	RENTALS AND LEASES	\$5,000	4
001-03-54145	INSURANCE	\$30,771	4
001-03-54146	REPAIRS & MAINTENANCE	\$60,000	4
001-03-54148	PROMOTIONAL ACT-PUBLIC NOTICE	\$500	4
001-03-54149	OTHER CURRENT OBLIGATIONS	\$0	4
001-03-54152	OPERATING SUPPLIES	\$55,000	4
001-03-54153	ROAD MATERIALS & SUPPLIES	\$60,000	4
001-03-54160	CAPITAL IMPROVEMENTS	\$0	4
001-03-54162	BUILDING	\$0	4
001-03-54163	INFRASTRUCTURE	\$685,000	4
001-03-54164	MACHINERY & EQUIPMENT	\$30,000	4
001-03-56231	ANIMAL CONTROL	\$0	6
001-03-56252	OPERATING SUPP-MOSQUITO	\$14,000	6
001-03-58191	TRANSFER TO DEBT SERVICE	\$0	9
Total	STREETS/TRANSPORTATION	\$1,448,650	

ITEM-2

Revenues	Parks & Recreation		Expenditures	Parks & Recreation		
001-04-331500	FEMA REIMBURSEMENTS - REC	\$0	8 001-04-56482	AID TO PRIVATE ORGANIZATION	\$8,000	7
001-04-331502	GRANTS DEP FRDAP - RECREATION	\$0	8 001-04-57212	REGULAR SALARIES & WAGES - FT	\$227,000	7
001-04-331503	MISC GRANTS - RECREATION	\$0	8 001-04-57212	REGULAR SALARIES & WAGES - PT	\$133,900	7
001-04-334200	GRANTS FDEM - HURRICANE SHELTER	\$5,890,200	8 001-04-57213	TEMPORARY WAGES	\$20,000	7
001-04-334700	GRANTS DEP FRDAP - RECREATION	\$200,000	8 001-04-57214	OVERTIME	\$2,000	7
001-04-337000	NASSAU COUNTY - RECREATION	\$50,000	8 001-04-57221	FICA TAXES	\$29,292	7
001-04-347200	PARKS & RECREATION - SPORT	\$0	3 001-04-57222	RETIREMENT CONTRIBUTIONS	\$50,915	7
001-04-347201	P&R - SOCCER	\$11,000	3 001-04-57223	LIFE & HEALTH INSURANCE	\$66,960	7
001-04-347202	P&R - BASKETBALL	\$30,000	3 001-04-57224	WORKER'S COMPENSATION	\$6,055	7
001-04-347203	P&R - FLAG FOOTBALL	\$8,500	3 001-04-57231	PROFESSIONAL SERVICES	\$500	7
001-04-347204	P&R - SOFTBALL	\$0	3 001-04-57234	OTHER SERVICES	\$15,000	7
001-04-347205	P&R - GYMNASTICS	\$12,000	3 001-04-57240	TRAVEL & EDUCATION	\$1,000	7
001-04-347206	P&R - MARTIAL ARTS	\$250	3 001-04-57241	COMMUNICATIONS & FREIGHT	\$2,000	7
001-04-347207	P&R - CONCESSIONS	\$3,000	3 001-04-57243	UTILITY SERVICES	\$35,000	7
001-04-347208	P&R - VOLLEYBALL	\$8,500	3 001-04-57244	RENTALS & LEASES	\$33,000	7
001-04-347209	P&R - SWIM TEAM	\$1,000	3 001-04-57245	INSURANCE	\$30,771	7
001-04-347210	P&R - TENNIS	\$0	3 001-04-57246	REPAIRS & MAINTENANCE	\$20,000	7
001-04-347211	P&R - TRACK	\$1,000	3 001-04-57248	PROMOTIONAL ACT-PUBLIC NOTICE	\$1,000	7
001-04-347400	SPECIAL EVENTS & DONATIONS	\$10,000	7 001-04-57249	OTHER CURRENT OBLIGATION	\$0	7
001-04-347401	EVENTS - TOWN CLEAN UP	\$1,000	7 001-04-57251	OFFICE SUPPLIES	\$0	7
001-04-347402	EVENTS - CAR SHOW	\$2,500	7 001-04-57252	OPERATING SUPPLIES	\$90,000	7
001-04-347403	EVENTS - FIREWORKS DISPLAY	\$1,000	7 001-04-57254	BOOKS, SUBSCRIP & PUBLICATIONS	\$0	7
001-04-347404	EVENTS - HILLIARD HARVEST FESTIVAL	\$3,000	7 001-04-57260	CAITAL IMPROVEMENTS	\$0	7
001-04-347405	EVENTS - VETERANS DAY	\$500	7 001-04-57261	LAND	\$0	7
001-04-347406	EVENTS - PARADE OF TREES	\$2,000	7 001-04-57262	BUILDINGS	\$5,963,200	7
001-04-347407	EVENTS - CHRISTMAS MARKET & TREE LIGHTING	\$1,500	7 001-04-57263	INFRASTRUCTURE	\$285,000	7
001-04-347408	EVENTS - GOLF CART PARADES	\$500	7 001-04-57264	MACHINERY & EQUIPMENT	\$22,000	7
001-04-347409	EVENTS - MISC EVENTS & DONATIONS	\$25,000	7 001-04-57265	WORK IN PROGRESS (WIP)	\$0	7
001-04-347410	PARKS & RECREATION - EVENT	\$0	3 001-04-57299	BANK SERVICE CHARGE	\$5,000	7
001-04-347411	P&R - KIDZ SQUAD	\$75,000	3 001-04-57449	SPECIAL EVENTS	\$47,000	7
001-04-347412	P&R - SUMMER CAMP	\$40,000	3 Total	PARKS & RECREATION	\$7,064,593	
001-04-347413	P&R - SWIM LESSONS	\$7,500	3			
001-04-347414	P&R - BASKETBALL CAMP	\$3,000	3			
001-04-347415	P&R - FOOTBALL CAMP	\$2,000	3			
001-04-347416	P&R - VOLLEYBALL CAMP	\$500	3			
001-04-347500	PARKS & RECREATION - MEMBERS	\$0	3			
001-04-347501	P&R - MONTHLY CHILD WATCH	\$250	3			
001-04-347502	P&R - DRAFT MEMBERS	\$120,000	3			
001-04-347503	P&R - SEMI MEMBERS	\$7,500	3			
001-04-347504	P&R - ANNUAL MEMBERS	\$4,000	3			
001-04-347505	P&R - DAILY MEMBERS	\$2,000	3			
001-04-347506	P&R - HEALTHWAY FITNESS PRIME	\$1,000	3			
001-04-347507	P&R - HEALTHWAY SILVER SNEAKERS	\$3,000	3			
001-04-347508	P&R - POOL MEMBERS	\$8,000	3			
001-04-347550	P&R - OPTUM MEMBERS	\$500	3			
001-04-347551	P&R - ALL INCLUSIVE MEMBERS	\$3,000	3			
001-04-347509	P&R - GROUP MEMBERS	\$2,500	3			
001-04-347510	PARKS & RECREATION - RENTAL	\$0	3			
001-04-347511	P&R - POOL & SPLASH RENTAL	\$6,000	3			
001-04-347512	P&R - SPLASH PAD RENTAL	\$0	3			
001-04-347513	P&R - LIFEGUARD(S) RENTAL	\$0	3			
001-04-347514	P&R - GYM RENTAL	\$500	3			
001-04-347515	P&R - BALL PARK RENTAL	\$250	3			
001-04-347516	P&R - BUCK LG PAVILION RENTAL	\$400	3			
001-04-347517	P&R - BUCK SM PAVILION RENTAL	\$200	3			
001-04-347518	P&R - OXFORD PICNIC AREA	\$250	3			
001-04-347900	P&R - CREDIT CARD FEE	\$5,000	3			
001-04-362002	LEASE - NEXTEL TOWER	\$18,000	7			
001-04-365000	SURPLUS MATERIALS - RECREATION	\$250	7			
001-04-369900	MISCELLANEOUS REVENUE - REC	\$12,000	7			
001-04-381000	INTERFUND TRANS GEN FUND	\$0	9			
001-04-381000	INTERFUND TRANS GEN FUND	\$349,543	9			
001-04-381001	INTERFUND TRANS SALES TAX	\$130,000	9			
Total	PARKS & RECREATION	\$7,064,593				

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	\$0
001-05-381000	INTERFUND TRANS GEN FUND	\$71,873
001-05-381001	INTERFUND TRANS SALES TAX	\$35,000
Total	FIRE	\$108,073

Expenditures	Fire		
8 001-05-52224	WORKER'S COMPENSATION	\$6,052	2
8 001-05-52240	REIMBURSEMENT EXPENSE	\$4,250	2
8 001-05-52241	COMMUNICATIONS & FREIGHT	\$2,500	2
3 001-05-52243	UTILITY SERVICE	\$2,500	2
7 001-05-52244	RENTALS & LEASES	\$0	2
7 001-05-52245	INSURANCE	\$30,771	2
7 001-05-52246	REPAIRS & MAINTENANCE	\$9,000	2
9 001-05-52251	OFFICE SUPPLIES	\$0	2
9 001-05-52252	OPERATING SUPPLIES	\$15,000	2
001-05-52254	BOOKS, SUBSCRIP & PUBLICATIONS	\$3,000	2
001-05-52262	BUILDING	\$20,000	2
001-05-52264	MACHINERY & EQUIPMENT	\$15,000	2
Total	FIRE	\$108,073	

Revenues	Airpark / Transportation	
001-08-331410	GRANTS FAA - AIRPARK	\$0
001-08-331500	FEMA REIMBURSEMENT - AIRPARK	\$0
001-08-334410	GRANTS DOT - AIRPARK	\$2,171,000
001-08-337700	NASSAU COUNTY - AIRPARK	\$0
001-08-344100	HILLIARD AVIATION - AIRPARK	\$15,000
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	\$2,186,000

Expenditures	Airpark / Transportation		
8 001-08-54241	COMMUNICATIONS & FREIGHT	\$0	4
8 001-08-54248	PROMOTIONAL ACTIVITIES	\$0	4
8 001-08-54252	OPERATING SUPPLIES	\$0	4
8 001-08-54261	LAND	\$0	4
3 001-08-54262	BUILDINGS	\$1,091,000	4
7 001-08-54263	INFRASTRUCTURE	\$1,080,000	4
7 001-08-54264	MACHINERY & EQUIPMENT	\$0	4
9 001-08-54265	WORK IN PROGRESS (WIP)	\$0	4
9 001-08-54266	DOCUMENTS & MATERIALS	\$0	4
001-08-58105	TRANSER TO AIRPARK	\$0	9
001-08-58192	TRANSFER TO SALES TAX	\$15,000	9
Total	AIRPARK/TRANSPORTATION	\$2,186,000	

TOTAL REVENUES	\$12,712,259	TOTAL EXPENDITURES	\$12,712,259
-----------------------	---------------------	---------------------------	---------------------

101 - Special Revenue					
Revenues	Excise Tax		Expenditures	Excise Tax	
101-00-369001	CASH CARRY FORWARD	\$60,465			
101-07-312410	LOCAL OPTION GAS TAX - NEW 5 CENTS	\$49,706	4 101-07-58130	INTERFUND TRANSFER TO STR	\$185,954
101-07-312410	LOCAL OPTION GAS TAX	\$75,783	4 101-07-59099	RESERVE	
Total	EXCISE TAX	\$185,954	Total	EXCISE TAX	\$185,954

TOTAL REVENUES	\$185,954	TOTAL EXPENDITURES	\$185,954
-----------------------	------------------	---------------------------	------------------

120 - Capital Improvement Plan					
Revenues	General		Expenditures	General	
120-00-369001	CASH CARRY FORWARD	\$648,896	120-00-51399	BANK SERVICE CHARGES	\$0
120-00-312600	DISCRETIONARY SALES TAX	\$9,777	4 120-00-58101	TRANSFER TO GEN GOV'T	\$60,000
120-00-361100	INTEREST INCOME SBA	\$25,000	7 120-00-58103	TRANSFER TO STREETS	\$140,000
120-00-381000	TRANSFER FROM GENERAL	\$0	9 120-00-58104	TRANSFER TO RECREATION	\$130,000
Total	GENERAL	\$683,673	120-00-58105	TRANSFER TO FIRE	\$35,000
			120-00-58106	TRANSFER TO WATER & SEWER	\$318,673
			120-00-58108	TRANSFER TO AIRPARK	\$0
			120-00-59099	RESERVE	\$0
			Total	GENERAL	\$683,673

TOTAL REVENUES	\$683,673	TOTAL EXPENDITURES	\$683,673
-----------------------	------------------	---------------------------	------------------

401 - Water & Sewer							
Revenues		Water & Sewer	Expenditures		Water & Sewer		
401-06-312600	DISCRETIONARY SALES TAX	\$600,000	401-06-53612	REGULAR SALARIES & WAGES	\$270,200	3	
401-06-331310	CDBG WM EXT - W&S	\$700,000	8 401-06-53613	PART TIME SALARIES & WAGES	\$0	3	
401-06-331311	RIF WM EXT - W&S	\$1,000,000	8 401-06-53614	OVERTIME	\$10,000	3	
401-06-331350	GRANTS USDA RD - W&S	\$0	8 401-06-53621	FICA TAXES	\$21,435	3	
401-06-331500	FEMA REIMBURSEMENTS - W&S	\$0	8 401-06-53622	RETIREMENT CONTRIBUTIONS	\$39,312	3	
401-06-331510	AMERICAN RECOVERY FUNDS	\$852,310	8 401-06-53623	LIFE & HEALTH INSURANCE	\$83,700	3	
401-06-334352	GRANTS DEP SRF SEWER REHAB - W&S	\$652,310	8 401-06-53624	WORKER'S COMPENSATION	\$6,055	3	
401-06-343300	WATER UTILITY REVENUE	\$634,514	3 401-06-53631	PROFESSIONAL SERVICES	\$57,000	3	
401-06-343500	SEWER UTILITY REVENUE	\$769,419	3 401-06-53632	ACCOUNTING & AUDITING	\$23,000	3	
401-06-349001	TAP-ON FEES - W&S	\$86,500	0 401-06-53634	WASTE DISPOSAL	\$27,000	3	
401-06-349002	TRANSFER FEES - W&S	\$500	0 401-06-53640	TRAVEL & EDUCATION	\$3,000	3	
401-06-349003	TURN ON/OFF FEES - W&S	\$8,000	0 401-06-53641	COMMUNICATIONS & FREIGHT	\$26,000	3	
401-06-349004	WATER LINE EXTENSION FEES	\$20,000	0 401-06-53642	WATER PLANT ELECTRICITY	\$23,000	3	
401-06-349005	SEWER LINE EXTENSION FEE	\$30,000	0 401-06-53643	SEWER PLANT ELECTRICITY	\$95,000	3	
401-06-349006	RECONNECT FEE - W&S	\$300	0 401-06-53644	RENTALS & LEASES	\$5,000	3	
401-06-361100	INTEREST INCOME SBA	\$65,000	0 401-06-53645	INSURANCE	\$30,771	3	
401-06-361101	INTEREST INCOME CKG	\$1,000	7 401-06-53646	REPAIRS & MAINTENANCE	\$225,000	3	
401-06-362003	LEASE - WATER TOWER	\$0	7 401-06-53648	PROMOTIONAL ACT-PUBLIC NOTICE	\$1,200	3	
401-06-363240	SYSTEM DEVELOPMENT CHARGES	\$0	7 401-06-53649	OTHER CURRENT OBLIGATIONS	\$124,800	3	
401-06-365000	SURPLUS MATERIALS - W&S	\$0	7 401-06-53651	OFFICE SUPPLIES	\$0	3	
401-06-369001	NSF FEES - W&S	\$300	0 401-06-53652	OPERATING SUPPLIES	\$305,000	3	
401-06-369002	PENALTIES - W&S	\$40,000	0 401-06-53654	BOOKS, SUBSCRIP & PUBLICATIONS	\$10,000	3	
401-06-369003	METER TAMPERING FEES - W&S	\$500	0 401-06-53658	AMORTIZATION EXPENSE	\$0	3	
401-06-369004	CONVENIENCE CHARGE	\$15,000	0 401-06-53659	DEPRECIATION EXPENSE	\$0	3	
401-06-369900	MISCELLANEOUS REVENUE - W&S	\$10,700	7 401-06-53660	CAPITAL IMPROVEMENTS	\$0	3	
401-06-381000	TRANS FROM GENERAL	\$0	9 401-06-53661	LAND	\$0	3	
401-06-381001	TRANS FROM SALES TAX	\$318,673	9 401-06-53662	BUILDINGS	\$0	3	
401-06-381002	TRANS FROM SPEC REVENUE	\$0	9 401-06-53663	INFRASTRUCTURE	\$4,123,293	3	
401-06-381003	LOANS - W&S	\$0	9 401-06-53664	MACHINERY & EQUIPMENT	\$0	3	
Total		WATER & SEWER	\$5,805,026	401-06-53665	WORK IN PROGRESS (WIP)	\$0	3
				401-06-53672	INTEREST EXPENSE BONDS	\$88,715	3
				401-06-53698	BAD DEBT EXPENSE	\$0	3
				401-06-53699	BANK SERVICE CHARGES	\$15,000	3
				401-06-56482	AID TO PRIVATE ORGANIZATION	\$10,000	3
				401-06-59099	RESERVE	\$181,545	8
Total		WATER & SEWER	\$5,805,026				
TOTAL REVENUES		\$5,805,026	TOTAL EXPENDITURES		\$5,805,026		



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: September 4, 2025

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

SUBJECT: Town Council approval of the monthly retainer increase to Mr. James A. “Butch” Williams’ agreement with the Town of Hilliard for Fire Safety Inspection Services.

BACKGROUND:

Mr. James A. “Butch” Williams has been providing Fire Safety Inspection Services to the Town of Hilliard since the late 1990’s. This marks the first requested increase to his monthly retainer since the inception of his contract, with the proposed adjustment raising the amount from \$300.00 to \$500.00 per month.

FINANCIAL IMPACT:

Current monthly retainer	\$300.00
Proposed monthly retainer	\$500.00

RECOMMENDATION:

Town Council approval of the monthly retainer increase to Mr. James A. “Butch” Williams’ agreement with the Town of Hilliard for Fire Safety Inspection Services.

**TOWN OF HILLIARD
CONTRACT SERVICE AGREEMENT
FOR FIRE SAFETY INSPECTOR**

THIS AGREEMENT is made between the TOWN OF HILLIARD, a Florida municipality, Post Office Box 249, Hilliard, FL 32046, (hereinafter referred to as the "Town"), and James (Butch) A. Williams, 213 South 6th Street, Fernandina Beach, FL 32034, (hereinafter referred to as "Fire Safety Inspector").

RECTIALS

1. The Town is a municipality which has adopted the Florida Fire Prevent Code, 2001 Edition, or subsequent edition, as adopted by the Standard Building Code Congress Association (N.F.P.A.), 101 Life Safety Code.
2. The Town required the services of a duly qualified, State of Florida certified, Fire Inspector in order to fully implement the provisions of these codes.
3. Fire Safety Inspector shall be duly qualified, and State of Florida certified under the terms of this agreement.
4. In consideration of the mutual promises set forth below, it is agreed by and between the Town and Fire Safety Inspector as follows:
5. Fire Marshall will hold State of Florida Certification and will provide the Town of Hilliard with current copies, prior to the first meeting in January each year.

**SECTION I
SCOPE OF SERVICES**

The Fire Safety Inspector shall perform all inspections required under the Florida Fire Prevention Code, 2001 Edition, or subsequent edition, as adopted by the Standard Building Code Congress International, the National Fire Protection Association (N.F.P.A.) 101 Life Safety Code, (1994 or most current Edition), the Florida State Fire Marshall's Uniform Fire Safety Rules and Standards, together with any codes, standards, or rules incorporated by reference into any of the codes, or standards listed above, including but not limited to, the following:

1. Site Plan Review
2. Construction Plan Review
3. Fire Protection System Review

4. Re-inspections
5. Annual Life Safety Inspections

The Fire Safety Inspector shall prepare and maintain complete reports of all inspections as public records in the Hilliard Town Hall.

SECTION II PLACE OF WORK

The Fire Safety Inspector's services shall be performed within the corporate limits of the Town of Hilliard, Florida.

SECTION III TIME DEVOTED TO WORK

In the Performances of the services, the Fire Safety Inspector shall devote such number of hours as is reasonably necessary to fulfill the spirit and purposes of this contract.

SECTION IV PAYMENT

In addition, the Town shall pay to the Fire Safety Inspector the sum of **\$500.00, Five Hundred Dollars** monthly as compensation for general services to the Town necessary to carry out the terms of this agreement. In addition, the Fire Marshall shall be paid for all inspections in accordance with Resolution No. 2021-11, adopted May 7, 2021, except for the fee associated with the Annual Life Safety Inspection, which shall be **\$15.00**.

SECTION V CONSULTANT

This agreement calls for the performance of the services of the consultant as an independent contractor and consultant will not be considered an employee of the Town for any purpose.

SECTION VI SPECIAL PROVISIONS

- A. The Fire Safety Inspector shall notify the Town within ten (10) working days of any re-inspections performed. The Town shall be responsible for collecting all re-inspections fees.

- B. The Fire Safety Inspector shall review all commercial building applications, along with plans and specification within four (4) to seven (7) days after notification. Commercial building permits can be issued by the Town when plans and specifications have been found to meet all applicable laws and regulations and approved by the Fire Safety Inspector.
- C. The Fire Safety Inspector shall, within three (3) working days after notification, inspect a proposed new business location site transfer prior to transferring the business occupational license on the Town's records or providing water and sewer services to the new location.
- D. The Town Clerk shall provide available clerical services to the Fire Safety Inspector, not to include report preparation, filing and record maintenance. Copy of the bill shall be required prior to monthly payment.
- E. The Fire Safety Inspector shall be reimbursed for any cost associated with long distance telephone calls for the Town's business charged to the home phone of Fire Safety Inspector. The Town Clerk shall verify such expense prior to reimbursement. Copy of the Fire Safety Inspector's bill shall be required prior to payment.
- F. The Town shall provide the Fire Safety Inspector with a Town of Hilliard Fire Marshal Badge, a Town of Hilliard identification card with the Fire Safety Inspector's picture on it, adequate office space to review plans, use of the Town's telephone for Town Business, filing cabinets for Town paperwork, desk to be able to review plans and a desk to do Town business on, and any supplies or utensils needed to properly carry out the job agreements.
- G. In the event that the Fire Safety Inspector, acting in his official capacity, is required to initiate or defend litigation, the Town shall provide qualified legal council for the Fire Safety Inspector at the Town's sole expense.

SECTION VII

DURATION

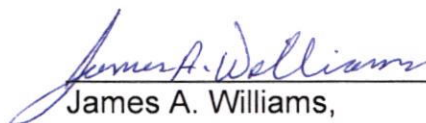
This Contract shall be for an indefinite period but can be terminated by either party upon thirty (30) days written notice to the other party.

Signed and sealed this _____ day of _____, _____.

Witnesses:



Witness



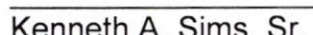
James A. Williams,
Fire Safety Inspector



Witness

TOWN OF HILLIARD

By:



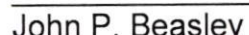
Kenneth A. Sims, Sr.
Council President

Attest:



Lisa Purvis
Town Clerk

Approved:



John P. Beasley
Mayor



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: September 4, 2025

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

SUBJECT: Town Council approval of the Public Works Director's recommendation to fill the vacant Public Works Technician/Heavy Equipment Operator position.

BACKGROUND:

This is a request to approve the hiring of Jimmy Fralick for the Public Works Technician/Heavy Equipment Operator position.

FINANCIAL IMPACT:

Grade 4 Step 6 at \$22.83 Hourly - \$47,486.71 Annually.

Grade 4 Step 7 at \$23.62 Hourly - \$49,124.18 Annually (potential pay increase after 90 days)

RECOMMENDATION:

Town Council approval of the Interim Public Works Director's recommendation to fill the vacant Public Works Technician/Heavy Equipment Operator position with a potential pay increase after his 90 days.

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

Regular Meeting: September 4, 2025

Applicant: Jimmy Fralick
27437 W 2nd Ave
Hilliard, FL 32046

Position: Heavy Equipment Operator

Pay Rate: Grade 4 / Step 6
\$22.83 per hour / \$47,486.71 Annually

Pay Rate After 90 Days: Grade 4 / Step 7
\$23.62 per hour / \$49,124.18 Annually

Position Starts: September 2, 2025 – Introductory/Probationary Period

Position Status: December 1, 2025 – Regular Full Time Position

Position Requirements:

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

Position Information:

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

- Check and maintain lift stations as needed.
- Assist in preventative and emergency maintenance of all equipment and property of the Town.
- Assist with special projects as directed by the Public Works Director, i.e., Holiday
- Decorations, July 4th celebration, Town Cleanup, etc.

Conditions of Employment:

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

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



Position Description

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

Heavy Equipment Operator / Wastewater Plant Technician

Department: Public Works

Pay Grade: 4

FLSA Status: Non-Exempt

JOB SUMMARY

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

ESSENTIAL JOB FUNCTIONS:

- Maintain knowledge and duties of driving dump truck, and heavy equipment.
- Maintain accurate records of all duties performed.
- Perform daily operations with heavy equipment.
- Perform in the maintenance and installation of driveway culverts and drainage, using and operating equipment as needed.
- Assist in maintaining the town right of ways.
- Assist in daily operations at the Wastewater Treatment Plant.
- Assist in the maintenance of water meters in Town, i.e., trouble shoot and change out as needed.
- Assist in reading water meters on a as needed basis for billing purposes.
- Performs water service cutoffs for non-payment as directed.
- Assist in maintenance of water main valves as scheduled.
- Assist in the collection of samples in accordance with the Florida Department of Environmental Protection guidelines.
- Assist in the process control labs in the Wastewater Plant.
- Assist with after-hour emergencies.
- Assist with repair on changing out various pumps and motors.
- Assist in troubleshooting and making repairs within the wastewater plant.

- Assist in generator inspection and maintenance.
- Perform water and sewer taps.
- Perform scheduled and emergency water and sewer repairs.
- Locate and mark Town utilities as required for construction purposes.
- Conduct a physical check each morning on all lift stations alerting the manager of any discrepancies found.
- Perform all minor repairs needed to maintain the lift stations. Keep track of all documentation on lift stations.
- Perform 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.
- Maintain the cutting of grass at ponds/spray fields.
- Assist with special projects as directed by the Public Works Director, i.e., Holiday Decorations, July 4th celebration, Town Cleanup etc.
- Take on additional duties as required by the Public Works Director and or the Assistant Public Works Director.
- Performs other related duties as assigned.

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

MINIMUM REQUIREMENTS TO PERFORM WORK:

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

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid State of Florida Driver's License
- Certification in Water or Wastewater Plant Operation preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles, practices, and safety procedures of public works operations.
- Knowledge of construction methods, materials and equipment as applied in municipal public works.
- Knowledge of emergency management principles and practices.
- Knowledge 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 a dynamic environment. Work may be completed indoors at a computer workstation or time may be spent outdoors 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.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: September 4, 2025

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

SUBJECT: Town Council approval of the Public Works Director's recommendation to fill the vacant Public Works Technician/Heavy Equipment Operator position.

BACKGROUND:

This is a request to approve the hiring of Colt Gandy for the Public Works Technician/Heavy Equipment Operator position.

FINANCIAL IMPACT:

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

Grade 4 Step 8 at \$24.40 Hourly - \$50,761.65 Annually (potential pay increase after 90 days)

RECOMMENDATION:

Town Council approval of the Interim Public Works Director's recommendation to fill the vacant Public Works Technician/Heavy Equipment Operator position with a potential pay increase after his 90 days.

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

Regular Meeting: September 4, 2025

Applicant: Colt L. Gandy
553912 US Hwy 1
Hilliard, FL 32046

Position: Heavy Equipment Operator

Pay Rate: Grade 4/ Step 7
\$23.62 per hour / \$49,124.18 Annually

Pay Rate After 90 Days: Grade 4 / Step 8
\$24.40 per hour / \$50,761.65 Annually

Position Starts: August 26, 2025 – Introductory/Probationary Period

Position Status: November 24, 2025 – Regular Full Time Position

Position Requirements:

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

Position Information:

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

- Check and maintain lift stations as needed.
- Assist in preventative and emergency maintenance of all equipment and property of the Town.
- Assist with special projects as directed by the Public Works Director, i.e., Holiday
- Decorations, July 4th celebration, Town Cleanup, etc.

Conditions of Employment:

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

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



Position Description

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

Heavy Equipment Operator / Wastewater Plant Technician

Department: Public Works

Pay Grade: 4

FLSA Status: Non-Exempt

JOB SUMMARY

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

ESSENTIAL JOB FUNCTIONS:

- Maintain knowledge and duties of driving dump truck, and heavy equipment.
- Maintain accurate records of all duties performed.
- Perform daily operations with heavy equipment.
- Perform in the maintenance and installation of driveway culverts and drainage, using and operating equipment as needed.
- Assist in maintaining the town right of ways.
- Assist in daily operations at the Wastewater Treatment Plant.
- Assist in the maintenance of water meters in Town, i.e., trouble shoot and change out as needed.
- Assist in reading water meters on a as needed basis for billing purposes.
- Performs water service cutoffs for non-payment as directed.
- Assist in maintenance of water main valves as scheduled.
- Assist in the collection of samples in accordance with the Florida Department of Environmental Protection guidelines.
- Assist in the process control labs in the Wastewater Plant.
- Assist with after-hour emergencies.
- Assist with repair on changing out various pumps and motors.
- Assist in troubleshooting and making repairs within the wastewater plant.

- Assist in generator inspection and maintenance.
- Perform water and sewer taps.
- Perform scheduled and emergency water and sewer repairs.
- Locate and mark Town utilities as required for construction purposes.
- Conduct a physical check each morning on all lift stations alerting the manager of any discrepancies found.
- Perform all minor repairs needed to maintain the lift stations. Keep track of all documentation on lift stations.
- Perform 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.
- Maintain the cutting of grass at ponds/spray fields.
- Assist with special projects as directed by the Public Works Director, i.e., Holiday Decorations, July 4th celebration, Town Cleanup etc.
- Take on additional duties as required by the Public Works Director and or the Assistant Public Works Director.
- Performs other related duties as assigned.

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

MINIMUM REQUIREMENTS TO PERFORM WORK:

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

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid State of Florida Driver's License
- Certification in Water or Wastewater Plant Operation preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles, practices, and safety procedures of public works operations.
- Knowledge of construction methods, materials and equipment as applied in municipal public works.
- Knowledge of emergency management principles and practices.
- Knowledge 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 a dynamic environment. Work may be completed indoors at a computer workstation or time may be spent outdoors 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.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: September 4, 2025

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

SUBJECT: Town Council approval of the Public Works Director's recommendation to fill the vacant Public Works Technician position.

BACKGROUND:

This is a request to approve the hiring of Trevor Hazel for the Public Works Technician position.

Trevor Hazel has experience in water plant maintenance, landscaping, and water trouble shooting/repairs.

FINANCIAL IMPACT:

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

RECOMMENDATION:

Town Council approval of the Public Works Director's recommendation to fill the vacant Public Works Technician position.

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

Regular Meeting: September 4, 2025

Applicant: Trevor J. Hazel
54609 Cravey Rd
Callahan, FL 32011

Position: Public Works Technician

Pay Rate: Grade 3 / Step 4
\$20.30 per hour / \$42,226.18 Annually

Position Starts: September 8, 2025 – Introductory/Probationary Period

Position Status: December 7, 2025 – Regular Full Time Position

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

Position Information:

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

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

Conditions of Employment:

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

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



Position Description

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

Public Works Technician

Department: Public Works

Pay Grade: 4

FLSA Status: Non-Exempt

JOB SUMMARY

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

ESSENTIAL JOB FUNCTIONS:

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

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

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

MINIMUM REQUIREMENTS TO PERFORM WORK:

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

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

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

KNOWLEDGE, SKILLS AND ABILITIES:

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

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

PHYSICAL DEMANDS:

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

WORK ENVIRONMENT:

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

CONDITIONS OF EMPLOYMENT:

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

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

Employee Signature

Date

Supervisor (or HR) Signature

Date

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



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: September 4, 2025

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

SUBJECT: Town Council approval of the Public Works Director's recommendation to fill the vacant Public Works Technician position.

BACKGROUND:

This is a request to approve the hiring of Travis Pastors for the Public Works Technician position.

Travis Pastures has experience in basic plumbing, landscaping, and holds a Class A CDL license.

FINANCIAL IMPACT:

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

RECOMMENDATION:

Town Council approval of the Public Works Director's recommendation to fill the vacant Public Works Technician position.

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

Regular Meeting: September 4, 2025

Applicant: Travis K. Pasters
37639 West 1st Ave
Hilliard, FL 32046

Position: Public Works Technician

Pay Rate: Grade 3 / Step 4
\$20.30 per hour / \$42,226.18 Annually

Position Starts: September 22, 2025 – Introductory/Probationary Period

Position Status: December 21, 2025 – Regular Full Time Position

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

Position Information:

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

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

Conditions of Employment:

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

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



Position Description

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

Public Works Technician

Department: Public Works

Pay Grade: 4

FLSA Status: Non-Exempt

JOB SUMMARY

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

ESSENTIAL JOB FUNCTIONS:

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

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

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

MINIMUM REQUIREMENTS TO PERFORM WORK:

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

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

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

KNOWLEDGE, SKILLS AND ABILITIES:

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

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

PHYSICAL DEMANDS:

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

WORK ENVIRONMENT:

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

CONDITIONS OF EMPLOYMENT:

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

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

Employee Signature

Date

Supervisor (or HR) Signature

Date

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



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: September 4, 2025

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

SUBJECT: Town Council to accept the resignation of Jody Wildes, Lead Wastewater Specialist, effective September 5, 2025.

BACKGROUND:

See the attached resignation letter.

Jody Wilde's resignation letter was received by the Town of Hilliard on August 28, 2025.

FINANCIAL IMPACT:

TBD

RECOMMENDATION:

Town Council to accept the resignation of Jody Wildes, Lead Wastewater Specialist, effective September 5, 2025.

Jody Wildes

From: Jody Wildes
Sent: Thursday, August 28, 2025 1:39 PM
To: Lisa Purvis; Cory Hobbs; Dawn Carroll
Subject: Letter of resignation

Dear Town of Hilliard, this letter is to confirm my resignation with the town on the fifth day of September 2025. I will no longer be affiliated with the DEP responsibilities as of 9/3/2025, as I will send them a letter as well confirmation my relationship with the town of Hilliard. I will turn over any open contracts of work, quotes, and suppliers to Corey Hobbs. I appreciate the town for the opportunity to work with you, I hope I have left the town in a better place as I depart. Thank you all, and may God lead you all through this transition.

Larry J. Wildes

Larry J. Wildes
Wastewater Treatment Operator
TOWN OF HILLIARD
904-719-1002

8/28/25

L. J. W.

"Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing." This email and any files transmitted with it may contain privileged or confidential information and may be read or used only by the intended recipient. If you are not the intended recipient of the email or any of its attachments, please be advised that you have received this email in error and that any use, dissemination, distribution, forwarding, printing or copying of this email or any attached files is strictly prohibited. If you have received this email in error, please immediately purge it and all attachments and notify the sender by reply mail. "This institution is an equal opportunity provider and employer" If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov."



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: September 4, 2025

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

SUBJECT: Town Council to accept the resignation of Calen Burnette, Administrative Financial Assistant, effective September 19, 2025.

BACKGROUND:

See the attached resignation letter.

Calen Burnette's resignation was received by the Town of Hilliard on August 25, 2025.

FINANCIAL IMPACT:

TBD

RECOMMENDATION:

Town Council to accept the resignation of Calen Burnette, Administrative Financial Assistant, effective September 19, 2025.

Calen Burnette

Administrative Financial Assistant

Dear Town of Hilliard,

Please accept this letter as formal notice of my resignation from my position with the Town of Hilliard, effective September 19, 2025.

I am deeply grateful for the opportunities I've had over the past two years to grow both professionally and personally. It has been a privilege to contribute to the Town's work, and I have truly appreciated the support, trust, and experiences I've gained during my time here.

Sincerely,


Signature

08/25/2025
Date



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: September 4, 2025

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

SUBJECT: Town Council to Reschedule the September 8, 2025, Budget Workshop for the review and discussion of the Fiscal Year 2025-2026 Budget.

BACKGROUND:

Previous Workshops:

Workshops were held on the following dates: July 3, July 7, July 17, July 28, July 31, August 7, August 18, and August 21, 2025.

The final workshop, scheduled during the regular meeting on August 21, 2025, does not provide sufficient time to complete all employee evaluations and to conduct necessary discussions regarding compensation and benefits prior to the upcoming regular meeting on October 2, 2025.

Potential Dates:

Monday, September 22, 2025, at 6pm
 Tuesday, September 23, 2025, at 6pm
 Monday, September 29, 2025, at 6pm
 Tuesday, September 30, 2025, at 6pm

FINANCIAL IMPACT:

NA

RECOMMENDATION:

Town Council to Reschedule the September 8, 2025, Budget Workshop for the review and discussion of the Fiscal Year 2025-2026 Budget.

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, AUGUST 14, 2025, 6:00 PM

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Mayor John Beasley
Council President Kenny Sims
Council Pro Tem Lee Pickett
Councilman Jared Wollitz
Councilman Joe Michaels
Town Clerk Lisa Purvis

ABSENT

Councilman Dallis Hunter
Interim Public Works Director Cory Hobbs
Parks & Recreation Director Gabe Whittenburg
Town Attorney Christian Waugh

WORKSHOP

ITEM-1 Town Council to review and discuss the Hurricane Shelter / Community Center Project.

Lisa Purvis, MMC – Town Clerk

Charles Sohm, P.E., Senior Project Manager at Taco Engineering, LLC, presents the site plan, and explains that the swales will be 1.5' to 2' deep and 12' wide with 4:1 slope.

Aldo Minozzi, Principal Vice President of PQH Group, reviews the plans for the Hurricane Shelter / Community Center Project, and the cost estimate.

Town Clerk Lisa Purvis, to contact Mike Tibble, Senior Project Director at CPH Consulting, LLC, regarding permitting fees, and Nassau County Emergency Management for additional grant funding opportunities.

- ITEM-2 Town Council to review and discuss the information provided from Habitat for Humanity concerning possible purchase of property in Hilliard.
Lee Anne Wollitz – Land Use Administrator
- Land Use Administrator Lee Anne Wollitz**, requests that the Habitat for Humanity item be tabled as they are not prepared.
Council President Sims suggests marketing the property rather than waiting for Habitat and asks to add this to the August 21, 2025, agenda.
- ITEM-3 Town Council to review and discuss Draft 1 of the Local Mitigation Strategy.
Lee Anne Wollitz – Land Use Administrator
Alicia Head – Public Information Officer
- Land Use Administrator Lee Anne Wollitz**, presents Draft 1 of the Local Mitigation Strategy, noting they are on step five.
Town Council requests adding provisions for fire and tree mitigation to the interlocal agreement.
- ITEM-4 Town Council to review and discuss the information in the Town Code for unsafe structures and clarity needed for Code Enforcement to utilize the local Magistrate for assistance in upholding a Town wide safety standard.
Lee Anne Wollitz – Land Use Administrator
- Land Use Administrator Lee Anne Wollitz**, explains the Town Code compared to Nassau County's regarding unsafe structures section, recommending stricter language for enforcement.
Town Council prefers adopting Nassau County's wording but expresses concern about being overly strict. They request this be drafted in ordinance format and confirm with Town Attorney Waugh whether it requires Planning & Zoning Board public hearing or review.
- ITEM-5 Town Council to review and discuss expanding the Building Permit Exception for residential storage on homesteaded properties.
Lee Anne Wollitz – Land Use Administrator
- Land Use Administrator Lee Anne Wollitz**, reports that Nassau County raised its building exemption from 250 to 320 square feet and suggests the Town align with this standard.
- ITEM-6 Town Council to review and discuss the Town of Hilliard's 2021/2022 Pay Rate Study as it currently compares to surrounding municipalities.
Lisa Purvis, MMC – Town Clerk
- Town Clerk Lisa Purvis**, advises that the compensation data received does not align with Town positions.
Town Council directs starting the compensation study process earlier in the year and to stop spending additional staff time on the current effort.

ADDITIONAL COMMENTS

Mayor Beasley, announces that Public Information Officer & Event Coordinator Alicia Head will work with all departments to produce a short video for Florida League of Cities Government Week explaining what everyone within the Town does, scheduled for October 20–26, 2025. He also discusses scheduling the Mock Town Council meeting for October 23, 2025, and requests adding this item to the August 21, 2025, agenda.

ADJOURNMENT

Motion to adjourn at 7:03 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 Michaels

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

MINUTES

MONDAY, AUGUST 18, 2025, 6:00 PM

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Council President Kenny Sims
Council Pro Tem Lee Pickett
Councilman Jared Wollitz
Councilman Dallis Hunter
Councilman Joe Michaels
Town Clerk Lisa Purvis
Interim Public Works Director Cory Hobbs

ABSENT

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

WORKSHOP

- ITEM-1 Town Council to review and discuss the Fiscal Year 2025-2026 Capital Budget.
Lisa Purvis, MMC – Town Clerk

Town Clerk Lisa Purvis, reviews the current water and sewer rates and explains that the Florida Rural Water Association Rate Study, would require a 5% increase on water and a 49% increase on sewer. To qualify for the Florida Department of Environmental Protection State Revolving Fund Loan/Grant for the sewer rehabilitation project. Further FRWA states that water and sewer base rate should cover the operating and debt service expenses and that the consumption revenue is to cover the asset management as defined in the water and wastewater plans that the Town adopted by resolution in 2023.

Town Clerk Lisa Purvis, also discusses state revenue allocations, noting that the communication service tax and local option gas tax figures have not yet been received. Therefore, the local option gas tax revenues are based on Nassau County's numbers since actual costs have not yet been received.

Town Council, requests budgeting \$20,000 of capital funds for the refurbishing of the Old Town Hall if some of the Town's employees are moved to this building.

Town Clerk Lisa Purvis, advises that she has split the Public Works Department staff between Water & Sewer and Streets Departments.

Town Clerk Lisa Purvis, informs that for the park milling project, the Town must close out the Fiscal Year 2023-2024 Nassau County Municipal Grant and apply for Fiscal Year 2024-2025 funding, with spending to be completed by September 30, 2025.

Council President Sims, mentions the Mikkleson Estate property and that the Town may need the funds from the sale of this property to finish funding the Hurricane/Community Shelter project and suggests consulting Town Attorney Waugh on how to list it "by owner."

Councilman Michaels, states he has potential sites that the property can be listed on.

Councilman Wollitz, recommends billing schools at a set rate per student, similar to Nassau County's approach.

Town Clerk Lisa Purvis, informs the Town Council that by switching employee health insurance from Florida League of Cities/UnitedHealthcare to Florida Blue, the Town will save over \$85,000 annually.

ADJOURNMENT

Motion to adjourn at 7:30 p.m.

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

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, AUGUST 21, 2025, 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 Joe Michaels

ABSENT

Councilman Dallis Hunter

REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

No additions to or deletions from the agenda.

ITEM-2 Town Council approval of the Engineering Services agreement for the Florida Department of Environmental Protection Agreement No. 25PLN42, Fiscal Year 2024-2025 Resilient Florida Planning Grant and Comprehensive Vulnerability

Assessment, with CPH Consulting, LLC, in the amount of \$180,000.

Lisa Purvis, MMC – Town Clerk

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

- ITEM-3 Town Council consideration and approval of the proposed Capital Expenditure for the Water & Sewer Extension Project on West 5th Street, based on cost estimates provided and the recommendation of the Public Works Department.
Cory Hobbs – Interim Public Works Director

Interim Public Works Director Cory Hobbs, recommends awarding the project to Cunningham Company, LLC, with the total cost to the Town being \$4,250.00.

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

- ITEM-4 Town Council approval to adopt Resolution No. 2025-10, Amending Resolution No. 2021-12, Amending rules for an exemption from the Florida Building Code for single-family residences relating to certain additions, alterations, or repairs not to exceed 320 square feet; and providing for an effective date.
Lisa Purvis, MMC – Town Clerk

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

- ITEM-5 Town Council approval of the Municipal Election Agreement for Election Services between the Nassau County Supervisor of Elections and the Town of Hilliard.
Lisa Purvis, MMC – Town Clerk

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

- ITEM-6 Town Council approval of an Emergency Operations Contract with Rodney McDaniel for the continued operation of the Town of Hilliard's Water & Wastewater Treatment Plants. This contract will remain in effect on an interim basis until a formal Request for Proposals (RFP) can be publicly advertised and a long-term operator is selected.
Lisa Purvis, MMC – Town Clerk

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

- ITEM-7 Town Council approval to transition Interim Public Works Director Cory Hobbs into the permanent position of Public Works Director. This transition will occur with no salary adjustment for Fiscal Year 2025/2026. As a condition of this

appointment, Mr. Hobbs will be required to obtain his Wastewater Treatment Plant Operator license within 18 months of the effective date of the transition.

Kenneth A. Sims – Council President

Council President Sims, adds a condition that all licensing bookwork must be completed within the 18-month timeframe and that fulfilling the 2,080 required field hours for licensure may exceed the 18-months.

Motion approve with the added condition of all licensing bookwork must be completed within the 18-month timeframe and be actively fulfilling the 2,080 required field hours for licensure.

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

ITEM-8

Town Council approval to transition Interim Assistant Public Works Director Charles Chavarria into the permanent position of Assistant Public Works Director. This transition will occur with no salary adjustment for Fiscal Year 2025/2026. As a condition of this appointment, Mr. Chavarria will be required to obtain his Water Treatment Plant Operator license within 18 months of the effective date of the transition.

Kenneth A. Sims – Council President

Motion approve with the added condition of all licensing bookwork must be completed within the 18-month timeframe and be actively fulfilling the 2,080 required field hours for licensure.

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

ITEM-9

Town Council approval to transition contract employee position of Land Use Administrator into full-time employee position, effective September 1, 2025. The revised role will encompass responsibilities as both Land Use Administrator and Assistant to the Public Works Director.

Kenneth A. Sims – Council President

Town Clerk Lisa Purvis, asks the Town Council whether the Land Use Administrator position should be classified as exempt or non-exempt. Councilman Wollitz voices concerns about making the position exempt, noting the potential for excessive hours without additional compensation.

Town Attorney Christian Waugh, advises that the position should be exempt for several reasons.

Motion to approve to transition Land Use Administrator Lee Anne Wollitz from contract employee to a full-time exempt position, effective August 25, 2025. The position will consist of approximately 30 hours per week Land Use Administrator duties and 10 hours per week as assistant to the Public Works Director.

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

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

- ITEM-10 Town Council approval of the request to authorize a salary increase for Public Works Technician Dennis Alderman.

Cory Hobbs – Interim Public Works Director

Motion to approve a salary increase for Public Works Technician Dennis Alderman to Grade 3, Step 7, at \$20.30 per hour.

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

- ITEM-11 Town Council approval to proceed with listing the Mikkleson Estate for sale.
Lisa Purvis, MMC – Town Clerk

Town Attorney Christian Waugh, clarifies that the Town has no formal advertising or rules in place for selling property and the Town can reject all proposals that do not meet its pricing expectations. He then asks Councilman Michaels about options for advertising property.

Councilman Michaels, responds that there are numerous affordable platforms that do not require a broker.

Motion to list the Mikkleson Estate for sale at a minimum price of \$1.6 million.

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

- ITEM-12 Town Council to set a Workshop to discuss activities for the Florida League of Cities, Florida City Government Week to be held October 20, 2025, through October 26, 2025.

John P. Beasley – Mayor

Motion to set the Mock Town Council Workshop October 23, 2025, at 7:00 p.m.

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

- ITEM-13 Town Council to set Workshops for the review and discussion of the Fiscal Year 2025-2026 Budget.

Lisa Purvis, MMC – Town Clerk

Motion to set a Workshop for September 8, 2025, at 6:00 p.m.

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

- ITEM-14 Town Council approval of the Minutes for the July 28, 2025, Workshop, July 31, 2025, Workshop, August 7, 2025, Workshop & Regular Meeting, and the August 12, 2025, Workshop.

Lisa Purvis, MMC – Town Clerk

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

- ITEM-15 Town Council approval of AECOM, Payable through August 1, 2025, Project Name: Design & Construct New Box Hangar & Hangar Repair at the Hilliard Airpark in the amount of \$6,686.46.
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 Council President Sims.
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Michaels

- ITEM-16 Town Council approval of CPH Consulting, LLC, Payable through July 18, 2025, Project Name: Manhole 167 & 170 Repairs in the amount of \$3,360.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$18,400

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

- ITEM-17 Town Council approval of CPH Consulting, LLC, Payable through July 18, 2025, Project Name: 8" Parallel Water Main Extension to FAA Facility in the amount of \$16,968.00.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$199,680

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

- ITEM-18 Town Council approval of PQH Group, Payable through August 12, 2025, Project Name: Hurricane Shelter / Community Center Project in the amount of \$93,000.00.
FDEM 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT \$572,000

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

ADDITIONAL COMMENTS

PUBLIC

No public comments.

MAYOR & TOWN COUNCIL

Councilman Wollitz, shares that he recently volunteered at the Hilliard Middle-Senior High School football field alongside Parks & Recreation Director Gabe Whittenburg, honoring his father's legacy as a football coach. He commends Mr. Whittenburg for his commitment to improving the community, even during his personal time.

Councilman Michaels, encourages everyone to remind Mr. Whittenburg to take some time off to avoid burnout.

Mayor Beasley, reminds everyone about Food Truck Friday on August 29, 2025, noting that it will be the final event before the holiday season begins. He also requests that the addition of former Mayor Vanzant's photo to the Town Council Chambers be placed on the next agenda.

ADMINISTRATIVE STAFF

PRESENT:

Town Clerk Lisa Purvis

Interim Public Works Director Cory Hobbs

ABSENT:

Parks & Recreation Director Gabe Whittenburg

TOWN ATTORNEY

AMENDMENT TO ITEM-6

Town Council approval to authorize necessary changes to be made by Town Attorney and Town Clerk to the Emergency Operations Contract with Rodney McDaniel for the continued operation of the Town of Hilliard's Water & Wastewater Treatment Plants Agreement.

Christian Waugh – Town Attorney

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

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

ADJOURNMENT

Motion to adjourn at 7:33 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 Michaels

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, AUGUST 21, 2025, 6:00 PM

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

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

ABSENT

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

WORKSHOP

ITEM-1 Town Council to review and discuss the Fiscal Year 2025-2026 Capital Budget.
Lisa Purvis, MMC – Town Clerk

Town Clerk Lisa Purvis, reviews the entire Fiscal Year 2025–2026 Capital Budget and the 5-Year Capital Improvement Plan for Fiscal Years 2025–2030.

ADDITIONAL COMMENTS

ADJOURNMENT

Motion to adjourn at 6:45 p.m.

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

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor


MUNICIPAL EQUIPMENT - FLORIDA

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

Invoice Date	Due Date	Customer #	Invoice #
8/11/25	9/10/25	8220	453457-00
Cust PO#		Job Name	Job #
080825SADLER		TOWN OF HILLIARD	

Bill To

TOWN OF HILLIARD
15859 COUNTY ROAD 108

HILLIARD, FL 32046-6712

Ship To

TOWN OF HILLIARD
ATTN: FIRE DEPARTMENT
PO# 080825SADLER
15859 WEST COUNTY ROAD 108
HILLIARD, FL 32046

Correspondence To:

MUNICIPAL EQUIPMENT - FLORIDA 408 BIF COURT ORLANDO, FL 32809
EMAIL: ACCOUNTING@MECOFIRE.COM

Instructions

Ship Point	Via	Shipped	Terms	Package ID
MUNICIPAL EQUIPMENT - FLORIDA	UPS	8/11/25	NET 30 DAYS	

Notes

Tracking Package:
1z3479080352294036

Line	Product and Description	Order Quantity	Backorder Quantity	Shipped Quantity	Qty UM	Unit Price	Price UM	Discount Multiplier	Amount(Net)
1	CSTM JANESVILLE SUPER DELUXE COAT ***PER PSGQ 31384-A 48/32/R CREWS 40/29/R WOLLITZ ** Direct Order **	2.00	2.00	0.00	each	2,517.40	each	0.00	0.00
2	PSDM JANESVILLE SUPER DELUXE PANT ***PER PSGQ 31384-A 42 WAIST/32 IN-SEAM W/ TALL SUSPENDERS CREWS 36L W/ REGULAR SUSPENDERS WOLLITZ ** Direct Order **	2.00	2.00	0.00	each	1,444.90	each	0.00	0.00
3	HAI50752810M HAIX FIRE HUNTER PRO SIZE 10M KEVIN CREWS	1.00	0.00	1.00	PR	359.25	PR	0.00	359.25
4	HAI507528105M HAIX FIRE HUNTER PRO SIZE 10.5M TUCKER WOLLITZ	1.00	0.00	1.00	PR	359.25	PR	0.00	359.25
5	LIOLPG928BLK-MED LION COMMANDER ACE GLOVE GAUNTLET, BLK. SZ. MED TUCKER WOLLITZ	1.00	0.00	1.00	PR	121.45	PR	0.00	121.45



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

Invoice Date	Due Date	Customer #	Invoice #
8/11/25	9/10/25	8220	453457-00
Cust PO#		Job Name	Job #
080825SADLER		TOWN OF HILLIARD	

Line	Product and Description	Order Quantity	Backorder Quantity	Shipped Quantity	Qty UM	Unit Price	Price UM	Discount Multiplier	Amount(Net)
6	LIOLPG928BLK-LG LION COMMANDER ACE GLOVE GAUNTLET, BLK SIZE LARGE KEVIN CREWS	1.00	1.00	0.00	PR	121.45	PR	0.00	0.00
7	HALO SPZ NB MAJESTIC HALO SPZ PARTICULATE BLOCKING STRUCTURAL FIREFIGHTING HOOD Nomex Blend, COLOR: WHITE ** Direct Order **	2.00	2.00	0.00	each	62.10	each	0.00	0.00
8	LTXBKR4R330M BULLARD LTX HELMET BLACK Fire Helmet, Structural, LTX, Black, Thermoplastic, Faceshield R330M 4" Polyarylate with Quick-Attach Blades, R400 4" Leather Front Mount ** Direct Order **	2.00	2.00	0.00	each	308.75	each	0.00	0.00
9	BK402LWHL SWH BULLARD 4" LEATHER FRONT BLACK WITH SEWN NUMBERS BYB261596 ** Direct Order **	2.00	2.00	0.00	each	83.20	each	0.00	0.00
12	FRT FREIGHT	1.00	0.00	1.00	Each	0.00	Each	0.00	0.00
10	Lines Total	Qty Shipped Total				4.00	Subtotal		839.95
							Taxes		0.00
							Total		839.95

If Sending Payment via Check – Remittance Address:

Municipal Equipment Co. LLC
 PO Box #282076
 Tampa, FL 33630



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

Invoice Date	Due Date	Customer #	Invoice #
8/20/25	9/19/25	8220	453457-03
Cust PO#		Job Name	Job #
080825SADLER		TOWN OF HILLIARD	

Bill To
TOWN OF HILLIARD 15859 COUNTY ROAD 108 HILLIARD, FL 32046-6712

Ship To
TOWN OF HILLIARD ATTN: FIRE DEPARTMENT PO# 080825SADLER 15859 WEST COUNTY ROAD 108 HILLIARD, FL 32046

Correspondence To:
MUNICIPAL EQUIPMENT - FLORIDA 408 BIF COURT ORLANDO, FL 32809 EMAIL: ACCOUNTING@MECOFIRE.COM

Instructions				
Ship Point	Via	Shipped	Terms	Package ID
MUNICIPAL EQUIPMENT - FLORIDA	UPS	8/13/25	NET 30 DAYS	
Notes				

Line	Product and Description	Order Quantity	Backorder Quantity	Shipped Quantity	Qty UM	Unit Price	Price UM	Discount Multiplier	Amount(Net)
7	HALO SPZ NB MAJESTIC HALO SPZ PARTICULATE BLOCKING STRUCTURAL FIREFIGHTING HOOD Nomex Blend, COLOR: WHITE ** Direct Order **	2.00	0.00	2.00	each	62.10	each	0.00	124.20
1	Lines Total	Qty Shipped Total				2.00	Subtotal		124.20
							Taxes		0.00
							Total		124.20

If Sending Payment via Check – Remittance Address:
 Municipal Equipment Co. LLC
 PO Box #282076
 Tampa, FL 33630



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

Invoice Date	Due Date	Customer #	Invoice #
8/22/25	9/21/25	8220	453457-04
Cust PO#		Job Name	Job #
080825SADLER		TOWN OF HILLIARD	

Bill To
TOWN OF HILLIARD 15859 COUNTY ROAD 108 HILLIARD, FL 32046-6712

Ship To
TOWN OF HILLIARD ATTN: FIRE DEPARTMENT PO# 080825SADLER 15859 WEST COUNTY ROAD 108 HILLIARD, FL 32046

Correspondence To:
MUNICIPAL EQUIPMENT - FLORIDA 408 BIF COURT ORLANDO, FL 32809 EMAIL: ACCOUNTING@MECOFIRE.COM

Instructions				
Ship Point	Via	Shipped	Terms	Package ID
MUNICIPAL EQUIPMENT - FLORIDA	UPS	8/19/25	NET 30 DAYS	
Notes				

Line	Product and Description	Order Quantity	Backorder Quantity	Shipped Quantity	Qty UM	Unit Price	Price UM	Discount Multiplier	Amount(Net)
8	LTXBKR4R330M BULLARD LTX HELMET BLACK Fire Helmet, Structural, LTX, Black, Thermoplastic, Faceshield R330M 4" Polyarylate with Quick-Attach Blades, R400 4" Leather Front Mount ** Direct Order **	2.00	0.00	2.00	each	308.75	each	0.00	617.50
9	BK402LWHL SWH BULLARD 4" LEATHER FRONT BLACK WITH SEWN NUMBERS BYB261596 ** Direct Order **	2.00	0.00	2.00	each	83.20	each	0.00	166.40
2	Lines Total	Qty Shipped Total				4.00	Subtotal		783.90
							Taxes		0.00
							Total		783.90

If Sending Payment via Check – Remittance Address:
 Municipal Equipment Co. LLC
 PO Box #282076
 Tampa, FL 33630