

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
Richie Rowe, Public Works Director
Gabe Whittenburg, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

AGENDA

THURSDAY, APRIL 20, 2023, 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

MAYOR To call on members of the audience wishing to address the Council on matters not on the Agenda.

REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

ITEM-2 Town Council adoption on First Reading, Ordinance No. 2023-01, Enacting a process for the Vacation of Public Right-of-Ways within the Town Limits and set a Public Hearing for Second/Final Reading on Thursday, May 18, 2023.
Lisa Purvis, MMC - Town Clerk

ITEM-3 Town Council adoption on First Reading, Ordinance No. 2023-02, Amending Chapter 58 Utilities Code and set a Public Hearing for Second/Final Reading on Thursday, May 18, 2023.
Lisa Purvis, MMC – Town Clerk

- ITEM-4** Town Council adoption on First Reading, Ordinance No. 2023-03, Regulating the Water & Sewer Rates; in accordance with the Town Charter Section 4.11(5) Action Requiring an Ordinance and set a Public Hearing for Second/Final Reading on Thursday, May 18, 2023.
Lisa Purvis, MMC - Town Clerk
- ITEM-5** Town Council adoption of Resolution No. 2023-07, Amending the Town of Hilliard's Cross-Connection Control Program & Back-Flow Prevention Devices Policy.
Lisa Purvis, MMC - Town Clerk
- ITEM-6** Town Council to approve decision moving forward regarding the Florida Retirement System audit findings, contribution, and penalties.
Tiffany Bowden, CMC - Deputy Town Clerk
- ITEM-7** Town Council discussion and approval to purchase a Christmas Tree to be used at the Town of Hilliard's annual Christmas events.
Alicia Head – Administrative Assistant
- ITEM-8** Town Council approval to surplus the Public Works Department's 2001 Ford F250 Pick-up Truck.
Cory Hobbs - Assistant Public Works Director
- ITEM-9** Town Council to discuss adjusting the date for a Joint Workshop concerning the Cosmos Trail Project.
Lee Anne Wollitz - Land Use Administrator
- ITEM-10** Town Council to review and accept the Land Use Administrator's Quarterly Report for January 1, 2023, through March 31, 2023.
Lee Anne Wollitz - Land Use Administrator
- ITEM-11** Town Council to review and accept the Building Official's Quarterly Report for January 1, 2023, through March 31, 2023.
Bryan Higginbotham - Building Official
- ITEM-12** Town Council to review and accept the Code Enforcement Officer's Quarterly Report for January 1, 2023, through March 31, 2023.
Del Miley - Code Enforcement Officer
- ITEM-13** Town Council approval of the Minutes from the April 6, 2023, Public Hearing & Regular Meeting, April 6, 2023, Workshop, April 6, 2023, Special Meeting, and April 11, 2023, Joint Workshop.
Lisa Purvis, MMC - Town Clerk

ADDED ITEMS

ADDITIONAL COMMENTS

PUBLIC

MAYOR & TOWN COUNCIL

ADMINISTRATIVE STAFF

TOWN ATTORNEY

ADJOURNMENT

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

TOWN COUNCIL MEETINGS

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

PLANNING & ZONING BOARD MEETINGS

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

MINUTES & TRANSCRIPTS

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

TOWN WEBSITE & YOUTUBE MEETING VIDEO

The Town's Website can be access at www.townofhilliard.com.
Live & recorded videos can be access 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.

2023 HOLIDAYS

TOWN HALL OFFICES CLOSED

- | | |
|----------------------------------|-----------------------------|
| 1. Martin Luther King, Jr. Day | Monday, January 16, 2023 |
| 2. Memorial Day | Monday, May 29, 2023 |
| 3. Independence Day Monday | Tuesday, July 4, 2023 |
| 4. Labor Day | Monday, September 4, 2023 |
| 5. Veterans Day | Friday, November 10, 2023 |
| 6. Thanksgiving Day | Thursday, November 23, 2023 |
| 7. Friday after Thanksgiving Day | Friday, November 24, 2023 |
| 8. Christmas Eve | Monday, December 25, 2023 |
| 9. Christmas Day | Tuesday, December 26, 2023 |
| 10. New Year's Eve | Monday, January 1, 2024 |
| 11. New Year's Day | Tuesday, January 2, 2024 |



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 20, 2023

FROM: *Lisa Purvis, MMC – Town Clerk*

SUBJECT: Town Council adoption on First Reading, Ordinance No. 2023-01, Enacting a process for the Vacation of Public Right-of-Ways within the Town Limits and set a Public Hearing for Second/Final Reading on Thursday, May 18, 2023

BACKGROUND:

Town Attorney has reviewed and finalized his draft of the ordinance.

FINANCIAL IMPACT:

The financial impact will be to requesting applicant.

RECOMMENDATION:

Town Council to adopt Ordinance No. 2023-01 on First Reading and set a Public Hearing and Second/Final Reading for Thursday, May 18, 2023.

ORDINANCE NO. 2023-01

AN ORDINANCE AMENDING CHAPTER 46 OF THE HILLIARD TOWN CODE, SUBDIVISIONS TO ENACT A PROCESS FOR THE VACATION OF PUBLIC RIGHT-OF-WAYS WITHIN THE TOWN LIMITS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS the Town Council desires to update the Town Code relating to a process for vacating existing right-of-ways by adopting this ordinance for placement within the Chapter related to Subdivisions; and

WHEREAS the Town Council has determined that the following amendment promotes and protects the general health, safety, and welfare of the residents of the Town of Hilliard by regulating the vacation of existing right-of-ways consistent with applicable Florida law, specifically implementing Town Code Section 46-7.

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

SECTION 1. The foregoing findings are true and correct and are hereby adopted and made a part hereof.

SECTION 2. Chapter 46 of the Town Code is amended to create a new Section 46-7, which shall be codified as follows:

“Sec. 46-7. Right-of-way vacations.

(a) *Definitions.* The following words, terms, and phrases, when used in Section 46-7, shall have the meanings ascribed to them in this Subsection, except where the context clearly indicates a different meaning:

1. *Vacate.* Vacate shall mean the relinquishment of the Town’s right, title, or interest in a public right-of-way.
2. *Public right-of-way.* A public right-of-way in the Town of Hilliard shall mean public road, street, lane, thoroughfare or travelway that has been platted or dedicated for public purposes such as roads, utilities, or stormwater.

(b) *Review Procedures.*

1. *Application.* An application to vacate a public right-of-way may be submitted by the Town Council, Land Use Administrator, or by a property owner abutting or surrounding the public right-of-way.
 - a. Applicant must submit an application with a statement outlining the reason for the request, and a sketch of description and legal

description of the area to be vacated, including the tax parcel identification number, if applicable. The burden will be on the applicant to show that the request complies with all of the following:

- i. That the request is in conjunction with a new development, redevelopment, or new use of the property;
 - ii. That the request is in the “public interest” (defined as something that benefits the public as a whole, not just a singular property owner – such as increasing size of property);
 - iii. That the request will not adversely affect surrounding property owners; and
 - iv. That the request conforms with utility company regulations by providing a letter from each utility company stating they approve or disapprove the vacate.
2. *Board review.* Applications to vacate a public right-of-way shall be reviewed by the Planning and Zoning Board and the Town Council according to the criteria provided in this section, with notice of the board hearings provided in accordance with law and this article. The Planning and Zoning Board’s review shall be a recommendation to the Town Council. Prior to the public hearing before the Planning and Zoning Board, the application shall be reviewed by the Land Use Administrator in accordance with the development plan review process as stated in Section 46-7.
3. *Fees.* The application shall be accompanied by a fee, which amount shall be determined by a fee schedule passed by a resolution of the Town Council. Any fees incurred by the Town in order to process the application, including advertising, mailing, and legal fees, shall also be charged to the applicant and be payable prior to any vacating of the right-of-way being recorded or final.

(c) *Review criteria.* Rights-of-way may only be vacated by the Town Council upon its finding that the criteria in both 1. and 2. as provided below have been met:

1. *Public Interest.* The public right-of-way no longer serves a public purpose and the vacation of the public right-of-way is in the public interest, which shall be based on a consideration of the following:
 - a. Whether the public benefits from the use of the subject right-of-way as part of the city street system;
 - b. Whether the proposed action is consistent with the Comprehensive Plan;

- c. Whether the proposed vacation is consistent with the minimum block size requirements and other applicable street connectivity standards;
 - d. Whether the proposed action would deny access to private property;
 - e. The effect of the proposed action upon public safety;
 - f. The effect of the proposed action upon the safety of pedestrians and vehicular traffic;
 - g. The effect of the proposed action upon the provision of municipal services including, but not limited to, emergency service and waste removal;
 - h. The necessity to relocate utilities both public and private; and
 - i. The effect of the proposed action on the design and character of the area.
2. *Streets*. If the public right-of-way is a street, the city shall not vacate the right-of-way except if the following additional criteria are met:
- a. The loss of the street will not foreclose reasonably foreseeable future bicycle/pedestrian use;
 - b. There is no reasonably foreseeable need for any type of transportation corridor for the area.

(d) *Notice requirements.*

1. *Specific Notice Requirements for Vacations*. Public hearing notices to vacate a public right-of-way or portion thereof shall be published in a manner consistent with Florida and Town law regarding ordinances.
2. *Neighbors*. If the parcel to be vacated includes an alley, all property owners serviced by the alley and all property owners serviced by a connecting alley shall be noticed.
3. *Petitioner's Responsibility*. The Town, Town Council, and all officers, employees, and agents thereof shall not assume any responsibility or liability for any matters and things to be done or completed by the petitioner pursuant to the provisions hereof. It is recognized that this procedure may affect substantial interests in real property and other proprietary rights, and the petitioner shall assume full and complete responsibility for compliance with the requirements of law, and these procedures in connection with or

arising out of any vacation proceedings instituted by the petitioner, including the payment of all fees required by this Section.”

SECTION 3. This Ordinance shall become effective upon its passage.

SECTION 4. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction such portion shall not affect the validity of the remaining portion of this Ordinance.

ADOPTED this _____ day of _____, 2023, by the Hilliard Town Council.

Kenneth A. Sims, Jr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

First Reading: April 20, 2023
Publication Date: May 3, 2023
Public Hearing: May 18, 2023
Second/Final Reading: May 18, 2023



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 20, 2023

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

SUBJECT: Town Council adoption on First Reading, Ordinance No. 2023-02, Amending Chapter 58 Utilities Code and set a Public Hearing for Second/Final Reading on Thursday, May 18, 2023.

BACKGROUND:

Ordinance No. 2023-02, includes the following amendments:

Tap Fees will no longer state that 60’ of standard service connection shall be included in all approved tap-ins. The current water and sewer tap-in fees correctly identify the 60’ of standard line. As follows:
 Water single short being on the same side of the road and Water single long being on the opposite side of the road.
 Sewer single service and Sewer double service.

Rates will be regulated by ordinance in the Town Code as stated in the Town Charter.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Town Council to adopt Ordinance No. 2023-02 on First Reading and set a Public Hearing and Second/Final Reading for Thursday, May 18, 2023.

ORDINANCE NO. 2023-02

AN ORDINANCE AMENDING CHAPTER 58 OF THE HILLIARD TOWN CODE; AMENDING ARTICLE 1. IN GENERAL; SECTION 58-6. EXTENSIONS OF WATER AND SEWER MAINS; ARTICLE III. RATES AND CHARGES; BILLING AND COLLECTION PROCEDURES; SECTION 58-81. FREE SERVICE; ADJUSTMENTS; REVIEW OF FEES AND CHARGES; SECTION 58-83. WATER AND SEWER USAGE RATES; SECTION 58-86. ANNUAL RATE INCREASES TIED TO INFLATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS the Town Council desires to update the Town Code relating to match what is included in all approved tap-ins to be consistent with the resolution of fees and charges for the water and sewer services; and

WHEREAS the Town Council has determined that the Town Code Chapter 58 Utilities is not in compliance with the Town's Charter Section 4.11. (5) Action requiring an ordinance; and

WHEREAS the Town Code Chapter 58 Utilities states in Section 58-81. Free service; adjustments; review of fees and charges shall be set by resolution; and

WHEREAS the Town Code Chapter 58 Utilities states in Section 58-83. (a). Water and sewer use rate are established by resolution; and

WHEREAS the Town Code Chapter 58 Utilities states in Section 58-86. Annual rate increases tied to inflation shall be subject to approval or adjustment by the town council by resolution; and

WHEREAS the Town Council wishes to amend certain sections of Chapter 58 Utilities to regulate the rates charged for water and sewer consumption by ordinance and all other water and sewer services fees and charges to remain by resolution; and

NOW, THEREFORE, BE IT ORDAINED, by the Town Council of the Town of Hilliard, Florida, that the following Sections of the Hilliard Town Code, shall be amended as follows:

Section 1.

Sec. 58-6. (2) - Extensions of water and sewer mains, of the Hilliard Town Code is hereby amended to read as follows:

(2) All approved tap-ins shall include ~~up to 60 feet of the~~ standard service connection as defined by resolution for water and sewer fees and charges. line at no cost to the customer. Any service line ~~exceeding 60 feet that the town installs~~

shall be charged to the customer ~~shall be~~ at an amount equal to the town's cost, plus 30 percent.

Section 2.

Sec. 58-81. Free service; adjustments; review of fees and charges, of the Hilliard Town Code is hereby amended to read as follows:

No water or sewage disposal service, tap-in, turn-on or turn-off, shall be furnished or rendered free of charge, nor at any lesser rate unless so stated in an amending ordinance of the town, to any person, firm, corporation or governmental agency whatsoever. No adjustment shall be made to water or sewage bills in which the usage occurred on the customer's side of the meter, except as so stated in section 58-83(b). The town council shall conduct, annually during the budget process, a review of rates ~~charges and fees~~ for water and sewer services, and it shall set such rates ~~fees and charges~~ as are necessary to adequately maintain, repair and replace the system by ordinance. ~~resolution~~. Water and sewer usage rates shall increase annually using the Municipal Cost Index as set forth in this chapter. All other fees and charges for water and sewer services shall be reviewed annually and adjusted to adequately maintain, repair and replace the system by resolution.

Section 3.

Sec. 58-83. (a) Water and sewer usage rates, of the Hilliard Town Code is hereby amended to read as follows:

(a) The monthly water and sewer use rates are as established by ordinance ~~resolution~~ of the town council. All users of the town's water and/or sewer system that live outside of the town's geographical limits shall pay 150 percent of the customer's monthly water and/or sewer bill. Churches that have a current sales tax exemption certificate from the State of Florida, or property tax exemption, shall be charged in accordance with the residential water and/or sewer usage rates. Water and sewer usage rates shall increase annually using the Municipal Cost Index as set forth in this chapter.

Section 4.

Sec. 58-86. Annual rate increases tied to inflation, of the Hilliard Town Code is hereby amended to read as follows:

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. ~~resolution~~.

Section 5.

Effective date. This ordinance shall become effective upon its passage.

ADOPTED this _____ day of _____, 2023, by the Hilliard Town Council.

Kenneth A. Sims, Jr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

First Reading: April 20, 2023
Publication Date: May 3, 2023
Public Hearing: May 18, 2023
Second/Final Reading: May 18, 2023



AGENDA ITEM REPORT TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 20, 2023

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

SUBJECT: Town Council adoption on First Reading Ordinance No. 2023-03, Regulating the Water & Sewer Rates; in accordance with the Town Charter Section 4.11 (5) Action Requiring an Ordinance and set a Public Hearing for Second/Final Reading on Thursday, May 18, 2023.

BACKGROUND:

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 resolution.

(Ord. No. 2010-03, § 6, 10-7-2010)

The October 2022 MCI increased by 8.01% over the October 2021.

The Town of Hilliard's Revenues over Expenditures at the end of the 2021/2022 fiscal year were a negative \$331,451.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Town Council to adopt Ordinance No. 2023-03 on First Reading and set a Public Hearing and Second/Final Reading for Thursday, May 18, 2023.

ORDINANCE NO. 2023-03

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 CHATER 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. 2023-03 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 for October 2022, 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, _____.

Kenneth A. Sims, Jr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

First Reading: April 20, 2023
W&S Billing Notice: May 1, 2023
Publication Date: May 3, 2023
Public Hearing: May 18, 2023
Second/Final Reading: May 18, 2023

**ATTACHMENT
TOWN OF HILLIARD
ORDINANCE NO. 2023-03
WATER & SEWER RATES**

SECTION 1. WATER & SEWER USAGE RATES AND TAXES
8.01% INCREASE (October 2022 Municipal Cost Index)

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

| | | |
|--------------------|--------------|--------------|
| BASE CHARGE | WATER | SEWER |
| | \$16.86 | \$21.08 |

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 |
| \$3.16 | \$5.62 |
| per whole thousand | per whole thousand |
| | |
| SEWER | SEWER |
| \$3.96 | \$5.62 |
| per whole thousand | per whole thousand |

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

| | | |
|--------------------|--------------|--------------|
| BASE CHARGE | WATER | SEWER |
| | \$39.35 | \$48.83 |

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 |
| \$1.39 | \$4.21 | \$5.62 |
| per whole thousand | per whole thousand | per whole thousand |
| | | |
| SEWER | SEWER | SEWER |
| \$2.81 | \$5.62 | \$7.01 |
| 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. 2023-03

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 Statute 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 and sewer rates by 8.01% for both residential and commercial users as follows:

Public Hearing & Regular Meeting
May 18, 2023, 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 resolution.

(Ord. No. 2010-03, § 6, 10-7-2010)



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 20, 2023

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

SUBJECT: Town Council adoption of Resolution No. 2023-07, Amending the Town of Hilliard’s Cross-Connection Control Program & Back-Flow Prevention Devices Policy.

BACKGROUND:

The Town adopted a Cross-Connection Control Program & Back-Flow Prevention Devices Policy originally in February 2015.

The Town’s Assistant Public Works Director has reviewed the original policy adopted on February 5, 2015, followed by the Public Works Director’s review and he wishes to amend the policy as reflected in Resolution No. 2023-07.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Town Council to adopt Resolution No. 2023-07, the amended Cross-Connection Control Program & Back-Flow Prevention Devices Policy.

RESOLUTION NO. 2023-07

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION AMENDING THE TOWN OF HILLIARD’S CROSS-CONNECTION CONTROL PROGRAM & BACK-FLOW PREVENTION DEVICES POLICY, FOR THE TOWN OF HILLIARD; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, as part of an effort to ensure the health and safety of the Town’s public water supply and to be in compliance with the Town’s Ordinance No. 2015-01, the Town has put together a Cross-Connections & Back-Flow Prevention Devices Policy to monitor the Town’s public water distribution system;

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Hilliard, Florida that the following Cross-Connections & Back-Flow Prevention Devices Policy is hereby adopted for the Town of Hilliard.

Effective date of this Cross-Connection Control Program & Back-Flow Prevention Devices Policy shall be July 1, 2023.

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

Kenneth A. Sims
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

Town of Hilliard

Cross-Connection Control Program

~~Program Manager:~~
~~David Thompson, Public Works~~
~~Director~~
Cross Connection Control Manager
John Maze

Ordinance No. 2015-01
Cross-Connections & Back-Flow Prevention Devices

FORWARD

This "Manual of Cross-Connection Control" has been prepared by the Department of Public Works of the Town of Hilliard, Florida, to establish an effective cross-connection control program in the Town's water service area in accordance with directives issued at the Federal level. The manual has been adopted by the Town Council through Town ordinance. Responsibilities for the control of cross-connections are shared by the consumer, this department, Town Building inspectors, the Florida Department of Health and Rehabilitative Services, and the Florida Department of Environmental Protection. The Town intends to supply the safest and best drinking water possible to its service area through an ongoing quality program of potable water delivery. The basic procedure for ensuring the proper function of the public water supply through a coordinated program to prevent pollution or contamination of potable water supplies by cross-connections is contained herein. This manual provides and extends present guidelines for the Town's Potable Water Distribution Systems by providing a means of detecting and eliminating unprotected cross-connections in the interest of public safety. The Town enjoys a positive relationship with its customers, and community support is required for this program to be successful. The Town encourages and promotes the education and commitment of its customers in the area of cross-connection control. It is the intent of the Town to implement the regulations and procedures as outlined herein, with full community cooperation of all related persons and agencies.

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SECTION I INTRODUCTION

A cross-connection is defined by the American Water Works Association (AWWA) as:

A connection or a potential cross-connection between any part of a potable water system and any other environment containing other substances in a manner that, under any circumstances, would allow such substances to enter the potable water system. Other substances may be gases, liquids, or solids, such as chemicals, waste products, steam, water from other sources (potable or non-potable), or any matter that may change the color or add odor to the water. Bypass arrangements, jumper connections, removable sections, swivel or changeover assemblies, or other temporary or permanent connection arrangement through which backflow may occur are considered to be cross-connections.

Backflow, literally a reversal in the normal direction of flow within a water system, is what turns a cross-connection into a health hazard. Consequently, cross-connections and the chance of backflow must be eliminated to prevent these "unseen hazards" from degrading the quality of water that water purveyors strive to maintain.

1.1 Purpose

The purpose of a cross-connection control program is to prevent waterborne diseases and contaminants from entering the potable water distribution system and thus the water we drink. More exactly, the program is intended to prevent delivered water that has passed beyond the public water system and into the private distribution systems of consumers from re-entering the potable public distribution system and being subsequently delivered to other consumers. The program aims to protect the Department of Public Works and its consumers from water-using establishments which could possibly reduce the water quality and safety of the municipal potable water supply through backflow and/or cross-connections.

1.2 Legal Authority

In Florida, the primary responsibility for safeguarding potable water quality on private property historically has been left to local health agencies and building inspection departments. The Safe Drinking Water Act, signed by President Ford on December 16, 1974, created new authority through a chain of laws and regulations that resulted in the state requirement (Florida Safe Drinking Water Act, § 403.850-403.864, Florida Statutes) for all public water systems to have a cross-connection control program. The Florida Department of Environmental Protection (FDEP), on December 19, 1994, adopted the following policy (62-555.360, F.A.C.):

(1) Community water systems and all public water systems that have service areas also served by reclaimed water systems regulated under Part III of Chapter 62- 610, F.A.C., shall establish and implement a routine cross-connection control program to detect and control cross-connections and prevent backflow of contaminants into the water system. This program shall include a written plan that is developed using recommended practices of the American Water Works Association set forth in *Recommended Practice for Backflow Prevention and Cross-Connection Control*, AWWA Manual M14, as incorporated into Rule 62- 555.330, F.A.C.

(2) Upon discovery of a prohibited cross-connection, public water systems shall either eliminate the cross-connection by installation of an appropriate backflow prevention device acceptable to the department or shall discontinue service until the contaminate source is eliminated.

1.3 Causes of Backflow

Where cross-connections exist, protection against backflow is needed to reduce the possibility of contamination. The causes of backflow cannot usually be eliminated completely since backflow is often initiated by accidents or unexpected circumstances. However, some causes of backflow can be partially controlled by good design and informed maintenance. Listed below are the major causes of backflow as outlined under the two types of backflows, back siphonage and back pressure.

Back siphonage

Back siphonage is caused by reduced or negative pressure being created in the supply piping. A major cause of back siphonage is the interruption of the supply pressure. This will allow negative pressures to be created by water trying to flow to a lower point in the system. Another cause is undersized piping. If water is withdrawn from a pipe at a very high velocity, the pressure in the pipe is reduced and the pressure differential created can cause water to flow into the pipe from a contaminated source. The potable water supply can thus become contaminated due to back siphonage of contaminants into the potable water supply creating the potential for serious health problems.

The principal causes of back siphonage are:

1. A line repair or break which occurs at a lower elevation than the service point;
2. Undersized piping; and
3. Lowered pressure in a water main due to a high-water withdrawal rate such as firefighting, water main flushing, or water main breaks.

Backpressure

Backpressure may cause backflow to occur where a potable water system is connected to a non-potable piping system, and the pressure in the non-potable system exceeds that in the potable system. High pressures may be created by means of pumps, boilers, etc. There is a high risk of non-potable water being forced into the potable water system whenever these types of cross-connections are not properly protected with backflow prevention assemblies.

The principal causes of backpressure are:

1. Booster pump systems;
2. Potable water connections to boilers and other pressure systems;
3. Connections with a non-potable system which may at times have a higher pressure; and
4. Non-potable water stored in tanks or plumbing systems that, by virtue of their elevation, would create head pressure sufficient to cause backflow if pressure were lowered in the public system.

SECTION 2 OBJECTIVES

The objectives of the Town of Hilliard Department of Public Works Cross- Connection Control Program are as follows:

1. To protect the Town of Hilliard's Public Potable Water Supply from the possibility of contamination by containing within its consumers' private water systems, contaminants or pollutants which could, under adverse condition, backflow through uncontrolled cross-connections into the public potable water system.
2. To eliminate or control existing cross-connections, actual or potential, between the consumers' on-premise potable water system(s) and non- potable water system(s) plumbing fixtures and industrial piping systems.
3. To provide a continuing inspection program of cross-connection control which will systematically and effectively control all actual or potential cross-connections which exist presently or may exist in the future.
4. To maintain an on-going information program to educate the community on cross-connection control and to encourage customer cooperation and coordination toward a successful cross-connection control program.

**SECTION 3
RESPONSIBILITY**

3.1 Water Purveyor

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Under the Safe Drinking Water Act of 1974 and rules of the Florida Department of Environmental Protection (FDEP) Chapter 62-555.360 F.A.C. relating to cross connection, the water purveyor has the primary responsibility of maintaining a cross connection control program to prevent water from unapproved sources, or any other substances, from entering the public certification of the purveyor's public potable water supply for use on interstate carriers and rescission of the permit to supply public potable water.

Upon detection of a prohibited cross-connection, the Town of Hilliard Public Works Director is directed to ~~eliminate the cross-connection by requiring the installation of an approved backflow prevention assembly or device, or immediately discontinue service until the cross-connection is eliminated.~~ Immediately discontinue service until the cross-connection is eliminated. Additional protection may be required, such as a backflow preventor, if one is not on site.

The specific authorized person to act for the water purveyor (The Town of Hilliard) in relation to the cross-connection control program shall be the Cross Connection Control Manager.

3.2 Building Official

The Building Official has the authority to review site and building plans and inspect plumbing as it is installed. They also have the authority to prevent the design or construction of cross-connections in structures within the Town's jurisdiction. The Building Official (also known as the Plumbing Official) carries this responsibility for the Town of Hilliard.

Where the review of site and building plans suggest or detects the potential for cross-connections being made as an integral part of the plumbing system, the Plumbing Official has the authority under the Florida Building Code 2004/Plumbing to require such cross-connection practices be either eliminated or provide approved backflow protection.

The Plumbing Official's authority begins at the point of service (the downstream or consumer's side of the meter) and carries throughout the entire length of the site. Building clarification should be made about the intended use of water at any point where it is suspected that a cross-connection might be made or where one is actually called for by the plans. When cross-connection potential is discovered, it is mandatory that a suitable, approved backflow prevention assembly or device be required on the plans and properly installed. Review of site and building plans may include input, when necessary, from the Cross-Connection Control Program Manager and the Public Works Director to coordinate the proper location and application of approved backflow prevention assemblies and devices.

If a potential cross-connection is discovered by the Cross-Connection Control Program Manager on the consumer's side of the meter, emergency action may be deemed appropriate (Refer to Section 5.03 Emergency Procedures).

3.3 Consumer

The consumer's responsibility starts at the point of service from the public potable water system and includes all of the consumer's water system(s). The consumer, at his own expense, is required to install, operate, test and maintain approved backflow prevention assemblies, as directed by the Cross-Connection Control Program Manager in accordance with the Town's

backflow prevention containment policy. The consumer must maintain accurate records of tests and repairs made to backflow prevention assemblies and provide the Cross-Connection Control Program Manager with copies of such records. The records are required to be on forms approved or provided by the Cross-Connection Control Program Manager. In the event of accidental pollution or contamination of the public or consumer's potable water system due to backflow on or from the consumer's premises, the consumer shall promptly take steps to confine further spread of pollution or contamination within the consumer's premises and is required to immediately notify the Cross-Connection Control Program Manager of the hazardous condition.

3.4 Backflow Prevention Assembly Installers

The installer's responsibility is to ensure proper installation of backflow prevention assemblies in accordance with the manufacturer's installation instructions and those furnished by the Cross-Connection Control Program Manager. The installer is also responsible for conducting a test of the assembly when it is installed and is required to furnish the following vital data to the Town of Hilliard Cross-Connection Control Program Manager immediately after test completion. ~~A reduced pressure principal backflow prevention assembly.~~

A (RPBA), or a double check valve assembly (DCVA), or a pressure vacuum breaker (PVB) assembly is installed: can be used. Instruction on which type will be determined by Policy Section 4 with the final determinization by the Cross Connection Control Manager.

The information to be furnished by the installer at new installations shall be as follows:

1. service address where the assembly is located.
2. owner
3. description of assembly's location
4. date of installation
5. type of assembly
6. manufacturer
7. model number
8. backflow prevention device serial number
9. water meter number
10. water meter reading
11. test kit serial number
12. date test kit last calibrated.
13. tester **name and testing certification** number.
14. company name, address and phone number
15. time of day

Testing at the time of installation for all RPBA's, and DCVA's, ~~and PVB's~~ shall be performed by a certified backflow prevention assembly technician (reference section 6 for definition and explanation of Backflow Prevention Assembly Tester-Certified). Test results are to be provided immediately to the Cross-Connection Control Program Manager.

SECTION 4 POLICY

It is the primary goal and intent of the Town of Hilliard's Cross-Connection Control Program; to protect the integrity of the potable water distribution system from any contaminant entering the potable water system, which would adversely affect the health and well-being of its customers. In order to help facilitate this, the following policies will be adhered to:

The Town of Hilliard will initiate its containment program by continuing to conduct inspections on all properties which have a service connection to the potable water system.

- A. For containment purposes, all commercial and multifamily properties shall have an approved RP (Reduced Pressure Backflow Prevention Assembly) installed on the potable water service line.
- B. Properties with an auxiliary water supply such as private wells, lakes, rivers, etc. (excluding reclaimed water) shall have an RP (Reduced Pressure Backflow Prevention Assembly) installed at the service connection.
- C. Private Wells shall not be interconnected or physically linked in any way to the public potable water system.
- D. Potable water irrigation systems shall be required to have an RP (Reduced Pressure Backflow Prevention Assembly) ~~or PVB (Pressure Vacuum Breaker)~~ installed according to the Town's Cross-Connection Control Manual {(sec. 2-b) example}. Any irrigation system on potable or reclaimed water which has an injection system for fertilizers, chemicals or any other hazardous material, gas or liquid shall have an RP (Reduced Pressure Backflow Prevention Assembly) installed at the service connection or at a location determined by the cross-connection control program manager.
- E. Private swimming pools are required to have either RP or DCVA type backflow preventor.

**SECTION 5
INSPECTIONS**

The Town of Hilliard has the continuing authority to inspect all residential, industrial and commercial users of potable water, where pollution, health, or system hazards may exist or be created; where materials dangerous to health are handled in tanks, piping systems, or other vessels on the premises, or where the water system is unstable and cross-connections may be installed. The following policies to cross- connections will apply:

1. Should the connection be between two (2) approved public potable water supplies, common gate or check valves may be used, provided this has the approval of both water suppliers and the Florida Department of Environmental Protection (FDEP).

2. Should the connection be between an approved public potable water supply and a service or other water supply which, has or may have, any material in the water dangerous to health or may be handled under pressure, subject to negative pressures, protection shall be by an approved air gap separation (AG). The air gap shall be located as close as possible to the service cock or other connection to the approved supply. All piping between such connection and approved air gap shall be entirely visible. If these conditions cannot reasonably be met, the public potable water supply shall be protected alternatively with an approved Reduced Pressure Principle Backflow Prevention Assembly (RPBA), provided the alternative is acceptable to the Public Works Director and the Florida Department of Environmental Protection (FDEP).

5.1 Frequency

Due to changes in models or components of equipment, methods of manufacturing and additions to plants, buildings, etc., water user requirements undergo continual changes. As a result, new cross-connections may be installed and existing protection may be by- passed, removed or made otherwise ineffective; therefore, an annual, biannual , or more frequent detailed inspection by the Cross-Connection Control Program Manager or his designee' s of all water usage is required. In addition, all new building construction shall also be plan checked and inspected during installation by the Plumbing Official and/or a designee from the Public Works Department to ensure conformance with the Town's cross-connection control requirements.

5.2 New Construction

All new construction plans and specifications for individual or commercial facilities shall be submitted to Town Hall for evaluation by the Department of Public Works and the Building Official through the Concurrency Application process. The Department of Public Works and Building Official shall review the plans to determine what degree of possible cross-connection hazards are posed to the public potable water supply and what approved backflow prevention assemblies or devices are required to insure conformance with cross-connection control containment requirements. Evaluation shall include input from the Cross-Connection Control Program Manager to coordinate the proper location and application of approved backflow prevention. Cross-connection control shall be accomplished by a combination of plans review and field inspections.

Upon completion of the plans evaluation, the consumer will be notified through the Building Department of the ~~Public Works~~ Cross-Connection Control requirements.

If adequate plans and specifications are not available and no realistic evaluation of proposed

water uses can be made, the consumer shall be advised that the installation of backflow prevention assemblies or other controls shall be necessary.

In conjunction with its inspection and testing of all new plumbing, ~~the Plumbing Official~~ Public Works will inspect and require testing and ~~approve~~ approval or ~~disapprove~~ disapproval of the completed backflow prevention device installation. Field inspections during construction or immediately after will also serve to identify hazards that were not apparent during plans review or were introduced during construction. The Plumbing Official and Public Works ~~is~~ are responsible for field inspection to determine compliance with ~~plumbing~~ the backflow prevention regulations. The Cross Connection Control Program manager will assist the Plumbing Official, as necessary, to ensure compliance. ~~And field testing.~~

After final approval of the installation and satisfactory test results, in accordance with plumbing codes and cross-connection rules and regulations, a report will be completed and filed by the Cross-Connection Control Program Manager. ~~with the concurrence of the Plumbing Official.~~ This report will include size, model, location, and all other pertinent details of the installation including satisfactory test results attested to by a certified tester.

All non-residential construction of any building to be served by the Town water system shall be plan-checked and inspected by the Plumbing Official and Public Works for compliance with the Town's cross-connection control containment requirements prior to connection to the Town's potable water main.

For containment purposes, all commercial and multifamily properties shall have an approved RP (Reduced Pressure Backflow Prevention Assembly) installed at the domestic water service connection.

5.3 Emergency Procedures

Upon discovery of a hazardous situation where contaminants are actually in the process or suspected of entering the distribution system of the public potable water supply, the Cross-Connection Control Program Manager shall be notified immediately as well as the Town of Hilliard Public Works Director.

The Cross-Connection Control Program Manager is authorized to take immediate steps he deems necessary to correct a hazardous condition, which shall include the right to immediately discontinue potable water service to premises where a hazardous condition may be occurring. Such emergency steps, including discontinuance of potable water service, may be taken without advance notice to the consumer. The consumer shall be notified as soon as possible thereafter if potable water service has been discontinued; and the matter simultaneously brought to the attention of the Town Attorney's Office and the Office of the Town's Director of Public Works.

In the event of a contaminant entering the Potable Water distribution system, the following procedures will be followed:

- | | |
|--------|---|
| Step 1 | <p>Investigate</p> <ul style="list-style-type: none"> • Identify and isolate source of contaminant (if possible) • Conduct sampling to identify contaminant and extent of contamination. • Notify Health Department |
| Step 2 | <p>Containment</p> <ul style="list-style-type: none"> • Conduct directional flushing to purge contaminant from system. |

- Close appropriate system valves to contain contaminant.
- Continue sampling until the system is clear of contaminants.

Step 3**Notification**

- Door hangers
- Radio
- T.V.
- Newspaper

SECTION 6 DEFINITIONS

AIR GAP (AG) SEPARATION

A physical separation between the free-flowing discharge end of a potable water supply pipeline and an open or non-pressure receiving vessel. An approved air-gap separation shall be a distance of at least two (2) times the diameter of the supply pipe measured vertically above the top rim of the vessel - with a minimum distance of one (1) inch.

APPROVED

1) The term approved, as herein used in reference to a water supply, shall mean potable water supply that has been approved by the Florida Department of Environmental Protection (FDEP).
2) The term approved, as herein used in reference to air gap separation, a Double Check Valve Assembly, a Pressure Vacuum Breaker, or a Reduced Pressure Principle Backflow Prevention Assembly shall mean as approved by the Town of Hilliard. (See Backflow Prevention Assembly Approved) Other backflow prevention devices or methods may be approved by the Town of Hilliard Director of Public Works for unique installations on an individual basis.

APPROVED WATER SUPPLY

The Town of Hilliard potable water system or any public potable water supply which has been approved by the Florida Department of Environmental Protection (FDEP).

ATMOSPHERIC VACUUM BREAKER (AVB)

The AVB consists of a float check, a check seat, and an air inlet port. A shutoff valve immediately upstream may or may not be an integral part of the device. The AVB is designed to allow air to enter the downstream water line to prevent back siphonage. This unit may never be subjected to a backpressure condition, have a downstream shutoff valve, or be installed where it will be in continuous operation for more than 12 hours.

AUXILIARY INTAKE

Any piping connection or other device whereby water may be secured from a source other than that normally used.

AUXILIARY WATER SUPPLY

Any water supply on or available to the premises other than the water purveyor's approved public water supply. These auxiliary waters may include water from another water purveyor's public potable water supply or any natural source(s), such as a well, lake, spring, river, stream, harbor, and so forth; or used waters, reclaimed waters, recycled waters, or industrial fluids. These waters may be contaminated or polluted, or they may be objectionable and constitute an unacceptable water source over which the water purveyor does not have sanitary control.

BACKFLOW

The undesirable reversal of the flow of water or other liquids, mixtures, gases, or other substances into or towards the distribution piping of a potable supply of water from any source

or sources.

BACKFLOW PREVENTION (BP) ASSEMBLY- APPROVED

An assembly that has been investigated and approved by The Town of Hilliard and has been shown to meet the design and performance standards of the University of Southern California / Foundation for Cross-Connection Control and Hydraulic Research (USC/FCCHR) and/or the American Water Works Association (AWWA). The approval of backflow prevention assemblies by The Town of Hilliard is based on a favorable report by an approved testing laboratory, recommending such an approval. An approved Backflow prevention assembly is comprised of one or more approved body components including shutoff valves and is used to prohibit the backflow of water into the potable water system.

BACKFLOW PREVENTION ASSEMBLY TESTER – CERTIFIED

A person who has proven his/her competency to test, repair and maintain backflow prevention assemblies as evident by a certification that is recognized by the approving authority to the satisfaction of The Town of Hilliard.

BACKFLOW PREVENTION (BP) DEVICE - APPROVED

A device that has been investigated and approved by The Town of Hilliard and has been shown to meet the design and performance standards of the American Society of Sanitary Engineers (ASSE) and/or the American National Standards Institute (ANSI).

BACK PRESSURE

A pressure higher than the supply pressure, caused by a pump, elevated tank, boiler, air/steam pressure or any other means which may cause backflow.

BACK SIPHONAGE

A reversal of the normal direction of flow in the pipeline due to a negative pressure (vacuum) being created in the supply line with the backflow source subject to atmospheric pressure.

CONSUMER

Any person, firm or corporation using or receiving water from the Town of Hilliard potable water system.

CONSUMER'S WATER SYSTEM

Any water system located on the consumer's premises, whether supplied by the public potable water system or an auxiliary water supply. The system or systems may be either a potable water system or an industrial piping system.

CONTAINMENT

The practice of installing an approved backflow prevention assembly on the consumer's potable water system to protect against contamination of the public potable water system from a non-potable source.

CONTAMINATION

An impairment of the quality of the Town of Hilliard potable water supply by sewage, industrial fluids or any other foreign substance to a degree which created an actual hazard to the public health through the potential spread of disease or toxic materials.

CRITICAL LEVEL

The marking on a vacuum breaker which determines a minimum elevation above the flood level rim of the fixture or receptacle served at which the device may be installed.

CROSS-CONNECTION

A connection or a potential connection between any part of a potable water system and any other environment containing other substances in a manner that, under any circumstances, would allow such substances to enter the potable water system. Other substances may be gases, liquids, or solids, such as chemicals, water products, steam, water from other sources (potable or non-potable), or any matter that may change the color or add odor to the water. Bypass arrangements, jumper connections, removable sections, swivel or changeover assemblies, or any other temporary or permanent connection arrangement through which backflow may occur are considered to be cross-connections.

CROSS-CONNECTION CONTROL PROGRAM MANAGER

The person designated by the Town of Hilliard Public Works Department to implement the Town of Hilliard's Cross-Connection Control program and ensure compliance with Federal and State regulations.

DOUBLE CHECK VALVE ASSEMBLY (DCVA)

A complete assembly consisting of two internally loaded, independently operating check valves, located between two tightly closing resilient-seated shutoff valves with four properly placed resilient-seated test cocks. This assembly shall only be used to protect against non-health hazards (i.e., a pollutant).

DUAL WATER SYSTEM

Water distribution facilities that distribute two grades of water to the same service area: one potable and the other reclaimed. The quality, quantity and pressure available in each system are functions of the sources and intended uses for each grade of water.

FIRE SPRINKLER SYSTEM

A sprinkler system, for fire protection purposes, is an integrated system of underground and overhead piping designed in accordance with fire protection and engineering standards.

FLOOD LEVEL RIM

The edge of the receptacle from which water overflows is the flood level rim.

HAZARD - DEGREE OF

A qualification of what potential and actual harm may result from cross-connections within a water-using facility. Establishing the degree of hazard is directly related to the type and toxicity of contaminants that could feasibly enter the potable water system and can be classified as either a "pollutant" (low hazard) or a "contaminant" (high hazard).

HAZARD - HIGH

An actual or potential threat of contamination of a physical or toxic nature to the public potable water system or the consumer's potable water system to such a degree or intensity that there would be a danger to health.

HAZARD - LOW - (NON-HEALTH)

A cross-connection or a potential cross-connection involving a substance that generally would not be a health hazard but would constitute a nuisance or be aesthetically objectionable if introduced into the potable water system.

HEALTH AGENCY

The Florida State Department of Health and Rehabilitative Services (DHRS).

INTERNAL PROTECTION

See Isolation.

ISOLATION

The practice of installing an approved backflow prevention assembly or device at the source of the potential contamination. The Plumbing Official shall be responsible for enforcement of Cross-Connection Control as it pertains to isolation.

LABORATORY - APPROVED TESTING

Reference to an approved testing laboratory shall mean the University of Southern California/Foundation for Cross-Connection Control and Hydraulic Research (USC/FCCCHR), or any other laboratory having the equivalent facilities for both the laboratory and field evaluation of the assemblies or devices approved by the American Water Works Association (AWWA) or American Society of Sanitary Engineers (ASSE).

PLUMBING OFFICIAL

The individual, board, department, or agency established and authorized by state, county, city or other political subdivision created by law to administer and enforce the provisions of the Florida Building Code 2004/Plumbing as adopted or amended.

PLUMBING SYSTEM

The potable water supply and distribution pipes; plumbing fixtures and traps; soil, waste and vent pipes; building drains and building sewers, including their respective connections, devices

and appurtenances within the property line of the premises; and water-treating or water-using equipment.

POINT OF SERVICE/SERVICE CONNECTION

The terminal end of the potable water system, i.e., where the water purveyor loses jurisdiction and sanitary control over the water at its point of service to the consumer's water system. If a meter is installed at the end of the service connection, then the service connection shall mean the downstream end or consumer's side of the meter. There shall not be any unprotected connections between the point of service and the backflow prevention assembly or device.

POLLUTION

An impairment of the quality of water to a degree that does not create an actual hazard to the public health, however it adversely affects it for domestic use.

POTABLE WATER

Water that is safe for human consumption as described by the public health authority having jurisdiction.

PRESSURE VACUUM BREAKER ASSEMBLY (PVB)

An assembly consisting of an independently operating, internally loaded check valve and an independently operating, loaded air inlet valve located on the discharge side of the check valve, with properly located resilient seated test cocks and tightly closing resilient seated shutoff valves attached at each end of the assembly designed to be operated under pressure for prolonged periods of time to prevent back siphonage. The pressure vacuum breaker may not be subjected to backpressure.

REDUCED PRESSURE PRINCIPLE BACKFLOW PREVENTION ASSEMBLY (RP)

A complete assembly consisting of a mechanical, independently acting, hydraulically dependent relief valve, located between two independently operating, internally loaded check valves that are located between two tightly closing resilient seated shutoff valves with four properly placed resilient seated test cocks.

RESIDENTIAL DUAL CHECK (RDC)

A device consisting of two independent check valves which have been approved by the Town of Hilliard for use to protect the potable water system at the single-family customer's service(s) where no other backflow hazards exist. Such valves must meet the requirements of ASSE 1024. These devices will be installed and maintained by the Town of Hilliard on all single-family services 1" and smaller.

UNAPPROVED WATER SUPPLY

Water which has not been approved for human consumption by the health agency having jurisdiction.

USED WATER

Any water supplied by a water purveyor from a potable water system to a consumer's water system after it has passed through the point of service and is no longer under the control of the water purveyor.

WATER PURVEYOR

The owner or operator of a public (or private) potable water works system.

SECTION 7 APPLICABLE STANDARDS AND DESCRIPTIONS FOR BACKFLOW PREVENTION ASSEMBLIES AND DEVICES

7.1 Applicable Standards

The following specifications or requirements of approving agencies are recognized by the Town of Hilliard. All backflow prevention assemblies, devices and conditions of cross-connection control shall be in compliance with the standards set forth by one or more of the following agencies. The Town of Hilliard reserves the right to state which standards apply if and when conflicts between standards arise.

| | |
|----------------|---|
| ANSI | American National Standards Institute - #A112. I.2. |
| AWWA | American Water Works Association - Manual M14 3rd edition |
| ASSE | American Society of Sanitary Engineers - # 1001, #1011, #1012, #1013, #1015, #1020, #1024, #1032, #1035 |
| USC / FCCCR | University of Southern California / Foundation for Cross Connection Control and Hydraulic Research Manual of Cross- Connection Control, 9th edition, 1993 |

Florida Building Code 2004/Plumbing

The Cross-Connection Control Program Manager will maintain a list of approved assembly and device manufactures for use within the Town of Hilliard potable water service area. This list shall be specified by the USC/FCCCHR.

7.2 Abbreviations for Protective Assemblies and Devices

| | |
|--------|---|
| AG | Air Gap |
| AVB | Atmospheric Vacuum Breaker |
| BP/IAV | Backflow Preventer with Intermediate Atmospheric Vent |
| DCVA | Double Check Valve Assembly |
| DDCV | Double Detector Check Valve Assembly |
| HBVB | Hose Bibb Vacuum Breaker |
| PVB | Pressure Vacuum Breaker |
| RDC | Residential Dual Check |
| RPBA | Reduced Pressure Principle Backflow Prevention Assembly |
| SPV | Spill Proof Resistant Vacuum Breaker |

7.3 Types and Descriptions of Hazards

The following definitions apply to hazard conditions existing at a site where backflow prevention assemblies and devices may be required.

| Degree of Hazard | Definition |
|------------------|--|
| Low | A condition where a polluting substance may come in contact with potable water aesthetically affecting the taste, odor or appearance, but not hazardous to health (non-toxic), (e.g., pollution hazard). |
| High | A condition where a contaminating substance may come in contact with potable water causing sickness or death (toxic), creating a health hazard (e.g., system hazard, plumbing hazard). |

The table on pages 20-21 lists the types and applications of backflow prevention assemblies and devices, a brief description of each assembly or device, typical installation conditions, and applicable standards.

7.4 Facilities/Plumbing Arrangements Requiring Backflow Prevention Assemblies

1. Commercial/Industrial properties shall have an approved Reduced Pressure Principle Backflow Prevention Assembly (RPBA) installed on the potable water service line which feeds the property.
2. Multi-family/Apartment Complex's/Condominiums shall have an approved Reduced Pressure Backflow Prevention Assembly (RPBA) installed on the potable water service line.
Note: Any facility, device, equipment, plumbing arrangement or situation not covered by this manual, which may constitute a potential health hazard will be handled at the discretion of the Cross-Connection Control Program Manager
3. Residential properties or any other properties with an auxiliary water supply or system, such as private wells, lakes, streams, canals etc. (excluding reclaimed water) shall have a Reduced Pressure Backflow Prevention Assembly (RPBA) installed at the potable water service connection.
Note: Private Wells shall not be interconnected or physically linked in any way, with or without a protective assembly to the potable water system.
4. Lawn sprinkler systems on potable water shall have a Reduced Pressure Backflow Assembly (RPBA), Pressure Vacuum Breaker (PVB) or Air Gap (AG) installed on the system.
Note: PVB shall be installed in such a manner as to isolate the irrigation system from the potable domestic water supply.
5. Lawn sprinkler systems on reclaimed water do not require a Backflow Prevention Device unless it has a chemical injection system, a Reduced Pressure Backflow Prevention Assembly (RPBA) would then be required.
6. Swimming pools, fountains, or ponds shall require an Air Gap (AG) when filling.

| TYPICAL BACKFLOW PREVENTION DEVICES & DESCRIPTIONS | | | |
|--|---|---|---|
| <u>TYPE AND APPLICATION</u> | <u>TYPICAL DESCRIPTION</u> | <u>APPLICABLE INSTALLATION</u> | <u>STANDARDS</u> |
| DOUBLE CHECK VALVE ASSEMBLY For <u>low hazard</u> applications | Two independent check valves supplied with ball type or resilient seated shutoff valves and ball type test cocks. | All cross-connections subject to backpressure where there is a low potential health hazard or nuisance. Continuous pressure | A.S.S.E. 1015 A.W.W.A. C506 FCCCHR OF USC |
| DOUBLE DETECTOR CHECK VALVE ASSEMBLY | Double check valve assembly with a water meter and double check in by-pass line. | Fire protection system supply main. Detects leaks and unauthorized use of water | A.S.S.E. 1015 A.W.W.A. C506 FCCCHR OF USC |
| RESIDENTIAL DUAL CHECK BACKFLOW PREVENTOR For <u>low hazard</u> applications | Two independent check valves. Checks are removable for testing. | Cross-connections where there is a low potential health hazard and moderate flow requirements. | A.S.S.E. 1024 |
| BACKFLOW PREVENTOR WITH INTERMEDIATE ATMOSPHERIC VENT For <u>low hazard</u> cross-connections. Small pipe sizes. | Two independent check valves with intermediate vacuum breaker and relief valve | Cross-connection subject to back-pressure or back siphonage where there is a low health hazard. Continuous pressure. | A.S.S.E. 1012 |
| LABORATORY FAUCET AND DOUBLE CHECK VALVE WITH INTERMEDIATE VACUUM BREAKER In small pipe sizes for <u>low hazards</u> . | Two independent check valves with intermediate vacuum breaker and relief vent. | Cross connections subject to backpressure or back-siphonage where there is a low health hazard. | A.S.S.E. 1035 |

| TYPICAL BACKFLOW PREVENTION DEVICES & DESCRIPTIONS | | | |
|---|--|---|---|
| TYPE & APPLICATION | TYPICAL DESCRIPTION | APPLICABLE | STANDARDS |
| | | INSTALLATION | |
| REDUCED PRESSURE PRINCIPLE BACKFLOW PREVENTER For high hazard cross-connections. | Two independent check valves with intermediate relief valve. Supplied with ball type shutoff valves and ball type test cocks. | All cross-connections subject to backpressure where there is a high potential health hazard from contamination & continuous pressure. | A.S.S.E. 1013 A.W.W.A. C506 FCCCHR OF USC |
| ATMOSPHERIC VACUUM BREAKER For high hazard cross-connections. | Single float and disc with large atmospheric port. | Cross-connections not subject to backpressure or continuous pressure. Install at least 6" above rim. Protection against back siphonage only. | A.S.S.E. 1001 FCCCHR OF USC |
| PRESSURE TYPE VACUUM BREAKER For high hazard cross-connections. | Spring loaded single float and disc with independent 1 st check. Supplied with ball type shutoff valves and ball type test cocks. | This valve is designed for installation in a continuous pressure potable water supply system 12" above the overflow level of the system being supplied. Protection against back siphonage only. | A.S.S.E. 1020 FCCCHR OF USC |
| HOSE CONNECTION VACUUM BREAKERS For residential and industrial hose supply outlets. | Single check with atmospheric vacuum breaker vent. | Install directly on hose bibs, service sinks and wall hydrants. Not for continuous pressure. | A.S.S.E. 1011 |
| AIR GAP For <u>high</u> hazard cross-connection. | Vertical separation of 2 times the supply pipe diameter above the overflow rim. | All cross-connections subject to backpressure or back siphonage where there is a high potential health hazard from contamination. | A.N.S.I. AI 12.1.2 Vertical Separation Must be @ least 1" |

SECTION 8 TESTING AND MAINTENANCE OF BACKFLOW PREVENTERS

8.1 General Requirements

As part of a complete Cross-Connection Control Program, it shall be the duty of the property owner/customer user at any premises where Reduced Pressure Principle Backflow Prevention Assemblies (RPBA), Double Check Valve Assemblies (DCVA), and Pressure Vacuum Breakers (PVB) are installed to have a thorough inspection and operational test at the time of installation and at least once a year or more often in those instances where inspections indicate a need. Proper field test procedures with calibrated gauge equipment must be used by certified personnel (reference section 6 for definition and explanation of a Backflow Prevention Assembly Tester - Certified). The cost of testing, maintenance and repair of backflow prevention assemblies shall be the responsibility of the property owner/customer user.

The property owner/customer-user shall be responsible for the cost of the installation, inspection, and testing of any backflow prevention assembly. The costs and any maintenance or repair required as a result of a failed test shall be at the expense of the property owner/customer-user and shall be performed by a certified assembly tester (reference section 6 for definition and explanation of a Backflow Prevention Assembly Tester - Certified).

All assemblies failing to meet the latest performance standards set forth by the American Water Works Association (AWWA 506), American Society of Sanitary Engineers (ASSE 1013), or the Foundation for Cross-Connection Control at the University of Southern California (Manual of Cross-Connection Control), shall be repaired and retested promptly. Assemblies which are found to have a history of not meeting these performance standards should be placed on a semiannual or quarterly testing schedule. Assemblies repeatedly found not to meet the standards are to be replaced with new assemblies. If such testing indicates wear or other malfunction, the assembly shall be overhauled. Such an overhaul should consist of the replacement of all seats, diaphragms, gaskets, etc., which are subject to wear, and any other parts found to be worn or otherwise in questionable condition.

As a prelude to each of the field test procedures, it is essential the certified tester follow some basic steps:

- 1. Notify** Appointment and introduction procedures shall be followed similar to that used for inspections. The owner of the assembly shall be notified the water service will be shut off during the test procedures. Special arrangements may have to be made so interruption of service will not create a hardship on the user.
- 2. Identify** Make sure the proper assembly is being tested by checking identification tag for make (manufacturer), model, and serial number. All information and test data shall be recorded on proper forms before leaving the location.
- 3. Inspect** -Inspect the assembly for the required components for the field test procedure -i.e., upstream and downstream shut-off valves, properly placed test cocks, etc.
- 4. Observe** - Carefully observe area around the assembly for signs of leakage i.e. moss or algae growth, plant life, or soil erosion. This should supply the tester with additional information regarding the condition of the assembly before the test is performed. Example: Wet spot under the relief valve of a Reduced Pressure Backflow Prevention Assembly is an indication of relief

valve activity, possibly from pressure fluctuations or fouling of the assembly. Proper testing will determine the problem.

8.2 Parallel Installations

All backflow prevention assemblies with test cocks are required to be tested with a minimum frequency of once per year. Testing requires a water shutdown usually lasting five (5) to twenty (20) minutes. For facilities that require an uninterrupted supply of water, and when it is not possible to provide water service from two separate meters, provisions shall be made for a "parallel installation" of backflow prevention assemblies.

Multi-story buildings which have a number of flushometer toilets should be equipped with parallel assemblies. Experience has shown if the water supply is shut off to this type of building, flushometers may have to be manually reset.

The Town of Hilliard will not accept an unprotected bypass around a backflow preventer when the assembly is in need of testing, repair or replacement.

The following list of facilities might require parallel installation of backflow devices:

1. Hospitals, Nursing and Convalescent Homes and Clinics.
2. Multifamily apartments and facilities on one meter.
3. Public or private buildings or any other structures having unprotected cross-connections.
4. Schools, carwash and laundries.

8.3 Records

The Cross-Connection Control Program Manager will notify the customer/user when tests are required. The test forms will be completed and returned to the Cross-Connection Control Program Manager by the date indicated. A full report on the test of each assembly giving pertinent test data and indication what, if any, repairs were made are to be delivered promptly to the Cross-Connection Control Supervisor.

Records are to include, but not be limited to:

1. Reports of inspection, recommendations, re-inspections, and corrective action taken.
2. Correspondence between the Cross-Connection Control Program Manager, customer, health agency, or plumbing official, etc., concerning corrective action.
3. A master list of all backflow protection devices and assemblies in use or proposed for use in the area.
4. Vital data on each protective assembly.
5. Test and maintenance reports for each protective device and assembly.
6. A file system to call to the attention of the Cross-Connection Control Program Manager when testing is due or when re-inspections of premises are needed.

The Cross-Connection Control Program Manager shall utilize a computerized system, if possible, to tabulate all records. Cross-reference of the cross-connection control records with the existing utility billing system may be helpful. As applicable, the Cross- Connection Control Program Manager shall encourage meter readers to perform a cursory inspection of backflow prevention assemblies during their rounds and record their findings accordingly.

8.4 Testers

To ensure continued satisfactory operation of a backflow prevention assembly, testing shall be performed by individuals who are certified and understand the design and intended operation of the assembly (reference section 6 for definition and explanation of a Backflow Prevention Assembly Tester - Certified). A program to train individuals in the testing of backflow preventers is available regionally and nationally. The Cross-Connection Control Program Manager will have the necessary information on how to register and participate in these programs. Only certified assembly testers will be accepted by the Cross-Connection Control Program Manager for fulfillment of customer-user obligations regarding the testing of their backflow prevention assembly.

8.5 Maintenance

Maintenance of backflow prevention assemblies installed on potable or reclaimed systems serving multi-family or commercial developments shall be the responsibility of the property owner. Maintenance of backflow prevention assemblies installed on reclaimed irrigation systems serving single-family dwelling units shall be the responsibility of the property owner. (Refer to section 11.08). The Town of Hilliard will maintain all Residential Dual Check's (RDC) installed by the Town on potable water services of 1" or less serving single family dwelling units.

Maintenance of backflow prevention assemblies and devices, which are exposed and located above ground surface, shall include the protection of such assemblies and devices from the effects of freezing temperatures. This can be accomplished by utilizing a number of methods.

1. Freeze Valves
2. Enclosures
3. Heat Strips
4. Wrapping (use of insulation material)

Note: When using insulation, caution must be exercised in wrapping the backflow assembly so as not to interfere with the operation of such devices or with its testing. One example of interference is wrapping a Reduced Pressure Assembly (RPBA) in such a way as to interfere with the operation of the relief valve (Preventing water from running freely from the relief valve).

Backflow prevention assemblies and device shall be maintained in accordance with the recommendations of the assembly or device manufacturer. The painted exterior surfaces of backflow prevention assemblies, including valves and piping, shall be maintained in good condition without evidence of chipping, peeling and other deformation of the coating. Manufacturer labels shall not be painted and remain legible. The color and coating system shall be in accordance with the requirements found in the following table:

| BACKFLOW PREVENTER MAINTENANCE TABLE | | | |
|---|-------------|----------------|------------------|
| SYSTEMS | FIRE | POTABLE | RECLAIMED |
| 1. Shall be painted red. | X | | |
| 2. Shall be painted to match the surrounding environment. | | X | X |
| 3. Identification tags shall not be painted. | X | X | X |
| 4. Test cocks shall not be painted and plugs shall be installed. | X | X | X |
| 5. Shut off valve stems shall be lubricated and exercised once a year. | X | X | X |
| 6. Identification tag shall be attached as to potable or non potable source. | X | X | X |

SECTION 9 RESULTS OF NON-COMPLIANCE

9.1 Discontinued Service

1. A consumer's Cross-Connection Control Survey report listing all actual or potential cross-connections found during inspection will be sent to the owner or authorized agent of the owner of the building or premises, stating that corrections should be made and setting a time for compliance. Unless otherwise noted in the report, the consumer shall have thirty (30) days to comply and perform any required corrections. Upon failure of the owner or authorized agent of the owner of the building or premises to have the defect (s) corrected by the specified time, the Town of Hilliard Public Works Director shall cause the water service to the building or premises to be terminated and shall take such other precautionary measures deemed necessary to eliminate any danger of contamination of the public's potable water supply system.
2. The Town of Hilliard Public Works Director shall cause discontinuance of water service if a Reduced Pressure Principle Backflow Prevention Assembly (RPBA) has been by-passed or failed to be tested or properly maintained as required by the Town of Hilliard and/or policy statements contained in this manual. Upon discontinuance of service, the Town of Hilliard's Attorney's Office and the Office of the Town of Hilliard's Director of Public Works shall be notified.
3. The Director of Public Works shall cause discontinuance of water service if an Air Gap (AG) separation system is compromised or if, in the opinion of the Director of Public Works, a hazardous condition cannot be immediately corrected.
4. Upon discontinuance of water service for non-compliance with provisions of this Manual, water service to such property shall not be restored until the system has been brought into full compliance.

9.2 Violation Liability

1. Any person or customer found guilty of violation of any of the provisions of this Manual or any written order of the Town of Hilliard pursuant thereto, shall be punishable in accordance with Section 1-7 of the Hilliard Town Code. In addition, such person or customer shall pay all costs and expenses involved in the case, including attorney's fees.
2. Notice of such violation shall be given by delivery of same to premises and a copy thereof mailed to the billing address as it appears on the Town of Hilliard billing records.
3. Each day upon which a violation shall occur, shall be deemed a separate and additional violation.
4. Any person or customer in violation of any provisions of this manual shall also be liable to the Town of Hilliard for any expense, loss of damage incurred by the Town of Hilliard by reason of such violation to include attorney's fees.
5. In addition to any penalty provided by law, the Town of Hilliard may by suit in the appropriate court to enjoin, restrain or otherwise prevent the violations of any of the provisions of this chapter.

SECTION 10 FIRE SYSTEMS

10.1 Backflow Requirements for Fire Sprinkler Systems

All Fire Sprinkler Systems shall have a minimum of a Double Check Valve Assembly. Fire Sprinkler Systems that have auxiliary water supplies and any type of anti-freeze or any other chemical additives will require a Reduced Pressure Principal Backflow Prevention Assembly.

Note: All backflow preventers will be tested on an annual basis.

10.2 Low Pressure Cut-Offs

All fire pumps drawing suction from the Town of Hilliard water mains shall be equipped with low pressure cut-off devices or other means to prevent the reduction of the Town of Hilliard water main pressure below 20 psi as established by FDEP 62-555.35 (1) FAC. The fire system designer shall be required to furnish to the Town of Hilliard calculations used to determine the pressure setting of the low pressure cut-off switch.

10.3 Special Considerations for the Installation of Backflow Prevention Assemblies on Fire Systems

Mechanical backflow prevention assemblies need pressure loss to function properly. Before installing an assembly on a fire system, new or existing, this pressure loss should be factored into the system design to ascertain what effect it will have on system performance. Current assembly standards for size 4" through 10" permit pressure loss up to 20 psi for RPBA's and 10 psi for DCVA's and DDCV's. Specific pressure loss information is readily available from all assembly manufacturers.

The manufacturer's installation instructions must be followed to ensure proper operation and to protect the equipment's warranty. No vertical installation of RP's are permitted.

General installation guidelines are as follows:

1. Double Detector Check Valves (DDCV) will be utilized on all Fire Sprinkler Systems whenever possible.
2. The assembly should be installed in a horizontal position and have at least 12" between the bottom of the assembly and final grade or floor.
3. Lateral clearance around the assembly must be provided to facilitate testing, maintenance and replacement.
4. Two assemblies should be installed in parallel for any facility that must have uninterrupted flow during assembly testing or repair (e.g. hospitals).
5. Though not recommended, DCVA or DDVA assemblies may be installed in pits that are well drained; all test ports must be plugged drip tight.
6. If an assembly is installed inside a building, a floor drain is required.
7. Since the relief valve on an RPBA will periodically drip or spit and may dump, the relief

vent may be fitted with a drain line if spillage is objectionable or hazardous (e.g., electrical hazards). The end of the drain line must terminate 12" above ground or flood level and be clearly visible and accessible.

8. The assembly should be protected against freezing.
9. Shut-off valves should be of the O S and Y type, strainers should not be used.
10. The assembled piping should be thoroughly flushed before installing the assembly.
11. The assembly should be adequately supported.
12. Water meters shall not be placed on dedicated fire protection lines.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 20, 2023

FROM: ***Tiffany Bowden, CMC – Deputy Town Clerk***

SUBJECT: Town Council to approve decision moving forward regarding the Florida Retirement System audit findings contribution and penalties.

BACKGROUND:

In April 2022, the Office of Inspector General of the Florida Department of Management Services conducted a retirement compliance audit of the Town’s Florida Retirement System account and found several non-compliance issues for which the Town has been assessed penalties.

An initial workshop was held on December 15, 2022, with the Town Attorney and Town Auditor both present. Since, the Town Attorney has had discussions with DMS regarding the Town receiving a waiver from the penalties. A second workshop was held at 6 p.m. to discuss a finalized resolution to the compliance audit.

FINANCIAL IMPACT:

To be determined.

RECOMMENDATION:

The Town Council to approve a final resolution to the compliance audit.

| Employee Number | Last Name | First Name | Title | Department | Hire Date | Fire Date | | % Due to FRS | Penalty | Amount Due |
|------------------------------|------------|------------|----------------------------|------------|-----------|-----------|-----------------|-------------------------|------------------------|-------------------------|
| 2 | Cockerham | Myra | Administrative Assistant | 001-01 | 7-Sep-94 | | | \$ 814.39 | \$ 2,770.07 | \$ 3,584.45 |
| 3 | Purvis | Lisa | Town Clerk | 001-01 | 27-Nov-95 | | | \$ 2,135.22 | \$ 6,840.35 | \$ 8,975.56 |
| 14 | Minchew | Danyelle | Deputy Town Clerk | 001-01 | 19-May-08 | 29-Dec-11 | 3Years7Months | \$ 1,473.00 | \$ 2,088.34 | \$ 3,561.34 |
| 49 | West | Erin | Deputy Town Clerk | 001-01 | 23-Apr-12 | 31-May-19 | 7Years1Months | \$ 276.45 | \$ 360.68 | \$ 637.13 |
| 60 | Blanton | Sharon | Administrative Assistant | 001-01 | 7-Feb-13 | 20-Jun-14 | 1Years4Months | \$ 706.75 | \$ 879.27 | \$ 1,586.02 |
| 7 | Grooms | Gregory | Assistant PWD | 001-03 | 22-Apr-02 | | | \$ 386.61 | \$ 966.84 | \$ 1,353.45 |
| 16 | Maze | John | Public Works | 001-03 | 26-Aug-08 | | | \$ 1,282.04 | \$ 668.23 | \$ 1,951.26 |
| 13 | Rhoden | James | Public Works | 001-03 | 24-Jul-06 | 24-Oct-10 | 4Years3Months | | | |
| 104 | Saunders | Myron | Fitness Center Attendant | 001-04 | 6-Aug-15 | | | \$ 13,827.26 | \$ 5,852.86 | \$ 19,680.12 |
| 130 | Mirando | Rebecca | Administrative Assistant | 001-04 | 21-Jun-18 | | | \$ 19,431.69 | \$ 2,565.43 | \$ 16,997.11 |
| 159 | Turner | Shelby | Summer Camp/After School | 001-04 | 7-May-20 | | | \$ 2,563.57 | \$ 466.32 | \$ 3,029.89 |
| 188 | Booth | Jasmine | Summer Camp | 001-04 | 24-Jun-21 | | | \$ 1,663.22 | \$ 215.08 | \$ 1,878.40 |
| 22 | Menzella | Barbara | Kids Attendant | 001-04 | 24-Feb-11 | 27-Apr-12 | 1Years2Months | \$ 1,792.88 | \$ 2,494.01 | \$ 4,286.88 |
| 27 | Gordon | Amanda | PT Recreation Staff | 001-04 | 9-May-11 | 20-Apr-12 | 0Years11Months | \$ 641.15 | \$ 877.67 | \$ 1,518.82 |
| 33 | Corbitt | Pamela | Temporary Recreation Staff | 001-04 | 19-May-11 | 6-Sep-12 | 1Years3Months | \$ 950.00 | \$ 1,277.81 | \$ 2,227.81 |
| 43 | Hoover | Adam | Facility Operator | 001-04 | 18-Aug-11 | 20-Apr-12 | 0Years8Months | \$ 794.76 | \$ 1,079.65 | \$ 1,874.41 |
| 47 | Cravey | Peggy | Fitness Center Instructor | 001-04 | 5-May-16 | 15-Sep-17 | 1Years4Months | \$ 2,608.45 | \$ 2,634.54 | \$ 5,242.99 |
| 50 | Burnette | Jack | Facility Operator | 001-04 | 1-Oct-12 | 22-Mar-22 | 9Years5Months | \$ 516.39 | \$ 664.96 | \$ 1,181.34 |
| 57 | Mekara | Mekayla | Fitness Class Instructor | 001-04 | 12-Jun-12 | 18-Apr-13 | 0Years10Months | \$ 83.94 | \$ 104.28 | \$ 188.22 |
| 58 | Price | Carly | Camp Counselor | 001-04 | 3-Jun-13 | 7-Aug-14 | 1Years2Months | \$ 1,043.04 | \$ 1,183.23 | \$ 2,226.27 |
| 59 | Bulford | Susie | Fitness Class Instructor | 001-04 | 7-Jun-12 | 17-Apr-14 | 1Years10Months | \$ 427.39 | \$ 511.91 | \$ 939.29 |
| 61 | Hall | Alyson | Gymnastics Instructor | 001-04 | 4-Sep-14 | 31-May-15 | 0Years8Months | \$ 247.29 | \$ 256.32 | \$ 503.61 |
| 64 | Fox | Mary | Kid Attendant Position | 001-04 | 17-Jan-13 | 7-Aug-14 | 1Years6Months | \$ 1,396.49 | \$ 1,578.30 | \$ 2,974.79 |
| 68 | Goodwin | Jenna | Childwatch | 001-04 | 1-May-14 | 28-May-15 | 1Years0Months | \$ 1,038.26 | \$ 1,066.91 | \$ 2,105.17 |
| 76 | Campbell | Joy | Zumba Instructor | 001-04 | 20-Jun-13 | 17-Mar-16 | 2Years8Months | \$ 378.92 | \$ 389.04 | \$ 767.96 |
| 77 | Overstreet | Kimberly | Child Watch Attendant | 001-04 | 19-Sep-13 | 10-Aug-14 | 0Years10Months | \$ 1,145.36 | \$ 1,251.43 | \$ 2,396.79 |
| 78 | Bennett | Monique | Child Watch Attendant | 001-04 | 1-May-14 | 20-Jan-15 | 0Years8Months | \$ 257.48 | \$ 266.65 | \$ 524.13 |
| 85 | Nelson | Haley | Summer Camp Counselor | 001-04 | 21-May-15 | 17-Dec-15 | 0Years6Months | \$ 556.14 | \$ 539.44 | \$ 1,095.58 |
| 93 | Whiddon | Loree | Summer Camp Counselor | 001-04 | 9-Feb-15 | 7-Sep-17 | 2Years6Months | \$ 2,792.89 | \$ 1,923.67 | \$ 4,716.56 |
| 94 | Henderson | Cheyenne | Administrative Assistant | 001-04 | 7-May-15 | 15-Jun-18 | 3Years1Months | \$ 4,908.24 | \$ 3,638.01 | \$ 8,546.25 |
| 99 | Gordon | Alyson | Summer Camp | 001-04 | 21-May-15 | 22-Dec-16 | 1Years7Months | \$ 1,290.16 | \$ 1,082.71 | \$ 2,372.87 |
| 103 | Steighner | Cindy | Silver Sneakers Instructor | 001-04 | 2-Jul-15 | 2-May-16 | 0Years10Months | \$ 352.94 | \$ 316.21 | \$ 669.15 |
| 108 | Alderman | Dennis | Fitness Center Instructor | 001-04 | 5-May-16 | 26-Apr-18 | 1Years11Months | \$ 1,036.44 | \$ 754.16 | \$ 1,790.60 |
| 110 | Bryant | Montgomery | Lifeguard | 001-04 | 27-Jun-16 | 3-Oct-16 | 0Years3Months | \$ 1,426.99 | \$ 828.96 | \$ 2,255.95 |
| 115 | Kelly | Lauren | Summer Camp Counselor | 001-04 | 21-Apr-16 | 22-Feb-18 | 1Years10Months | \$ 1,686.44 | \$ 1,184.10 | \$ 2,870.54 |
| 118 | Chandler | Destanee | KID ATTENDANT | 001-04 | 31-Oct-16 | 3-Sep-17 | 0Years10Months | \$ 939.80 | \$ 677.28 | \$ 1,617.08 |
| 126 | Pasters | Ta'Nasia | Child Attendant | 001-04 | 6-Jul-17 | 8-Mar-19 | 1Years8Months | \$ 1,642.80 | \$ 951.89 | \$ 2,594.68 |
| 137 | Vroman | Makayla | Head Summer Camp Counselor | 001-04 | 28-May-19 | 19-Sep-19 | 0Years3Months | \$ 2,372.14 | \$ 616.18 | \$ 2,988.32 |
| 177 | Rogers | Quest | Lifeguard | 001-04 | 8-Jun-21 | 20-Dec-21 | 0Years6Months | \$ 918.08 | \$ 123.38 | \$ 1,041.46 |
| 8 | Strickland | Mark | Public Works | 401-06 | 14-Oct-02 | | | \$ 270.00 | \$ 659.16 | \$ 929.16 |
| 4 | Thompson | David | Public Works Director | 401-06 | 15-Dec-98 | 1-Nov-18 | 19Years10Months | | | |
| 15 | Carroll | Richard | Public Works | 401-06 | 26-Aug-08 | 18-Jul-13 | 4Years10Months | | | |
| 53 | Hoover | Joe | WATER & SEWER | 401-06 | 5-Sep-13 | 13-Feb-15 | 1Years5Months | \$ 865.93 | \$ 1,050.74 | \$ 1,916.67 |
| | | | | | | | | \$ 40,173.20 | \$ 43,888.13 | \$ 84,061.33 |
| 04/13/2023 NEW ESTIMATE ONLY | | | | | | | | | | |
| | | | | | | | | \$ 32,768.77 | \$ 9,289.25 | |
| | | | | | | | | pd 12/21/2022 | pd 04/05/2023 | |

\$ 19,417.76
\$ 64,363.38



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 20, 2023

FROM: ***Alicia Head – Administrative Assistant***

SUBJECT: Town Council discussion and approval to purchase a Christmas Tree to be used at the Town of Hilliard's annual Christmas events.

BACKGROUND:

Last year The Town purchased a 14-foot real tree, and it barely made it through the Holiday season. Because of this, I have been looking into a commercial grade Outdoor Tree that can be re-used for years to come. (See Attachment)

FINANCIAL IMPACT:

1st COMPANY: Creative Displays, Inc.

\$13,462.12

****Shipping Charges Included****

Everyday price no discount offered.

2nd COMPANY: Holiday Outdoor Décor

\$13,968.75

****Shipping Charges Included****

The above option has an applied discount of 24% which is valid until May 31, 2023.

3rd COMPANY: Mosca Design

\$13,089.21

****Shipping Charges not included****

The above option has an applied discount of 23% which is valid until June 30th, 2023.

RECOMMENDATION:

Approval to purchase New Town Tree.

Recommend an 18' tree after speaking with each company.

ANNUAL TOWN OF HILLIARD CHRISTMAS TREE

1st COMPANY: Creative Displays, Inc.

SIZE: 18'

ADD ONS: Tree Topper & Ornaments

COST: 18' Tree to Purchase w/ Topper (4') & Ornaments- **\$13,462.12**
****Shipping Charges Included****

2nd COMPANY: Holiday Outdoor Décor

SIZE: 14' or 18' (fun fact you can add on to them in the future to grow your tree taller if ever needed!)

ADD ONS: Tree Topper & Ornaments

COST: 14' Tree to Purchase w/ Topper (3') - \$6,732.50. To add ornaments, it would be roughly \$1,500.00 additional. **\$8,232.50**
****Shipping Charges Included****

*18' Tree to Purchase w/ Topper (4') & Ornaments included - **\$13,968.75***
****Shipping Charges Included****

Both above options have an applied discount of 24% which is valid until May 31, 2023.

(1) LEASE OPTION: 18' Tree w/ Topper (4'), LED Lights, & Traditionally Colored Ornaments – **\$6,225.00**

The Lease Option includes Delivery, Installation, Removal, and Storage, billed annually.

3rd COMPANY: Mosca Design

SIZE: 18'

ADD ONS: Tree Topper & Ornaments

COST: 18' Tree to Purchase w/ Topper (4') & Ornaments- **\$13,089.21**
****Shipping Charges not included****

The above option has an applied discount of 23% which is valid until June 30th, 2023.

CREATIVE DISPLAYS, INC.
 14150 SANTA FE TRAIL DRIVE
 LENEXA, KS 66215

Estimate

| | |
|-----------|------------|
| Date | Estimate # |
| 4/14/2023 | 5193 |

| |
|---|
| Name / Address |
| TOWN OF HILLIARD ALICIA HEAD PO BOX 249 HILLIARD, FL 32046 |

| |
|--|
| Ship To |
| TOWN OF HILLIARD ALICIA HEAD 5859 WEST COUNTY ROAD 108 HILLIARD, FL 32046 |

| P.O. No. | Rep | Project | E-MAIL | JOB |
|---------------------|--|---------|--------------------------------------|----------------------|
| ONLINE RFQ 22834 | | | ahead@townofhilliard.com | |
| Item | Description | Qty | Cost | Total |
| PT18-LED | **REVISED** 18' PANEL TREE WITHOUT STAR, 10' BASE, 680 LED LAMPS, 17 PANELS "DOES NOT INCLUDE TREE TOPPER" | 1 | 8,788.64 <i>Remove</i> | 8,788.64T |
| PT18-ORNA-LED | 18' PANEL TREE WITHOUT STAR, 10' BASE, 680 LED LAMPS, 17 PANELS WITH ORNAMENT PACKAGE | | 11,733.12 | 11,733.12T |
| NS3D4NATSTAR... | "DOES NOT INCLUDE TREE TOPPER" 3-D 48" NATIVITY STAR TREE TOPPER, MADE WITH APPROXIMATELY (112) C-7 LED LAMPS | 1 | 734.00 | 734.00T |
| SHIPPING (FUT... | (ACTUAL SHIPPING CHARGES TO BE ADDED WHEN SHIPPED) | | 995.00 | 995.00T |
| | Total sales tax calculated by AvaTax | | 0.00 | 0.00 |
| | NOTE: SHIPPING CHARGES ARE AN "ESTIMATE ONLY" AND WILL BE BILLED AT THE CURRENT RATE ON THE FINAL INVOICE. A 50% DEPOSIT IS DUE AT TIME OF ORDER. OUR TERMS AND CONDITIONS APPLY AND CAN BE SEEN ON OUR WEBSITE; www.creativedisplays.com | | | |

| | | |
|--|--------------|-----------------------------|
| ALL SALES ARE SUBJECT TO OUR TERMS AND CONDITIONS, WHICH CAN BE FOUND AT: WWW.CREATIVEDISPLAYS.COM | | |
| Phone # | Fax # | E-mail |
| 913-402-9617 | 913-402-8487 | KATHIW@CREATIVEDISPLAYS.COM |

Total

0. *
 22,250.76 +
 8,788.64 -
 000.....
 13,462.12 *

14'
option



Company Address PO Box 4365
Bethlehem, Pennsylvania 18018
United States

Created Date 3/21/2023
Expiration Date 5/31/2023
Quote Number 00012500

Prepared By Jasmin Zuhr
Email jzuhr@holidayoutdoordecor.com

Bill to Phone 904-845-3555
Email ahead@townofhilliard.com

Bill To Name Town of Hilliard Florida
Bill To 15859 County Road 108
Hilliard, Florida 32046
United States

Ship To Name Town of Hilliard Florida
Ship To 15859 COUNTY ROAD 108
HILLIARD, Florida 32046
United States

Quote To United States

Ship To Phone 904-845-3555

| Product Code | Product | Product Line Description | Line Item Description | Price | Quantity | Total Price |
|--------------|------------------------------|--|---|------------|----------|-------------|
| T-14P | 14' Panel Tree | 14' Panel Tree, 8' Base, 435 C-7 Lamps - LED | 435 MULTI COLORED LED C7 BULBS * DOES NOT INCLUDE ORNAMENTS | \$4,972.50 | 1.00 | \$4,972.50 |
| TT-3-3DNS | 3D Nativity Star Tree Topper | 3D Nativity Star Tree Topper, 64 C-7 lamps LED | | \$760.00 | 1.00 | \$760.00 |
| SHIPPING | SHIPPING* | | | \$1,000.00 | 1.00 | \$1,000.00 |

- Applicable Sales Tax will be added to Final Invoice
- All shipping is estimated at time of order. Actual shipping costs may vary.

Subtotal \$6,732.50
Total Price \$6,732.50
Grand Total \$6,732.50

Comments INCLUDES 24% DISCOUNT VALID THROUGH 5/31/23

Account Terms DUE UPON RECEIPT

- 15% Restocking fee on all returns
- No returns without proper authorization
- Custom Items are NOT returnable
- After Account Terms due date, a monthly interest charge of 1.5% will be added on past due accounts (18% APR)

QUOTE ACCEPTANCE INFORMATION

Signature: _____

Name: _____

Title: _____

- Please refer to our Terms and Conditions, [here](https://holidayoutdoordecor.com/terms-conditions/) or at <https://holidayoutdoordecor.com/terms-conditions/>
- Promo Deal: Additional 2% off with prepaid order

18' option



Company Address PO Box 4365
Bethlehem, Pennsylvania 18018
United States

Created Date 3/22/2023
Expiration Date 5/31/2023
Quote Number 00012509

Prepared By Jasmin Zuhr
Email jzuhr@holidayoutdoordecor.com

Bill to Phone 904-845-3555
Email ahead@townofhilliard.com

Bill To Name Town of Hilliard Florida
Bill To 15859 County Road 108
Hilliard, Florida 32046
United States

Ship To Name Town of Hilliard Florida
Ship To 15859 COUNTY ROAD 108
HILLIARD, Florida 32046
United States

Quote To United States

Ship To Phone 904-845-3555

| Product Code | Product | Product Line Description | Line Item Description | Price | Quantity | Total Price |
|--------------|--|---|----------------------------------|------------|----------|-------------|
| T-18P | 18' Panel Tree | 18' Panel Tree, 10' Base, 680 C-7 Lamps - LED | | \$8,673.75 | 1.00 | \$8,673.75 |
| TT-4-3DNS | 3D Nativity Star Tree Topper | 3D Nativity Star Tree Topper, 112 C-7 lamps LED | | \$1,035.00 | 1.00 | \$1,035.00 |
| O-6-CBK | 6" (150mm) Shatterproof Ornament (12/CASE) | 6" (150mm) Shatterproof Ornament (12/CASE) Specify Color and Finish | 3 GOLD/ 4 SILVER/ 4 RED/ 4 GREEN | \$88.00 | 15.00 | \$1,320.00 |
| O-8-CBK | 8" (200mm) Shatterproof Ornament (6/CASE) | 8" (200mm) Shatterproof Ornament (6/CASE) Specify Color and Finish | 5 GOLD/ 5 SILVER/ 4 RED/ 4 GREEN | \$80.00 | 18.00 | \$1,440.00 |
| SHIPPING | SHIPPING* | | | \$1,500.00 | 1.00 | \$1,500.00 |

- Applicable Sales Tax will be added to Final Invoice
- All shipping is estimated at time of order. Actual shipping costs may vary.

Subtotal \$13,968.75
Total Price \$13,968.75
Grand Total \$13,968.75

Account Terms DUE UPON RECEIPT

- 15% Restocking fee on all returns
- No returns without proper authorization
- Custom Items are NOT returnable
- After Account Terms due date, a monthly interest charge of 1.5% will be added on past due accounts (18% APR)

QUOTE ACCEPTANCE INFORMATION

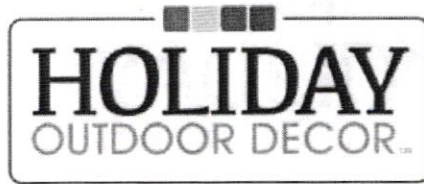
Signature: _____

Name: _____

Title: _____

- Please refer to our Terms and Conditions, [here](https://holidayoutdoordecor.com/terms-conditions/) or at <https://holidayoutdoordecor.com/terms-conditions/>
- Promo Deal: Additional 2% off with prepaid order

lease option



Company Address PO Box 4365
Bethlehem, Pennsylvania 18018
United States

Created Date 3/21/2023
Expiration Date 5/31/2023
Quote Number 00012502

Prepared By Jasmin Zuhr
Email jzuhr@holidayoutdoordecor.com

Bill to Phone 904-845-3555
Email ahead@townofhilliard.com

Bill To Name Town of Hilliard Florida
Bill To 15859 County Road 108
Hilliard, Florida 32046
United States

Ship To Name Town of Hilliard Florida
Ship To 15859 COUNTY ROAD 108
HILLIARD, Florida 32046
United States

Quote To United States
HTH Referral

Ship To Phone 904-845-3555

| Product Code | Product | Product Line | Line Item Description | Price | Quantity | Total Price |
|--------------|-----------------------------|--------------|--|------------|----------|-------------|
| ANNUAL LEASE | Annual Lease | Annual Lease | | \$0.00 | 1.00 | \$0.00 |
| LSE-T-18P-MC | Panel Tree 18' C7 MULTI LED | | DELIVER/ INSTALL/ REMOVE/ STORE- TOTAL 22' INCLUDES 4' STAR, MULTI -COLORED LED BULBS- TRADITIONAL COLORED ORNAMENTS | \$6,225.00 | 1.00 | \$6,225.00 |

Comments 2023 LEASE

Subtotal \$6,225.00
Total Price \$6,225.00
Grand Total \$6,225.00

Lease Terms and Conditions

Holiday Outdoor Decor shall comply with the specifications above. All work shall be completed in a professional manner according to standard industry practices. Modifications to the above specifications may incur additional costs and will require an executed change order. Holiday Outdoor Decor shall not be responsible for any failure or delay caused by any reason beyond its control. Owner shall have sole responsibility to insure itself and its property against damages or injury. HOLIDAY OUTDOOR DECOR SHALL NOT BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES RELATING TO THIS AGREEMENT, NOR SHALL IT BE LIABLE IN ANY WAY WHATSOEVER FOR

Account Terms DUE UPON RECEIPT

QUOTE ACCEPTANCE INFORMATION

- Contract Price is per year
- Annual Lease, Installation, Removal, and Storage
- We do not do any electrical work, other than plugging into existing outlets. This also includes resetting GFCI breakers that pop due to moisture, rain or sprinklers
- Custom Items are NOT returnable
- After Account Terms due date, a monthly interest charge of 1.5% will be added on past due accounts (18% APR)
- Applicable Sales Tax will be added to Final Invoice
- **Promo Deal: Additional 2% off with prepaid order**

Signature: _____
Name: _____
Title: _____



4870 Sadler Rd. Suite 300 Glen Allen VA 23060

Phone: 804-380-2705

Fax: 919-954-0203

Quote

Bill to: Town of Hilliard
PO Box 249
Hilliard, FL 32046
Attn: Alicia Head

Date: 3/31/23
Shipping Date: ASAP
Via: Best Available

Ship To: 15859 West CR 108
Hilliard, FL 32046
904-845-3555

Sales Tax Exemption #: _____

| Quantity | Size | Description | List Price | Discounted Price | Unit | Amount |
|----------|------|--|------------|---|------|------------|
| 1 | 14' | Panel Tree - LED C7 LED in Warm White 10 Panels / 8ft Base PT22-LED | \$7,087.00 | \$5,456.99 <i>* 23% discount through 6-30-23</i> | ea | \$5,456.99 |
| | | Pre-Attached Ornament Package 7 Ornaments Per Panel 4" & 6" in Red, Green, Silver, Gold (optional) | \$787.00 | \$605.99 <i>* 23% discount through 6-30-23</i> | ea | \$1,486.87 |
| | | Pre-Attached Ornament Package 14 Ornaments Per Panel 4" & 6" in Red, Green, Silver, Gold (Optional) | \$1,603.00 | \$1,234.31 <i>* 23% discount through 6-30-23</i> | ea | \$2,972.97 |
| 1 | 3' | Nativity Star Flat for Panel Tree C7 LED in Warm White TTNS-3-LED | \$404.00 | \$311.08 <i>* 23% discount through 6-30-23</i> | ea | \$311.08 |

Freight Estimated. Billed Upon Delivery

Total Merchandise \$ n/a
Applicable Sales Tax \$ n/a
Estimated Freight \$ n/a
Balance Due \$ n/a

Nina Scherotter
Mosca Design Representative

Purchaser

3/31/23
Date

Date

By signing above purchaser agrees to the terms of the price quote and authorizes Mosca Design, Inc. to place order accordingly. Quote good for 90 days and while supplies last.



4870 Sadler Rd. Suite 300 Glen Allen VA 23060

Phone: 804-380-2705

Fax: 919-954-0203

Quote

Bill to: Town of Hilliard
PO Box 249
Hilliard, FL 32046
Attn: Alicia Head

Date: 3/31/23
Shipping Date: ASAP
Via: Best Available

Ship To: 15859 West CR 108
Hilliard, FL 32046
904-845-3555

Sales Tax Exemption #: _____

| Quantity | Size | Description | List Price | Discounted Price | Unit | Amount |
|----------|------|--|-------------|--|------|------------|
| 1 | 18' | Panel Tree - LED C7 LED in Warm White 10 Panels / 8ft Base PT22-LED | \$11,273.00 | \$8,680.21 * 23% discount through 6-30-23 | ea | \$5,456.99 |
| | | Pre-Attached Ornament Package 7 Ornaments Per Panel 4" & 6" in Red, Green, Silver, Gold (optional) | \$1,287.00 | \$990.99 * 23% discount through 6-30-23 | ea | \$990.99 |
| | | Pre-Attached Ornament Package 14 Ornaments Per Panel 4" & 6" in Red, Green, Silver, Gold (Optional) | \$2,574.00 | \$1,981.98 * 23% discount through 6-30-23 | ea | \$1,981.98 |
| 1 | 4' | Nativity Star Flat for Panel Tree C7 LED in Warm White TTNS-4-LED | \$548.00 | \$421.96 * 23% discount through 6-30-23 | ea | \$311.08 |

Freight Estimated. Billed Upon Delivery

Total Merchandise \$ n/a
Applicable Sales Tax \$ n/a
Estimated Freight \$ n/a
Balance Due \$ n/a

Nina Scherotter
Mosca Design Representative

Purchaser

3/31/23
Date

Date

By signing above purchaser agrees to the terms of the price quote and authorizes Mosca Design, Inc. to place order accordingly. Quote good for 90 days and while supplies last.

Panel Tree w/7 Ornaments Package





AGENDA ITEM REPORT TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 20, 2023

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

SUBJECT: Town Council approval to surplus the Public Works Department's 2001 Ford F250 Pick-up Truck.

BACKGROUND:

YEAR: 2001
 MAKE: FORD
 MODEL: F250
 VIN: 1FTNF20L01EC13481

The Town of Hilliard purchased the 2001 Ford F250, two-wheel drive, single cab - utility body, pick-up truck in March of 2001. This truck has been used by the Town Employees in the Public Works Department to carry supplies for water & sewer installation, repairs and maintenance throughout the Town.

FINANCIAL IMPACT:

Town to list surplus with Gov Deals - A Liquidity Services Marketplace as approved by the Town Council on February 21, 2019, as a means of disposing of surplus equipment. At a starting bid price of \$4,000. New transmission in January 2022.

RECOMMENDATION:

Town Council approval to surplus the Water & Sewer Department's 2001 Ford F250 Pick-up Truck.

| WATER & SEWER DEPARTME LOCATION: HILLIARD WASTEWATER TREATMENT FACILITY - 37261 RUBY DRIVE | | | | | | | | |
|--|------------------|-------|------|-----------------|------|---------------|-------------------|-----------------------|
| Asset ID | Description | Class | Code | Date In Service | Life | Original Cost | VIN/Serial No. | Notes |
| FT-01-1208 | 2001 Ford F-250S | | 06 | 3/14/2001 | 20 | \$21,772.00 | 1FTNF20L01EC13481 | John Maze Water Truck |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 20, 2023

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

SUBJECT: Town Council to discuss adjusting the date for a Joint Workshop concerning the Cosmos Trail Project.

BACKGROUND:

A Joint Workshop with Town Council and the Planning & Zoning Board has been set for May 4, 2023, to hear about the Cosmos Trail project.

The developer has requested an earlier date. They did not give a suggested date.

FINANCIAL IMPACT:

None

RECOMMENDATION:

Town Council to discuss adjusting the date for the joint workshop to hear from the developer of Cosmos Trail concerning the project.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 20, 2023

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

SUBJECT: Town Council to review and accept the Land Use Administrator's Quarterly Report for January 1, 2023, through March 31, 2023.

BACKGROUND:

Summary of activities performed from January 1, 2023, through March 31, 2023.

Summary Report is attached.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Accept Quarterly Report.

Land Use Administrator Lee Anne Wollitz

1st quarter 2023 Report

January-

- Published 12 item agenda for P and Z meeting on Jan. 10th.
- Wrote 5 Agenda Item Reports
- Wrote 1 “additional information” report
- All regular office hours
- Attended Town Council Meeting on 1/5/2023 and presented 2 items
- Approved all needed permits, and Lien investigations.
- Worked with the building department as well as the public works department to complete a site investigation for a multifamily housing project.
- Began a process with the Goodin Development team, our Building Depart., Public Works Dept, as well as our Legal Department on continued Goodin Development In town.
- Wrote 1 Agenda Item report for Jan. 19th Council Meeting.
- Reached out to county Fire Rescue to inquire about concurrency for nonresidential and multifamily development within the town.
- Several Teams meetings involving possible future development within the Town.
- Prepare minutes following January meeting.
- Workshop attendance for Dayspring Commons, Design Standards.
- Work on Variance application and advertisement.
- Research on needed updates to Zoning Map with Property Appraiser.
- Work with PA office to get FLUM maps updated.
- Work on updating Zoning Log (not maintained since 2009)
- Work with Mittauer on several projects including, Hilliard shopping center, Taylor Lot split, Cosmos Trail, Ohio Street Multi fam., Kings Crossing.
- Work with Attorney on Gooding project “water question”
- Work with Attorney on correcting Mathematical error on a previous Ordinance. (Discovered during research)

February-

- Utility Manual workshop.
- Work with Mittauer for needed Utility Manual corrections.
- Town Council Meeting, present of Utility Manual.
- Publish February Agenda, 7 items.
- Wrote 3 agenda Item reports. (P and Z Feb.)
- Prepare minutes following February meeting.
- Teams meeting for Cosmos Trail.
- Meeting with Kings Crossing concerning PUD.
- LDR workshop.
- Work on Zoning Log.
- Work with Nassau PA on updating maps.

- All regular Office hours.
- Work on Lien Searches and Citizen Zoning Questions.
- Sign all needed permits.

March-

- ROW workshop (2)
- Attend Council Meeting
- Wrote Resolution 2023.06 Utilities Manual.
- Presented corrected Utility Manual to Council for adoption.
- Ordered and distributed Utilities Manuals to staff.
- Completed Zoning Log
- Created Dayspring Commons Binder.
- Updated Development Investigation Applications.
- Publish March Planning and Zoning Agenda (5 items)
- All regular office Hours.
- Work on Lien Searches and Citizen Zoning Questions.
- Sign all needed permits.
- Work with County Heath to involve the Town in Septic and Well permitting process more effectively.
- Submit Concurrency Application with NCSB for the Oxford Pointe Project.
- Write Agenda Item report for April 6th Council meeting.



AGENDA ITEM REPORT TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 20, 2023

FROM: ***Bryan Higginbotham – Building Official***

SUBJECT: Town Council to review and accept the Building Official’s Quarterly Report for January 1, 2023, through March 31, 2023.

BACKGROUND:

Summary of activities performed from January 1, 2023, through March 31, 2023.

Task Status Report & Project Payment Report are attached.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Accept Quarterly Report.

ITEM-11

INC CODE: * - All
 TASK CODE: * - ALL
 STATUS: * - All

USER: * - All
 GROUP: BP
 PRIORITY: * - All
 TYPE: * - All

ORIGINATION: 1/01/2023 THRU 3/31/2023
 DUE: 0/00/0000 THRU 99/99/9999
 RESOLUTION: 0/00/0000 THRU 99/99/9999

| TASK | INCIDENT | PROPERTY | S | P | GROUP | USER | ORIG DATE | DUE DATE | RESOLUTION | |
|-------------------|----------------------|----------------------|---|---|-------|------------|-----------|----------|----------------|----------------|
| 7171-INSPECTION | 6604-Z-BLD-FINAL | 27427 W FIRST AVE | C | 1 | BP | bhigg | 1/03/23 | 1/04/23 | 1/05/23 FAILED | |
| 7172-INSPECTION | 6605-Z-MEC-FINAL | 27427 W FIRST AVE | C | 1 | BP | bhigg | 1/03/23 | 1/04/23 | 1/05/23 FAILED | |
| 7173-INSPECTION | 6606-Z-PLB-FINAL | 27427 W FIRST AVE | C | 1 | BP | bhigg | 1/03/23 | 1/04/23 | 1/05/23 FAILED | |
| 7176-INSPECTION | 6609-Z-CULVERT FINAL | 27079 NEW FRONT ST | C | 1 | BP | rrowe | 1/04/23 | 1/05/23 | 1/20/23 APPROV | |
| 7177-INSPECTION | 6610-Z-CULVERT FINAL | 27326 W FOURTH AVE | C | 1 | BP | rrowe | 1/04/23 | 1/05/23 | 1/20/23 APPROV | |
| 7178-INSPECTION | 6611-Z-CULVERT FINAL | 27326 W SECOND AVE | C | 1 | BP | rrowe | 1/04/23 | 1/05/23 | 1/20/23 APPROV | |
| 7179-REINSPECTION | 6604-Z-BLD-FINAL | 27427 W FIRST AVE | C | 1 | BP | bhigg | 1/05/23 | 7/04/23 | 1/18/23 FAILED | |
| 7180-REINSPECTION | 6605-Z-MEC-FINAL | 27427 W FIRST AVE | A | 1 | BP | bhigg | 1/05/23 | 7/04/23 | | |
| 7181-REINSPECTION | 6606-Z-PLB-FINAL | 27427 W FIRST AVE | A | 1 | BP | bhigg | 1/05/23 | 7/04/23 | | |
| 7182-INSPECTION | 6612-Z-MISC | 27427 W FIRST AVE | C | 1 | BP | bhigg | 1/05/23 | 1/06/23 | 1/05/23 FAILED | |
| 7183-REINSPECTION | 6612-Z-MISC | 27427 W FIRST AVE | A | 1 | BP | UNASSIGNED | 1/05/23 | 7/04/23 | | |
| 7185-INSPECTION | 6614-Z-MISC | 37267 INGHAM RD LOT2 | C | 1 | BP | bhigg | 1/05/23 | 1/06/23 | 2/01/23 APPROV | |
| 7192-INSPECTION | 6621-Z-TAPOUT | 27301 W FIRST AVE | C | 1 | BP | bhigg | 1/12/23 | 1/13/23 | 1/13/23 APPROV | |
| 7193-INSPECTION | 6622-Z-SITE FINAL | 27474 W TENTH AVE | A | 1 | BP | No Inspect | 1/12/23 | 1/13/23 | | |
| 7195-INSPECTION | 6624-Z-DEMO-FINAL | 27275 IOWA ST | C | 1 | BP | bhigg | 1/13/23 | 1/16/23 | 1/13/23 APPROV | |
| 7197-INSPECTION | 6626-Z-FRAME | 27301 W FIRST AVE | C | 1 | BP | bhigg | 1/13/23 | 1/16/23 | 1/13/23 APPROV | |
| 7198-INSPECTION | 6627-Z-ELE ROUGH | 27301 W FIRST AVE | V | 1 | BP | bhigg | 1/13/23 | 1/16/23 | | |
| 7199-INSPECTION | 6628-Z-ROOF FINAL | 27359 W ELEVENTH AVE | C | 1 | BP | bhigg | 1/13/23 | 1/16/23 | 1/13/23 APPROV | |
| 7200-INSPECTION | 6629-Z-BLD-FINAL | 27395 NEW FRONT ST | C | 1 | BP | bhigg | 1/17/23 | 1/18/23 | 1/23/23 APPROV | |
| 7202-INSPECTION | 6631-Z-ELE-FINAL | 27079 NEW FRONT ST | C | 1 | BP | UNASSIGNED | 1/18/23 | 1/19/23 | 1/18/23 APPROV | |
| 7203-REINSPECTION | 6604-Z-BLD-FINAL | 27427 W FIRST AVE | C | 1 | BP | bhigg | 1/19/23 | 7/18/23 | 1/25/23 APPROV | |
| 7204-INSPECTION | 6632-Z-TEMP POLE | 27474 W TENTH AVE | C | 1 | BP | UNASSIGNED | 1/20/23 | 1/19/23 | 1/20/23 APPROV | |
| 7205-INSPECTION | 6633-Z-PLB-FINAL | 37119 CANTEBURY DR | A | C | 1 | BP | bhigg | 1/20/23 | 1/23/23 | 1/25/23 APPROV |
| 7208-INSPECTION | 6636-Z-MISC | 27301 W FIRST AVE | V | 1 | BP | bhigg | 1/25/23 | 1/26/23 | | |
| 7216-INSPECTION | 6644-Z-MISC | 27301 W FIRST AVE | C | 1 | BP | bhigg | 1/25/23 | 1/26/23 | 1/25/23 APPROV | |
| 7217-INSPECTION | 6645-Z-ROOF IN PROGR | 361622 PINE ST | C | 1 | BP | bhigg | 1/26/23 | 1/27/23 | 1/26/23 APPROV | |
| 7218-INSPECTION | 6646-Z-ROOF FINAL | 361622 PINE ST | C | 1 | BP | bhigg | 1/26/23 | 1/27/23 | 1/27/23 APPROV | |
| 7224-INSPECTION | 6652-Z-ELE-FINAL | 37493 W FIRST ST | C | 1 | BP | bhigg | 1/27/23 | 1/30/23 | 1/27/23 APPROV | |

| TASK | INCIDENT | PROPERTY | S | P | GROUP | USER | ORIG DATE | DUE DATE | RESOLUTION |
|-------------------|----------------------|----------------------|---|---|-------|------------|-----------|----------|-----------------|
| 7225-INSPECTION | 6653-Z-SIGN-FINAL | 551726 US HWY 1 | C | 1 | BP | bhigg | 2/01/23 | 2/02/23 | 2/02/23 APPROV |
| 7226-INSPECTION | 6654-Z-SHED FINAL | 37267 INGHAM RD LOT2 | A | 1 | BP | bhigg | 2/01/23 | 2/02/23 | |
| 7229-INSPECTION | 6657-Z-ELE-FINAL | 37267 INGHAM RD LOT2 | C | 1 | BP | bhigg | 2/02/23 | 2/03/23 | 2/01/23 APPROV |
| 7230-INSPECTION | 6658-Z-ROOF IN PROGR | 37113 SOUTHERN GLEN | C | 1 | BP | bhigg | 2/03/23 | 2/06/23 | 2/15/23 APPROV |
| 7232-INSPECTION | 6660-Z-MISC | 27688 KENTUCKY ST | A | 1 | BP | UNASSIGNED | 2/08/23 | 2/09/23 | |
| 7237-INSPECTION | 6665-Z-ROOF IN PROGR | 37081 LITTLE MAGNOLI | C | 1 | BP | bhigg | 2/13/23 | 2/14/23 | 2/24/23 APPROV |
| 7260-INSPECTION | 6688-Z-FOUND | 37516 OXFORD ST | V | 1 | BP | bhigg | 2/15/23 | 2/16/23 | |
| 7261-INSPECTION | 6689-Z-MEC-FINAL | 36615 PINE ST | C | 1 | BP | bhigg | 2/15/23 | 2/16/23 | 2/15/23 APPROV |
| 7264-INSPECTION | 6692-Z-ROOF FINAL | 37113 SOUTHERN GLEN | C | 1 | BP | bhigg | 2/16/23 | 2/17/23 | 2/16/23 APPROV |
| 7270-INSPECTION | 6698-Z-INSULATION | 27079 NEW FRONT ST | C | 1 | BP | No Inspect | 2/17/23 | 10/25/22 | 10/25/22 FAILED |
| 7272-REINSPECTION | 6698-Z-INSULATION | 27079 NEW FRONT ST | C | 1 | BP | UNASSIGNED | 2/17/23 | 10/25/22 | 10/25/22 PASSED |
| 7273-INSPECTION | 6699-Z-SIDING | 27079 NEW FRONT ST | C | 1 | BP | No Inspect | 2/17/23 | 1/17/23 | 1/17/23 APPROV |
| 7274-INSPECTION | 6700-Z-BLD-FINAL | 27079 NEW FRONT ST | C | 1 | BP | No Inspect | 1/24/23 | 1/24/23 | 1/24/23 APPROV |
| 7276-INSPECTION | 6702-Z-MEC ROUGH | 27079 NEW FRONT ST | C | 1 | BP | UNASSIGNED | 2/17/23 | 10/26/22 | 10/25/22 APPROV |
| 7277-INSPECTION | 6703-Z-MEC-FINAL | 27079 NEW FRONT ST | C | 1 | BP | UNASSIGNED | 1/24/23 | 1/24/23 | 1/24/23 APPROV |
| 7280-INSPECTION | 6706-Z-PLB-FINAL | 27079 NEW FRONT ST | A | 1 | BP | UNASSIGNED | 1/24/23 | 1/24/23 | |
| 7282-INSPECTION | 6708-Z-PLB-FINAL | 27326 W FOURTH AVE | C | 1 | BP | UNASSIGNED | 2/20/23 | 2/21/23 | 2/20/23 APPROV |
| 7283-INSPECTION | 6709-Z-ELE-FINAL | 27326 W FOURTH AVE | C | 1 | BP | UNASSIGNED | 2/20/23 | 2/20/23 | 2/20/23 APPROV |
| 7284-INSPECTION | 6710-Z-MEC-FINAL | 27326 W FOURTH AVE | C | 1 | BP | UNASSIGNED | 2/20/23 | 2/20/23 | 2/20/23 APPROV |
| 7298-REINSPECTION | 6723-Z-INSULATION | 27252 W SECOND AVE | C | 1 | BP | UNASSIGNED | 2/23/23 | 2/24/23 | 10/07/22 PASSED |
| 7299-INSPECTION | 6724-Z-BLD-FINAL | 27326 W FOURTH AVE | C | 1 | BP | No Inspect | 2/22/23 | 2/22/23 | 2/22/23 APPROV |
| 7300-INSPECTION | 6725-Z-ROOF FINAL | 37081 LITTLE MAGNOLI | C | 1 | BP | bhigg | 2/24/23 | 2/24/23 | 2/24/23 APPROV |
| 7303-INSPECTION | 6728-Z-ELE-FINAL | 27146 W FIRST AVE | C | 1 | BP | bhigg | 3/01/23 | 3/02/23 | 3/03/23 APPROV |
| 7304-INSPECTION | 6729-Z-MISC | 27301 W FIRST AVE | C | 1 | BP | bhigg | 3/01/23 | 3/02/23 | 3/02/23 APPROV |
| 7305-INSPECTION | 6730-Z-ROOF IN PROGR | 37084 CYPRESS LN | C | 1 | BP | bhigg | 3/02/23 | 3/03/23 | 3/03/23 APPROV |
| 7309-INSPECTION | 6734-Z-ROOF FINAL | 37390 OXFORD ST | C | 1 | BP | bhigg | 3/02/23 | 3/03/23 | 3/03/23 FAILED |
| 7312-INSPECTION | 6737-Z-ROOF FINAL | 37084 CYPRESS LN | C | 1 | BP | bhigg | 3/03/23 | 3/03/23 | 3/06/23 APPROV |
| 7313-REINSPECTION | 6734-Z-ROOF FINAL | 37390 OXFORD ST | C | 1 | BP | bhigg | 3/06/23 | 9/02/23 | 3/08/23 APPROV |

ITEM-11

| TASK | INCIDENT | PROPERTY | S | P | GROUP | USER | ORIG DATE | DUE DATE | RESOLUTION |
|-----------------|----------------------|--------------------|---|---|-------|------------|-----------|----------|----------------|
| 7332-INSPECTION | 6756-Z-FOUND | 37516 OXFORD ST | C | 1 | BP | bhigg | 3/08/23 | 3/09/23 | 2/15/23 APPROV |
| 7333-INSPECTION | 6757-Z-ELE-FINAL | 37002 INGHAM RD | C | 1 | BP | bhigg | 3/08/23 | 3/09/23 | 3/08/23 APPROV |
| 7334-INSPECTION | 6758-Z-ROOF IN PROGR | 27598 W FOURTH AVE | C | 1 | BP | bhigg | 3/10/23 | 3/13/23 | 3/10/23 APPROV |
| 7336-INSPECTION | 6760-Z-ELE-FINAL | 15801 CR 108 | C | 1 | BP | UNASSIGNED | 3/06/23 | 3/06/23 | 3/06/23 APPROV |
| 7337-INSPECTION | 6761-Z-FRAME | 15801 CR 108 | C | 1 | BP | UNASSIGNED | 1/06/23 | 1/06/23 | 2/03/23 APPROV |
| 7338-INSPECTION | 6762-Z-MISC | 15801 CR 108 | C | 1 | BP | UNASSIGNED | 1/06/23 | 1/06/23 | 1/06/23 APPROV |
| 7339-INSPECTION | 6763-Z-BLD-FINAL | 15801 CR 108 | C | 1 | BP | No Inspect | 3/06/23 | 3/06/23 | 3/10/23 APPROV |
| 7341-INSPECTION | 6765-Z-PLUMBING ROUG | 15801 CR 108 | C | 1 | BP | UNASSIGNED | 3/06/23 | 3/06/23 | 3/06/23 APPROV |
| 7342-INSPECTION | 6766-Z-PLB-FINAL | 15801 CR 108 | C | 1 | BP | UNASSIGNED | 3/06/23 | 3/06/23 | 3/06/23 APPROV |
| 7343-INSPECTION | 6767-Z-BLD-FINAL | 15801 CR 108 | C | 1 | BP | No Inspect | 3/06/23 | 3/06/23 | 3/06/23 APPROV |
| 7345-INSPECTION | 6769-Z-MEC-FINAL | 15801 CR 108 | C | 1 | BP | UNASSIGNED | 3/06/23 | 3/06/23 | 3/06/23 APPROV |
| 7347-INSPECTION | 6771-Z-ROOF IN PROGR | 551477 US HWY 1 | C | 1 | BP | No Inspect | 3/10/23 | 3/13/23 | 3/10/23 APPROV |
| 7348-INSPECTION | 6772-Z-ROOF FINAL | 27598 W FOURTH AVE | C | 1 | BP | bhigg | 3/10/23 | 3/10/23 | 3/10/23 APPROV |
| 7351-INSPECTION | 6775-Z-ROOF MAT ATTA | 27326 W SECOND AVE | C | 1 | BP | No Inspect | 3/13/23 | 5/29/22 | 6/29/22 APPROV |
| 7355-INSPECTION | 6778-Z-MISC | 27326 W SECOND AVE | C | 1 | BP | UNASSIGNED | 3/07/23 | 3/07/23 | 2/22/23 APPROV |
| 7356-INSPECTION | 6779-Z-BLD-FINAL | 27326 W SECOND AVE | C | 1 | BP | No Inspect | 3/06/23 | 3/06/23 | 3/06/23 APPROV |
| 7359-INSPECTION | 6782-Z-PLB-FINAL | 27326 W SECOND AVE | C | 1 | BP | UNASSIGNED | 3/01/23 | 3/01/23 | 3/01/23 APPROV |
| 7361-INSPECTION | 6784-Z-MEC-FINAL | 27326 W SECOND AVE | C | 1 | BP | UNASSIGNED | 3/01/23 | 3/01/23 | 3/01/23 APPROV |
| 7363-INSPECTION | 6786-Z-ELE-FINAL | 27326 W SECOND AVE | C | 1 | BP | No Inspect | 3/13/23 | 3/01/23 | 3/01/23 APPROV |
| 7365-INSPECTION | 6788-Z-ROOF IN PROGR | 552179 US HWY 1 | C | 1 | BP | bhigg | 3/16/23 | 3/17/23 | 3/16/23 APPROV |
| 7366-INSPECTION | 6789-Z-ROOF FINAL | 552179 US HWY 1 | C | 1 | BP | bhigg | 3/16/23 | 3/17/23 | 3/17/23 APPROV |
| 7369-INSPECTION | 6792-Z-BLD-FINAL | 27550 W FIRST AVE | C | 1 | BP | bhigg | 3/20/23 | 3/21/23 | 3/22/23 APPROV |
| 7370-INSPECTION | 6793-Z-ELE-FINAL | 27550 W FIRST AVE | C | 1 | BP | bhigg | 3/20/23 | 3/21/23 | 3/22/23 APPROV |
| 7372-INSPECTION | 6795-Z-ELE-FINAL | 27589 GEORGIA ST | C | 1 | BP | bhigg | 3/22/23 | 3/23/23 | 3/22/23 APPROV |
| 7374-INSPECTION | 6797-Z-BLD-FINAL | 27301 W FIRST AVE | C | 1 | BP | bhigg | 3/28/23 | 3/29/23 | 3/31/23 APPROV |
| 7376-INSPECTION | 6799-Z-CULVERT FINAL | 27301 W FIRST AVE | C | 1 | BP | rrowe | 3/28/23 | 3/29/23 | 4/03/23 APPROV |
| 7377-INSPECTION | 6800-Z-PLB-FINAL | 27301 W FIRST AVE | C | 1 | BP | bhigg | 3/28/23 | 3/29/23 | 3/29/23 APPROV |
| 7378-INSPECTION | 6801-Z-ELE-FINAL | 27301 W FIRST AVE | C | 1 | BP | bhigg | 3/28/23 | 3/29/23 | 3/29/23 APPROV |

T A S K S T A T U S R E P O R T
S U M M A R Y

ITEM-11

| TASK | INCIDENT | PROPERTY | S | P | GROUP | USER | ORIG DATE | DUE DATE | RESOLUTION |
|-------------------|------------------|-------------------|---|---|-------|-------|-----------|----------|----------------|
| 7379-INSPECTION | 6802-Z-MEC-FINAL | 27301 W FIRST AVE | C | 1 | BP | bhigg | 3/28/23 | 3/29/23 | 3/29/23 FAILED |
| 7381-REINSPECTION | 6802-Z-MEC-FINAL | 27301 W FIRST AVE | C | 1 | BP | bhigg | 3/29/23 | 9/25/23 | 3/29/23 APPROV |

ITEM-11

INC CODE: * - All
TASK CODE: * - ALL
STATUS: * - All

USER: * - All
GROUP: BP
PRIORITY: * - All
TYPE: * - All

ORIGINATION: 1/01/2023 THRU 3/31/2023
DUE: 0/00/0000 THRU 99/99/9999
RESOLUTION: 0/00/0000 THRU 99/99/9999

| | | -----PRIORITY----- | | | | | | | | | | |
|--------|-----------|--------------------|----|---|---|---|---|---|---|---|---|-------|
| | | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | TOTAL |
| STATUS | ACTIVE | | 7 | | | | | | | | | 7 |
| | CLOSED | | 76 | | | | | | | | | 76 |
| | VOIDED | | 3 | | | | | | | | | 3 |
| | SUSPENDED | | | | | | | | | | | |
| TOTALS | | | 86 | | | | | | | | | 86 |

| -----SEQUENCES----- | | |
|---------------------|--|-------|
| TASK # | | COUNT |
| 7171 | | 1 |
| 7172 | | 1 |
| 7173 | | 1 |
| 7176 | | 1 |
| 7177 | | 1 |
| 7178 | | 1 |
| 7179 | | 1 |
| 7180 | | 1 |
| 7181 | | 1 |
| 7182 | | 1 |
| 7183 | | 1 |
| 7185 | | 1 |
| 7192 | | 1 |
| 7193 | | 1 |
| 7195 | | 1 |
| 7197 | | 1 |
| 7198 | | 1 |
| 7199 | | 1 |
| 7200 | | 1 |
| 7202 | | 1 |
| 7203 | | 1 |
| 7204 | | 1 |
| 7205 | | 1 |
| 7208 | | 1 |
| 7216 | | 1 |
| 7217 | | 1 |
| 7218 | | 1 |
| 7224 | | 1 |
| 7225 | | 1 |
| 7226 | | 1 |
| 7229 | | 1 |
| 7230 | | 1 |
| 7232 | | 1 |
| 7237 | | 1 |
| 7260 | | 1 |
| 7261 | | 1 |
| 7264 | | 1 |

T A S K S T A T U S R E P O R T
T O T A L S

ITEM-11

INC CODE: * - All
TASK CODE: * - ALL
STATUS: * - All

USER: * - All
GROUP: BP
PRIORITY: * - All
TYPE: * - All

ORIGINATION: 1/01/2023 THRU 3/31/2023
DUE: 0/00/0000 THRU 99/99/9999
RESOLUTION: 0/00/0000 THRU 99/99/9999

=====

| -----SEQUENCES----- | |
|---------------------|-------|
| TASK # | COUNT |
| 7270 | 1 |
| 7272 | 1 |
| 7273 | 1 |
| 7274 | 1 |
| 7276 | 1 |
| 7277 | 1 |
| 7280 | 1 |
| 7282 | 1 |
| 7283 | 1 |
| 7284 | 1 |
| 7298 | 1 |
| 7299 | 1 |
| 7300 | 1 |
| 7303 | 1 |
| 7304 | 1 |
| 7305 | 1 |
| 7309 | 1 |
| 7312 | 1 |
| 7313 | 1 |
| 7332 | 1 |
| 7333 | 1 |
| 7334 | 1 |
| 7336 | 1 |
| 7337 | 1 |
| 7338 | 1 |
| 7339 | 1 |
| 7341 | 1 |
| 7342 | 1 |
| 7343 | 1 |
| 7345 | 1 |
| 7347 | 1 |
| 7348 | 1 |
| 7351 | 1 |
| 7355 | 1 |
| 7356 | 1 |
| 7359 | 1 |
| 7361 | 1 |
| 7363 | 1 |
| 7365 | 1 |
| 7366 | 1 |
| 7369 | 1 |
| 7370 | 1 |
| 7372 | 1 |
| 7374 | 1 |
| 7376 | 1 |
| 7377 | 1 |
| 7378 | 1 |
| 7379 | 1 |
| 7381 | 1 |
| TOTAL INCIDENTS | 86 |

ITEM-11

| PROJECT | PAY DATE | ISSUED TO | PROPERTY | TOTAL PAID | COMMENT |
|----------|-----------|--------------------------------|-------------------------------|------------|---------|
| 20220261 | 1/19/2023 | CIRCLE K STORES INC | 551726 US HWY 1 | 250.00CR | |
| 20220302 | 1/05/2023 | 3 FIVES LLC | 27427 W FIRST AVE | 25.00CR | |
| 20220302 | 1/23/2023 | 3 FIVES LLC | 27427 W FIRST AVE | 50.00CR | |
| 20220303 | 1/30/2023 | BY FRANKLIN PROPERTIES | 27301 W FIRST AVE | 25.00CR | |
| 20220317 | 1/05/2023 | 3 FIVES LLC | 27427 W FIRST AVE | 25.00CR | |
| 20220328 | 1/06/2023 | LOYD, DOUGLAS R | 27474 W TENTH AVE | 8,273.40CR | |
| 20220331 | 1/05/2023 | 3 FIVES LLC | 27427 W FIRST AVE | 25.00CR | |
| 20220339 | 3/14/2023 | WALLIS, ROBERT LEE | S OAK ST | 25.00CR | |
| 20220344 | 1/05/2023 | 3 FIVES LLC | 27427 W FIRST AVE | 25.00CR | |
| 20220345 | 1/04/2023 | HELLSTORM, LINDZ | 27550 W FIRST AVE | 137.00CR | |
| 20220346 | 1/04/2023 | EASTWOOD OAKS APARTMENTS | 37363 CODY CIRCLE | 44.00CR | |
| 20230001 | 1/04/2023 | HELLSTORM, LINDZ | 27550 W FIRST AVE | 44.00CR | |
| 20230002 | 1/04/2023 | FRANKLIN, MICHAEL C | 27359 W ELEVENTH AVE | 54.00CR | |
| 20230003 | 1/09/2023 | BY FRANKLIN PROPERTIES | 27301 W FIRST AVE | 124.00CR | |
| 20230004 | 1/13/2023 | LOYD, DOUGLAS R | 27474 W TENTH AVE | 128.00CR | |
| 20230005 | 1/20/2023 | LOYD, DOUGLAS R | 27474 W TENTH AVE | 164.00CR | |
| 20230006 | 1/18/2023 | SCHREIBER, ERIN N | 361556 PINE ST | 36.00CR | |
| 20230007 | 1/18/2023 | BY FRANKLIN PROPERTIES | 27301 W FIRST AVE | 44.00CR | |
| 20230007 | 3/30/2023 | BY FRANKLIN PROPERTIES | 27301 W FIRST AVE | 25.00CR | |
| 20230008 | 1/17/2023 | ARMSTRONG, VIVIAN H | 37390 OXFORD ST | 119.00CR | |
| 20230008 | 3/09/2023 | ARMSTRONG, VIVIAN H | 37390 OXFORD ST | 25.00CR | |
| 20230009 | 1/19/2023 | SANDERS GRETCH, MELISSA BEGAR | 37161 RAILROAD ST | 62.50CR | |
| 20230010 | 1/19/2023 | HALLMARK CANTERBURY, LLC | 37119 CANTEBURY DR APT 2 | 44.00CR | |
| 20230011 | 1/19/2023 | SANDERS GRETCH, MELISSA BEGAR | 37161 RAILROAD ST | 44.00CR | |
| 20230012 | 1/19/2023 | SANDERS GRETCH, MELISSA BEGAR | 37161 RAILROAD ST | 44.00CR | |
| 20230013 | 1/20/2023 | LOYD, DOUGLAS R | 27474 W TENTH AVE | 44.00CR | |
| 20230014 | 1/26/2023 | HILL, GARRY AND SUE | 37081 LITTLE MAGNOLIA CT | 134.00CR | |
| 20230015 | 1/27/2023 | TMOBILE SOUTH LLC | 37493 W FIRST ST | 204.00CR | |
| 20230017 | 2/13/2023 | CRIBB, LARRY C | 27123 W NINTH AVE | 54.00CR | |
| 20230020 | 2/13/2023 | WHITFIELD, FAYE V | 36615 PINE ST | 44.00CR | |
| 20230022 | 2/17/2023 | CREWS, DANIELLE L | 37084 CYPRESS LN | 54.00CR | |
| 20230023 | 2/20/2023 | STETSON THEODORE EST | 27146 W FIRST AVE | 44.00CR | |
| 20230027 | 2/23/2023 | WILES JR, DONALD & MIMI | 27598 W FOURTH AVE | 54.00CR | |
| 20230028 | 3/14/2023 | RYDER, SCOTT | 27060 COUNTRY DR | 25.00CR | |
| 20230029 | 2/28/2023 | NASSAU COUNTY COUNCIL ON AGING | 37002 INGHAM RD | 89.00CR | |
| 20230031 | 3/06/2023 | PHILABAUM, TALEAH | 37159 SOUTHERN GLEN WAY LOT13 | 79.00CR | |
| 20230032 | 3/13/2023 | AIKEN & ASSOCIATES | 552179 US HWY 1 | 69.00CR | |
| 20230033 | 3/10/2023 | AMATO PROPERTIES LLC | 551477 US HWY 1 | 254.00CR | |
| 20230034 | 3/22/2023 | ACEVEDO, EDDIE N | 371090 OXFORD ST | 25.00CR | |
| 20230035 | 3/17/2023 | COVINGTON, STEVE | 36553 PINE ST | 25.00CR | |
| 20230036 | 3/30/2023 | AMERICAN LEGION POST 401 | 37405 HENRY SMITH RD | 89.00CR | |
| 20230041 | 3/29/2023 | FLORIDA LAND TRUST NO 27229 | 27229 W FOURTHEENTH AVE | 54.00CR | |
| 20230042 | 3/31/2023 | FRANKLIN, MICHAEL C | 27688 KENTUCKY ST | 184.00CR | |

TOTAL ALL PROJECTS: 43 11,386.90CR

ITEM-11

** SEGMENT CODE TOTALS **

| SEGMENT CODE | DESCRIPTION | TOTAL PAID |
|--------------|---------------------------|-------------|
| 01-RADD | RESIDENTIAL ADDITION | 50.00CR |
| 01-RESBULD | NEW RESIDENTIAL BUILDING | 8,273.40CR |
| 01-RMISC | RESIDENTIAL MISCELLANEOUS | 235.50CR |
| 01-RREM | RESIDENTIAL REMODEL | 75.00CR |
| CULVERT | CULVERT | 25.00CR |
| ELE | ELECTRICAL | 871.00CR |
| MEC-RES | MECHANICAL - RESIDENTIAL | 410.00CR |
| PLB-COM | PLUMBING - COMMERCIAL | 44.00CR |
| PLB-SFR | PLUMBING - SINGLE FAM RES | 178.00CR |
| POOL | SWIMMING POOL | 79.00CR |
| ROOF | ROOF | 871.00CR |
| SHED-MANF | MANUFACTURED SHED | 25.00CR |
| SIGN | SIGN | 250.00CR |
| TOTAL | | 11,386.90CR |

** FEE CODE TOTALS **

| FEE CODE | DESCRIPTION | TOTAL PAYMENTS | TOTAL PAID |
|------------|--------------------------------|----------------|-------------|
| 1-REINSP | REINSPECTION FEE | 7 | 175.00CR |
| 2-REINSP | 2ND REINSPECTION FEE | 1 | 50.00CR |
| ADDRESS | ADDRESSING 911 | 1 | 10.00CR |
| BLD-03 | BLDG PERMIT FEE CONST COST SQF | 3 | 170.00CR |
| BLD03PP | BLDG PERMIT FEE CONST COST SQF | 2 | 472.50CR |
| CULV-PERM | CULVERT PERMIT | 1 | 25.00CR |
| ELE C SITE | COMM SITE WORK ELECTRICAL | 1 | 200.00CR |
| ELE COM | INTERIOR WIRING / RE WIRE | 1 | 85.00CR |
| ELE RES | INTERIOR WIRING / RE WIRE | 3 | 120.00CR |
| ELE- ADD 1 | ELE COM ADD . REPAIR CHANGE | 1 | 85.00CR |
| ELE- ADD 2 | ELE RES ADD . REPAIR CHANGE | 2 | 80.00CR |
| ELE-200 | ELE SERVICE - 200 AMPS | 2 | 160.00CR |
| ELE-CHG | CHANGE OF SERVICE | 1 | 40.00CR |
| ELE-TEMP | TEMPORARY POLE | 1 | 40.00CR |
| IMPACT-SF | EDUCATION IMPACT FEE - SINGLE | 1 | 5,430.60CR |
| LAND USE | PERMIT REVIEW FEE RES MULTI CO | 1 | 63.00CR |
| LAND USE 2 | PERMIT REVIEW FEE ACCESSORY | 4 | 100.00CR |
| MEC R C 1 | RES/COM NEW UNITS UP TO 2.5 TO | 4 | 160.00CR |
| MEC R C 2 | RES/COM NEW UNITS 3 TON | 1 | 180.00CR |
| PLB-COMB | PLB COMMERCIAL BASE FEE | 1 | 40.00CR |
| PLB-SFB | PLB SINGLE FAMILY RES BASE FEE | 1 | 40.00CR |
| PLB-SFI | PLB SINGLE FAMILY RES INT FIXT | 1 | 84.00CR |
| PR-03 | PLAN REVIEW ESTMATED COSTS | 3 | 71.00CR |
| PR03 PPRES | PLAN REVIEW ESTMATED COSTS | 1 | 288.80CR |
| ROOF | ROOFING NEW OR REROOF PERMIT | 9 | 810.00CR |
| SDC-WATER | WATER SYSTEM DEV CHARGE, PER E | 1 | 330.00CR |
| SIGN | SIGN PERMIT | 1 | 50.00CR |
| SIGN-01 | SIGN PERMIT REVIEW | 1 | 200.00CR |
| SURCHARGE | SURCHARGE | 29 | 116.00CR |
| SURCHARGE1 | SURCHARGE | 1 | 11.00CR |
| TAP-WATER | WATER TAP SINGLE SHORT FEE | 1 | 1,700.00CR |
| | | TOTAL | 11,386.90CR |

** GENERAL LEDGER DISTRIBUTION **

| FUND G/L ACCOUNT | ACCOUNT NAME | AMOUNT |
|------------------|----------------------------|------------|
| 001-00-101003 | RESTR CASH-EDUC IMPACT FE | 5,430.60 |
| 001-01-322000 | BUILDING PERMITS | 3,401.30CR |
| 001-01-329000 | ZONING REVENUE | 373.00CR |
| 001-01-329002 | RADON | 127.00CR |
| 001-01-363290 | EDUCATION IMPACT FEES | 5,430.60CR |
| 001-03-349000 | CULVERT PERMITS - STREETS | 25.00CR |
| 401-00-101002 | RESTR CASH-SYSTEM DEV CHA | 330.00 |
| 401-06-349001 | TAP-ON FEES - W&S | 1,700.00CR |
| 401-06-363240 | SYSTEM DEVELOPMENT CHARGES | 330.00CR |
| 999-00-101000 | POOLED CASH | 5,626.30 |



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 20, 2023

FROM: ***Del Miley – Code Enforcement Officer***

SUBJECT: Town Council to review and accept the Code Enforcement Officer's Quarterly Report for January 1, 2023, through March 31, 2023

BACKGROUND:

Summary of activities performed from January 1, 2023, through March 31, 2023.

Summary Report is attached.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Accept Quarterly Report.

QUARTERLY REPORTS 1-4-23 thru 3-31-23

Pool Permits (2)

Pool Removed (1)

Vehicles Posted (5)

Vehicles Removed by Owner (3)

Demo Permits (1)

Zoning Signs Posted (4)

Case Closed (1)

Miscellaneous (20)

Lien Letter Inspections (12)

Permits (3)

Business License Permits (2)

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
Richie Rowe, Public Works Director
Gabe Whittenburg, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, APRIL 06, 2023, 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 2022 Small Cities Community Development Block Grant (CDBG)
Open First Public Hearing
Explanation of Small Cities CDBG Program - Melissa Fox, Fred Fox Enterprises, Inc.

Melissa Fox, Fred Fox Enterprises gives a presentation.

Call for Public Comment
No public comment.

Close First Public Hearing at 7:08 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

TOWN COUNCIL ACTION

Town Council action regarding staff recommendation of continuing water line replacement.

Melissa Fox, Fred Fox Enterprises advise the staff and CATF have recommended to add Water Main Extension from West Fourth Avenue, North, between Ohio Street and Georgia Street.

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

WORKSHOP

ITEM-2 2022 Small Cities Community Development Block Grant (CDBG)
Fair Housing Workshop - Presented by Melissa Fox, Fred Fox Enterprises, Inc.

Melissa Fox, Fred Fox Enterprises gives a presentation.

PROCLAMATIONS

ITEM-3 The Town of Hilliard Designates April 2023, as "Water Conservation Month" in the Town of Hilliard.

John P. Beasley - Mayor

Council President Beasley reads Proclamation in its entirety.

Douglas Conkey, Intergovernmental Coordinator Governmental Affairs, St. Johns River Water Management District accepts the proclamation and thanks the Town.

MAYOR To call on members of the audience wishing to address the Council on matters not on the Agenda.

No public wish to address the Council.

REGULAR MEETING

ITEM-4 Additions/Deletions to Agenda

Item-16 Town Council to receive an update from Town Employee Alicia Head regarding the Town Clean up.

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-5 Town Council approval of Capital Direct Purchase of Carpet for the Town Hall Chambers Renovation Project.

Lisa Purvis, MMC – Town Clerk

Motion made to put purchasing the carpet on hold and for the Town to get bids for the entire project.

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-6 Town Council discussion and decision on attending Rural Counties Days 2023 at the Capital, Tallahassee, Florida, on April 26, 2023.

Lisa Purvis, MMC – Town Clerk

The Mayor & Town Council discuss who will be able to attend Rural Counties Days, that the bus will need to leave Town Hall at 6:00 a.m., and that there will be 13 seats plus the driver.

ITEM-7 Town Council to set a second workshop to discuss the Florida Retirement System audit findings at the request of the Deputy Town Clerk.

Lisa Purvis, MMC – Town Clerk

Motion made to set Workshop for April 20, 2023, at 6:00 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

ITEM-8 Town Council to set a workshop to hear details concerning the Cosmos Trail Project. Town Council discussion and approval of potential Winn-Dixie Annexation Application support letter.

Lee Anne Wollitz – Land Use Administrator

Land Use Administrator Lee Anne Wollitz explains project and requests to have sufficient time to send surrounding property owners a letter inviting them to the meeting.

Motion is made to set Joint Workshop for May 4, 2023, at 6:00 p.m.

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

- ITEM-9 Town Council review and approval of the introduction of Ordinance No. 2023-01, Enact a process for the Vacation of Public Right-of-Ways within the Town Limits and set for First Reading at the April 20, 2023, Regular Meeting.
Lisa Purvis, MMC – Town Clerk

The Town Clerk to place Ordinance No. 2023-01 on the April 20, 2023, agenda for First Reading.

- ITEM-10 Town Council review and approval of the introduction of Ordinance No. 2023-02, Amending Chapter 58 Utilities Code and set for First Reading at the April 20, 2023, Regular Meeting.
Lisa Purvis, MMC – Town Clerk

The Town Clerk to place Ordinance No. 2023-02 on the April 20, 2023, agenda for First Reading.

- ITEM-11 Town Council review and approval of the introduction of Resolution No. 2023-07, Amending the Town of Hilliard's Cross-Connection Control Program & Back-Flow Prevention Devices Policy and set for adoption at the April 20, 2023, Regular Meeting.
Lisa Purvis, MMC – Town Clerk

The Town Clerk to place Resolution No. 2023-07 on the April 20, 2023, agenda for adoption.

- ITEM-12 Town Council review and approval of the introduction of Ordinance No. 2023-03, Regulating the Water & Sewer Rates; in accordance with the Town Charter Section 4.11 (5) Action Requiring an Ordinance and set for First Reading at the April 20, 2023, Regular Meeting.
Lisa Purvis, MMC – Town Clerk

The Town Clerk to place Ordinance No. 2023-03 on the April 20, 2023, agenda for First Reading.

- ITEM-13 Town Council approval of the Minutes from the March 14, 2023, Joint Workshop, March 16, 2023, Regular Meeting, March 16, 2023, Workshop, and March 16, 2023, Special Meeting.
Lisa Purvis, MMC - Town Clerk

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-14 Town Council approval of Alan Jay Fleet Sales, Payable through March 23, 2023, Project Name: Public Works 2023 GMC Water Truck in the amount of \$56,280.00.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$56,280.00

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-15 Town Council approval of U.S. Jetting, LLC., Payable through March 22, 2023, Project Name: Public Works RAM JET in the amount of \$54,995.00.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$54,995.00

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

ADDED ITEMS

- ITEM-16 Town Employee and Event Planner Alicia Head to present an update on the upcoming Town Clean up that will be held on Saturday, April 8, 2023.

Alicia Head, Event Planner states refreshments and sign-ups will begin at 8:30 a.m. at the Town Hall Park Pavilion located next door to Town Hall. The Clean-up will be from 9:00 a.m. to 11:00 a.m. The Hilliard Volunteer Fire Department will be cooking, and we have 125 donations given so far for the clean-up. Alicia also gives thanks to the Parks & Recreation Director, Gabe Whittenburg and Public Works Directors and employees for all their hard work in prep for the Town Clean-up.

ADDITIONAL COMMENTS

PUBLIC

Mary Godwin, 3775 Lorena Drive, Hilliard, comments with regards to Food Sovereignty and states it is a movement that has been growing from the bottom up, from the farmers, fishers, indigenous peoples, and landless workers most impacted by global hunger and poverty.

Twana Webb, 361896 Pine Street, Hilliard, asks for the Ball Park Sign to be placed back up at the Oxford Street Park. Further states they have requested a walking trail at North Oxford Street Park.

Parks & Recreation Director Gabe Whittenburg states he can put the sign back up.

Public Works Director Richie Rowe states the North Oxford Street Ball Park is a very unique park and he really likes the ball field.

MAYOR & TOWN COUNCIL

Council Pro Tem Pickett asks for Parks & Recreation Director Whittenburg to please make sure to have the sign back up at the Oxford Street Park.

Mayor Beasley thanks Parks & Recreation Director Whittenburg for the picture of the Basketball Team that the Town Council sponsored.

ADMINISTRATIVE STAFF

PRESENT

Town Clerk, Lisa Purvis

Public Works Director, Ritchie Rowe

Parks & Recreation Director, Gabe Whittenburg

Parks & Recreation Director Whittenburg thanks everyone for their prayers.

TOWN ATTORNEY

Town Attorney Waugh states that he is pursuing the properties at Hilliard Airpark.

ADJOURNMENT

Motion made to adjourn at 8:20 p.m.

Motion made by Councilman Michaels, Seconded by Councilman Wollitz.

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

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Gabe Whittenburg, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, APRIL 06, 2023, 8:30 PM

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

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

WORKSHOP

ITEM-1 Town Council to discuss Town Employee Complaint submitted at the February 27, 2023, Workshop via a letter dated February 24, 2023.

Christian Waugh - Town Attorney

Town Attorney Waugh states the letter was presented at another meeting and it was not appropriate to discuss it at that time, since it was not properly noticed. Further states from a legal perspective, he has serious concerns. States his ultimate recommendation is to see what can be fixed, if it is fixable.

Council Pro Tem Pickett asks if there has been any improvement.

Town Employee Hannah Martinez states that communication has been improving. Further states the letter was presented to the Council because of the discussion concerning the Camera's.

Town Attorney Waugh states the letter was an ambush.

Town Employee Hannah Martinez clarifies the steps she went through before presenting the letter to the Council.

Deputy Clerk Tiffany Bowden asks Town Attorney Waugh to clarify which personnel policies Employee Martinez violated, according to the memo he provided.

Town Attorney Waugh states he will after the meeting.

Deputy Clerk Tiffany Bowden asks, as far as the 7-day notice requirement, why does the Town not have to follow Florida State Statute, according to the memo

he provided.

Town Attorney Waugh asks if Deputy Town Clerk Bowden has read the definition section. Clarifies the statute defines agency, and therefore the statute only applies to agencies. Further states the definition of agency specifically excludes Municipalities.

Deputy Town Clerk Tiffany Bowden asks for Town Attorney Waugh to clarify and asks why the Town does not have to follow any type of notification to the public.

Town Attorney Waugh states the Town does, it's just not 7-days. Further states according to statute, municipalities follow reasonable notice, and case law shows it could be 2-days, 3-days, just not 30-minutes.

Councilman Wollitz explains his policy at work.

Councilman Pickett states staff should be able to go to the Mayor with issues.

Town Attorney Waugh states that the Town Clerk is the Human Resources Department.

Town Attorney Waugh states that the Mayor could be the Mediator if the policy is updated.

ADDITIONAL COMMENTS

Councilman Hunter states there should be a second person if the Clerk is who is your boss.

Councilman Wollitz states employees should be able to come to the Council.

Town Employee Hannah Martinez states she would be willing to come to a resolution with her boss, Town Clerk Lisa Purvis.

ADJOURNMENT

Motion to adjourn at 9:30 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

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

HILLIARD TOWN COUNCIL MEETING

Hilliard Town Hall / Council Chambers
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Lee Pickett, Council Pro Tem
Joe Michaels, Councilman
Jared Wollitz, Councilman
Dallis Hunter, Councilman

ADMINISTRATIVE STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Gabe Whittenburg, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, APRIL 06, 2023, 9:30 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

MAYOR

To call on members of the audience wishing to address the Council on matters not on the Agenda.

No public wish to address the Council.

SPECIAL MEETING

ITEM-1 Additions/Deletions to Agenda

Item-3 Town Council approval for Town Attorney Waugh to update the Personnel Policy.

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

ITEM-2 Town Council to take possible action regarding Town Employee Complaint submitted at the February 27, 2023, Workshop via a letter dated February 24, 2023.

Christian Waugh - Town Attorney

Following discussion between the Mayor & Town Council and the staff as well as members from the public an action plan is brought up and discussed and the Town Clerk agrees to prepare an action plan with Administrative Assistant Hannah Martinez with the Mayor serving as mediator.

Motion is made for Town Clerk Lisa Purvis to come up with an action plan and for Town Clerk Lisa Purvis, Mayor Beasley, and Administrative Assistant Hannah Martinez to have their first meeting on Wednesday, April 12, 2023.

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

ADDED ITEMS

ITEM-3 Town Council to direct the Town Attorney to update the Town's Personnel Policy and to add the mayor to the mediator/rebuttal process.

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

ADDITIONAL COMMENTS

PUBLIC

No comment.

MAYOR & TOWN COUNCIL

No comment.

ADMINISTRATIVE STAFF

PRESENT

Town Clerk, Lisa Purvis

ABSENT

Public Works Director, Ritchie Rowe

Parks & Recreation Director, Gabe Whittenburg

Town Clerk Lisa Purvis states that up-to-date itemized budgets for the two FRDAP grants for the Town Hall Park and the Oxford Street Parks have been added to the Council's iPads, for the Council's review.

TOWN ATTORNEY
No comment.

ADJOURNMENT

Motion made to adjourn at 9:57 p.m.

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

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

HILLIARD TOWN COUNCIL MEETING

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Jared Wollitz, Councilman
Dallis Hunter, Councilman

ADMINISTRATIVE STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Gabe Whittenburg, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

HILLIARD PLANNING AND ZONING BOARD MEETING

BOARD MEMBERS

Dallis Hunter, Chair
Harold "Skip" Frey, Vice Chair
Josetta Lawson
Wendy Prather
Charles Reed

ADMINISTRATIVE STAFF

Janis Fleet, AICP
Land Use Administrator

PLANNING AND ZONING ATTORNEY

Mary Norberg

MINUTES

TUESDAY, APRIL 11, 2023, 6:00 PM

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Mayor John Beasley
Council President Kenny Sims
Council Pro Tem Lee Pickett
Councilman Jared Wollitz
Councilman Dallis Hunter
Councilman Joe Michaels
Planning & Zoning Board Chair Harold "Skip" Frey
Planning & Zoning Board Vice Chair Wendy Prather
Planning & Zoning Board Member Charles A. Reed
Planning & Zoning Board Member Josetta Lawson
Planning & Zoning Board Member Kevin Webb
Town Clerk Lisa Purvis
Land Use Administrator Lee Anne Wollitz
Town Planner Janis Fleet
Planning & Zoning Board Attorney Mary Norberg

ABSENT

Public Works Director Richie Rowe
Parks & Recreation Director Gabe Whittenburg

WORKSHOP

ITEM-1 Town Council and Planning and Zoning Board to Review Land Development Regulations Update.

Janis K. Fleet, AICP – Town Planning Consultant

Town Planner Fleet presents a PowerPoint and discusses the following items:

Slide 5 – LDRs Proposed Revisions

- Accessory Dwelling Units ADUs
Planning & Zoning Board Vice Chair Prather questions Accessory Dwelling Units.
Town Planner Fleet explains and states 375 square feet – 1,000 square feet is correct.

Slide 6 – LDRs Proposed Revisions

- Corner Lots
- Discontinuance of Nonconforming Structure

Slide 7 – LDRs Proposed Revisions

- Chart of Uses
- Minimum Lot Size & Area in the R-2 Zoning District

Slide 8 – LDRs Proposed Revisions

- PUD Rezoning
- Parking of Trucks on Residential Property

Slide 9 – LDRs Proposed Revisions

- Parking
- Shared Parking

Slide 10 – LDRs Proposed Revisions

- Paving of Streets
- Drainage

Land Use Administrator Wollitz states she sent an email to Town Planner Fleet with concerns.

Town Planner Fleet goes over her responses to that email.

During discussion what type of material is to be required under dumpster pads in the commercial district is determined to be gravel to pavement. Regarding the requirement for the paving of parking lots Janis Fleet suggests if there are 10 or fewer spaces, the paving can be waived. Discussion regarding holding the First Public Hearing on May 4, 2023, and Second Public Hearing on June 15, 2023.

ADJOURNMENT

Motion to adjourn at 6:55 p.m.

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

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