

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

AGENDA

THURSDAY, NOVEMBER 20, 2025, 7:00 PM

NOTICE TO PUBLIC

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

PLEDGE OF CIVILITY

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

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC HEARING

ITEM-1

Ordinance No 2025-08 – Regulating Water & Sewer Usage Rates; and providing for an effective date.

Mayor Beasley

Open Public Hearing
Call for Public Comments
Close Public Hearing on Ordinance No. 2025-08

TOWN COUNCIL ACTION

Town Council to consider adopting Ordinance No. 2025-08, on Second & Final Reading.

REGULAR MEETING

ITEM-2 Additions/Deletions to Agenda

- ITEM-3** Town Council to appoint Michael Hallman as a Planning & Zoning Board Member for the remaining 3-year term vacated by Josetta Lawson ending December 2025 and the serve a new term from January 2026 through December 2028.
Lee Anne Wollitz – Land Use Administrator
- ITEM-4** Town Council to appoint Dalton Hood as a Planning & Zoning Board Member for the remaining 3-year term vacated by Wendy Prather ending December 2026.
Lee Anne Wollitz – Land Use Administrator
- ITEM-5** Town Council to consider Ordinance No. 2025-17, an ordinance of the Town of Hilliard, Nassau County, Florida, Amending Chapter 14 of the Town Code to create an article, addressing Unsafe Structures and/or Conditions; Providing for Conflict, Severability, Administrative Correction of Scriveners Error, Publication and Effective Date. Adopting on First Reading and Set Public Hearing & Final Reading for December 18, 2025.
Lisa Purvis, MMC – Town Clerk
- ITEM-6** Town Council approval of Position Process for Lee Anne Wollitz’s transition from Introductory/Probationary status to Regular Full-Time.
Cory Hobbs – Public Works Director
- ITEM-7** Town Council approval of Position Process for Colt Gandy’s transition from Introductory/Probationary status to Regular Full-Time.
Cory Hobbs – Public Works Director
- ITEM-8** Town Council approval of the Minutes for the November 6, 2025, Public Hearing & Regular Meeting.
Lisa Purvis, MMC – Town Clerk
- ITEM-9** Town Council approval of Nassau County Council on Aging Donation for Fiscal Year 2025-2026, to assist seniors with their Water & Sewer Bills in the amount of \$10,000.00.
BUDGETED DONATION FROM THE WATER & SEWER FUND PENTALITIES COLLECTED
- ITEM-10** Town Council approval of Peters & Yaffee Engineering, Payable through October 31, 2025, Project Name: Design West Sixth Street in the amount of \$5,642.30.
DAYSPINGS COMMONS DEVELOPER FUNDED PROJECT LUMP SUM CONTRACT \$101,672.26

ADDED ITEMS

ADDITIONAL COMMENTS

PUBLIC

MAYOR & TOWN COUNCIL

ADMINISTRATIVE STAFF

TOWN ATTORNEY

ADJOURNMENT

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

TOWN COUNCIL MEETINGS

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

PLANNING & ZONING BOARD MEETINGS

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

MINUTES & TRANSCRIPTS

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

TOWN WEBSITE & YOUTUBE MEETING VIDEO

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

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

ADA NOTICE

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

APPEALS

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

PUBLIC PARTICIPATION

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

EXPARTE COMMUNICATIONS

Oral or written exchanges (sometimes referred to as lobbying or information gathering) between a Council Member and others, including staff, where there is a substantive discussion regarding

a quasi-judicial decision by the Town Council. The exchanges must be disclosed by the Town Council so the public may respond to such exchanges before a vote is taken.

2025 HOLIDAYS

TOWN HALL OFFICES CLOSED

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



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Public Hearing & Regular Meeting Meeting Date: November 20, 2025

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

SUBJECT: Town Council to consider Ordinance No. 2025-08, An Ordinance regulating the Water and Sewer Usage Rates; In accordance with the Town Charter Section 4.11 (5) Action Requiring an Ordinance; and further stated in Chapter 58 Utilities of the Town Code; and providing for an effective date. Adopting on First Reading and set a Public Hearing & Final Reading for November 20, 2025.

BACKGROUND:

The Water & Sewer Rate Study prepared by Florida Rural Water Association and previously discussed in detail at the September 11, 2025, October 9, 2025, and November 13, 2025, monthly workshops. Identified revenue deficiencies that require the Town to increase the Water & Sewer Usage Rates. This will allow funding needed to rehabilitate the infrastructure that is in critical despair.

Notices were sent out in accordance with FS 180.136, with the October 30, 2025, water and sewer bills. This notice advised all customers of the date, time, and place of the Public Hearing to hear citizen's input regarding the Town's proposed water and sewer rate increase.

See attached additional background information sheet.

FINANCIAL IMPACT:

FRWA Rate Study Results
 FY 2025/2026 Effective January 1, 2026
 Water Revenue Increase 12%
 Sewer Revenue Increase 49%

RECOMMENDATION:

Town Council adoption of Ordinance No. 2025-08, on Second & Final Reading.

ORDINANCE NO. 2025-08

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION REGULATING THE WATER AND SEWER USAGE RATES; IN ACCORDANCE WITH THE TOWN CHARTER SECTION 4.11 (5) ACTION REQUIRING AN ORDINANCE; AND FURTHER STATED IN CHAPTER 58 UTILITIES OF THE TOWN CODE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Hilliard has found it necessary to adopt Ordinance No. 2025-08, to ensure adequate funds to pay for the annual debt service and annual operating and maintenance costs for the water and wastewater treatment plants and in an effort to meet the goals of USDA Rural Development with respect to sufficient revenue to fund the municipal bond payments and the goals of the St. John's River Water Management District with respect to encouraging conservation; and

WHEREAS, Article IV. Town Council, Section 4.11. Action requiring an ordinance of the Town Charter requires the Town Council to regulate the rate charged for its public utilities by ordinance; and

WHEREAS, Chapter 58 of the Hilliard Utilities Code, states that the Town Council shall conduct annually a review of charges and fees for water and sewer services, and it shall set such fees and charges as are necessary to adequately maintain, repair and replace the system by ordinance. Water and sewer usage rates shall increase annually using the Municipal Cost Index as set forth in this chapter and

NOW, THEREFORE, BE IT ORDAINED, by the Town Council of the Town of Hilliard, Florida, has established that the following Water and Sewer Usage Rates for said Town and based on the Municipal Cost Index "MCI" published by American City & County Magazine, and any additional increase that shall be warranted as an attachment to this ordinance.

THIS ORDINANCE adopted this _____ day of _____, _____, by the Town Council of the Town of Hilliard, Florida, and shall become effective based on rates billed that are payable on or thereafter, January 1, 2026.

Kenneth A. Sims
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

First Reading:	October 16, 2025
W&S Billing Notice:	October 30, 2025
Publication Date:	November 5, 2025
Public Hearing:	November 20, 2025
Second/Final Reading:	November 20, 2025

**ATTACHMENT
TOWN OF HILLIARD
ORDINANCE NO. 2025-08 AMENDING 2024-05
WATER & SEWER RATES**

SECTION 1.	WATER & SEWER USAGE RATES AND TAXES	
<u>12.00%</u>	WATER	INCREASE
<u>49.00%</u>	SEWER	INCREASE

The monthly water and sewer use rates for residential property are established as follows:

BASE CHARGE	WATER	SEWER
	\$19.29	\$32.08

The Base Charge shall be prorated for the portion of the month in which service was in use.

In addition to the Base Charge, the charge for usage shall also include a charge based on the gallons used as follows:

FIRST INCREMENT (0-6,000 gallons)	SECOND INCREMENT (over-6,000 gallons)
WATER	WATER
\$3.62	\$6.43
per whole thousand	per whole thousand
SEWER	SEWER
\$6.02	\$8.55
per whole thousand	per whole thousand

The monthly water and sewer use rates for commercial property are established as follows:

BASE CHARGE	WATER	SEWER
	\$45.01	\$74.31

The Base Charge shall be prorated for the portion of the month in which service was in use.

In addition to the Base Charge, the charge for usage shall also include a charge based on the gallons used as follows:

FIRST INCREMENT (0-2,000 gallons)	SECOND INCREMENT (2,001-10,000 gallons)	THIRD INCREMENT (over-10,000 gallons)
WATER	WATER	WATER
\$1.59	\$4.82	\$6.43
per whole thousand	per whole thousand	per whole thousand
SEWER	SEWER	SEWER
\$4.28	\$8.55	\$10.67
per whole thousand	per whole thousand	per whole thousand

TAXES

A public service tax of 5% shall be added to the water service rates.

**TOWN OF HILLIARD
Water & Sewer Rate Increase Notice
Ordinance No. 2025-08**

In accordance with Hilliard Town Charter Section 4.11 (5) Action requiring an ordinance. The Town shall by ordinance regulate the rate charged for its services by a public utility for its water and sewer rates. Florida State Statue 180.136 Water or sewer utilities; notice. Before a local government water or sewer utility increases any rate, charge, or fee for water or sewer utility service, the utility shall provide notice of the proposed increase to each customer of the utility through the utility's billing process. The notice shall state the date, time, and place of the meeting of the governing board of the local government at which such an increase will be considered.

The Town of Hilliard will hold a Public Hearing to hear citizens input where the Town proposes to increase its water rates by 12% and sewer rates by 49% for both residential and commercial users as follows:

**Public Hearing & Regular Meeting
November 20, 2025, at 7:00 p.m.
Hilliard Town Hall / Council Chambers
15859 West County Road 108
Hilliard, FL 32046**

This rate increase is following Hilliard Town Code Chapter 58 Utilities:

Sec. 58-86. Annual rate increases tied to inflation.

Effective October 1st of every year, the rates subject to annual cost adjustment as set forth above shall be increased by a percentage equal to the annual increase in the Municipal Cost Index ("MCI") published by American City & County Magazine. The MCI is a weighted average, using 2005 as the base year, of the consumer price index, producer price index for industrial commodities, and construction cost index. Notwithstanding anything to the contrary herein, any such rate increase shall be subject to approval or adjustment by the town council by ordinance.

(Ord. No. 2010-03, § 6, 10-7-2010) (Ord. No. 2023-02, 05-18-2023)

Town of Hilliard
FY 2025 gradual Tax Revenue decrease
Fiscal Year: 2025



FLORIDA RURAL WATER ASSOCIATION
2970 WELLINGTON CIRCLE
TALLAHASSEE, FL 32309
850-668-2746
Completed by: Dyana Stewart
September 13, 2025

Town of Hilliard
FY 2025 gradual Tax Revenue decrease
Fiscal Year: 2025
Proposed Rate Adjustments

This rate scenario shows the rate increases needed to fiscally sustain the Water and Wastewater systems with the use of unrestricted reserves and tax revenue transfers. Tax revenue transfers will only match Capital Expenditures identified starting FY27-28 as shown on the CIP Schedule in this document. This scenario used the FY25 Budget, existing debt, and Capital Improvement Plan as provided by the town to address expenditures and applied a 3% CPI increase to the O&M expenditures over the next 4 years. This scenario applies revenues using, number of current customers, customer consumption billed in FY23-24, and the current rates at the time this rate analysis was completed. Other revenues were applied as shown in the FY25 budget for collection fees, taps, misc. etc (see Other Revenues in this study). If revenues budgeted are not achieved at the same amount then higher increases may be needed.

If the Consumer Price Index (CPI) for any given year exceeds percentages in Figure 1, rates may need to be increased by the percentage difference. The proposed rate increases (see figure 2) will only allow the system to maintain an unrestricted reserve at or above 82 days of O&M. The minimum suggested is 90 days, and with the suggested rate increases the city should meet 90 days by end of FY27.

Description	Escalation Factor FY				
	2025	2026	2027	2028	2029
CPI	3%	3%	3%	3%	3%

Figure 1

Rate Class	Fiscal Year				
All DW Rate Classes	2025	2026	2027	2028	2029
Base	0%	12%	12%	12%	3%
Usage	0%	12%	12%	12%	3%
All WW Rate Classes	2025	2026	2027	2028	2029
Base	0%	49%	20%	3%	3%
Usage	0%	49%	20%	3%	3%

Figure 2

Town of Hilliard
FY 2025 without Tax Revenue
Fiscal Year: 2025
Water Revenue Requirements

	2025	2026	2027	2028	2029
Revenue Requirements:					
Operating Expenses	\$509,700	\$525,000	\$540,800	\$557,000	\$573,700
Debt Service	\$80,400	\$80,900	\$81,300	\$322,500	\$322,400
Other Expenses/Transfers	\$4,000	\$4,100	\$4,200	\$4,400	\$4,500
Capital Expenditures	\$203,900	\$308,000	\$410,000	\$173,900	\$173,900
Gross Revenue Requirements	\$798,000	\$918,000	\$1,036,300	\$1,057,800	\$1,074,500
Less: Other Revenue	\$121,667	\$302,400	\$314,400	\$62,400	\$62,400
Net Revenue Requirements	\$676,333	\$615,600	\$721,900	\$995,400	\$1,012,100
Existing Rate Sufficiency:					
Revenue from Existing Rates	\$599,900	\$592,000	\$592,000	\$592,000	\$592,000
Revenue Surplus/(Deficiency)	-\$76,433	-\$23,600	-\$129,900	-\$403,400	-\$420,100
Proposed Rate Sufficiency:					
*Revenue from Proposed Rates	\$599,900	\$663,040	\$813,900	\$999,300	\$1,128,500
Increase in Revenue	\$0	\$63,140	\$214,000	\$399,400	\$528,600
Cumulative %					
All Customer Classes					
Base Charges	0.00%	12.00%	25.44%	40.49%	44.71%
Usage Charges	0.00%	12.00%	25.44%	40.49%	44.71%
Current Year %					
All Customer Classes					
Base Charges	0%	12%	12%	12%	3%
Usage Charges	0%	12%	12%	12%	3%
Revenue Surplus/(Deficiency)	-\$76,433	\$47,440	\$92,000	\$3,900	\$116,400

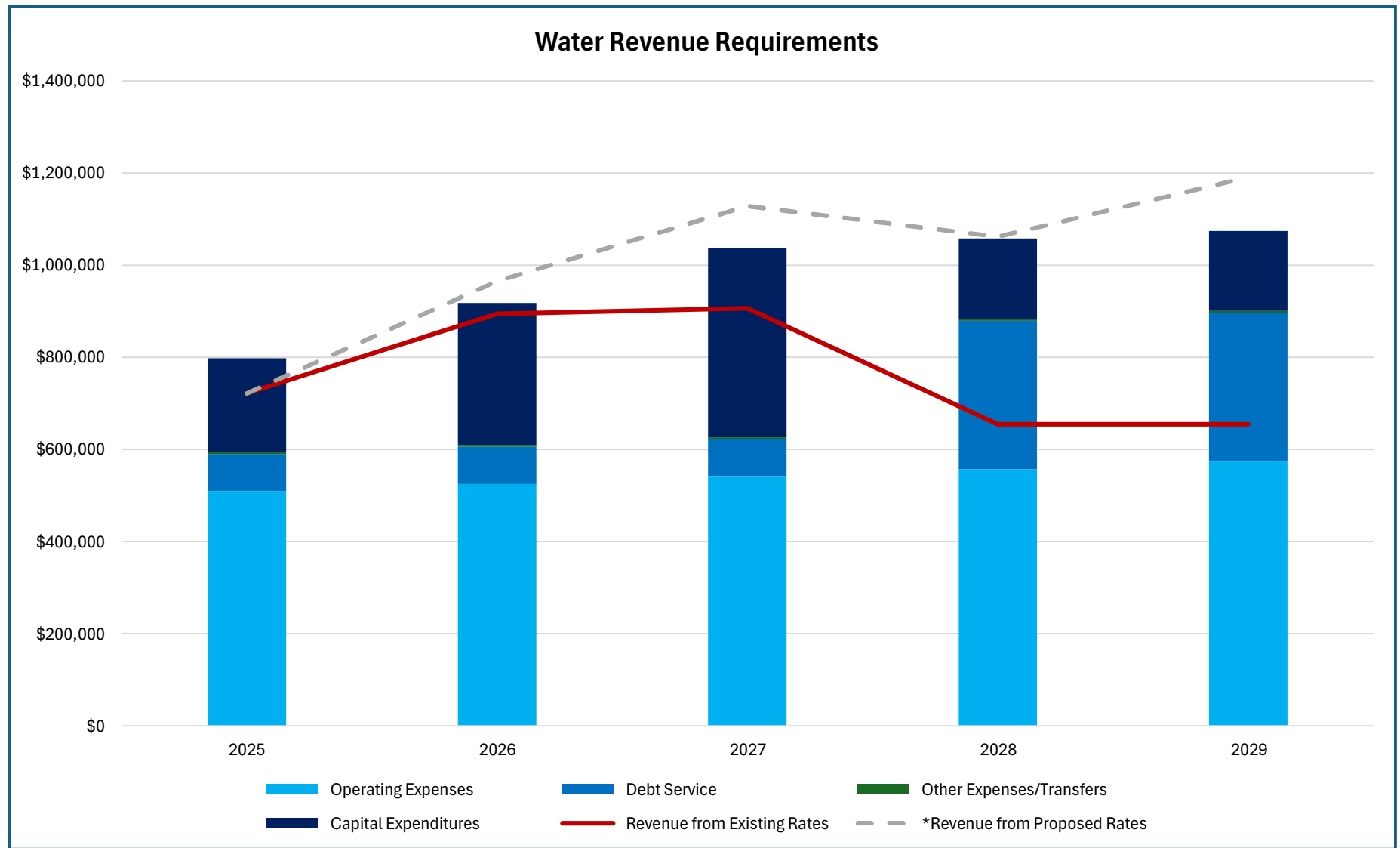
Revenue from Existing Rates \$721,567 \$894,400 \$906,400 \$654,400 \$654,400

*Revenue from Proposed Rates \$721,567 \$965,440 \$1,128,300 \$1,061,700 \$1,190,900

* Revenue includes 10% annual growth starting FY26-27

Town of Hilliard
 FY 2025 without Tax Revenue
 Fiscal Year: 2025
 Water Revenue Requirements

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Town of Hilliard
FY 2025 without Tax Revenue
Fiscal Year: 2025
Wastewater Revenue Requirements

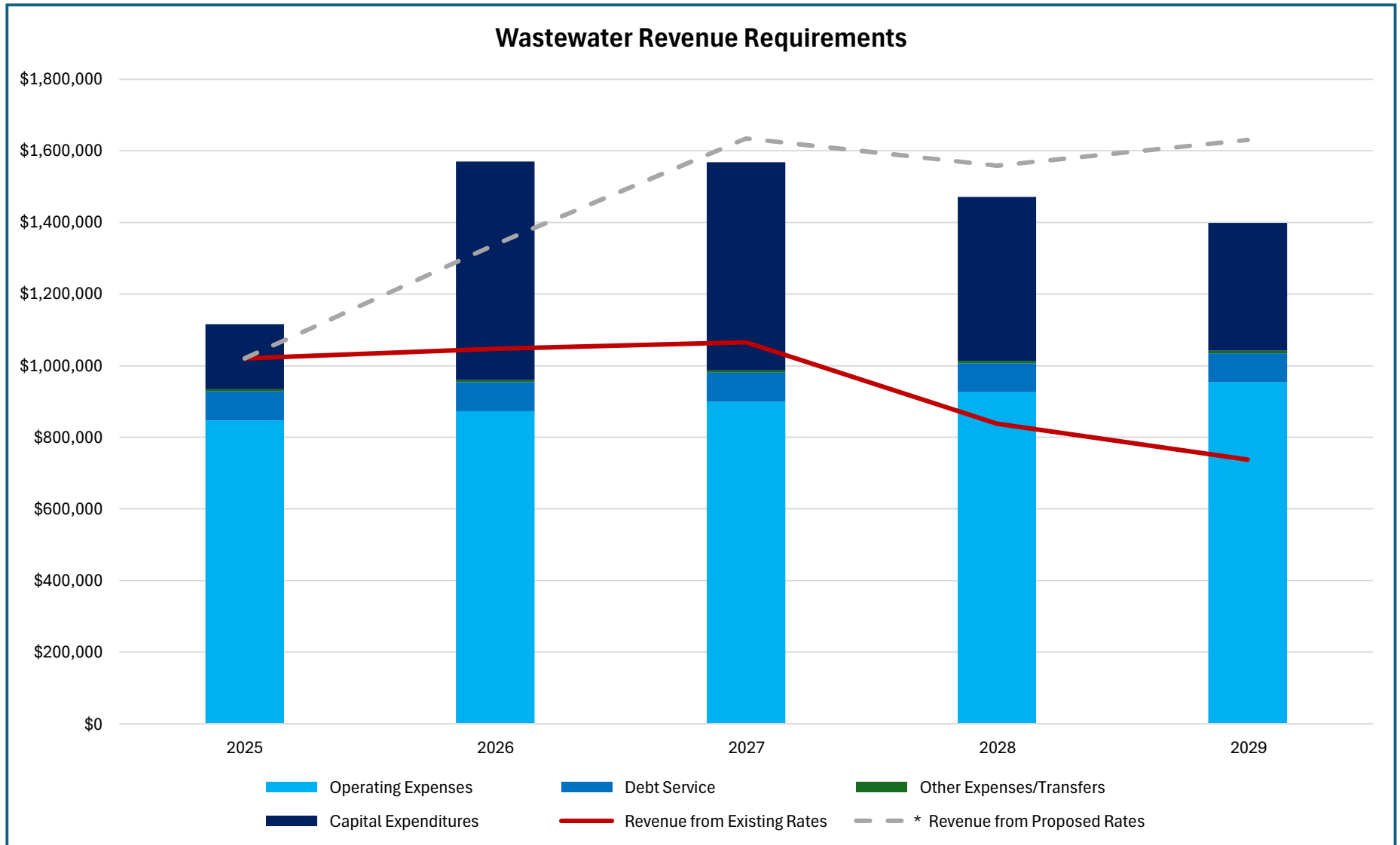
	2025	2026	2027	2028	2029
Revenue Requirements:					
Operating Expenses	\$847,100	\$872,500	\$898,700	\$925,600	\$953,400
Debt Service	\$80,400	\$80,900	\$81,300	\$81,800	\$81,600
Other Expenses/Transfers	\$6,000	\$6,200	\$6,400	\$6,600	\$6,800
Capital Expenditures	\$182,600	\$610,700	\$581,900	\$456,900	\$356,900
Gross Revenue Requirements	\$1,116,000	\$1,570,200	\$1,568,300	\$1,470,900	\$1,398,700
Less: Other Revenue	\$420,858	\$453,600	\$471,600	\$243,600	\$143,600
Net Revenue Requirements	\$695,142	\$1,116,600	\$1,096,700	\$1,227,300	\$1,255,100
Existing Rate Sufficiency:					
Revenue from Existing Rates	\$599,400	\$593,800	\$593,800	\$593,800	\$593,800
Revenue Surplus/(Deficiency)	-\$95,742	-\$522,800	-\$502,900	-\$633,500	-\$661,300
Proposed Rate Sufficiency:					
* Revenue from Proposed Rates	\$599,400	\$884,762	\$1,162,900	\$1,314,700	\$1,486,700
Increase in Revenue	\$0	\$285,362	\$563,500	\$715,300	\$887,300
Cumulative %					
All Customer Classes					
Base Charges	0.00%	49.00%	78.80%	84.16%	89.69%
Usage Charges	0.00%	49.00%	78.80%	84.16%	89.69%
Current Year %					
All Customer Classes					
Base Charges	0%	49%	20%	3%	3%
Usage Charges	0%	49%	20%	3%	3%
Revenue Surplus/(Deficiency)	-\$95,742	-\$231,838	\$66,200	\$87,400	\$231,600

Revenue from Existing Rates	\$1,020,258	\$1,047,400	\$1,065,400	\$837,400	\$737,400
* Revenue from Proposed Rates	\$1,020,258	\$1,338,362	\$1,634,500	\$1,558,300	\$1,630,300

* Revenue includes 10% annual growth starting FY26-27

Town of Hilliard
 FY 2025 without Tax Revenue
 Fiscal Year: 2025
 Wastewater Revenue Requirements

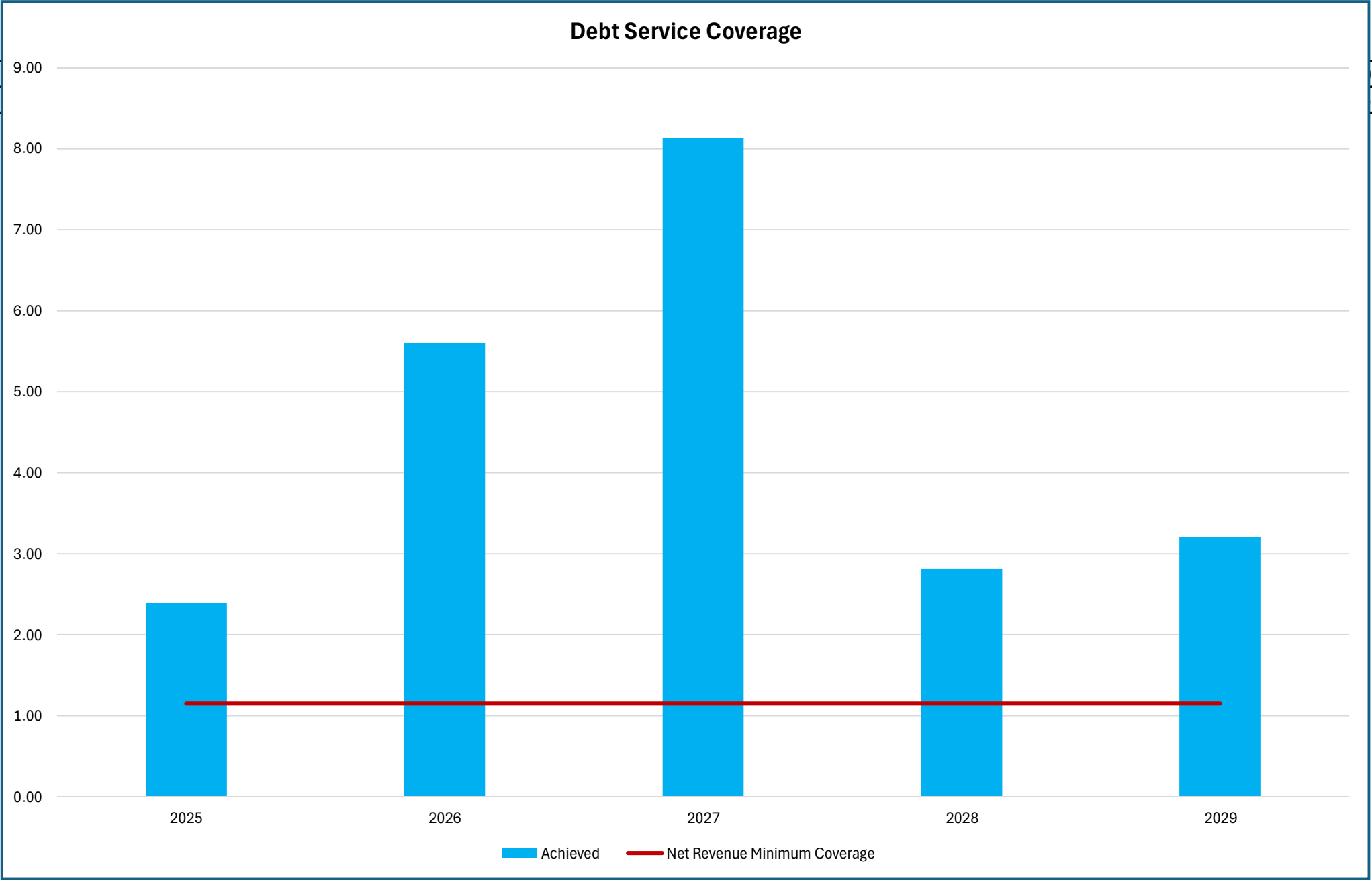
ITEM-1



Town of Hilliard
FY 2025 without Tax Revenue
Fiscal Year: 2025
Debt Service Coverage

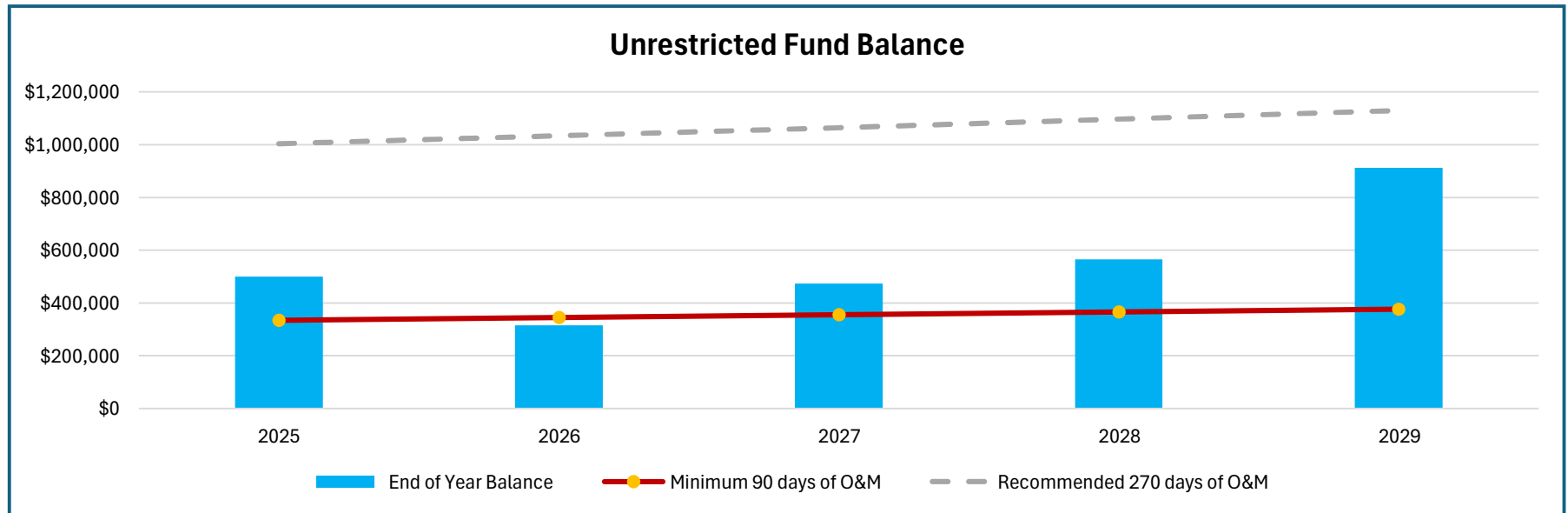
	2025	2026	2027	2028	2029
Revenue:					
Revenue from Proposed Drinking Water Rates	\$599,900	\$663,040	\$813,900	\$999,300	\$1,128,500
Revenue from Proposed Wastewater Rates	\$599,400	\$884,762	\$1,162,900	\$1,314,700	\$1,486,700
Subtotal - Rate Revenue	\$1,199,300	\$1,547,802	\$1,976,800	\$2,314,000	\$2,615,200
Miscellaneous Revenue - Drinking Water	\$121,667	\$302,400	\$314,400	\$62,400	\$62,400
Miscellaneous Revenue - Wastewater	\$420,858	\$453,600	\$471,600	\$243,600	\$143,600
Total Revenue	\$1,741,825	\$2,303,802	\$2,762,800	\$2,620,000	\$2,821,200
Operating Expenses:					
Drinking Water	\$509,700	\$525,000	\$540,800	\$557,000	\$573,700
Wastewater	\$847,100	\$872,500	\$898,700	\$925,600	\$953,400
Total Operating Expenses	\$1,356,800	\$1,397,500	\$1,439,500	\$1,482,600	\$1,527,100
Net Revenue	\$385,025	\$906,302	\$1,323,300	\$1,137,400	\$1,294,100
Debt Service:					
Drinking Water	\$80,400	\$80,900	\$81,300	\$322,500	\$322,400
Wastewater	\$80,400	\$80,900	\$81,300	\$81,800	\$81,600
Total Debt Service	\$160,800	\$161,800	\$162,600	\$404,300	\$404,000
Debt Service Coverage	2.39	5.60	8.14	2.81	3.20
Net Revenue Less Debt Service	\$224,225	\$744,502	\$1,160,700	\$733,100	\$890,100
Capital Expenditures:					
Drinking Water	\$203,900	\$308,000	\$410,000	\$173,900	\$173,900
Wastewater	\$182,600	\$610,700	\$581,900	\$456,900	\$356,900
Total Capital Expenditures	\$386,500	\$918,700	\$991,900	\$630,800	\$530,800
Other Expenses/Transfers:					
Drinking Water	\$4,000	\$4,100	\$4,200	\$4,400	\$4,500
Wastewater	\$6,000	\$6,200	\$6,400	\$6,600	\$6,800
Total Other Expenses/Transfers	\$10,000	\$10,300	\$10,600	\$11,000	\$11,300
Revenue Surplus/(Deficiency)	-\$172,275	-\$184,498	\$158,200	\$91,300	\$348,000

Town of Hilliard
FY 2025 without Tax Revenue
Fiscal Year: 2025
Debt Service Coverage



Town of Hilliard
FY 2025 without Tax Revenue
Fiscal Year: 2025
Unrestricted Fund Balance

	2025	2026	2027	2028	2029
Utility Reserve Funds:					
Beginning of Year Balance	\$672,275	\$500,000	\$315,502	\$473,702	\$565,002
Addition to Current Year	-\$172,275	-\$184,498	\$158,200	\$91,300	\$348,000
End of Year Balance	\$500,000	\$315,502	\$473,702	\$565,002	\$913,003
Days of Cash on Hand	135	82	120	139	218
	2025	2026	2027	2028	2029
Drinking Water	\$509,700	\$525,000	\$540,800	\$557,000	\$573,700
Wastewater	\$847,100	\$872,500	\$898,700	\$925,600	\$953,400
Total O&M Expense	\$1,356,800	\$1,397,500	\$1,439,500	\$1,482,600	\$1,527,100
Daily O&M Expense	\$3,717	\$3,829	\$3,944	\$4,062	\$4,184
Minimum 90 days of O&M	\$334,553	\$344,589	\$354,945	\$365,573	\$376,545
Recommended 270 days of O&M	\$1,003,660	\$1,033,767	\$1,064,836	\$1,096,718	\$1,129,636



Town of Hilliard
FY 2025 without Tax Revenue
Fiscal Year: 2025
CIP Schedule

Description	Funding Source	2025	2026	2027	2028	2029
AMI Meters	Water Revenues	\$109,600	\$110,000	\$0	\$0	\$0
*Aerzen Blower Replacement (carryover)	Wastewater Revenues	\$27,900	\$27,900	\$0	\$0	\$0
Wetland Pumps (Influent)	Wastewater Revenues	\$0	\$0	\$0	\$0	\$0
Wetland Pumps (Effluent)	Wastewater Revenues	\$0	\$20,000	\$0	\$0	\$0
Lift Station SCADA	Wastewater Revenues	\$0	\$18,700	\$0	\$0	\$0
Second Filter	Wastewater Revenues	\$0	\$0	\$175,000	\$0	\$0
Second Belt Press	Wastewater Revenues	\$0	\$0	\$0	\$150,000	\$0
Second Alum Tank	Wastewater Revenues	\$0	\$0	\$0	\$0	\$50,000
WWTP Electric Gate	Wastewater Revenues	\$0	\$0	\$30,000	\$0	\$0
*Lift Station Replacement/Upgrades (Cedar Haven, Lorana)	Wastewater Revenues	\$0	\$20,000	\$0	\$15,000	\$15,000
*Lift Station Pumps	Wastewater Revenues	\$0	\$0	\$25,500	\$0	\$0
*Manhole lining Repair	Wastewater Revenues	\$0	\$50,000	\$50,000	\$50,000	\$50,000
*Gravity Sewer Lining	Wastewater Revenues	\$0	\$50,000	\$100,000	\$100,000	\$100,000
*Sewer Repairs (MH repair)	Wastewater Revenues	\$54,600	\$300,000	\$50,000	\$50,000	\$50,000
WTP Generator Electrical	Water Revenues	\$24,800	\$0	\$0	\$0	\$0
*WTP Replacement Generator	Water Revenues	\$0	\$0	\$200,000	\$0	\$0
Flow Testing	Water Revenues	\$11,600	\$0	\$0	\$0	\$0
*Hydrant Replacement	Water Revenues	\$13,600	\$20,000	\$15,000	\$15,000	\$15,000
*Valve Replacement	Water Revenues	\$9,200	\$10,000	\$50,000	\$50,000	\$50,000
*WM Replacement	Water Revenues	\$0	\$0	\$100,000	\$10,000	\$100,000
*Well Pump & Column Replacement	Water Revenues	\$35,100	\$50,000	\$0	\$0	\$0
*HSP Replacement	Water Revenues	\$0	\$0	\$0	\$50,000	\$0
Director Truck	Wastewater Revenues	\$0	\$0	\$30,000	\$0	\$0
Water Main Extensions	Grant	\$0	\$1,900,000	\$5,300,000	\$1,000,000	\$0
Sewer Rehabs (Planning & Design)	Grant	\$0	\$652,300	\$0	\$0	\$0
Director Truck	Water Revenues	\$0	\$0	\$30,000	\$0	\$0
*Other current obligations (one time cost	Wastewater Revenues	\$100,000	\$0	\$0	\$0	\$0
Sewer Rehabs (Planning & Design)	Grant	\$0	\$652,300	\$0	\$0	\$0
*AC & Galvanized Water Maines Replacement	Water Revenues	\$0	\$60,000	\$0	\$0	\$0
Emergency Waste to Digester	Wastewater Revenues	\$0	\$50,000	\$0	\$0	\$0
CDBG - WM Extension Match	Water Revenues	\$0	\$50,000	\$0	\$0	\$0
*Water Master replacement	Water Revenues	\$0	\$8,000	\$0	\$0	\$0
*Outfall Meter Upgrade	Wastewater Revenues	\$0	\$9,000	\$0	\$0	\$0
Sewer Rehabs (Construction)	Grant	\$0	\$0	\$0	\$7,531,400	\$0
Sewer Rehabs (Construction)	Future Loan	\$0	\$0	\$0	\$3,227,700	\$0
Septic to Sewer	Grant	\$0	\$0	\$5,051,600	\$0	\$0
Lift Station Generator (Whisper Ridge)	Wastewater Revenues	\$0	\$0	\$40,000	\$0	\$0
WTP Shelter over HSP	Water Revenues	\$0	\$0	\$15,000	\$0	\$0
*Belt Press Rehab.	Wastewater Revenues	\$0	\$65,000	\$0	\$0	\$0
*WW Asset Management Reserve needed	Wastewater Revenues	\$0	\$0	\$81,400	\$91,900	\$91,900
*DW Asset Management Reserve needed	Water Revenues	\$0	\$0	\$0	\$48,900	\$8,900
Totaled By	Funding Source	2025	2026	2027	2028	2029
* Items that are R/R not Capital.	Water Revenues	\$203,900	\$308,000	\$410,000	\$173,900	\$173,900
	Wastewater Revenues	\$182,600	\$610,700	\$581,900	\$456,900	\$356,900
	Future Loan	\$0	\$0	\$0	\$3,227,700	\$0
	Grant	\$0	\$3,204,600	\$10,351,600	\$8,531,400	\$0
	Total	\$386,500	\$4,123,300	\$11,343,500	\$12,390,000	\$530,900

Town of Hilliard
FY 2025 without Tax Revenue
Fiscal Year: 2025
Operating Expense Projection

Fund Name	Type of Expense	Cost Allocation	Description	Historical 2024	Budget 2025	Escalation Factor	2026	2027	2028	2029
401-06-53612	Personnel	System Slit 40%DW/60%Wastewater	Reg. Salaries and Wages	\$391,800	\$376,400	CPI	\$387,700	\$399,300	\$411,300	\$423,600
401-06-53614	Personnel	System Slit 40%DW/60%Wastewater	Overtime	\$14,000	\$16,000	CPI	\$16,500	\$17,000	\$17,500	\$18,000
401-06-53621	Personnel	System Slit 40%DW/60%Wastewater	FICA taxes	\$30,300	\$30,000	CPI	\$30,900	\$31,800	\$32,800	\$33,800
401-06-53622	Personnel	System Slit 40%DW/60%Wastewater	Retirement Contributions	\$57,000	\$53,500	CPI	\$55,100	\$56,700	\$58,400	\$60,200
401-06-53623	Personnel	System Slit 40%DW/60%Wastewater	Life & Health Insurance	\$142,200	\$142,200	CPI	\$146,500	\$150,900	\$155,400	\$160,100
401-06-53624	Personnel	System Slit 40%DW/60%Wastewater	Workers Comp	\$5,200	\$5,700	CPI	\$5,800	\$6,000	\$6,200	\$6,400
401-06-53631	Professional Services	System Slit 40%DW/60%Wastewater	Professional Services	\$36,100	\$32,000	CPI	\$33,000	\$33,900	\$35,000	\$36,000
401-06-53632	Professional Services	System Slit 40%DW/60%Wastewater	Accounting & Auditing	\$19,200	\$22,000	CPI	\$22,700	\$23,300	\$24,000	\$24,800
401-06-53634	O&M	100% Wastewater	Waste Disposal	\$23,100	\$25,000	CPI	\$25,800	\$26,500	\$27,300	\$28,100
401-06-53640	O&M	System Slit 40%DW/60%Wastewater	Travel & Education	\$1,500	\$5,000	CPI	\$5,200	\$5,300	\$5,500	\$5,600
401-06-53641	O&M	System Slit 40%DW/60%Wastewater	Communications & Frieght	\$28,700	\$16,600	CPI	\$17,100	\$17,600	\$18,100	\$18,700
401-06-53642	O&M	100% Water	Water Plant Electricity	\$21,200	\$25,000	CPI	\$25,800	\$26,500	\$27,300	\$28,100
401-06-53643	O&M	100% Wastewater	Sewer Plant Eletricity	\$89,200	\$95,000	CPI	\$97,800	\$100,800	\$103,800	\$106,900
401-06-53644	O&M	System Slit 40%DW/60%Wastewater	Rentals & Leases	\$4,500	\$5,000	CPI	\$5,200	\$5,300	\$5,500	\$5,600
401-06-53645	O&M	System Slit 40%DW/60%Wastewater	Insurance	\$31,100	\$31,400	CPI	\$32,400	\$33,400	\$34,400	\$35,400
401-06-53646	O&M	System Slit 40%DW/60%Wastewater	Repairs & Maintenance	\$158,700	\$150,000	CPI	\$154,500	\$159,100	\$163,900	\$168,800
401-06-53648	O&M	System Slit 40%DW/60%Wastewater	Promotional act public notice	\$1,600	\$1,000	CPI	\$1,000	\$1,100	\$1,100	\$1,100
401-06-53649	Other	System Slit 40%DW/60%Wastewater	Other current obligations	\$1,500	\$0	CPI	\$0	\$0	\$0	\$0
401-06-53652	O&M	System Slit 40%DW/60%Wastewater	Operating Supplies	\$299,200	\$300,000	CPI	\$309,000	\$318,300	\$327,800	\$337,700
401-06-53654	O&M	System Slit 40%DW/60%Wastewater	Books , subscriptions & publications	\$7,800	\$10,000	CPI	\$10,300	\$10,600	\$10,900	\$11,300
401-06-53664	O&M	System Slit 40%DW/60%Wastewater	Machinery & Equipment	\$25,300	\$0	CPI	\$0	\$0	\$0	\$0
401-06-53699	O&M	System Slit 40%DW/60%Wastewater	Bank service charges	\$17,000	\$15,000	CPI	\$15,400	\$15,900	\$16,400	\$16,900
401-06-56482	Other	System Slit 40%DW/60%Wastewater	Aid to private organization	\$10,000	\$10,000	CPI	\$10,300	\$10,600	\$10,900	\$11,300
Total				\$1,416,200	\$1,366,800		\$1,407,800	\$1,450,000	\$1,493,500	\$1,538,300
Drinking Water Total				\$21,200	\$25,000		\$25,800	\$26,500	\$27,300	\$28,100
Wastewater Total				\$112,300	\$120,000		\$123,600	\$127,300	\$131,100	\$135,000

*Escalation Factor (CPI) = Consumer Price Index of 3%

Town of Hilliard
FY 2025 without Tax Revenue
Fiscal Year: 2025
Debt Service Schedule

ITEM-1

Debt	2025	2026	2027	2028	2029
Existing Debts:					
Bond 1	\$160,700	\$161,700	\$162,700	\$163,500	\$163,300
Anticipated Debts:					
Sewer Rehabs (Construction)	\$0	\$0	\$0	\$240,700	\$240,700
Total	\$160,700	\$161,700	\$162,700	\$404,200	\$404,000
Drinking Water	\$80,400	\$80,900	\$81,300	\$322,500	\$322,400
Wastewater	\$80,400	\$80,900	\$81,300	\$81,800	\$81,600

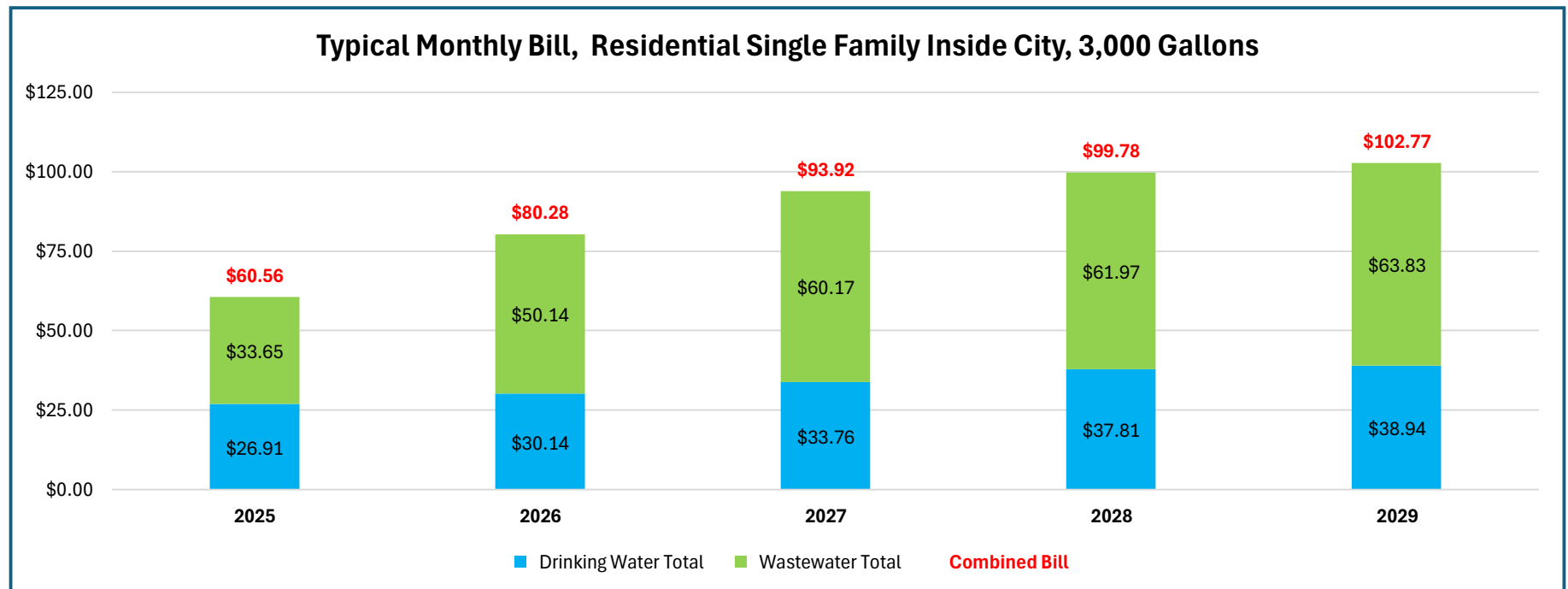
Town of Hilliard

FY 2025 without Tax Revenue

Fiscal Year: 2025

Typical Monthly Bill, Residential Single Family Inside City, 3,000 Gallons

	2025	2026	2027	2028	2029
Drinking Water					
Base Charge	\$17.22	\$19.29	\$21.60	\$24.19	\$24.92
Usage Charge, 3,000 Gallons	\$9.69	\$10.85	\$12.16	\$13.61	\$14.02
Drinking Water Total	\$26.91	\$30.14	\$33.76	\$37.81	\$38.94
Wastewater					
Base Charge	\$21.53	\$32.08	\$38.50	\$39.65	\$40.84
Usage Charge, 3,000 Gallons	\$12.12	\$18.06	\$21.67	\$22.32	\$22.99
Wastewater Total	\$33.65	\$50.14	\$60.17	\$61.97	\$63.83
Combined Bill	\$60.56	\$80.28	\$93.92	\$99.78	\$102.77



Town of Hilliard
FY 2025 without Tax Revenue
Fiscal Year: 2025
Rate Schedule

	2025	2026	2027	2028	2029
Drinking Water					
Residential Single Family					
Base Charges Inside City					
5/8-inch	\$17.22	\$19.29	\$21.60	\$24.19	\$24.92
Base Charges Outside City					
5/8-inch	\$25.83	\$24.11	\$27.01	\$30.25	\$31.16
Usage Charges Inside City					
0 to 6,000 gallons	\$3.23	\$3.62	\$4.05	\$4.54	\$4.67
6,001 gallons or more	\$5.74	\$6.43	\$7.20	\$8.06	\$8.31
Usage Charges Outside City					
0 to 6,000 gallons	\$4.85	\$4.52	\$5.07	\$5.68	\$5.85
6,001 gallons or more	\$8.61	\$8.04	\$9.01	\$10.09	\$10.39
Commercial					
Base Charges Inside City					
5/8-inch	\$40.19	\$45.01	\$50.41	\$56.46	\$58.16
Base Charges Outside City					
5/8-inch	\$60.29	\$56.27	\$63.02	\$70.58	\$72.70
Usage Charges Inside City					
0 to 2,000 gallons	\$1.42	\$1.59	\$1.78	\$2.16	\$2.48
2,001 to 10,000 gallons	\$4.30	\$4.82	\$5.39	\$6.04	\$6.22
10,001 gallons or more	\$5.74	\$6.43	\$7.20	\$8.06	\$8.31
Usage Charges Outside City					
0 to 2,000 gallons	\$2.13	\$1.99	\$2.23	\$2.50	\$2.58
2,001 to 10,000 gallons	\$6.45	\$6.03	\$6.75	\$7.56	\$7.79
10,001 gallons or more	\$8.61	\$8.04	\$9.01	\$10.09	\$10.39

	2025	2026	2027	2028	2029
Eastwood Oaks					
Base Charges Inside City					
5/8-inch	\$1,790.88	\$2,005.79	\$2,246.48	\$2,516.06	\$2,591.54
Usage Charges Inside City					
0 to 624,000 gallons	\$3.23	\$3.62	\$4.05	\$4.54	\$4.67
624,001 gallons or more	\$5.74	\$6.43	\$7.20	\$8.06	\$8.31
112 Water 2nd Meter					
Base Charges Inside City					
5/8-inch	\$17.22	\$19.29	\$21.60	\$24.19	\$24.92
113 Water 2nd Meter					
Base Charges Inside City					
5/8-inch	\$17.22	\$19.29	\$21.60	\$24.19	\$24.92
Residential Irrigation					
Base Charges Inside City					
5/8-inch	\$17.22	\$19.29	\$21.60	\$24.19	\$24.92
Base Charges Outside City					
5/8-inch	\$25.83	\$24.11	\$27.01	\$30.25	\$31.16
Usage Charges Inside City					
0 to 6,000 gallons	\$3.23	\$3.62	\$4.05	\$4.54	\$4.67
6,001 gallons or more	\$5.74	\$6.43	\$7.20	\$8.06	\$8.31
Usage Charges Outside City					
0 to 6,000 gallons	\$4.85	\$4.52	\$5.07	\$5.68	\$5.85
6,001 gallons or more	\$8.61	\$8.04	\$9.01	\$10.09	\$10.39
Commercial Irrigation					
Base Charges Inside City					
5/8-inch	\$40.19	\$45.01	\$50.41	\$56.46	\$58.16
Base Charges Outside City					
5/8-inch	\$60.29	\$56.27	\$63.02	\$70.58	\$72.70
Usage Charges Inside City					
0 to 2,000 gallons	\$1.42	\$1.59	\$1.78	\$1.99	\$2.05
2,001 to 10,000 gallons	\$4.30	\$4.82	\$5.39	\$6.04	\$6.22
10,001 gallons or more	\$5.74	\$6.43	\$7.20	\$8.06	\$8.31
Usage Charges Outside City					
0 to 2,000 gallons	\$2.13	\$1.99	\$2.23	\$2.50	\$2.58
2,001 to 10,000 gallons	\$6.45	\$6.03	\$6.75	\$7.56	\$7.79
10,001 gallons or more	\$8.61	\$8.04	\$9.01	\$10.09	\$10.39

	2025	2026	2027	2028	2029
Wastewater					
Residential Single Family					
Base Charges Inside City					
5/8-inch	\$21.53	\$32.08	\$38.50	\$39.65	\$40.84
Base Charges Outside City					
5/8-inch	\$32.30	\$40.10	\$48.12	\$49.56	\$51.05
Usage Charges Inside City					
0 to 6,000 gallons	\$4.04	\$6.02	\$7.22	\$7.44	\$7.66
6,001 gallons or more	\$5.74	\$8.55	\$10.26	\$10.57	\$10.89
Usage Charges Outside City					
0 to 6,000 gallons	\$6.06	\$7.52	\$9.03	\$9.30	\$9.58
6,001 gallons or more	\$8.61	\$10.70	\$12.84	\$13.22	\$13.62
Commercial					
Base Charges Inside City					
5/8-inch	\$49.87	\$74.31	\$89.17	\$91.84	\$94.60
Base Charges Outside City					
5/8-inch	\$74.81	\$92.89	\$111.46	\$114.81	\$118.25
Usage Charges Inside City					
0 to 2,000 gallons	\$2.87	\$4.28	\$5.13	\$5.29	\$5.44
2,001 to 10,000 gallons	\$5.74	\$8.55	\$10.26	\$10.57	\$10.89
10,001 gallons or more	\$7.16	\$10.67	\$12.80	\$13.19	\$13.58
Usage Charges Outside City					
0 to 2,000 gallons	\$4.31	\$5.35	\$6.42	\$6.61	\$6.81
2,001 to 10,000 gallons	\$8.61	\$10.70	\$12.84	\$13.22	\$13.62
10,001 gallons or more	\$10.74	\$13.34	\$16.00	\$16.48	\$16.98
Eastwood Oaks					
Base Charges Inside City					
5/8-inch	\$2,239.12	\$3,336.29	\$4,003.55	\$4,123.65	\$4,247.36
Usage Charges Inside City					
0 to 624,000 gallons	\$4.04	\$6.02	\$7.22	\$7.44	\$7.66
624,001 gallons or more	\$5.74	\$8.55	\$10.26	\$10.57	\$10.89
Residential Sewer Flat Rate					
Base Charges Inside City					
5/8-inch	\$33.65	\$50.14	\$60.17	\$61.97	\$63.83
Commercial Sewer Flat Rate					
Base Charges Inside City					
5/8-inch	\$72.83	\$108.52	\$130.22	\$134.13	\$138.15

Town of Hilliard

FY 2025 gradual Tax Revenue decrease

Fiscal Year: 2025

Other Anticipated Revenues Split 40% DW/60% WW

Other Revenues	Allocation	2025	2026	2027	2028	2029
Trans from Sales Tax	Drinking Water	\$ 59,267.00	\$ 240,000.00	\$ 252,000.00	\$ -	\$ -
Tap Fee	Drinking Water	\$ 34,600.00	\$ 34,600.00	\$ 34,600.00	\$ 34,600.00	\$ 34,600.00
Transfer Fee	Drinking Water	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
Turn/Off Fees	Drinking Water	\$ 3,200.00	\$ 3,200.00	\$ 3,200.00	\$ 3,200.00	\$ 3,200.00
Reconnect Fee	Drinking Water	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00
NSF Fee	Drinking Water	\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00
Penalties	Drinking Water	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00
Convenience Charge	Drinking Water	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Miscellaneous Revenue	Drinking Water	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Trans from Sales Tax	Wastewater	\$ 327,258.00	\$ 360,000.00	\$ 378,000.00	\$ 150,000.00	\$ 50,000.00
Tap Fee	Wastewater	\$ 51,900.00	\$ 51,900.00	\$ 51,900.00	\$ 51,900.00	\$ 51,900.00
Transfer Fee	Wastewater	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
Turn/Off Fees	Wastewater	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00
Reconnect Fee	Wastewater	\$ 180.00	\$ 180.00	\$ 180.00	\$ 180.00	\$ 180.00
NSF Fee	Wastewater	\$ 420.00	\$ 420.00	\$ 420.00	\$ 420.00	\$ 420.00
Penalties	Wastewater	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00
Convenience Charge	Wastewater	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00
Miscellaneous Revenue	Wastewater	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
	Total Other Revenue	\$ 542,525.00	\$ 756,000.00	\$ 786,000.00	\$ 306,000.00	\$ 206,000.00
	Drinking Water Total	\$121,667	\$302,400	\$314,400	\$62,400	\$62,400
	Wastewater Total	\$420,858	\$453,600	\$471,600	\$243,600	\$143,600

Town of Hilliard
FY 2025 without Tax Revenue
Fiscal Year: 2025
Rate Revenue, Existing Rates for Fiscal Year 2025

Base Charge Revenues	Meter Sizes	Base Charge	Number of Connections	Annual Revenue
Drinking Water				
Residential Single Family				
Base Charges Inside City				
	5/8-inch	\$17.22	1,073.00	\$221,724.72
Base Charges Outside City				
	5/8-inch	\$25.83	12.00	\$3,719.52
Commercial				
Base Charges Inside City				
	5/8-inch	\$40.19	116.00	\$55,944.48
Base Charges Outside City				
	5/8-inch	\$60.29	4.00	\$2,893.92
Eastwood Oaks				
Base Charges Inside City				
	5/8-inch	\$1,790.88	1.00	\$21,490.56
112 Water 2nd Meter				
Base Charges Inside City				
	5/8-inch	\$17.22	6.00	\$1,239.84
113 Water 2nd Meter				
Base Charges Inside City				
	5/8-inch	\$17.22	2.00	\$413.28
Residential Irrigation				
Base Charges Inside City				
	5/8-inch	\$17.22	7.00	\$1,446.48
Base Charges Outside City				
	5/8-inch	\$25.83	0.00	\$0.00
Commercial Irrigation				
Base Charges Inside City				
	5/8-inch	\$40.19	4.00	\$1,929.12
Base Charges Outside City				
	5/8-inch	\$60.29	2.00	\$1,446.96
Subtotal				\$312,248.88

Base Charge Revenues	Meter Sizes	Base Charge	Number of Connections	Annual Revenue
Wastewater				
Residential Single Family				
Base Charges Inside City				
	5/8-inch	\$21.53	889.00	\$229,682.04
Base Charges Outside City				
Commercial				
Base Charges Inside City				
	5/8-inch	\$49.87	101.00	\$60,442.44
Base Charges Outside City				
	5/8-inch	\$74.81	3.00	\$2,693.16
Eastwood Oaks				
Base Charges Inside City				
	5/8-inch	\$2,239.12	1.00	\$26,869.44
Residential Sewer Flat Rate				
Base Charges Inside City		\$0.00		\$0.00
Commercial Sewer Flat Rate				
Base Charges Inside City		\$0.00	0.00	\$0.00
Subtotal				\$319,687.08
Total				\$631,935.96

Usage Charge Revenues	Gallon Range	Rate per Thousand Gallons	Monthly Water Sold (kgal)	Annual Revenue
Drinking Water				
Residential Single Family				
Usage Charges Inside City				
Block 1	0 to 6,000 gallons	\$3.23	5,006.25	\$194,042.25
Block 2	6,001 gallons or more	\$5.74	0.00	\$0.00
Usage Charges Outside City				
Block 1	0 to 6,000 gallons	\$4.85	55.25	\$3,215.55
Block 2	6,001 gallons or more	\$8.61	0.00	\$0.00
Commercial				
Usage Charges Inside City				
Block 1	0 to 2,000 gallons	\$1.42	232.00	\$3,953.28
Block 2	2,001 to 10,000 gallons	\$4.30	928.00	\$47,884.80
Block 3	10,001 gallons or more	\$5.74	225.83	\$15,555.17
Usage Charges Outside City				
Block 1	0 to 2,000 gallons	\$2.13	8.00	\$204.48
Block 2	2,001 to 10,000 gallons	\$6.45	32.00	\$2,476.80
Block 3	10,001 gallons or more	\$8.61	67.58	\$6,982.37
Eastwood Oaks				
Usage Charges Inside City				
Block 1	0 to 624,000 gallons	\$3.23	120.75	\$4,680.27
Block 2	624,001 gallons or more	\$5.74	0.00	\$0.00
Residential Irrigation				
Usage Charges Inside City				
Block 1	0 to 6,000 gallons	\$3.23	7.67	\$297.16
Block 2	6,001 gallons or more	\$5.74	0.00	\$0.00
Usage Charges Outside City				
Block 1	0 to 6,000 gallons	\$4.85	0.00	\$0.00
Block 2	6,001 gallons or more	\$8.61	0.00	\$0.00
Commercial Irrigation				
Usage Charges Inside City				
Block 1	0 to 2,000 gallons	\$1.42	8.00	\$136.32
Block 2	2,001 to 10,000 gallons	\$4.30	32.00	\$1,651.20
Block 3	10,001 gallons or more	\$5.74	31.67	\$2,181.43
Usage Charges Outside City				
Block 1	0 to 2,000 gallons	\$2.13	0.00	\$0.00
Block 2	2,001 to 10,000 gallons	\$6.45	0.00	\$0.00
Block 3	10,001 gallons or more	\$8.61	0.00	\$0.00
Subtotal				\$283,261.08

Usage Charge Revenues	Gallon Range	Rate per Thousand Gallons	Monthly Water Sold (kgal)	Annual Revenue
Wastewater				
Residential Single Family				
Usage Charges Inside City				
Block 1	0 to 6,000 gallons	\$4.04	3,168.42	\$153,604.84
Block 2	6,001 gallons or more	\$5.74	0.00	\$0.00
Usage Charges Outside City				
Block 1	0 to 6,000 gallons	\$6.06	0.00	\$0.00
Block 2	6,001 gallons or more	\$8.61	0.00	\$0.00
Commercial				
Usage Charges Inside City				
Block 1	0 to 2,000 gallons	\$2.87	202.00	\$6,956.88
Block 2	2,001 to 10,000 gallons	\$5.74	808.00	\$55,655.04
Block 3	10,001 gallons or more	\$7.16	264.75	\$22,747.32
Usage Charges Outside City				
Block 1	0 to 2,000 gallons	\$4.31	6.00	\$310.32
Block 2	2,001 to 10,000 gallons	\$8.61	24.00	\$2,479.68
Block 3	10,001 gallons or more	\$10.74	52.00	\$6,701.76
Eastwood Oaks				
Usage Charges Inside City				
Block 1	0 to 624,000 gallons	\$4.04	570.25	\$27,645.72
Block 2	624,001 gallons or more	\$5.74	0.00	\$0.00
Subtotal				\$276,101.56
Total				\$559,362.64

Combined Revenues without Sales Tax transfers				
Drinking Water				
Base Charge Revenue				\$312,248.88
Usage Charge Revenue				\$283,261.08
Other Revenue				\$62,400.00
Subtotal				\$657,909.96
Wastewater				
Base Charge Revenue				\$319,687.08
Usage Charge Revenue				\$276,101.56
Other Revenue				\$93,600.00
Subtotal				\$689,388.64
Total				\$1,347,298.60

Combined Revenues with Sales Tax transfers				Annual Revenue
Drinking Water				
Base Charge Revenue				\$309,011.28
Usage Charge Revenue				\$288,030.70
Other Revenue				\$121,667.00
Subtotal				\$718,708.98
Wastewater				
Base Charge Revenue				\$316,940.04
Usage Charge Revenue				\$280,107.40
Other Revenue				\$420,858.00
Subtotal				\$1,017,905.44
Total				\$1,736,614.42

Town of Hilliard
FY 2025 without Tax Revenue
Fiscal Year: 2025
Rate Revenue, Proposed Rates for Fiscal Year 2026

Base Charge Revenues	Meter Sizes	Base Charge	Number of Connections	Annual Revenue
Drinking Water				
Residential Single Family				
Base Charges Inside City				
	5/8-inch	\$19.29	1,072.00	\$248,100.25
Base Charges Outside City				
	5/8-inch	\$24.11	12.00	\$3,472.36
Commercial				
Base Charges Inside City				
	5/8-inch	\$45.01	116.00	\$62,657.82
Base Charges Outside City				
	5/8-inch	\$56.27	4.00	\$2,700.90
Eastwood Oaks				
Base Charges Inside City				
	5/8-inch	\$2,005.79	1.00	\$24,069.43
112 Water 2nd Meter				
Base Charges Inside City				
	5/8-inch	\$19.29	6.00	\$1,388.62
113 Water 2nd Meter				
Base Charges Inside City				
	5/8-inch	\$19.29	2.00	\$462.87
Residential Irrigation				
Base Charges Inside City				
	5/8-inch	\$19.29	7.00	\$1,620.06
Base Charges Outside City				
	5/8-inch	\$24.11	0.00	\$0.00
Commercial Irrigation				
Base Charges Inside City				
	5/8-inch	\$45.01	4.00	\$2,160.61
Base Charges Outside City				
	5/8-inch	\$63.02	2.00	\$1,512.51
Subtotal				\$348,145.43

Base Charge Revenues	Meter Sizes	Base Charge	Number of Connections	Annual Revenue
Wastewater				
Residential Single Family				
Base Charges Inside City				
	5/8-inch	\$32.08	889.00	\$342,226.24
Commercial				
Base Charges Inside City				
	5/8-inch	\$74.31	101.00	\$90,059.24
Base Charges Outside City				
	5/8-inch	\$92.89	3.00	\$3,343.92
Eastwood Oaks				
Base Charges Inside City				
	5/8-inch	\$3,336.29	1.00	\$40,035.47
Residential Sewer Flat Rate				
Base Charges Inside City			0.00	\$0.00
Commercial Sewer Flat Rate				
Base Charges Inside City			0.00	\$0.00
Subtotal				\$475,664.86
Total				\$823,810.29

Usage Charge Revenues	Gallon Range	Rate per Thousand Gallons	Monthly Water Sold (kgal)	Annual Revenue
Drinking Water				
Residential Single Family				
Usage Charges Inside City				
Block 1	0 to 6,000 gallons	\$3.62	5,006.25	\$217,327.32
Block 2	6,001 gallons or more	\$6.43	0.00	\$0.00
Usage Charges Outside City				
Block 1	0 to 6,000 gallons	\$4.52	55.25	\$2,999.94
Block 2	6,001 gallons or more	\$8.04	0.00	\$0.00
Commercial				
Usage Charges Inside City				
Block 1	0 to 2,000 gallons	\$1.59	232.00	\$4,427.67
Block 2	2,001 to 10,000 gallons	\$4.82	928.00	\$53,630.98
Block 3	10,001 gallons or more	\$6.43	225.83	\$17,421.79
Usage Charges Outside City				
Block 1	0 to 2,000 gallons	\$1.99	8.00	\$191.39
Block 2	2,001 to 10,000 gallons	\$6.03	32.00	\$2,313.83
Block 3	10,001 gallons or more	\$8.04	67.58	\$6,521.42
Eastwood Oaks				
Usage Charges Inside City				
Block 1	0 to 624,000 gallons	\$3.62	120.75	\$5,241.90
Block 2	624,001 gallons or more	\$6.43	0.00	\$0.00
Residential Irrigation				
Usage Charges Inside City				
Block 1	0 to 6,000 gallons	\$3.62	7.67	\$332.82
Block 2	6,001 gallons or more	\$6.43	0.00	\$0.00
Usage Charges Outside City				
Block 1	0 to 6,000 gallons	\$4.52	0.00	\$0.00
Block 2	6,001 gallons or more	\$8.04	0.00	\$0.00
Commercial Irrigation				
Usage Charges Inside City				
Block 1	0 to 2,000 gallons	\$1.59	8.00	\$152.68
Block 2	2,001 to 10,000 gallons	\$4.82	32.00	\$1,849.34
Block 3	10,001 gallons or more	\$6.43	31.67	\$2,443.20
Usage Charges Outside City				
Block 1	0 to 2,000 gallons	\$1.99	0.00	\$0.00
Block 2	2,001 to 10,000 gallons	\$6.03	0.00	\$0.00
Block 3	10,001 gallons or more	\$8.04	0.00	\$0.00
Subtotal				\$314,854.28

Usage Charge Revenues	Gallon Range	Rate per Thousand Gallons	Monthly Water Sold (kgal)	Annual Revenue
Wastewater				
Residential Single Family				
Usage Charges Inside City				
Block 1	0 to 6,000 gallons	\$6.02	3,168.42	\$228,871.21
Block 2	6,001 gallons or more	\$8.55	0.00	\$0.00
Usage Charges Outside City				
Block 1	0 to 6,000 gallons	\$7.52	0.00	\$0.00
Block 2	6,001 gallons or more	\$10.70	0.00	\$0.00
Commercial				
Usage Charges Inside City				
Block 1	0 to 2,000 gallons	\$4.28	202.00	\$10,365.75
Block 2	2,001 to 10,000 gallons	\$8.55	808.00	\$82,926.01
Block 3	10,001 gallons or more	\$10.67	264.75	\$33,893.51
Usage Charges Outside City				
Block 1	0 to 2,000 gallons	\$5.35	6.00	\$385.14
Block 2	2,001 to 10,000 gallons	\$10.70	24.00	\$3,081.08
Block 3	10,001 gallons or more	\$13.34	52.00	\$8,321.35
Eastwood Oaks				
Usage Charges Inside City				
Block 1	0 to 624,000 gallons	\$6.02	570.25	\$41,192.12
Block 2	624,001 gallons or more	\$8.55	0.00	\$0.00
Subtotal				\$409,036.17
Total				\$723,890.45

Combined Revenues without Sales Tax transfers				
Drinking Water				
Base Charge Revenue				\$348,145.43
Usage Charge Revenue				\$314,854.28
Other Revenue				\$62,400.00
Subtotal				\$725,399.71
Wastewater				
Base Charge Revenue				\$475,664.86
Usage Charge Revenue				\$409,036.17
Other Revenue				\$93,600.00
Subtotal				\$978,301.03
Total				\$1,703,700.74

Combined Revenues with Sales Tax transfers				Annual Revenue
Drinking Water				
Base Charge Revenue				\$348,145.43
Usage Charge Revenue				\$314,854.28
Other Revenue				\$302,400.00
Subtotal				\$965,399.71
Wastewater				
Base Charge Revenue				\$475,664.86
Usage Charge Revenue				\$409,036.17
Other Revenue				\$453,600.00
Subtotal				\$1,338,301.03
Total				\$2,303,700.74

Town of Hilliard
FY 2025 without Tax Revenue
Fiscal Year: 2025
System Summary

System Statistic	Value
Number of Water Meters	1,229
Number of Wastewater Connections	996
Water Production (gallons/day)	224,715.00
Wastewater Treatment (gallons/day)	348,244.00

Town of Hilliard
FY 2025 without Tax Revenue
Fiscal Year: 2025
Capital Financing Plan

	Allocation	Fiscal Year 2024
(a) Operating Revenues		
Drinking Water Rate Revenues	100% Water	\$591,589.00
Wastewater Rate Revenues	100% Wastewater	\$603,456.00
Subtotal		\$1,195,045.00
(b) Interest Income	40% DW/ 60% WW	\$90,583.54
(c) Other Incomes		
Tap On Fees	40% DW/ 60% WW	\$43,076.40
Transfer Fees	40% DW/ 60% WW	\$420.00
Turn On/Off Fees	40% DW/ 60% WW	\$9,595.00
Water Line Extension Fees	100% Water	\$0.00
Sewer Line Extension Fees	100% Wastewater	\$850.00
Reconnect Fees	40% DW/ 60% WW	\$300.00
Water Tower Lease	100% Water	\$3,148.21
Surplus Materials	40% DW/ 60% WW	\$5,500.00
NSF Fees	40% DW/ 60% WW	\$695.00
Penalties	40% DW/ 60% WW	\$47,715.46
Convenience Charge	40% DW/ 60% WW	\$6,763.11
Transfer From Sales Tax	40% DW/ 60% WW	\$523,198.20
Misc Revenue	40% DW/ 60% WW	\$7,773.73
W&S Development Single Lot	40% DW/ 60% WW	\$3,520.00
W&S Development Investigation	40% DW/ 60% WW	\$7,713.88
Septic & Well Exception	40% DW/ 60% WW	\$250.00
ROW Permit	40% DW/ 60% WW	\$522.00
Royalties	40% DW/ 60% WW	\$92.05
DEP Grant	40% DW/ 60% WW	\$597,000.00
(d) Total Revenues		\$2,543,761.58
(e) Operating Expenses (excluding interest on debt, depreciation, and other non-cash items)	40% DW/ 60% WW	\$2,511,118.85
(f) Net Revenues (f = d – e)		\$32,642.73



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: November 20, 2025

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

SUBJECT: Town Council to appoint Michael Hallman as a Planning & Zoning Board Member for the remaining 3-year term vacated by Josetta Lawson ending December 2025 and the serve a new term from January 2026 through December 2028.

BACKGROUND:

On, November 4, 2025, the Town received the resignation of Josetta Lawson from the Planning & Zoning Board. The seat's appointment is from January 2023 through December 2025.

The Town Council, following the requirements in Resolution 2025-07, will appoint a new board member to complete the term vacated and will also appoint a person to serve a new term beginning January 2026 and running through December 2028.

At the Workshop on November 13th the Council heard from the candidates present. Council recommended Michael Hallman be placed on the agenda for approval for the term ending December 2025 as well as the term serving from January 2026 through December 2028.

FINANCIAL IMPACT:

TBD

RECOMMENDATION:

Town Council to appoint Michael Hallman as a Planning & Zoning Board Member for the remaining 3-year term vacated by Josetta Lawson ending December 2025 and the serve a new term from January 2026 through December 2028.

Lee Anne Wollitz

From: Michael Hallman <michael.e.hallman@icloud.com>
Sent: Sunday, October 12, 2025 4:07 PM
To: Lee Anne Wollitz
Subject: Interest in the PLANNING & ZONING BOARD MEMBER Position
Attachments: HALLMAN Resume 12OCT2025.pdf

Michael Hallman

27275 Minnesota St
Hilliard, FL 32046
Michael.e.hallman@icloud.com
786-299-7910

12OCT2025

Lee Ann Wollitz, Land Use Administrator
Planning & Zoning Board Appointment Committee
Town of Hilliard
15859 West CR 108 Hilliard, FL 32046

Dear Mrs Wollitz,

I am writing to formally express my interest in being appointed to the Planning & Zoning Board for Town of Hilliard. As a resident who is deeply committed to the thoughtful and sustainable growth of our community, I am eager to contribute my skills and perspective to the important work of guiding land use, development, and zoning decisions.

I have recently moved back to Hilliard after a 20 year military career. Since retiring from the United States Coast Guard I have held a few different positions in the public sector. I served as the Public Works Chief for the Water Treatment Plants for both the City of Fort Lauderdale and Pompano Beach, FL. I have a strong understanding of the critical balance between encouraging development and preserving the character and integrity of our neighborhoods. I believe this role requires not only technical understanding but also a fair and inclusive approach to public input and long-term vision — qualities I strive to bring to all my civic engagements.

I as a leader in the military and in business world the I am confident that my qualities such as analytical skills, collaborative approach, commitment to transparency would allow me to serve effectively and responsibly in this role.

I would welcome the opportunity to meet with you to further discuss my interest and qualifications. Thank you for considering my application, and for your dedication to the continued development and well-being of our community.

Sincerely,
Michael Hallman

Michael E. Hallman
 27275 Minnesota Street, Hilliard FL 32046 ~ (786) 299-7910~ michael.e.hallman@icloud.com

PROFESSIONAL EXPERIENCE

May 2021 to Present

MCALLISTER TOWING AND TRANSPORTATION

Director of Planned Maintenance

- Oversee and maintenance and repair of 79 vessels in 13 ports on the East Coast.
- Monitor, develop, and supervises the planned maintenance systems outlined in the Quality and Safety Management System.
- Derive key metrics and insights on how best to optimize the preventative management of the McAllister fleet.
- Develop and maintain a comprehensive job plan library to support maintenance activities for the fleet, including routine inspections, preventative maintenance documentation, and repairs, at the direction of the Director of Engineering and the Director of Compliance.
- Collaborates with Corporate Engineering in building the strategic warehousing initiative for critical spares and procurement personnel to ensure parts availability in line with maintenance work plans and schedules.
- Partners with Corporate Engineering with planning and developing cost estimates for annual and longer-term capital budgets

Sep 2020- May 2021

INSIGHT TECHNOLOGY SOLUTIONS

Maintenance Developer

- Develop maintenance procedures for the USCG Acquisition Asset Project Office (APO), Global Logistics Execution (GLE) Contract for the Offshore Patrol Cutter (OPC).
- Manage the development of integrated logistics support plans and products.
- Train, develop, and direct prospective Product Lines.
- Provide subject matter expertise in maintenance and the development of best practices.

Aug 2019-July 2020

ADVANCED MECHANICAL ENTERPRISES

Technical Manager

- Manage and provide leadership to the engineering, technical service and shop team consisting of up to 15 employees for worldwide deployment, generating over 3.5 Million in revenue annually.
- Created and developed a Condition Found Report System. Reduced overages by 50% and provided a method for documentation and a level of protection for both the company and the customer.
- Apply engineering theory, practice and principles to perform root cause failure analysis, conduct equipment performance evaluations, analyze equipment trends, analyze historical data and uptime data to recommend and justify improvements and corrective measures to customer equipment if appropriate
- Review prepared technical reports per service team before sending to clients.
- Maintain contact and follow up with clients/potential clients professionally and timely.

Oct 2018- Aug 2019

CITY OF POMPANO BEACH

Maintenance Supervisor Treatment Plants

- Responsible supervisory and inspection of work on the installation, maintenance and repair of electrical equipment, mechanical equipment, instrumentation and control equipment.
- Supervised 12 employees making repairs, provides guidance and routine inspections of their work progress.
- Works with Asset Management/Project Specialist to develop and implement preventative maintenance programs, job plans, scheduling, review and close out of work orders. Determines priorities and initiates preventative maintenance programs using asset management system.
- Inspects and coordinates repairs of complex electrical and control equipment, including SCADA and PLCs for proper operation.
- Prepared and keep accurate records on equipment life cycle for Capital Replacement Plan. Coordinates work between consultants, vendors and contractors on plant repairs, equipment installations and improvement projects keeping management updated on issues and progress.
- Created a fuel filtering program that saved the City of Pompano Beach over \$50K annually in contractor and fuel costs.

- Utilized lighting upgrades to reduce maintenance and labor cost, saving the City of Pompano Beach \$100K per year in light costs.

June 2018-Oct 2018

CITY OF FORT LAUDERDALE

Public Works Maintenance Chief, Five Ash Water Treatment Plant

- Completes budget preparation in excess of \$8 million dollars for operations and maintenance scheduling while providing input regarding systems engineering and planning.
- Exercises reasonable independent judgment in the operation and maintenance of systems in accordance with established municipal policies, engineering specifications, and Occupational Safety and Health Administration (OSHA) guidelines.
- Responsible for the coordination, execution, supervision, and inspection of work performed by electrical and mechanical maintenance personnel throughout the City's Public Works Water and Wastewater Treatment Division. Increased work order output by 200% and decreased plant casualties by 50%. Able to reduce weekly overtime by 45% a savings of \$100K annually and implemented the on-duty callback.

September 1998 – June 2018

UNITED STATES COAST GUARD

Port Engineer, U.S. Coast Guard, Miami Beach, FL (2017- 2018)

- Port Engineer provides technical support to six 154' patrol boats.
- Provides mentorship to 4 junior port engineers, with 20 years of electrical, mechanical, and HVAC technical knowledge and chief engineering experience.
- Submits correction reports for outdated maintenance cards and labor cost.

Naval Engineering Supervisor, U.S. Coast Guard, San Juan, PR (2016 –2017)

- Directs the activities of 30 personnel in the operation, asset maintenance/maintenance planning of the engineering/weapons systems on Coast Guard with the use of a computer-aided maintenance management system (CMMS) and associated maintenance programs on Coast Guard assets valued at over \$300 million.
- Maintenance and logistics planner for the maintenance and scheduling repairs of six Coast Guard ships completing over 2,000 man hours of corrective and planned maintenance for the timely delivery of seven cutter boats for six ships, ensuring parts availability while holding the manufacturer to \$1.1 million in warranty parts.
- Submits timely and accurate Evaluation Reports for both employees superior and sub-par performance.

Facilities Manager Electrical Division, U.S. Coast Guard, Miami Beach, FL (2014–2016)

- Facilities Maintenance planner for scheduling repairs an engineering plan and facilities operations for 235,000 feet of building space, 1,900 linear feet of pier space across 78 acres of waterfront property.
- Managed a \$195,000 cleaning contract for 35,000 sq. ft. of office space at Base Miami Beach and 30,000 sq. ft. of office space at Civil Engineering Unit Miami.
- Reduced Base Miami Beaches' electrical cost by 10% by converting all lighting to L.E.D. Annual savings over \$50K in electrical cost and \$100K in labor and hazmat waste disposal.
- Reviewed Contractors drawings and plans to ensure requirements meet both local and state National Electric Code NEC requirements.

Naval Engineering Assistant Supervisor, U.S. Coast Guard Miami Beach, FL (2012–2014)

- Supervised 18 –person work center responsible for maintenance planning and asset management all ship's propulsion plant machinery, electrical, freshwater distillation, and air conditioning across five different classes of Coast Guard ships.
- Used innovation to schedule employees to complete 10,400 hours of depot level maintenance for 22 Cutters and validated over 100 FRC/small boat Maintenance Procedure Cards despite severe personnel reductions.
- Organized four engine replacements, three seal replacements/shaft alignments, and dock side availability saving \$100,000 in contractor costs while executing depot level maintenance/cutter support.
- Spearheaded a warehouse inventory control point initiative \$1 million recapitalization of High Tempo High Maintenance parts inventory, reducing losses associated with disposition.

Engineering Officer, U.S. Coast Guard Cutter Dolphin, Miami Beach, FL (2010 – 2012)

- Served as the Chief Engineer overseeing the entire Marine Engineering plant on the vessel and responsible for the maintenance and operation of all engineering equipment onboard the vessel.
- Developed preventive maintenance plans for items that were not in the standard preventive maintenance plan.
- Fuel Oil and Water King maintaining 100% accountability of all fuel, oil and water as well as hazardous materials.
- Ensure all data entry for all completed maintenance was entered in a timely manner, keep paper Excel spreadsheets for paper records.

Assistant Engineering Officer, U.S. Coast Guard Cutter Kodiak Island and Pea Island Key West, FL (2005–2010)

- Operated, installed, maintained, and repaired motors, generators, switchboards, and solid-state control equipment aboard a U.S. Coast Guard Cutter.
- Oversaw a \$1.5 million dry dock of the vessel to include the removal and installation of two main diesel engines and two generators.
- Made authorized repairs and calibration of test equipment, serviced AC and DC motor and generator controllers, operated and maintained ship propulsion equipment along with the control and auxiliary control systems.
- Cited for making significant improvements to the electrical components aboard USCG ships during a dry dock availability requiring diagnosis and correction of a faulty CAPAC system which was deemed the cause of substantial paint and hull failure.

EDUCATION

Professional/Technical Training

Electricians Mate, Class "A" School and Advanced (Sr. Supervisory training)

Advanced Digital Electronics Technology

Fiber Optic Technician

Marine Machinery Control and Alarm System

MTU Diesel Engine Operator

Caterpillar Electronic Fuels Control

Gas Free Engineer

378 Console/Turbine Controls

Chief Warrant Officer Academy Graduate

Chief Petty Officer Academy Graduate

Emergency Management 100, 200, and 700

AWARDS/ACHIEVEMENTS

- ❖ Recipient of Five U.S. Coast Guard Achievement Medals and Two Commandant's Letter of Commendation for superior achievement and outstanding performance of duties as a Naval Engineer.
- ❖ Military Volunteerism of the Year Award for Coast Guard Base Miami Beach, FL
- ❖ Nominated for 2014 Military Service Person of the Year by the Greater Miami Chamber of Commerce
- ❖ Letter of Commendation for electrical inspections on several historical sites including replacement of meter pans at Coast Guard Station Sandy Hook, NJ, after Super Storm Sandy
- ❖ Three-year President of the Greater Miami Chief Petty Officer Association



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting

Meeting Date: November 20, 2025

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

SUBJECT: Town Council to appoint Dalton Hood as a Planning & Zoning Board Member for the remaining 3-year term vacated by Wendy Prather ending December 2026.

BACKGROUND:

On, October 15, 2025, the Town received the resignation letter of Wendy Prather from the Planning & Zoning Board.

The seat's appointment is from January 2024 through December 2026.

The Town Council, following the requirements in Resolution 2025-07, will appoint a new board member to complete the term vacated.

At the Workshop on November 13th the Council heard from the candidates present. Council recommended Dalton Hood be placed on the agenda for approval for the term ending December 2026.

FINANCIAL IMPACT:

TBD

RECOMMENDATION:

Town Council to appoint Dalton Hood as a Planning & Zoning Board Member for the remaining 3-year term vacated by Wendy Prather ending December 2026.

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

Re: Letter of Interest – Planning & Zoning Board Appointment

Dear Members of the Town Council,

I am writing to express my interest in serving on the Town of Hilliard Planning & Zoning Board. With over eight years of professional experience in Information Technology support and operations management, coupled with over a decade of community leadership on the Callahan Soccer Club board and currently serving as the President of the Callahan Soccer Club, I bring a combination of technical expertise, problem-solving, and civic engagement that I believe would add value to the Board's mission.

In my professional career, I have developed strong skills in managing complex systems, coordinating cross-functional teams, and implementing efficient processes to ensure reliable operations. These experiences have strengthened my ability to analyze challenges, make informed decisions, and work collaboratively toward effective solutions; skills that translate well into the thoughtful review of planning and zoning matters.

Equally important, my service with the Callahan Soccer Club has given me direct experience in community leadership. Leading a youth-centered organization requires balancing organizational needs with community interests, fostering engagement among families, and planning for sustainable growth. This role reinforced my belief that good governance involves listening to stakeholders, weighing competing priorities, and keeping the long-term wellbeing of the community at the forefront.

I value Hilliard's unique character and sense of community, and I am eager to contribute to shaping policies that promote responsible growth while preserving the town's heritage and quality of life. Serving on the Planning & Zoning Board would be both an honor and an opportunity to give back to a community that has given so much to me.

Thank you for considering my application. I would welcome the chance to further discuss how my background and commitment align with the goals of the Planning & Zoning Board.

Respectfully,

Dalton Hood

27229 W 14th Ave
Hilliard, FL 32046

Mrddhood91@gmail.com | 904-655-0096

DALTON HOOD

SENIOR IT SUPPORT & HELP DESK MANAGER

CONTACT

904-655-0096

Mrddhood91@gmail.com

<https://www.linkedin.com/in/dalton-hood/>

SKILLS

Information Technology Infrastructure

Leadership

Troubleshooting

Microsoft Suite

Interpersonal Conversation

EDUCATION

Florida State College of Jacksonville

2022

AA (Associate of Arts)

PROFILE

IT professional with 8+ years of experience managing help desk operations and providing advanced technical support across hardware, software, and network environments. Proven track record in leading support teams, optimizing workflows, and implementing best practices to reduce resolution times and boost customer satisfaction. I am skilled in escalated troubleshooting, system administration, and end-user training, with expertise in ticketing systems, workflow automation, and cross-department collaboration. My goal is to leverage both leadership and hands-on technical expertise to deliver efficient, reliable, and user-focused IT services while driving continuous improvement in support operations.

EXPERIENCE

Help Desk Supervisor

Oct 2023 – Current

Supervising daily help desk operations by managing and prioritizing support tickets through the Freshdesk ticketing system to ensure timely and effective resolution. Oversaw device management using Microsoft Intune and Apple Business Manager (ABM), including configuration, deployment, and compliance monitoring for company hardware. Collaborated with cross-functional teams to streamline IT processes, improve response times, and implement best practices that enhanced end-user support. Provided mentorship and guidance to support staff, ensuring consistent service quality while driving continuous improvements in IT operations.

Agency Support Help Desk Manager

March 2017 - August 2023

Managed agency support operations for Brightway Insurance by overseeing file management and backup solutions through SharePoint and OneDrive, ensuring data security and accessibility for agents. Administered and supported the CSM AMS360 platform from Vertafore, providing guidance and troubleshooting to optimize system performance. Collaborated with internal teams and agents to streamline workflows, improve documentation practices, and implement best practices that enhanced overall efficiency and reliability of agency operations.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: November 20, 2025

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

SUBJECT: Town Council to consider Ordinance No. 2025-17, an ordinance of the Town of Hilliard, Nassau County, Florida, Amending Chapter 14 of the Town Code to create an article, addressing Unsafe Structures and/or Conditions; Providing for Conflict, Severability, Administrative Correction of Scriveners Error, Publication and Effective Date. Adopting on First Reading and Set Public Hearing & Final Reading for December 18, 2025.

BACKGROUND:

Amendment to Chapter 14 Buildings would allow the Town Code some tools for dealing with dilapidated structures within the Town.

FINANCIAL IMPACT:

NA

RECOMMENDATION:

Town Council adoption of Ordinance No. 2025-17, on First Reading and Set Public Hearing & Final Reading for December 18, 2025.

ORDINANCE NO. 2025-17

AN ORDINANCE OF THE TOWN OF HILLIARD, NASSAU COUNTY, FLORIDA, AMENDING CHAPTER 14 OF THE TOWN CODE TO CREATE AN ARTICLE ADDRESSING UNSAFE STRUCTURES AND/OR CONDITIONS; PROVIDING FOR CONFLICT, SEVERABILITY, ADMINISTRATIVE CORRECTION OF SCRIVENERS ERROR, PUBLICATION AND EFFECTIVE DATE.

WHEREAS, blighted and slum areas constitute a serious growing menace, injurious to public health, safety, and welfare of the residents of the community;

WHEREAS, the existence of such areas contribute substantially and increasingly to the spread of disease and crime, constitutes an economic and social liability imposing onerous burdens which decrease the tax base and reduce tax revenues, and substantially impairs or arrests sound growth, and aggravates traffic problems;

WHEREAS, the prevention and elimination of slums and blight is a matter of policy and concern so that the community shall not continue to be endangered by such areas; and

WHEREAS, certain blighted and slum areas may be conserved and rehabilitated through appropriate public action and the cooperation and voluntary action of the owners and tenants in such areas.

SECTION 1: AUTHORITY

The Town Council of the Town of Hilliard has the authority to adopt this Ordinance pursuant to Article VIII of the Constitution of the State of Florida and Chapter 163 and 166, Florida Statutes.

SECTION 2: AMENDING CHAPTER 14

The Hilliard Code of Ordinances Chapter 14, "Building and Regulations," is hereby amended to add the following Article IV:

ARTICLE IV. – UNSAFE STRUCTURES AND/OR CONDITIONS

Sec. 14-81. - Findings.

The Town Council hereby finds that the existence of blighted or slum structures and conditions creates health hazards and attractive nuisances, interferes with the comfort of the public and the enjoyment of private property, and impairs the economic

welfare of neighboring properties. Such structures or conditions are hereby declared to be a public nuisance.

Sec. 14-82. - Definitions.

For the purpose of this section, the following definitions shall apply:

Blighted structure or condition means a deteriorated or deteriorating structure damaged by fire or other causes, unsanitary or unsafe condition(s) or deterioration of a site and its improvements, which condition(s) impair or endanger the life, health, or safety of the occupants or the surrounding area or otherwise violate the Florida Building Code.

Slum structure or condition means building or improvements, whether residential or nonresidential, which by reason of dilapidation, deterioration, age, or obsolescence cause inadequate provision for ventilation, light, air, sanitation, or open spaces, or the existence of condition(s) which contribute to ill health, transmission of disease, juvenile delinquency, or crime are detrimental to the occupant's or the public health, safety, morals, or welfare or otherwise violate the Florida Building Code.

Sec. 14-83. - Procedure for demolitions.

Due to a variety of reasons, including but not limited to abandonment, neglect, inadequate property management or obsolescence, the condition(s) of a property may constitute a danger or nuisance to the public that cannot be made safe. Factors evidencing the determination that a property cannot be made safe may include, but are not limited to: a demonstrated history of the property owner's failure to exercise reasonable control over the property to keep it safe or secure; a demonstrated history of a proliferation of criminal activity on or around the property due to the property's dilapidated or unsecure conditions; a demonstrated history of the property remaining in a condition that is imminently dangerous to the health, safety, welfare, and morals of the occupants or the public despite the reasonable efforts of the Town and Code Enforcement.

Upon notice and inspection that a property may constitute a blighted structure or condition in violation of this article, the certified building official shall inspect the property to determine if it is unsafe and constitutes a blighted or slum structure. In the event that a property may constitute a blight or slum structure, the property owner will be given a citation by the code enforcement officer. After a citation is given, the property owner shall have a hearing with the Nassau County Code Enforcement Magistrate.

Sec. 14-84. - Criteria.

(a) In determining whether structure(s) and/or condition(s) constitute blight for the purposes of this section, the certified building official must find the existence of one or more of the following:

(1) That the structure is so damaged, decayed, dilapidated, unsanitary, unsafe, or vermin-infested that it creates a serious hazard to the health or safety of the occupants or the public.

(2) That the structure has any or all of the following defects:

a. Interior walls or other structural members list, lean, or buckle, or the support for which has become damaged or deteriorated, to such an extent that there is a reasonable likelihood that such walls or other structural members may fall or give way;

b. Improperly distributed loads upon the floors or roofs or in which the same are overloaded or which have insufficient strength to be reasonably safe for the purpose used;

c. Damaged by fire, wind or other causes so as to have become dangerous to life, safety, or the general health and welfare of the occupants or citizens of the Town of Hilliard;

d. Has become or is so dilapidated, decayed, unsafe, unsanitary, or which so utterly fails to provide the amenities essential to decent living that it is unfit for human habitation, or is likely to cause sickness or disease, so as to cause injury to the health, safety, or general welfare of those living therein;

e. Have light, air and sanitation facilities which are inadequate to protect the health, safety, or general welfare of human beings who live or may work therein;

f. Have inadequate facilities for egress in case of fire or panic, or those having insufficient stairways, elevators, fire escapes or other means of egress, affording to the standards in effect when the building was constructed;

g. Have parts thereof which are so attached that there is a reasonable likelihood they may fall and injure members of the public or property in general;

h. Because of its condition is unsafe and unsanitary or dangerous to a degree that constitutes a hazard to the health, safety, or general welfare of the occupants or the citizens of the Town of Hilliard;

i. Vacant and not sufficiently secured to prevent easy access to trespassers, loiterers, and vagrants;

j. Untended or unkempt to the extent they pose a health or safety hazard;

k. The structure or portion thereof is obsolete, inadequately maintained, or abandoned;

l. The existence of any other condition(s) of blight as defined herein.

(4) The criteria set forth above shall not be the exclusive criteria upon which the certified building official may rely in determining whether a structure(s) and/or condition(s) create blight within the meaning of this section.

(b) In determining whether structure(s) and/or condition(s) constitute slum for purposes of this section, the certified building official must find the existence of one or more of the following:

(1) That the structure is so damaged, decayed, dilapidated, unsanitary, unsafe, or vermin-infested that it creates a serious hazard to the health or safety of the occupants or the public.

(2) That the structure lacks illumination, ventilation, or sanitation facilities adequate to protect the health or safety of the occupants or the public.

(3) That the structure has any or all of the following defects:

a. Because of its condition is unsafe and unsanitary or dangerous to a degree that constitutes a hazard to the health, safety, or general welfare of the citizens of the Town of Hilliard;

b. Vacant and not sufficiently secured to prevent easy access to trespassers, loiterers and vagrants;

c. Untended or unkempt to the extent they pose a health or safety hazard;

d. The structure or portion thereof is obsolete, inadequately maintained, or abandoned;

e. The structure is frequently the site of drug-related or other illegal activity due to its dilapidated or unsecure condition; and

f. The existence of any other condition(s) of slum as defined herein.

(3) The criteria set forth above shall not be the exclusive criteria upon which the certified building official may rely in determining whether a structure(s) and/or condition(s) create slum within the meaning of this section.

Sec. 14-85. - Authority.

(a) Upon determination by the certified building official that a structure(s) and/or condition(s) meets the criteria of blight or slum, the code enforcement officer may issue any one or more of the following order(s) as is warranted by the circumstances:

(1) Order to repair. Whenever the certified building official determines that a structure does not meet the standards required by this article for demolition, the code enforcement officer may order the repair, restoration or replacement of any part of the structure, including the removal of any work done in violation of the Land Development Regulations and/or Code of Ordinances. Once the property has been brought into compliance with the order, it is the responsibility of the owner, occupant or operator to notify the code compliance division to demonstrate to the Town of Hilliard's satisfaction that the violation(s) have been corrected and proper permits obtained. If the owner, occupant or operator does not repair, restore or replace the structure or portion(s) thereof ordered to be repaired, restored or replaced within the time fixed in the order and no appeal has been filed, the certified building official may order the vacation, demolition or removal of the structure as a nuisance.

(2) Order to designate building or dwelling as unfit for human habitation. Whenever the certified building official determines that any building or dwelling or any part thereof constitutes a hazard to the safety, health or welfare of the occupants or to the general public because it lacks maintenance, sanitary facilities or otherwise fails to comply with the standards established by this article, the code compliance officer may issue an order designating such building or dwelling unfit for human habitation. Any building or dwelling or any part thereof designated as unfit for human habitation shall be posted with notice of the same.

(3) Order to vacate. Whenever the certified building official designates a building or dwelling as unfit for human habitation, determines that an emergency exists, orders a building or dwelling to be demolished, or whenever there is a violation of a final order of repair, the code compliance officer may order that the affected building or dwelling be vacated. The code compliance officer may also issue an order to vacate in conjunction with an order to repair when the building is not safe for occupancy unless repaired.

(4) Order to secure. Whenever the certified building official determines that a structure may be made safe by securing such structure, the code compliance officer

may issue an order directing the owner to secure the property or structure within 48 hours. Securing the structure means taking all necessary measures to prevent unauthorized entry, including but not limited to boarding up openings, locking doors and windows, and enclosing the property as needed to restrict access. If the owner fails to comply with the order within 48 hours, the certified building official may cause the structure to be secured until such time as the structure is repaired or demolished.

(5) Order to demolish. Whenever the certified building official determines that a structure constitutes a blight structure as defined herein, or that such structure is damaged, deteriorated or defective to such an extent that the cost of restoration or repair thereof will exceed 75 percent of the assessed value thereof, the code compliance officer may order the demolition or removal of the structure. If the owner does not demolish or remove the structure within 30 days, and no appeal has been requested, the certified building official may cause the demolition or removal of the structure.

(6) Emergency order. Whenever, in the opinion of the certified building official, any building or structure has become so unsafe as to imminently endanger life or limb by reason of the condition of walls, overloaded floors, defective construction, decay, conditions that are dangerous in case of fire or any other cause, the code compliance officer shall notify the owner, occupant, operator or other party having an interest in the building or structure of such decision. Immediately upon receipt of the notice, the owner, occupant, operator or other party shall cause the same to be made safe and secure or taken down. When public safety requires immediate action, the certified building official may cause the structure to be secured or taken down without delay, at the expense of the owner, occupant, operator or other interested party.

Sec. 14-86. - Final order; order binding; penalties.

(a) Final order. All orders of the code compliance officer shall be final upon the expiration of 31 days from the date notice thereof is provided unless, prior to the expiration of such period, a written petition for appeal is filed with the Nassau County Special Magistrate on Code Enforcement.

(b) Orders binding. No order of the code compliance officer issued pursuant to this article shall be diminished, cancelled or in any way affected by the conveyance of the title to any real property, building or other structure or of any interest in any real property, building or other structure. A person who acquires such an interest in any property or improvement while it is subject to an order of the code compliance officer shall comply with that order to the same extent as if he/she had held the interest at the time the order was issued.

(c) Penalties.

(1) It shall be a second-degree misdemeanor, punishable as set forth in F.S. §775.082 and §775.083, to alter, deface or remove any notice posted pursuant to this article during the pendency of the order.

(2) It shall be a second-degree misdemeanor punishable as set forth in F.S. §775.082 and §775.083, to enter a building or structure under an order specified in this article, other than an order to repair, until a written certificate of compliance is issued or until the order is rescinded or modified.

Sec. 14-87. - Notice; hearing; remedial action.

(a) Upon determining that a structure(s) and/or condition(s) meets one or more of the blighted and slum criteria set forth herein, a notice to owner shall be posted at the entrance to the structure(s) or on the property where the condition(s) exists. The notice shall provide substantially as follows:

NOTICE TO THE OWNER AND ALL PERSONS INTERESTED IN THE ATTACHED PROPERTY: SLUM OR BLIGHTED STRUCTURE(S) AND/OR CONDITION(S) HAVE BEEN FOUND TO EXIST AT THIS SITE located at (briefly described location). Pursuant to the Town of Hilliard Code Chapter 14, it has been determined that the structure(s) and/or condition(s) located on this site pose a threat to the life, health, or safety of the public.

By order of the Certified Building Official and the Code Compliance Officer, this property (describe order). It is the responsibility of the property owner(s) to contact the Code Compliance Division of the Town of Hilliard and to take action to properly and legally comply with the order and correct the slum or blighted structure(s) and/or condition(s) (within thirty (30) days) of the date of this notice. If corrective actions have not been taken within this time period, demolition and/or clearance or basic remedial action to temporarily secure the structure(s) and/or site shall be taken by the county on the owner's behalf and at the owner's expense. Demolition and/or clearance may include all tangible personal property such as vehicles, appliances, etc., and other structure(s) that may pose a threat to the health and safety of the general public.

IT SHALL BE A SECOND-DEGREE MISDEMEANOR TO ALTER, DEFACE OR REMOVE THIS NOTICE OR TO ENTER THIS BUILDING DURING THE PENDENCY OF THIS ORDER.

You have the right to a Code Compliance Hearing for the purpose of showing cause why this structure(s) and/or condition(s) should not be deemed slum or blight. You must request a hearing not later than thirty (30) days from the date of this notice. If you do not request a hearing within such time, do not attend such hearing or if you do not show good cause, the county shall demolish the structure(s) and/or clear the condition(s). You as owner or the person responsible will be liable for the cost thereof.

Dated this _____ day of _____, 20____. Signed (set forth name, title, address and telephone number of the code compliance officer.

- (b) The notice shall also be provided to the violator and property owner by certified mail, return receipt requested, or as otherwise provided in Section 162.12, Florida Statutes.
- (c) The notice of an order to demolish shall also be published in a newspaper of general circulation. The publication shall state the Code violation, the parcel identification number, the legal description and address of the site and the requirement for persons having a legal interest to contact the Nassau County Special Magistrate on Code Enforcement and request a hearing within thirty days of the date of the notice.
- (d) Upon timely request for hearing of any person or entity claiming an interest in the structure(s) and/or site, such hearing shall be set before the Nassau County Special Magistrate on Code Enforcement. No action shall be taken until such hearing has been held. The purpose of such hearing is to provide an opportunity for the owner, interested party or person or entity responsible, to demonstrate that the structure(s) and/or condition(s) do not meet the criteria for slum or blight and/or do not constitute a threat to the health or safety of the general public.
- (e) Failure to remedy the violation, request a hearing or failure to attend a scheduled hearing shall constitute a waiver of the right to a hearing and consent to the demolition and/or clearing of the structure(s) and/or condition(s) as a public nuisance. If a hearing is waived or if it is determined pursuant to hearing that the structure(s) and/or condition(s) constitute slum or blight, such shall be ordered demolished, cleared, repaired, secured, vacated and/or unfit for human habitation, and shall be remedied as soon thereafter as practicable.
- (f) Any salvage value received by the town pursuant to the demolition and/or clearing shall be retained by the town to be applied against the cost of removal and destruction thereof.

SECTION 3: CONFLICT

All ordinances or parts of ordinances in conflict with any of the provisions of this Ordinance are hereby repealed.

SECTION 4: SEVERABILITY

If any portion of this Ordinance is declared invalid, the invalidated portion shall be severed from the remainder of the Ordinance, and the remainder of the Ordinance shall continue in full force and effect as if enacted without the invalidated portion, except in cases where such continued validity of the remainder would clearly and without doubt contradict or frustrate the intent of the Ordinance as a whole.

SECTION 5: CODIFICATION

The text of Section 2 to 3 of this Ordinance shall be codified as a part of the Hilliard Town Code. The codifier is authorized to make editorial changes not effecting the substance of this Ordinance by the substitution of "Article" for "Ordinance", "Section" for "Paragraph", or otherwise to take such editorial license.

SECTION 6: ADMINISTRATIVE CORRECTION OF SCRIVENERS ERROR

Regardless of whether such inclusion in the Code as described in Section 2 to 3 is accomplished, sections of the Ordinance may be re-numbered or re-lettered and the correction of typographical and/or scrivener's errors which do not affect the intent may be authorized by the Town Clerk or designee, without need of public hearing, by filing a corrected or re-codified copy of same with the Town Clerk.

SECTION 7: PUBLICATION AND EFFECTIVE DATE

This Ordinance shall become effective upon its passage.

ADOPTED this ____ day of _____, _____, by the Hilliard Town Council.

Kenneth A. Sims
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

Town Council First Reading:	November 20, 2025
Town Council Publication:	December 3, 2025
Town Council Public Hearing:	December 18, 2025
Town Council Final Reading:	December 18, 2025



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: November 20, 2025

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

SUBJECT: Town Council approval of Position Process for Lee Anne Wollitz transition from Introductory/Probationary status to Regular Full-Time.

BACKGROUND:

Lee Anne Wollitz was hired August 21, 2025, in an Introductory/Probationary status. Her probationary period ends July 17, 2025.

Since her hire, she has consistently exceeded the expectations outlined in her job description. She has proven to be highly dependable, possesses an exceptional work ethic, and has become an invaluable asset to the Public Works Department.

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FINANCIAL IMPACT:

Grade 6 / Step 3: \$27.70 Hourly & \$57,620.18 Annually

The position will now be eligible for health insurance benefits.

RECOMMENDATION:

Town Council approval of Position Process for Lee Anne Wollitz transition from Introductory/Probationary status to Regular Full-Time.

**TOWN OF HILLIARD
BUILDING & ZONING DEPARTMENT
PUBLIC WORKS DEPARTMENT
Position Process**

Regular Meeting: August 21, 2025

Applicant: Lee Anne Wollitz
37024 South Oak Street
Hilliard, FL 32046

Position: Land Use Administrator 30+ hours weekly &
Assistant to the Public Works Director 10+ hours weekly

Pay Rate: Grade 6/ Step 3 – Exempt
\$27.70 per hour / \$57,620.18 Annually

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

Position Status: November 20, 2025 – Regular Full Time Position

Position Requirements:

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

Position Information:

Land Use Administrator head of the Building & Zoning Department.
Assistant to the Public Works Director to assist the Public Works Department to develop an administrative structure to include purchasing, budgeting, capital outlay, forecasting, establish facility maintenance program and complete standard operating procedures for the department.

Conditions of Employment:

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

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



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: November 20, 2025

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

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

BACKGROUND:

Colt Gandy was hired August 26, 2025, in Introductory/Probationary status. His probationary period ends November 20, 2025.

Since his hire, he has met all expectations outlined in his job description. He has proven to be highly dependable, possesses a good work ethic, and has become a valuable asset to the Public Works Department.

FINANCIAL IMPACT:

Grade 4 / Step 7: \$23.62 Hourly & \$49,124.18 Annually

The position will now be eligible for health insurance benefits.

RECOMMENDATION:

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

**TOWN OF HILLIARD
PUBLIC WORKS DEPARTMENT
Position Process**

Regular Meeting: September 4, 2025

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

Position: Heavy Equipment Operator

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

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

Position Status: November 20, 2025 – Regular Full Time Position

Position Requirements:

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

Position Information:

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

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

Conditions of Employment:

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

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

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, NOVEMBER 06, 2025, 7:00 PM

NOTICE TO PUBLIC

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

PLEDGE OF CIVILITY

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

WE WILL DIRECT ALL COMMENTS TO THE ISSUES.

WE WILL AVOID PERSONAL ATTACKS.

"Politeness costs so little." – ABRAHAM LINCOLN

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

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

PUBLIC HEARING

ITEM-1 Ordinance No. 2025-11 – Reservation of Plant Capacity and Cost Recovery Agreement Sherry Downs West Fifth Street; and providing for an effective date.
Mayor Beasley

Open Public Hearing
Call for Public Comments
Close Public Hearing on Ordinance No. 2025-11

Following no public comments, motion to close Public Hearing at 7:01 p.m.

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

TOWN COUNCIL ACTION

Town Council to consider adopting Ordinance No. 2025-11, on Second & Final Reading.

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

ITEM-2

Ordinance No. 2025-12 – Amending Chapter 1 and 30, Town Code to reflect Code Enforcement Special Magistrate; and providing for an effective date.

Mayor Beasley

Open Public Hearing
Call for Public Comments
Close Public Hearing on Ordinance No. 2025-12

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

Motion made by Council President Sims, 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. 2025-12, on Second & Final Reading.

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

ITEM-3

Ordinance No. 2025-13 – Require Approval of Plat Submittals by Administrative Authority.

Mayor Beasley

Open Public Hearing
Call for Public Comments
Close Public Hearing on Ordinance No. 2025-13

Following no public comments, motion to close Public Hearing at 7:03 p.m.

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

TOWN COUNCIL ACTION

Town Council to consider adopting Ordinance No. 2025-13, on First Reading and Set Second Public Hearing & Final Reading for December 4, 2025.

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

REGULAR MEETING

ITEM-4 Additions/Deletions to Agenda

ITEM-13 Payable from Cunningham Co., LLC, on West Fifth Street Utility Extension.

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

ITEM-14 Planning & Zoning Board Resignation Mrs. Josetta Lawson.

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-5 Town Council to approve AECOM Recommendation to Award Contract to Lylam, LLC dba Facility's Constructors, to construct Box Hangar Building at the Hilliard Airpark in the amount of \$269,989.60. Funding provided through FDOT Public Transportation Grant Agreement No. 441751-1-94-24.

Lisa Purvis, MMC – Town Clerk

Mr. Bill Prange, P.E. with AECOM is present and presents the recommendation to award the new box hangar contract to Lylam, LLC dba Facility's Constructors.

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

ITEM-6 Town Council to consider Ordinance No. 2025-14, an ordinance relating to Public Right-of-Way or Alley; making findings; vacating Public Right-of-Way or Alley within or surrounded by Block 93; Plat of the West Portion of Hilliard; within Town of Hilliard, Florida; authorizing recording of a certified copy of this ordinance. Adopting on First Reading and Set Public Hearing & Final Reading for December 4, 2025.

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-7 Town Council to consider Ordinance No. 2025-15, an ordinance relating to Public Right-of-Way or Alley; making findings; vacating a Block of Public Right-of-Way known as West Eighth Avenue which falls between Georgia Street and Virginia Street; Plat of the West Portion of Hilliard; within Town of Hilliard, Florida; authorizing recording of a certified copy of this ordinance; providing for severability; and providing for an effective date. Adopting on First Reading and Set Public Hearing & Final Reading for December 4, 2025.

Lisa Purvis, MMC – Town Clerk

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

- ITEM-8 Town Council approval of the Minutes for the October 16, 2025, Regular Meeting and October 23, 2025, Workshop.

Lisa Purvis, MMC – Town Clerk

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

- ITEM-9 Town Council approval of AECOM, Payable through October 10, 2025, Project Name: Design & Construct New Box Hangar at the Hilliard Airpark in the amount of \$1,100.00.

FDOT PTGA 100% GRANT FUNDED PROJECT \$391,000; AECOM S.A. NO. 20 LUMP SUM CONTRACT \$111,441

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-10 Town Council approval of CPH Consulting, LLC, Payable through October 17, 2025, Project Name: 8" Parallel Water Main Extension to FAA Facility in the amount of \$8,484.00.

CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$199,680

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

- ITEM-11 Town Council approval of Nassau County Public Library System Donation for Fiscal Year 2025-2026, to Friends of the Hilliard Branch Library in the amount of \$8,000.00.

BUDGETED DONATION FROM GENERAL FUND TO CULTURE AND RECREATION

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

- ITEM-12 Town Council approval of Suez Annual Payment No. 5 of 5, Payable through October 1, 2025, Project Name: Advanced Metering Infrastructure (AMI), in the amount of \$109,553.00.

CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$547,765.00

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

ADDED ITEMS

- ITEM-13 Town Council approval of Cunningham Co., LLC, Payable through October 20, 2025, Project Name: West Fifth Street Utility Extension Project, in the amount of \$29,250.00.

DEVELOPER FUNDED PROJECT LUMP SUM CONTRACT \$29,250.00

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

- ITEM-14 Town Council to accept the resignation of Mrs. Josetta Lawson from the Planning & Zoning Board, effective November 4, 2025.

Lisa Purvis, MMC – Town Clerk

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

ADDITIONAL COMMENTS

PUBLIC

Doug Conkey, 7775 Baymeadows Way, Suite 102, Jacksonville, FL SJRWMD, states that with the clocks falling back for daylight savings an hour we lost one day of watering. He further states that SJRWMD has a rebate program and that he will provide the information to the Clerk.

Harold Frey, Jr. 34328 West Sevent Street, Hilliard, FL states that he would like to thank Josette Lawson for her 20 plus years of services to the Town on the Planning & Zoning Board. He further states that he has learned a lot from Josetta, and he hates to see her leave the Board.

MAYOR & TOWN COUNCIL

Councilman Wollitz, thanks Josetta Lawson and Doug Conkey with SJRWMD for their service.

Councilman Michaels, states that there are 125 kids signed up for volleyball with 14 girls teams, 123 kids signed up for soccer with 18 teams and that Gabe is finalizing the items for the North Oxford Park.

Council Pro Tem Pickett, echos what Councilman Wollitz says. Asks Doug Conkey with SJRWMD about the Rodman Dam. Doug states that the SJRWMD is not in a place to

have a position regarding this being the permitting authority.

Council President Sims, states that he will miss Mrs. Lawson on the Planning & Zoning Board. Further states that he hated having to miss the FLOC Mock Town Council Meeting. Thanks Doug Conkey with SJRWMD for being here tonight.

Mayor Beasley, states that the Veterans Ceremony is set for Saturday starting with sign ups and meet and greet at 9:00 a.m. and that Aaron Bean will be the guest speaker.

ADMINISTRATIVE STAFF

PRESENT:

Town Clerk Lisa Purvis

Land Use Administrator Lee Anne Wollitz

ABSENT:

Public Works Director Cory Hobbs

Parks & Recreation Director Gabe Whittenburg

Town Clerk Lisa Purvis, states that Manhole 167 & 170 Repair bids were received and opened today and only one bid from TB Landmark was received which was well over budget in the amount of \$324K. Further states that the Senate and House forms were both submitted for the Town's Legislative Appropriations requests prior to the October 31, 2025, deadline. She will also miss Josetta Lawson as she steps down from the Planning & Zoning Board after over twenty plus years of service.

Land Use Administrator Lee Anne Wollitz, updates the Council regarding the Capital upgrades at the old Town Hall Building. She further states that she will have several Land Use items on November 13, 2025, monthly workshop, including the resumes review for the open Planning & Zoning Board seats.

TOWN ATTORNEY

No Comment.

ADJOURNMENT

Motion to adjourn at 7:39 p.m.

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

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

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

November 13, 2025

Town of Hilliard
Honorable Mayor and Town Council Members
ATTN: Ms. Lisa Purvis
Highway 108 & Pine Street
Hilliard, Florida 32046

Dear Ms. Purvis;

The purpose of this letter is to officially request the budgeted amount of \$10,000.00 from the town of Hilliard for the Nassau County Council on Aging to assist the seniors in Hilliard with their water and sewage bills. This will greatly benefit those seniors who live within the Hilliard city limits who meet the income requirement.

Thank you for your continuous support in providing this valuable assistance to many low income seniors in our community. The lives of the seniors are positively impacted by your generosity.

Feel free to contact me if you have any questions or concerns.

Sincerely,



Janice Ancrum
President and CEO
Nassau County Council on Aging

9822 Tapestry Park Circle
Suite 205
Jacksonville, FL 32246
904-265-0751

Town of Hilliard
PO Box 249, 15859 West CR 108
Hilliard, FL 32046
Lisa Purvis

Invoice number 7048
Date 11/04/2025
Dates of Service: 10/01/2025 - 10/31/2025
Project 25-008 W 6TH STREET

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Project General Tasks	20,806.36	40.00	6,241.91	8,322.55	2,080.64
Roadway/TTCP	35,077.44	40.00	14,030.98	14,030.98	0.00
Drainage	18,858.50	20.00	1,885.85	3,771.70	1,885.85
SAPM	8,379.04	20.00	0.00	1,675.81	1,675.81
ETM- Survey	7,745.00	100.00	7,745.00	7,745.00	0.00
MAE- Geotech	10,805.92	100.00	10,805.92	10,805.92	0.00
Total	101,672.26	45.59	40,709.66	46,351.96	5,642.30

Invoice total **5,642.30**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
7048	11/04/2025	5,642.30	5,642.30				
	Total	5,642.30	5,642.30	0.00	0.00	0.00	0.00

Approved by:

Eric Lanning
Director

Town of Hilliard
Project 25-008 W 6TH STREET

Invoice number 7048
Date 11/04/2025

It is a pleasure working with you!