

# 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  
Joel Hall P.E., Public Works Director  
Gabe Whittenburg, Parks & Rec Director

## TOWN ATTORNEY

Christian Waugh

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## AGENDA

THURSDAY, MAY 02, 2024, 7:00 PM

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### NOTICE TO PUBLIC

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

### PLEDGE OF CIVILITY

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

## CALL TO ORDER

## PRAYER & PLEDGE OF ALLEGIANCE

## ROLL CALL

## REGULAR MEETING

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

**ITEM-2** Town Council to consider Ordinance No. 2024-03, An Ordinance of the Town of Hilliard, Florida adding a section to the Code of Ordinances regarding Trespass Warnings on public property and other property generally open to the public. Adopting on First Reading and Setting a Public Hearing for June 6, 2024  
***Christian Waugh – Town Attorney***

**ITEM-3** Town Council approval to adopt Resolution No. 2024-10, amending Resolution No. 2023-04, adding penalty fees to the Zoning and Land Development Regulations for work being done prior to approval; and providing for an effective date.  
***Lisa Purvis, MMC – Town Clerk***

**ITEM-4** Town Council approval to adopt Resolution No. 2024-11, amending Resolution No. 2023-14, adding a fee for well exception applications; for the Town of Hilliard;

and providing for an effective date.

**Lisa Purvis, MMC – Town Clerk**

**ITEM-5**

Town Council approval to set a Workshop for the review of the Preliminary & Tentative Annual Financial Statements, for the fiscal year ending September 30, 2023, prior to the May 16, 2024, Regular Meeting at 6:00 p.m.

**Lisa Purvis, MMC – Town Clerk**

**ITEM-6**

Town Council approval of the FY 2024 Revenues and Expenditures Report for the period ending March 31, 2024

**Lisa Purvis, MMC – Town Clerk**

**ITEM-7**

Town Clerk's notification to the Town Council of the emergency procurement in accordance with Town Code Chapter 2 Administration, Section 2-7 (3), with T B Landmark Construction, Inc., for the approval for the replacement of manhole #208 at Shady Lane and Pine Street.

**Lisa Purvis, MMC – Town Clerk**

**ITEM-8**

Town Council approval of the Minutes for the April 11, 2024, Workshop, and the April 18, 2024, Public Hearing & Regular Meeting.

**Lisa Purvis, MMC – Town Clerk**

**ITEM-9**

Town Council approval of the Payables through April 12, 2024, Project Name: NW Quadrant Street Millings in the amount of \$30,523.00

**CAPITAL FUNDED PROJECT LUMP SUM PROJECT \$30,523**

**ITEM-10**

Town Council approval of Pay Request No. 2 for T B Landmark Construction, Inc., Payable through April 26, 2024, Project Name: FDEP LPA0302 Oxford Street Force Main Rerouting in the amount of \$147,565.30

**FDEP LPA0302 GRANT FUNDED \$507,100 & CAPITAL FUNDED \$55,170  
PROJECT LUMP SUM CONTRACT \$562,270**

**ITEM-11**

Town Council approval of the Payables through March 12, 2024, Project Name: Town Hall Park Expansion in the amount of \$12,378.65

**CAPITAL FUNDED PROJECT LUMP SUM PROJECT \$25,512**

**ITEM-12**

Town Council approval of the Payable through April 9, 2024, Project Name: 2024 IT Town Hall Refresh in the amount of \$6,105.39

**CAPITAL FUNDED PROJECT LUMP SUM PROJECT \$43,624.55**

**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 second 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](http://www.townofhilliard.com).

Live & recorded videos can be accessed at [www.youtube.com](http://www.youtube.com) search - Town of Hilliard, FL.

### **ADA NOTICE**

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

### **APPEALS**

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

### **PUBLIC PARTICIPATION**

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

### **EXPARTE COMMUNICATIONS**

Oral or written exchanges (sometimes referred to as lobbying or information gathering) between

a Council Member and others, including staff, where there is a substantive discussion regarding a quasi-judicial decision by the Town Council. The exchanges must be disclosed by the Town Council so the public may respond to such exchanges before a vote is taken.

**2024 HOLIDAYS**

**TOWN HALL OFFICES CLOSED**

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



# AGENDA ITEM REPORT

## TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: May 2, 2024

FROM: **Christian Waugh – Town Attorney**

SUBJECT: Town Council to consider Ordinance No. 2024-03, An Ordinance of the Town of Hilliard, Florida adding a section to the Code of Ordinances regarding Trespass Warnings on public property and other property generally open to the public. Adopting on First Reading and Setting a Public Hearing for June 6, 2024

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**BACKGROUND:**

Due to recent circumstances regarding Town property, at the April 4, 2024, Regular Meeting, Town Attorney Waugh asked the Town Council to consider adopting an Ordinance that would allow the trespassing of citizens on Town property or property generally open to the public.

**FINANCIAL IMPACT:**

None.

**RECOMMENDATION:**

Town Council adoption of Ordinance No. 2024-03, on First Reading and Set a Public Hearing & Final Reading for June 6, 2024.

**ORDINANCE 2024-03**

**AN ORDINANCE OF THE TOWN OF HILLIARD, FLORIDA ADDING A SECTION TO THE CODE OF ORDINANCES REGARDING TRESPASS WARNINGS ON PUBLIC PROPERTY AND OTHER PROPERTY GENERALLY OPEN TO THE PUBLIC.**

**WHEREAS**, the Town of Hilliard desires the Nassau County Sheriff's Office to issue trespass warnings to individuals who are acting in violation of any Town Ordinance, rule or regulation, or state law while on or within a town facility, building, or outdoor area; and

**WHEREAS**, the Town of Hilliard desires to provide consistency and uniformity for the issuance of these trespass warnings; and

**WHEREAS**, the Town of Hilliard desires to create a process for individuals to appeal these trespass warnings; and

**WHEREAS**, the Town of Hilliard finds that the presence of individuals who violate town ordinances, rules or regulations, or state laws on public property creates a threat to the public safety and welfare and deems this ordinance necessary to promote public safety and public welfare.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA:**

**Section 1.** The Code of Ordinances, Town of Hilliard, Florida is hereby amended by adding a section to be numbered 30-79, which section reads as follows:

**Sec 30-79. Trespass warnings on public property and other property generally open to the public.**

- (a) Any head of a Town department, including but not limited to the Town Clerk, head of the Public Works department, and head of the Parks and Recreation department, is authorized to issue a trespass warning to any individual who violates any town ordinance, rule or regulation, or state law, which violation was committed while on or within a town facility, building, or outdoor area, including municipal parks, but excluding public right-of-way. The trespass warning shall be limited to the specific property where the violation occurred.
- (b) For the purpose of this section, "right-of-way" shall only include those sidewalks which are adjacent to a paved street, provided that the street-side edge of the sidewalk is within 20 feet of the curb line.
- (c) Trespass warnings shall be issued as follows:
  - (1) For the first violation, the individual may be issued a trespass warning for a period not to exceed one year.

- (2) For a second or subsequent violation, the individual may be issued a trespass warning for a period not to exceed two years.
- (d) A copy of the trespass warning shall be provided by mail or hand delivery to the individual given the warning. The written trespass warning shall advise of the right to appeal and the location at which to file the appeal.
- (e) Any person found on or within any town facility, building, or outdoor area, including municipal parks, in violation of a trespass warning may be arrested for trespassing, except as otherwise provided in this section.
- (f) The Town Clerk may authorize an individual who has received a trespass warning to enter the property or premises to exercise his or her First Amendment rights if there is no other reasonable alternative location to exercise such rights or to conduct necessary municipal business. Such authorization must be in writing, shall specify the duration of the authorization and any conditions thereof, and shall not be unreasonably denied.
- (g) This section shall not be construed to limit the authority of any town employee or official to issue a trespass warning to any person for any lawful reason for any town property, including rights-of-way when closed to general vehicular or pedestrian use, when necessary or appropriate in the sole discretion of the town employee or official.
- (h) This section shall not be construed to limit the authority of officers of any police department or sheriff's office to cite or arrest individuals for violating any section of the Code of Ordinances or the Florida Statutes.
- (i) Appeal of trespass warning. A person to whom a trespass warning is issued under this section shall have the right to appeal as follows:
  - (1) An appeal of the trespass warning must be filed, in writing, within ten days of the issuance of the warning, and shall include the appellant's name, address, and phone number, if any. No fee shall be charged for filing the appeal.
  - (2) The appeal shall be filed at the location specified in the trespass warning.
  - (3) Appeals shall be heard by the Nassau County Code Enforcement Board pursuant to the Interlocal Agreement between Nassau County and the Town of Hilliard dated August 14, 2000, or such other entity, including a special magistrate, as the town contracts to provide this service.
  - (4) Within fifteen days following the filing of the appeal, the Nassau County Code Enforcement Board or other entity specified pursuant to Section 30-79(i)(3), *supra*, shall schedule a hearing. Notice of the hearing shall be provided to the appellant in the following ways:
    - a. By posting the notice at the town hall, and
    - b. By mail if an address has been provided. In the event of non-delivery, then the notice posted at the town hall shall be sufficient.
  - (5) Nassau County Code Enforcement Board or the other specified entity shall hold the hearing as soon as possible. In no event shall the hearing be held sooner

than 15 days following the filing of the appeal and no later than 45 days from the filing of the appeal.

(6) Copies of documents in the town's control which are intended to be used at the hearing, and which directly relate to the issuance of the trespass warning to the appellant, shall be made available upon request to the appellant at no cost.

(7) The appellant and the town shall have the right to attend with an attorney, the right to testify, to call witnesses, to cross-examine witnesses and to present evidence. The appellant shall have the right to bring a court reporter, at his or her own expense.

(8) Nassau County Code Enforcement Board or such other specified entity shall consider the testimony, reports or other documentary evidence, and any other evidence presented at the hearing. Formal rules of evidence shall not apply, but fundamental due process shall govern the proceedings.

(9) The town shall bear the burden of proof by clear and convincing evidence that the trespass warning was properly issued pursuant to the criteria of this section.

(10) If the appellant fails to attend a scheduled hearing, Nassau County Code Enforcement Board or such other specified entity shall review the evidence presented and determine if the trespass warning was properly issued pursuant to the criteria of this section.

(11) Within ten days of the hearing, Nassau County Code Enforcement Board or such other specified entity shall issue a written decision on the appeal which shall be mailed to the appellant at the address provided. If no address is provided, a copy of the decision shall be posted at the town hall.

(12) The decision of the Nassau County Code Enforcement Board or such other specified entity shall be final and the appellant shall be deemed to have exhausted all administrative remedies. Such decision may be subject to judicial review in the manner provided by law.

(13) The trespass warning shall remain in effect during the appeal and review process, including any judicial review.

**Section 2.** This Ordinance shall be effective upon its final approval by the Town Council.

The within and foregoing Ordinance was introduced and read on first reading before the Town Council of the Town of Hilliard, Florida at its meeting held at Hilliard Town Hall held on the \_\_\_\_ day of \_\_\_\_\_, 2024.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2024, by the Hilliard Town Council.



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Kenny Sims  
Council President

ATTEST:

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Lisa Purvis  
Town Clerk

APPROVED:

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John Beasley  
Mayor

Town Council First Reading: May 2, 2024  
Town Council Publication: May 15, 2024  
Town Council Public Hearing: June 6, 2024  
Town Council Final Reading: June 6, 2024



# AGENDA ITEM REPORT

## TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: May 2, 2024

FROM: *Lisa Purvis, MMC – Town Clerk*

SUBJECT: Town Council approval to adopt Resolution No. 2024-10, amending Resolution No. 2023-04, adding penalty fees to the Zoning and Land Development Regulations for work being done prior to approval; and providing for an effective date.

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**BACKGROUND:**

At the April 11, 2024, Monthly Workshop, Town Council discussed amending Resolution No. 2023-04 to allow penalty fees to the Zoning and Land Development Regulations for work being done prior to approval.

**FINANCIAL IMPACT:**

TBD

**RECOMMENDATION:**

Town Council approval to adopt Resolution No. 2024-10, amending Resolution No. 2023-04, adding penalty fees to the Zoning and Land Development Regulations for work being done prior to approval; and providing for an effective date.

**RESOLUTION NO. 2024-10**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION AMENDING RESOLUTION NO. 2023-04, ADDING PENALTY FEES TO THE ZONING AND LAND DEVELOPMENT REGULATIONS FOR WORK BEING DONE PRIOR TO APPROVAL; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Hilliard desires to amend its schedule of fees in accordance with Section 62-34 of the Hilliard Town Code; and

**WHEREAS**, the Town of Hilliard has found it necessary to add penalty fees to its schedule of fees for work being done prior to approval associated with land development; and

**NOW THEREFORE BE IT RESOLVED** that the Town of Hilliard has amended the Zoning and Land Development Regulations Fees to include a penalty fee for work being done prior to approval as an attachment to this Resolution.

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

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

ATTEST:

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

APPROVED:

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

<b>ATTACHMENT</b>	
<b>TOWN OF HILLIARD</b>	
<b>RESOLUTION NO. 2024-10</b>	
<b>ZONING &amp; LAND DEVELOPMENT REGULATION FEES</b>	
Address	\$10
Annexation	\$500 plus \$20 per acre
Appeals	\$300
Change of Use Zoning Review	\$25
Comprehensive Plan - Large Scale Amendment >50 acres	\$1,500 plus \$20 per acre
Comprehensive Plan - Small Scale Amendment <50 acres	\$1,000
Comprehensive Plan - Text Amendment	\$1,500
Concurrency	\$300
Consultant Review	Cost plus 10% <b>(Plus \$1,000 Deposit added to Application Fee)</b>
Extension Request	1/2 original filing fee
Home Occupation	\$50
Land Use Approval of Alcohol License	\$25
Land Use Permit Review Fee - Res/Multi/MH/Comm	\$63
Land Use Permit Review Fee - Accessory Structure	\$25
LDR Interpretation	\$25
Letter to Verify Land Use or Zoning	\$25
Lien Research	\$25
Lot Split/Reconfiguration	\$100
Plat Final - Major > 5 lots	\$500 plus \$20 per lot
Plat Final - Minor < 5 lots	\$300
Plat Preliminary - Major > 5 lots	\$500 plus \$20 per lot
Plat Preliminary - Minor < 5 lots	\$300
PUD - Major Deviation	\$1,250 plus \$20 per acre
PUD - Minor Deviation/Amendment	\$1,250 plus \$20 per acre
Replat - Major > 5 lots	\$500 plus \$20 per lot
Replat - Minor < 5 lots	\$300
Rezoning - Conventional	\$1,000
Rezoning PUD - Mixed Use (Fee Based on 1/2 Res. & 1/2 Com.)	\$2,500 plus \$20 per acre
Rezoning PUD - Non-Residential	\$2,500 plus \$20 per acre
Rezoning PUD - Residential	\$2,500 plus \$20 per acre
Sign Review Fee \$0 - \$100	\$60
Sign Review Fee \$100 - \$500	\$70
Sign Review Fee \$500 - \$1,000	\$80
Sign Review Fee \$1,000 (plus \$5 for each \$1,000 valuation)	\$80
Site Clearing/Site Work (Horizontal construction only)	\$100 plus \$20 per acre
Site Plan Review	<10,000 s.f. \$200 or >10,000 s.f \$1,000 plus \$20 per acre
Special Exception - Non-Residential	\$500
Special Exception - Residential	\$300
Street/Right-of-Way Vacation/Abandonment Preliminary Review	\$200
Street/Right-of-Way Vacation/Abandonment Final	TBD
Temporary Use/Special Event	\$50
Variance - Non-Residential	\$500
Variance - Residential	\$300
<b>PENALTY FEE</b>	<b>4X APPLICATION FEE</b>
<u>Working without approval (contractors performing emergency repairs/replacements shall file the proper applications, the next business day; otherwise, the work shall be considered work begun without approval).</u>	
<b>ADDITIONAL COSTS</b>	
The cost of postage, letters, signs, advertisements and consultants are in addition to the application fee.	



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: May 2, 2024

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

SUBJECT: Town Council approval to adopt Resolution No. 2024-11, amending Resolution No. 2023-14, adding a fee for well exception applications; for the Town of Hilliard; and providing for an effective date.

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#### **BACKGROUND:**

In the Hilliard Town Code Chapter 58, Article 2, Section 58-41, states that “No connection shall be required where the waterworks system or line is more than 200 feet from the boundary line of any lot containing a building or trailer. The owner may apply for an exception from the Town Council upon good cause shown.” This Resolution allows for such exceptions to be made.

#### **FINANCIAL IMPACT:**

TBD.

#### **RECOMMENDATION:**

Town Council approval to adopt Resolution No. 2024-11, amending Resolution No. 2023-14, adding a fee for well exception applications; for the Town of Hilliard; and providing for an effective date.

**RESOLUTION NO. 2024-11**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION AMENDING RESOLUTION NO. 2023-14, ADDING A FEE FOR WELL EXCEPTION APPLICATIONS; FOR THE TOWN OF HILLIARD; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Hilliard in providing services has found it necessary to establish a process with an application fee associated for providing the service of determining a recommendation to the Town Council for well exceptions; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Town of Hilliard has established that the following shall apply as the water and sewer fees schedule under Chapter 58 of the Hilliard Utilities Code as an attachment to this Resolution.

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

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

ATTEST:

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

APPROVED:

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

**ATTACHMENT  
TOWN OF HILLIARD  
RESOLUTION NO. 2024-11  
WATER & SEWER CHARGES AND FEES**

**SECTION 1. DEPOSITS**

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

\$70.00		Residential Water
\$80.00		Residential Sewer
Under 10,000	Over 10,000	Gallons
\$100.00	\$150.00	Commercial Water
\$150.00	\$200.00	Commercial Sewer
\$100.00		Landlord Water
\$150.00		Landlord Sewer
\$3,000.00		Subdivision Development Water & Sewer

**SECTION 2. TAP-IN, TURN-ON/OFF AND TRANSFER FEES**

**WATER TAP-IN FEES**

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

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

METER & MTU COST PLUS \$275.00 FOR INSTALLATION     **Subdivision Water Tap-ins** - Tap-in fee includes the following: Installation of radio read water meter in developer installed approved infrastructure.

**SEWER TAP-IN FEES**

- \$3,500.00     **Single Service** - Tap-in fee includes the following: locating and excavating existing sewer main to be tapped; tapping existing sewer main; installing 6" PVC service pipe and fittings; installing cleanout; and associated restoration (including asphalt pavement patch).
- \$3,800.00     **Double Service** - Tap-in fee includes the following: locating and excavating existing sewer main to be tapped; tapping existing sewer main; installing 6" PVC service pipe and fittings; installing cleanout; and associated restoration (including asphalt pavement patch).

Additional charges shall apply for any items not included in a standard water and/or sewer tap-in fees listed above.

**TURN-ON/OFF FEES**

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

**TRANSFER FEES**

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

**SECTION 3. PENALTIES**

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



- \$15.00 A penalty shall be added to monthly bill if not paid by 5 pm on the 15<sup>th</sup> day of the month following the reading date.
- \$25.00 An additional penalty shall be added to monthly bill if not paid by 5 pm on the 25<sup>th</sup> day of the month following the reading date.
- 3% Contracts entered into with large and/or out of town commercial and/or residential users of water and/or sewer service shall be assessed percentage penalties based on the unpaid bill amount.

#### **SECTION 4. RESTORATION CHARGES**

Charges for restoration of services shall be collected as follows:

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

#### **SECTION 5. TERMINATION OF SERVICE**

Termination of services due to non payment.

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

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

#### **SECTION 6. RETURN CHECK OR DRAFT SERVICE CHARGE**

- \$25.00 If face value of check is \$0.01 to \$50.00.
- \$30.00 If face value of check is \$50.01 to \$300.00.
- \$40.00 If face value of check is over \$300.00.

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

**SECTION 7. APPLICATION FEES**

\$250.00	<b>Septic Tank Exception Application Fee</b> - Request for information and recommendation to Town Council.
<u>\$250.00</u>	<b><u>Well Exception Application Fee</u></b> - Request for information and recommendation to Town Council.
\$2,000.00	<b>Right-of-Way Permit Application Fee</b> - Request for Town Engineer to prepare necessary documents and obtain Nassau County Right-of-Way Permit for Town Utilities to cross Nassau County Roads.
\$100.00	Plus \$20 per acre <b><u>Development Investigation Application Fee</u></b> - For Public Works to determine if adequate infrastrucute is in place for
\$1,000.00	Deposit & Consultant <b><u>Development Investigation Application (Consultant Needed)</u></b> - In addition to Development Investigation Cost plus 10% Application Fee, if a consutant is needed to determine what may be necessary to service the proposed development.



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: May 2, 2024

FROM: *Lisa Purvis, MMC – Town Clerk*

SUBJECT: Town Council approval to set a Workshop for the review of the Preliminary & Tentative Annual Financial Statements, for the fiscal year ending September 30, 2023, prior to the May 16, 2024, Regular Meeting at 6:00 p.m.

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#### **BACKGROUND:**

The Annual Financial Statements & Audit are prepared by Powell & Jones, CPAs. Mr. Brad Hough will be delivering in detail the Town's Annual Financial Statements for the fiscal year ending September 30, 2023, prior to the Town Council accepting at the Regular Meeting held this same night at 7:00 p.m.

#### **FINANCIAL IMPACT:**

Annual Financial Statements & Audit - \$37,000.00.

Single Audit Federal & State Funds Expended over \$750,000.00 - \$3,000.00.

Total - \$37,000.00 (No Single Audit for FYE 2023).

#### **RECOMMENDATION:**

Town Council to review and discuss the Town's Annual Financial Statements & Audit for the fiscal year ending September 30, 2023.



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: May 2, 2024

FROM: *Lisa Purvis, MMC – Town Clerk*

SUBJECT: Town Council approval of the FY 2024 Revenues and Expenditures Report for the period ending March 31, 2024

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#### **BACKGROUND:**

The attached Revenue and Expenditures Report is for the period January 1, 2024, through March 31, 2024. In all funds, the budgeted figures are presented first with the actual expenditures and the variance between the budget and actual listed last. The percentage of actual is the amount that has been received (or accrued in the case of state shared revenues) or the amount expended as a percentage of the budget for the period ending March 31, 2024. The report is prepared on a modified accrual basis with state shared revenues for the month of March 2024 (received in April 2024) accrued for the month of March 2024.

#### **FINANCIAL IMPACT:**

None.

#### **RECOMMENDATION:**

Town Council approval of the FY 2024 Revenues and Expenditures Report for the Period Ending March 31, 2024.

**GENERAL FUND  
REVENUES AND EXPENDITURES  
AS OF MARCH 31, 2024  
50% OF YEAR**

<b>GENERAL FUND REVENUES</b>	<b>ORIGINAL BUDGET</b>	<b>FY 2023/2024 ACTUAL</b>	<b>(OVER) UNDER BUDGET</b>	<b>% OF BUDGET</b>
<b>CASH CARRY FORWARD</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<b>GENERAL GOVERNMENT REVENUE</b>				
AD VALOREM TAXES	471,951	399,169	72,782	84.58%
UTILITY SERVICE TAX - ELECTRIC	75,000	35,770	39,230	47.69%
UTILITY SERVICE TAX - WATER	23,000	13,197	9,803	57.38%
UTILITY SERVICE TAX - PROPANE	10,500	4,295	6,205	40.91%
<b>COMMUNICATION SERVICE TAX</b>	<b>103,114</b>	<b>58,494</b>	<b>44,620</b>	<b>56.73%</b>
BUSINESS TAX RECEIPTS	30,000	9,036	20,964	30.12%
PEN & INT - BUSINESS TAX RECEIPT	1,000	1,158	(158)	115.75%
BUILDING PERMITS	70,000	24,530	45,470	35.04%
FRANCHISE FEES - ELECTRIC	200,000	100,255	99,745	50.13%
ZONING REVENUE	35,000	26,005	8,995	74.30%
MOVE-ON PERMIT	100	0	100	0.00%
RADON	2,000	870	1,130	43.49%
BUSINESS LICENSE INSPECT	500	50	450	10.00%
MOBILE HOME INSPECTS	500	0	500	0.00%
<b>STATE REVENUE SHARING</b>	<b>162,756</b>	<b>79,801</b>	<b>82,955</b>	<b>49.03%</b>
MOBILE HOME LICENSES	1,000	3,005	(2,005)	300.52%
ALCOHOLIC BEV LICENSE	500	126	374	25.17%
<b>LOC HALF CENT SALE TAX</b>	<b>240,080</b>	<b>120,148</b>	<b>119,932</b>	<b>50.04%</b>
EDUCATIONAL ADMINISTRATIVE	5,000	164	4,836	3.28%
FAX	100	0	100	0.00%
COPIES	50	3	47	5.30%
FIRE INSPECTIONS	5,000	1,650	3,350	33.00%
FINES & FORFEITURES	3,000	669	2,331	22.29%
VIOLATION OF LOCAL ORDINANCE	2,000	0	2,000	0.00%
INTEREST INCOME SBA	85,000	49,153	35,847	57.83%
INTEREST INCOME CKG	250	402	(152)	160.98%
SURPLUS MATERIALS - GENERAL	0	0	0	0.00%
NSF FEES - GENERAL	0	0	0	0.00%
MISCELLANEOUS REVENUE - GEN	5,000	597	4,403	11.94%
	<b><u>1,532,401</u></b>	<b><u>928,546</u></b>	<b><u>603,855</u></b>	<b><u>60.59%</u></b>
<b>TRANSFERS:</b>				
INTERFUND TRANS SALES TAX - GEN	269,330	0	269,330	0.00%
<b>SUB TOTAL TRANSFERS</b>	<b><u>269,330</u></b>	<b><u>0</u></b>	<b><u>269,330</u></b>	<b><u>0.00%</u></b>
<b>TOTAL REVENUES</b>	<b><u>1,801,731</u></b>	<b><u>928,546</u></b>	<b><u>873,185</u></b>	<b><u>51.54%</u></b>

GENERAL FUND EXPENDITURES	ORIGINAL BUDGET	FY 2023/2024 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
<b>GENERAL GOVERNMENT EXPENDITURES</b>				
<b>PERSONNEL EXPENSES:</b>				
EXECUTIVE SALARIES	39,000	19,500	19,500	50.00%
FICA TAXES	2,984	1,492	1,492	49.99%
RETIREMENT CONTRIBUTIONS	18,000	10,355	7,645	57.53%
REGULAR SALARIES & WAGE	90,230	42,140	48,090	46.70%
FICA TAXES	6,903	3,078	3,825	44.59%
RETIREMENT CONTRIBUTIONS	31,148	14,547	16,601	46.70%
LIFE & HEALTH INSURANCE	19,379	11,305	8,075	58.33%
REGULAR SALARIES & WAGE	154,419	78,541	75,878	50.86%
OVERTIME	7,000	2,767	4,233	39.52%
FICA TAXES	12,349	6,157	6,192	49.86%
RETIREMENT CONTRIBUTIONS	21,905	11,675	10,230	53.30%
LIFE & HEALTH INSURANCE	58,137	27,454	30,683	47.22%
WORKER'S COMPENSATION	5,189	3,892	1,297	75.00%
	<b>466,643</b>	<b>232,901</b>	<b>233,742</b>	<b>49.91%</b>
<b>OPERATING EXPENSES:</b>				
PROFESSIONAL SERVICES	54,000	21,955	32,045	40.66%
ACCOUNTING & AUDITING	19,000	743	18,258	3.91%
CLEANING CONTRACT	4,640	1,933	2,707	41.67%
TRAVEL & EDUCATION	15,000	5,871	9,129	39.14%
COMMUNICATIONS & FREIGHT	15,000	8,254	6,746	55.03%
UTILITY SERVICES	13,000	6,516	6,484	50.12%
RENTALS & LEASES	850	204	646	24.03%
INSURANCE	29,190	22,291	6,899	76.37%
REPAIRS & MAINTENANCE	20,000	13,803	6,197	69.01%
PROMOTIONAL ACT-PUB NOTIC	5,000	1,332	3,668	26.64%
OTHER CURRENT OBLIGATIONS	1,000	0	1,000	0.00%
OPERATING SUPPLIES	32,481	15,518	16,963	47.77%
BOOKS, SUBSCRIP & PUBLIC	20,000	16,606	3,394	83.03%
BUILDING PERMIT SURCHARGE	1,000	1,132	(132)	113.21%
BANK SERVICE CHARGES	200	80	120	39.90%
LAND USE & ZONING BOARD	45,000	16,455	28,545	36.57%
FIRE MARSHALL CONTRACT	5,000	3,040	1,960	60.80%
BUILDING INSPECTOR	33,990	14,163	19,828	41.67%
CODE ENFORCEMENT	13,200	5,500	7,700	41.67%
CODE ENFORCEMENT CONTINGY	0	0	0	0.00%
	<b>327,551</b>	<b>155,396</b>	<b>172,155</b>	<b>47.44%</b>
<b>SUB TOTAL OPERATING EXPENSES</b>	<b>794,194</b>	<b>388,297</b>	<b>405,897</b>	<b>48.89%</b>
<b>GENERAL GOVERNMENT EXPENDITURES</b>				
<b>CAPITAL IMPROVEMENTS:</b>				
LAND	0	0	0	0.00%
BUILDINGS	200,000	0	200,000	0.00%
INFRASTRUCTURE	0	0	0	0.00%
MACHINERY & EQUIPMENT	30,000	0	30,000	0.00%
WORK IN PROGRESS (WIP)	0	0	0	0.00%
DOCUMENTS & MATERIALS	0	0	0	0.00%
<b>SUB TOTAL CAPITAL EXPENSES</b>	<b>230,000</b>	<b>0</b>	<b>230,000</b>	<b>0.00%</b>
<b>TRANSFERS:</b>				
TRANSFERS TO STREETS	469,167	234,584	234,584	50.00%
TRANSFERS TO RECREATION	188,038	117,019	71,019	62.23%
TRANSFERS TO CULTURE	46,000	0	46,000	0.00%
TRANSFERS TO FIRE	69,332	34,666	34,666	0.00%
TRANSFERS TO WATER & SEWER	0	0	0	0.00%
<b>SUB TOTAL INTER FUND TRANSFERS</b>	<b>772,537</b>	<b>386,269</b>	<b>386,268</b>	<b>50.00%</b>
<b>DONATIONS:</b>				
AID TO PVT ORGANIZATION	5,000	3,610	1,390	72.20%
<b>SUB TOTAL DONATIONS</b>	<b>5,000</b>	<b>3,610</b>	<b>1,390</b>	<b>72.20%</b>
<b>TOTAL EXPENDITURES</b>	<b>1,801,731</b>	<b>778,175</b>	<b>1,023,556</b>	<b>43.19%</b>
<b>REVENUES</b>	<b>1,801,731</b>	<b>928,546</b>	<b>873,185</b>	<b>51.54%</b>
<b>EXPENDITURES</b>	<b>1,801,731</b>	<b>778,175</b>	<b>1,023,556</b>	<b>43.19%</b>
<b>(OVER) UNDER</b>	<b>0</b>	<b>150,371</b>	<b>(150,371)</b>	

<b>GENERAL FUND REVENUES</b>	<b>ORIGINAL BUDGET</b>	<b>FY 2023/2024 ACTUAL</b>	<b>(OVER) UNDER BUDGET</b>	<b>% OF BUDGET</b>
<b>GENERAL STREETS REVENUE</b>				
GAS TAX - STATE	1,000	274	726	27.42%
CULVERT PERMITS - STREETS	7,000	21,494	(14,494)	307.06%
SURPLUS MATERIALS - STREETS	0	5,950	(5,950)	0.00%
MISCELLANEOUS REVENUE - STR	13,445	3,276	10,169	24.37%
	<b><u>21,445</u></b>	<b><u>30,995</u></b>	<b><u>(9,550)</u></b>	<b><u>144.53%</u></b>
<b>TRANSFERS:</b>				
INTERFUND TRANS-GEN FUND	469,167	234,584	234,584	50.00%
INTERFUND TRANS SALES TAX	93,500	61,849	31,651	66.15%
INTERFUND TRAN SPEC REV	0	0	0	0.00%
<b>SUB TOTAL TRANSFERS</b>	<b><u>562,667</u></b>	<b><u>296,432</u></b>	<b><u>266,235</u></b>	<b><u>52.68%</u></b>
<b>TOTAL REVENUES</b>	<b><u>584,112</u></b>	<b><u>327,427</u></b>	<b><u>256,685</u></b>	<b><u>56.06%</u></b>

<b>GENERAL FUND EXPENDITURES</b>	<b>ORIGINAL BUDGET</b>	<b>FY 2023/2024 ACTUAL</b>	<b>(OVER) UNDER BUDGET</b>	<b>% OF BUDGET</b>
<b>GENERAL STREETS EXPENDITURES</b>				
<b>PERSONNEL EXPENSES:</b>				
REGULAR SALARIES & WAGE	140,837	70,545	70,292	50.09%
OVERTIME	6,000	2,030	3,970	33.83%
FICA TAXES	11,233	5,296	5,938	47.14%
RETIREMENT CONTRIBUTIONS	19,923	9,848	10,075	49.43%
LIFE & HEALTH INSURANCE	58,137	33,914	24,224	58.33%
WORKER'S COMPENSATION	5,189	3,892	1,297	75.00%
	<b>241,319</b>	<b>125,525</b>	<b>115,795</b>	<b>52.02%</b>
<b>OPERATING EXPENSES:</b>				
PROFESSIONAL SERVICES	0	759	(759)	0.00%
TRAVEL & EDUCATION	2,000	0	2,000	0.00%
COMMUNICATIONS & FREIGHT	1,200	771	429	64.25%
UTILITY SERVICES	44,000	25,931	18,069	58.93%
RENTALS AND LEASES	5,000	0	5,000	0.00%
INSURANCE	30,590	23,340	7,250	76.30%
REPAIRS & MAINTENANCE	50,000	17,848	32,152	35.70%
PROMOTIONAL ACT-PUB NOTIC	500	0	500	0.00%
OTHER CURRENT OBLIGATIONS	1,000	0	1,000	0.00%
OPERATING SUPPLIES	50,003	21,513	28,490	43.02%
ROAD MATERIALS & SUPPLIES	50,000	42,879	7,121	85.76%
	<b>234,293</b>	<b>133,041</b>	<b>101,252</b>	<b>56.78%</b>
<b>SUB TOTAL OPERATING EXPENSES</b>	<b><u>475,612</u></b>	<b><u>258,565</u></b>	<b><u>217,047</u></b>	<b><u>54.36%</u></b>
<b>CAPITAL IMPROVEMENTS:</b>				
LAND	0	0	0	0.00%
BUILDINGS	0	0	0	0.00%
INFRASTRUCTURE	70,000	36,502	33,498	52.15%
MACHINERY & EQUIPMENT	23,500	25,347	(1,847)	107.86%
WORK IN PROGRESS (WIP)	0	0	0	0.00%
DOCUMENTS & MATERIALS	0	0	0	0.00%
<b>SUB TOTAL CAPITAL EXPENSES</b>	<b><u>93,500</u></b>	<b><u>61,849</u></b>	<b><u>31,651</u></b>	<b><u>66.15%</u></b>
<b>HEALTH:</b>				
ANIMAL CONTROL	0	0	0	0.00%
OPERATING SUPP-MOSQUITO	15,000	441	14,560	2.94%
<b>SUB TOTAL HEALTH EXPENSES</b>	<b><u>15,000</u></b>	<b><u>441</u></b>	<b><u>14,560</u></b>	<b><u>2.94%</u></b>
<b>TRANSFERS:</b>				
TRANSFER TO DEBT SERVICE	0	0	0	0.00%
<b>SUB TOTAL INTER FUND TRANSFERS</b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0.00%</u></b>
<b>TOTAL EXPENDITURES</b>	<b><u>584,112</u></b>	<b><u>320,855</u></b>	<b><u>263,257</u></b>	<b><u>54.93%</u></b>
<b>REVENUES</b>	<b>584,112</b>	<b>327,427</b>	<b>256,685</b>	<b>56.06%</b>
<b>EXPENDITURES</b>	<b><u>584,112</u></b>	<b><u>320,855</u></b>	<b><u>263,257</u></b>	<b><u>54.93%</u></b>
<b>(OVER) UNDER</b>	<b><u>0</u></b>	<b><u>6,572</u></b>	<b><u>(6,572)</u></b>	



GENERAL FUND REVENUES	ORIGINAL BUDGET	FY 2023/2024 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
<b>GENERAL RECREATION REVENUE</b>				
<b>PARKS &amp; RECREATION - SPORTS:</b>				
P&R - SOCCER	5,000	3,540	1,460	70.80%
P&R - BASKETBALL	20,000	21,975	(1,975)	109.88%
P&R - FLAG FOOTBALL	5,000	0	5,000	0.00%
P&R - SOFTBALL	1,000	0	1,000	0.00%
P&R - GYMNASTICS	6,000	8,040	(2,040)	134.00%
P&R - MARTIAL ARTS	0	0	0	0.00%
P&R - CONCESSIONS	1,800	2,060	(260)	114.44%
P&R - VOLLEYBALL	2,000	0	2,000	0.00%
P&R - SWIM TEAM	1,000	0	1,000	0.00%
P&R - TENNIS	800	0	800	0.00%
P&R - TRACK	800	0	800	0.00%
<b>SUB TOTAL SPORTS</b>	<b><u>43,400</u></b>	<b><u>35,615</u></b>	<b><u>7,785</u></b>	<b><u>82.06%</u></b>
<b>PARKS &amp; RECREATION - EVENTS:</b>				
P&R - KIDZ SQUAD	45,000	42,260	2,740	93.91%
P&R - SUMMER CAMP	35,000	0	35,000	0.00%
P&R - SWIM LESSON	3,000	0	3,000	0.00%
P&R - BASKETBALL CAMP	2,500	0	2,500	0.00%
P&R - FOOTBALL CAMP	2,000	0	2,000	0.00%
P&R - VOLLEYBALL CAMP	1,000	0	1,000	0.00%
<b>SUB TOTAL EVENTS</b>	<b><u>88,500</u></b>	<b><u>42,260</u></b>	<b><u>46,240</u></b>	<b><u>47.75%</u></b>
<b>PARKS &amp; RECREATION - MEMBERS:</b>				
P&R - CHILD WATCH	500	45	455	9.00%
P&R - DRAFT MEMBER	70,000	58,492	11,508	83.56%
P&R - SEMI ANNUAL MEMBER	3,000	3,880	(880)	129.33%
P&R - ANNUAL MEMBER	1,000	825	175	82.50%
P&R - DAILY MEMBER	2,000	526	1,474	26.30%
P&R - HEALTHWAYS PRIME	1,000	564	437	56.35%
P&R - HEALTHWAYS SILVERSNEEK	2,500	1,563	937	62.52%
P&R - POOL MEMBER	7,000	0	7,000	0.00%
P&R - GROUP MEMBERS	1,000	0	1,000	0.00%
P&R - RENEW ACTIVE MEMBERSHIP	2,000	1,736	264	86.80%
P&R - ALL INCLUSIVE MEMBERSHIP	2,000	118	1,882	5.90%
<b>SUB TOTAL MEMBERSHIPS</b>	<b><u>92,000</u></b>	<b><u>67,748</u></b>	<b><u>24,252</u></b>	<b><u>73.64%</u></b>
<b>PARKS &amp; RECREATION - RENTAL:</b>				
P&R - POOL & SPLASH PAD RENTAL	6,500	0	6,500	0.00%
P&R - SPLASH PAD RENTAL	500	0	500	0.00%
P&R - LIFEGUARD(S) RENTAL	0	0	0	0.00%
P&R - GYM RENTAL	500	0	500	0.00%
P&R - OXFORD BALL PARK RENTAL	400	130	270	32.50%
P&R - BUCK PARK LG PAVI RENTAL	500	185	315	37.00%
P&R - BUCK PARK SM PAVI RENTAL	250	105	145	42.00%
P&R - OXFORD PICNIC AREA	150	135	15	90.00%
<b>SUB TOTAL RENTALS</b>	<b><u>8,800</u></b>	<b><u>555</u></b>	<b><u>8,245</u></b>	<b><u>6.31%</u></b>
<b>GENERAL RECREATION REVENUE</b>				
<b>MISC REVENUES:</b>				
P&R - CREDIT CARD FEE	500	2,169	(1,669)	433.74%
LEASE - NEXTEL TOWER	15,128	9,070	6,058	59.96%
SURPLUS MATERIALS - RECREATION	0	0	0	0.00%
MISCELLANEOUS REVENUE - REC	6,500	59,205	(52,705)	910.85%
<b>SUB TOTAL MISC</b>	<b><u>22,128</u></b>	<b><u>70,444</u></b>	<b><u>(48,316)</u></b>	<b><u>318.35%</u></b>
<b>GRANTS:</b>				
GRANTS DEP FRDAP - RECREATION	200,000	0	200,000	0.00%
GRANTS - MISC	0	0	0	0.00%
SPECIAL EVENTS & DONATIONS	2,000	10,495	(8,495)	524.75%
<b>SUB TOTAL GRANTS</b>	<b><u>202,000</u></b>	<b><u>10,495</u></b>	<b><u>191,505</u></b>	<b><u>5.20%</u></b>
<b>TRANSFERS:</b>				
INTERFUND TRANS-GEN FUND	234,038	114,019	120,019	48.72%
INTERFUND TRANS SALES TAX	140,000	0	140,000	0.00%
<b>SUB TOTAL TRANSFERS</b>	<b><u>374,038</u></b>	<b><u>114,019</u></b>	<b><u>260,019</u></b>	<b><u>30.48%</u></b>
<b>TOTAL REVENUES</b>	<b><u>830,866</u></b>	<b><u>341,136</u></b>	<b><u>489,730</u></b>	<b><u>41.06%</u></b>

GENERAL FUND EXPENDITURES	ORIGINAL BUDGET	FY 2023/2024 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
<b>GENERAL RECREATION EXPENDITURES</b>				
<b>PERSONNEL EXPENSES:</b>				
REGULAR SALARIES & WAGES	178,636	50,422	128,214	28.23%
PART TIME SALARIES & WAGES	40,000	44,469	(4,469)	111.17%
OVERTIME	500	75	425	15.07%
FICA TAXES	16,764	7,242	9,522	43.20%
RETIREMENT CONTRIBUTIONS	24,309	12,498	11,811	51.41%
LIFE & HEALTH INSURANCE	19,379	22,609	(3,230)	116.67%
WORKER'S COMPENSATION	5,189	3,892	1,297	75.00%
	<b>284,777</b>	<b>141,207</b>	<b>143,570</b>	<b>49.59%</b>
<b>OPERATING EXPENSES:</b>				
PROFESSIONAL SERVICES	1,000	0	1,000	0.00%
OTHER SERVICES	6,000	2,330	3,670	38.83%
TRAVEL & EDUCATION	1,000	0	1,000	0.00%
COMMUNICATIONS & FREIGHT	2,500	809	1,691	32.36%
UTILITY SERVICES	30,000	16,829	13,171	56.10%
RENTALS & LEASES	1,000	2,508	(1,508)	250.76%
INSURANCE	30,590	23,340	7,250	76.30%
REPAIRS & MAINTENANCE	20,000	11,538	8,462	57.69%
PROMOTIONAL ACT-PUB NOTICE	2,000	353	1,648	17.63%
OTHER CURRENT OBLIGATION	1,000	0	1,000	0.00%
OPERATING SUPPLIES	59,999	36,918	23,081	61.53%
BOOKS, SUBSCRIP & PUBLICATION	2,500	0	2,500	0.00%
BANK SERVICE CHARGE	500	5,289	(4,789)	1057.78%
	<b>158,089</b>	<b>99,913</b>	<b>58,176</b>	<b>63.20%</b>
<b>SUB TOTAL OPERATING EXPENSES</b>	<b><u>442,866</u></b>	<b><u>241,120</u></b>	<b><u>201,746</u></b>	<b><u>54.45%</u></b>
<b>CAPITAL IMPROVEMENTS:</b>				
LAND	0	0	0	0.00%
BUILDINGS	60,000	0	60,000	0.00%
INFRASTRUCTURE	50,000	0	50,000	0.00%
MACHINERY & EQUIPMENT	230,000	0	230,000	0.00%
WORK IN PROGRESS (WIP)	0	0	0	0.00%
<b>SUB TOTAL CAPITAL EXPENSES</b>	<b><u>340,000</u></b>	<b><u>0</u></b>	<b><u>340,000</u></b>	<b><u>0.00%</u></b>
<b>DONATIONS:</b>				
SPECIAL EVENTS	40,000	9,729	30,271	24.32%
AID TO PRIVATE ORGANIZATION	8,000	8,000	0	100.00%
<b>SUB TOTAL DONATIONS</b>	<b><u>48,000</u></b>	<b><u>17,729</u></b>	<b><u>30,271</u></b>	<b><u>36.94%</u></b>
<b>TOTAL EXPENDITURES</b>	<b><u>830,866</u></b>	<b><u>258,849</u></b>	<b><u>572,017</u></b>	<b><u>31.15%</u></b>
<b>REVENUES</b>	<b>830,866</b>	<b>341,136</b>	<b>489,730</b>	<b>41.06%</b>
<b>EXPENDITURES</b>	<b><u>830,866</u></b>	<b><u>258,849</u></b>	<b><u>572,017</u></b>	<b><u>31.15%</u></b>
<b>(OVER) UNDER</b>	<b><u>0</u></b>	<b><u>82,287</u></b>	<b><u>(82,287)</u></b>	

<b>GENERAL FUND REVENUES</b>	<b>ORIGINAL BUDGET</b>	<b>FY 2023/2024 ACTUAL</b>	<b>(OVER) UNDER BUDGET</b>	<b>% OF BUDGET</b>
<b>GENERAL FIRE REVENUE</b>				
GRANTS FORESTRY 50/50 - FIRE	0	0	0	0.00%
NASSAU COUNTY - FIRE	0	0	0	0.00%
FIRE PROTECTION SERVICES	0	0	0	0.00%
SURPLUS MATERIALS - FIRE	0	0	0	0.00%
HVFD DONATIONS	1,200	1,200	0	0.00%
MISCELLANEOUS REVENUE - FIRE	0	0	0	0.00%
	<b><u>1,200</u></b>	<b><u>1,200</u></b>	<b><u>0</u></b>	<b><u>0.00%</u></b>
<b>TRANSFERS:</b>				
INTERFUND TRANS-GEN FUND	69,332	34,666	34,666	50.00%
INTERFUND TRANS SALES TAX	50,800	0	50,800	0.00%
<b>SUB TOTAL TRANSFERS</b>	<b><u>120,132</u></b>	<b><u>34,666</u></b>	<b><u>85,466</u></b>	<b><u>28.86%</u></b>
<b>TOTAL REVENUES</b>	<b><u>121,332</u></b>	<b><u>35,866</u></b>	<b><u>85,466</u></b>	<b><u>29.56%</u></b>

<b>GENERAL FUND EXPENDITURES</b>	<b>ORIGINAL BUDGET</b>	<b>FY 2023/2024 ACTUAL</b>	<b>(OVER) UNDER BUDGET</b>	<b>% OF BUDGET</b>
<b>GENERAL FIRE EXPENDITURES</b>				
<b>OPERATING EXPENSES:</b>				
WORKER'S COMPENSATION	5,189	3,892	1,297	75.00%
REIMBURSEMENT EXPENSE	4,250	4,250	0	100.00%
COMMUNICATIONS & FREIGHT	2,500	708	1,792	28.32%
UTILITY SERVICES	2,500	1,071	1,429	42.84%
RENTALS & LEASES	0	0	0	0.00%
INSURANCE	30,590	23,590	7,000	77.12%
REPAIRS & MAINTENANCE	8,783	3,654	5,129	41.60%
OPERATING SUPPLIES	8,520	6,765	1,755	79.40%
BOOKS, SUBSCRIP & PUBLIC	8,200	1,633	6,567	19.91%
<b>SUB TOTAL OPERATING EXPENSES</b>	<b><u>70,532</u></b>	<b><u>45,562</u></b>	<b><u>24,970</u></b>	<b><u>64.60%</u></b>
<b>CAPITAL IMPROVEMENTS:</b>				
LAND	0	0	0	0.00%
BUILDINGS	0	0	0	0.00%
INFRASTRUCTURE	0	0	0	0.00%
MACHINERY & EQUIPMENT	50,800	0	50,800	0.00%
WORK IN PROGRESS (WIP)	0	0	0	0.00%
DOCUMENTS & MATERIALS	0	0	0	0.00%
<b>SUB TOTAL CAPITAL EXPENSES</b>	<b><u>50,800</u></b>	<b><u>0</u></b>	<b><u>50,800</u></b>	<b><u>0.00%</u></b>
<b>TOTAL EXPENDITURES</b>	<b><u>121,332</u></b>	<b><u>45,562</u></b>	<b><u>75,770</u></b>	<b><u>37.55%</u></b>
<b>REVENUES</b>	<b>121,332</b>	<b>35,866</b>	<b>85,466</b>	<b>29.56%</b>
<b>EXPENDITURES</b>	<b><u>121,332</u></b>	<b><u>45,562</u></b>	<b><u>75,770</u></b>	<b><u>37.55%</u></b>
<b>(OVER) UNDER</b>	<b><u>0</u></b>	<b><u>(9,696)</u></b>	<b><u>9,696</u></b>	

<b>GENERAL FUND REVENUES</b>	<b>ORIGINAL BUDGET</b>	<b>FY 2023/2024 ACTUAL</b>	<b>(OVER) UNDER BUDGET</b>	<b>% OF BUDGET</b>
<b>GENERAL AIR PARK REVENUES</b>				
<b>FEDERAL GRANTS:</b>				
GRANTS FAA - AIRPARK	899,000	585,000	314,000	65.07%
<b>SUB TOTAL FEDERAL GRANTS</b>	<b><u>899,000</u></b>	<b><u>585,000</u></b>	<b><u>314,000</u></b>	<b><u>65.07%</u></b>
<b>STATE GRANTS:</b>				
GRANTS DOT - AIRPARK	1,184,228	79,007	1,105,221	6.67%
<b>SUB TOTAL STATE GRANTS</b>	<b><u>1,184,228</u></b>	<b><u>79,007</u></b>	<b><u>1,105,221</u></b>	<b><u>6.67%</u></b>
<b>MISC REVENUES:</b>				
HILLIARD AVIATION - AIRPARK	10,000	0	10,000	0.00%
SURPLUS MATERIALS - AP	0	0	0	0.00%
MISCELLANEOUS REVENUE - AP	0	0	0	0.00%
<b>SUB TOTAL MISC</b>	<b><u>10,000</u></b>	<b><u>0</u></b>	<b><u>10,000</u></b>	<b><u>0.00%</u></b>
<b>TOTAL REVENUES</b>	<b><u>2,093,228</u></b>	<b><u>664,007</u></b>	<b><u>1,429,221</u></b>	<b><u>31.72%</u></b>

<b>GENERAL FUND EXPENDITURES</b>	<b>ORIGINAL BUDGET</b>	<b>FY 2023/2024 ACTUAL</b>	<b>(OVER) UNDER BUDGET</b>	<b>% OF BUDGET</b>
<b>GENERAL AIR PARK EXPENDITURES</b>				
<b>CAPITAL IMPROVEMENTS:</b>				
LAND	1,702,228	664,007	1,038,221	<b>39.01%</b>
BUILDINGS	391,000	0	391,000	<b>0.00%</b>
INFRASTRUCTURE	0	0	0	<b>0.00%</b>
MACHINERY & EQUIPMENT	0	0	0	<b>0.00%</b>
WORK IN PROGRESS (WIP)	0	0	0	<b>0.00%</b>
DOCUMENTS & MATERIALS	0	0	0	<b>0.00%</b>
<b>SUB TOTAL CAPITAL EXPENSES</b>	<b><u>2,093,228</u></b>	<b><u>664,007</u></b>	<b><u>1,429,221</u></b>	<b><u>31.72%</u></b>
RESERVE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<b>TOTAL EXPENDITURES</b>	<b><u>2,093,228</u></b>	<b><u>664,007</u></b>	<b><u>1,429,221</u></b>	<b><u>31.72%</u></b>
<b>REVENUES</b>	<b>2,093,228</b>	<b>664,007</b>	<b>1,429,221</b>	<b>31.72%</b>
<b>EXPENDITURES</b>	<b><u>2,093,228</u></b>	<b><u>664,007</u></b>	<b><u>1,429,221</u></b>	<b><u>31.72%</u></b>
<b>(OVER) UNDER</b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	

<b>GENERAL FUND TOTALS</b>	<b>ORIGINAL BUDGET</b>	<b>FY 2023/2024 ACTUAL</b>	<b>(OVER) UNDER BUDGET</b>	<b>% OF BUDGET</b>
<b>GENERAL FUND REVENUES</b>				
CASH CARRY FORWARD	<u>0</u>	<u>0</u>	<u>0</u>	0.00%
GENERAL GOVERNMENT REVENUE	1,801,731	928,546	873,185	51.54%
GENERAL STREETS REVENUE	584,112	327,427	256,685	56.06%
GENERAL RECREATION REVENUE	830,866	341,136	489,730	41.06%
GENERAL FIRE REVENUE	121,332	35,866	85,466	29.56%
GENERAL AIR PARK REVENUES	2,093,228	664,007	1,429,221	31.72%
	<u>5,431,269</u>	<u>2,296,983</u>	<u>3,134,286</u>	<u>42.29%</u>
<b>GENERAL FUND REVENUES TOTAL</b>	<b><u>5,431,269</u></b>	<b><u>2,296,983</u></b>	<b><u>3,134,286</u></b>	<b><u>42.29%</u></b>
<b>GENERAL FUND EXPENDITURES</b>				
GENERAL GOVERNMENT EXPENDITURES	1,801,731	778,175	1,023,556	43.19%
GENERAL STREETS EXPENDITURES	584,112	320,855	263,257	54.93%
GENERAL RECREATION EXPENDITURES	830,866	258,849	572,017	31.15%
GENERAL FIRE EXPENDITURES	121,332	45,562	75,770	37.55%
GENERAL AIR PARK EXPENDITURES	2,093,228	664,007	1,429,221	31.72%
GENERAL FUND EXPENDITURES TOTAL	<u>5,431,269</u>	<u>2,067,449</u>	<u>3,363,820</u>	<u>38.07%</u>
GENERAL FUND REVENUES TOTAL	<u>5,431,269</u>	<u>2,296,983</u>	<u>3,134,286</u>	<u>42.29%</u>
GENERAL FUND EXPENDITURES TOTAL	<u>5,431,269</u>	<u>2,067,449</u>	<u>3,363,820</u>	<u>38.07%</u>
REVENUES OVER/(UNDER) EXPENDITURES	<u>0</u>	<u>229,534</u>	<u>(229,534)</u>	

**CAPITAL IMPROVEMENTS PLAN FUND  
REVENUES AND EXPENDITURES  
AS OF MARCH 31, 2024  
50% OF YEAR**

<b>CAPITAL IMPROVEMENTS FUND REVENUES</b>	<b>ORIGINAL BUDGET</b>	<b>FY 2023/2024 ACTUAL</b>	<b>(OVER) UNDER BUDGET</b>	<b>% OF BUDGET</b>
CASH CARRY FORWARD	<u>501,773</u>	<u>0</u>	<u>501,773</u>	0.00%
<b>CAPITAL REVENUES</b>				
DISCRETIONARY SALES TAX	576,857	277,231	299,626	48.06%
INTEREST INCOME SBA	25,000	15,933	9,067	63.73%
	<u>601,857</u>	<u>293,164</u>	<u>308,693</u>	<u>48.71%</u>
<b>TOTAL REVENUES</b>	<u>1,103,630</u>	<u>293,164</u>	<u>810,466</u>	<u>26.56%</u>
<b>CAPITAL IMPROVEMENTS FUND EXPENDITURES</b>	<b>ORIGINAL BUDGET</b>	<b>FY 2023/2024 ACTUAL</b>	<b>(OVER) UNDER BUDGET</b>	<b>% OF BUDGET</b>
BANK SERVICE CHARGES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
TRANSFER TO GEN GOV'T	269,330	0	269,330	0.00%
TRANSFER TO STREETS	93,500	61,849	31,651	66.15%
TRANSFER TO RECREATION	140,000	0	140,000	0.00%
TRANSFER TO FIRE	50,800	0	50,800	0.00%
TRANSFER TO WATER & SEWER	550,000	198,405	351,595	36.07%
TRANSFER TO AIRPARK	0	0	0	0.00%
	<u>1,103,630</u>	<u>260,254</u>	<u>843,376</u>	<u>23.58%</u>
RESERVE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<b>TOTAL EXPENDITURES</b>	<u>1,103,630</u>	<u>260,254</u>	<u>843,376</u>	<u>23.58%</u>
<b>REVENUES</b>	<u>1,103,630</u>	<u>293,164</u>	<u>810,466</u>	<u>26.56%</u>
<b>EXPENDITURES</b>	<u>1,103,630</u>	<u>260,254</u>	<u>843,376</u>	<u>23.58%</u>
<b>(OVER) UNDER</b>	<u>0</u>	<u>32,910</u>	<u>(32,910)</u>	



**SPECIAL REVENUE FUND  
REVENUES AND EXPENDITURES  
AS OF MARCH 31, 2024  
50% OF YEAR**

<b>SPECIAL REVENUE REVENUES</b>	<b>ORIGINAL BUDGET</b>	<b>FY 2023/2024 ACTUAL</b>	<b>(OVER) UNDER BUDGET</b>	<b>% OF BUDGET</b>
<b>LOCAL OPTION GAS TAX REVENUES</b>				
LOCAL OPTION GAS TAX (6 CENTS)	148,132	67,480	80,652	45.55%
LOCAL OPTION GAS TAX (5 CENTS)	100,254	45,874	54,380	45.76%
	<u>248,386</u>	<u>113,354</u>	<u>135,032</u>	<u>45.64%</u>
<b>TOTAL REVENUES</b>	<u>248,386</u>	<u>113,354</u>	<u>135,032</u>	<u>45.64%</u>
<b>SPECIAL REVENUE EXPENDITURES</b>				
	<b>ORIGINAL BUDGET</b>	<b>FY 2023/2024 ACTUAL</b>	<b>(OVER) UNDER BUDGET</b>	<b>% OF BUDGET</b>
INTERFUND TRANSFERS	0	0	0	
RESERVE	<u>248,386</u>	<u>113,354</u>	<u>135,032</u>	<u>0.00%</u>
<b>TOTAL EXPENDITURES</b>	<u>248,386</u>	<u>113,354</u>	<u>135,032</u>	<u>0.00%</u>
<b>REVENUES</b>	<u>248,386</u>	<u>113,354</u>	<u>135,032</u>	<u>45.64%</u>
<b>EXPENDITURES</b>	<u>248,386</u>	<u>113,354</u>	<u>135,032</u>	<u>45.64%</u>
<b>(OVER) UNDER</b>	<u>0</u>	<u>0</u>	<u>(0)</u>	

**ENTERPRISE FUND  
REVENUES AND EXPENDITURES  
AS OF MARCH 31, 2024  
50% OF YEAR**

<b>ENTERPRISE FUND REVENUES</b>	<b>ORIGINAL BUDGET</b>	<b>FY 2023/2024 ACTUAL</b>	<b>(OVER) UNDER BUDGET</b>	<b>% OF BUDGET</b>
<b>CASH CARRY FORWARD</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<b>WATER &amp; SEWER REVENUE</b>				
WATER UTILITY REVENUE	594,540	288,539	306,001	48.53%
SEWER UTILITY REVENUE	607,028	296,207	310,821	48.80%
TAP-ON FEES - W&S	86,500	19,756	66,744	22.84%
TRANSFER FEES - W&S	200	300	(100)	150.00%
TURN ON/OFF FEES - W&S	8,000	4,675	3,325	58.44%
WATER LINE EXTENSION FEES	20,000	0	20,000	0.00%
SEWER LINE EXTENSION FEE	30,000	850	29,150	2.83%
RECONNECT FEE - W&S	300	50	250	16.67%
INTEREST INCOME SBA	85,000	49,153	35,847	57.83%
INTEREST INCOME CKG	250	402	(152)	160.97%
LEASE - WATER TOWER	0	3,148	(3,148)	0.00%
SYSTEM DEVELOPMENT CHARGES	0	28,702	(28,702)	0.00%
SURPLUS MATERIALS - W&S	1,000	5,500	(4,500)	550.00%
NSF FEES - W&S	200	260	(60)	130.00%
PENALTIES - W&S	40,000	22,911	17,089	57.28%
METER TAMPERING FEES - W&S	0	0	0	0.00%
CONVENIENCE CHARGE	500	2,934	(2,434)	586.88%
MISCELLANEOUS REVENUE - W&S	5,000	0	5,000	0.00%
W&S SINGLE LOT	0	760	(760)	0.00%
W&S INVESTIGATION	0	0	0	0.00%
W&S SEPTIC TANK EXCEPTION	0	0	0	0.00%
W&S NC ROW PERMIT	0	0	0	0.00%
	<b><u>1,478,518</u></b>	<b><u>724,148</u></b>	<b><u>754,370</u></b>	<b><u>48.98%</u></b>
<b>GRANTS:</b>				
GRANTS USDA RD - W&S	0	0	0	0.00%
GRANTS DEP LEG CBIR - W&S	40,000	0	40,000	0.00%
GRANTS DEP LEG CBIR - W&S	597,000	57,400	539,600	9.61%
CDBG - WM REPLACE	700,000	0	700,000	0.00%
<b>SUB TOTAL GRANTS</b>	<b><u>1,337,000</u></b>	<b><u>57,400</u></b>	<b><u>1,279,600</u></b>	<b><u>4.29%</u></b>
<b>TRANSFERS:</b>				
TRANS FROM GENERAL	0	0	0	0.00%
TRANS FROM SALES TAX	550,000	198,405	351,595	36.07%
<b>SUB TOTAL TRANSFERS</b>	<b><u>550,000</u></b>	<b><u>198,405</u></b>	<b><u>351,595</u></b>	<b><u>36.07%</u></b>
<b>TOTAL REVENUES</b>	<b><u>3,365,518</u></b>	<b><u>979,953</u></b>	<b><u>2,385,565</u></b>	<b><u>29.12%</u></b>

ENTERPRISE FUND EXPENDITURES	ORIGINAL BUDGET	FY 2023/2024 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
<b>WATER &amp; SEWER EXPENDITURES</b>				
<b>PERSONNEL EXPENSES:</b>				
REGULAR SALARIES & WAGES	423,010	195,192	227,818	46.14%
OVERTIME	16,000	6,241	9,759	39.01%
FICA TAXES	33,584	15,039	18,545	44.78%
RETIREMENT CONTRIBUTIONS	59,574	27,172	32,402	45.61%
LIFE & HEALTH INSURANCE	155,032	80,746	74,286	52.08%
WORKER'S COMPENSATION	5,189	3,892	1,297	75.00%
	<b>692,389</b>	<b>328,283</b>	<b>364,106</b>	<b>47.41%</b>
<b>OPERATING EXPENSES:</b>				
PROFESSIONAL SERVICES	29,000	13,979	15,021	48.20%
ACCOUNTING & AUDITING	20,000	743	19,258	3.71%
WASTE DISPOSAL	20,000	9,900	10,100	49.50%
TRAVEL & EDUCATION	4,000	927	3,073	23.18%
COMMUNICATIONS & FREIGHT	22,000	13,901	8,099	63.19%
WATER PLANT ELECTRICITY	20,000	10,826	9,174	54.13%
SEWER PLANT ELECTRICITY	80,000	44,986	35,014	56.23%
RENTALS & LEASES	5,000	0	5,000	0.00%
INSURANCE	30,590	23,340	7,250	76.30%
REPAIRS & MAINTENANCE	108,500	97,240	11,260	89.62%
PROMOTIONAL ACT-PUBLIC NOTICE	1,000	407	593	40.68%
OTHER CURRENT OBLIGATIONS	5,000	0	5,000	0.00%
OPERATING SUPPLIES	199,999	144,352	55,647	72.18%
BOOKS, SUBSCRIP & PUBLICATIONS	12,000	5,837	6,163	48.64%
INTEREST EXPENSE BONDS	118,540	0	118,540	0.00%
BANK SERVICE CHARGES	500	6,821	(6,321)	1364.30%
	<b>676,129</b>	<b>373,259</b>	<b>302,870</b>	<b>55.21%</b>
<b>SUB TOTAL OPERATING EXPENSES</b>	<b><u>1,368,518</u></b>	<b><u>701,542</u></b>	<b><u>666,976</u></b>	<b><u>51.26%</u></b>
<b>CAPITAL IMPROVEMENTS:</b>				
LAND	0	0	0	#DIV/0!
BUILDINGS	8,000	0	8,000	0.00%
INFRASTRUCTURE	1,849,000	230,547	1,618,453	12.47%
MACHINERY & EQUIPMENT	30,000	25,258	4,742	84.19%
WORK IN PROGRESS (WIP)	0	0	0	0.00%
<b>SUB TOTAL CAPITAL EXPENSES</b>	<b><u>1,887,000</u></b>	<b><u>255,805</u></b>	<b><u>1,631,195</u></b>	<b><u>13.56%</u></b>
<b>WATER &amp; SEWER EXPENDITURES</b>				
<b>NON OPERATING</b>				
AMORTIZATION EXPENSE	0	0	0	0.00%
DEPRECIATION EXPENSE	0	0	0	0.00%
BAD DEBT EXPENSE	0	0	0	0.00%
RESERVE	100,000	0	100,000	0.00%
<b>SUB TOTAL NON OPERATING EXPENSE</b>	<b><u>100,000</u></b>	<b><u>0</u></b>	<b><u>100,000</u></b>	<b><u>0.00%</u></b>
<b>DONATIONS:</b>				
AID TO PRIVATE ORGANIZATION	10,000	10,000	0	100.00%
<b>SUB TOTAL DONATIONS</b>	<b><u>10,000</u></b>	<b><u>10,000</u></b>	<b><u>0</u></b>	<b><u>100.00%</u></b>
<b>TOTAL EXPENDITURES</b>	<b><u>3,365,518</u></b>	<b><u>967,348</u></b>	<b><u>2,398,170</u></b>	<b><u>28.74%</u></b>
<b>REVENUES</b>	<b>3,365,518</b>	<b>979,953</b>	<b>2,385,565</b>	<b>29.12%</b>
<b>EXPENDITURES</b>	<b><u>3,365,518</u></b>	<b><u>967,348</u></b>	<b><u>2,398,170</u></b>	<b><u>28.74%</u></b>
<b>(OVER) UNDER</b>	<b><u>0</u></b>	<b><u>12,605</u></b>	<b><u>(12,605)</u></b>	



# AGENDA ITEM REPORT

## TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: May 2, 2024

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

SUBJECT: Town Clerk’s notification to the Town Council of the emergency procurement in accordance with Town Code Chapter 2 Administration, Section 2-7 (3), with T B Landmark Construction, Inc., for the approval for the replacement of manhole #208 at Shady Lane and Pine Street.

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### BACKGROUND:

See Email background from Joel Hall, P.E., Public Works Director.

### FINANCIAL IMPACT:

TD Landmark Construction, Inc.	
Emergency Manhole #208 Replacement	\$203,837.18
Contingency	<u>\$ 10,000.00</u>
	\$213,837.18

### RECOMMENDATION:

Town Council to accept the Town Clerk’s notification of the emergency procurement for the replacement of manhole #208, located at Shady Lane and Pine Street at the proposed amount plus contingencies due to the nature of unknowns associated with this work.

**Lisa Purvis**

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**From:** Joel Hall  
**Sent:** Tuesday, April 23, 2024 10:24 AM  
**To:** Lisa Purvis  
**Subject:** Re: Emergency manhole

Due to the nature of unknowns associated with this work, I suggest we allow for a \$10,000 contingency in the authorization.

Joel

Get [Outlook for iOS](#)

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**From:** Lisa Purvis <lipurvis@townofhilliard.com>  
**Sent:** Tuesday, April 23, 2024 10:21:12 AM  
**To:** Joel Hall <jhall@townofhilliard.com>  
**Subject:** RE: Emergency manhole

Joel,

I have placed this on the May 2, 2024, agenda to inform the Town Council of the approved emergency repair cost.

Sincerely,  
*Lisa Purvis, MMC*

Town Clerk  
 Town of Hilliard  
 PO Box 249  
 15859 West CR 108  
 Hilliard, FL 32046  
 904.845.3555 Phone  
 904.845.1221 Fax  
[www.townofhilliard.com](http://www.townofhilliard.com)




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**From:** Joel Hall <jhall@townofhilliard.com>  
**Sent:** Tuesday, April 23, 2024 8:32 AM  
**To:** Scott Rivenbark <srivenbark@tblandmark.com>  
**Cc:** Jeff Winters <jeffw@tblandmark.com>; Lisa Purvis <lipurvis@townofhilliard.com>  
**Subject:** RE: Emergency manhole

Scott,

Under emergency provisions of the Town of Hilliard, I am authorizing TB Landmark Construction, Inc to proceed with the work associated with the replacement of the manhole located at Shady Lane and Pine Street in Hilliard, FL as provided in the attached quote for a price of \$203,837.18. I am attaching a signed copy of your proposal and am giving you Notice to Proceed with this email.

Joel G Hall, P.E.  
Director Public Works Department  
Town of Hilliard  
PO Box 249  
15859 West CR 108  
Hilliard, FL 32046  
904.727.8155 Mobile

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



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**From:** Scott Rivenbark <[srivenbark@tblandmark.com](mailto:srivenbark@tblandmark.com)>  
**Sent:** Thursday, April 18, 2024 2:01 PM  
**To:** Joel Hall <[jhall@townofhilliard.com](mailto:jhall@townofhilliard.com)>  
**Cc:** Jeff Winters <[jeffw@tblandmark.com](mailto:jeffw@tblandmark.com)>  
**Subject:** Emergency manhole

Joel,

Attached above is TB Landmark revised quote.

Thank you,

**Scotty Rivenbark**

Project Manager  
*T B Landmark Construction, Inc.*  
[Srivenbark@tblandmark.com](mailto:Srivenbark@tblandmark.com)  
<http://tblandmark.com/>  
O: 904-751-1016  
C: 904-652-6093



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"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

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**T B Landmark**  
CONSTRUCTION, Inc.

4/18/24

Joel Hall  
Town Of Hilliard

RE: Emergency Manhole Replacement

**Scope of Work:**

- Purchase all materials.
- Mobilize/demobilize.
- Traffic Control
- Remove asphalt/ replace disturbed area
- Remove and install new manhole (48"x48"x15')
- Backfill with Flowable Fill
- Haul off and dispose of existing manhole and materials.
- Dewatering as necessary
- Bypass 8-inch Sewer,
- By-pass four sewer laterals.
- Install temp road
- Trench Boxes
- Installation of 8-inch pvc sewer main (10-15 feet)

Total = \$203,837.18

**Not Included:**

- Survey Control and benchmarks.
- Engineering
- Permitting

Sincerely,

Scott Rivenbark  
Project Manager  
T B Landmark Construction, Inc

*Approved Under Emergency  
Provisions*

*Joel G Hall  
Public Works Director*

*4/22/2024*

**Utility & Pipeline Contractors • Directional Drill Contractor**  
11220 New Berlin Rd • Jacksonville, FL 32226 • Phone: (904) 751-1016 • Fax: (904) 751-4125  
CGC060694 • CUC057226

# 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  
Joel Hall P.E., Public Works Director  
Gabe Whittenburg, Parks & Rec Director

## TOWN ATTORNEY

Christian Waugh

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## MINUTES

THURSDAY, APRIL 11, 2024, 6:00 PM

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### CALL TO ORDER

### PRAYER & PLEDGE OF ALLEGIANCE

### ROLL CALL

#### PRESENT

Mayor John Beasley  
Council President Kenny Sims  
Council Pro Tem Lee Pickett  
Councilman Jared Wollitz  
Councilman Joe Michaels  
Town Clerk, Lisa Purvis  
Public Works Director, Joel Hall  
Parks & Recreation Director, Gabe Whittenburg

#### ABSENT

Councilman Dallis Hunter  
Town Attorney, Christian Waugh

### WORKSHOP

ITEM-1 Town Council to review and discuss the Town of Hilliard potentially adopting Mobility Fees for new development.  
**Lisa Purvis, MMC – Town Clerk**

The Town Council discusses having Robert Companion and Marshal Eyerman present at the May 9, 2024, Monthly Workshop to explain the process and information regarding the company that Nassau County utilized to perform the study and cost analysis. This way the Town may be able to piggyback the contract to establish mobility and impact fees for the Town.

ITEM-2 Town Council to review and discuss the Town of Hilliard potentially utilizing Nassau County Pavement Management Software and Construction Contracts for resurface existing roads within the Town.  
**Lisa Purvis, MMC – Town Clerk**

The Town Council would like to discuss with Nassau County to possibly of piggybacking the contract they have for paving management and construction, and for the County to assist with the evaluation of the roads within the Town. Council Members also discuss the option of Chipseal and the cost benefit for certain streets within the Town.

ITEM-3 Town Council to review and discuss the process for Code Enforcement and if updates are needed.

**Lee Anne Wollitz – Land Use Administrator**

Town Council discusses the Code Enforcement process, and amending the Zoning Fees Resolution, by charging four times the application fee for working without the proper application fee paid and approved by the Planning & Zoning Board.

Town Council discusses whether a temporary culvert is necessary during construction or when clearing a property. Land Use Administrator, Lee Anne Wollitz and Public Works Director, Joel Hall are to figure out a solution.

**ADDITIONAL COMMENTS**

Public Works Director, Joel Hall, states that the 15” manhole at Shady Street and Pine Street is sinking. He states that he will be getting quotes for the repair from Site Savy and TB Landmark, Inc. for the emergency repairs needed.

**ADJOURNMENT**

Motion to adjourn at 7:19 p.m.

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

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

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

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

ATTEST:

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

APPROVED:

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John P. Beasley  
Mayor

# HILLIARD TOWN COUNCIL MEETING

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

**TOWN COUNCIL MEMBERS**

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

**ADMINISTRATIVE STAFF**

Lisa Purvis, Town Clerk  
Joel Hall P.E., Public Works Director  
Gabe Whittenburg, Parks & Rec Director

**TOWN ATTORNEY**

Christian Waugh

**MINUTES**

**THURSDAY, APRIL 18, 2024, 7:00 PM**

**NOTICE TO PUBLIC**

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

**PLEDGE OF CIVILITY**

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

**CALL TO ORDER  
PRAYER & PLEDGE OF ALLEGIANCE  
ROLL CALL**

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

**PUBLIC HEARING**

ITEM-1      Town Council to consider Ordinance No. 2024-02, Amending Chapter 62 Zoning and Land Development Regulations of the Hilliard Town Code  
An Ordinance Amending Section 62-1 – Definitions; Amending Section 62-36 – Notice of Public Hearings; Amending Section 62-281 – Zoning District Regulations; Adding Section 62-386 – Wireless Telecommunication Facilities.  
Adopting on First Reading and set a Public Hearing and Final Reading for June 6, 2024.  
***Mayor Beasley***

Call for Public Comments  
Close Public Hearing on Ordinance No. 2024-02

Following no public comments, motion to close the Public Hearing at 7:02 p.m.

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

**TOWN COUNCIL ACTION**

Town Council to consider adopting Ordinance No. 2024-02, on First Reading and set a Public Hearing & Final Reading for June 6, 2024.

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

**REGULAR MEETING**

ITEM-2 Additions/Deletions to Agenda

No additions to or from the agenda.

ITEM-3 Town Council approval to adopt Resolution No. 2024-09, accepting a Florida Department of Transportation offer of an Amendment to the Public Transportation Grant Agreement and authorizing and directing the Hilliard Town Council to accept such agreement authorizing the time extension of one year.  
**Lisa Purvis, MMC – Town Clerk**

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

ITEM-4 Town Council approval of the annual Parks & Recreation Seasonal Staffing Request.  
**Gabe Whittenburg – Parks & Recreation Director**

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

ITEM-5 Town Council to review and accept the Building Official’s Quarterly Report for January 1, 2024, through March 31, 2024.  
**Bryan Higginbotham – Building Official**

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

ITEM-6 Town Council to review and accept the Code Enforcement Officer's Quarterly Report for January 1, 2024, through March 31, 2024.

***Delvin Miley, Jr. – Code Enforcement Officer***

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

ITEM-7 Town Council to review and accept the Land Use Administrator's Quarterly Report for January 1, 2024, through March 31, 2024.

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

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

ITEM-8 Town Council approval of the Minutes for the March 14, 2024, Workshop, and the April 4, 2024, Public Hearing & Regular Meeting.

***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 Hunter, Councilman Michaels

ITEM-9 Town Council approval of the Payables through March 12, 2024, Project Name: 2024 IT Town Hall Park Expansion in the amount \$2,953.65.

**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$25,512**

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

ITEM-10 Town Council approval of Mittauer & Associates, Inc., Payable through April 11, 2024, Project Name FDEP PA0302 Oxford Street Force Main Rerouting in the amount of \$3,450.00.

**FDEP LPA0302 GRANT FUNDED PROJECT LUMP SUM CONTRACT \$101,900**

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

## ADDITIONAL COMMENTS

### PUBLIC

**Mike Rowland, 36509 Shortleaf Drive, Hilliard**, states that he is upset regarding the system development charge that has been required to pay to add sinks to his new business, located in Franklin Park.

## MAYOR & TOWN COUNCIL

**Mayor Beasley**, commends the Town Hall staff for the Annual Car Show, as it was well received with it being the first time held with the monthly Hanging with Heros Market and the 50/50 raffle which sold over \$1,200 worth of tickets. The winner of the raffle, Klint Farmer, donated the raffle winnings back to the Town. These funds will go towards the funding of the Vietnam Veterans' Traveling Wall.

On April 19, 2024, the Town is feeding the Junior Beta Club at Hilliard Elementary School for their contribution to the Town Clean Up.

Next Friday will be the last Food Truck Friday prior to there being music added. In May there will be live music for the community to enjoy in addition to the Food Trucks.

Congratulates Hilliard Middle School softball team as they were the Runner-Up in the District County Championship, and he is proud of his granddaughter who plays on the team.

## ADMINISTRATIVE STAFF

PRESENT:

Town Clerk, Lisa Purvis

Public Works Director, Joel Hall

Parks & Recreation Director, Gabe Whittenburg

**Public Works Director, Joel Hall**, states that the mowing began this week.

Provides update regarding the road milling that was approved in the Northwest Quadrant, stating that they have spread over 300 tons, about two-thirds of the millings. The department borrowed the Town of Callahan's motor grader to spread the millings.

**Parks & Recreation Director, Gabe Whittenburg**, states that the soccer has already begun practicing and the first game is May 7, 2024, and that gymnastics is going on. Flag football registration is going on now.

**Town Clerk, Lisa Purvis**, states that she has reached out to the Nassau County Engineer, Robert Companion, and that he advised that he will be present at the next monthly Workshop on May 9, 2024, to aid the Town in establishing Mobility and Impact Fees and Pavement Management Program and piggy backing the Nassau County Contracts. She continues, stating that Mr. Companion has also agreed to participate in a Teams meeting on April 29, 2024, with Town Staff to go over everything in advance to the Workshop.

## TOWN ATTORNEY

**Town Attorney, Christian Waugh**, was unable to connect via Microsoft Teams due to a technical issue.

## ADJOURNMENT

Motion to adjourn at 7:20 p.m.

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

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



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

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

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

APPROVED:

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



## AGENDA ITEM REPORT TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting

Meeting Date: March 7, 2024

FROM: **Joel Hall, P.E. – Public Works Director**

SUBJECT: Town Council approval of the Capital Expenditure for the purchase of road millings for the Northwest Quadrant Streets.

### BACKGROUND:

The Public Works Department (Streets) uses asphalt road millings for repair and maintenance of streets within the town limits. Most streets in the NW quadrant (north of Hilliard Elementary School) are unpaved and require extensive periodic maintenance including replacement of millings. This capital project request is to allocate \$30,000 in the approved FY2024 budget to purchase road millings for use on the NW quadrant streets.

Quotes were obtained from three vendors and are summarized below:

Vendor	Unit Cost (\$/ton)	Delivery Fees	Total Cost per Load	Comment
Master's Road Clean Concrete Recycling LLC	\$35.00	\$155.00	\$855.00	avg load size ~20 tons/fixed rate for delivery
Duval Asphalt	\$30.00	\$360.00	\$960.00	question about quality of mtl/delivery charge is hourly rate of \$120/hr
Marty's Tractor Service			\$900.00	flat rate per load including delivery/avg load is 15 tons so getting less mtl per load at a higher price/limited delivery times

### FINANCIAL IMPACT:

This project is intended to utilize an existing \$30,000 capital line item for "Infrastructure - Milling" in the approved 2023/2024 capital Budget.

### RECOMMENDATION:

It is recommended to utilize Master's Road Clean Concrete Recycling LLC at a unit price of \$35.00/ton plus flat rate of \$155 per load for delivery. Based on the budgeted amount of \$30,000, it is expected that this will cover approximately 35 loads (depending on the actual tons delivered).



Masters Road Clean Concrete Recycling, LLC  
10439 Alta Drive  
Jacksonville, FL 32226

Phone: 904-714-0041  
Fax: 904-714-0160

SOLD TO Town of Hilliard  
P.O. Box 249  
Hilliard, FL 32046

SHIP TO

ACCOUNT NO	PO NUMBER	SHIP VIA	DATE SHIPPED	TERMS	INVOICE DATE	PAGE
TOWHIL				Net 30	4/12/2024	1

Town of Hilliard-Maintenance Yard

ITEM NO	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
120	122.51	Asphalt Millings	35.00	4,287.85

**TOTAL AMOUNT 4,287.85**

**INVOICE**

Florida Roads Trucking, LLC  
10439 Alta Drive  
Jacksonville, FL 32226  
Phone: (904) 714-0041  
Fax: (904) 714-0160

SOLD TO Town of Hilliard  
P.O. Box 249  
Hilliard, FL 32046

SHIP TO

ACCOUNT NO	PO NUMBER	DATE SHIPPED	TERMS	INVOICE DATE	PAGE
TOWHIL			Net 30	4/12/2024	1

Town of Hilliard-Maintenance Yard

ITEM NO	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
	5	Loads of Millings Hauled from MRC	155.00	775.00

**TOTAL AMOUNT      775.00**



Masters Road Clean Concrete Recycling, LLC  
10439 Alta Drive  
Jacksonville, FL 32226

Phone: 904-714-0041  
Fax: 904-714-0160

SOLD TO Town of Hilliard  
P.O. Box 249  
Hilliard, FL 32046

SHIP TO

ACCOUNT NO	PO NUMBER	SHIP VIA	DATE SHIPPED	TERMS	INVOICE DATE	PAGE
TOWHIL				Net 30	4/15/2024	1

Town of Hilliard-Maintenance Yard

ITEM NO	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
120	215.19	Asphalt Millings	35.00	7,531.65

**TOTAL AMOUNT 7,531.65**

**INVOICE**

Florida Roads Trucking, LLC  
10439 Alta Drive  
Jacksonville, FL 32226  
Phone: (904) 714-0041  
Fax: (904) 714-0160

SOLD TO Town of Hilliard  
P.O. Box 249  
Hilliard, FL 32046

SHIP TO

ACCOUNT NO	PO NUMBER	DATE SHIPPED	TERMS	INVOICE DATE	PAGE
TOWHIL			Net 30	4/15/2024	1

Town of Hilliard-Maintenance Yard

ITEM NO	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
	10	Loads of Millings Hauled from MRC	155.00	1,550.00

**TOTAL AMOUNT 1,550.00**



Masters Road Clean Concrete Recycling, LLC  
10439 Alta Drive  
Jacksonville, FL 32226

Phone: 904-714-0041  
Fax: 904-714-0160

SOLD TO Town of Hilliard  
P.O. Box 249  
Hilliard, FL 32046

SHIP TO

ACCOUNT NO	PO NUMBER	SHIP VIA	DATE SHIPPED	TERMS	INVOICE DATE	PAGE
TOWHIL				Net 30	4/16/2024	1

Town of Hilliard-Maintenance Yard

ITEM NO	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
120	216.81	Asphalt Millings	35.00	7,588.35

**TOTAL AMOUNT 7,588.35**



**INVOICE**

Florida Roads Trucking, LLC  
10439 Alta Drive  
Jacksonville, FL 32226  
Phone: (904) 714-0041  
Fax: (904) 714-0160

SOLD TO Town of Hilliard  
P.O. Box 249  
Hilliard, FL 32046

SHIP TO

ACCOUNT NO	PO NUMBER	DATE SHIPPED	TERMS	INVOICE DATE	PAGE
TOWHIL			Net 30	4/16/2024	1

Town of Hilliard-Maintenance Yard

ITEM NO	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
	9	Loads of Millings Hauled from MRC	155.00	1,395.00

**TOTAL AMOUNT 1,395.00**



ITEM-9

INVOICE NO  
2539



Masters Road Clean Concrete Recycling, LLC  
10439 Alta Drive  
Jacksonville, FL 32226

Phone: 904-714-0041  
Fax: 904-714-0160

SOLD TO Town of Hilliard  
P.O. Box 249  
Hilliard, FL 32046

SHIP TO

ACCOUNT NO	PO NUMBER	SHIP VIA	DATE SHIPPED	TERMS	INVOICE DATE	PAGE
TOWHIL				Net 30	4/23/2024	1

Maintenance Yard

ITEM NO	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
120	52.56	Asphalt Millings	35.00	1,839.60

**TOTAL AMOUNT      1,839.60**

**INVOICE**

Florida Roads Trucking, LLC  
10439 Alta Drive  
Jacksonville, FL 32226  
Phone: (904) 714-0041  
Fax: (904) 714-0160

SOLD TO Town of Hilliard  
P.O. Box 249  
Hilliard, FL 32046

SHIP TO

ACCOUNT NO	PO NUMBER	DATE SHIPPED	TERMS	INVOICE DATE	PAGE
TOWHIL			Net 30	4/23/2024	1

Town of Hilliard-Maintenance Yard

ITEM NO	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
	2	Loads of Millings Hauled from MRC	155.00	310.00

**TOTAL AMOUNT      310.00**



Masters Road Clean Concrete Recycling, LLC  
10439 Alta Drive  
Jacksonville, FL 32226

Phone: 904-714-0041  
Fax: 904-714-0160

SOLD TO Town of Hilliard  
P.O. Box 249  
Hilliard, FL 32046

SHIP TO

ACCOUNT NO	PO NUMBER	SHIP VIA	DATE SHIPPED	TERMS	INVOICE DATE	PAGE
TOWHIL				Net 30	4/24/2024	1

Town of Hilliard-Maintenance Yard

ITEM NO	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
120	127.73	Asphalt Millings	35.00	4,470.55

**TOTAL AMOUNT      4,470.55**

**INVOICE**

Florida Roads Trucking, LLC  
10439 Alta Drive  
Jacksonville, FL 32226  
Phone: (904) 714-0041  
Fax: (904) 714-0160

SOLD TO Town of Hilliard  
P.O. Box 249  
Hilliard, FL 32046

SHIP TO

ACCOUNT NO	PO NUMBER	DATE SHIPPED	TERMS	INVOICE DATE	PAGE
TOWHIL			Net 30	4/24/2024	1

Town of Hilliard-Maintenance Yard

ITEM NO	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
	5	Loads of Millings Hauled from MRC	155.00	775.00

**TOTAL AMOUNT            775.00**



**MITTAUER**  
**& ASSOCIATES, INC.**  
CONSULTING ENGINEERS &  
PROJECT FUNDING SPECIALISTS

ITEM-10

**35** Years  
1989-2024  
ENGINEERING  
EXCELLENCE

580-1 WELLS ROAD  
ORANGE PARK, FL 32073  
PHONE: (904) 278-0030  
FAX: (904) 278-0840  
WWW.MITTAUER.COM

April 25, 2024

VIA EMAIL

Ms. Lisa Purvis, Town Clerk  
Town of Hilliard  
15859 West County Road 108  
Hilliard, FL 32046

RE: Contractor's Pay Request No. 2  
DEP Oxford Street Force Main Rerouting  
DEP Agreement No. LPA0302  
Town of Hilliard, Florida  
Mittauer & Associates, Inc. Project No. 9610-55-1

Dear Ms. Purvis:

We have reviewed Pay Request No. 2 from T B Landmark Construction, Inc. and find it acceptable. We have, accordingly, indicated our approval and are forwarding an electronic copy to you for approval and payment. This pay request totals \$147,565.30.

Please do not hesitate to call should you have any questions.

Sincerely yours,  
Mittauer & Associates, Inc.

Timothy P. Norman, P.E.  
Vice President

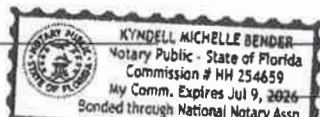
TPN/pj  
Enclosure  
cc: T B Landmark Construction, Inc.

### Application and Certificate for Payment

Application Number: 2 Application Date: April 22, 2024  
 Purchase Order No: \_\_\_\_\_ Billing Period: 4/1/2024 - 4/26/2024  
 Project Name: DEP Oxford Street Force Main Rerouting  
 Project Authorization No: \_\_\_\_\_ Project Auth. Date: March 11, 2024  
 Owner: Town Of Hilliard  
 Contractor: TB Landmark Construction, Inc.  
 Contractor Address: 11220 New Berlin Rd Jacksonville, Florida 32226  
 Contact Name: Scott Rivenbark Contact No. 904-652-6093

Project Authorization Amount:	\$	562,270.00
Change Orders	\$	-
Total Amount Authorized:	\$	562,270.00
Application is made for payment, as hereinafter shown, in connection with this contract:		
Work in Place - see attached schedule:	\$	325,345.00
Material suitably stored - see attached schedule:	\$	-
Total Earned To Date:	\$	325,345.00
Gross Retainage Withheld:	\$	16,267.26
Retainage Released on Previous Applications:	\$	-
Retainage Released on This Application:	\$	-
Balance of Retainage Being Held After This Application:	\$	16,267.26
Amount Previously Paid:	\$	161,512.44
Gross Due This Application:	\$	155,331.90
Less Retainage This Application:	\$	7,766.60
Net Due This Application:	\$	147,565.30
Retainage Released This Application:	\$	-
Total Payment Due: (Net Due This Application + Retainage Released This Application)	\$	147,565.30

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work which previous Certificates for Payment were issued and payments received from the Owner, and that current payments shown herein is now due.

Date: 4/25/24  
 Notary Public:   
 Contractor's Representative (Signature): Scott Rivenbark  
 Printed Name & Title: Scott Rivenbark, Project Manager

Notary Affidavit:  
 State Of: Florida County of: Nassau  
 Sworn to and subscribed before me this 25 day of April 2024  
 Personally known  Or Produced identification \_\_\_\_\_  
 (Type of Identification)  
 Signature: K Bender My commission expires: 7-9-26  
 Notary Public State of Florida (Signature)

**ENGINEER'S CERTIFICATE OF PAYMENT**  
 In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Engineer certifies to the Owner that to the best of the Engineer's knowledge, information and belief the Work has progressed as indicated, the quality of work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.  
 AMOUNT CERTIFIED.....\$ 147,565.30  
 For Use of Project Engineer: (Patricia Jacobs) Timothy Norman, P.E.

Approvals  
 Engineer's Authorized Agent [Signature] Date: 4/25/24  
 Owner's Authorized Agent \_\_\_\_\_ Date: \_\_\_\_\_

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



**DEP Oxford St. FM Rerouting (Town of Hilliard)  
Schedule of Values and Work In Place ()**

Job Name: DEP Oxford Street Force Main Rerouting  
 Contractor: TB Landmark Construction, Inc.  
 Purchase Order No. \_\_\_\_\_  
 Project Authorization Number: \_\_\_\_\_

Date: April 22, 2024  
 Billing Period: 4/1/2024 - 4/26/2024  
 Pay Request Nbr: 2  
 Project Authorization Date: March 11, 2024

Tab 1													
		Planned (Bid Quantities)						Quantity Installed		Dollar Amount Earned			
A	B	C	D	E	F	G	H	I	J	K	L	M	
Item No.	Item Description	Qty	Unit	Unit Price	(C x E) Contract Total	(J/F) % Comp	Previously Installed	Installed This Period	(H + I) * E Total To Date	Previously Billed	Due This Period	\$ Balance To Complete	
1	Mobilization and General Conditions	1	LS	\$ 27,227.00	\$ 27,227.00	100.00%	0.3	0.7	\$ 27,227.00	\$ 8,168.10	\$ 19,058.90	\$ -	
2	6" PVC Force Main, Conventionally Installed	1520	LF	\$ 95.00	\$ 144,400.00	100.00%	1120	400	\$ 144,400.00	\$ 106,400.00	\$ 38,000.00	\$ -	
3	6" FPVC Force Main, Directionally Drilled	320	LF	\$ 100.00	\$ 32,000.00	100.00%	320		\$ 32,000.00	\$ 32,000.00	\$ -	\$ -	
4	6" Gate Valves and Boxes	4	EA	\$ 3,000.00	\$ 12,000.00	100.00%	3	1	\$ 12,000.00	\$ 9,000.00	\$ 3,000.00	\$ -	
5	8"x6" Tapping Sleeve and Tapping Valve	1	EA	\$ 9,500.00	\$ 9,500.00	100.00%		1	\$ 9,500.00	\$ -	\$ 9,500.00	\$ -	
6	Ductile Iron Fittings ( Epoxy Lined)	500	LBS	\$ 24.50	\$ 12,250.00	100.00%	110	390	\$ 12,250.00	\$ 2,695.00	\$ 9,555.00	\$ -	
7	Sewage Air Release Valve Assembly	1	EA	\$ 14,000.00	\$ 14,000.00	100.00%		1	\$ 14,000.00	\$ -	\$ 14,000.00	\$ -	
8	Connection to Existing 6" Force Main	1	EA	\$ 5,000.00	\$ 5,000.00	100.00%		1	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	
9	Aerial Culvert Crossing	1	LS	\$ 37,195.00	\$ 37,195.00	100.00%		1	\$ 37,195.00	\$ -	\$ 37,195.00	\$ -	
10	Concrete Encasement and Specials	20	CY	\$ 300.00	\$ 6,000.00				\$ -	\$ -	\$ -	\$ 6,000.00	
11	Removal and Replacement of Unsuitable Soils	200	LF	\$ 15.00	\$ 3,000.00				\$ -	\$ -	\$ -	\$ 3,000.00	
12	Asphaltic Roadway/ Driveway Restoration	20	LF	\$ 350.00	\$ 7,000.00	100.00%		20	\$ 7,000.00	\$ -	\$ 7,000.00	\$ -	
13	Concrete Driveway/ Sidewalk Restoration	20	LF	\$ 175.00	\$ 3,500.00	100.00%		20	\$ 3,500.00	\$ -	\$ 3,500.00	\$ -	
14	Stabalized/ Rock/ Gravel Roadway/ Driveway Restoration	280	LF	\$ 8.00	\$ 2,240.00	100.00%		280	\$ 2,240.00	\$ -	\$ 2,240.00	\$ -	
15	Cleaning and Grubbing/ Tree Removal- Lift Station Work	1	LS	\$ 235,000.00	\$ 235,000.00	5.00%	0.05		\$ 11,750.00	\$ 11,750.00	\$ -	\$ 223,250.00	
16	Seed and Mulch	600	LF	\$ 2.00	\$ 1,200.00	100.00%		600	\$ 1,200.00	\$ -	\$ 1,200.00	\$ -	
17	Sod	650	LF	\$ 5.50	\$ 3,575.00	100.00%		650	\$ 3,575.00	\$ -	\$ 3,575.00	\$ -	
18	Flushing and Pressure Testing	1	LS	\$ 2,508.00	\$ 2,508.00	100.00%		1	\$ 2,508.00	\$ -	\$ 2,508.00	\$ -	
19	Demobilization and Close-out	1	LS	\$ 4,675.00	\$ 4,675.00				\$ -	\$ -	\$ -	\$ 4,675.00	
		<b>Totals:</b>			\$ 562,270.00	57.86%			\$ 325,345.00	\$ 170,013.10	\$ 155,331.90	\$ 236,925.00	

### Utility Grid Projects Schedule of Values and Work In Place (Summary)

Job Name: DEP Oxford Street Force Main Rerouting  
 Contractor: TB Landmark Construction, Inc.  
 Purchase Order No. \_\_\_\_\_  
 Project Authorization Number: \_\_\_\_\_

Date: April 22, 2024  
 Billing Period: 4/1/2024 - 4/26/2024  
 Pay Request Nbr: 2  
 Project Authorization Date: March 11, 2024

### Summary By Asset

Tab 1 Not Used

A Asset	B Authorized Amount	C Total Work To Date	D Previously Billed	E Amount Due This Period	F Balance To Complete	G Retainage
Original Bid	\$ 562,270.00	\$ 325,345.00	\$ 170,013.10	\$ 155,331.90	\$ 236,925.00	\$ 16,267.25
SWA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Totals:</b>	<b>\$ 562,270.00</b>	<b>\$ 325,345.00</b>	<b>\$ 170,013.10</b>	<b>\$ 155,331.90</b>	<b>\$ 236,925.00</b>	<b>\$ 16,267.25</b>



Project Authorization and Payment Calculations

Project Authorization Amount

	Original Contract	Change Orders	Total
Tab 1 Not Used	\$ 562,270.00	\$ -	\$ 562,270.00
	\$ 562,270.00	\$ -	\$ 562,270.00

Payments

	A	B	C	Includes SWAs & Change Orders		F	G	H
	Total Worked (Work In Place)	Previously Billed	Due This Period	Stored Material (Current Pay Period)	Stored Material (Previous Pay Period)	(Use this column for Oracle Receipt Dirs) Current Amount Due (C + D - E)	Current Retainage (F x 0.05)	Current Payment to Contractor (F - G)
Tab 1 Not Used	\$ 325,345.00	\$ 170,013.10	\$ 155,331.90	\$ -	\$ -	\$ 155,331.90	\$ 7,766.60	\$ 147,565.30
	\$ 325,345.00	\$ 170,013.10	\$ 155,331.90	\$ -	\$ -	\$ 155,331.90	\$ 7,766.60	\$ 147,565.30

Total Value of Contract Earned To Date	
Total Work In Place:	\$ 325,345.00
Stored Material (Current Period):	\$ -
Total Earned To Date:	\$ 325,345.00

Retainage Calculation	
Gross Retainage Withheld To Date	\$ 16,267.26
Retainage Released This Period:	\$ -
Retainage Released Previous Periods	\$ -
Net (Unpaid) Retainage:	\$ 16,267.26

Retainage Rates	
Retainage Rate Previous Application:	5%
Retainage Rate This Application:	5%

Retainage Released Box		
PMT No.	Amount Released Previous Periods	Amount Released This Period
Sub-Totals	\$ -	\$ -
Grand		
Total Released	\$ -	\$ -
Contractor must enter "Gross Retainage Withheld To Date" from Previous AFP		\$ 8,500.66

Previous Application Amount	
Previously Billed	\$ 170,013.10
Stored Material (Prev. Pay Period)	\$ -
Subtotal:	\$ 170,013.10
Gross Retainage	\$ 8,500.66
Subtotal:	\$ 161,512.44
Plus Retainage Released Previous Periods:	\$ -
NET Cash Previously Paid to Contractor:	\$ 161,512.44

2023/2024 Town Hall Park Expansion

Item	Description	Cost Ea	Qty	Cost Total	05/02/2024 Payables	To Date
Fiber Build	Extend fiber from Town Hall to Public Works building at Town Park. Including hand holds for extending fiber onward. 24ct Fiber.	\$ 9,000.00	1	\$ 9,000.00		
Terminations	Fiber Terminations	\$ 100.00	16	\$ 1,600.00		
IT Room Build Out	Build out conditioned room inside building. Walls, door, A/C, Rack, UPS, Power.	\$ 3,700.00	1	\$ 3,700.00	\$ 1,800.00	
Router	N/A			\$ -		
Monitoring	Temp / Power monitoring -	\$ 800.00	1	\$ 800.00		
Switch	USW-Pro-24-POE - DEFERRED	\$ 699.00	1	\$ 699.00		
Access Points	U6-Mesh	\$ 179.00	3	\$ 537.00		
Cameras	M2036-LE	\$ 475.00	4	\$ 1,900.00	\$ 2,146.70	
Camera	M4317-PLVE (360 for covered area)	\$ 875.00	1	\$ 875.00	\$ 729.80	
NVR Licenses	Cameras Licenses	\$ 150.00	5	\$ 750.00		
Pavillion cabinet	poll mount	\$ 500.00	1	\$ 500.00		
Switch	USW-Pro-8-PoE (120W) - OUT OF STOCK	\$ 349.00	1	\$ 349.00		
UPS	Harsh enviroment UPS	\$ 200.00	1	\$ 200.00	\$ 77.15	
Parts	Work boxes, patch cables, jumpers	\$ 350.00	1	\$ 350.00		
Town Hall Park Sidewalk Expansion	Jordan & Family Construction: Removal & replacement of Town Hall Park sidewalk	\$ 7,600.00		\$ 7,600.00		\$ 7,600.00
	SRM Concrete	\$ 8,400.00		\$ 7,625.00	\$ 7,625.00	
				\$ 15,225.00		
				<b>Total</b>	<b>\$ 12,378.65</b>	
	Wright Fence Co. : Installation of fence around retention pond	\$ 5,975.00				
				<b>Total</b>	<b>\$ 21,260.00</b>	
				<b>Contingency (20%)</b>	<b>\$ 4,252.00</b>	
				<b>Total</b>	<b>\$ 25,512.00</b>	

**Nassau Electrical Contractors**  
**#13014922**

48065 Red Hawk Lane  
Hilliard, FL 32046  
+1 4088417311  
RJackson@nassauec.com  
www.nassauec.com



**INVOICE**

**BILL TO**  
Town of Hilliard  
1585 West CR 108  
Hilliard, FL 32046

**INVOICE** 2023-091  
**DATE** 04/21/2024  
**TERMS** Due on receipt  
**DUE DATE** 04/21/2024

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Services			
	Piping and power for cameras	1	1,800.00	1,800.00

Contact Nassau Electrical Contractors to pay.  
Guy called for the request

**BALANCE DUE**

**\$1,800.00**

001-04-57264

*Aguel*

REMIT PAYMENT TO:

**INVOICE**

ACH INFORMATION:  
 THE NORTHERN TRUST  
 50 SOUTH LASALLE STREET  
 CHICAGO, IL 60675

E-mail Remittance To: gachremitt  
 ROUTING NO.: 071000152  
 ACCOUNT NAME: CDW GOVERNMENT  
 ACCOUNT NO.: 91057

ITEM-11



**CDW Government**  
 75 Remittance Drive, Suite 1515  
 Chicago, IL 60675-1515

RETURN SERVICE REQUESTED



INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER
QD15364	03/12/24	9864780
SUBTOTAL	SHIPPING	SALES TAX
\$2,146.70	\$0.00	\$0.00
DUE DATE		AMOUNT DUE
04/11/24		<b>\$2,146.70</b>

TOWN OF HILLIARD  
 ACCOUNTS PAYBAL  
 PO BOX 249  
 HILLIARD FL 32046-0249  
 USA

CDW Government  
 75 Remittance Drive  
 Suite 1515  
 Chicago, IL 60675-1515

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

INVOICE DATE	INVOICE NUMBER	PAYMENT TERMS			DUE DATE	
03/12/24	QD15364	Net 30 Days			04/11/24	
ORDER DATE	SHIP VIA	PURCHASE ORDER NUMBER			CUSTOMER NUMBER	
03/12/24	DROP SHIP-GROUND	03112024GR10			9864780	
ITEM NUMBER	DESCRIPTION	QTY ORD	QTY SHIP	QTY B/O	UNIT PRICE	TOTAL
6900392	AXIS M2036-LEDAY/NIGHT OTDR READY Manufacturer Part Number: 02125-001 Serial No: B8A44F934AEF Serial No: B8A44F934676 Serial No: B8A44F9352AF Serial No: B8A44F935510 Serial No: B8A44F97DE52	5	5	0	429.34	2,146.70

*Town Parts*

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**REDUCE PROCESSING COSTS AND ELIMINATE THE HASSLE OF PAPER CHECKS!**  
 Begin transmitting your payments electronically via ACH using CDW's bank and remittance information located at the top of the attached payment coupon. Email [credit@cdw.com](mailto:credit@cdw.com) with any questions.

ACCOUNT MANAGER	SHIPPING ADDRESS:	SUBTOTAL	
KAI KASPRZAK 312-547-2209 <a href="mailto:kai.kasprzak@cdw.com">kai.kasprzak@cdw.com</a>	TOWN OF HILLIARD GUY RINER 15859 COUNTY ROAD 108 HILLIARD FL 32046		<b>\$2,146.70</b>
SALES ORDER NUMBER		SHIPPING	<b>\$0.00</b>
NTTR029		SALES TAX	<b>\$0.00</b>
		AMOUNT DUE	<b>\$2,146.70</b>



Cage Code Number 1KH72  
 DUNS Number 02-615-7235  
 Unique Entity ID (SAM): PHZDZ8SJ5CM1  
 ISO 9001 and ISO 14001 Certified  
 CDW GOVERNMENT FEIN 36-4230110

HAVE QUESTIONS ABOUT YOUR ACCOUNT?  
 PLEASE EMAIL US AT [credit@cdw.com](mailto:credit@cdw.com)  
 VISIT US ON THE INTERNET AT [www.cdwg.com](http://www.cdwg.com)



ITEM-11

REMIT PAYMENT TO:

INVOICE

ACH INFORMATION: THE NORTHERN TRUST 50 SOUTH LASALLE STREET CHICAGO, IL 60675

E-mail Remittance To: gachremittance@cdw.com ROUTING NO.: 071000152 ACCOUNT NAME: CDW GOVERNMENT ACCOUNT NO.: 91057



CDW Government 75 Remittance Drive, Suite 1515 Chicago, IL 60675-1515



RETURN SERVICE REQUESTED

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER
QG31859	03/19/24	9864780
SUBTOTAL	SHIPPING	SALES TAX
\$729.80	\$0.00	\$0.00
DUE DATE		AMOUNT DUE
04/18/24		\$729.80

TOWN OF HILLIARD ACCOUNTS PAYBAL PO BOX 249 HILLIARD FL 32046-0249 USA

CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

INVOICE DATE	INVOICE NUMBER	PAYMENT TERMS				DUE DATE
03/19/24	QG31859	Net 30 Days				04/18/24
ORDER DATE	SHIP VIA	PURCHASE ORDER NUMBER			CUSTOMER NUMBER	
03/12/24	DROP SHIP-GROUND	03112024GR10			9864780	
ITEM NUMBER	DESCRIPTION	QTY ORD	QTY SHIP	QTY B/O	UNIT PRICE	TOTAL
7560859	AXIS M4317-PLVE OUTDOOR MIN DOME CAM Manufacturer Part Number: 02510-001 Serial No: B8A44F9FF079	1	1	0	729.80	729.80

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**REDUCE PROCESSING COSTS AND ELIMINATE THE HASSLE OF PAPER CHECKS!**

Begin transmitting your payments electronically via ACH using CDW's bank and remittance information located at the top of the attached payment coupon. Email [credit@cdw.com](mailto:credit@cdw.com) with any questions.

ACCOUNT MANAGER	SHIPPING ADDRESS:	SUBTOTAL	
KAI KASPRZAK 312-547-2209 <a href="mailto:kai.kasprzak@cdwg.com">kai.kasprzak@cdwg.com</a>	TOWN OF HILLIARD GUY RINER 15859 COUNTY ROAD 108 HILLIARD FL 32046	\$729.80	
SALES ORDER NUMBER		SHIPPING	\$0.00
NTTR029		SALES TAX	\$0.00
		AMOUNT DUE	\$729.80



Cage Code Number 1KH72 DUNS Number 02-615-7235 Unique Entity ID (SAM): PHZDZ8SJ5CM1 ISO 9001 and ISO 14001 Certified CDW GOVERNMENT FEIN 36-4230110

HAVE QUESTIONS ABOUT YOUR ACCOUNT? PLEASE EMAIL US AT [credit@cdw.com](mailto:credit@cdw.com) VISIT US ON THE INTERNET AT [www.cdw.com](http://www.cdw.com)

REMIT PAYMENT TO:

**INVOICE**

ACH INFORMATION:  
 THE NORTHERN TRUST  
 50 SOUTH LASALLE STREET  
 CHICAGO, IL 60675

E-mail Remittance To: gachremitta  
 ROUTING NO.: 071000152  
 ACCOUNT NAME: CDW GOVERNMENT  
 ACCOUNT NO.: 91057

ITEM-11



**CDW Government**  
 75 Remittance Drive, Suite 1515  
 Chicago, IL 60675-1515

RETURN SERVICE REQUESTED



INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER
QD11047	03/12/24	9864780
SUBTOTAL	SHIPPING	SALES TAX
\$77.15	\$0.00	\$0.00
DUE DATE		AMOUNT DUE
04/11/24		\$77.15

TOWN OF HILLIARD  
 ACCOUNTS PAYBAL  
 PO BOX 249  
 HILLIARD FL 32046-0249  
 USA

CDW Government  
 75 Remittance Drive  
 Suite 1515  
 Chicago, IL 60675-1515

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

INVOICE DATE	INVOICE NUMBER	PAYMENT TERMS			DUE DATE	
03/12/24	QD11047	Net 30 Days			04/11/24	
ORDER DATE	SHIP VIA	PURCHASE ORDER NUMBER			CUSTOMER NUMBER	
03/12/24	DROP SHIP-GROUND	03112024GR10			9864780	
ITEM NUMBER	DESCRIPTION	QTY ORD	QTY SHIP	QTY B/O	UNIT PRICE	TOTAL
5677090	CYBERPOWER 700VA 370W STANDBY UPS Manufacturer Part Number: SL700U Serial No: BNTNY7006318	1	1	0	77.15	77.15

*Town Park*

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**REDUCE PROCESSING COSTS AND ELIMINATE THE HASSLE OF PAPER CHECKS!**  
 Begin transmitting your payments electronically via ACH using CDW's bank and remittance information located at the top of the attached payment coupon. Email [credit@cdw.com](mailto:credit@cdw.com) with any questions.

ACCOUNT MANAGER	SHIPPING ADDRESS:	SUBTOTAL	\$77.15
KAI KASPRZAK 312-547-2209 <a href="mailto:kai.kasprzak@cdwg.com">kai.kasprzak@cdwg.com</a>	TOWN OF HILLIARD GUY RINER 15859 COUNTY ROAD 108 HILLIARD FL 32046	SHIPPING	\$0.00
<b>SALES ORDER NUMBER</b>		SALES TAX	\$0.00
NTTR029		<b>AMOUNT DUE</b>	<b>\$77.15</b>



Cage Code Number 1KH72  
 DUNS Number 02-615-7235  
 Unique Entity ID (SAM): PHZDZ8SJ5CM1  
 ISO 9001 and ISO 14001 Certified  
 CDW GOVERNMENT FEIN 36-4230110

HAVE QUESTIONS ABOUT YOUR ACCOUNT?  
 PLEASE EMAIL US AT [credit@cdw.com](mailto:credit@cdw.com)  
 VISIT US ON THE INTERNET AT [www.cdwg.com](http://www.cdwg.com)





ITEM-11

**INVOICE**

1010578932

REMIT TO:  
1000 Hollingshead Circle  
Murfreesboro, TN 37129

**SOLD TO:**

TOWN OF HILLIARD  
PO BOX 249  
15859 WEST CR 108  
HILLIARD, FL 32046

**SHIP TO:**

HILLARD CITY HALL  
  
HILLARD  
FL  
ORDERED BY:  
JORDAN  
3016590291

CUSTOMER	DATE	ORDER #	TERMS	PO #	LOT	JOB#
152624	4/17/2024	287	NET 30	CITY HALL		

DESCRIPTION	QUANTITY	Ticket #	Price	Amount
2500 PSI CONCRETE AIR	9.00	16626083	167.00	1,503.00
ENVIRONMENTAL\FUEL SUR	1.00		40.00	40.00
2500 PSI CONCRETE AIR	9.00	16626084	167.00	1,503.00
ENVIRONMENTAL\FUEL SUR	1.00		40.00	40.00
2500 PSI CONCRETE AIR	9.00	16626085	167.00	1,503.00
ENVIRONMENTAL\FUEL SUR	1.00		40.00	40.00

PRODUCT RECAP

27.00	25000	2500 PSI CONCRETE AIR
3.00	SC-1015	ENVIRONMENTAL\FUEL SURCHARGE

IF PAYMENT IS MADE BY 05/10/2024, DISCOUNT FOR INVOICE IS 54.00

TOTAL QUANTITY:	27.00	SUB TOTAL	4,629.00
		SALES TAX	0.00
		AMOUNT DUE	4,629.00

RECEIVED  
APR 26 2024

TOWN OF HILLIARD



ITEM-11

INVOICE

1010579403

REMIT TO:
1000 Hollingshead Circle
Murfreesboro, TN 37129

SOLD TO:

TOWN OF HILLIARD
PO BOX 249
15859 WEST CR 108
HILLIARD, FL 32046

SHIP TO:

HILLARD CITY HALL
HILLARD

ORDERED BY:
JORDAN
3016590291

Table with 7 columns: CUSTOMER, DATE, ORDER #, TERMS, PO #, LOT, JOB#

152624 4/18/2024 705 NET 30 TOWN HALL

Table with 5 columns: DESCRIPTION, QUANTITY, Ticket #, Price, Amount

2500 PSI CONCRETE AIR 9.00 16626100 167.00 1,503.00
ENVIRONMENTAL\FUEL SUR 1.00 40.00 40.00
2500 PSI CONCRETE AIR 9.00 16626101 167.00 1,503.00
ENVIRONMENTAL\FUEL SUR 1.00 40.00 40.00

PRODUCT RECAP

18.00 25000 2500 PSI CONCRETE AIR
2.00 SC-1015 ENVIRONMENTAL\FUEL SURCHARGE

IF PAYMENT IS MADE BY 05/10/2024, DISCOUNT FOR INVOICE IS 36.00

TOTAL QUANTITY: 18.00 SUB TOTAL 3,086.00
SALES TAX 0.00
AMOUNT DUE 3,086.00

RECEIVED
APR 26 2024

TOWN OF HILLIARD



2023/2024 Town Hall IT Refresh						
EQUIPMENT:						
Vendor:	Invoice No.	Product:	Quantity:	Cost Total	05/02/2024 Payables	To Date:
Dell Technologies	10732872932	OptiPlex Micro (Plus 7010)	18	\$ 15,177.96		\$ 15,177.96
Dell Technologies	10732872932	Dell 27 Monitor - P2722H	24	\$ 4,537.68		\$ 4,537.68
Dell Technologies	10732412641	BASE, DS WD22TB4 US 180W	2	\$ 495.98		\$ 495.98
Dell Technologies	10732412641	Dell Latitude 5440 BTX Base	2	\$ 2,662.12		\$ 2,662.12
Dell Technologies	10732412641	Fixed Hardware Configuration	2	\$ 10.00		\$ 10.00
Office Resource-Jax, LLC	1361	Monitor Mounts, Fixutres, & Installation	1	\$ 2,800.00		\$ 2,800.00
Veytec, Inc.	380350	Router	1	\$ 6,105.39	\$ 6,105.39	\$ 6,105.39
CDW Government	QD02353	Ubiquiti UniFi Switch	1	\$ 3,300.00		\$ 3,712.53
CDW Government	PS02357	Canon DR-6010C Document Scanner & Scanner Unit	1	\$ 2,675.05		\$ 2,675.05
-		Printer Recreation Dept.	±	<del>\$ 1,534.00</del>		\$ -
Canon Solutions America	163376658	Purchase of Copier & Attatchment (Recreation Dept.)	1	\$ 5,447.84		\$ 5,447.84
				<b>Total</b>	<b>\$ 6,105.39</b>	
SUBSCRIPTIONS:						
Easy Data Access: Docs Vault	92232	DocsVault Annual Subscription	10	\$ 5,100.00		\$ 5,100.00
		Leasing of Printer (Recreation Dept.)		<del>\$ 2,171.04</del>		
Tyler SaaS				\$ 39,061.00		
Current Tyler License Fees				\$ (21,701.00)		
				\$ 24,631.04		
				<b>\$ 22,460.00</b>		
					<u>Total</u>	<u>\$ 43,624.55</u>

Veytec, Inc.  
 2301 Silver Star Road  
 Orlando, Florida 32804

(407)849-6391  
 (407)849-0461 Fax  
 Veytec@Veytec.com



# Invoice

Date	Invoice #
4/9/2024	380350

Bill To		Ship To	
Town of Hilliard Accounts Payable 15859 CR108 Hilliard, FL 32097		Town of Hilliard Guy Riner 15859 CR108 Hilliard, FL 32097	
Tracking#	647068651042	Ship Via	FED EX GROUND

S.O. No.	P.O. No.	Terms	Due Date	Rep
3483757	AAAQ15924	Net 30	5/9/2024	MB

Item	Description	Shipped	Price	Amount
CIS C8200-1N-4T	CISCO CATALYST C8200-1N-4T ROUTER Serial Number: FJC28141D10	1	2,767.95	2,767.95
CON-SNTP-C82001N4	SNTP-24X7X4 CISCO CATALYST C8200	1	2,011.50	2,011.50
CIS DNA-P-T1-E-3YR	CISCO DNA ESSENTIALS ON PREM LICENSE 3YR	1	1,325.94	1,325.94

801-01-51364 TH Refresh

Please note we have moved to a new address:  Veytec, Inc. 2301 Silver Star Rd Orlando, FL 32804	<b>Subtotal</b>	\$6,105.39
	<b>Sales Tax (7.0%)</b>	\$0.00
	<b>Payments/Credits</b>	\$0.00
	<b>Balance Due</b>	\$6,105.39

*Agenda*