

# 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

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## AGENDA

**THURSDAY, SEPTEMBER 07, 2023, 7:00 PM**

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### NOTICE TO PUBLIC

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

### PLEDGE OF CIVILITY

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

## CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

## PUBLIC HEARING

### ITEM-1

Ordinance No. 2023-07 - Amending Chapter 62 Zoning and Land Development Regulations - Moving Division 7 to Chapter 14 Building and Building Regulations  
***Council President Sims***

Open Public Hearing

Call for Public Comments

Close Public Hearing on Ordinance No. 2023-07

## TOWN COUNCIL ACTION

Town Council to adopt Ordinance No. 2023-07, on Second and Final Reading.

**ITEM-2**

Ordinance No. 2023-08 - Amending Chapter 62 Zoning and Land Development Regulations - Adding Chapter 46 Subdivision  
**Council President Sims**

Open Public Hearing  
Call for Public Comments  
Close Public Hearing on Ordinance No. 2023-08

**TOWN COUNCIL ACTION**

Town Council to adopt Ordinance No. 2023-08, on Second and Final Reading.

**ITEM-3**

Ordinance No. 2023-12 - TRIM FY 2023-2024  
Setting the Ad Valorem Tax Millage Rate for the Fiscal Year 2023-2024 and advising the Nassau County Property Appraiser of the "Rolled Back Rate" and of the Final Adopted Millage Rate.  
**Council President Sims**

Open Public Hearing  
Call for Public Comments  
Close Public Hearing on Ordinance No. 2023-12

**TOWN COUNCIL ACTION**

Town Council to adopt Ordinance No. 2023-12, on First Reading and set Public Hearing & Final Reading on September 22, 2023.

**ITEM-4**

Ordinance No. 2023-13 - BUDGET FY 2023-2024  
Estimating Income, Appropriating Funds and Adopting a Budget for the 2023-2024 Fiscal Year for the Town of Hilliard.  
**Council President Sims**

Open Public Hearing  
Call for Public Comments  
Close Public Hearing on Ordinance No. 2023-13

**TOWN COUNCIL ACTION**

Town Council to adopt Ordinance No. 2023-13, on First Reading and set Public Hearing & Final Reading on September 22, 2023.

**MAYOR**

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

**REGULAR MEETING**

**ITEM-5**

Additions/Deletions to Agenda

**ITEM-6**

Town Council review of the Nassau County Property Appraiser & Tax Collector's Tangible Personal Property Verification Program and approval of a three-party Interlocal Agreement.  
**Lisa Purvis, MMC – Town Clerk**

- ITEM-7** Town Council adoption of Resolution No. 2023-18, the Town of Hilliard’s Water System Asset Management and Fiscal Sustainability (AMFS) Plan.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-8** Town Council adoption of Resolution No. 2023-19, the Town of Hilliard’s Wastewater System Asset Management and Fiscal Sustainability (AMFS) Plan.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-9** Town Council approval of Capital Expenditures to wire Town Hall Park for electricity and provide a concrete walking path from Town Hall parking lot to the Town Hall Park.  
***Gabe Whittenburg – Parks & Recreation Director***
- ITEM-10** Town Council to set a date for a Joint Workshop with the Planning & Zoning Board to discuss Pre-Application for Vacation of Alley Way for Block 166.  
***Lee Anne Wollitz - Land Use Administrator***
- ITEM-11** Town Council approval of the Town Clerk’s recommendation to fill the Administrative Assistant Vacant Position  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-12** Town Council approval of the Town Clerk’s recommendation to fill the Deputy Town Clerk Vacant Position with the Administrative Financial Assistant Position  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-13** Town Council approval of the Minutes from the August 17, 2023, Public Hearing & Regular Meeting.  
***Lisa Purvis, MMC - Town Clerk***
- ITEM-14** Town Council approval of Keelco, Inc., Payable through September 3, 2023, Project Name: Walker Street Paving Project in the amount of \$22,020.45.  
**CAPITAL FUNDED PROJECT BUDGETED AT \$45,000.00 WITH FINAL PROJECT COST \$38,076.23.**

**ADDED ITEMS**

**ADDITIONAL COMMENTS**

**PUBLIC**

**MAYOR & TOWN COUNCIL**

**ADMINISTRATIVE STAFF**

**TOWN ATTORNEY**

**ADJOURNMENT**

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

## **TOWN COUNCIL MEETINGS**

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

## **PLANNING & ZONING BOARD MEETINGS**

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

## **MINUTES & TRANSCRIPTS**

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

## **TOWN WEBSITE & YOUTUBE MEETING VIDEO**

The Town's Website can be access at [www.townofhilliard.com](http://www.townofhilliard.com).

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

## **ADA NOTICE**

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

## **APPEALS**

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

## **PUBLIC PARTICIPATION**

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

## **EXPARTE COMMUNICATIONS**

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

## **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

DATE: July 26, 2023  
 TO: Nassau County Record  
 FROM: Lisa Purvis, Town of Hilliard  
 RE: Advertisement

- Please place the following advertisement in your August 2, 2023, edition.
- Please do not deviate from the specified language.
- The notice should be two columns wide by 10 inches long.
- Do not place in the classified or legal section or an obscure portion of the newspaper.
- Headline in type no smaller than 18 Point.
- Please send Proof of Publications, as soon as possible.

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## NOTICE OF PUBLIC HEARINGS AND FIRST READING ORDINANCE 2023-07

**AN ORDINANCE AMENDING CHAPTER 62 ZONING AND LAND DEVELOPMENT REGULATIONS OF THE HILLIARD TOWN CODE; MOVING DIVISION 7, BUILDING PERMITS AND INSPECTIONS TO CHAPTER 14 BUILDING AND BUILDING REGULATIONS; AND PROVIDING FOR SEVERABILITY; REPEALER; AND PROVIDING FOR AN EFFECTIVE DATE.**

The following Public Hearing has been scheduled:

Town Council – Thursday, September 7, 2023, at 7:00 p.m.

The Public Hearing will be held in the Hilliard Town Hall Council Chambers, located at 15859 West County Road 108, Hilliard, Florida, 32046.

Action on the matter may be taken following the closing of the Public Hearing. A copy of Ordinance No. 2023-07 is available for inspection and copying at Town Hall during normal business hours 9:00 a.m. to 5:00 p.m., Monday through Friday.

**PURSUANT TO THE REQUIREMENTS OF F.S. 286.0105**, the following notification is given: If a person decides to appeal any decision made by the Town 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.

Persons with disabilities requiring accommodation in order to participate in this proceeding should contact the Town Clerk at (904) 845-3555 at least seventy-two hours in advance to request such accommodations.

Town of Hilliard  
Lee Anne Wollitz, Land Use Administrator  
Lisa Purvis, MMC, Town Clerk  
Janis K. Fleet, AICP, Town Planning Consultant



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Town Council Public Hearing & Reg Meeting Meeting Date: September 7, 2023

FROM: *Lisa Purvis, MMC – Town Clerk*

SUBJECT: Town Council to adopt Ordinance No. 2023-07, Amending Chapter 62 Zoning and Land Development Regulations: Moving Division 7, Building Permits and Inspections to Chapter 14 Building and Building Regulations, on Final Reading.

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#### **BACKGROUND:**

See Town Planner's agenda item report providing recommendations from the Planning & Zoning Board.

#### **FINANCIAL IMPACT:**

None.

#### **RECOMMENDATION:**

Town Council adoption of Ordinance No. 2023-07, on final reading.





# AGENDA ITEM REPORT

## TOWN OF HILLIARD, FLORIDA

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TO: Planning and Zoning Board Regular Meeting Meeting Date: July 11, 2023

FROM: ***Janis K. Fleet, AICP – Town Planning Consultant***

SUBJECT: Planning and Zoning Board Recommendation to the Town Council to Adopt Ordinance No. 2023-07 to Amend Chapter 62 by Moving Division 7, Building Permits and Inspections to Chapter 14

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**BACKGROUND:**

See attached.

**FINANCIAL IMPACT:**

None

**RECOMMENDATION:**

Staff recommends the Planning and Zoning Board to recommend to the Town Council the adoption of Ordinance No. 2023-07 to Amend Chapter 62 by Moving Division 7, Building Permits and Inspections to Chapter 14.

**BACKGROUND:**

Florida Statutes Chapter 468.604 (1) requires building official to administrate, supervise, direct, enforce, or perform the permitting and inspection of construction, alteration, repair, remodeling, or demolition of structures and the installation of building systems within the boundaries of their governmental jurisdiction, when permitting is required, to ensure compliance with the Florida Building Code and any applicable local technical amendment to the Florida Building Code. The building official must perform these responsibilities without interference from any person.

Hilliard Town Code Chapter 62, Division 7 of the contains the requirements contains the procedures and reviews for building permits and inspections. Chapter 62-33 states that “The land use administrator shall administer and enforce the provisions of this chapter”. Having the Land Use Administrator responsible for building permits and inspections is in violation of State Statutes. Division 7 needs to be removed from Chapter 62 to be in compliance with Florida Statutes Chapter 468.604 (1) and added to Chapter 14 of the Town Code.

Chapter 163, Florida Statutes requires local governments to update their Land Development Regulations for compliance with their Comprehensive Plan. The Town adopted their current Comprehensive Plan in April 2022. Prior to adoption of the updated Comprehensive Plan, the Planning and Zoning Board started reviewing the Town’s Land Development Regulations, Chapter 62, and made recommendations for revisions. After numerous workshops, at their meeting of April 12, 2022, the Planning and Zoning Board recommended revisions to Chapter 62 to the Town Council. The revision included moving Division 7 to Chapter 14. In May 2022, the Town Council and the Planning and Zoning began holding joint workshops to review the Planning and Zoning Board’s recommendations to update the Land Development Regulations. Since May 2022, the Council and the Planning and Zoning Board have held 9 joint workshops on the Land Development Regulations. After the Joint Workshops the Town Council recommended proceeding with the adoption of the revisions to Chapter 62 and moving Division 7 to Chapter 14. Division 7 needs to be moved to Chapter 14, prior to the update of Chapter 62 being adopted.

**ORDINANCE NO. 2023-07**

**AN ORDINANCE AMENDING CHAPTER 62 ZONING AND LAND DEVELOPMENT REGULATIONS OF THE HILLIARD TOWN CODE; MOVING DIVISION 7, BUILDING PERMITS AND INSPECTIONS TO CHAPTER 14 BUILDING AND BUILDING REGULATIONS; AND PROVIDING FOR SEVERABILITY; REPEALER; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Chapter 468.604 (1), Florida Statutes requires building official to administrate, supervise, direct, enforce, or perform the permitting and inspection of construction, alteration, repair, remodeling, or demolition of structures and the installation of building systems within the boundaries of their governmental jurisdiction, when permitting is required, to ensure compliance with the Florida Building Code and any applicable local technical amendment to the Florida Building Code. The building official shall faithfully perform these responsibilities without interference from any person; and

**WHEREAS**, the land use administrator shall administer and enforce the provisions of Chapter 62 of the Hilliard Town Code; and

**WHEREAS** Chapter 62 – Division 7. - Building Permits and Inspections of the Hilliard Town Code contains the procedures and reviews for building permits and inspections; and

**WHEREAS** Chapter 62 – Division 7. - Building Permits and Inspections of the Hilliard Town Code needs to be removed from Chapter 62 of the Hilliard Town Code to be in compliance with Florida Statutes Chapter 468.604 (1); and

**WHEREAS**, Chapter 62, Division 7, Building Permits and Inspections of the Hilliard Town Code will be added to Chapter 14 - Buildings and Building Regulations of the Hilliard Town Code; and

**WHEREAS**, the Town of Hilliard has the authority to amend its Town's Code; and

**WHEREAS**, a duly noticed public hearing on this Ordinance was held before the Planning and Zoning Board on the 11<sup>th</sup> day of July, 2023; and

**WHEREAS**, a duly noticed public hearing on this Ordinance was held before the Town Council for the First Reading on the 20<sup>th</sup> day of July, 2023; and

**WHEREAS**, a duly noticed public hearing on this Ordinance was held before the Town Council for the Second and Final Reading on the 7<sup>th</sup> day of September, 2023; 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, Chapter

14, Building and Building Regulations and Chapter 62, Zoning and Land Development Regulations, shall be amended as follows:

**SECTION 1.** Chapter 14, Building and Building Regulations shall be amended as described in Attachment “A”.

**SECTION 2.** Chapter 62, Zoning and Land Development Regulations shall be amended as described in Attachment “B”.

**SECTION 3.** It is the intention of the Town Council that the provisions of this Ordinance shall be and made part of the Code of Ordinances of Town of Hilliard, Florida, and that the Sections and paragraphs of this Ordinance may be renumbered or re-lettered in order to accomplish such intentions.

**SECTION 4.** The Town Council hereby authorizes the Town Attorney or his designee to make any and all revisions necessary to codify this Ordinance, including repagination or reenumeration of Articles or Sections. Changes necessary to correct scriveners’ errors or cross-reference inaccuracies are hereby authorized to be made by the Town Attorney or his designee.

**SECTION 5.** Repealer. Any Ordinances or parts thereof in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

**SECTION 6.** Severability. The various parts, sections and clauses of this Ordinance are hereby declared severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.

**SECTION 7.** Effective date. This ordinance shall become effective upon passage.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by the Hilliard Town Council, Hilliard, Florida.

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Kenneth A. Sims  
Council President

ATTEST:

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Lisa Purvis  
Town Clerk

APPROVED:

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John P. Beasley

Planning & Zoning Board Publication:	June 14, 2023
Planning & Zoning Board Public Hearing:	July 11, 2023
Town Council First Publication:	June 14, 2023
Town Council First Public Hearing:	July 20, 2023
Town Council Second Publication:	August 2, 2023
Town Council Second Public Hearing:	September 7, 2023

## ATTACHMENT "A"

### ARTICLE III. - BUILDING PERMITS AND INSPECTIONS

#### Sec. 14-71. - Building permit application.

- (a) All applicants for a building permit shall submit with their applications the following:
- (1) Duplicate prints or drawings at an adequate scale of the building or structures to be built upon the lot, showing plumbing and electrical layout.
  - (2) A survey with monuments and stakes as required by a licensed surveyor, in duplicate, and drawn at an adequate scale, showing the actual dimensions and shape of the lot to be built upon. Original survey will be furnished as proof that proposed and existing buildings are within equal dimensions. The location of the building on the property, the location of waste collection areas, the layout of the trees, land and structure elevations, drainageways, off-street parking or loading spaces and other constructions are as required under the provisions of this chapter showing access and maneuvering space.
  - (3) Permits, as applicable, from county and state agencies such as the Nassau County Health Department, state department of environmental protection and the St. Johns River Water Management District.
- (b) The following provisions apply to application for building, electrical, mechanical and plumbing permits:
- (1) The applicant for a building permit shall be made by the owner or lessees, or agent of either, or the architect, engineer or builder employed in connection with the proposed work.
  - (2) The electrical contractor or person responsible for performing electrical work shall make application for the electrical permit, certifying that installation will be made in accordance with prints or drawings specified in subsection (a)(1) of this section and shall also furnish such other information as may be required in order to determine the permit fee to be assessed.
  - (3) The plumbing contractor or person responsible for performing plumbing installation shall make application for a permit, certifying that installation will be in accordance with prints or drawings specified in subsection (a)(1) of this section and shall also furnish such other information as may be required in order to determine the permit fee to be assessed. The mechanical contractor or person responsible for performing mechanical installation shall make application for a permit, certifying that installation will be in accordance with the prints or drawings specified under subsection (a)(1) of this section and shall also furnish such other information as may be required in order to determine the permit fee to be assessed.

#### Sec. 14-72. - Compliance with technical codes.

All permits referenced in section 14-71 shall be issued and work shall be performed in compliance with requirements set forth in chapter 14, article II of this Code and the latest editions the Florida Building Code.

#### Sec. 14-73. - Issuance.

It shall be the duty of the building official, upon receiving applications for permits provided for in this division, to examine such applications within a reasonable time after filing, not to exceed 30 days. If, after examination, he finds no objections to such applications, and it appears that the proposed work will be in compliance with the Florida Building Code and any other applicable rules and regulations and the proposed construction will be safe, he shall approve such application. Thereafter, permits shall be issued, and one copy of the plans returned to the applicant marked as approved and attested by his signature. If his examination reveals otherwise, he shall reject such application, noting his findings in a report to be attached to the application and disapproved plans and deliver a copy of such report to the applicant.

Sec. 14-74. - Inspections.

- (a) It shall be the duty of the building department to inspect and determine that buildings are located on lots in accordance with the plan submitted with the application.
- (b) Electrical, mechanical and plumbing installations shall require two inspections. The first inspection will be considered as the "rough in" inspection, and shall be made on plumbing and sewer lines, electrical wiring and outlets, AC duct and control circuits, while exposed for visual inspection, including all work that will be concealed in floors, walls, and ceilings.
- (c) The second inspection will be considered the final inspection and will be made when plumbing fixtures have been installed, electrical work completed and ready for service connection by the utility company and mechanical equipment installation completed.
- (d) When the building official has made the final inspection on electrical installation, and it appears that such installation has been made in accordance with rules and regulations of this chapter, he shall forthwith notify the electric utility company that installation is ready for service connection.
- (e) Every effort will be made to develop a schedule as to the time the administrative officer will be available in the various sections of the town, in order to avoid delays in construction.
- (f) The building inspector shall record the time and date of each and every inspection on his department's copy of each permit issued.

Sec. 14-75. - Permit fees.

- (a) No permits as provided in this division shall be issued until the appropriate permit fee shall have been paid to Town. The fee charged by the town for building, electrical, mechanical and plumbing permits shall be consistent with fees established by the town.

Sec. 14-76. - Posting of permits.

A copy of all permits shall be kept on the premises open to public inspection during the prosecuting of the work and until the completion of such work, and final inspection made.

Sec. 14-77. - Building, electrical, mechanical and plumbing permit expiration.

- (a) If the work described in any permit has not begun within six months from the date of issuance thereof, such permit shall expire. It shall be cancelled by the building official and written notice thereof shall be given to the persons affected.
- (b) If the work described in any building permit has not been substantially completed within one year of the date of issuance thereof, with up to two extensions which can be permitted if work has progressed, such permit shall expire and be canceled by the building official and written notice shall be given to the persons affected.

Sec. 14-78. - Permit revocation.

The building official may revoke any permit issued pursuant to this division in case there has been false statement or misrepresentation as to a material fact in the application or plans on which the permit was based.

Sec. 14-79. - Certificate of occupancy.

No person shall use or occupy or permit the use or occupancy of any building or premises, or both, or part thereof until a certificate of occupancy shall have been issued by the land use administrator to ensure that the building or land conforms to all the requirements of the Land Development Regulations.

Sec. 14-80. - Manufactured homes older than five years.

- (a) Any manufactured home older than five years from the current calendar year shall be subject to inspection by the building official prior to being brought into the town for setup.
- (b) Any manufactured home older than five years from the current calendar year, currently set up within the town, shall be subject to an inspection by the building official prior to being relocated within said town.
- (c) The inspection fee required shall be \$200.00 and shall be paid in advance to the town prior to permitting for setup.
- (d) Any items noted on pre-inspection that do not meet the minimum HUD standard shall be brought into compliance prior to the manufactured home being either brought into the town or moved within the town. This will also apply to all exterior conditions and the conditions of the roofing materials.
- (e) All manufactured homes shall have vertical or horizontal skirting and meet the wind load for the Florida Building Code and shall match with the manufactured homes color and material being skirted.
- (f) The inspection fee shall be distributed as follows: \$100.00 to the town for administrative costs and \$100.00 to the building official for the inspection. If the manufactured home is located within 30 miles from town, the mileage assessment for the building official shall be in accordance with state statutes in addition to the inspection fee, payable to the town.
- (g) The penalty for an individual bringing a manufactured home into the town that is in violation of the section shall be subject to a fine as stated in section 1-7.



## Attachment "B"

***DIVISION 7. BUILDING PERMITS AND INSPECTIONS******Sec. 62-211. Building permit application.***

- (a) All applicants for a building permit, in addition to the other requirements in this chapter, shall submit with their applications the following:
- (1) Duplicate prints or drawings at an adequate scale of the building or structures to be built upon the lot, showing plumbing and electrical layout.
  - (2) A survey with monuments and stakes as required by a licensed surveyor, in duplicate, and drawn at an adequate scale, showing the actual dimensions and shape of the lot to be built upon. Original survey will be furnished as proof that proposed and existing buildings are within equal dimensions. The location of the building on the property, the location of waste collection areas, the layout of the trees, land and structure elevations, drainageways, off-street parking or loading spaces and other constructions are as required under the provisions of this chapter showing access and maneuvering space.
  - (3) Permits, as applicable, from state agencies such as the state department of environmental protection and the St. Johns River Water Management District.
- (b) The following provisions apply to application for building, electrical, mechanical and plumbing permits:
- (1) The applicant for a building permit shall be made by the owner or lessees, or agent of either, or the architect, engineer or builder employed in connection with the proposed work.
  - (2) The electrical contractor or person responsible for performing electrical work shall make application for the electrical permit, certifying that installation will be made in accordance with prints or drawings specified in subsection (a)(1) of this section and shall also furnish such other information as may be required in order to determine the permit fee to be assessed.
  - (3) The plumbing contractor or person responsible for performing plumbing installation shall make application for a permit, certifying that installation will be in accordance with prints or drawings specified in subsection (a)(1) of this section and shall also furnish such other information as may be required in order to determine the permit fee to be assessed. The mechanical contractor or person responsible for performing mechanical installation shall make application for a permit, certifying that installation will be in accordance with the prints or drawings specified under subsection (a)(1) of this section and shall also furnish such other information as may be required in order to determine the permit fee to be assessed.

(Code 1997, § 62-211; Ord. No. 87-119, § 3-22-1(a), (b), 12-29-1987; Ord. No. 92-139)

***Sec. 62-212. Compliance with technical codes.***

All permits referenced in section 62-211 shall be issued and work shall be performed in compliance with requirements set forth in chapter 14, article II of this Code.

(Code 1997, § 62-212; Ord. No. 87-119, § 3-22-1(c), 12-29-1987; Ord. No. 92-139)

### **Sec. 62-213. Issuance.**

It shall be the duty of the building official, upon receiving applications for permits provided for in this division, to examine such applications within a reasonable time after filing, not to exceed 30 days. If, after examination, he finds no objections to such applications, and it appears that the proposed work will be in compliance with any and all rules and regulations made by this chapter and the proposed construction will be safe, he shall approve such application. Thereafter, permits shall be issued and one copy of the plans returned to the applicant marked as approved and attested by his signature. If his examination reveals otherwise, he shall reject such application, noting his findings in a report to be attached to the application and disapproved plans and deliver a copy of such report to the applicant. Nothing in this section shall be construed to prevent the administrative officer, upon examining such application, from issuing a permit for the construction of part of a building or structure before the entire plan and a detailed statement of such building or structure have been submitted or approved, if adequate plans and detailed statements have been presented for examination and have been found to comply with the act relating thereto.

(Code 1997, § 62-213; Ord. No. 87-119, § 3-22-2(a), 12-29-1987; Ord. No. 92-139)

### **Sec. 62-214. Inspections.**

- (a) ~~It shall be the duty of the building department to inspect and determine that buildings are located on lots in accordance with the plan submitted with the application.~~
- (b) ~~Electrical, mechanical and plumbing installations shall require two inspections. The first inspection will be considered as the "rough in" inspection, and shall be made on plumbing and sewer lines, electrical wiring and outlets, AC duct and control circuits, while exposed for visual inspection, including all work that will be concealed in floors, walls, and ceilings.~~
- (c) ~~The second inspection will be considered the final inspection and will be made when plumbing fixtures have been installed, electrical work completed and ready for service connection by the utility company and mechanical equipment installation completed.~~
- (d) ~~When the building official has made the final inspection on electrical installation, and it appears that such installation has been made in accordance with rules and regulations of this chapter, he shall forthwith notify the electric utility company that installation is ready for service connection.~~
- (e) ~~Every effort will be made to develop a schedule as to the time the administrative officer will be available in the various sections of the town, in order to avoid delays in construction.~~
- (f) ~~The building inspector shall record the time and date of each and every inspection on his department's copy of each permit issued.~~

(Code 1997, § 62-214; Ord. No. 87-119, § 3-22-2(b), 12-29-1987; Ord. No. 92-139)

### **Sec. 62-215. Permit fees.**

- (a) ~~No permits as provided in this division shall be issued until the appropriate permit fee shall have been paid to the deputy town clerk. The fee charged by the town for building, electrical, mechanical and plumbing permits shall be consistent with fees recommended in the various codes or separately established by the town.~~
- (b) ~~If after completion it is determined by the person issuing such permit that the cost or description of the work is more than was shown on the permit, then the permit shall be corrected accordingly and any additional fees paid thereon. All fees received by the town clerk under this section shall be put into the general fund of the town.~~

(Code 1997, § 62-215; Ord. No. 87-119, § 3-22-3, 12-29-1987)

**Sec. 62-216. Posting of permits.**

A copy of all permits shall be kept on the premises open to public inspection during the prosecuting of the work and until the completion of such work, and final inspection made.

(Code 1997, § 62-216; Ord. No. 87-119, § 3-22-4, 12-29-1987)

**Sec. 62-217. Building, electrical, mechanical and plumbing permit expiration.**

(a) If the work described in any permit has not begun within six months from the date of issuance thereof, such permit shall expire. It shall be cancelled by the building official and written notice thereof shall be given to the persons affected.

(b) If the work described in any building permit has not been substantially completed within one year of the date of issuance thereof, with up to two extensions which can be permitted if work has progressed, such permit shall expire and be canceled by the building official and written notice shall be given to the persons affected.

(Code 1997, § 62-217; Ord. No. 87-119, § 3-22-5, 12-29-1987)

**Sec. 62-218. Permit revocation.**

The building official may revoke any permit issued pursuant to this division in case there has been false statement or misrepresentation as to a material fact in the application or plans on which the permit was based.

(Code 1997, § 62-218; Ord. No. 87-119, § 3-22-4, 12-29-1987)

**Sec. 62-219. Certificate of occupancy.**

No person shall use or occupy or permit the use or occupancy of any building or premises, or both, or part thereof until a certificate of occupancy shall have been issued by the land use administrator to ensure that the building or land conforms to all the requirements of this chapter.

(Code 1997, § 62-219; Ord. No. 87-119, § 3-22-6, 12-29-1987)  
**Sec. 62-220. Manufactured homes older than five years.**

- (a) ~~Any manufactured home older than five years from the current calendar year shall be subject to inspection by the building official prior to being brought into the town for setup.~~
- (b) ~~Any manufactured home older than five years from the current calendar year, currently set up within the town, shall be subject to an inspection by the building official prior to being relocated within said town.~~
- (c) ~~The inspection fee required in section 62-215(a) shall be \$200.00 and shall be paid in advance to the town prior to permitting for setup.~~
- (d) ~~Any items noted on preinspection that do not meet the minimum HUD standard shall be brought into compliance prior to the manufactured home being either brought into the town or moved within the town. This will also apply to all exterior conditions and the conditions of the roofing materials.~~
- (e) ~~All manufactured homes shall have vertical or horizontal skirting and meet the wind load for the Florida Building Code and shall match with the manufactured homes color and material being skirted.~~
- (f) ~~The inspection fee shall be distributed as follows: \$100.00 to the town for administrative costs and \$100.00 to the building official for the inspection. If the manufactured home is located within 30 miles from town, the mileage assessment for the building official shall be in accordance with state statutes in addition to the inspection fee, payable to the town.~~
- (g) ~~The penalty for an individual bringing a manufactured home into the town that is in violation of the section shall be subject to a fine as stated in section 1-7.~~

(Code 1997, § 62-220; Ord. No. 2004-19, § 3, 1-6-2005)

**Secs. 62-221—62-250. Reserved.**

**DATE:** July 26, 2023  
**TO:** Nassau County Record  
**FROM:** Lisa Purvis, Town of Hilliard  
**RE:** Advertisement

- Please place the following advertisement in your August 2, 2023, edition.
- Please do not deviate from the specified language.
- The notice should be two columns wide by 10 inches long.
- Do not place in the classified or legal section or an obscure portion of the newspaper.
- Headline in type no smaller than 18 Point.
- Please send Proof of Publications, as soon as possible.

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## **NOTICE OF PUBLIC HEARINGS AND FIRST READING ORDINANCE 2023-08**

**AN ORDINANCE AMENDING CHAPTER 62 ZONING AND LAND DEVELOPMENT REGULATIONS OF THE HILLIARD TOWN CODE; BY ADDING CHAPTER 46 SUBDIVISION; AND PROVIDING FOR SEVERABILITY; REPEALER; AND PROVIDING FOR AN EFFECTIVE DATE.**

The following Public Hearing have been scheduled:

Town Council – Thursday, September 7, 2023, at 7:00 p.m.

The Public Hearing will be held in the Hilliard Town Hall Council Chambers, located at 15859 West County Road 108, Hilliard, Florida, 32046.

Action on the matter may be taken following the closing of the Public Hearing. A copy of Ordinance No. 2023-08 is available for inspection and copying at Town Hall during normal business hours 9:00 a.m. to 5:00 p.m., Monday through Friday.

**PURSUANT TO THE REQUIREMENTS OF F.S. 286.0105**, the following notification is given: If a person decides to appeal any decision made by the Town 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.

Persons with disabilities requiring accommodation in order to participate in this proceeding should contact the Town Clerk at (904) 845-3555 at least seventy-two hours in advance to request such accommodations.

Town of Hilliard  
Lee Anne Wollitz, Land Use Administrator  
Lisa Purvis, MMC, Town Clerk  
Janis K. Fleet, AICP, Town Planning Consultant



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Town Council Public Hearing & Reg Meeting Meeting Date: September 7, 2023

FROM: *Lisa Purvis, MMC – Town Clerk*

SUBJECT: Town Council to adopt Ordinance No. 2023-08, Amending Chapter 62 Zoning and Land Development Regulations: Adding Chapter 46 Subdivision, on Final Reading.

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#### **BACKGROUND:**

See Town Planner's agenda item report providing recommendations from the Planning & Zoning Board.

#### **FINANCIAL IMPACT:**

None.

#### **RECOMMENDATION:**

Town Council adoption of Ordinance No. 2023-08, on final reading.



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Planning and Zoning Board Regular Meeting Meeting Date: July 11, 2023

FROM: ***Janis K. Fleet, AICP – Town Planning Consultant***

SUBJECT: Planning and Zoning Board Recommendation to the Town Council to Adopt Ordinance No. 2023-08 to Move Chapter 46 into Chapter 62, the Land Development Regulations.

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#### **BACKGROUND:**

Chapter 163.3202(2)(a), Florida Statutes requires that local land development regulations contain “specific and detailed provisions that regulate the subdivision of land”. Currently the Town’s subdivision regulations are in Chapter 46 and not Chapter 62, the Land Development Regulations. In a Municode review of the Town’s Code, it was recommended by Municode to move the subdivision regulations from Chapter 46 to Chapter 62.

Chapter 163, Florida Statutes requires local governments to update their Land Development Regulations for compliance with their Comprehensive Plan. The Town adopted their current Comprehensive Plan in April 2022. Prior to adoption of the updated Comprehensive Plan, the Planning and Zoning Board started reviewing the Town’s Land Development Regulations, Chapter 62, and made recommendations for revisions. After numerous workshops, at their meeting of April 12, 2022, the Planning and Zoning Board recommended revisions to Chapter 62 to the Town Council. In addition to revisions to Chapter 62, revisions to Chapter 46 were also recommended and it was recommended Chapter 46 be moved to Chapter 62. In May 2022, the Town Council and the Planning and Zoning began holding joint workshops to review the Planning and Zoning Board’s recommendations to update the Land Development Regulations. After the Joint Workshops the Town Council recommended proceeding with the adoption of the revisions to Chapter 62 and moving Chapter 46 to Chapter 62. Chapter 46 needs to be moved to Chapter 62, prior to the update of Chapter 62 being adopted.

The following Articles will be added to Chapter 62 from Chapter 46:

- Article XIII. Subdivisions
- Article XIV. Platting
- Article XV. Design Standards
- Article XVI. Required Improvements

**FINANCIAL IMPACT:** None

**RECOMMENDATION:** Staff recommends the Planning and Zoning Board to recommend to the Town Council the adoption of Ordinance No. 2023-08 to Move Chapter 46 into Chapter 62, the Land Development Regulations.



**ORDINANCE NO. 2023-08**

**AN ORDINANCE AMENDING CHAPTER 62 ZONING AND LAND DEVELOPMENT REGULATIONS OF THE HILLIARD TOWN CODE; BY ADDING CHAPTER 46 SUBDIVISION; AND PROVIDING FOR SEVERABILITY; REPEALER; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Hilliard adopted amendment to the Town of Hilliard's Comprehensive Plan in 2021; and

**WHEREAS**, Chapter 163.3202, Florida Statutes requires to amend Land Development Regulations that are consistent with and implement the adopted Comprehensive Plan; and

**WHEREAS**, Chapter 163.3202 (2), Florida Statutes requires Land Development Regulations contain requirements for the subdivision of land; and

**WHEREAS**, the Town Council has found it desirable and necessary to update the Land Development Regulations to comply with the Florida Statutes; and

**WHEREAS**, Chapter 46 – Subdivision of the Hilliard Town Code will be added to Land Development Regulations, Chapter 62 of the Hilliard Town Code; and

**WHEREAS**, the Town of Hilliard has the authority to amend its Land Development Regulations; and

**WHEREAS**, the Town's Planning and Zoning Board have exhaustively studied the changes set forth at numerous public meetings over the past year; and

**WHEREAS**, a duly noticed public hearing on this Ordinance was held before the Planning and Zoning Board on the 11<sup>th</sup> day of July, 2023; and

**WHEREAS**, a duly noticed public hearing on this Ordinance was held before the Town Council for the First Reading on the 20<sup>th</sup> day of July, 2023; and

**WHEREAS**, a duly noticed public hearing on this Ordinance was held before the Town Council for the Second and Final Reading on the 7<sup>th</sup> day of September, 2023; and

**WHEREAS**, the amendments set forth herein are found to be consistent with the Town of Hilliard's Comprehensive Plan; and

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA** that the following Section of the Hilliard Town Code, Chapter 62, Zoning and Land Development Regulations, shall be amended as follows:

**SECTION 1.** Chapter 62, Zoning and Land Development Regulations shall be amended by adding the Sections as described in Attachment “A”.

**SECTION 2.** It is the intention of the Town Council that the provisions of this Ordinance shall be and made part of the Code of Ordinances of Town of Hilliard, Florida, and that the Sections and paragraphs of this Ordinance may be renumbered or re-lettered in order to accomplish such intentions.

**SECTION 3.** The Town Council hereby authorizes the Town Attorney or his designee to make any and all revisions necessary to codify this Ordinance, including repagination or reenumeration of Articles or Sections. Changes necessary to correct scrivener’s errors or cross-reference inaccuracies are hereby authorized to be made by the Town Attorney or his designee.

**SECTION 4.** Repealer. Any Ordinances or parts thereof in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

**SECTION 5.** Severability. The various parts, sections and clauses of this Ordinance are hereby declared severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.

**SECTION 6.** Effective date. This ordinance shall become effective upon passage.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by the Hilliard Town Council, Hilliard, Florida.

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Kenneth A. Sims  
Council President

ATTEST:

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Lisa Purvis  
Town Clerk

APPROVED:

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John P. Beasley  
Mayor

Planning & Zoning Board Publication:	June 14, 2023
Planning & Zoning Board Public Hearing:	July 11, 2023
Town Council First Publication:	June 14, 2023
Town Council First Public Hearing:	July 20, 2023
Town Council Second Publication:	August 2, 2023
Town Council Second Public Hearing:	September 7, 2023

## **ATTACHMENT "A"**

### **ARTICLE XIII. SUBDIVISIONS**

#### **Sec. 62-576. Definitions.**

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Block* means a tier or group of lots existing within well-defined and fixed boundaries within a subdivision, usually being an area surrounded by streets or other physical barriers and having an assigned number, letter or other name by which it may be identified.

*Building* includes the term "structure" and shall be construed as if followed by the phrase "or part thereof."

*Developer* means the owners of record executing the dedication required by F.S. § 177.081 and applying for approval of a plat of a subdivision pursuant to F.S. § 177.01 et seq.

*Developer's engineer* means a professional engineer registered in the state and engaged by the developer to prepare engineering plans and to supervise construction.

*Land* includes the term "water," "marsh" or "swamp."

*Lot* includes the term "plot" or "parcel." A lot is also identified as a single unit in a subdivision.

*Plat* means a map on which the developer's plan for subdivision is presented and which he submits for approval and intends, in final form, to record.

*Subdivision* means one of the following:

- (1) The division of any parcel of land, of any size whatsoever, into two or more lots of any size.
- (2) The establishment or dedication of a road, street or alley through a tract of land, regardless of area.
- (3) The resubdivision of land heretofore or hereafter divided or platted into lots.

The following shall not be included within this definition nor be subject to this chapter:

- (1) The sale or exchange of lots to or between adjoining property owners, where the sale or exchange does not create additional lots.
- (2) The public acquisition by purchase, acceptance of deed of dedication or exercise of the right of eminent domain of strips of land for the widening or opening of streets or roads.

*Surveyor* means a land surveyor registered in the state and engaged by the developer to survey and plat the land for subdivision.

*Town-approved road or street* means a road or street paved in accordance with the specifications prescribed in this chapter, involved in any division of land into a recorded or unrecorded subdivision plat.

### **Sec. 62-577. Intent and purposes.**

It is determined and declared:

- (1) The public health, safety, order, convenience, prosperity, morals and welfare require the harmonious, orderly and progressive development of land throughout the town. It is intended that this chapter be liberally construed to accomplish those purposes.
- (2) These subdivision regulations are adopted for the following purposes:
  - a. To establish uniform and adequate standards for the design of subdivision plats and for minimum necessary improvements.
  - b. To provide regular and orderly procedures for the uniform and expeditious processing of subdivision plats by the proper agencies and officials.
  - c. To ensure coordination of subdivision plats with public improvements of the county and the town.
  - d. To ensure subdivision, design which will encourage the development of a sound and economically stable community and the creation of a healthful living environment.
  - e. To prevent traffic hazards and to provide safe and convenient traffic circulation, both vehicular and pedestrian.
  - f. To discourage premature, uneconomical and scattered development
  - g. To assure cooperation and greater convenience for developers.

### **Sec. 62-578. Jurisdiction; compliance.**

The regulations set out in this chapter apply to all land within the town. No land shall be subdivided or laid out into lots, unless by plat in accordance with this chapter, nor shall any building be constructed in a subdivision unless the subdivision conforms to this chapter.

### **Sec. 62-579. When plat not recorded.**

The clerk of the circuit court will not record any instrument showing a subdivision of land that does not bear the approval of the town attorney, the town clerk and the mayor.

### **Sec. 62-580. Town not to approve expenditure of money.**

The town will not permit any money to be expended for improvements in any area that has been subdivided or upon any street that has been platted after the effective date of the ordinance from which this chapter is derived unless the subdivision or street has been approved in accordance with this chapter.

### **Sec. 62-581. Right-of-way vacations.**

Definitions. The following words, terms, and phrases, when used in Section 62-581, 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 travel way 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
- 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 62-581.

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 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."

**ARTICLE XIV. PLATTING**

**Sec. 62-581. General procedure for plat approval.**

The preliminary and final plat shall be submitted to the town in the format required by the town for recommendation Planning and Zoning to the council for approval. No plat shall be recorded and no lots shall be sold from the plat unless and until the final plat is approved as provided in this chapter.

**Sec. 62-582. Preliminary plat.**

The developer shall submit the proposed plat accompanied by the following information in a form specified by the Town that will show the following:

The preliminary plat shall contain the following information:

- (1) The boundary lines of the area being subdivided with the distance and bearings and the legal description of the property.
- (2) The lines of all proposed streets with their widths and names.
- (3) The outline of any portions of the property intended to be dedicated for public use, such as for schools, parks, etc.
- (4) The lines of adjoining streets with their widths and names.
- (5) All lot lines together with the identification system for all lots and blocks, the square foot area of each lot, and the net usable acreage (less jurisdictional areas). The lot number within a subdivision shall be assigned counterclockwise from the northeast corner and shall follow in a logical numerical order within a particular block.
- (6) The location of all setback lines and easements provided for public use, service, utilities or drainage.
- (7) All dimensions both linear and angular for locating the boundaries of the subdivision, lots, streets, easements, and any other areas for public use or private use.
- (8) The radii, arcs, chords, chord bearings, points of tangencies and central angles for curved streets and rounded block corners, per F.S. § 177.091.
- (9) The location of all survey monuments, permanent points and azimuth marks with their descriptions.
- (10) The name of the subdivision, the scale of the plat, points of the compass and the name of the owner and owners of the subdivision.
- (11) Certification of a currently registered surveyor of the state as to the correct representation of the plat per F.S. § 177.061.
- (12) Private restrictions and trusteeships and their period of existence.
- (13) Acknowledgment of the owner and owners to the plat and restrictions, including dedication to public use of all streets and parks, alleys, easements, rights-of-way and public areas shown on such plat, the dedication of or granting of easements required.
- (14) All flood hazard zones as established by the FEMA flood insurance rate maps.
- (15) The location of permanent benchmarks which shall be provided at convenient points with elevations indicated.

### **Sec. 62-583. Final plat.**

The final plat shall show the following in a required by the Town and in compliance with Chapter 177, F.S.:

- (1) The boundary lines of the area platted with distance and bearings and the legal description of the property. The property appraiser's parcel identification number is not acceptable as legal description.
- (2) The lines of all proposed streets with their widths and names.
- (3) The outline of any portions of the property intended to be dedicated for public use, such as for schools, parks and so forth.
- (4) The lines of adjoining streets with their widths and names.
- (5) All lot lines, together with the identification system of all lots and blocks, and the square foot area of each lot. The lot numbers within a subdivision shall be assigned counterclockwise from the northeast corner and shall follow in a logical numerical order within a particular block.
- (6) The location of all setback lines and easements provided for public use, service, utilities or drainage.
- (7) All dimensions, both linear and angular, for locating the boundaries of the subdivision, lots, streets, easements and any other areas for public or private use. Linear dimensions shall be given to the nearest 1/100 of a foot. Closure shall be shown on the plat.
- (8) The radii, arcs, chords, chord bearings, points of tangencies and central angles for curved streets and rounded block corners.



- (9) The location of all survey monuments and benchmarks with their descriptions.
- (10) The name of the subdivision, the scale of the plat, points of the compass and the name of the owner of the subdivision.
- (11) The certificate of the surveyor as to the correct representation of the plat and as to F.S. ch. 177, pt. I (F.S. § 177.011 et seq.).
- (12) Private restrictions and trusteeships and their period of existence.
- (13) Acknowledgment of the owner to the plat and restrictions, including dedication to public use of all streets and parks, the dedication of or granting of required easements and a statement that all streets are paved and drained or will be paved and drained before any lots are sold.

#### **Sec. 62-584. Signatures; certifications and acknowledgments.**

The final plat must contain space and forms for the appropriate certifications and acknowledgments and shall be signed by the following:

- (1) A notary public or other officer authorized by law to take acknowledgments as to the certification of the acknowledgment by the owner or owners.
- (2) A surveyor for the town as for compliance with Chapter 177, F.S.
- (3) The town attorney as to legal sufficiency and compliance.
- (4) By the public works director certifying the water supply and sewage system's acceptability
- (5) By the county health officer if the lots will be served by septic tanks for the plat subject to review of each lot for septic tanks by the county environmental health officer according to the Florida Administrative Code.
- (6) By the chairman of the planning and zoning board as to approval by the planning and zoning board.
- (7) By the county tax collector as to the approval that the taxes are current.
- (8) The town clerk as to approval by the council.
- (9) The mayor as to approval for the town.
- (10) The clerk of the circuit court for the county as to the plat having been filed for record. The plat book and page designation shall be obtained from the clerk at the time it is presented to the clerk for recording.

### ***ARTICLE XV. DESIGN STANDARDS***

#### **Sec. 62-585. Relation to adjoining street system.**

The arrangement of streets in a subdivision shall make provision for the continuation of the principal existing streets in adjoining areas or their proper projection where adjoining land is not subdivided insofar as this may be deemed necessary by the council for public requirements. The street arrangement shall be such as not to cause hardships to owners of adjoining property when they plat their own land and seek to provide convenient access to it. Offset streets shall be avoided and the angle of intersection between streets shall not vary by more than ten degrees from a right angle. Streets obviously in alignment with existing streets shall bear the names of the existing streets.

#### **Sec. 62-586. Street widths.**

- (a) As a minimum requirement for streets, sidewalks and public utilities, the plat shall dedicate a minimum width of 50 feet. Dead-end streets and/or culs-de-sac, streets that terminate within a subdivision other than

at boundary line, shall have a minimum width of 50 feet and shall terminate in a turnaround with a minimum radius of 50 feet.

- (b) The council may, after proper study, require a street width in excess of 50 feet, if traffic engineering surveys indicate that present or anticipated future traffic densities justify a street of greater width.
- (c) Where streets parallel and adjoin section and half-section lines adjoining unsubdivided property, a half-street, 50 feet in width, shall be dedicated and, whenever subdivision property adjoins a half-street on a section or half-section line, the remainder of a 100-foot right-of-way shall be dedicated. Water systems shall be placed within 43½ feet of the section and half-section lines.
- (d) The council may, after proper study and due consideration, reduce the right-of-way on certain half-section lines to a width of 80 feet.
- (e) Alleys are not recommended in a residential district.

#### **Sec. 62-587. Blocks.**

- (a) Where a tract of land is of such size and location as to prevent a lot arrangement related to a normal street design, there may be established courts, dead-end streets or culs-de-sac, provided that a proper access shall be given to all lots from a dedicated street or court.
- (b) No block shall be longer than 600 feet. Where blocks are made longer than 600 feet in length, a crosswalk, ten feet in width, shall be required near the center of the block.

#### **Sec. 62-588. Lots.**

- (a) Lots shall comply with the zoning district that the subdivision is located within.
- (b) A corner lot shall have widths sufficient to permit the establishment of front building lines on both the front and side of the lot adjoining the streets.
- (c) The arrangement and design shall be such that all lots will provide satisfactory and desirable building sites, properly related to topography and the character of the surrounding development.
- (d) All side lines of lots shall be at right angles to straight street lines and radial to curved street lines, except where a variation to this rule will provide a better street and lot layout.

### ***ARTICLE XVI. REQUIRED IMPROVEMENTS***

#### **Sec. 62-589. Preparation of plans and specifications for improvements.**

Receipt of the signed copy of the approved preliminary plat is authorization for the developer to proceed with the preparation of plans and specifications for the minimum improvements required by this article and with preparation of the final plat. Prior to the construction of any required improvements, the developer shall furnish the town engineer all plans, information and data necessary to determine the character of the improvements. These plans shall be examined and will be approved if in accordance with this article. Following this approval, construction can be started or the amount of the bond guaranteeing the improvements determined. No final or official plat of a subdivision shall be approved unless either:

- (1) The improvements listed in this article have been installed prior to the approval; or
- (2) The developer files with the town a surety bond to secure the construction of the improvements listed in this article in a satisfactory manner and within a period specified by the council, this period not to exceed 12 months. The bond shall be in an amount at least equal to the cost of constructing the improvements as estimated by the developer's engineer and approved by the town engineer and in a form approved by the town attorney.

**Sec. 62-590. Inspection.**

- (a) The town may have an inspector on the project when deemed necessary during the construction period, and the inspector shall be authorized to enforce the construction of the work in accordance with the approved plans and specifications. The developer shall pay the cost of the inspector. If any changes are required in the approved plans or specifications during the period of construction, the changes must first be approved, in writing, by the town or its authorized representative so that subdivision files can be complete.
- (b) The developer shall have available, when necessary, a qualified engineer for the purpose of setting all line and grade stakes when required by the contractor or inspector.
- (c) The engineer shall furnish the town engineer with a written construction schedule at intervals of at least once each month. The schedule shall show the construction work to be accomplished during the period covered by the schedule.

**Sec. 62-591. Acceptance for maintenance by town.**

- (a) Prior to acceptance by the town, the developer shall furnish a certificate prepared by the developer's engineer to the effect that all improvements have been completed in accordance with the approved plans and specifications. Where the developer elects to post a bond ensuring that the work will be completed in a stated period of time, the certificate required by this section will be required at the time of completion of construction.
- (b) Upon completion of the work covered by the plans and a unilateral agreement, the owner shall notify the town engineer in writing. Upon receipt of notification, the town will make an inspection of the construction work. If all work is found to be satisfactorily completed, then the town, after a period of 90 days from the time of inspection, will make a final inspection. If the work is found satisfactory and if all deficiencies are repaired or corrected, then the town will accept the improvements for maintenance. A performance bond in the amount of 100 percent of the estimated cost of street improvements will be required in all subdivisions.

**Sec. 62-592. Street improvements.**

- (a) All streets and public ways shall be cleared and graded to their full width of right-of-way, including side slopes, and to the appropriate grade and shall be surfaced in accordance with the applicable standard specifications of the state department of transportation and the manual of uniform minimum standards. They shall meet the following minimum specifications:
  - (1) Pavement shall be 22 feet in width.
  - (2) Shoulders shall be six feet in width.
  - (3) Front and back slopes shall not be less than 3:1.
  - (4) All shoulders and slopes shall be seeded, mulched and fertilized.
  - (5) Paving specifications and application shall be according to the current edition of the state department of transportation specifications for road and bridge construction.
  - (6) Street cross drains will have headwalls and endwalls.
- (b) If required to prevent erosion or excessive washing of the shoulders, protective measures shall be taken as required by the town or its representative.
- (c) Curbs and gutters shall be constructed along both sides of all streets and in accordance with the standards of the state department of transportation. A modified curb, constructed in accordance with county specifications, may be used on streets with gradients of two percent or less. Where required, turnouts will comply with town specifications and be constructed before the building is completed and before the lot or building is sold.

- (d) The following pavement bases shall be constructed of the following type having a minimum thickness of six inches:
- (1) Sand-bituminous road mix.
  - (2) Florida limerock base.
  - (3) Limerock stabilized base (300 pounds per square yard).
  - (4) Shell cement mix.
  - (5) Soil cement mix.
- (e) All pavement bases shall have a surface wearing course of one of the following types, as outlined in the state department of transportation specifications:
- (1) Double surface treatment.
  - (2) Asphaltic concrete surface course, 1.5 inch minimum thickness.
  - (3) Hot sand asphalt surface course, one-inch minimum thickness.
  - (4) Concrete roads are not acceptable.
- (f) Subgrades, paving bases and surface wearing course shall be constructed in accordance with the specifications of the state department of transportation.
- (g) The owner or developer shall retain a reputable recognition commercial laboratory which shall certify to the town that all materials entering into the completed work are in accordance with these specifications. Where the pavement base is to be sand-bituminous road mix or soil cement mix, the laboratory shall furnish a report covering the blending of soil materials with bituminous materials or cement prior to base construction. A report of the laboratory shall be submitted covering the completed pavement.
- (h) Concrete sidewalks shall be required on one side of the streets in all new residential subdivisions in excess of 5 lots, unless, in the opinion of the council after proper study, pedestrian traffic or surrounding development will not justify the installation of sidewalks. Construction of sidewalks across individual residential lots, as shown on the approved engineering plans, may be deferred until the house on the individual lot is installed. However, the sidewalk across an individual lot shall be constructed prior to the issuing of a certificate of occupancy for the house on the lot when the engineering plans show a sidewalk is required for that lot. This requirement shall be stated in the Declaration of Covenants and Restrictions of the subdivision, or by other instrument of record which runs with title to the lot or lots. Nothing in the ordinance shall be construed to create an obligation on the part of the Town to construct any sidewalk.
- (i) All street markers will be constructed, painted and erected in accordance with town specifications. Street markers will be installed by the developer at the locations shown on the drawings.
- (j) Radii at intersections shall be a minimum of 25 feet.
- (k) A developer shall place appropriate road signs, within the area described by the plat to be recorded. The signs shall be constructed by the town and paid for by the developer.
- (l) All design shall meet requirements of the Manual of Uniform Minimum Standards for Design, Construction, and Maintenance for Streets and Highways prepared by the state department of transportation.

### **Sec. 62-593. Drainage requirements.**

- (a) All drainage pipe shall have adequate capacity to carry the runoff resulting from a rainfall intensity which may be exceeded on the average of at least once every year. All drainage facilities shall be designed for a positive outfall to existing storm sewer system, lakes, canals, rivers, streams or previously constructed town, county or state road ditches. If the added runoff from the developed area overtaxes the existing road or

outfall ditches, the developer shall include in the plans sufficient work to enlarge the present facilities to care for the added drainage imposed on the system.

- (b) Where storm sewers are provided, the maximum overland flow shall be 400 feet. Minimum grade for curb and gutter shall be three-tenths of one percent; provided that one-half percent grade shall be held insofar as practical.
- (c) Drainage pipe shall be corrugated plastic or metal pipe, plain or reinforced concrete pipe or plain or extra strength vitrified clay pipe, except that corrugated metal pipe shall not be installed under a paved road unless it is asphalt coated. Minimum pipe size shall be 15 inches in diameter.
- (d) All plans shall show, in addition to contours, the outlines and sizes in acres of drainage areas at the various points of concentration.
- (e) Catch basins, drop inlets, curb inlets and manholes shall be of a class A concrete or brick construction and in accordance with state department of transportation standards. All grates shall be cast iron or steel with minimum size of two square feet net open area.
- (f) Where land is subject to periodic flooding by the overflow from creeks, rivers or streams, a floodplain must be established and no building will be permitted within the area of the floodplain, unless the entire area is filled to two feet above the floodplain.
- (g) Permits shall be obtained from St. Johns River Water Management District prior to final approval.

#### **Sec. 62-594. Water lines.**

- (a) Where an approved public water supply is reasonably accessible or procurable, each lot within the subdivision shall be provided with a connection to the water supply. The water service for each lot will be installed at the time of the application for a building permit. All mains, to the under paving, shall be constructed prior to the paving installation. Fire hydrants will be installed in all subdivisions where a public water supply is available.
- (b) Where no approved public water supply is available, the installation of a private water supply system will be required at the time of the application for a building permit. The private water supply system shall be constructed in such a manner that an adequate supply of potable water will be available to each lot. All applicable state rules and regulations shall govern the installation of the system.
- (c) The developer shall pay all costs required to process the permit.

#### **Sec. 62-595. Sanitary sewers.**

- (a) Where an adequate sanitary sewer is reasonably accessible, each lot in the subdivision shall be provided with a connection to the sanitary sewer. All connections and the subdivision sewer system shall comply with all applicable state rules.
- (b) Where sewers are not accessible and where septic tanks are not permissible, the owner or developer shall install and operate a sewage collection and treatment system of a capacity sufficient to serve the entire subdivision and all contemplated additions. The system shall be constructed in accordance with the regulations and requirements of and approval of the county health officer and the state department of environmental protection.
- (c) The developer shall pay all costs required to process the permit.



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Town Council Public Hearing & Reg Meeting Meeting Date: September 7, 2023

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

SUBJECT: Town Council to adopt Ordinance No. 2023-12, Setting the Town of Hilliard, Tentative Millage Rate for the Fiscal Year 2023-2024, on First Reading and Set Public Hearing & Final Reading on Friday, September 22, 2023.

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#### **BACKGROUND:**

The Town Council met on Tuesday, August 1, 2023, in a workshop to discuss the Town of Hilliard's Millage Rate for the Fiscal Year 2023-2024. At the Thursday, August 3, 2023, Regular Meeting a motion was made to set the proposed Tentative Millage Rate for the Fiscal Year 2023-2024, at 3.2500 Mills. Total taxes to be levied in the amount of \$511,281 and to build the Budget around last year's Millage Rate 3.0000 Mills at \$471,951 a \$39,330 decrease in revenue.

#### **FINANCIAL IMPACT:**

None.

#### **RECOMMENDATION:**

Town Council adoption of Ordinance No. 2023-12, on Tentative First Reading and Set Final Public Hearing & Final Reading on **Friday, September 22, 2023.**

**ORDINANCE NO. 2023-12**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION CONCERNING THE AD VALOREM TAX MILLAGE RATE FOR THE 2023-2024 YEAR FOR THE TOWN OF HILLIARD, FLORIDA; ADVISING THE NASSAU COUNTY PROPERTY APPRAISER OF THE “ROLLED BACK RATE” AND OF THE FINAL ADOPTED MILLAGE RATE; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Section 200.065, Florida Statutes requires that the Town Council ascertain the “rolled back rate” of millage and propose a millage rate which is necessary to fund the tentative budget for the Town for the 2023-2024 fiscal year; and

**WHEREAS**, the Nassau County Property Appraiser has certified to the Town Council the preliminary taxable value for the real and personal property situated within the taxing jurisdiction of the Town, which certification was provided on June 29, 2023; and

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

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

**Section 1.** The Nassau County Property Appraiser has duly certified to the Town Council that the preliminary taxable value for the real and personal property in the Town of Hilliard is \$152,351,400. Based upon the above certified taxable values, the Town Council has computed the “rolled back rate”, of millage under Section 200.065 (1), Florida Statutes, at 2.5794 mills.

**Section 2.** The Town Council has adopted a budget for the Town of Hilliard for the 2023-2024 fiscal year, and a levy of ad valorem taxes sufficient to raise gross receipts of \$511,281., or budgeted receipts of \$511,281. Based upon the certified taxable value stated in Section 1 and upon the budget adopted by the Town Council and as may be amended by the Town Council, the Town Council hereby levies ad valorem taxes upon all taxable real and personal property for the 2023-2024 tax year at the rate of 3.2500 mills, which is a 26.00% increase over the roll back rate of 2.5794.

**Section 3.** This ordinance shall become effective this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ A.D.

TOWN OF HILLIARD

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Kenneth A. Sims  
Council President

ATTEST:

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Lisa Purvis  
Town Clerk

APPROVED:

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John P. Beasley  
Mayor

First Public Hearing: September 7, 2023  
First Reading: September 7, 2023  
Publication Date: September 20, 2023  
Final Public Hearing: September 22, 2023  
Second/Final Reading: September 22, 2023





# CERTIFICATION OF TAXABLE VALUE

Reset Form

Print Form

ITEM-3

0  
R. 5/12  
Rule 12D-16.002  
Florida Administrative Code  
Effective 11/12

Year : 2023	County : NASSAU
Principal Authority : TOWN OF HILLIARD	Taxing Authority : TOWN OF HILLIARD

**SECTION I : COMPLETED BY PROPERTY APPRAISER**

1.	Current year taxable value of real property for operating purposes	\$	144,330,567	(1)
2.	Current year taxable value of personal property for operating purposes	\$	11,068,313	(2)
3.	Current year taxable value of centrally assessed property for operating purposes	\$	1,918,238	(3)
4.	Current year gross taxable value for operating purposes <i>(Line 1 plus Line 2 plus Line 3)</i>	\$	157,317,118	(4)
5.	Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	\$	4,965,718	(5)
6.	Current year adjusted taxable value <i>(Line 4 minus Line 5)</i>	\$	152,351,400	(6)
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	\$	130,990,332	(7)
8.	Does the taxing authority include tax increment financing areas? If yes, enter number of worksheets (DR-420TIF) attached. If none, enter 0	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Number 0 (8)
9.	Does the taxing authority levy a voted debt service millage or a millage voted for 2 years or less under s. 9(b), Article VII, State Constitution? If yes, enter the number of DR-420DEBT, <i>Certification of Voted Debt Millage</i> forms attached. If none, enter 0	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Number 0 (9)

<b>Property Appraiser Certification</b>	I certify the taxable values above are correct to the best of my knowledge.		
<b>SIGN HERE</b>	Signature of Property Appraiser:	Date :	
	Electronically Certified by Property Appraiser	6/29/2023 3:55 PM	

**SECTION II : COMPLETED BY TAXING AUTHORITY**

If this portion of the form is not completed in FULL your taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year. If any line is not applicable, enter -0-.

10.	Prior year operating millage levy <i>(If prior year millage was adjusted then use adjusted millage from Form DR-422)</i>	3.0000	per \$1,000	(10)
11.	Prior year ad valorem proceeds <i>(Line 7 multiplied by Line 10, divided by 1,000)</i>	\$	392,971	(11)
12.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value <i>(Sum of either Lines 6c or Line 7a for all DR-420TIF forms)</i>	\$	0	(12)
13.	Adjusted prior year ad valorem proceeds <i>(Line 11 minus Line 12)</i>	\$	392,971	(13)
14.	Dedicated increment value, if any <i>(Sum of either Line 6b or Line 7e for all DR-420TIF forms)</i>	\$	0	(14)
15.	Adjusted current year taxable value <i>(Line 6 minus Line 14)</i>	\$	152,351,400	(15)
16.	Current year rolled-back rate <i>(Line 13 divided by Line 15, multiplied by 1,000)</i>		2.5794 per \$1000	(16)
17.	Current year proposed operating millage rate		3.2500 per \$1000	(17)
18.	Total taxes to be levied at proposed millage rate <i>(Line 17 multiplied by Line 4, divided by 1,000)</i>	\$	511,281	(18)

19.	TYPE of principal authority (check one)	<input type="checkbox"/> County	<input type="checkbox"/> Independent Special District	(19)
		<input checked="" type="checkbox"/> Municipality	<input type="checkbox"/> Water Management District	
20.	Applicable taxing authority (check one)	<input checked="" type="checkbox"/> Principal Authority	<input type="checkbox"/> Dependent Special District	(20)
		<input type="checkbox"/> MSTU	<input type="checkbox"/> Water Management District Basin	
21.	Is millage levied in more than one county? (check one)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	(21)

**DEPENDENT SPECIAL DISTRICTS AND MSTUs****STOP HERE - SIGN AND SUBMIT**

22.	Enter the total adjusted prior year ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs levying a millage. <i>(The sum of Line 13 from all DR-420 forms)</i>	\$	392,971	(22)
23.	Current year aggregate rolled-back rate <i>(Line 22 divided by Line 15, multiplied by 1,000)</i>		2.5794 per \$1,000	(23)
24.	Current year aggregate rolled-back taxes <i>(Line 4 multiplied by Line 23, divided by 1,000)</i>	\$	405,784	(24)
25.	Enter total of all operating ad valorem taxes proposed to be levied by the principal taxing authority, all dependent districts, and MSTUs, if any. <i>(The sum of Line 18 from all DR-420 forms)</i>	\$	511,281	(25)
26.	Current year proposed aggregate millage rate <i>(Line 25 divided by Line 4, multiplied by 1,000)</i>		3.2500 per \$1,000	(26)
27.	Current year proposed rate as a percent change of rolled-back rate <i>(Line 26 divided by Line 23, minus 1, multiplied by 100)</i>		26.00 %	(27)

<b>First public budget hearing</b>	Date : 9/7/2023	Time : 7:00 PM EST	Place : TOWN OF HILLIARD, TOWH HALL, COUNCIL CHAMBERS, 15859 W CR 108, HILLIARD, FL 32046	
<b>S I G N  H E R E</b>	<b>Taxing Authority Certification</b>	I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.		
	Signature of Chief Administrative Officer :		Date :	
	Electronically Certified by Taxing Authority		8/3/2023 8:41 PM	
	Title :	Contact Name and Contact Title :		
	LISA PURVIS, TOWN CLERK	LISA PURVIS, TOWN CLERK		
Mailing Address :	Physical Address :			
15859 W COUNTY ROAD 108	PO BOX 249			
City, State, Zip :	Phone Number :	Fax Number :		
HILLIARD, FL 32046	9048453555	9048451221		

# CERTIFICATION OF TAXABLE VALUE INSTRUCTIONS

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

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

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

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

## Section I: Property Appraiser

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

### Line 8

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

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

### Line 9

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

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

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

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

## Section II: Taxing Authority

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

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

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

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

### Lines 12 and 14

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

### Line 24

Include only those levies derived from millage rates.



# MAXIMUM MILLAGE LEVY CALCULATION FINAL DISCLOSURE

For municipal governments, counties, and special districts


Reset Form

Print Form

ITEM-3

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

Year : <b>2023</b>	County : NASSAU		
Principal Authority : TOWN OF HILLIARD	Taxing Authority : TOWN OF HILLIARD		
1. Is your taxing authority a municipality or independent special district that has levied ad valorem taxes for less than 5 years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(1)
<b>IF YES,</b> <b>STOP HERE. SIGN AND SUBMIT. You are not subject to a millage limitation.</b>			
2. Current year rolled-back rate from Current Year Form DR-420, Line 16	2.5794	per \$1,000	(2)
3. Prior year maximum millage rate with a majority vote from <b>2022</b> , Form DR-420MM, Line 13	2.4508	per \$1,000	(3)
4. Prior year operating millage rate from Current Year Form DR-420, Line 10	3.0000	per \$1,000	(4)
<b>If Line 4 is equal to or greater than Line 3, skip to Line 11. If less, continue to Line 5.</b>			
<b>Adjust rolled-back rate based on prior year majority-vote maximum millage rate</b>			
5. Prior year final gross taxable value from Current Year Form DR-420, Line 7	\$	0	(5)
6. Prior year maximum ad valorem proceeds with majority vote <i>(Line 3 multiplied by Line 5 divided by 1,000)</i>	\$	0	(6)
7. Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value from Current Year Form DR-420 Line 12	\$	0	(7)
8. Adjusted prior year ad valorem proceeds with majority vote <i>(Line 6 minus Line 7)</i>	\$	0	(8)
9. Adjusted current year taxable value from Current Year form DR-420 Line 15	\$	0	(9)
10. Adjusted current year rolled-back rate <i>(Line 8 divided by Line 9, multiplied by 1,000)</i>	0.0000	per \$1,000	(10)
<b>Calculate maximum millage levy</b>			
11. Rolled-back rate to be used for maximum millage levy calculation <i>(Enter Line 10 if adjusted or else enter Line 2)</i>	2.5794	per \$1,000	(11)
12. Adjustment for change in per capita Florida personal income <i>(See Line 12 Instructions)</i>		<b>1.0284</b>	(12)
13. Majority vote maximum millage rate allowed <i>(Line 11 multiplied by Line 12)</i>	2.6527	per \$1,000	(13)
14. Two-thirds vote maximum millage rate allowed <i>(Multiply Line 13 by 1.10)</i>	2.9180	per \$1,000	(14)
15. Current year adopted millage rate	0.0000	per \$1,000	(15)
16. <b>Minimum vote required to levy adopted millage:</b> (Check one)			
<input checked="" type="checkbox"/> a. Majority vote of the governing body: Check here if Line 15 is less than or equal to Line 13. The maximum millage rate is equal to the majority vote maximum rate. <b>Enter Line 13 on Line 17.</b>			
<input type="checkbox"/> b. Two-thirds vote of governing body: Check here if Line 15 is less than or equal to Line 14, but greater than Line 13. The maximum millage rate is equal to adopted rate. <b>Enter Line 15 on Line 17.</b>			
<input type="checkbox"/> c. Unanimous vote of the governing body, or 3/4 vote if nine members or more: Check here if Line 15 is greater than Line 14. The maximum millage rate is equal to the adopted rate. <b>Enter Line 15 on Line 17.</b>			
<input type="checkbox"/> d. Referendum: The maximum millage rate is equal to the adopted rate. <b>Enter Line 15 on Line 17.</b>			
17. The selection on Line 16 allows a maximum millage rate of <i>(Enter rate indicated by choice on Line 16).</i>	2.6527	per \$1,000	(17)
18. Current year gross taxable value from Current Year Form DR-420, Line 4	\$	157,317,118	(18)

Taxing Authority :		DR-420MM ITEM-3	
19.	Current year adopted taxes <i>(Line 15 multiplied by Line 18, divided by 1,000).</i>	\$ 0	(19)
20.	Total taxes levied at the maximum millage rate <i>(Line 17 multiplied by Line 18, divided by 1,000).</i>	\$ 417,315	(20)
<b>DEPENDENT SPECIAL DISTRICTS AND MSTUs</b>			<b>STOP HERE. SIGN AND SUBMIT.</b>
21.	Enter the current year adopted taxes of all dependent special districts & MSTUs levying a millage. <i>(The sum of all Lines 19 from each district's Form DR-420MM)</i>	\$ 0	(21)
22.	Total current year adopted taxes <i>(Line 19 plus Line 21).</i>	\$ 0	(22)
<b>Total Maximum Taxes</b>			
23.	Enter the taxes at the maximum millage of all dependent special districts & MSTUs levying a millage <i>(The sum of all Lines 20 from each district's Form DR-420MM).</i>	\$ 0	(23)
24.	Total taxes at maximum millage rate <i>(Line 20 plus Line 23).</i>	\$ 417,315	(24)
<b>Total Maximum Versus Total Taxes Levied</b>			
25.	Are total current year adopted taxes on Line 22 equal to or less than total taxes at the maximum millage rate on Line 24? (Check one)	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	(25)
<b>S I G N  H E R E</b>	<b>Taxing Authority Certification</b>		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.
	Signature of Chief Administrative Officer :		Date :
	Title : LISA PURVIS, TOWN CLERK	Contact Name and Contact Title : LISA PURVIS, TOWN CLERK	
	Mailing Address : 15859 W COUNTY ROAD 108	Physical Address : PO BOX 249	
	City, State, Zip : HILLIARD, FL 32046	Phone Number : 9048453555	Fax Number : 9048451221

**Complete and submit this form to the Department of Revenue with the completed DR-487, Certification of Compliance, within 30 days of the final hearing.**

**MAXIMUM MILLAGE LEVY CALCULATION  
FINAL DISCLOSURE  
INSTRUCTIONS**

**General Instructions**

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

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

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

This form calculates the maximum tax levy for 2023 allowed under s. 200.065(5), F.S. Counties and municipalities, including dependent special districts and MSTUs, which adopt a tax levy at the final hearing higher than allowed under s. 200.065, F.S., may be subject to the loss of their half-cent sales tax distribution.

DR-420MM shows the maximum millages and taxes levied based on your adoption vote. Each taxing authority must complete, sign, and submit this form to the Department of Revenue with their completed DR-487, *Certification of Compliance*, within 30 days of their final hearing.

Taxing authorities must also submit DR-487V, *Vote Record for Final Adoption of Millage Levy*. This form certifies to the Department of Revenue the vote on the resolution or ordinance stating the millage rate adopted at the final hearing.

Specific tax year references in this form are updated each year by the Department.

**Line Instructions**

**Lines 5-10**

Only taxing authorities that levied a 2022 millage rate less than their maximum majority vote rate must complete these lines. The adjusted rolled-back rate on Line 10 is the rate that would have been levied if the maximum vote rate for 2022 had been adopted. If these lines are completed, enter the adjusted rate on Line 11.

**Line 12**

This line is entered by the Department of Revenue. The same adjustment factor is used statewide by all taxing authorities. It is based on the change in per capita Florida personal income (s. 200.001(8)(i), F.S.), which Florida Law requires the Office of Economic and Demographic Research to report each year.

**Lines 13 and 14**

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

**Line 16**

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

**Line 17**

Enter the millage rate indicated by the box checked in Line 16. If the adopted millage rate is equal to or less than the majority vote maximum millage rate, enter the majority vote maximum. If a two-thirds vote, a unanimous vote, or a referendum is required, enter the adopted millage rate. For a millage requiring more than a majority vote, the adopted millage rate must be entered on Line 17, rather than the maximum rate, so that the comparisons on Lines 21 through 25 are accurate.





# MAXIMUM MILLAGE LEVY CALCULATION PRELIMINARY DISCLOSURE

For municipal governments, counties, and special districts


Reset Form

Print Form

ITEM-3

Florida Administrative Code  
Rule 12D-16.002  
Effective 11/12

Year: <b>2023</b>	County: NASSAU		
Principal Authority : TOWN OF HILLIARD	Taxing Authority: TOWN OF HILLIARD		
1. Is your taxing authority a municipality or independent special district that has levied ad valorem taxes for less than 5 years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(1)
<p><b>IF YES,</b> <b>STOP HERE. SIGN AND SUBMIT. You are not subject to a millage limitation.</b></p>			
2. Current year rolled-back rate from Current Year Form DR-420, Line 16	2.5794	per \$1,000	(2)
3. Prior year maximum millage rate with a majority vote from <b>2022</b> Form DR-420MM, Line 13	2.4508	per \$1,000	(3)
4. Prior year operating millage rate from Current Year Form DR-420, Line 10	3.0000	per \$1,000	(4)
<b>If Line 4 is equal to or greater than Line 3, skip to Line 11. If less, continue to Line 5.</b>			
<b>Adjust rolled-back rate based on prior year majority-vote maximum millage rate</b>			
5. Prior year final gross taxable value from Current Year Form DR-420, Line 7	\$	0	(5)
6. Prior year maximum ad valorem proceeds with majority vote <i>(Line 3 multiplied by Line 5 divided by 1,000)</i>	\$	0	(6)
7. Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value from Current Year Form DR-420 Line 12	\$	0	(7)
8. Adjusted prior year ad valorem proceeds with majority vote <i>(Line 6 minus Line 7)</i>	\$	0	(8)
9. Adjusted current year taxable value from Current Year form DR-420 Line 15	\$	0	(9)
10. Adjusted current year rolled-back rate <i>(Line 8 divided by Line 9, multiplied by 1,000)</i>	0.0000	per \$1,000	(10)
<b>Calculate maximum millage levy</b>			
11. Rolled-back rate to be used for maximum millage levy calculation <i>(Enter Line 10 if adjusted or else enter Line 2)</i>	2.5794	per \$1,000	(11)
12. Adjustment for change in per capita Florida personal income <i>(See Line 12 Instructions)</i>		<b>1.0284</b>	(12)
13. Majority vote maximum millage rate allowed <i>(Line 11 multiplied by Line 12)</i>	2.6527	per \$1,000	(13)
14. Two-thirds vote maximum millage rate allowed <i>(Multiply Line 13 by 1.10)</i>	2.9180	per \$1,000	(14)
15. Current year proposed millage rate	3.2500	per \$1,000	(15)
16. <b>Minimum vote required to levy proposed millage:</b> (Check one)			(16)
<input type="checkbox"/> a. Majority vote of the governing body: Check here if Line 15 is less than or equal to Line 13. The maximum millage rate is equal to the majority vote maximum rate. <b>Enter Line 13 on Line 17.</b>			
<input type="checkbox"/> b. Two-thirds vote of governing body: Check here if Line 15 is less than or equal to Line 14, but greater than Line 13. The maximum millage rate is equal to proposed rate. <b>Enter Line 15 on Line 17.</b>			
<input checked="" type="checkbox"/> c. Unanimous vote of the governing body, or 3/4 vote if nine members or more: Check here if Line 15 is greater than Line 14. The maximum millage rate is equal to the proposed rate. <b>Enter Line 15 on Line 17.</b>			
<input type="checkbox"/> d. Referendum: The maximum millage rate is equal to the proposed rate. <b>Enter Line 15 on Line 17.</b>			
17. The selection on Line 16 allows a maximum millage rate of <i>(Enter rate indicated by choice on Line 16)</i>	3.2500	per \$1,000	(17)
18. Current year gross taxable value from Current Year Form DR-420, Line 4	\$	157,317,118	(18)

Taxing Authority : TOWN OF HILLIARD		DR-420MM-P ITEM-3	
19.	Current year proposed taxes <i>(Line 15 multiplied by Line 18, divided by 1,000)</i>	\$ 511,281	(19)
20.	Total taxes levied at the maximum millage rate <i>(Line 17 multiplied by Line 18, divided by 1,000)</i>	\$ 511,281	(20)
<b>DEPENDENT SPECIAL DISTRICTS AND MSTUs</b>			<b>STOP HERE. SIGN AND SUBMIT.</b>
21.	Enter the current year proposed taxes of all dependent special districts & MSTUs levying a millage. <i>(The sum of all Lines 19 from each district's Form DR-420MM-P)</i>	\$ 0	(21)
22.	Total current year proposed taxes <i>(Line 19 plus Line 21)</i>	\$ 511,281	(22)
<b>Total Maximum Taxes</b>			
23.	Enter the taxes at the maximum millage of all dependent special districts & MSTUs levying a millage <i>(The sum of all Lines 20 from each district's Form DR-420MM-P)</i>	\$ 0	(23)
24.	Total taxes at maximum millage rate <i>(Line 20 plus Line 23)</i>	\$ 511,281	(24)
<b>Total Maximum Versus Total Taxes Levied</b>			
25.	Are total current year proposed taxes on Line 22 equal to or less than total taxes at the maximum millage rate on Line 24? (Check one)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	(25)
<b>S I G N  H E R E</b>	<b>Taxing Authority Certification</b>		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.
	Signature of Chief Administrative Officer :		Date :
	Electronically Certified by Taxing Authority		8/3/2023 8:41 PM
	Title :	Contact Name and Contact Title :	
	LISA PURVIS, TOWN CLERK	LISA PURVIS, TOWN CLERK	
	Mailing Address :	Physical Address :	
15859 W COUNTY ROAD 108	PO BOX 249		
City, State, Zip :	Phone Number :	Fax Number :	
HILLIARD, FL 32046	9048453555	9048451221	

**Complete and submit this form DR-420MM-P, Maximum Millage Levy Calculation-Preliminary Disclosure, to your property appraiser with the form DR-420, Certification of Taxable Value.**



**MAXIMUM MILLAGE LEVY CALCULATION  
PRELIMINARY DISCLOSURE  
INSTRUCTIONS**

**General Instructions**

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

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

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

This form calculates the maximum tax levy for 2023 allowed under s. 200.065(5), F.S. Counties and municipalities, including dependent special districts and MSTUs, which adopt a tax levy at the final hearing higher than allowed under s. 200.065, F.S., may be subject to the loss of their half-cent sales tax distribution.

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

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

Specific tax year references in this form are updated each year by the Department.

**Line Instructions**

**Lines 5-10**

Only taxing authorities that levied a 2022 millage rate less than their maximum majority vote rate must complete these lines. The adjusted rolled-back rate on Line 10 is the rate that would have been levied if the maximum vote rate for 2022 had been adopted. If these lines are completed, enter the adjusted rate on Line 11.

**Line 12**

This line is entered by the Department of Revenue. The same adjustment factor is used statewide by all taxing authorities. It is based on the change in per capita Florida personal income (s. 200.001(8)(i), F.S.), which Florida Law requires the Office of Economic and Demographic Research to report each year.

**Lines 13 and 14**

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

**Line 16**

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

**Line 17**

Enter the millage rate indicated by the box checked in Line 16. If the proposed millage rate is equal to or less than the majority vote maximum millage rate, enter the majority vote maximum. If a two-thirds vote, a unanimous vote, or a referendum is required, enter the proposed millage rate. For a millage requiring more than a majority vote, the proposed millage rate must be entered on Line 17, rather than the maximum rate, so that the comparisons on Lines 21 through 25 are accurate.



# CERTIFICATION OF FINAL TAXABLE VALUE

Reset Form

Print Form

ITEM-3

DR-422  
R. 5/13  
Rule 12D-16.002  
Florida Administrative Code  
Effective 5/13  
Provisional

Year: 2023	County: NASSAU	Is VAB still in session? <input type="checkbox"/> Yes <input type="checkbox"/> No
Principal Authority : TOWN OF HILLIARD		Check type : <input type="checkbox"/> School District <input type="checkbox"/> County <input checked="" type="checkbox"/> Municipality <input type="checkbox"/> Independent Special District <input type="checkbox"/> Water Management District
Taxing Authority : TOWN OF HILLIARD		Check type : <input checked="" type="checkbox"/> Principal Authority <input type="checkbox"/> MSTU <input type="checkbox"/> Dependent Special District <input type="checkbox"/> Water Management District Basin

## SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year gross taxable value from Line 4, Form DR-420	\$ 157,317,118	(1)
2.	Final current year gross taxable value from Form DR-403 Series	\$ 0	(2)
3.	Percentage of change in taxable value <i>(Line 2 divided by Line 1, minus 1, multiplied by 100)</i>	-100.00 %	(3)

The taxing authority must complete this form and return it to the property appraiser by \_\_\_\_\_ time \_\_\_\_\_ date

<b>SIGN HERE</b>	<b>Property Appraiser Certification</b>	I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser :	Date :	

## SECTION II : COMPLETED BY TAXING AUTHORITY

MILLAGE RATE ADOPTED BY RESOLUTION OR ORDINANCE AT FINAL BUDGET HEARING UNDER s. 200.065(2)(d), F.S.

If this portion of the form is not completed in full your taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year. *If any line is inapplicable, enter N/A or -0-.*

Non-Voted Operating Millage Rate (from resolution or ordinance)

4a.	County or municipal principal taxing authority	0.0000	per \$1,000	(4a)
4b.	Dependent special district	0.0000	per \$1,000	(4b)
4c.	Municipal service taxing unit (MSTU)	0.0000	per \$1,000	(4c)
4d.	Independent Special District	0.0000	per \$1,000	(4d)
4e.	School district	0.0000	per \$1,000	(4e)
	Required Local Effort	0.0000	per \$1,000	
	Capital Outlay	0.0000	per \$1,000	
	Discretionary Operating	0.0000	per \$1,000	
	Discretionary Capital Improvement	0.0000	per \$1,000	
	Additional Voted Millage	0.0000	per \$1,000	
4f.	Water management district	0.0000	per \$1,000	(4f)
	District Levy	0.0000	per \$1,000	
	Basin	0.0000	per \$1,000	

<b>Are you going to adjust adopted millage ?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<b>If No, STOP HERE, Sign and Submit.</b>
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Taxing Authority :		DR-422 ITEM-3
<b>COUNTIES, MUNICIPALITIES, SCHOOLS, and WATER MANAGEMENT DISTRICTS</b> may adjust the non-voted millage rate only if the percentage on Line 3 is greater than plus or minus 1% . (s. 200.065(6), F.S.)		
5.	Unadjusted gross ad valorem proceeds <i>(Line 1 multiplied by Line 4a, 4e, or 4f as applicable, divided by 1,000)</i>	\$ 0 (5)
6.	Adjusted millage rate (Only if Line 3 is greater than plus or minus 1%) <i>(Line 5 divided by Line 2 multiplied by 1,000)</i>	0.0000 per \$1000 (6)
<b>MSTUs, DEPENDENT SPECIAL DISTRICTS , and INDEPENDENT SPECIAL DISTRICTS</b> may adjust the non-voted millage rate only if the percentage on Line 3 is greater than plus or minus 3% (s. 200.065(6), F.S.)		
7.	Unadjusted gross ad valorem proceeds <i>(Line 1 multiplied by Line 4b, 4c, or 4d as applicable, divided by 1,000)</i>	\$ 0 (7)
8.	Adjusted Millage rate (Only if Line 3 is greater than plus or minus 3%) <i>(Line 7 divided by Line 2, multiplied by 1,000)</i>	0.0000 per \$1000 (8)
<b>S I G N  H E R E</b>	<b>Taxing Authority Certification</b>	
	I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.	
	Signature of Chief Administrative Officer :	Date :
	Title : LISA PURVIS, TOWN CLERK	Contact Name and Contact Title : LISA PURVIS, TOWN CLERK
	Mailing Address : 15859 W COUNTY ROAD 108	Physical Address : PO BOX 249
City, State, Zip : HILLIARD, FL 32046	Phone Number : 9048453555	Fax Number : 9048451221

### INSTRUCTIONS

**SECTION I: Property Appraiser**

1. Initiate a separate DR-422 form for each DR-420, Certification of Taxable Value, and DR-420S, Certification of School Taxable Value, submitted.
2. Complete Section 1 and sign.
3. Send the original to the taxing authority and keep a copy.

**SECTION II: Taxing Authority**

1. Complete Section II and sign.
2. Return the original to the property appraiser.
3. Keep a copy for your records.
4. Send a copy to the tax collector.
5. Send a copy with the DR-487, Certification of Compliance, to the Department of Revenue at the address below. Send separately if the DR-487 was previously sent to the Department.

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

All taxing authorities must complete Line 4, millages adopted by resolution/ordinance at final budget hearing.

Counties, municipalities, schools, and water management districts may complete Line 5 and Line 6 only when Line 3 is greater than plus or minus 1%. (s. 200.065(6), F.S.)

MSTUs, dependent special districts, and independent special districts may adjust the non-voted millage rate only when Line 3 is greater than plus or minus 3%. (s. 200.065(6), F.S.)

Adjusted millage rate must comply with statutes. The adjusted millage rate entered on Line 6 or Line 8 cannot exceed the rate allowed by other provisions of law or the state constitution.

Multi-county and water management districts must complete a separate DR-422 for each county.



# CERTIFICATION OF FINAL TAXABLE VALUE

Reset Form

Print Form

ITEM-3

DR-422  
R. 5/13  
Rule 12D-16.002  
Florida Administrative Code  
Effective 5/13  
Provisional

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Principal Authority : TOWN OF HILLIARD		Check type : <input type="checkbox"/> School District <input type="checkbox"/> County <input checked="" type="checkbox"/> Municipality <input type="checkbox"/> Independent Special District <input type="checkbox"/> Water Management District
Taxing Authority : TOWN OF HILLIARD		Check type : <input checked="" type="checkbox"/> Principal Authority <input type="checkbox"/> MSTU <input type="checkbox"/> Dependent Special District <input type="checkbox"/> Water Management District Basin

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The taxing authority must complete this form and return it to the property appraiser by \_\_\_\_\_ time \_\_\_\_\_ date

<b>SIGN HERE</b>	<b>Property Appraiser Certification</b>	I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser :	Date :	

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4c.	Municipal service taxing unit (MSTU)	0.0000	per \$1,000	(4c)		
4d.	Independent Special District	0.0000	per \$1,000	(4d)		
4e.	School district	Required Local Effort	0.0000	per \$1,000	(4e)	
			Capital Outlay	0.0000		per \$1,000
			Discretionary Operating	0.0000		per \$1,000
			Discretionary Capital Improvement	0.0000		per \$1,000
			0.0000			
		Additional Voted Millage	0.0000	per \$1,000		
4f.	Water management district	District Levy	0.0000	per \$1,000	(4f)	
		Basin	0.0000	per \$1,000		

<b>Are you going to adjust adopted millage ?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<b>If No, STOP HERE, Sign and Submit.</b>
--	------------------------------	-----------------------------	---

Taxing Authority :		DR-422 ITEM-3
<b>COUNTIES, MUNICIPALITIES, SCHOOLS, and WATER MANAGEMENT DISTRICTS</b> may adjust the non-voted millage rate only if the percentage on Line 3 is greater than plus or minus 1% . (s. 200.065(6), F.S.)		
5.	Unadjusted gross ad valorem proceeds <i>(Line 1 multiplied by Line 4a, 4e, or 4f as applicable, divided by 1,000)</i>	\$ 0 (5)
6.	Adjusted millage rate (Only if Line 3 is greater than plus or minus 1%) <i>(Line 5 divided by Line 2 multiplied by 1,000)</i>	0.0000 per \$1000 (6)
<b>MSTUs, DEPENDENT SPECIAL DISTRICTS , and INDEPENDENT SPECIAL DISTRICTS</b> may adjust the non-voted millage rate only if the percentage on Line 3 is greater than plus or minus 3% (s. 200.065(6), F.S.)		
7.	Unadjusted gross ad valorem proceeds <i>(Line 1 multiplied by Line 4b, 4c, or 4d as applicable, divided by 1,000)</i>	\$ 0 (7)
8.	Adjusted Millage rate (Only if Line 3 is greater than plus or minus 3%) <i>(Line 7 divided by Line 2, multiplied by 1,000)</i>	0.0000 per \$1000 (8)
S I G  N  H E R E	<b>Taxing Authority Certification</b>	
	I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.	
	Signature of Chief Administrative Officer :	Date :
	Title : LISA PURVIS, TOWN CLERK	Contact Name and Contact Title : LISA PURVIS, TOWN CLERK
	Mailing Address : 15859 W COUNTY ROAD 108	Physical Address : PO BOX 249
City, State, Zip : HILLIARD, FL 32046	Phone Number : 9048453555	Fax Number : 9048451221

### INSTRUCTIONS

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#### SECTION II: Taxing Authority

1. Complete Section II and sign.
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3. Keep a copy for your records.
4. Send a copy to the tax collector.
5. Send a copy with the DR-487, Certification of Compliance, to the Department of Revenue at the address below. Send separately if the DR-487 was previously sent to the Department.

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

All taxing authorities must complete Line 4, millages adopted by resolution/ordinance at final budget hearing.

Counties, municipalities, schools, and water management districts may complete Line 5 and Line 6 only when Line 3 is greater than plus or minus 1%. (s. 200.065(6), F.S.)

MSTUs, dependent special districts, and independent special districts may adjust the non-voted millage rate only when Line 3 is greater than plus or minus 3%. (s. 200.065(6), F.S.)

Adjusted millage rate must comply with statutes. The adjusted millage rate entered on Line 6 or Line 8 cannot exceed the rate allowed by other provisions of law or the state constitution.

Multi-county and water management districts must complete a separate DR-422 for each county.

## TRIM FY 2023-2024

	2023	2022	2021	2020	2019	2018
CURRENT YEAR ADJUSTED TAXABLE VALUE	\$152,351,400	\$125,973,917	\$112,918,699	\$103,810,515	\$97,836,014	\$92,449,955
PRIOR YEAR OPERATING MILLAGE RATE	3.0000	2.5000	2.5000	2.1600	2.0000	0.4960
ADJUSTED PRIOR YEAR AD VALOREM PROCEEDS	\$392,971	\$290,899	\$265,966	\$215,652	\$186,099	\$42,764
CURRENT YEAR AGGREGATED ROLLED-BACK RATE	2.5794	2.3092	2.3554	2.0774	1.9022	0.4626
CURRENT YEAR AGGREGATED ROLLED-BACK TAXES	\$405,784	\$300,069	\$274,050	\$222,160	\$189,839	\$43,197
<b>REVENUE OVER PRIOR YEAR REVENUE</b>	<b>\$102,072</b>	<b>\$24,933</b>	<b>\$50,314</b>	<b>\$29,553</b>	<b>\$143,335</b>	
	<b>PROPOSED</b>	<b>PROPOSED</b>	<b>VOTED 2021</b>	<b>VOTED 2020</b>	<b>VOTED 2019</b>	<b>VOTED 2018</b>
<b>VOTE REQUIRED TO PASS:</b>	<b>UNANIMOUS</b>	<b>UNANIMOUS</b>	<b>TWO-THIRDS</b>	<b>UNANIMOUS</b>	<b>TWO-THIRDS</b>	<b>UNANIMOUS</b>
<b>PROPOSED INCREASED RATE OR VOTED INCREASED RATE:</b>	<b>2023-2024</b>	<b>2022-2023</b>	<b>2021-2022</b>	<b>2020-2021</b>	<b>2019-2020</b>	<b>2018-2019</b>
CURRENT YEAR PROPOSED AGGREGATED MILLAGE RATE	3.5000	3.0000	2.5000	2.5000	2.1600	2.0000
TOTAL OPERATING AD VALOREM TAXES PROPOSED TO BE LEVIED	\$550,610	\$389,836	\$290,874	\$267,353	\$215,567	\$186,756
CURRENT YEAR PROPOSED RATE AS A PERCENT CHANGE OF ROLLED-BACK RATE	35.69%	29.92%	6.14%	20.34%	13.55%	332.34%
<b>REVENUE OVER PRIOR YEAR REVENUE</b>	<b>\$160,774</b>	<b>\$98,962</b>	<b>\$23,521</b>	<b>\$51,786</b>	<b>\$28,811</b>	
<b>ROLLED BACK RATE:</b>	<b>2023-2024</b>	<b>2022-2023</b>	<b>2021-2022</b>	<b>2020-2021</b>	<b>2019-2020</b>	<b>2018-2019</b>
CURRENT YEAR PROPOSED AGGREGATE ROLLED-BACK RATE	2.5794	2.3092	2.3554	2.0774	1.9022	0.4626
CURRENT YEAR PROPOSED AGGREGATE ROLLED-BACK TAXES	\$405,784	\$300,069	\$274,050	\$222,160	\$189,839	\$43,197
<b>REVENUE OVER PRIOR YEAR REVENUE</b>	<b>\$105,715</b>	<b>\$26,019</b>	<b>\$51,890</b>	<b>\$32,321</b>	<b>\$146,642</b>	
<b>PROPOSED INCREASED RATE MAXIMUM WITH - MAJORITY VOTE:</b>	<b>2023-2024</b>	<b>2022-2023</b>	<b>2021-2022</b>	<b>2020-2021</b>	<b>2019-2020</b>	<b>2018-2019</b>
MAXIMUM MILLAGE RATE FOR MAJORITY VOTE	2.6527	2.4508	2.4597	2.1443	1.9667	0.5672
TOTAL TAXES LEVIED AT THE MAXIMUM MILLAGE RATE	\$417,315	\$318,470	\$286,185	\$229,314	\$196,276	\$52,964
CURRENT YEAR PROPOSED RATE PERCENT CHANGE OF ROLLED BACK RATE	2.84%	6.13%	4.43%	3.22%	3.39%	22.61%
<b>REVENUE OVER PRIOR YEAR REVENUE</b>	<b>\$98,845</b>	<b>\$32,285</b>	<b>\$56,871</b>	<b>\$33,038</b>	<b>\$143,312</b>	
<b>PROPOSED INCREASED RATE MAXIMUM WITH - TWO-THIRDS VOTE:</b>	<b>2023-2024</b>	<b>2022-2023</b>	<b>2021-2022</b>	<b>2020-2021</b>	<b>2019-2020</b>	<b>2018-2019</b>
MAXIMUM MILLAGE RATE FOR TWO-THIRDS VOTE	2.918	2.6959	2.7057	2.3587	2.1634	0.6239
TOTAL TAXES LEVIED AT THE MAXIMUM MILLAGE RATE	\$459,051	\$350,319	\$314,807	\$252,242	\$215,907	\$58,259
CURRENT YEAR PROPOSED RATE PERCENT CHANGE OF ROLLED BACK RATE	13.13%	16.75%	14.87%	13.54%	13.73%	34.87%
<b>REVENUE OVER PRIOR YEAR REVENUE</b>	<b>\$108,732</b>	<b>\$35,512</b>	<b>\$62,565</b>	<b>\$36,335</b>	<b>\$157,648</b>	
<b>PROPOSED INCREASED RATES REQUIRING - UNANIMOUS VOTE:</b>	<b>2023-2024</b>	<b>2022-2023</b>	<b>2021-2022</b>	<b>2020-2021</b>	<b>2019-2020</b>	<b>2018-2019</b>
CURRENT YEAR PROPOSED AGGREGATE MILLAGE RATE	3.0000	2.696	2.7058	2.3588	2.1640	1.0000
TOTAL OPERATING AD VALOREM TAXES PROPOSED TO BE LEVIED	\$471,951	\$350,332	\$314,819	\$252,253	\$215,967	\$93,378
CURRENT YEAR PROPOSED RATE PERCENT CHANGE OF ROLLED BACK RATE	16.31%	16.75%	14.88%	13.55%	13.76%	116.17%
<b>REVENUE OVER PRIOR YEAR REVENUE</b>	<b>\$121,619</b>	<b>\$35,513</b>	<b>\$62,566</b>	<b>\$36,286</b>	<b>\$122,589</b>	

## TRIM FY 2023-2024

	PROPOSED				
<b>VOTE REQUIRED TO PASS:</b>	<b>UNANIMOUS</b>				
<b>PROPOSED INCREASED RATE OR VOTED INCREASED RATE:</b>	<b>2023-2024</b>				
CURRENT YEAR PROPOSED AGGREGATED MILLAGE RATE	3.0000				
TOTAL OPERATING AD VALOREM TAXES PROPOSED TO BE LEVIED	\$471,951				
CURRENT YEAR PROPOSED RATE AS A PERCENT CHANGE OF ROLLED-BACK RATE	16.31%				
<b>REVENUE OVER PRIOR YEAR REVENUE</b>	<b>\$82,115</b>				
CURRENT YEAR PROPOSED AGGREGATED MILLAGE RATE	3.2500				
TOTAL OPERATING AD VALOREM TAXES PROPOSED TO BE LEVIED	\$511,281				
CURRENT YEAR PROPOSED RATE AS A PERCENT CHANGE OF ROLLED-BACK RATE	26.00%				
<b>REVENUE OVER PRIOR YEAR REVENUE</b>	<b>\$121,445</b>				
CURRENT YEAR PROPOSED AGGREGATED MILLAGE RATE	3.5000				
TOTAL OPERATING AD VALOREM TAXES PROPOSED TO BE LEVIED	\$550,610				
CURRENT YEAR PROPOSED RATE AS A PERCENT CHANGE OF ROLLED-BACK RATE	35.69%				
<b>REVENUE OVER PRIOR YEAR REVENUE</b>	<b>\$160,774</b>				
CURRENT YEAR PROPOSED AGGREGATED MILLAGE RATE	3.7500				
TOTAL OPERATING AD VALOREM TAXES PROPOSED TO BE LEVIED	\$589,939				
CURRENT YEAR PROPOSED RATE AS A PERCENT CHANGE OF ROLLED-BACK RATE	45.38%				
<b>REVENUE OVER PRIOR YEAR REVENUE</b>	<b>\$200,103</b>				



# AGENDA ITEM REPORT

## TOWN OF HILLIARD, FLORIDA

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TO: Town Council Public Hearing & Reg Meeting Meeting Date: September 7, 2023

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

SUBJECT: Town Council to adopt Ordinance No. 2023-13, Setting the Town of Hilliard, Tentative Budget for the Fiscal Year 2023-2024, on First Reading and Set Public Hearing & Final Reading on Friday, September 22, 2023.

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### BACKGROUND:

The Town Council will meet on Thursday, September 7, 2023, in a workshop to discuss the Town of Hilliard Budget for the Fiscal Year 2023-2024. A second workshop has also been scheduled to further discuss and make any necessary changes to the Budget prior to Final Reading on Monday, September 25, 2023. The Budget can be Amended by Resolution following adoption by the Town Council.

### FINANCIAL IMPACT:

None.

### RECOMMENDATION:

Town Council adoption of Ordinance No. 2023-13, on Tentative First Reading and Set Final Public Hearing & Final Reading on **Friday, September 22, 2023.**



**ORDINANCE NO. 2023-13**

**BUDGET FISCAL YEAR 2023-2024**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION ESTIMATING INCOME, APPROPRIATING FUNDS AND ADOPTING A BUDGET FOR THE 2023-2024 FISCAL YEAR FOR THE TOWN OF HILLIARD; PROVIDING AN EFFECTIVE DATE.**

**NOW THEREFORE BE IT ORDAINED**, by the Hilliard Town Council that the following is established as the Budget for the said Town for the fiscal year 2023-2024 (October 1, 2023 through September 30, 2024), and is established as the estimated projected income and the appropriation of funds for said fiscal year.

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

TOWN OF HILLIARD

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

ATTEST:

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

APPROVED:

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

First Public Hearing: September 7, 2023  
First Reading: September 7, 2023  
Publication Date: September 20, 2023  
Final Public Hearing: September 22, 2023  
Second/Final Reading: September 22, 2023

**BUDGET SUMMARY**  
**TOWN OF HILLIARD - FISCAL YEAR 2023-2024**

ITEM-4

**THE PROPOSED OPERATING BUDGET EXPENDITURES OF THE TOWN OF HILLIARD ARE 5.3% MORE THAN LAST YEAR'S TOTAL OPERATING EXPENDITURES.**

	GENERAL FUND	SPECIAL REVENUE FUND	CAPITAL PROJECT FUND	ENTERPRISE FUND	TOTAL BUDGET
<b>ESTIMATED REVENUES:</b>					
<b>CASH CARRIED FORWARD</b>	<b>\$0</b>		<b>\$377,443</b>	<b>\$0</b>	<b>\$377,443</b>
Taxes:					
Ad Valorem Taxes    3.2500	\$511,281				\$511,281
Sales and Use Taxes	\$108,500				\$108,500
Charges for Services	\$250,350			\$1,201,568	\$1,451,918
State Shared Revenue	\$507,450	\$248,386	\$576,857		\$1,332,693
Licenses & Permits	\$144,100				\$144,100
Fees & Penalties	\$2,000			\$185,700	\$187,700
Franchise Fees	\$200,000				\$200,000
Interest Earned/Other	\$132,523		\$25,000	\$91,250	\$248,773
<b>TOTAL ESTIMATED REVENUE</b>	<b><u>\$1,856,204</u></b>	<b><u>\$248,386</u></b>	<b><u>\$979,300</u></b>	<b><u>\$1,478,518</u></b>	<b><u>\$4,562,408</u></b>
Grants/Reimbursements	\$2,283,228	\$0	\$0	\$1,337,000	\$3,620,228
Transfers In:	\$1,241,837	\$0	\$0	\$510,000	\$1,751,837
<b>TOTAL ESTIMATED REVENUES AND FUND TRANSFERS</b>	<b><u>\$5,381,269</u></b>	<b><u>\$248,386</u></b>	<b><u>\$979,300</u></b>	<b><u>\$3,325,518</u></b>	<b><u>\$9,934,473</u></b>
<b>EXPENDITURES/EXPENSES:</b>					
General Government	\$972,004				\$972,004
Public Safety	\$138,522				\$138,522
Physical Environment				\$3,225,518	\$3,225,518
Transportation	\$2,652,340				\$2,652,340
Debt Services					
Human Services	\$20,000				\$20,000
Culture/Recreation	\$825,866				\$825,866
<b>TOTAL EXPENDITURES/EXPENSES</b>	<b><u>\$4,608,732</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$3,225,518</u></b>	<b><u>\$7,834,250</u></b>
Reserves	\$0	\$248,386	\$0	\$100,000	\$348,386
Transfers Out:	\$772,537	\$0	\$979,300	\$0	\$1,751,837
<b>TOTAL APPROPRIATED EXPENDITURES, FUND TRANSFERS AND RESERVES</b>	<b><u>\$5,381,269</u></b>	<b><u>\$248,386</u></b>	<b><u>\$979,300</u></b>	<b><u>\$3,325,518</u></b>	<b><u>\$9,934,473</u></b>
<b>THE TENTATIVE, ADOPTED, AND/OR FINAL BUDGETS ARE ON FILE IN THE OFFICE OF THE ABOVE MENTIONED TAXING AUTHORITY AS A PUBLIC RECORD.</b>					

**BUDGET SUMMARY**  
**TOWN OF HILLIARD - FISCAL YEAR 2023-2024**

ITEM-4

**THE PROPOSED OPERATING BUDGET EXPENDITURES OF THE TOWN OF HILLIARD ARE 5.3% MORE THAN LAST YEAR'S TOTAL OPERATING EXPENDITURES.**

	GENERAL FUND	SPECIAL REVENUE FUND	CAPITAL PROJECT FUND	ENTERPRISE FUND	TOTAL BUDGET
<b>ESTIMATED REVENUES:</b>					
<b>CASH CARRIED FORWARD</b>	<b>\$0</b>		<b>\$377,443</b>	<b>\$0</b>	<b>\$377,443</b>
Taxes:					
Ad Valorem Taxes    3.2500	\$511,281				\$511,281
Sales and Use Taxes	\$108,500				\$108,500
Charges for Services	\$250,350			\$1,201,568	\$1,451,918
State Shared Revenue	\$507,450	\$248,386	\$576,857		\$1,332,693
Licenses & Permits	\$144,100				\$144,100
Fees & Penalties	\$2,000			\$185,700	\$187,700
Franchise Fees	\$200,000				\$200,000
Interest Earned/Other	\$132,523		\$25,000	\$91,250	\$248,773
<b>TOTAL ESTIMATED REVENUE</b>	<b><u>\$1,856,204</u></b>	<b><u>\$248,386</u></b>	<b><u>\$979,300</u></b>	<b><u>\$1,478,518</u></b>	<b><u>\$4,562,408</u></b>
Grants/Reimbursements	\$2,283,228	\$0	\$0	\$1,337,000	\$3,620,228
Transfers In:	\$1,241,837	\$0	\$0	\$510,000	\$1,751,837
<b>TOTAL ESTIMATED REVENUES AND FUND TRANSFERS</b>	<b><u>\$5,381,269</u></b>	<b><u>\$248,386</u></b>	<b><u>\$979,300</u></b>	<b><u>\$3,325,518</u></b>	<b><u>\$9,934,473</u></b>
<b>EXPENDITURES/EXPENSES:</b>					
General Government	\$972,004				\$972,004
Public Safety	\$138,522				\$138,522
Physical Environment				\$3,225,518	\$3,225,518
Transportation	\$2,652,340				\$2,652,340
Debt Services					
Human Services	\$20,000				\$20,000
Culture/Recreation	\$825,866				\$825,866
<b>TOTAL EXPENDITURES/EXPENSES</b>	<b><u>\$4,608,732</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$3,225,518</u></b>	<b><u>\$7,834,250</u></b>
Reserves	\$0	\$248,386	\$0	\$100,000	\$348,386
Transfers Out:	\$772,537	\$0	\$979,300	\$0	\$1,751,837
<b>TOTAL APPROPRIATED EXPENDITURES, FUND TRANSFERS AND RESERVES</b>	<b><u>\$5,381,269</u></b>	<b><u>\$248,386</u></b>	<b><u>\$979,300</u></b>	<b><u>\$3,325,518</u></b>	<b><u>\$9,934,473</u></b>
<b>THE TENTATIVE, ADOPTED, AND/OR FINAL BUDGETS ARE ON FILE IN THE OFFICE OF THE ABOVE MENTIONED TAXING AUTHORITY AS A PUBLIC RECORD.</b>					

001-GENERAL FUND

REVENUES	GENERAL	EXPENDITURES	GENERAL	
001-01-369901	CASH CARRY FORWARD	\$0	001-01-51111	EXECUTIVE SALARIES \$39,000
001-01-311000	AD VALOREM TAXES	\$511,281	001-01-51121	FICA TAXES \$2,984
001-01-314100	UTILITY SERVICE TAX - ELECTRIC	\$75,000	001-01-51122	RETIREMENT CONTRIBUTIONS \$18,000
001-01-314300	UTILITY SERVICE TAX - WATER	\$23,000	001-01-51212	REGULAR SALARIES & WAGE \$90,230
001-01-314800	UTILITY SERVICE TAX - PROPANE	\$10,500	001-01-51221	FICA TAXES \$6,903
001-01-315000	COMMUNICATION SERVICE TAX	\$103,114	001-01-51222	RETIREMENT CONTRIBUTIONS \$31,148
001-01-316000	BUSINESS TAX RECEIPTS	\$30,000	001-01-51223	LIFE & HEALTH INSURANCE \$19,379
001-01-316002	PEN & INT - BUSINESS TAX RECEIPTS	\$1,000	001-01-51312	REGULAR SALARIES & WAGE \$154,419
001-01-322000	BUILDING PERMITS	\$70,000	001-01-51313	PART TIME SALARIES & WAGES \$0
001-01-323100	FRANCHISE FEES - ELECTRIC	\$200,000	001-01-51314	OVERTIME \$7,000
001-01-329000	ZONING REVENUE	\$35,000	001-01-51321	FICA TAXES \$12,349
001-01-329001	MOVE-ON PERMIT	\$100	001-01-51322	RETIREMENT CONTRIBUTIONS \$21,905
001-01-329002	RADON	\$2,000	001-01-51323	LIFE & HEALTH INSURANCE \$58,137
001-01-329003	BUSINESS LICENSE INSPECT	\$500	001-01-51324	WORKER'S COMPENSATION \$5,189
001-01-329004	MOBILE HOME INSPECTS	\$500	001-01-51331	PROFESSIONAL SERVICES \$54,000
001-01-331500	FEMA REIMBURSEMENT - GENERAL	\$0	001-01-51332	ACCOUNTING & AUDITING \$19,000
001-01-334100	DCA - COMMUNITY PLANNER	\$0	001-01-51334	CLEANING CONTRACT \$4,640
001-01-335120	STATE REVENUE SHARING	\$162,756	001-01-51340	TRAVEL & EDUCATION \$10,000
001-01-335140	MOBILE HOME LICENSES	\$1,000	001-01-51341	COMMUNICATIONS & FREIGHT \$15,000
001-01-335150	ALCOHOLIC BEVERAGE LICENSE	\$500	001-01-51343	UTILITY SERVICES \$13,000
001-01-335180	LOCAL HALF CENT SALE TAX	\$240,080	001-01-51344	RENTALS & LEASES \$850
001-01-337700	NASSAU COUNTY - GENERAL	\$0	001-01-51345	INSURANCE \$29,190
001-01-341300	EDUCATIONAL ADMINISTRATIVE	\$5,000	001-01-51346	REPAIRS & MAINTENANCE \$20,000
001-01-341900	ELECTION QUALIFYING FEE	\$0	001-01-51348	PROMOTIONAL ACT-PUBLIC NOTICE \$5,000
001-01-341902	FAX	\$100	001-01-51349	OTHER CURRENT OBLIGATIONS \$1,000
001-01-341903	COPIES	\$50	001-01-51351	OFFICE SUPPLIES \$0
001-01-342500	FIRE INSPECTIONS	\$5,000	001-01-51352	OPERATING SUPPLIES \$32,481
001-01-351500	FINES & FORFEITURES - TRAFFIC	\$3,000	001-01-51354	BOOKS, SUBSCRIP & PUBLICATIONS \$20,000
001-01-354000	VIOLATION OF LOCAL ORDINANCES	\$2,000	001-01-51360	CAPITAL IMPROVEMENTS \$0
001-01-361100	INTEREST INCOME SBA	\$85,000	001-01-51361	LAND \$0
001-01-361101	INTEREST INCOME CKG	\$250	001-01-51362	BUILDINGS \$200,000
001-01-363290	EDUCATION IMPACT FEES	\$0	001-01-51363	INFRASTRUCTURE \$0
001-01-365000	SURPLUS MATERIALS - GENERAL	\$0	001-01-51364	MACHINERY & EQUIPMENT \$30,000
001-01-366000	HILLIARD DONATIONS	\$0	001-01-51365	WORK IN PROGRESS (WIP) \$0
001-01-369001	NSF FEES - GENERAL	\$0	001-01-51366	DOCUMENTS & MATERIALS \$0
001-01-369900	MISCELLANEOUS REVENUE - GENERAL	\$5,000	001-01-51398	BUILDING PERMIT SURCHARGE \$1,000
001-01-381001	INTERFUND TRANS SALES TAX	\$230,000	001-01-51399	BANK SERVICE CHARGES \$200
001-01-381002	INTERFUND TRANS SPECIAL REVENUE	\$0	001-01-51513	LAND USE & ZONING BOARD \$50,000
001-01-381003	INTERFUND TRANS DEBT SERVICE	\$0	001-01-52231	FIRE MARSHALL CONTRACT \$5,000
<b>TOTAL</b>	<b>GENERAL</b>	<b>\$1,801,731</b>	001-01-52431	BUILDING INSPECTOR \$33,990
			001-01-52931	CODE ENFORCEMENT \$13,200
			001-01-52961	CODE ENFORCEMENT CONTINGY \$0
			001-01-56481	AID TO GOVERNMENT AGENCY \$0
			001-01-56482	AID TO PRIVATE ORGANIZATION \$5,000
			001-01-57449	SPECIAL EVENTS \$0
			001-01-58102	TRANSFERS TO STREETS \$469,167
			001-01-58103	TRANSFERS TO RECREATION \$46,000
			001-01-58103	TRANSFERS TO RECREATION \$188,038
			001-01-58104	TRANSFERS TO FIRE \$69,332
			001-01-58106	TRANSFERS TO WATER & SEWER \$0
			001-01-58191	TRANSFER TO DEBT SERVICE \$0
			001-01-58192	TRANSFER TO SALES TAX \$0
			<b>TOTAL</b>	<b>GENERAL</b>
				<b>\$1,801,731</b>

REVENUES	STREETS/TRANSPORATION	
001-03-331500	FEMA REIMBURSEMENTS - STREETS	\$0
001-03-335420	GAS TAX - STATE	\$1,000
001-03-337700	NASSAU COUNTY - STREETS	\$0
001-03-349000	CULVERT PERMITS - STREETS	\$7,000
001-03-365000	SURPLUS MATERIALS - STREETS	\$0
001-03-369900	MISCELLANEOUS REVENUE - STREETS	\$13,445
001-03-381000	INTERFUND TRANS GEN FUND	\$469,167
001-03-381001	INTERFUND TRANS SALES TAX	\$83,500
001-03-381002	INTERFUND TRANS SPECIAL REVENUE	\$0
<b>TOTAL</b>	<b>STREETS/TRANSPORATION</b>	<b>\$574,112</b>

EXPENDITURES	STREETS/TRANSPORATION	
001-03-54112	REGULAR SALARIES & WAGES	\$140,837
001-03-54113	PART TIME SALARIES & WAGES	\$0
001-03-54114	OVERTIME	\$6,000
001-03-54121	FICA TAXES	\$11,233
001-03-54122	RETIREMENT CONTRIBUTIONS	\$19,923
001-03-54123	LIFE & HEALTH INSURANCE	\$58,137
001-03-54124	WORKER'S COMPENSATION	\$5,189
001-03-54140	TRAVEL & EDUCATION	\$2,000
001-03-54141	COMMUNICATIONS & FREIGHT	\$1,200
001-03-54143	UTILITY SERVICES	\$44,000
001-03-54144	RENTALS AND LEASES	\$5,000
001-03-54145	INSURANCE	\$30,590
001-03-54146	REPAIRS & MAINTENANCE	\$50,000
001-03-54148	PROMOTIONAL ACT-PUBLIC NOTICE	\$500
001-03-54149	OTHER CURRENT OBLIGATIONS	\$1,000
001-03-54152	OPERATING SUPPLIES	\$50,003
001-03-54153	ROAD MATERIALS & SUPPLIES	\$50,000
001-03-54160	CAPITAL IMPROVEMENTS	\$0
001-03-54162	BUILDING	\$0
001-03-54163	INFRASTRUCTURE	\$70,000
001-03-54164	MACHINERY & EQUIPMENT	\$13,500
001-03-56231	ANIMAL CONTROL	\$0
001-03-56252	OPERATING SUPP-MOSQUITO	\$15,000
001-03-58191	TRANSFER TO DEBT SERVICE	\$0
<b>TOTAL</b>	<b>STREETS/TRANSPORATION</b>	<b>\$574,112</b>

REVENUES	PARKS/RECREATION	
001-04-331500	FEMA REIMBURSEMENTS - REC	\$0
001-04-331502	GRANTS DEP FRDAP - RECREATION	\$200,000
001-04-331503	MISC GRANTS - RECREATION	\$0
001-04-347200	PARKS & RECREATION - SPORT	\$0
001-04-347201	P&R - SOCCER	\$5,000
001-04-347202	P&R - BASKETBALL	\$15,000
001-04-347203	P&R - FLAG FOOTBALL	\$5,000
001-04-347204	P&R - SOFTBALL	\$1,000
001-04-347205	P&R - GYMNASTICS	\$6,000
001-04-347206	P&R - MARTIAL ARTS	\$0
001-04-347207	P&R - CONCESSIONS	\$1,800
001-04-347208	P&R - VOLLEYBALL	\$2,000
001-04-347209	P&R - SWIM TEAM	\$1,000
001-04-347210	P&R - TENNIS	\$800
001-04-347211	P&R - TRACK	\$800
001-04-347400	SPECIAL EVENTS & DONATIONS	\$2,000
001-04-347410	PARKS & RECREATION - EVENT	\$0
001-04-347411	P&R - KIDZ SQUAD	\$45,000
001-04-347412	P&R - SUMMER CAMP	\$35,000
001-04-347413	P&R - SWIM LESSONS	\$3,000
001-04-347414	P&R - BASKETBALL CAMP	\$2,500
001-04-347415	P&R - FOOTBALL CAMP	\$2,000
001-04-347416	P&R - VOLLEYBALL CAMP	\$1,000
001-04-347500	PARKS & RECREATION - MEMBERS	\$0
001-04-347501	P&R - MONTHLY CHILD WATCH	\$500
001-04-347502	P&R - DRAFT MEMBERS	\$70,000
001-04-347503	P&R - SEMI MEMBERS	\$3,000
001-04-347504	P&R - ANNUAL MEMBERS	\$1,000
001-04-347505	P&R - DAILY MEMBERS	\$2,000
001-04-347506	P&R - HEALTHWAY FITNESS PRIME	\$1,000
001-04-347507	P&R - HEALTHWAY SILVER SNEAKERS	\$2,500
001-04-347508	P&R - POOL MEMBERS	\$7,000
001-04-347550	P&R - OPTUM MEMBERS	\$2,000
001-04-347551	P&R - ALL INCLUSIVE MEMBERS	\$2,000
001-04-347509	P&R - GROUP MEMBERS	\$1,000
001-04-347510	PARKS & RECREATION - RENTAL	\$0

EXPENDITURES	PARKS/RECREATION	
001-04-56482	AID TO PRIVATE ORGANIZATION	\$8,000
001-04-57212	REGULAR & PT SALARIES & WAGES	\$178,636
001-04-57213	TEMPORARY WAGES	\$40,000
001-04-57214	OVERTIME	\$500
001-04-57221	FICA TAXES	\$16,764
001-04-57222	RETIREMENT CONTRIBUTIONS	\$24,309
001-04-57223	LIFE & HEALTH INSURANCE	\$19,379
001-04-57224	WORKER'S COMPENSATION	\$5,189
001-04-57231	PROFESSIONAL SERVICES	\$1,000
001-04-57234	CLEANING CONTRACT	\$1,000
001-04-57240	TRAVEL & EDUCATION	\$1,000
001-04-57241	COMMUNICATIONS & FREIGHT	\$2,500
001-04-57243	UTILITY SERVICES	\$30,000
001-04-57244	RENTALS & LEASES	\$1,000
001-04-57245	INSURANCE	\$30,590
001-04-57246	REPAIRS & MAINTENANCE	\$20,000
001-04-57248	PROMOTIONAL ACT-PUBLIC NOTICE	\$2,000
001-04-57249	OTHER CURRENT OBLIGATION	\$1,000
001-04-57251	OFFICE SUPPLIES	\$0
001-04-57252	OPERATING SUPPLIES	\$59,999
001-04-57254	BOOKS, SUBSCRIP & PUBLICATIONS	\$2,500
001-04-57260	CAITAL IMPROVEMENTS	\$0
001-04-57261	LAND	\$0
001-04-57262	BUILDINGS	\$60,000
001-04-57263	INFRASTRUCTURE	\$50,000
001-04-57264	MACHINERY & EQUIPMENT	\$230,000
001-04-57265	WORK IN PROGRESS (WIP)	\$0
001-04-57299	BANK SERVICE CHARGE	\$500
001-04-57449	SPECIAL EVENTS	\$40,000
<b>TOTAL</b>	<b>PARKS/RECREATION</b>	<b>\$825,866</b>

001-04-347511	P&R - POOL & SPLASH RENTAL	\$6,500
001-04-347512	P&R - SPLASH PAD RENTAL	\$500
001-04-347513	P&R - LIFEGUARD(S) RENTAL	\$0
001-04-347514	P&R - GYM RENTAL	\$500
001-04-347515	P&R - BALL PARK RENTAL	\$400
001-04-347516	P&R - BUCK LG PAVILION RENTAL	\$500
001-04-347517	P&R - BUCK SM PAVILION RENTAL	\$250
001-04-347518	P&R - OXFORD PICNIC AREA	\$150
001-04-347900	P&R - CREDIT CARD FEE	\$500
001-04-362002	LEASE - NEXTEL TOWER	\$15,128
001-04-365000	SURPLUS MATERIALS - RECREATION	\$0
001-04-369900	MISCELLANEOUS REVENUE - REC	\$6,500
001-04-381000	INTERFUND TRANS GEN FUND	\$46,000
001-04-381000	INTERFUND TRANS GEN FUND	\$188,038
001-04-381001	INTERFUND TRANS SALES TAX	<u>\$140,000</u>
<b>TOTAL</b>	<b>PARKS/RECREATION</b>	<b>\$825,866</b>

<b>REVENUES</b>	<b>FIRE</b>	
001-05-331500	FEMA REIMBURSEMENTS - FIRE	\$0
001-05-334200	GRANTS FORESTRY 50/50 - FIRE	\$0
001-05-337700	NASSAU COUNTY - FIRE	\$0
001-05-342200	FIRE PROTECTION SERVICES - NC	\$0
001-05-365000	SURPLUS MATERIALS - FIRE	\$0
001-05-369900	HVFD DONATIONS	\$1,200
001-05-369900	MISCELLANEOUS REVENUE - FIRE	\$0
001-05-381000	INTERFUND TRANS GEN FUND	\$69,332
001-05-381001	INTERFUND TRANS SALES TAX	<u>\$15,800</u>
<b>TOTAL</b>	<b>FIRE</b>	<b>\$86,332</b>

<b>REVENUES</b>	<b>AIRPARK/TRANSPORTATION</b>	
001-08-331410	GRANTS FAA - AIRPARK	\$899,000
001-08-331500	FEMA REIMBURSEMENT - AIRPARK	\$0
001-08-334410	GRANTS DOT - AIRPARK	\$1,184,228
001-08-337700	NASSAU COUNTY - AIRPARK	\$0
001-08-344100	HILLIARD AVIATION - AIRPARK	\$10,000
001-08-365000	SURPLUS MATERIALS - AIRPARK	\$0
001-08-369900	MISCELLANEOUS REVENUE - AIRPARK	\$0
001-08-381000	INTERFUND TRANS GEN FUND	\$0
001-08-381001	INTERFUND TRANS SALES TAX	<u>\$0</u>
<b>TOTAL</b>	<b>AIRPARK/TRANSPORTATION</b>	<b>\$2,093,228</b>

**TOTAL REVENUES** **\$5,381,269**

<b>EXPENDITURES</b>	<b>FIRE</b>	
001-05-52224	WORKER'S COMPENSATION	\$5,189
001-05-52240	REIMBURSEMENT EXPENSE	\$4,250
001-05-52241	COMMUNICATIONS & FREIGHT	\$2,500
001-05-52243	UTILITY SERVICE	\$2,500
001-05-52244	RENTALS & LEASES	\$0
001-05-52245	INSURANCE	\$30,590
001-05-52246	REPAIRS & MAINTENANCE	\$8,783
001-05-52251	OFFICE SUPPLIES	\$0
001-05-52252	OPERATING SUPPLIES	\$8,520
001-05-52254	BOOKS, SUBSCRIP & PUBLICATIONS	\$8,200
001-05-52260	CAPITAL IMPROVEMENTS	\$0
001-05-52264	MACHINERY & EQUIPMENT	<u>\$15,800</u>
<b>TOTAL</b>	<b>FIRE</b>	<b>\$86,332</b>

<b>EXPENDITURES</b>	<b>AIRPARK/TRANSPORTATION</b>	
001-08-54241	COMMUNICATIONS & FREIGHT	\$0
001-08-54248	PROMOTIONAL ACTIVITIES	\$0
001-08-54252	OPERATING SUPPLIES	\$0
001-08-54261	LAND	\$1,702,228
001-08-54262	BUILDINGS	\$391,000
001-08-54263	INFRASTRUCTURE	\$0
001-08-54264	MACHINERY & EQUIPMENT	\$0
001-08-54265	WORK IN PROGRESS (WIP)	\$0
001-08-54266	DOCUMENTS & MATERIALS	\$0
001-08-58105	TRANSFER TO AIRPARK	\$0
001-08-58192	TRANSFER TO SALES TAX	<u>\$0</u>
<b>TOTAL</b>	<b>AIRPARK/TRANSPORTATION</b>	<b>\$2,093,228</b>

**TOTAL EXPENDITURES** **\$5,381,269**

**101-SPECIAL REVENUE**

REVENUES	EXCISE TAX		EXPENDITURES	EXCISE TAX	
101-07-312410	LOCAL OPTION GAS TAX	\$248,386	101-07-59099	RESERVE	\$248,386
<b>TOTAL</b>	<b>EXCISE TAX</b>	<b>\$248,386</b>	<b>TOTAL</b>	<b>EXCISE TAX</b>	<b>\$248,386</b>
<b>TOTAL REVENUES</b>		<b><u>\$248,386</u></b>	<b>TOTAL EXPENDITURES</b>		<b><u>\$248,386</u></b>

**120-CAPITAL IMPROVEMENT PLAN**

REVENUES	GENERAL		EXPENDITURES	GENERAL	
120-00-369001	CASH CARRY FORWARD	\$377,443	120-00-51399	BANK SERVICE CHARGES	\$0
120-00-312600	DISCRETIONARY SALES TAX	\$576,857	120-00-58101	TRANSFER TO GEN GOV'T	\$230,000
120-00-361100	INTEREST INCOME SBA	\$25,000	120-00-58103	TRANSFER TO STREETS	\$83,500
120-00-381000	TRANSFER FROM GENERAL	\$0	120-00-58104	TRANSFER TO RECREATION	\$140,000
<b>TOTAL</b>	<b>GENERAL</b>	<b>\$979,300</b>	120-00-58105	TRANSFER TO FIRE	\$15,800
			120-00-58106	TRANSFER TO WATER & SEWER	\$510,000
			120-00-58108	TRANSFER TO AIRPARK	\$0
			120-00-59099	RESERVE	\$0
			<b>TOTAL</b>	<b>GENERAL</b>	<b>\$979,300</b>
<b>TOTAL REVENUES</b>		<b><u>\$979,300</u></b>	<b>TOTAL EXPENDITURES</b>		<b><u>\$979,300</u></b>

401-WATER & SEWER

REVENUES	WATER & SEWER		EXPENDITURES	WATER & SEWER	
401-06-369901	CASH CARRY FORWARD	\$0	401-06-53612	REGULAR SALARIES & WAGES	\$423,010
401-06-331350	GRANTS USDA RD - W&S	\$0	401-06-53613	PART TIME SALARIES & WAGES	\$0
401-06-331500	FEMA REIMBURSEMENTS - W&S	\$0	401-06-53614	OVERTIME	\$16,000
401-06-334350	GRANTS DEP LEG CBIR - WWTP	\$40,000	401-06-53621	FICA TAXES	\$33,584
401-06-334351	GRANTS DEP LEG CBIR - SEWER	\$597,000	401-06-53622	RETIREMENT CONTRIBUTIONS	\$59,574
401-06-334354	CDBG - WM REPLACE	\$700,000	401-06-53623	LIFE & HEALTH INSURANCE	\$155,032
401-06-337700	NASSAU COUNTY - W&S	\$0	401-06-53624	WORKER'S COMPENSATION	\$5,189
401-06-343300	WATER UTILITY REVENUE	\$594,540	401-06-53631	PROFESSIONAL SERVICES	\$29,000
401-06-343500	SEWER UTILITY REVENUE	\$607,028	401-06-53632	ACCOUNTING & AUDITING	\$20,000
401-06-349001	TAP-ON FEES - W&S	\$86,500	401-06-53634	WASTE DISPOSAL	\$20,000
401-06-349002	TRANSFER FEES - W&S	\$200	401-06-53640	TRAVEL & EDUCATION	\$4,000
401-06-349003	TURN ON/OFF FEES - W&S	\$8,000	401-06-53641	COMMUNICATIONS & FREIGHT	\$22,000
401-06-349004	WATER LINE EXTENSION FEES	\$20,000	401-06-53642	WATER PLANT ELECTRICITY	\$20,000
401-06-349005	SEWER LINE EXTENSION FEE	\$30,000	401-06-53643	SEWER PLANT ELECTRICITY	\$80,000
401-06-349006	RECONNECT FEE - W&S	\$300	401-06-53644	RENTALS & LEASES	\$5,000
401-06-361100	INTEREST INCOME SBA	\$85,000	401-06-53645	INSURANCE	\$30,590
401-06-361101	INTEREST INCOME CKG	\$250	401-06-53646	REPAIRS & MAINTENANCE	\$108,500
401-06-362003	LEASE - WATER TOWER	\$0	401-06-53648	PROMOTIONAL ACT-PUBLIC NOTICE	\$1,000
401-06-363240	SYSTEM DEVELOPMENT CHARGES	\$0	401-06-53649	OTHER CURRENT OBLIGATIONS	\$5,000
401-06-365000	SURPLUS MATERIALS - W&S	\$1,000	401-06-53651	OFFICE SUPPLIES	\$0
401-06-369001	NSF FEES - W&S	\$200	401-06-53652	OPERATING SUPPLIES	\$199,999
401-06-369002	PENALTIES - W&S	\$40,000	401-06-53654	BOOKS, SUBSCRIP & PUBLICATIONS	\$12,000
401-06-369003	METER TAMPERING FEES - W&S	\$0	401-06-53658	AMORTIZATION EXPENSE	\$0
401-06-369004	CONVENIENCE CHARGE	\$500	401-06-53659	DEPRECIATION EXPENSE	\$0
401-06-369900	MISCELLANEOUS REVENUE - W&S	\$5,000	401-06-53660	CAPITAL IMPROVEMENTS	\$0
401-06-381000	TRANS FROM GENERAL	\$0	401-06-53661	LAND	\$0
401-06-381001	TRANS FROM SALES TAX	\$510,000	401-06-53662	BUILDINGS	\$8,000
401-06-381002	TRANS FROM SPEC REVENUE	\$0	401-06-53663	INFRASTRUCTURE	\$1,809,000
401-06-381003	LOANS - W&S	\$0	401-06-53664	MACHINERY & EQUIPMENT	\$30,000
<b>TOTAL</b>	<b>WATER &amp; SEWER</b>	<b>\$3,325,518</b>	401-06-53665	WORK IN PROGRESS (WIP)	\$0
			401-06-53672	INTEREST EXPENSE BONDS	\$118,540
			401-06-53698	BAD DEBT EXPENSE	\$0
			401-06-53699	BANK SERVICE CHARGES	\$500
			401-06-56482	AID TO PRIVATE ORGANIZATION	\$10,000
			401-06-59099	RESERVE	\$100,000
			<b>TOTAL</b>	<b>WATER &amp; SEWER</b>	<b>\$3,325,518</b>
<b>TOTAL REVENUES</b>		<b><u>\$3,325,518</u></b>	<b>TOTAL EXPENDITURES</b>		<b><u>\$3,325,518</u></b>





## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: September 7, 2023

FROM: *Lisa Purvis, MMC – Town Clerk*

SUBJECT: Town Council review of the Nassau County Property Appraiser & Tax Collector's Tangible Personal Property Verification Program and approval of a three-party Interlocal Agreement.

---

#### **BACKGROUND:**

See Agenda Item Summary and Interlocal Agreement provided by the Nassau County Property Appraiser's Office.

#### **FINANCIAL IMPACT:**

See Interlocal Agreement.

#### **RECOMMENDATION:**

Approval of the Agreement for Use of Property Tax Collections to Fund Tangible Personal Property Verification Services through an Interlocal Agreement between the Nassau County Property Appraiser, Nassau County Tax Collector and the Town of Hilliard.

AGENDA ITEM SUMMARY	
Meeting Date:	
Agenda Category:	New Business
Agenda Item Number:	
Subject:	NASSAU COUNTY PROPERTY APPRAISER/TAX COLLECTOR TANGIBLE PERSONAL PROPERTY VERIFICATION PROGRAM
Attachments:	Memorandum From Property Appraiser's Office: Agreement
Staff Contact	
Background	The Nassau County Property Appraiser's Office is working on an initiative to perform a verification process on the County's tangible personal property tax roll to ensure all tax payers are filing properly. In order to perform this process the Property Appraiser's office is using a third-party contractor to utilize a mass process to cover the entire tangible personal property tax roll. In order for the District to participate in this process, a three-party Interlocal Agreement would need to be executed between the Town of Hilliard, the Nassau County Tax Collector, and the Nassau County Property Appraiser.
Reference	Interlocal Agreements
Suggested Action:	Approval of a three-party Interlocal Agreement with the Town of Hilliard, Property Appraiser and Tax Collector

**Agreement for Use of Property Tax Collections to Fund  
Tangible Personal Property Verification Services**

THIS AGREEMENT (“Agreement”) is made and entered into as of this \_\_\_\_ day of \_\_\_\_\_, 2023, by and between the NASSAU COUNTY PROPERTY APPRAISER (“PROPERTY APPRAISER”), NASSAU COUNTY TAX COLLECTOR (“TAX COLLECTOR”), and the undersigned Local Governing Boards of the TAXING AUTHORITIES of NASSAU COUNTY, hereinafter referred to collectively as the “TAXING AUTHORITIES.”

WHEREAS, the PROPERTY APPRAISER is responsible under Florida law for the administration of ad valorem property tax verification and for back taxes related to business property tax listings; and

WHEREAS, the TAX COLLECTOR is responsible under Florida law for the collection and distribution of ad valorem property taxes, including back taxes, and associated penalties, fees, and interest; and

WHEREAS, the TAXING AUTHORITIES receive local property tax revenue to fund essential public services; and

WHEREAS, the PROPERTY APPRAISER and TAX COLLECTOR intend to contract with TAX MANAGEMENT ASSOCIATES, INC. (“TMA”) for audit verification services to conduct business personal property tax verifications for the purpose of collecting taxes due on those properties, which funds would otherwise be unavailable to the TAXING AUTHORITIES (hereinafter the “TMA Verification Agreement”); and

WHEREAS, TMA shall provide said verification services in exchange for the fee established in the TMA Verification Agreement, which consists of an amount equal to thirty-five percent (35%) of any tax, penalties, and interest collected from back taxes assessed by the PROPERTY APPRAISER on parcels identified through a TMA verification (hereinafter, the “Fee”); and

WHEREAS, the Fee shall be paid exclusively from the taxes, penalties, and interest collected in relation to the business personal property tax verifications resulting from the tax verifications performed by TMA, and shall not constitute a pledge or general obligation of tax funds or create an obligation on the TAXING AUTHORITIES to appropriate or make monies available for the purpose of this Agreement beyond the fiscal year in which the Agreement is executed; and

NOW, THEREFORE, the PROPERTY APPRAISER, TAX COLLECTOR, and undersigned TAXING AUTHORITIES, for and in consideration of the mutual promises, covenants, and conditions herein contained and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, agree as follows:

## TERMS

1. Incorporation of Recitals. The recitals set forth above are hereby incorporated into and deemed a part of this Agreement.
2. Authorization of Reduced Collections for Fee Payment: The undersigned TAXING AUTHORITIES authorize the TAX COLLECTOR to deduct two percent (2%) in addition to TMA's Fee, as established in the TMA Verification Agreement, from the total property tax, penalties and interest collected as the result of the business personal property tax verifications pursuant to TMA verifications. The TAX COLLECTOR shall distribute the remaining tax revenue to the undersigned TAXING AUTHORITIES according to governing Florida law.

This Agreement does not constitute a pledge or general obligation of ad valorem taxation or create any obligation on any TAXING AUTHORITY to appropriate or make monies available for any tax year and does not create the right in any party to compel the exercise of the ad valorem taxing power of any TAXING AUTHORITY.

The TAX COLLECTOR shall annually make available to each TAXING AUTHORITY an accounting of all tax proceeds collected pursuant to the TMA Verification Agreement, the Fees paid to TMA, and the total funds distributed to each TAXING AUTHORITY.

3. Term & Termination: This Agreement shall be effective as of the date of execution for an initial term of forty-eight (48) months. Thereafter, the Agreement shall renew automatically on an annual basis until such time as the TMA Verification Agreement is terminated or otherwise expires. Upon termination or expiration of the TMA Verification Agreement, this Agreement automatically expires except for such provisions as survive termination as further agreed herein.

Any TAXING AUTHORITY may opt out of this Agreement provided it notifies the PROPERTY APPRAISER and TAX COLLECTOR in writing at least ninety (90) days before the end of a fiscal year. The option shall be effective upon the first day of the following fiscal year.

Upon termination of this Agreement, Fees for all verifications completed by TMA in affected tax districts up to the date of the notification of termination shall be payable in accordance with the terms provided by the TMA Verification Agreement. Because taxes may not be paid within the term of this Agreement, the authorization of reduced collections for Fee payment shall survive the termination of the Agreement and shall terminate upon the later of the collection and payment of all taxes related to TMA verifications, or the expiration of such taxes as a matter of Florida law.

4. Severability: Should any provision, portion, or application of this Agreement be determined by a court of competent jurisdiction to be illegal, unenforceable, or in conflict with any applicable law or constitutional provision, or should future changes to Florida law conflict with any portion of this Agreement, the parties shall negotiate an equitable adjustment in the affected provisions of this Agreement with a view toward effecting the purpose of this Agreement, and the validity and enforceability of the remaining provisions, portions, or

applications thereof, shall not be impaired. If a future change to Florida law conflicts with or preempts the entirety of this agreement, the agreement will be immediately terminated, subject to the termination provisions herein.

5. Public Records: The parties are public agencies subject to Florida's public records laws, including records retention, production, and confidentiality provisions. The PROPERTY APPRAISER and TAX COLLECTOR agree to retain all records maintained by their agencies and associated with the performance of this Agreement in compliance with applicable Florida records retention schedules, and to make all non-confidential or exempt records available for inspection or copying upon request and in compliance with Florida's public records laws.
6. Notice: Any notice required to be given under this Agreement shall be made in writing and sent by first class mail, postage paid, or by hand delivery to, the contact and address for the party as it appears on the signatory page of this Agreement.
7. Applicable Law: The terms and conditions of this Agreement shall be governed by the laws of the State of Florida.
8. Sole Benefit: This Agreement is for the sole benefit of the parties hereto, and in no event shall this Agreement be construed to be for the benefit of any third party, nor shall any party be liable for any loss, liability, damages, or expenses to any person not a party to this Agreement.
9. Headings: Headings herein are for convenience of reference only and shall not be considered in any interpretation of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by the proper officer of each, as of the date first written above.

TAXING AUTHORITY NAME: Town of Hilliard

AUTHORIZED SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_

PRIMARY CONTACT: \_\_\_\_\_

ADDRESS 1: \_\_\_\_\_

ADDRESS 2: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

APPROVED AS TO LEGAL FORM

For the TAXING AUTHORITY:

Signature: \_\_\_\_\_

Name & Title: \_\_\_\_\_



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: September 7, 2023

FROM: *Lisa Purvis, MMC – Town Clerk*

SUBJECT: Town Council adoption of Resolution No. 2023-18, the Town of Hilliard's Water System Asset Management and Fiscal Sustainability (AMFS) Plan.

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#### **BACKGROUND:**

The Town of Hilliard Public Works Department has been working with Florida Rural Water Association to identify the Town's Water and Wastewater System's most urgent and critical needs.

#### **FINANCIAL IMPACT:**

To be determined.

#### **RECOMMENDATION:**

Town Council adoption of Resolution No. 2023-18, the Town of Hilliard's Water System and Wastewater System AMFS Plan.

**RESOLUTION NO. 2023-18**

**A RESOLUTION OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION; APPROVING THE TOWN OF HILLIARD WATER SYSTEM ASSET MANAGEMENT AND FISCAL SUSTAINABILITY PLAN; AUTHORIZING THE TOWN CLERK AND PUBLIC WORKS DIRECTOR TO TAKE ALL ACTIONS NECESSARY TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Florida Statutes provide for financial assistance to local government agencies to finance construction of the Town and municipal utility system improvements; and

**WHEREAS**, the Florida Department of Environmental Protection State Revolving Fund (SRF) has designated the Town of Hilliard Water System Improvements, identified in the Asset Management and Fiscal Sustainability Plan, as potentially eligible for available funding; and

**WHEREAS**, as a condition of obtaining funding from the SRF, the Town is required to implement an Asset Management and Fiscal Sustainability Plan for the Town's Water System Improvements; and

**WHEREAS**, the Town Council of the Town of Hilliard has determined that approval of the attached Asset Management and Fiscal Sustainability Plan for the proposed improvements, to obtain necessary funding in accordance with SRF guidelines, is in the best interest of the Town.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF HILLIARD, TOWN COUNCIL** the following:

**Section 1.** That the Town of Hilliard Town Council hereby approves the Town of Hilliard Water System Asset Management and Fiscal Sustainability Plan, attached hereto and incorporated by reference as a part of this Resolution.

**Section 2.** That the Town Clerk and Public Works Director are authorized to take all actions necessary to effectuate the intent of this Resolution and to implement the Water System Asset Management and Fiscal Sustainability Plan in accordance with applicable Florida law and Council direction to obtain funding from the SRF.

**Section 3.** That the Town will annually evaluate existing rates to determine the need for any increase and will increase rates in accordance with the financial recommendations found in the Water System Asset Management and Fiscal Sustainability Plan or in proportion to the Town's needs as determined by the Council in its discretion.

**Section 4.** That this Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** on this \_\_\_\_\_ day of \_\_\_\_\_, 2023.



Town of Hilliard, Florida

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

ATTEST:

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

APPROVED:

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

# FLORIDA RURAL WATER ASSOCIATION

ITEM-7

2970 WELLINGTON CIRCLE • TALLAHASSEE, FL 32309-7813  
(850) 668-2746

May 18, 2023

Mr. John Beasley, Mayor  
Town of Hilliard  
15859 West CR 108  
Hilliard, FL 32046

Dear Mayor Beasley:

The Florida Rural Water Association (FRWA) is pleased to submit the Water System Asset Management and Fiscal Sustainability (AMFS) plan to the Town of Hilliard. FRWA prepared this Plan in partnership with the FDEP Safe Drinking Water State Revolving Fund (SDWSRF) Program to identify your system's most urgent and critical needs.

A Town's water and wastewater systems represent critical infrastructure designed to protect the public health and the environment. This report assesses the current conditions of your water fixed capital assets (e.g. water production facilities, distribution system, hydrants and valves), and more importantly provides recommendations, procedures and tools to assist with long range asset protection and water utility reinvestment. FRWA will be available to support the Town of Hilliard's AMFS plan recommendations and implementation.

The following report is considered a living document with tools for your use which must be updated at least annually (quarterly updates are recommended) by the Town of Hilliard utility management. FRWA will provide electronic copies for your use and future modification and will remain available to assist in updating and revising the Town's AMFS plan.

As a valued FRWA member, it is our goal to help make the most effective and efficient use of your limited resources. This tool is an unbiased, impartial, independent review and is solely intended for achievement of drinking water system fiscal sustainability and maintaining your valuable utility assets. Florida Rural Water Association has enjoyed serving you and wishes your system the best in all its future endeavors.

Sincerely,

Patrick Dangelo  
FRWA Utility Asset Management Team

Copy: Eric Meyers, DWSRF State Revolving Fund  
Gary Williams, Florida Rural Water Association, Executive Director

## Board of Directors

*PATRICIA CICHON*  
President  
Monticello

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Tallahassee



*EMAIL*  
[frwa@frwa.net](mailto:frwa@frwa.net)

*WEBSITE*  
[www.frwa.net](http://www.frwa.net)

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**Town of Hilliard Water System Asset Management and  
Fiscal Sustainability Plan**

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**Prepared for:**

**Town of Hilliard  
PWS # 2451179**

**Prepared by:**

**FLORIDA RURAL WATER ASSOCIATION  
Asset Management Program  
In partnership with  
Florida Department of Environmental Protection  
and  
State Revolving Fund Program**



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## Executive Summary

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### Asset Management Plan Defined

**Asset Management Plan (AMP):** The International Infrastructure Management Manual defines an asset management plan as a “plan developed for the management of one or more infrastructure assets that combines multi-disciplinary management techniques (including technical and financial) over the life cycle of the asset in the most cost effective manner to provide a specific level of service.”

Lowest life cycle cost refers to the best appropriate cost for rehabilitating, repairing, or replacing an asset. While the level of service is determined by the utility consisting of its staff, customers, board members and regulators. Asset management is implemented through an asset management program and includes a written asset management plan.

### Benefits of an AMP

Implementing and maintaining an active Asset Management Plan will provide numerous benefits to the Utility and its Customers, such as:

- Prolonging asset life and aiding in rehabilitation/repair/replacement decisions.
- Increased operational efficiencies.
- Informed operational and management decisions.
- Increased knowledge of asset criticality.
- Meeting consumer demands with a focus on system sustainability and improved communication.
- Setting rates based on sound operational and financial planning.
- Budgeting by focusing on activities critical to sustained performance.
- Meeting system service expectations and regulatory requirements.
- Improving responses to emergencies.
- Improving security and safety of assets.
- Capital improvement projects that meet the true needs of the system and community.
- Provides an impartial unbiased report to help explain rate sufficiency to the community.

### State Revolving Fund Requirement

An active Asset Management Plan (AMP) is a requirement for participation in the State Revolving Fund Program (SRF). Asset Management and Fiscal Sustainability (AMFS) program details are identified in Rulemaking Authority FS. Law Implemented 403.8532 (FS. History–New 4-7-98, Amended 8-10-98, 7-17-17) and in Florida Administrative Code (FAC) 62-503.700(7). To be accepted for the interest rate adjustment and to be eligible for reimbursement, an asset management plan must be adopted by ordinance or resolution and written procedures must be in place to not only implement the plan, but to do so in a timely manner.

The plan must include each of the following:

- (a) Identification of all assets within the project sponsor's system;
- (b) An evaluation of the current age, condition, and anticipated useful life of each asset;
- (c) The current value of the assets;
- (d) The cost to operate and maintain all assets;
- (e) A capital improvement plan based on a survey of industry standards, life expectancy, life cycle analysis, and remaining useful life;
- (f) An analysis of funding needs;
- (g) An analysis of population growth and drinking water use projections, as applicable, for the sponsor's planning area, and a model, if applicable, for impact fees; commercial, industrial and residential rate structures;
- (h) The establishment of an adequate funding rate structure;
- (i) A threshold rate set to ensure the proper operation of the utility; if the sponsor transfers any of the utility proceeds to other funds, the rates must be set higher than the threshold rate to facilitate the transfer and proper operation of the utility; and,
- (j) A plan to preserve the assets; renewal, replacement, and repair of the assets, as necessary; and a risk-benefit analysis to determine the optimum renewal or replacement time.

### **AMP Development Stakeholders**

The development of this AMFS plan involved the collective efforts of Town Management and Staff, the Florida Department of Environmental Protection State Revolving Fund (FDEP-SRF), and the Florida Rural Water Association (FRWA). Resources included Engineers (technical and financial), Certified Operators (operation and maintenance), Rate Sufficiency Analysts and utility staff with first-hand experience with the system.

### **Critical Assets and Priority Action List**

The Table located below contains a listing of the Town of Hilliard’s Critical Assets and Processes that were found to need Capital and/or Operational funding to operate as designed and within Regulatory Compliance. Please see [Section 4](#) for a detailed description of the asset improvements listed below.

<b>Critical Assets List</b>				
<b>Name</b>	<b>Installed</b>	<b>Design Life</b>	<b>Condition</b>	<b>Consequence of Failure</b>
Hydrant Valves (8 poor, 51 not found with hydrant)	Varies	30	Poor	Moderate
System Water Valves (32)	Varies	30	Poor	Moderate
System Water Valves – (1)	Varies	30	Failed	Moderate
Asbestos Cement Water Main Piping	Varies	50	N/A	Moderate
Fire Hydrants – (3)	Varies	50	Failed	Moderate
Fire Hydrants – (4)	Varies	50	Very Poor	Moderate
Fire Hydrants – (18)	Varies	50	Poor	Moderate

Based on the list of Critical Assets and Processes that were found to need Capital and/or Operational funding and the State requirements for participation in the State Revolving Fund Program (SRF), a Priority Action List was developed to help the Town prioritize action items and establish target dates for timely completion. The Priority Action List is found on the following page.

<b>TOWN OF HILLIARD PRIORITY ACTION LIST</b>				
<b>Action Item</b>	<b>Target Date(s)</b>	<b>Cost Type</b>	<b>Cost</b>	<b>Responsible Party or Parties</b>
<b>1. Pass Resolution Adopting AMFS Plan</b>	Within 60 to 90 Days from Receipt of Final Plan	Administrative	No Cost	Board and Town Clerk
<b>2. Implement Energy Audit findings</b>	Every 2 to 3 Years	Capital	\$6,000 year 1 then No Cost *	Public Works Director or Designee
<b>3. Update Energy Audit</b>	Every 2 to 3 Years	Administrative	No Cost*	Public Works Director or Designee
<b>4. Determine Level of Service (LOS) Attributes, Goals, Targets, and Metrics and Prepare LOS Agreement</b>	90 Days after Adoption	Planning	No Cost *	Board, Town Clerk, Staff and Public
<b>5. Train Staff and Begin Using AMFS Tools (Diamond Maps or similar).</b>	90 Days after Adoption	Administrative	No Cost* (already purchased equipment and service)	Town Clerk, Public Works Director or Designee
<b>6. Complete RevPlan model and begin using</b>	90 Days after FY 2023	Administrative	No Cost *	Town Clerk or Designee
<b>7. Develop Valve Exercising, and Replacement Program</b>	Within 6 Months after Adoption	Planning	No Cost *	Public Works Director and Staff
<b>8. Develop Hydrant Flushing, Flow Testing and Maintenance Program</b>	Within 6 months after Adoption	Planning	No Cost *	Public Works Director and Staff
<b>9. Explore Financial Assistance Options</b>	On-going beginning in FY 2023	Administrative	No Cost	Town Clerk and Finance Staff
<b>10. Document Water Line Condition and Develop Replacement Strategy</b>	On-going beginning FY 2023	Planning	No Cost	Public Works Director and Staff
<b>11. Engage a Registered Engineer To Review, Plan, Design, Permit, and Construct Capital Projects</b>	On-going beginning FY 2023	Capital	Professional Service and Construction Cost based on Project Scope	Town Clerk, Public Works Director, and Engineer



<b>12. Engage a Registered Engineer To Review, Plan, Design, Permit finished water storage needs and capabilities</b>	FY 2024	Capital	Professional Service cost based on Project Scope	Town Clerk, Public Works Director and Engineer
<b>TOWN OF HILLIARD PRIORITY ACTION LIST</b>				
<b>Action Item</b>	<b>Target Date(s)</b>	<b>Cost Type</b>	<b>Cost</b>	<b>Responsible Party or Parties</b>
<b>13. Develop Operation and Maintenance Program and Procedures</b>	Within 1 Year after Adoption	Planning	No Cost *	Public Works Director or Designee
<b>14. Develop Change Out/Repair and Replacement Program for Critical Assets</b>	Within 1 Year after Adoption	Planning	No Cost *	Public Works Director or Designee
<b>15. Locate, Clean Out and Evaluate Buried or Unlocated Valves Shown on System Maps</b>	FY 2024	Operational	No Cost *	Public Works Director and Staff
<b>16. Monitor screens on Ground storage tanks for algae growth</b>	On going	Operational	No Cost *	Water Plant Operator, Public Works Director, and staff
<b>17. Check meter information annually to insure proper billing and accounting</b>	On going	Operational	No Cost*	Public Works Director, staff
<b>18. Develop Replacement plan for A.C. Water mains</b>	Within 1 year after adoption	Planning	Cost will Vary Depending on Project Scope	Public Works Director , Town Clerk, Engineer
<b>19. Replace Hydrants in Failed / Very Poor Condition; Repair/Replace Hydrants in Poor Condition; Install 25 Hydrant Valves</b>	Failed in FY 2024/2025 Poor in FY 2025/2026 and On-going beginning in FY 2027	Capital	Failed / Very Poor- \$24,500; Poor - \$63,000; Hydrant Valves - \$30,000; and	Water Superintendent and Staff
<b>20. Replace failed or Add new valves into distribution system to better isolate sections of system (3 per year)</b>	On going	Capital	\$45,000	Water Superintendent and Staff
<b>21. Update Water System Mapping</b>	On-going	Administrative	No Cost	Water Superintendent or Designee

<b>22. Provide Additional Staff Training Opportunities</b>	On-going	Administrative	Cost May Vary *	Public Works Director or Designee
<b>TOWN OF HILLIARD PRIORITY ACTION LIST</b>				
<b>Action Item</b>	<b>Target Date(s)</b>	<b>Cost Type</b>	<b>Cost</b>	<b>Responsible Party or Parties</b>
<b>23. Implement Annual Asset Replacement Program</b>	Annually	Operational	Cost will Vary Based on Asset Replacement Program and Strategy	Board, Town Clerk, Public Works Director and Staff
<b>24. Conduct Rate Sufficiency Study and Adjust Rate Structure as Needed with RevPlan</b>	10/1/2023	Planning	No Cost *	Town Clerk, Public Works Director and Finance Staff
<b>25. Revise AMFS Plan and RevPlan Model</b>	Annually	Administrative	No Cost *	Board, Town Clerk and Public Works Director

\* As a member of the Florida Rural Water Association, FRWA can assist the Town of Hilliard with this Service.

## Fiscal Strategy and AMP Process Recommendations.

Based on this asset management and fiscal sustainability study, **specific recommendations** related to capital expenditures and operating expenditures over the next five years found in the Priority Action List are as follows:

1. Adopt this Asset Management and Fiscal Sustainability Plan (AMFS) study in the form of a Resolution. Appendix A contains a sample AMFS Resolution for the Town of Hilliard.
2. Engage a Florida Registered Engineer to support the Utility in review, funding, planning, design, permitting, and construction of critical capital and operational action items as recommended in this AMFS study.
3. Make funding applications to the following programs/agencies in support of Utility System Upgrades/Improvements as recommended by this AMFS study. A synopsis of water utility funding programs can be found at the following link:  
<http://www.frwa.net/funding.html>.
  - a. FDEP-State Revolving Fund (SRF)
  - b. Regional Water Management District
  - c. Florida Department of Economic Opportunity Community Development Block Grant (CDBG)
  - d. USDA Rural Development Direct Loan/Grant (USDA RD)
  - e. FDEO Rural Infrastructure Fund Grant (RIF)
  - f. Local Funding Initiative Requests
4. Evaluate and Adopt a Utility rate structure that will ensure rate sufficiency as necessary to implement capital improvements.
5. Begin using Diamond Maps for Asset Management Planning (AMP) and Computerized Maintenance Management System (or another CMMS of your choice).
6. Continue to build your asset management program by:
  - a. Collecting critical field data and attributes on any new or remaining assets;
  - b. Improving on processes which provide cost savings and improved service;
  - c. Implementing a checklist of routine maintenance measures;
  - d. Benchmarking critical processes annually;
  - e. Develop policies that will support funding improvements;
  - f. Develop manuals, SOPs and guidelines for critical processes;
  - g. Identify responsible persons or groups to implement processes to protect critical assets;
  - h. Attend asset management training annually.

## 1. Introduction

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In accordance with FDEP Rule 62-503.700(7), F.A.C., State Revolving Fund (SRF) recipients are encouraged to implement an Asset Management Plan for all funded assets to promote the utility system's long-term sustainability. To be accepted for the ***financing rate adjustment and to be eligible for principal forgiveness/reimbursement***, an asset management plan must:

- A. Be adopted by Resolution or Ordinance;
- B. Have written procedures in place to implement the plan;
- C. Be implemented in a timely manner.

The plan must include each of the following:

- 1. Identification of all assets within the project sponsor's (utility) system;
- 2. An evaluation of the utility system assets' current:
  - a. Age
  - b. Condition
  - c. Anticipated useful life of each asset
- 3. Current value of utility system assets;
- 4. Operation and maintenance cost of all utility system assets;
- 5. A Capital Improvement Program Plan (CIPP) based on a survey of industry standards, life expectancy, life cycle analysis and remaining useful life;
- 6. An analysis of funding needs;
- 7. The establishment of an adequate funding rate structure;
- 8. An asset preservation plan:
  - a. Renewal
  - b. Replacement
  - c. Repair
  - d. A risk-benefit analysis to determine optimum renewal or replacement timing
- 9. An analysis of population growth and water treatment demand projections for the utility's planning area and an impact fee model, if applicable, for commercial, industrial and residential rate structures; and

10. A threshold rate set to ensure proper water system operation and maintenance; if the potential exists for the project sponsor to transfer any of the system proceeds to other funds, rates must be set higher than the threshold rate to facilitate the transfer and maintain proper operation of the system.

Fiscal Sustainability represents the accounting and financial planning process needed for proper management of system assets. It assists in determining such things as:

- a. Asset maintenance, repair, or replacement cost
- b. Accurate and timely capital improvement project budgeting
- c. Forecasting near and long-term capital improvement needs
- d. Whether the system is equipped for projected growth
- e. Whether adequate reserves exist to address emergency operations.

Fiscal sustainability analysis requires a thorough understanding of the system's assets' current condition and needs. Therefore, fiscal sustainability follows asset management and is improved by sound asset management. Conversely, asset management requires a healthy fiscal outlook, since servicing and care of current assets is not free. Timely expenditures for proper servicing and care of current assets are relatively small when compared to repair and replacement expenditures that inevitably occur with component failure due to neglect.

Having a solid AMFS plan in place will benefit the Town of Hilliard in determining which assets are to be insured and for what amount, and to more effectively and efficiently identify its capital improvement needs and solutions. Additionally, the State Revolving Fund (SRF) requires a system to adopt and implement an AMFS plan to qualify for loan interest rate reduction if funding is sought. An AMFS helps a system more effectively and efficiently identify its capital improvement needs and solutions.

This AMFSP's intended approach is to assist the Town of Hilliard with conducting a basic inventory and condition assessment of its current assets. It is expected that the Town will periodically re-evaluate the condition of its assets, at least annually, to determine asset remaining useful life. A reminder can be established for staff that a given component is nearing time for servicing, repair, or replacement. Furthermore, major capital improvement needs can be reassessed periodically as they are met or resolved. In short, **this plan is not designed to be set in stone, but is intended to be a living, dynamic, evolving document.** It is recommended that the Town conduct at least an annual plan review and revise it as necessary throughout the year, resulting in a practical and useful tool for staff.

## 2. Asset Management Plan

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### Components of Asset Management

Asset Management can be described as ‘a process for maintaining a desired level of customer service at the best appropriate cost.’ Within that statement, ‘a desired level of service’ is simply what the utility wants their assets to provide. ‘Best appropriate cost’ is the lowest cost for an asset throughout its life. The goal is providing safe, reliable service while at the same time being conscious of the costs involved both short and long term.

Asset Management includes building an inventory of the utility’s assets, developing and implementing a program that schedules and tracks all maintenance tasks, generally through work orders, and developing a set of financial controls that will help manage budgeted and actual annual expenses and revenue. By performing these tasks, targeting the system’s future needs will be much easier.

Asset Management provides documentation that helps the utility understand the assets they have, how long these assets will last, and how much it will cost to maintain or replace these assets. The Plan also provides financial projections which show the utility whether rates and other revenue mechanisms are sufficient to supply the utility’s future needs, 5, 10, even 20 years ahead.

Asset Management is made up of five core questions:

1. What is the current status and condition of the utility’s assets?
2. What is Level of Service (LOS) required?
3. What assets are considered critical to meeting the required LOS?
4. What are the utility’s Capital Improvement Program Plan (CIPP), Operations and maintenance plan (O&M), and asset’s Minimum Life Cycle Cost strategies?
5. What is the utility’s long term financial strategy?

### Implementation

In developing this plan, FRWA has collected information on most of the water system assets. The information has been entered into Diamond Maps, a cloud based geographical information system (GIS). FRWA, in partnership with FDEP has contracted with Diamond Maps to develop Asset Management software specifically for small systems at an affordable cost. The Town has already setup its account and should continue to collect and update new assets as they are installed or replaced.

The software is easy to use, as it is set up for small communities and for water/wastewater systems. Since Town of Hilliard has around 1200 customers, the cost would be around \$35 per month for unlimited users.

Meter Count	Unlimited Use Subscription
250	\$15/month
500	\$20/month
1,000	\$30/month
2,000	\$45/month
3,000	\$60/month
4,000	\$75/month
5,000	\$90/month
10,000	\$165/month

There is no obligation to continue this service if the Town of Hilliard desires to purchase alternative software. Diamond Maps can be explored at <http://diamondmaps.com>. If the Town decides to continue Diamond Maps as their asset management tool, it will be easy to move the data collected by FRWA to the Town’s account.

Having an asset management tool to keep data current is essential for tracking the utility’s assets into the future, to assist with planning and funding for asset rehabilitation or replacement, to schedule and track asset maintenance by issuing work orders and assigning tasks to personnel who will perform the work and update in the system.

In addition to the CMMS tool, Diamond Maps, the Florida Rural Water Association (FRWA) has partnered with the Florida Department of Environmental Protection (FDEP) State Revolving Loan (SRF) program and Raftelis Financial Consultants to create an online financial tracking and revenue sufficiency modeling tool, RevPlan.

RevPlan is designed to enhance asset and financial management for small/medium Florida water and wastewater utilities. It provides a free-to-member online tool to achieve financial resiliency, and to maintain utility assets for long-term sustainability. Additionally, RevPlan is programmed to populate asset information directly from Diamond Maps.

By inputting your accurate budgetary, operation and maintenance costs, capital improvement plan costs, existing asset and funding information, this tool assists the user in identifying any rate adjustments and/or external funding necessary to meet the utility finance requirements, and the impact rate increases/borrowing may have on customers.

There are a few important elements of a successful RevPlan outcome:

- The tool is only as accurate as the information used.

- One person should be assigned the task of annual RevPlan updates.
- Updating asset information in Diamond Maps is essential.

FRWA staff has entered preliminary data into RevPlan. Due to some financial data being unavailable until the end of the fiscal year a complete model was not able to be created. Once a model is created it is important that each year (or as projects come about) the system is updating RevPlan and using it to help understand the impacts of future projects and plan for rate increases.

### Level of Service (LOS)

As a provider of water services, a utility must decide what Level of Service (LOS) is required for its customers. When setting these goals, most importantly, the utility must decide the level of service it will provide. Ideally, these goals would be conveyed to the utility's customers via a 'Level of Service Agreement'. This document demonstrates the utility's accountability in meeting the customer's needs and its commitment to do so. There are four key elements regarding LOS:

1. Provide safe and reliable water service while meeting regulatory requirements;
2. Budget improvement projects focused on assets critical to sustained performance based on sound operational and financial planning;
3. Maintain realistic rates and adjust as necessary to ensure adequate revenue reserves for targeted asset improvement; and,
4. Ensure long-term system resilience and sustainability.

Targets must be set for individual parameters. Metrics should be created to help the utility direct efforts and resources toward predetermined goals. The established goals must include consideration of costs, budgets, rates, service levels, and level of risk. These goals are set in an agreement between the utility and its customers.

In 2008, a unique coalition representing the "Collaborating Organizations," which include the U.S.

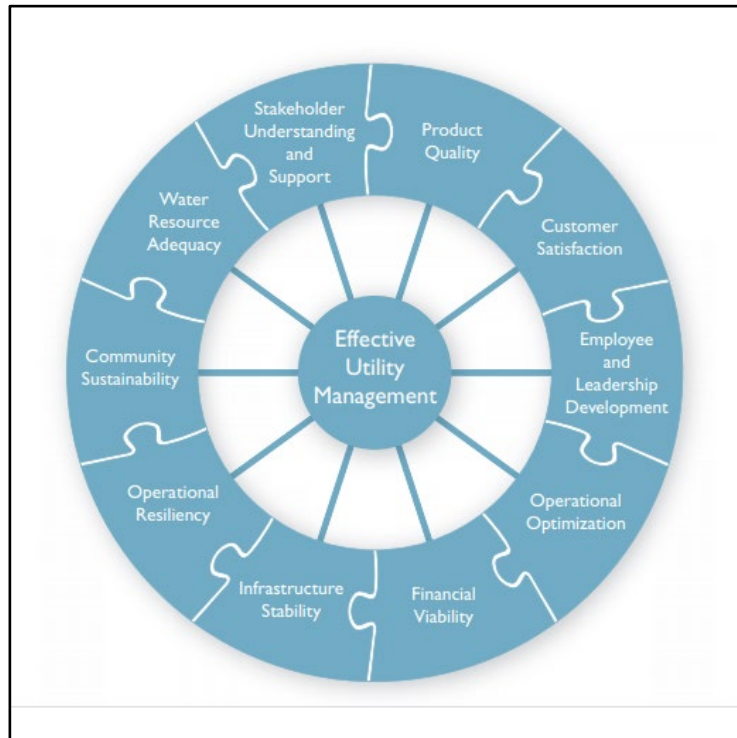
Environmental Protection Agency and a growing number of major water sector associations supported an approach developed by water sector leaders for water utility management. The approach is based around the Ten Attributes of an Effectively Managed Utility and Five Keys to Management Success—known as Effective Utility Management (EUM). These Attributes provide a clear set of reference points and are intended to help utilities maintain a balanced focus on all important operational areas rather than reactively moving from one problem to the next or focusing on the "problem of the day."



The Ten Attributes of an Effectively Managed Utility provide useful and concise goals for water sector utility managers seeking to improve organization-wide performance. The Attributes describe desired outcomes that are applicable to all water and wastewater utilities. They comprise a comprehensive framework related to operations, infrastructure, customer satisfaction, community sustainability, natural resource stewardship, and financial performance.

Water and wastewater utilities can use the Attributes to select priorities for improvement, based on each organization's strategic objectives and the needs of the community it serves.

The Attributes are not presented in a particular order, but rather can be viewed as a set of opportunities for improving utility management and operations.



To begin, the utility will assess current conditions by ranking the importance of each Attribute to the utility, based on the utility's vision, goals, and specific needs. The ranking should reflect the interests and considerations of all stakeholders (managers, staff, customers, regulators, elected officials, community interests, and others). Once you have chosen to improve one or more Attributes, the next step is to develop and implement a plan for making the desired improvements. Improvement plans support the implementation of effective practices in your chosen attribute area(s). An effective improvement plan will:

1. **Set Near- and Long-term Goals:** Set goals as part of the improvement plan to help define what is being worked toward. Near- and long-term goals for the utility should be linked to the strategic business plan, asset management plan, and financial plan. Goals should also be "SMART."
  - **S – Specific:** What exactly will be achieved? Make the goals specific and well defined. Each goal should be clear to anyone with even a basic knowledge of the utility.
  - **M – Measurable:** Can you measure whether you are achieving the objective? You must be able to tell how close you are to achieving the goal. You must also be able to determine when success is achieved

- **A – Assignable and Attainable:** Can you specify who is responsible for each segment of the objective? Is the goal attainable? Setting a goal to have zero water outages is great, but unrealistic. A better choice might be to set a goal that states no outage will exceed six hours.
  - **R – Realistic:** Do you have the capacity, funding, and other resources available? The staff and resources of the utility must be considered when setting goals. Available personnel, equipment, materials, funds, and time play a role in setting realistic targets.
  - **T – Time-Based:** What is the timeframe for achieving the objective? There must be a deadline for reaching the goal. Adequate time must be included to meet the target. However, too much time can lead to apathy and negatively affect the utility's performance.
2. **Identify Effective Practices:** Each Attribute area for improvement will be supported by effective practices implemented by the utility. A substantial number of water sector resources exist that detail effective utility practices for each of the Attributes.
  3. **Identify Resources Available and Resources Needed:** For each practice/activity to be implemented as part of the improvement plan, identify resources (financial, informational, staff, or other) that exist on-hand, and those that are needed, to support implementation.
  4. **Identify Challenges:** For the overall improvement plan and for specific practices/activities to be implemented, identify key challenges that will need to be addressed.
  5. **Assign Roles and Responsibilities:** For each improvement action, identify roles and responsibilities for bringing the implementation to completion.
  6. **Define a Timeline:** Establish start date, milestones, and a completion target for each activity/improvement action.
  7. **Establish Measures:** Establish at least one (or more) measure of performance for items to be implemented under the improvement plan.

More information and resources on Effective Utility Management (EUM) can be found at [www.WaterEUM.org](http://www.WaterEUM.org).

The idea is to set goals and meet them. Reaching the goals should not be overly easy. Effort should be involved. The goals should target areas where a need exists. If the bar is set too low, the process is pointless. Most importantly, the utility must decide the level of service it will provide. The following table shows examples of what might be included as Level of Service goals. The LOS items for the Town of Hilliard must be specific to the system and ideally, conveyed to the utility’s customers via a ‘Level of Service Agreement’. This document demonstrates the utility’s accountability in meeting the customer’s needs and its commitment to do so.

<b>Town of Hilliard Drinking Water (DW) Level of Service Goals</b>			
<b>Attribute and Service Area</b>	<b>Goal</b>	<b>Performance Targets</b>	<b>Timeframe/ Reporting</b>
<b>Service Delivery - Health, Safety and Security</b>	Reduce "down time" for water outages and reduce the number and duration of Boil Water Notices	Provide water distribution employees with training necessary to be proactive in water system maintenance and to rapidly and efficiently make emergency water system repairs.	Annual report to Council
<b>Infrastructure Stability - Asset Preservation and Condition</b>	Improve system wide preventive maintenance (PM)	Develop a comprehensive Preventive Maintenance weekly schedule for equipment and water system components (including valve exercising) and complete all preventative maintenance tasks as scheduled.	Weekly report to Public Works Director/ Annual report to Council
<b>Infrastructure Stability - Asset Preservation and Condition</b>	Establish a Predictive Maintenance Schedule (PdMS)	Develop a weekly PdMS to continuously monitor equipment for signs of unexpected problems. Adjust the PdMS as needed.	Weekly report to Public Works Director/ Quarterly report to Council
<b>Infrastructure Stability - Asset Preservation and Condition</b>	Develop an Asset Replacement Strategy	Develop an asset replacement strategy to be updated at least annually, including financing options.	Monthly report to Public Works Director/ Annual Report to Council
<b>Financial Viability - Service Quality and Cost</b>	Assure that the utility is financially self-sustaining.	Perform an annual utilities rate analysis and make any needed rate adjustments every three to five years.	Annual Report to Public Works Director, Finance, and Council
<b>Financial Viability - Service Quality and Cost</b>	Enact automatic inflationary rate adjustments	Annual evaluation of the adequacy of inflationary rate adjustments	Annual report to Finance and Council
<b>Financial Viability - Service Quality and Cost</b>	Minimize Life of Asset Ownership costs	Bi-annual evaluation of unexpected equipment repairs compared to the Preventive Maintenance Schedule (PMS). Adjust the PMS if warranted.	Annual report to Public Works Director and Council
<b>Infrastructure Stability - Conservation, Compliance,</b>	Improve reliability of water distribution through the distribution system	Annual evaluation of the water distribution system, including piping, valves, and fire hydrants. Develop a long range plan for replacements and improvements with timelines	Monthly report to Public Works Director/ Annual report to Manager

<b>Enhancement</b>		and funding options.	and Council
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### Best Management Practices (BMP)

Utility owners, managers, and operators are expected to be responsible stewards of the system. Every decision must be based on sound judgment. Using Best Management Practices (BMPs) is an excellent tool and philosophy to implement. BMPs can be described as utilizing methods or techniques found to be the most effective and practical means in achieving an objective while making optimum use of the utility’s resources.

The purpose of an Asset Management and Fiscal Sustainability plan is to help the utility operate and maintain their system in the most effective and financially sound manner. An AMFS plan is a living document and is not intended to sit on a shelf. It must be maintained, updated, and modified as conditions and situations change. Experience will help the utility fine tune the plan through the years.

## 3. System Description

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### Overview

Named after Guyler Walter Hilliard, who co-founded the Hilliard & Bailey Lumber Company in 1881, the Town of Hilliard was incorporated in 1947 and is Nassau County's second largest municipality. Hilliard is home to a Federal Aviation Administration (FAA) Air Traffic Control Center, which coordinates most commercial and civilian air traffic for the southeastern United States. Hilliard is located at 30°41'16"N 81°55'30"W (30.687760, -81.925022).[5]. Hilliard is near the Florida-Georgia border, and within the Jacksonville metropolitan area. According to the United States Census Bureau, the town has a total area of 5.5 square miles

Based on the latest estimates Hilliard has a population of 3,263. There are 966 households and 705 families residing in the town. The average household size is 2.58. The median income per household in the Town is \$ 57,896 with 85% of the residence above the poverty rate.

The Drinking Water system is currently comprised of 1,121 metered connections to the Town’s water supply. The water is supplied from four wells, two located at the WTP and two located out in the system. According to the most recent sanitary survey, the system’s designed capacity is 1,500,000 GPD. The total storage capacity is 260,000 gallons with the use of two ground storage tanks, and one elevated storage tank.

Water Treatment is achieved by the use of chlorination for disinfection and aeration.

**Form of Government**

The Mayor and the Town Council serve as the governing body for the Town of Hilliard. These elected officials represent and govern the Town, and provide for the needs of our community. The Town of Hilliard takes great pride in the relationship between it's local government and it's citizens.

The Council meets on the first and third Thursday of each month at Town Hall at 7:00 p.m. in the Council Chambers to conduct Town business and to provide the citizens with an opportunity to contribute their input. Citizens are welcomed and encouraged to attend the meetings and to play an active role in their Town government and community.

**Town Government**

<b>Town of Hilliard</b>	
<b>John Beasley</b>	<b>Mayor</b>
<b>Kenny Sims</b>	<b>Council President / Street Commissioner</b>
<b>Lee Pickett</b>	<b>Council Pro Tem/ Water and Sewer Commissioner</b>
<b>Dallis Hunter</b>	<b>Airpark Commissioner</b>
<b>Joseph Michaels</b>	<b>Parks and Recreation Commissioner</b>
<b>Jared Wollitz</b>	<b>Fire Commissioner</b>

**Town Management and Water Staff**

The success of the Town of Hilliard Utilities Department results from the partnerships, diverse skills and unselfish contributions of their respective staff members. The Town of Hilliard Utilities Department is staffed by nine full-time employees. FRWA appreciates the assistance of those employees that helped in the preparation of this Plan.

Name	Job Title
Richie Rowe	Public Works Director – License Class C Water Operator & Class C Wastewater Operator
Cory Hobbs	Assistant Public Works Director
John Maze	Lead Water Plant Specialist – License Class C Water Operator
Jody Wildes	Wastewater Specialist – License C Wastewater Operator
Dawn Carroll	Public Works Clerk
Justin Tuten	Public Works Trainee
Charles Chavarria	Public Works Specialist
Mark Strickland	Heavy Equipment Operator
Jason Bergendahl	Public Works Specialist – License Class C Water & Wastewater, distribution 3 Operator

**System Components**

The Town’s water is supplied from four wells which use chlorination for disinfection and aeration. The Water Treatment plant has a design capacity of 1.5 MGD. The average daily demand is 0.31 MGD and a maximum daily demand of 0.67 MGD (2022 sanitary survey). Storage components for finished water include the following:

Name	Capacity	Material
WTP Ground Storage Tank 1	100,000 Gallons	Concrete
WTP Ground Storage Tank 2	100,000 Gallons	Concrete
Elevated Storage Tank	60,000	Steel

- WTP GST 1 – The interior and exterior of the ground storage tank at the WTP tank 1 is reported to be in fair to good condition. Minor notes were made during the last sanitary survey about screens and growth.
- WTP GST 2- The interior and exterior of the ground storage tank at the WTP tank 2 is reported to be in fair to good condition. Minor notes were made during the last sanitary survey about screens and growth.
- Elevated Storage Tank- The tanks interior was recoated in 2019 and spot repairs were done on the exterior at that time. The tank is in average condition with no deficiencies noted during the last inspection after repairs were made.

The distribution system was originally installed in the early 1970's. Since that time, the distribution system has been routinely updated, replaced and/or expanded to better meet the needs of the Town. The system is comprised of primarily Asbestos Concrete (AC), Polyvinyl Chloride (PVC) Pipe, Ductile Iron (DI) Pipe and Cast Iron (CI) Pipe. The piping sizes range from one inch to eight inches used in the transmission of the finished water.

According to the last sanitary survey (December, 2022) and the last consumer confidence reports, one water quality violation and several monitoring violations were noted. The consumer confidence report for 2021 noted that the town exceeded the secondary maximum level for fluoride. Well 5 tested positive for total coliform in the months of July, August and October of 2022. The well has since cleared sampling and no further issues have been found.

## 4. Current Asset Conditions

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### Assets Critical to Sustained Performance

The Town's water utility is composed of **critical infrastructure**. The utility provides essential services for the community. Proper provision of these services protect the public health and the environment. The Florida Department of Environmental Protection has strict requirements for the proper operation and maintenance of the utility system, and the Town is responsible for meeting these requirements.

Every water and wastewater system is made up of assets. Some you can see, while some you cannot. These are the physical components of the system, such as blowers, pumps, valves, pipes, tanks, motors, manholes, and buildings. Each is important in its own way and serves a function to make the system operate as it should.

One trait common to all assets is that they lose value over time. With age comes deterioration; with deterioration comes a decreased ability to provide the level and type of service the utility

should give to its customers. Another trait common to assets is that they must be maintained. Maintenance costs increase as these assets age. Operation costs can rise with age as equipment becomes worn and less efficient. At some point, it is wiser to replace components rather than continue with more frequent and costly repairs. Failed or failing equipment can cause inadequate treatment, customer complaints, damage to private property, negative environmental impacts, permit violations, and regulatory fines.

Another unfortunate reality is that all assets will ultimately fail, and if not properly maintained, some will fail prematurely. How the utility manages the consequences of these failures is vital. Not every asset presents the same failure risk. Not every asset is equally critical to the performance of the utility. Factors that contribute to asset failure are numerous and include age, environment (e.g., weather, corrosive environments), excessive use and improper or inadequate maintenance.

Replacement versus rehabilitation is always a consideration. What is best for the utility? What is best for the customer? The proper decision must be made based on information gleaned from all available resources. Continuing the use of a Computerized Maintenance Management System (CMMS) will ensure the Town's assets last longer, perform better, and provide more reliable service. Utilizing data contained in Diamond Maps, maintenance schedules can be created following both manufacturer's recommendations as well as those of industry professionals. Work orders should be created and scheduled to ensure that work is assigned and completed. Tracking and recording maintenance tasks encourages accountability of staff assigned to maintain the equipment. Diamond Maps can do this for you and is included with an active account. FRWA staff can assist the Town in creating these schedules as well as provide training in Diamond Maps.

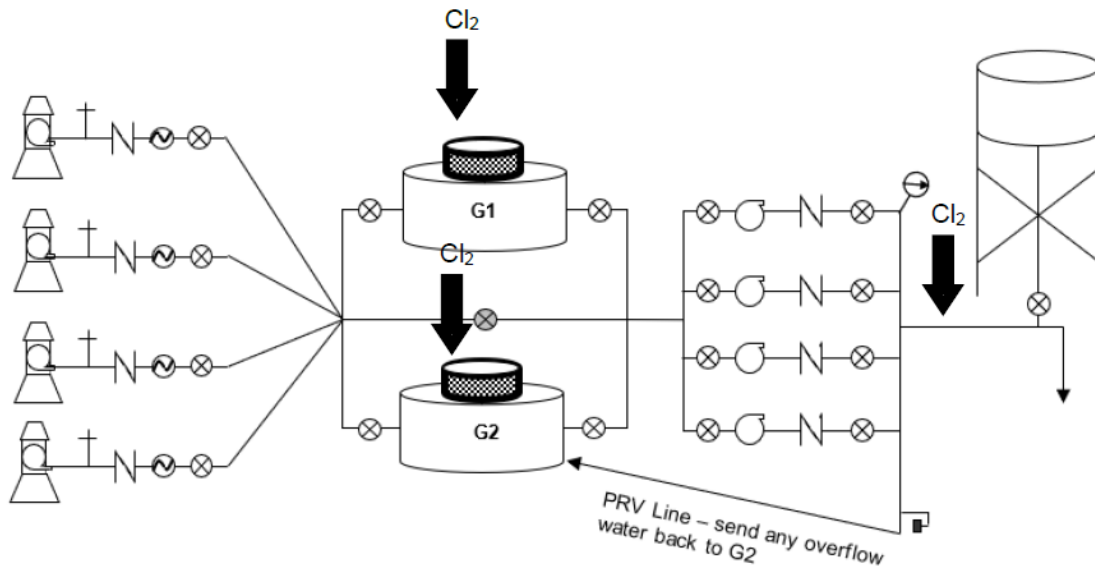
## Collection and Assessment Area

It is the goal of FRWA and the AMP program to assess as close to 100% as possible, the production and distribution assets of the Town. Due to the age and condition of some of the valves, the Town requested that FRWA not assess the older valves out in the system. For the purposes of this report, the assets not assessed are shown to be in poor condition. However, as the valves are utilized, exercised, and or replaced the conditions should be added or updated into diamond maps for future planning and proper identification of functionality and actual size.

## Water Production Facilities

The water production facility is in overall average condition with no major deficiencies noted on the last inspection. Previous tank inspections also concluded that there were no major issues with the current tanks associated with the water facility.



**SCHEMATIC (not to scale):**

The active assets at the water production facility are generally in average condition. It was noted that some equipment showed signs of deterioration and corrosion. Regular maintenance and upkeep of the equipment and supply lines at the wells and plant will ensure a longer life before the need for replacement. Time should also be taken to clean debris and remove obsolete equipment no longer needed in the operation of the facility.

## Distribution System

The water distribution system was originally installed in the early 1970's. Since that time, the distribution system has been routinely updated, replaced and/or expanded to better meet the needs of the Town. The system is comprised of primarily Asbestos Concrete (AC), Polyvinyl Chloride (PVC) Pipe, Ductile Iron (DI) Pipe and Cast Iron (CI) Pipe. There are more than 28 miles of pipes ranging from one inch (1") to eight (8") used in the transmission of the finished water.

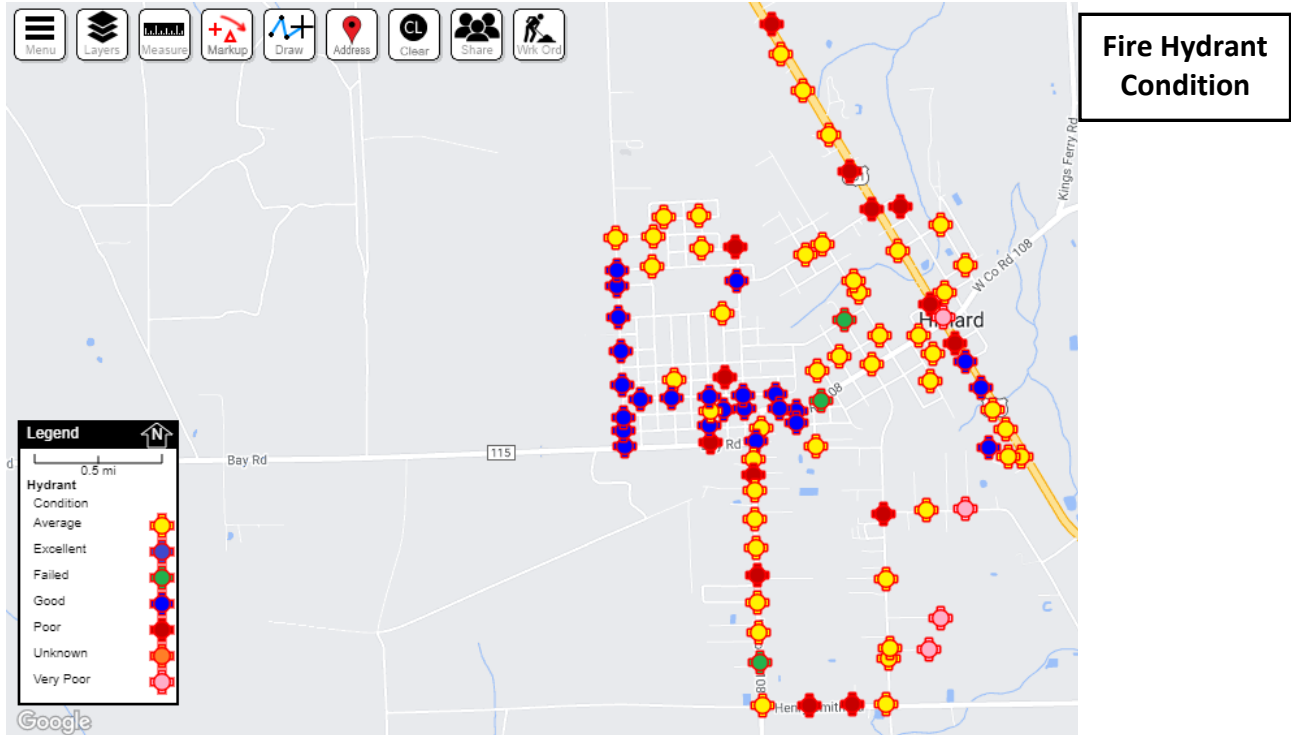
As lines begin to approach the end of their useful lives, many will begin to deteriorate making full repairs difficult. The combination of main breaks and system leaks may cause challenges for the system and higher than expected water loss. As with most systems, water loss can be a significant portion of the water produced by a utility. The most commonly accepted maximum water loss is fifteen percent (15%) of water produced, with accepted ranges from seven and a

half percent (7.5%) to twenty five percent (25%). While an assessment of the distribution piping was not conducted during this phase, the Town should keep close records of the work conducted on the mains. This should include pictures of the interior of pipes, coupons when new taps are installed, and work orders of all service and main repairs. By compiling this data over the next few years, the Town will be able to determine which areas of the distribution system need further evaluation and which may need replacement. This documentation can be compiled through the use of the work order component of Diamond Maps. The replacement of failing lines and older meters will help improve the Town's water loss.

Regular maintenance, collecting coupons and documenting water main breaks and water quality complaints is a good way to monitor the existing conditions of the piping, as it is often difficult to adequately assess. This documentation will provide a good starting point on developing a replacement strategy for some of the older or problematic water mains. Issues like lead service line connections or lead poured joints are a common occurrence with older water mains and should be removed from service, as well as any asbestos pipe which also contain health risks.

Other than the recommendation for valve replacement and additions found in Section 4, the Town should begin a regular operational maintenance program and the replacement of specific lines following the creation of a Water Main Replacement Strategy. The A.C water mains should be a high priority on that list due to possible health concerns.

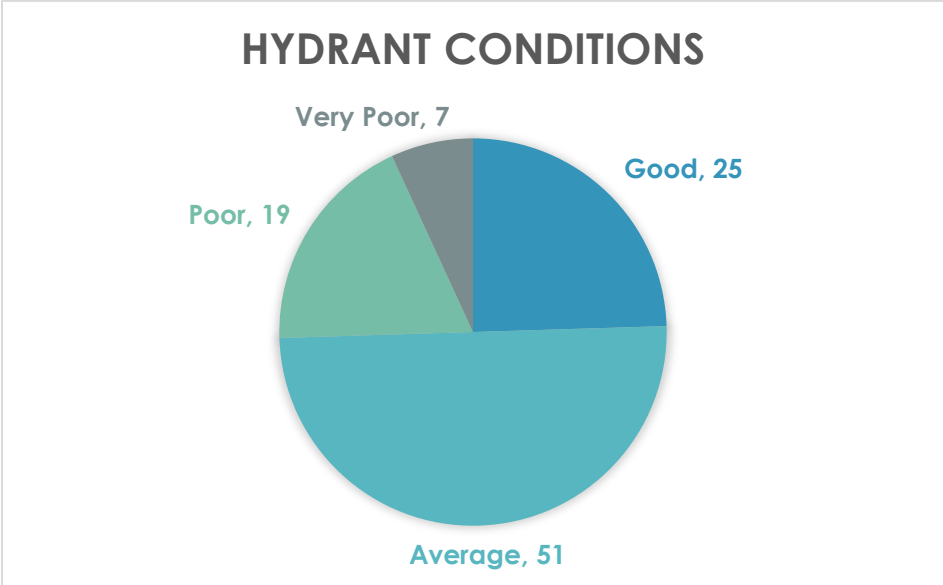
## Hydrants



FRWA assessed all of the known 102 fire hydrants. The majority of hydrants assessed were in average to good working order and did not require any immediate need for repairs. Routine maintenance items like painting, replacing nozzle gaskets, repairing chains, and lubricating operating nuts and threads were the only deficiencies that were noted.

Fire hydrants have an expected life cycle of 50 years or more with proper routine maintenance and exercising. Approximately twenty percent (20%) of the hydrants were installed before 1980 meaning many have already passed or are near to reaching the end of their useful life. The fire hydrants serve as a critical tool for firefighting and flushing water from dead-end lines. The hydrants should be inspected and exercised at least annually. The flow should be measured and recorded for each hydrant. Records of the flows and dates assessed and exercised can then be updated into Diamond Maps to create a historic data base and a good record of work that has been or needs to be done. The work order feature in Diamond Maps may be utilized for the task of creating a hydrant maintenance and exercising program.

Of the 102 hydrants, only fifty percent (50%) have hydrant valves. It is recommended that when a hydrant is added or replaced, that a hydrant valve be installed to match existing ground level with the addition of a concrete collar.



During the course of the assessment, FRWA assessed or visually inspected 102 hydrants. Of these:

- Twenty five (25) hydrants were in good condition (27%)
- Fifty one (51) hydrants were in average condition (50%) – Minor to moderate corrosion, broken chains, minor leaks during flushing, needs painting and/or minor maintenance deficiencies.
- Nineteen (19) hydrants were in poor condition (17%) – Moderate to heavy corrosion, some difficulty turning, leaking before flushing, damaged, and/or too low to the ground.
- Seven (7) hydrants were in failed or very poor condition (6%) – Significant leaks. All outlets or operating nut seized.

Name	Condition	Reported Issue	GPS Latitude	GPS Longitude
wHyd-10	Poor	rust, corrosion, algae	30.6974237	-81.9205494
wHyd-14	Poor	Below grade can not place key on open valve, rust and corrosion	30.6919442	-81.9185991
wHyd-16	Poor	leaning	30.7077875	-81.9290452
wHyd-18	Poor	Below grade	30.6994405	-81.9239332
wHyd-31	Poor	Did not operate, hydrant appears charged	30.6878134	-81.9321388
wHyd-33	Poor	Needs paint and safety chains	30.6841074	-81.9331121
wHyd-39	Failed	Unable to open	30.6864521	-81.9258649
wHyd-43	Failed	Unable to open	30.6910357	-81.9242359
wHyd-46	Poor	Needs riser	30.6951648	-81.9314835
wHyd-58	Poor	No valve, needs riser and paint	30.6822582	-81.9302626
wHyd-62	Poor	No valve , needs paint and riser	30.6766049	-81.9300435
wHyd-64	Failed	Operating nut is gone, hydrant needs out of service ring	30.6716596	-81.929857
wHyd-68	Poor	Needs cleaned and painted, unable to open.	30.6828333	-81.9050763
wHyd-69	Poor	Needs cleaned and painted, hard to operate. Safety chains broke	30.6817935	-81.9049898
wHyd-70	Poor	Needs cleaned and painted, hardnto operate	30.6806735	-81.904896
wHyd-72	Poor	Needs cleaned and painted, hard to operate	30.6785338	-81.9047223
wHyd-77	Poor	Hydrant leaning, needs replaced	30.6800729	-81.9216956
wHyd-79	Very Poor	Unable to open	30.6803172	-81.9163178
wHyd-82	Very Poor	Unable to open	30.6723358	-81.918675
wHyd-84	Very Poor	Below grade, unable to open	30.6741272	-81.9179416
wHyd-86	Poor	Hard to open	30.6692454	-81.9237246
wHyd-87	Poor	Needs riser, hard to operate	30.6692142	-81.9265964
wHyd-89	Poor	Hydrant is set in concrete and has moderate corrosion. Hydrant is not serviceable.	30.6896834	-81.9170097
wHyd-97	Poor	Hydrant is leaning, unable to safely assess. Needs reset and moved	30.6733651	-81.90097
wHyd-99	Very Poor	Hydrant buried almost to top.	30.6911713	-81.9177462

As the hydrant conditions change, poor condition hydrants need to be serviced, repaired or replaced within two years. Failed hydrants should be repaired or replaced immediately for fire prevention capabilities as well as system flushing. A minimum of \$3,500 should be budgeted for each hydrant replacement and an additional \$1,200 for hydrants without valves. This amount at a minimum should be budgeted for hydrant replacements until all hydrants have been repaired or replaced that are in a failed or poor condition. Poor condition hydrants need to be evaluated and repaired as needed. In some instances, the repair may be as simple as adding grease, while other repairs may include rebuilding or raising the hydrant. A minimum of \$500 should be placed aside for repair of each hydrant rated as poor.

For future assessments of the hydrants, a flow test should be performed annually, and a report should be presented to the Town with the findings. Typically, this is done by the local fire departments. Having the hydrants flow tested is a crucial piece of information needed for fire protection. Simply flowing the hydrant is not the same as a flow test. A special meter must be used to accurately measure the flow and gallons per minute (gpm) for each hydrant.

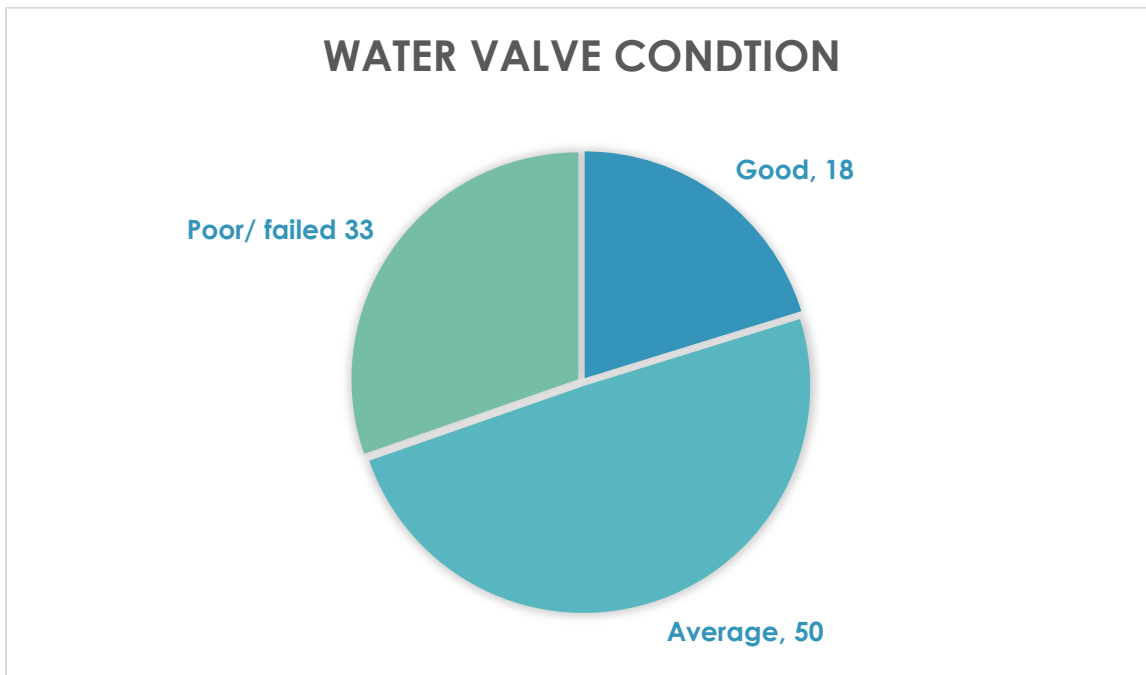
As the hydrants begin to reach the end of their useful life, it is recommended that the Town begin an annual hydrant replacement program. It is also recommended that the Town install hydrant valves as hydrants are added or replaced in the system.

**Estimated total cost to replace/repair hydrants throughout system: \$94,700.**

- **Estimated cost to repair failed and very poor condition hydrants: \$24,500.**
- **Estimated cost to repair poor condition hydrants: \$9,000**
- **Estimated cost to add hydrant valve to 51 missing hydrants: \$61,200 \*(this number may be lowered if missing hydrant valves are found to be buried and raised to proper height.)**

### System and Hydrant Valves

A total of 101 System Valves and 51 Hydrant Valves were collected by FRWA. During the course of the assessment:



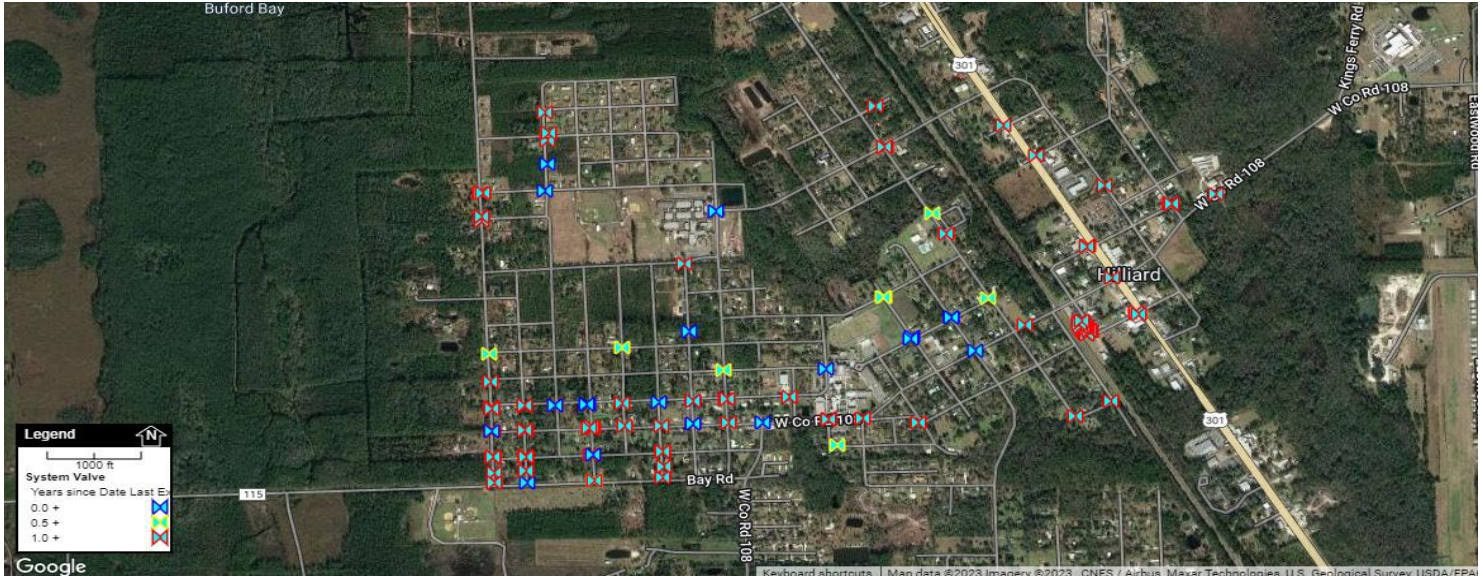
- Eighteen (18) valves were in good condition
- Fifty (50) valves were in average condition
- Thirty three (32) valves were in poor or failed condition.
- One (1) valve was found in the failed condition.

FDEP requires a valve exercising program be administered where all valves are turned at least once a year. Doing this will not only extend the life span of the valves but will help ensure that they are operational in the time of need. As the Town begins exercising, repairing, and





Valve exercise map



Additionally, forty six (46) points were added into Diamond Maps to represent valves that were listed on system maps but could not be verified if they exist or have been buried / paved over. Buried valves should be located and the GIS locations of these valves should be updated during the implementation phase to reflect current conditions and changes should be made to locations if they are found to be inaccurate. As old lines are replaced or water breaks occur new valves should be installed in order to better isolate sections of the system when available. Those valves should be promptly entered into Diamond Maps with their size and gps locations. Listed below are the notes found for the valves in poor or failed condition.

Valve ID	Condition	Reported Issue	GIS Location	
wwValvInFac-1	Poor	Unable to locate	30.69665	-81.9371
wwValvInFac-2	Poor	unable to locate	30.69569	-81.937
wwValvInFac-3	Poor	unable to locate	30.69595	-81.937
wwValvInFac-4	Poor	unable to locate	30.69487	-81.937
wwValvInFac-5	Poor	unable to locate	30.69395	-81.9371
wwValvInFac-6	Poor	DNT per system	30.69382	-81.9144
wwValvInFac-7	Poor	DNT per system	30.69349	-81.9159
wwValvInFac-8	Poor	DNT per system	30.69352	-81.9159
wwValvInFac-14	Poor	DNT per system	30.69204	-81.9188
wwValvInFac-25	Poor	DNT per system	30.689	-81.9188



Valve ID	Condition	Reported Issue	GIS Location
wwValvInFac-35	Poor	DNT per system	30.68949 -81.9189
wwValvInFac-41	Poor	DNT per system	30.69325 -81.9313
wwValvInFac-42	Poor	DNT per system	30.69143 -81.9324
wwValvInFac-46	Poor	DNT per system	30.68411 -81.9331
wwValvInFac-48	Poor	Unsure of size	30.68499 -81.9331
wwValvInFac-56	Poor	Above ground flush valve / moderate corrosion	30.6852 -81.9272
wwValvInFac-57	Poor	DNT per system	30.68891 -81.9247
wwValvInFac-58	Poor	DNT per system	30.68887 -81.9247
wwValvInFac-59	Poor	DNT per system	30.68959 -81.9233
wwValvInFac-60	Poor	DNT per system	30.68958 -81.9233
wwValvInFac-61	Poor	DNT per system	30.69026 -81.9221
wwValvInFac-62	Poor	DNT per system	30.69031 -81.9256
wwValvInFac-63	Poor	unable to locate	30.6903 -81.9257
wwValvInFac-69	Poor	DNT per system	30.68854 -81.9345
wwValvInFac-71	Poor	DNT per system	30.68781 -81.9276
wwValvInFac-85	Poor	Unable to locate	30.6794 -81.9048
wwValvInFac-86	Poor	DNT per system	30.67939 -81.9048
wwValvInFac-87	Poor	Full of dirt inside of valve box	30.67425 -81.9022
wwValvInFac-88	Poor	Unable to get to nut, valve box may be offset	30.67519 -81.9036
wwValvInFac-90	Poor	Unable to assess in high traffic lane	30.69094 -81.9179
wwValvInFac-91	Poor	Unable to open valve box	30.68979 -81.9171
wwValvInFac-95	Poor	Full of dirt, unable to assess	30.68778 -81.9311
wwValvInFac-100	Failed	Valve too deep to access , reported broke by system	30.68032 -81.9136

Hydrant Valve ID	Condition	Reported Issue	GIS Location
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Hydrant Valve ID	Condition	Reported Issue	GIS Location
7	Poor	Buried	30.6974213 -81.9205413
8	Poor	Buried	30.6950157 -81.920782
10	Poor	Buried	30.7076877 -81.9291301
11	Poor	Buried	30.7060918 -81.9284686
12	Poor	Buried	30.6994456 -81.9239316
22	Poor	Valve box has been shifted over, needs reset.	30.6914358 -81.932346
48	Poor	Buried	30.6886891 -81.9163068
51	Poor	Valve box has been shifted over, needs reset.	30.6733641 -81.9009679

As mentioned previously in this report, it is the goal of FRWA and the AMP program to assess as close to 100% of the production and distributions assets of the Town as possible. Due to the age and condition of the assets in the downtown area, the Town requested that FRWA not assess the valves that were passed their expected design life. The location of these valves were collected and mapped using GPS, however they were not assessed in keeping with the wishes of the Town. For the purposes of this report, the assets not assessed are shown to be in poor condition.

It is recommended that all valves buried or paved over be located, mapped and assessed. It is also recommended that valves be raised to match the existing ground level with the addition of a concrete collar to prevent damage from mowers or adjacent road work when applicable.

- **Estimated cost to replace failed condition valves: \$1600**
- **Estimated cost to replace/repair poor condition valves: \$30,300**
- **Cost to locate, evaluate, clean out and reset valve boxes: Free if done by system**

### Water Meters

The Town currently has and maintains 1,121 water meters throughout the Town for residential and commercial use. The guidelines for meter replacement varies from different manufactures but industry standards are set at replacement being done every 20 years or 1,000,000 gallons. Older meters slow down over time and lead to higher numbers of unaccounted for water and lost revenue. The town has recently updated the water meters to an AMR reading system. This should be planned for again in the above mentioned time frame to keep accurate accounting of water sold and help insure correct revenues.

Water meters should be considered a critical component of the Town's revenue stream. Inaccurate meters can cost a Town thousands of dollars over time. Therefore, making sure that meters are working properly, and replacing old and broken meters annually, is an industry standard and best management practice. Regular testing of large commercial/industrial meters (two inches and above) or meters installed at high use locations is also recommended. Meters testing below AWWA standards should be repaired or replaced ensuring accuracy and preventing lost revenue.

## 5. Operations and Maintenance Strategies (O&M)

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O&M consists of preventive and emergency/reactive maintenance. The strategy for O&M varies by the asset, criticality, condition, and operating history. All assets have a certain risk associated with their failure. This risk must be used as the basis for establishing a maintenance program to make sure that the utility addresses the highest risk assets. In addition, the maintenance program should address the level of service performance objectives to ensure that the utility is running at a level acceptable to the customer. Unexpected incidents could require changing the maintenance schedule for some assets. This is because corrective action must be taken in response to unexpected incidents, including those found during routine inspections and O&M activities. Utility staff will record condition assessments when maintenance is performed, at established intervals, or during scheduled inspections. As an asset is repaired or replaced, its condition will improve and therefore it can reduce the overall risk of the asset failing. This maintenance strategy should be revisited annually.

Two important considerations in planning O&M strategies are:

- Unplanned repairs should be held at 30% or less of annual maintenance activities.
- Unplanned maintenance in excess of 30% indicates a need to evaluate causes and adjust strategies.

### Staff Training

Utility maintenance is quite unique. It can involve one or a combination of water system repairs, customer service issues, troubleshooting and repair, pump and motor repairs and other technical work. This skill set is not common. Training staff, whether they are new or long-term employees, is very important. It is recommended that the Town initiate or enhance their training program for its employees. In addition to technical training, safety training is also necessary. Treatment Plants and distribution/collection systems can be dangerous places to work. Electrical safety, troubleshooting panel boxes, trenching and shoring, and confined space entry are just a few of the topics that could benefit the Town and its staff.

FRWA personnel can provide some of the training needed by Town of Hilliard staff members. Training services that we offer to members are listed on our website <http://www.frwa.net/> under the Training Tab.

There is no such thing as too much training. The more your staff knows, the more capable, safe, and professional they become. This enhanced sense of professionalism will improve the quality of overall service and accountability to the community.

### Preventive Maintenance

Preventive maintenance is the day-to-day work necessary to keep assets operating properly, which includes the following:

1. Regular and ongoing annual tasks necessary to keep the assets at their required service level.
2. Day-to-day and general upkeep designed to keep the assets operating at the required levels of service.
3. Tasks that provide for the normal care and attention of the asset including repairs and minor replacements.
4. Performing the base level of preventative maintenance as defined in equipment owner's manuals.

These preventative maintenance guidelines are supplemented by industry accepted best management practices (BMPs).

Equipment must be maintained according to manufacturer's recommendations to achieve maximum return on investment. By simply following the manufacturer's suggested preventive maintenance the useful life of equipment can be increased two to three times when compared to "run till failure" mode of operation. Communities that have disregarded preventive maintenance practices can achieve positive returns from a relatively small additional investment. Deferred maintenance tasks that have not historically been performed due to inadequate funding or staffing must be programmed into future operating budgets. Proper funding provides staffing and supplies to achieve life expectancy projected by the manufacturer and engineer.

Table 5.A on the following page is a sample O&M Program for this system and is based on best management practices, manufacturers' recommended service intervals, staff experience, and other sources. *This schedule is only an example.* The true schedule must be created by Town of Hilliard staff, based on their historical knowledge and information gleaned from the O&M Table Manuals and other sources.

#### **5.A: Sample O&M Program**

Task Name	Frequency	Task Name	Frequency
Visually Inspect Well Site for Damage or Tampering	Per Visit	Respond to any complaints	As they occur
Ensure proper operation of equipment (note any issues)	Per Visit	Decommission unnecessary equipment	As they occur
Calibrate all meters and necessary equipment	Per Visit	Inspect CL2 system and alarms	Every six months
Check plant as per DEP requirements	Per Visit	Perform P/M on pumps and motors	Manufacturer recommendation
Complete all log work	Per Visit	Perform P/M on plant and safety equipment	Manufacturer recommendation
Collect all samples	As required by Permit	Inspect storage tank	Annually
Perform general housekeeping on grounds and building.	Weekly	Calibrate meter and backflows	Annually
Exercise Generator	Monthly	Exercise hydrants and valves	Annually
Confirm submittal of monthly reports	Monthly	Update AMFSP	Annually

Diamond Maps can be used to schedule maintenance tasks. Recurring items (e.g. annual flow meter calibrations) can be set up in advance. In fact, all maintenance activities can be coordinated in Diamond Maps using its work order and other classification features.

Performing the work is important. Tracking the work is also important. Being able to easily check on when specific maintenance tasks were performed or are scheduled will make the utility run more efficiently and prolong the life of critical equipment.

### Proactive vs Reactive Maintenance

Reactive maintenance is often carried out by customer requests or sudden asset failures. Required service and maintenance to fix the customer’s issue(s) or asset failure is identified by staff inspection and corrective action is then taken. Reactive maintenance is sometimes performed under emergency conditions, such as a main break at the treatment plant causing a water disruption. As mentioned above, if your system is responding to and performing reactive/emergency maintenance more than 30% of the time, you will need to adjust your maintenance schedules and increase proactive maintenance schedules.

Proactive maintenance consists of preventive and predictive maintenance. Preventive

maintenance includes scheduled tasks to keep equipment operable. Predictive maintenance tasks try to determine potential failure points. An example of predictive maintenance is infrared analysis of electrical connections. Using special equipment, a technician can “see” loose or corroded connections that would be invisible to the naked eye. This allows the utility to “predict” and correct a potential problem early. Assets are monitored frequently, and routine maintenance is performed to increase asset longevity and prevent failure.

Upon adoption of this AMPFS plan or any DEP-approved AMP, the FRWA Utility Asset Management (UAM) team intends to upload the Town of Hilliard’s asset data definition file into “Diamond Maps”, described in [Section 2](#), and will populate the field data. The appropriate Town personnel will be trained on Diamond Maps functionality and can immediately begin using it for scheduling and tracking system asset routine and preventive maintenance.

## 6. Capital Improvement Plan

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A Capital Improvement Plan is a multi-year financial planning tool that looks into the future to forecast the Town’s asset needs. It encourages the system and the community to forecast not only what expenditures they intend and expect to make, but also to identify potential funding sources in order to more properly plan for the acquisition of the asset. The CIP is designed to be a flexible planning tool and is updated and revised on an annual basis.

Capital improvement projects generally create a new asset that previously did not exist or upgrades or improves an existing component’s capacity. These projects are the consequence of growth, environmental needs, or regulatory requirements. Included in a CIP are typically:

1. Any expenditure that purchases or creates a new asset or in any way improves an asset beyond its original design capacity.
2. Any upgrades that increase asset capacity.
3. Any construction designed to produce an improvement in an asset’s standard operation beyond its present ability.

Capital improvement projects will populate this list. Renewal expenditures do not increase the asset's design capacity, but restores an existing asset to its original capacity, such as:

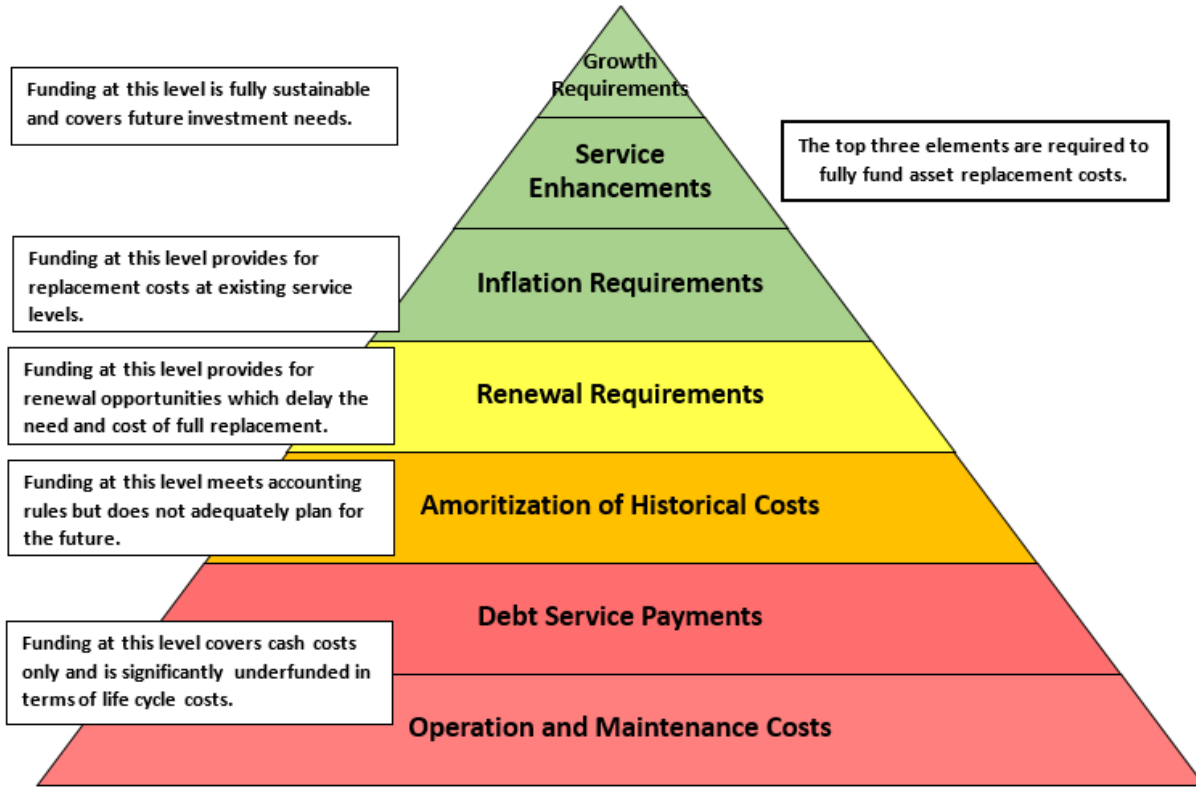
1. Any activities that do not increase the capacity of the asset. (i.e., activities that do not upgrade and enhance the asset but merely restore them to their original size, condition and capacity, for example, rebuilding an existing pump).
2. Any rehabilitation involving improvements and realignment or anything that restores the assets to a new or fresh condition (e.g., distribution main repair or hydrant replacement).

In making renewal decisions, the utility considers several categories other than the normally recognized physical failure or breakage. Such renewal decisions include the following:

1. Structural
2. Capacity
3. Level of service failures
4. Outdated functionality
5. Cost or economic impact

The utility staff and management typically know of potential assets that need to be repaired or rehabilitated. Reminders in the Diamond Maps task calendar let the staff members know when the condition of an asset begins to decline according to the manufacturer's life cycle recommendations. The utility staff members can take these reminders and recommendations into account. Because the anticipated needs of the utility will change each year, the CIP is updated annually to reflect those changes. Attached below is a ten year CIP plan for both the drinking water and wastewater systems provided by the town. Frwa urges the town to make a comprehensive Capital Improvement Plan to address the future needs of the Utility system. This can and should change as emergencies arise and grant opportunities become available.

CIP Schedule											
Description	Funding Source	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Sewer line rehab	Other	\$0	\$100,000	\$100,000	\$100,000	\$20,000	\$0	\$0	\$0	\$0	\$0
Water Line	Other	\$45,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WTP Gen Switch	Water Revenues	\$8,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
AMI Metering	Water Revenues	\$110,000	\$110,000	\$110,000	\$110,000	\$0	\$0	\$0	\$0	\$0	\$0
Digester cleaning	Wastewater Revenues	\$80,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5a land WWTP	Wastewater Revenues	\$27,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2 wetland pumps	Wastewater Revenues	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
filter	Other	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Jet Rig	Wastewater Revenues	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
water truck	Water Revenues	\$46,900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PWD truck	Other	\$0	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Distribution	Water Revenues	\$52,300	\$52,300	\$52,300	\$52,300	\$52,300	\$52,300	\$52,300	\$52,300	\$52,300	\$52,300
Wastewater Collection	Wastewater Revenues	\$220,600	\$220,600	\$220,600	\$220,600	\$220,600	\$220,600	\$220,600	\$220,600	\$220,600	\$220,600



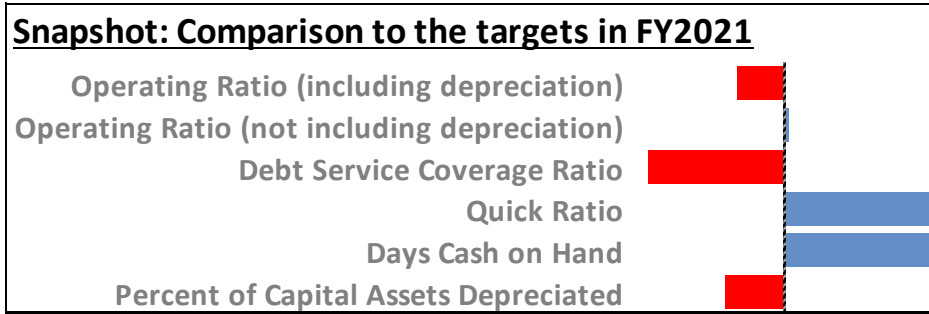
This report, with the assistance of RevPlan, helps develop such a financial plan by presenting several scenarios for consideration and culminating with final recommendations.

### Financial Performance

Financial data available from the annual financial statements were copied into a Financial Health Checkup tool provided by the Environmental Finance Center at the University of North Carolina at Chapel Hill. This free tool assists in the assessment of the financial performance of a water utility fund by computing key financial indicators that measure a variety of important metrics. Each metric is compared against targets and demonstrates the financial strengths and weaknesses of the utility fund in the past five years.

As indicated by the Snapshot chart, the Town of Hilliard met three out of the six financial targets. The Town should seek to strengthen the utility fund to address future needs.

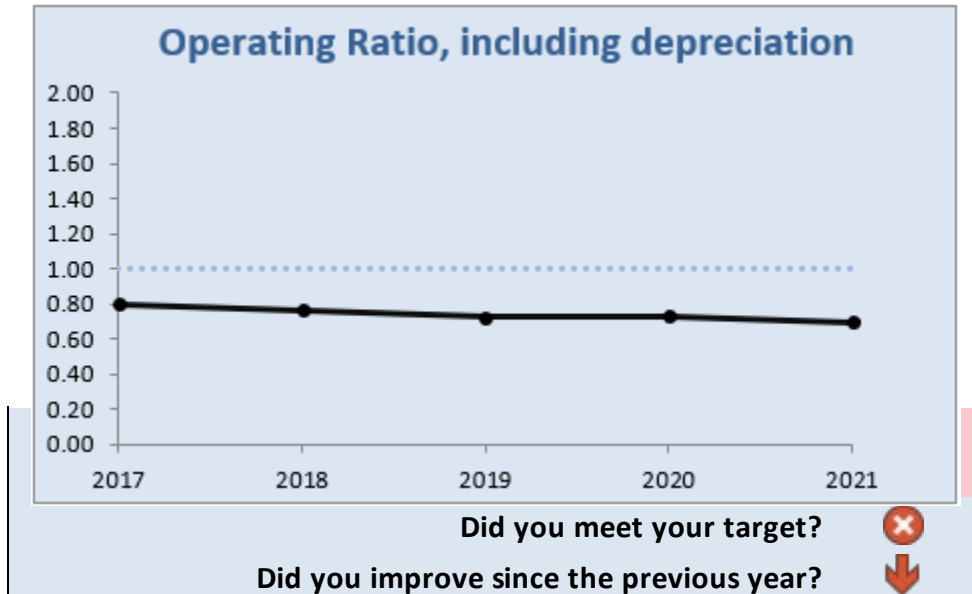




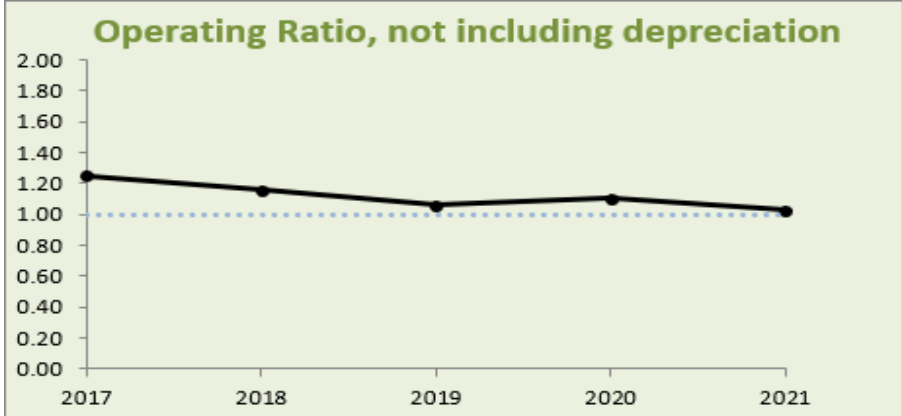
**Operating Ratio (including depreciation):** Did the system generate the revenue needed to pay for O&M and a little for capital? Benchmark is 1.0

**Key:**

- Blue line = target
- Above dotted line = exceeded target (good)
- Below dotted line = did not meet target (needs improvement)



**Operating Ratio (not including depreciation):** Did the system generate the revenues to pay for O&M by itself? Benchmark is 1.0 although recommended is 1.5

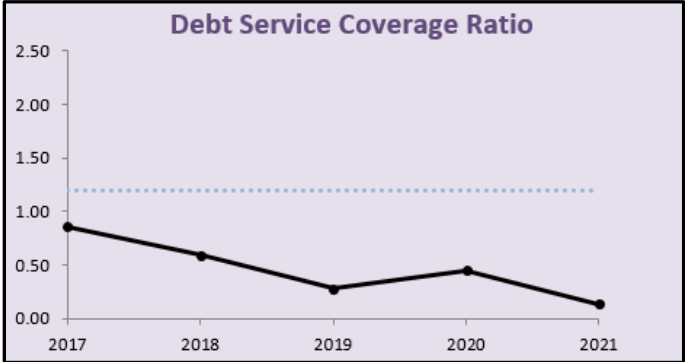


Value for Town of Hilliard in Fiscal Year 2021: **1.03**

Did you meet your target in Fiscal Year 2021?

Did you improve since the previous year?

**Debt Service Coverage:** Did the system generate the revenues needed to pay for O&M and existing debt service? Benchmark is >1.2.

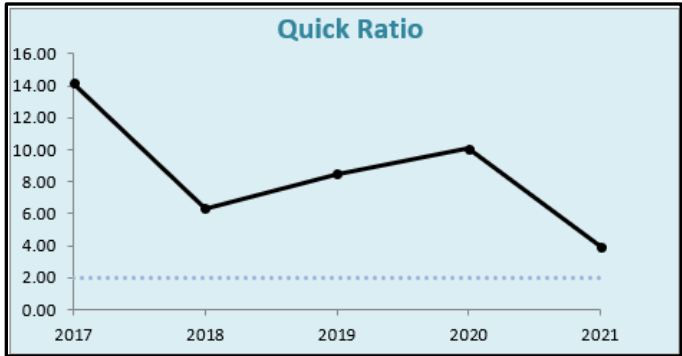


Value for Town of Hilliard in Fiscal Year 2021: **0.13**

Did you meet your target in Fiscal Year 2021?

Did you improve since the previous year?

**Quick Ratio:** Did you have enough liquidity to pay your current liabilities at the end of the year? Benchmark is at least 2.0.

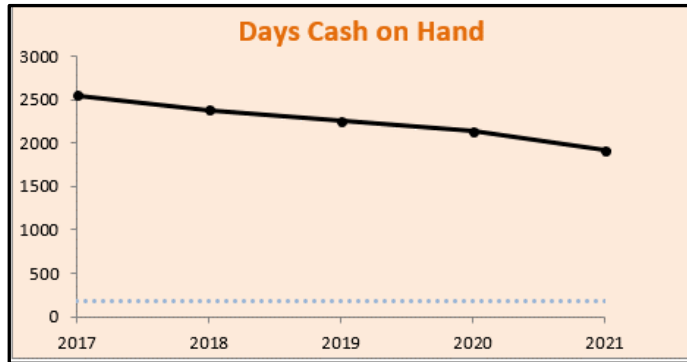


Value for Town of Hilliard in Fiscal Year 2021: **3.9**

Did you meet your target in Fiscal Year 2021?

Did you improve since the previous year?

**Days Cash on Hand:** How many days could you continue to operate the utility with the cash levels available? Benchmark is 270 days.

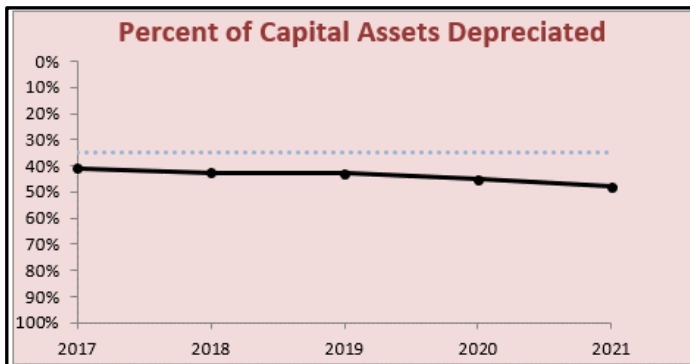


Value for Town of Hilliard in Fiscal Year 2021: **1918**

Did you meet your target in Fiscal Year 2021?

Did you improve since the previous year?

**Percent of Capital Assets Depreciated:** How much have your utility's assets depreciated (nearing the end of their lives)? Benchmark is staying away from 100%.



Value for Town of Hilliard in Fiscal Year 2021: **48%**

Did you meet your target in Fiscal Year 2021?

Did you improve since the previous year?

Based on the results of the key financial indicators it is recommended that the Town of Hilliard continue strengthening their utility fund to have enough funds to cover daily expenses, debt service, capital replacement costs, emergencies, and unexpected revenue shortfalls. As the water system ages and the percent of assets depreciated increases each year, it is important for the proprietary fund to become fully sustainable by securing funding levels that provide for renewal opportunities, the full replacement costs of assets, service enhancements and growth requirements. Upon completion of the fiscal year a RevPlan model would help to determine what increases are needed to be able to make sure that the system can reach the requirements to be self-sustainable and meet its growing obligations.

### Asset Statistics

The table below summarizes the asset information from the Town collected by FRWA and found in RevPlan:

Town of Hilliard Water System	
Total Replacement Cost of Water System	\$2,234,299.64
Percent of Assets Needing Replacement	5.68%
Cost of Replacing All Assets Needing Replacement	\$126,861.88
Annual Replacement Cost of System	\$52,288.17

Please note that the \$2.2 million dollar replacement cost of the water system documented above, along with the annual replacement cost of \$52,288 for the system is low. These figures do not include certain assets such as large equipment, vehicles, water mains and some property improvements normally associated with maintaining a utility system. As a result, any proposed rate adjustments suggested by FRWA should be considered a minimum or a starting point for review and consideration by the Town.

Based on the findings of the Asset Management Plan, it is important for Town of Hilliard to start setting aside reserves for the replacement of its assets, to make sure that the base charge is adequately covering fixed costs and that its usage charges are sufficient to fund its variable costs.

### Reserves

Reserve balances for utility systems are funds set aside for a specific cash flow requirement, financial need, project, task, or legal covenant. All types of reserves can play a significant role in addressing current and future challenges facing utility systems, such as demand volatility, water supply costs, large capital requirements, asset replacements, natural disasters and potential liabilities from system failures associated with aged infrastructure. All utilities should establish formal financial policies relative to reserves. Such policies should articulate how these balances are established, their use, and how the adequacy of each respective reserve fund balance is determined. Once reserve targets are established, they should be reviewed annually during the budgeting process.

In the Town of Hilliard, the unrestricted cash available at end of FY 2021 was \$810,021, with annual operating expenses (without depreciation) of approximately \$1,025,227 in FY 2021 giving the Town 288 days of cash on hand according to the Audited Budget. Please note that these figures are from the last audited budget and may not reflect current amounts or past trends like listed above in the cash on hand chart. The chart above is a historic trend and not current amounts.

For planning purposes and without a stated reserve policy from the Town, FRWA builds the financial model by ensuring the annual unrestricted reserve funding is adequate to 270 days of the current year operation and maintenance budget. While there is not a one size fits all approach to building reserves, FRWA cautions utilities about dropping below 90 days and encourages them to work towards a balance of cash on hand equal to or greater than 270 days. Cash reserves are essential to ensure a utility’s long-term financial sustainability and resiliency. Each utility system has its own unique circumstances and considerations that should be factored into the selection of the types of reserves and corresponding policies that best meet its needs and objectives.

## Rates

A ‘rule of thumb’ FRWA subscribes to regarding rates is that base charges pay for fixed expenses and usage charges fund the variable expenses. Rates should generate sufficient revenue to cover the full cost of operating a water system. By charging customers the full cost of water, small water systems send a message that water is a valued commodity that must be used wisely and not wasted. When rates are set to cover the full cost of production, water systems are more likely to have financial stability and security. The current residential and commercial rate structure is as follows and is per whole thousand:

Water Base Rates Inside Town	Outside Town
------------------------------	--------------

Residential - \$15.61	\$23.43 (base + 50% of residential)
Commercial -\$ 36.43	\$54.64 (base + 50% of residential)
Eastwood Oak- \$16.23	

Water Usage Rates (Residential)	Inside Town	Outside Town
0 to 6,000 Gallons	\$ 2.93	\$ 4.39
6,001 and up	\$5.20	\$7.80

Water Usage Rates (Commercial)	Inside Town	Outside Town
0 to 2,000 Gallons	\$1.29	\$4.39
2,001-10,000 Gallons	\$3.90	\$5.85
10,001 and up	\$5.20	\$7.80

**Rate Recommendation:**

Due to problems with new billing software for the last fiscal year, an accurate RevPlan model was not able to be created. Rate recommendations will need to be established after a completed model is available. Completion of the model in Revplan should be done no later than 3 months after the end of the 2023 fiscal year. The Town of Hilliard has taken proactive steps with its current utility rates by implementing an automatic rate increase following the Municipal Cost Index. Raising the rates each year by the Municipal Cost Index will help the Town of Hilliard’s residents gradually experience water and sewer rate increases instead of absorbing the costs all at once if the rates stay stagnate.

**8. Energy Management**

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Energy costs often make up twenty-five to thirty percent of a utility’s total operation and maintenance costs. They also represent the largest controllable cost of providing water and wastewater services. EPA’s “*Ensuring a Sustainable Future: An Energy Management Guidebook for Wastewater and Water Utilities*” provides details to support utilities in energy management and cost reduction by using the steps described in this guidebook. The Guidebook takes utilities through a series of steps to analyze their current energy usage, use energy audits to identify ways to improve efficiency and measure the effectiveness of energy projects.

## Energy Conservation and Cost Savings

The Town should ensure all assets, not just those connected to a power source, are evaluated for energy efficiency. The following are common energy management initiatives the Town should implement going forward:

1. Load management
2. Replace weather-stripping and insulation on buildings
3. Installation of insulated metal roofing over energy inefficient shingle roofing
4. On-demand hot water heaters
5. Variable frequency driven pumps and electrical equipment
6. Energy efficient infrastructure
7. LED lighting
8. Meg electric motors
9. MCC electrical lug thermal investigation
10. Flag underperforming assets for rehabilitation or replacement

The above 10 energy saving initiatives are just a start and most can be accomplished in-house. A more comprehensive energy audit, conducted by an energy consultant/professional, is recommended to evaluate how much energy is consumed system-wide and identify measures that can be taken to utilize energy more efficiently. The primary goal is reducing power consumption and cost through physical or operational changes.

Each system will have unique opportunities to reduce energy use or cost depending on system specific changes and opportunities within the power provider’s rate schedules. For example, an audit of an individual water treatment plant (WTP) will attempt to pinpoint wasted or unneeded facility energy consumption.

With the cost of electricity rising, the reduction of energy use should be a priority for systems. A key deliverable of an energy audit is a thorough analysis of the effect of overdesign on energy efficiency. Plants are designed to perform at maximum flow and loading conditions. Unfortunately, most plants are not efficient at average conditions. Aging infrastructure is another source of inefficient usage of energy in WTPs across the country. The justification for addressing aging infrastructure related energy waste is also included in the energy audit process.

## Energy Conservation Measures

The following table provides typical water and wastewater high-use energy operations and associated potential energy saving measures.

High Energy Using Operations	Energy Saving Measures
------------------------------	------------------------

Minimum Equipment Information to Gather	Additional Equipment Information to Gather	Conditions to Consider
<b>Lighting</b>		<ul style="list-style-type: none"> <li>• Pulse start metal halide</li> <li>• Indirect fluorescent</li> <li>• Super-efficient T8s</li> <li>• Comprehensive control for large buildings</li> </ul>
<b>Heating, Ventilation, Air Conditioning (HVAC)</b>		<ul style="list-style-type: none"> <li>• Water source heat pumps</li> <li>• Prescriptive incentives for remote telemetry units</li> <li>• Custom incentives for larger units</li> <li>• Low volume fume hood</li> <li>• Occupancy controls</li> <li>• Heat pump for generator oil sump</li> </ul>

### Energy Audit Approach

An energy audit is intended to evaluate how much energy is consumed and identify measures that can be taken to utilize energy more efficiently. The primary goal is reducing power consumption and cost through physical and operational changes. Each system will have unique opportunities to reduce energy use or cost depending on system specific changes and opportunities within the power provider’s rate schedules. An audit of an individual treatment plant is an attempt to pinpoint wasted or unneeded facility energy consumption. It is recommended to perform an energy audit every two to three years to analyze a return on investment.

A water system energy audit approach checklist, similar to the one on the following page for pumps and motors, can be a useful tool to identify areas of potential concern and to develop a plan of action to resolve them.



<ul style="list-style-type: none"> <li>• Pump style</li> <li>• Number of pump stages</li> <li>• Pump and motor speed(s)</li> <li>• Pump rated head (name plate)</li> <li>• Motor rated power and voltage (name plate)</li> <li>• Full load amps</li> <li>• Rated and actual pump discharge</li> <li>• Operation schedules</li> </ul>	<ul style="list-style-type: none"> <li>• Pump manufacturer’s pump curves</li> <li>• Actual pump curve</li> <li>• Power factor</li> <li>• Load profile</li> <li>• Analysis of variable frequency drives (vfd’s) if present</li> <li>• Pipe sizes</li> <li>• Water level (source)</li> <li>• Motor current</li> <li>• Pump suction pressure</li> <li>• Discharge pressure</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance records</li> <li>• Consistently throttled values</li> <li>• Excessive noise or vibrations</li> <li>• Buildup of sand and/or grit</li> <li>• Evidence of wear or cavitation on pump, impellers or pump bearings.</li> <li>• Out-of-alignment conditions</li> <li>• Significant flow rate/ pressure variations</li> <li>• Active by-pass piping</li> <li>• Restrictions in pipes or pumps</li> <li>• Restrictive/leaking pump shaft packing</li> </ul>
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In 2022, an Energy Assessment was conducted by FRWA staff at the Town’s treatment plants. The results of that assessment is summarized in the table below:

Town of Hilliard Energy Audit Recommendations			
Audit Recommendations	Cost of Improvement	Payback (Years)	Total Annual Cost Savings
1. Premium Efficiency Pump Motor for Well #2	\$3,000	4.75	\$631.89
2. Premium Efficiency Pump Motor for Well #5	\$3,000	2.67	\$1,121.75
<b>Total Projected Annual Cost Savings</b>			<b>\$1,753.64</b>

The Town of Hilliard Drinking Water System Energy Efficiency Assessment noted that an investment of \$6,000.00 in energy efficient equipment upgrades, depending upon the exact cost of procuring the needed equipment, could potentially save the Town of Hilliard \$1,753.64 annually against its drinking water treatment system total energy expenditures of \$17,189.05, or a savings of approximately 10%.

Several grants and loans are available to systems for completing such projects. A list of common funding sources is found in Section 9 of this Plan.

Please know that FRWA offers Energy Assessments to our members and SRF recipients that are participating in the AMPFS program. It is recommended that audits be completed every two to three years. For future energy assessments, please contact your local Circuit Rider or the FRWA office to participate.

## 9. Conclusions

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Our conclusions are based on our observations during the data collection procedure, discussions with Town of Hilliard staff, regulatory inspection data, and our experience related to similar assets.

Areas needing attention are detailed in Section 4 and include:

### Water Production and Distribution System:

- Clean and remove any obstructions and debris in buildings and around water production sites.
- Develop a regular operational maintenance program for the system.
- Document water line condition and water line breaks and develop a replacement strategy for any older or problematic water mains.
- Regularly update the Capital Improvement Plan to fund the replacement of production and distribution assets following the creation of a Replacement Strategy.
- Develop a plan to replace A.C. Pipe in the distribution system.
- Engage an engineer to evaluate if more finished water storage capacity is needed as the daily demand is almost 100% of storage capability.

### Hydrants and Hydrant Valves:

- Develop an annual hydrant maintenance program to coincide with the current flushing program and record any deficiencies inside Diamond Maps.
- Repair all poor condition hydrants and hydrant valves and replace all failed condition hydrants and replace hydrant valves if applicable. (some hydrants have already been repaired)
- Ensure operation of accompanying hydrant valves and install new valves with any hydrant installation.
- Conduct an annual flow test at each of the hydrants.
- Begin an annual hydrant replacement program.
- Attempt to locate and raise found hydrant valves to match the existing ground level with the addition of a concrete collar.

### Water Valves:

- Continue annual valve exercising program that has been created in Diamond Maps and record any deficiencies inside Diamond Maps.

- Repair or assess all poor condition system valves and replace all failed condition system valves.
- Locate and clean out buried valve boxes and exercise if possible. Evaluate any remaining valves throughout system for accurate representation in Diamond Maps.
- Raise system valves to match the existing ground level with the addition of a concrete collar.
- As old lines are replaced or water breaks necessitate, new valves should be installed in order to isolate sections of the system.
- Add Insert-a-valves or equivalent where needed to help isolate sections of the system. Three per year.

#### Water Meters:

- Continue to ensure that all data from meter change out program that was previously done is correct and all meters are being billed for. Possibly manually read meters once annually to ensure correct data into system for accurate billing and accounting.

#### Energy Audit:

- Incorporate energy audit recommendations of repair/replacing pumps and/or motors into the Capital Improvement Plan.

#### Other Areas:

- An Asset Management Planning (AMP) and Computerized Maintenance Management System (CMMS) program must be implemented to maintain assets efficiently and effectively.
- Develop a more comprehensive Capital Improvement Plan and work in planning and identifying water system improvement projects. Pursue alternative revenue funding sources for capital improvement projects.
- Staff training on maintenance, safety, and use of the AMP/CMMS tool must be completed.
- Strengthen the water system fund in order to cover daily expenses, debt service, capital replacement costs, emergencies, and unexpected revenue shortfalls. Rates must be increased and routinely monitored to ensure adequate funding for operations and system improvements.
- Determine Level of Service (LOS) Attributes, Goals, Targets, and Metrics and Prepare LOS Agreement.
- Perform regular audits of Energy Saving initiatives. Even small changes in energy use can result in large savings.

- ***The Asset Management Plan must be adopted by Resolution or Ordinance.*** This demonstrates the utility's commitment to the plan. After adoption, implementation of the AMP must occur.

## Implementing this Asset Management and Fiscal Sustainability Plan

Implementing an Asset Management and Fiscal Sustainability Plan requires several items:

1. **Assign specific personnel** to oversee and perform the tasks of Asset Management.
2. **Develop and use a Computerized Maintenance Management System (CMMS) program.** The information provided in this AMPFS plan will give the utility a good starting point to begin. Properly maintaining assets will ensure their useful life is extended and will ultimately save money. Asset maintenance tasks are scheduled and tracked, new assets are captured, and assets removed from service are retired properly using CMMS. Transitioning from reactive to preventive and predictive maintenance philosophies will net potentially large savings for the utility. Diamond Maps is one example among many options that are available. FRWA can help with set up and implementation.
3. **Develop specific Level of Service items.** Create a Level of Service (LOS) Agreement and inform customers of the Utility's commitment to providing the stated LOS. Successes can be shared with customers. This can dramatically improve customer relations. This also gives utility employees goals to strive for and can positively impact morale. We have included a sample LOS list in Section 2.
4. **Develop specific Change Out/Repair/Replacement Programs.** The Town budgets for Repair and Replacement and should continue to evaluate the system to adjust the annual budgeted amounts accordingly. An example includes budgeting for a certain number of stepped system refurbishments each year.
5. **Modify the existing rate structure.** The Town should make changes to their rate structure to capture all possible revenue and share the burden of maintaining the system among all classes of users. Continue to make sure adequate funds are available to properly operate and maintain the facilities. Rate increases, when required, can be accomplished in a stepped fashion rather than an 'all now' approach to lessen the resulting customer impact.
6. **Explore financial assistance options.** Financial assistance is especially useful in the beginning stages of Asset Management since budget shortfalls likely exist and high cost items may be needed quickly. For a table of common funding sources, see Section 9.

7. **Revisit the AMFS plan annually.** An Asset Management Plan is a living document. It can be revised at any time but must be revisited and evaluated at least once each year. Common updates or revisions include:

- Changes to your asset management team;
- Updates to the asset inventory;
- Updates to asset condition and criticality ranking charts;
- Updates to asset condition and criticality assessment procedures
- Updates to operation and maintenance activities;
- Changes to financial strategies and long-term funding plans.

The annual review should begin by asking yourself:

***“What changes have occurred since our last AMPFS plan update?”***

### **Funding Sources for Water and Wastewater Systems**

On the following page is a table of common funding sources, including web links and contact information. All municipal systems should be making the effort to secure funding, which can be in the form of low or no interest loans, grants or a combination of both.

Agency/Program	Website	Contact
FDEP Drinking Water State Revolving Fund Program (DWSRF)	<a href="https://floridadep.gov/wra/srf/content/dwsrf-program">https://floridadep.gov/wra/srf/content/dwsrf-program</a>	Eric Meyers <a href="mailto:eric.v.meyers@floridadep.gov">eric.v.meyers@floridadep.gov</a> 850-245-2991
FDEP Clean Water State Revolving Fund Loan Program (CWSRF)	<a href="https://floridadep.gov/wra/srf/content/cwsrf-program">https://floridadep.gov/wra/srf/content/cwsrf-program</a>	Mike Chase <a href="mailto:Michael.Chase@FloridaDEP.gov">Michael.Chase@FloridaDEP.gov</a> 850-245-2969
USDA Rural Development- Water and Wastewater Direct Loans and Grants	<a href="https://www.rd.usda.gov/programs-services/rural-economic-development-loan-grant-program">https://www.rd.usda.gov/programs-services/rural-economic-development-loan-grant-program</a> <a href="https://www.rd.usda.gov/programs-services/water-waste-disposal-loan-grant-program">https://www.rd.usda.gov/programs-services/water-waste-disposal-loan-grant-program</a>	Jeanie Isler <a href="mailto:jeanie.isler@fl.usda.gov">jeanie.isler@fl.usda.gov</a> 352-338-3440
Economic Development Administration- Public Works and Economic Adjustment Assistance Programs	<a href="https://www.eda.gov/resources/economic-development-directory/states/fl.htm">https://www.eda.gov/resources/economic-development-directory/states/fl.htm</a> <a href="https://www.grants.gov/web/grants/view-opportunity.html?oppld=294771">https://www.grants.gov/web/grants/view-opportunity.html?oppld=294771</a>	Greg Vaday <a href="mailto:gvaday@eda.gov">gvaday@eda.gov</a> 404-730-3009
National Rural Water Association- Revolving Loan Fund	<a href="https://nrwa.org/initiatives/revolving-loan-fund/">https://nrwa.org/initiatives/revolving-loan-fund/</a>	Gary Williams <a href="mailto:Gary.Williams@frwa.net">Gary.Williams@frwa.net</a> 850-668-2746
Florida Department of Economic Opportunity- Florida Small Cities Community Development Block Grant Program	<a href="http://www.floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/florida-small-cities-community-development-block-grant-program">http://www.floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/florida-small-cities-community-development-block-grant-program</a>	Roger Doherty <a href="mailto:roger.doherty@deo.myflorida.com">roger.doherty@deo.myflorida.com</a> 850-717-8417
Northwest Florida Water Management Town - Cooperative Funding Initiative (CFI)	<a href="https://www.nwfwater.com/Water-Resources/Funding-Programs">https://www.nwfwater.com/Water-Resources/Funding-Programs</a>	Christina Coger <a href="mailto:Christina.Coger@nwfwater.com">Christina.Coger@nwfwater.com</a> 850-539-5999

## Closing

This Asset Management and Fiscal Sustainability plan is presented to the Town of Hilliard for consideration and final adoption. Its creation would not be possible without the cooperation of the Town staff and the Florida Department of Environmental Protection State Revolving Fund (FDEP-SRF).

As a valued FRWA member, it is our goal to help make the most effective and efficient use of your limited resources. The Asset Management and Fiscal Sustainability Plan is an unbiased, impartial, independent review and is solely intended for achievement of drinking water and wastewater system fiscal sustainability and maintaining your valuable utility assets. The Florida Rural Water Association has enjoyed serving you and will happily assist the Town of Hilliard with any future projects to ensure your Asset Management Plan is a success.

**APPENDIX A: Sample Resolution**

**RESOLUTION NO. 2023-\_\_\_\_\_**

**A RESOLUTION OF THE TOWN OF HILLIARD, FLORIDA, APPROVING THE TOWN OF HILLIARD WATER SYSTEM ASSET MANAGEMENT AND FISCAL SUSTAINABILITY PLAN; AUTHORIZING THE TOWN CLERK AND PUBLIC WORKS DIRECTOR TO TAKE ALL ACTIONS NECESSARY TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Florida Statutes provide for financial assistance to local government agencies to finance construction of the Town and municipal utility system improvements; and

**WHEREAS**, the Florida Department of Environmental Protection State Revolving Fund (SRF) has designated the Town of Hilliard Water System Improvements, identified in the Asset Management and Fiscal Sustainability Plan, as potentially eligible for available funding; and

**WHEREAS**, as a condition of obtaining funding from the SRF, the Town is required to implement an Asset Management and Fiscal Sustainability Plan for the Town’s Water System Improvements; and

**WHEREAS**, the Town Council of the Town of Hilliard has determined that approval of the attached Asset Management and Fiscal Sustainability Plan for the proposed improvements, in order to obtain necessary funding in accordance with SRF guidelines, is in the best interest of the Town.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF HILLIARD BOARD OF COMMISSIONERS** the following:

**Section 1.** That the Town of Hilliard Town Council hereby approves the Town of Hilliard Water System Asset Management and Fiscal Sustainability Plan, attached hereto and incorporated by reference as a part of this Resolution.

**Section 2.** That the Town Clerk and Public Works Director are authorized to take all actions necessary to effectuate the intent of this Resolution and to implement the Water System Asset Management and Fiscal Sustainability Plan in accordance with applicable Florida law and Council direction in order to obtain funding from the SRF.

**Section 3.** That the Town will annually evaluate existing rates to determine the need for any increase and will increase rates in accordance with the financial recommendations found in the Water System Asset Management and Fiscal Sustainability Plan or in proportion to the Town’s needs as determined by the Board in its discretion.

**Section 4.** That this Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** on this \_\_\_\_\_ day of \_\_\_\_\_, 2023.



**Town of Hilliard, Florida**

\_\_\_\_\_  
Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Town Attorney

**Appendix B: Master Asset List**





## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: September 7, 2023

FROM: *Lisa Purvis, MMC – Town Clerk*

SUBJECT: Town Council adoption of Resolution No. 2023-19, the Town of Hilliard's Wastewater System Asset Management and Fiscal Sustainability (AMFS) Plan.

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#### **BACKGROUND:**

The Town of Hilliard Public Works Department has been working with Florida Rural Water Association to identify the Town's Water and Wastewater System's most urgent and critical needs.

#### **FINANCIAL IMPACT:**

To be determined.

#### **RECOMMENDATION:**

Town Council adoption of Resolution No. 2023-19, the Town of Hilliard's Water System and Wastewater System AMFS Plan.

**RESOLUTION NO. 2023-19**

**A RESOLUTION OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION; APPROVING THE TOWN OF HILLIARD WASTEWATER SYSTEM ASSET MANAGEMENT AND FISCAL SUSTAINABILITY PLAN; AUTHORIZING THE TOWN CLERK AND PUBLIC WORKS DIRECTOR TO TAKE ALL ACTIONS NECESSARY TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Florida Statutes provide for financial assistance to local government agencies to finance construction of the Town and municipal utility system improvements; and

**WHEREAS**, the Florida Department of Environmental Protection State Revolving Fund (SRF) has designated the Town of Hilliard Wastewater System Improvements, identified in the Asset Management and Fiscal Sustainability Plan, as potentially eligible for available funding; and

**WHEREAS**, as a condition of obtaining funding from the SRF, the Town is required to implement an Asset Management and Fiscal Sustainability Plan for the Town's Wastewater System Improvements; and

**WHEREAS**, the Town Council of the Town of Hilliard has determined that approval of the attached Asset Management and Fiscal Sustainability Plan for the proposed improvements, to obtain necessary funding in accordance with SRF guidelines, is in the best interest of the Town.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF HILLIARD, TOWN COUNCIL** the following:

**Section 1.** That the Town of Hilliard Town Council hereby approves the Town of Hilliard Wastewater System Asset Management and Fiscal Sustainability Plan, attached hereto and incorporated by reference as a part of this Resolution.

**Section 2.** That the Town Clerk and Public Works Director are authorized to take all actions necessary to effectuate the intent of this Resolution and to implement the Water System Asset Management and Fiscal Sustainability Plan in accordance with applicable Florida law and Council direction to obtain funding from the SRF.

**Section 3.** That the Town will annually evaluate existing rates to determine the need for any increase and will increase rates in accordance with the financial recommendations found in the Water System Asset Management and Fiscal Sustainability Plan or in proportion to the Town's needs as determined by the Council in its discretion.

**Section 4.** That this Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** on this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Town of Hilliard, Florida

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

ATTEST:

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

APPROVED:

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

## Board of Directors

*PATRICIA CICHON*  
President  
Monticello

*BRUCE MORRISON*  
Vice President  
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June 30, 2023

Mr. John Beasley, Mayor  
Town of Hilliard  
15859 West CR 108  
Hilliard, FL 32046

Dear Mayor Beasley:

The Florida Rural Water Association (FRWA) is pleased to submit the Wastewater System Asset Management and Fiscal Sustainability (AMFS) plan to the Town of Hilliard. FRWA prepared this Plan in partnership with the FDEP Clean Water Drinking Water State Revolving Fund (CWSRF) Program to identify your system's most urgent and critical needs.

A Town's water and wastewater systems represent critical infrastructure designed to protect the public health and the environment. This report assesses the current conditions of your Wastewater fixed capital assets (e.g. Wastewater treatment facilities, collection system, lift stations), and more importantly provides recommendations, procedures and tools to assist with long range asset protection and Wastewater utility reinvestment. FRWA will be available to support the Town of Hilliard's AMFS plan recommendations and implementation.

The following report is considered a living document with tools for your use which must be updated at least annually (quarterly updates are recommended) by the Town of Hilliard utility management. FRWA will provide electronic copies for your use and future modification and will remain available to assist in updating and revising the Town's AMFS plan.

As a valued FRWA member, it is our goal to help make the most effective and efficient use of your limited resources. This tool is an unbiased, impartial, independent review and is solely intended for achievement of Wastewater system fiscal sustainability and maintaining your valuable utility assets. Florida Rural Water Association has enjoyed serving you and wishes your system the best in all its future endeavors.

Sincerely,

Patrick Dangelo  
FRWA Utility Asset Management Team

Copy: Michael Chase, CWSRF State Revolving Fund  
Gary Williams, Florida Rural Water Association, Executive Director

# TOWN OF HILLIARD

## WASTEWATER ASSET MANAGEMENT AND FISCAL SUSTAINABILITY PLAN



Prepared for

Town of Hilliard

FL0043079

Prepared by:

FLORIDA RURAL WATER ASSOCIATION

Asset Management Program

In partnership with

Florida Department of Environmental Protection

&

Clean Water State Revolving Fund Program





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## Executive Summary

### Asset Management Plan Defined

**Asset Management Plan (AMP)** - The International Infrastructure Management Manual defines an asset management plan as; "a plan developed for the management of one or more infrastructure assets that combines multi-disciplinary management techniques (including technical and financial) over the life cycle of the asset in the most cost effective manner to provide a specific level of service."

Lowest life cycle cost refers to the best appropriate cost for rehabilitating, repairing, or replacing an asset. Asset management is implemented through an asset management program and includes a written asset management plan.

### Benefits of an Amp

**Implementing and maintaining an active Asset Management Plan:** Will provide numerous benefits to the Utility and its Customers:

- Prolonging asset life and aiding in rehabilitation/repair/replacement decisions through informed, efficient and focused operations and maintenance.
- Increased operational efficiencies.
- Informed operational and management decisions.
- Increased knowledge of asset criticality; thus improving the response to emergencies.
- Meeting consumer demands with a focus on system sustainability and improved communication.
- Setting rates based on sound operational and financial planning.
- Budgeting by focusing on activities critical to sustained performance.
- Meeting system service expectations and regulatory requirements.
- Reducing overall costs for both operations and capital expenditures.
- Improving security and safety of assets.
- Capital improvement projects that meet the true needs of the system and community.

### State Revolving Fund Requirements

An active Asset Management Plan (AMP) is a requirement for participation in the State Revolving Fund Program (SRF). Asset Management and Fiscal Sustainability (AMFS) program details are identified in the Florida Administrative Code (FAC) 62-503.700(7).

### Amp Development Stakeholders

The development of this AMFS plan involved the collective efforts of Hilliard Town Management and Staff, Florida Department of Environmental Protection State Revolving Fund (FDEP-SRF), and Florida Rural Water Association (FRWA). FRWA resources include: Engineers, Certified Operators and Rate Sufficiency Analysts.

### Critical Assets and Priority Action List

The Table located below contains a listing of the Town of Hilliard's Critical Assets and Processes that were found to need Capital and/or Operational funding to operate as designed and within

Regulatory Compliance. Please see [Section 4](#) for a detailed description of the asset improvements listed below.

<b>Critical Assets List</b>				
<b>Name</b>	<b>Installed</b>	<b>Design Life</b>	<b>Condition</b>	<b>Consequence of Failure</b>
Lift stations (8)	Varies	50	Poor	Moderate
Manholes ( 48)	Varies	50	Poor/Very Poor	Moderate
Waste activated sludge (WAS) pump #2	1997	25	Poor	Moderate
EQ Basin Pumps 1 & 2	1997	25	Poor	Moderate
Belt Press	1997	25	Average*	Moderate

\*Belt Press asset condition is average but due to rising costs of disposal of final sludge it has been placed in the critical action list. Alternative dewatering processes should be explored and evaluated.

Based on the list of Critical Assets and Processes that were found to need Capital and/or Operational funding and the State requirements for participation in the State Revolving Fund Program (SRF), a Priority Action List was developed to help the Town prioritize action items and establish target dates for timely completion. The Priority Action List is found on the following page.

<b>TOWN OF HILLIARD PRIORITY ACTION LIST</b>				
<b>Action Item</b>	<b>Target Date(s)</b>	<b>Cost Type</b>	<b>Cost</b>	<b>Responsible Party or Parties</b>
<b>Pass Resolution Adopting AMFS Plan</b>	Within 60 to 90 Days from Receipt of Final Plan	Administrative	No Cost	Board and Town Clerk
<b>Update Energy Audit findings</b>	Every 2 to 3 Years	Administrative	No Cost *	Public Works Director or Designee
<b>Determine Level of Service (LOS) Attributes, Goals, Targets, and Metrics and Prepare LOS Agreement</b>	90 Days after Adoption	Planning	No Cost *	Board, Town Clerk, Staff and Public
<b>Train Staff and Begin Using AMFS Tools (Diamond Maps or similar).</b>	90 Days after Adoption	Administrative	Annual Cost - *	Town Clerk, Public Works Director or Designee
<b>Begin Using RevPlan and complete model.</b>	3 Months after end of FY23	Administrative	No Cost *	Town Clerk or Designee
<b>Explore Alternative options for Dewatering</b>	Within 24 months after adoption	Professional Services	Engineering costs vary by scope	Public Works Director, Engineer
<b>Develop Manhole inspection Program</b>	Within 12 Months after Adoption	Planning	No Cost *	Public Works Director and Staff
<b>Develop Manhole repair Program</b>	Within 12 Months after Adoption	Planning	No Cost *	Public Works Director and Staff
<b>Repair 10 poor or very poor manholes annually</b>	On going beginning in FY 2024	Capital	\$15,000	Public Works Director and Staff
<b>Correct Inflow and Infiltration issues in 4 manholes</b>	On- Going beginning in FY 2024	Capital	\$10,000	Public Works Director and Staff
<b>Develop smoke testing plan</b>	Within 12 months after Adoption	Planning	Minimal if done through FRWA	Public Works Director and Staff

<b>Explore Financial Assistance Options</b>	On-going beginning in FY 2023	Administrative	No Cost	Town Clerk and Finance Staff
<b>Semi-annual cleaning of lift stations</b>	On-going beginning FY 2024	Capital	No Cost if town owned equipment used	Public Works Director and staff
<b>Digester Cleaning</b>	FY 2024	Operational	\$80,000	Public Works Director and staff
<b>Wetland Pumps (2)</b>	FY 2024	Capital	\$15,000	Public Works Director and staff
<b>Sewer Line Rehab</b>	FY 2024-2027	Other (grant match)	\$320,000	Public Works Director and staff
<b>Line 6 manholes annually</b>	On-going beginning FY 2025	Capital	\$50,000	Public Works Director and Staff
<b>Wastewater Collection system improvements (Revplan)</b>	On going FY 2024	Capital	\$223,100	Clerk, Public Works Director, and Staff
<b>Document Sewer Line Condition and Develop Replacement Strategy</b>	On-going beginning FY 2023	Planning	No Cost	Public Works Director and Staff
<b>Engage a Registered Engineer to Plan, design, permit Lift station Upgrades (8 lift stations)</b>	Within 24 months of adoption	Professional Services	Professional Service and Construction Cost based on Project Scope	Town Clerk, Public Works Director, and Engineer
<b>Engage a Registered Engineer To Review, Plan, Design, Permit, and Construct Capital Projects</b>	On-going beginning FY 2024	Capital / Planning	Professional Service and Construction Cost based on Project Scope	Town Clerk, Public Works Director, and Engineer

\*FRWA can assist with the following items upon adoption of this AMFSP.

## Fiscal Strategy and AMP Process Recommendations.

Based on this asset management and fiscal sustainability study, **specific recommendations** related to capital expenditures and operating expenditures over the next five years found in the Priority Action List are as follows:

1. Adopt this Asset Management and Fiscal Sustainability Plan (AMFS) study in the form of a Resolution. Appendix A contains a sample AMFS Resolution for the Town of Hilliard.
2. Engage a Florida Registered Engineer to support the Utility in review, funding, planning, design, permitting, and construction of critical capital and operational action items as recommended in this AMFS study.
3. Make funding applications to the following programs/agencies in support of Utility System Upgrades/Improvements as recommended by this AMFS study. A synopsis of utility funding programs can be found at the following link:  
<http://www.frwa.net/funding.html>.
  - a. FDEP-State Revolving Fund (SRF)
  - b. Regional Water Management District
  - c. Florida Department of Economic Opportunity Community Development Block Grant (CDBG)
  - d. USDA Rural Development Direct Loan/Grant (USDA RD)
  - e. FDEO Rural Infrastructure Fund Grant (RIF)
  - f. Local Funding Initiative Requests
4. Evaluate and Adopt a Utility rate structure that will ensure rate sufficiency as necessary to implement capital improvements.
5. Begin using Diamond Maps for Asset Management Planning (AMP) and Computerized Maintenance Management System (or another CMMS of your choice).
6. Continue to build your asset management program by:
  - a. Collecting critical field data and attributes on any new or remaining assets;
  - b. Improving on processes which provide cost savings and improved service;
  - c. Implementing a checklist of routine maintenance measures;
  - d. Benchmarking critical processes annually;
  - e. Develop policies that will support funding improvements;
  - f. Develop manuals, SOPs and guidelines for critical processes;
  - g. Identify responsible persons or groups to implement processes to protect critical assets;
  - h. Attend asset management training annually.

## 1. Introduction

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In accordance with FDEP Rule 62-503.700(7), F.A.C., State Revolving Fund (SRF) recipients are encouraged to implement an Asset Management Plan for all funded assets to promote the utility system's long-term sustainability. To be accepted for the ***financing rate adjustment and to be eligible for principal forgiveness/reimbursement***, an asset management plan must:

- A. Be adopted by Resolution or Ordinance;
- B. Have written procedures in place to implement the plan;
- C. Be implemented in a timely manner.

The plan must include each of the following:

1. Identification of all assets within the project sponsor's (utility) system;
2. An evaluation of the utility system assets' current:
  - a. Age
  - b. Condition
  - c. Anticipated useful life of each asset.
3. Current value of utility system assets;
4. Operation and maintenance cost of all utility system assets;
5. A Capital Improvement Program Plan (CIPP) based on a survey of industry standards, life expectancy, life cycle analysis and remaining useful life;
6. An analysis of funding needs;
7. The establishment of an adequate funding rate structure;
8. An asset preservation plan:
  - a. Renewal
  - b. Replacement
  - c. Repair
  - d. A risk-benefit analysis to determine optimum renewal or replacement timing.
9. An analysis of population growth and usage demands projections for the utility's planning area and an impact fee model, if applicable, for commercial, industrial and residential rate structures; and

10. A threshold rate set to ensure proper Wastewater system operation and maintenance; if the potential exists for the project sponsor to transfer any of the system proceeds to other funds, rates must be set higher than the threshold rate to facilitate the transfer and maintain proper operation of the system.

Fiscal Sustainability represents the accounting and financial planning process needed for proper management of system assets. It assists in determining such things as:

- a. Asset maintenance, repair, or replacement cost
- b. Accurate and timely capital improvement project budgeting
- c. Forecasting near and long-term capital improvement needs
- d. Whether the system is equipped for projected growth
- e. Whether adequate reserves exist to address emergency operations.

Fiscal sustainability analysis requires a thorough understanding of the system's assets' current condition and needs. Therefore, fiscal sustainability follows asset management and is improved by sound asset management. Conversely, asset management requires a healthy fiscal outlook, since servicing and care of current assets is not free. Timely expenditures for proper servicing and care of current assets are relatively small when compared to repair and replacement expenditures that inevitably occur with component failure due to neglect.

Having a solid AMFS plan in place will benefit the Town of Hilliard in determining which assets are to be insured and for what amount, and to more effectively and efficiently identify its capital improvement needs and solutions. Additionally, the State Revolving Fund (SRF) requires a system to adopt and implement an AMFS plan to qualify for loan interest rate reduction if funding is sought. An AMFS helps a system more effectively and efficiently identify its capital improvement needs and solutions.

This AMFSP's intended approach is to assist the Town of Hilliard with conducting a basic inventory and condition assessment of its current assets. It is expected that the Town will periodically re-evaluate the condition of its assets, at least annually, to determine asset remaining useful life. A reminder can be established for staff that a given component is nearing time for servicing, repair, or replacement. Furthermore, major capital improvement needs can be reassessed periodically as they are met or resolved. In short, **this plan is not designed to be set in stone, but is intended to be a living, dynamic, evolving document.** It is recommended that the Town conduct at least an annual plan review and revise it as necessary throughout the year, resulting in a practical and useful tool for staff.



## 2. Asset Management Plan

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### Components of Asset Management

Asset Management can be described as ‘a process for maintaining a desired level of customer service at the best appropriate cost.’ Within that statement, ‘a desired level of service’ is simply what the utility wants their assets to provide. ‘Best appropriate cost’ is the lowest cost for an asset throughout its life. The goal is providing safe, reliable service while at the same time being conscious of the costs involved both short and long term.

Asset Management includes building an inventory of the utility’s assets, developing and implementing a program that schedules and tracks all maintenance tasks, generally through work orders, and developing a set of financial controls that will help manage budgeted and actual annual expenses and revenue. By performing these tasks, targeting the system’s future needs will be much easier.

Asset Management provides documentation that helps the utility understand the assets they have, how long these assets will last, and how much it will cost to maintain or replace these assets. The Plan also provides financial projections which show the utility whether rates and other revenue mechanisms are sufficient to supply the utility’s future needs, 5, 10, even 20 years ahead.

Asset Management is made up of five core questions:

1. What is the current status and condition of the utility’s assets?
2. What is Level of Service (LOS) required?
3. What assets are considered critical to meeting the required LOS?
4. What are the utility’s Capital Improvement Program Plan (CIPP), Operations and maintenance plan (O&M), and asset’s Minimum Life Cycle Cost strategies?
5. What is the utility’s long term financial strategy?

### Implementation

In developing this plan, FRWA has collected information on most of the Wastewater system assets. The information has been entered into Diamond Maps, a cloud based geographical information system (GIS). FRWA, in partnership with FDEP has contracted with Diamond Maps to develop Asset Management software specifically for small systems at an affordable cost. The Town has already setup its account and should continue to collect and update new assets as they are installed or replaced.

The software is easy to use, as it is set up for small communities and for water/wastewater systems. Since Town of Hilliard has around 1200 customers, the cost would be around \$35 per month for unlimited users.

Meter Count	Unlimited Use Subscription
250	\$15/month
500	\$20/month
1,000	\$30/month
2,000	\$45/month
3,000	\$60/month
4,000	\$75/month
5,000	\$90/month
10,000	\$165/month

The Town of Hilliard has already purchased equipment and began services with Diamond Maps. Diamond Maps can be explored at <http://diamondmaps.com>. Since the Town has decided to use Diamond Maps as their asset management tool, it will be easy to move the data collected by FRWA to the Town's account.

Having an asset management tool to keep data current is essential for tracking the utility's assets into the future, to assist with planning and funding for asset rehabilitation or replacement, to schedule and track asset maintenance by issuing work orders and assigning tasks to personnel who will perform the work and update in the system.

In addition to the CMMS tool, Diamond Maps, the Florida Rural Water Association (FRWA) has partnered with the Florida Department of Environmental Protection (FDEP) State Revolving Loan (SRF) program and Raftelis Financial Consultants to create an online financial tracking and revenue sufficiency modeling tool, RevPlan.

RevPlan is designed to enhance asset and financial management for small/medium Florida water and wastewater utilities. It provides a free-to-member online tool to achieve financial resiliency, and to maintain utility assets for long-term sustainability. Additionally, RevPlan is programmed to populate asset information directly from Diamond Maps.

By inputting your accurate budgetary, operation and maintenance costs, capital improvement plan costs, existing asset and funding information, this tool assists the user in identifying any rate adjustments and/or external funding necessary to meet the utility finance requirements, and the impact rate increases/borrowing may have on customers.

There are a few important elements of a successful RevPlan outcome:

- The tool is only as accurate as the information used.
- One person should be assigned the task of annual RevPlan updates.

- Updating asset information in Diamond Maps is essential.

FRWA staff has entered preliminary data into RevPlan. Due to some financial data being unavailable until the end of the fiscal year a complete model was not able to be created. Once a model is created it is important that each year (or as projects come about) the system is updating RevPlan and using it to help understand the impacts of future projects and plan for rate increases.

## Level of Service (LOS)

As a provider of Wastewater services, a utility must decide what Level of Service (LOS) is required for its customers. When setting these goals, most importantly, the utility must decide the level of service it will provide. Ideally, these goals would be conveyed to the utility's customers via a 'Level of Service Agreement'. This document demonstrates the utility's accountability in meeting the customer's needs and its commitment to do so. There are four key elements regarding LOS:

1. Provide safe and reliable water service while meeting regulatory requirements;
2. Budget improvement projects focused on assets critical to sustained performance based on sound operational and financial planning;
3. Maintain realistic rates and adjust as necessary to ensure adequate revenue reserves for targeted asset improvement; and,
4. Ensure long-term system resilience and sustainability.

Targets must be set for individual parameters. Metrics should be created to help the utility direct efforts and resources toward predetermined goals. The established goals must include consideration of costs, budgets, rates, service levels, and level of risk. These goals are set in an agreement between the utility and its customers.

In 2008, a unique coalition representing the "Collaborating Organizations," which include the U.S. Environmental Protection Agency and a growing number of major water sector associations supported an approach developed by water sector leaders for water utility management. The approach is based around the Ten Attributes of an Effectively Managed Utility and Five Keys to Management Success—known as Effective Utility Management (EUM). These Attributes provide a clear set of reference points and are intended to help utilities maintain a balanced focus on all important operational areas rather than reactively moving from one problem to the next or focusing on the "problem of the day."

The Ten Attributes of an Effectively Managed Utility provide useful and concise goals for water sector utility managers seeking to improve organization-wide performance. The Attributes describe desired outcomes that are applicable to all water and wastewater utilities. They comprise a comprehensive framework related to operations, infrastructure, customer satisfaction, community sustainability, natural resource stewardship, and financial performance.

Water and wastewater utilities can use the Attributes to select priorities for improvement, based on each organization's strategic objectives and the needs of the community it serves. The

Attributes are not presented in a particular order, but rather can be viewed as a set of opportunities for improving utility management and operations.

To begin, the utility will assess current conditions by ranking the importance of each Attribute to the utility, based on the utility's vision, goals, and specific needs. The ranking should reflect the interests and considerations of all stakeholders (managers, staff, customers, regulators, elected officials, community interests, and others). Once you have chosen to improve one or more Attributes, the next step is to develop and implement a plan for making the desired improvements. Improvement plans support the implementation of effective practices in your chosen attribute area(s). An effective improvement plan will:

1. **Set Near- and Long-term Goals:** Set goals as part of the improvement plan to help define what is being worked toward. Near- and long-term goals for the utility should be linked to the strategic business plan, asset management plan, and financial plan. Goals should also be "SMART."
  - **S – Specific:** What exactly will be achieved? Make the goals specific and well defined. Each goal should be clear to anyone with even a basic knowledge of the utility.
  - **M – Measurable:** Can you measure whether you are achieving the objective? You must be able to tell how close you are to achieving the goal. You must also be able to determine when success is achieved
  - **A – Assignable and Attainable:** Can you specify who is responsible for each segment of the objective? Is the goal attainable? Setting a goal to have zero water outages is great, but unrealistic. A better choice might be to set a goal that states no outage will exceed six hours.
  - **R – Realistic:** Do you have the capacity, funding, and other resources available? The staff and resources of the utility must be considered when setting goals. Available personnel, equipment, materials, funds, and time play a role in setting realistic targets.
  - **T – Time-Based:** What is the timeframe for achieving the objective? There must be a deadline for reaching the goal. Adequate time must be included to meet the target. However, too much time can lead to apathy and negatively affect the utility's performance.
2. **Identify Effective Practices:** Each Attribute area for improvement will be supported by effective practices implemented by the utility. A substantial number of water sector resources exist that detail effective utility practices for each of the Attributes.
3. **Identify Resources Available and Resources Needed:** For each practice/activity to be implemented as part of the improvement plan, identify resources (financial,

informational, staff, or other) that exist on-hand, and those that are needed, to support implementation.

4. **Identify Challenges:** For the overall improvement plan and for specific practices/activities to be implemented, identify key challenges that will need to be addressed.
5. **Assign Roles and Responsibilities:** For each improvement action, identify roles and responsibilities for bringing the implementation to completion.
6. **Define a Timeline:** Establish start date, milestones, and a completion target for each activity/improvement action.
7. **Establish Measures:** Establish at least one (or more) measure of performance for items to be implemented under the improvement plan.

More information and resources on Effective Utility Management (EUM) can be found at [www.WaterEUM.org](http://www.WaterEUM.org).

The idea is to set goals and meet them. Reaching the goals should not be overly easy. Effort should be involved. The goals should target areas where a need exists. If the bar is set too low, the process is pointless. Most importantly, the utility must decide the level of service it will provide. The following table shows examples of what might be included as Level of Service goals. The LOS items for the Town of Hilliard must be specific to the system and ideally, conveyed to the utility’s customers via a ‘Level of Service Agreement’. This document demonstrates the utility’s accountability in meeting the customer’s needs and its commitment to do so.

<b>Town of Hilliard (WW) Level of Service Goals Examples</b>			
<b>Attribute and Service Area</b>	<b>Goal</b>	<b>Performance Targets</b>	<b>Timeframe/ Reporting</b>
<b>Service Delivery - Health, Safety and Security</b>	Reduce the number and duration of sewer overflows	Provide employees with training necessary to be proactive in system maintenance and to rapidly and efficiently make emergency system repairs.	Annual report to Council
<b>Infrastructure Stability - Asset Preservation and Condition</b>	Improve system wide preventive maintenance (PM)	Develop a comprehensive Preventive Maintenance weekly schedule for equipment and system components and complete all preventative maintenance tasks as scheduled.	Weekly report to Public Works Director and Monthly report to Manager
<b>Infrastructure Stability - Asset Preservation and Condition</b>	Establish a Predictive Maintenance Schedule (PdMS)	Develop a weekly PdMS to continuously monitor equipment for signs of unexpected problems. Adjust the PdMS as needed.	Weekly report to Public Works Director and Monthly report to Manager

<b>Infrastructure Stability - Asset Preservation and Condition</b>	Develop an Asset Replacement Strategy	Develop an asset replacement strategy to be updated at least annually, including financing options.	Annual report to Manager and Council
<b>Financial Viability - Service Quality and Cost</b>	Assure that the utility is financially self-sustaining.	Perform an annual utilities rate analysis and make any needed rate adjustments every three to five years.	Annual Report to Public Works Director, Manager and Council
<b>Financial Viability – Service Quality and Cost</b>	Enact automatic inflationary rate adjustments	Annual evaluation of the adequacy of inflationary rate adjustments	Annual report to Public Works Director, Manager and Council
<b>Financial Viability - Service Quality and Cost</b>	Minimize Life of Asset Ownership costs	Bi-annual evaluation of unexpected equipment repairs compared to the Preventive Maintenance Schedule (PMS). Adjust the PMS if warranted.	Bi Annual report to Public Works Director and Annual report to Manager
<b>Infrastructure Stability - Conservation, Compliance, Enhancement</b>	Improve reliability of the collection system	Annual evaluation of the collection system, including piping, manholes, and lift stations. Develop a long range plan for replacements and improvements with timelines and funding options.	Annual report to Public Works Director, Manager and Council
<b>Infrastructure Stability - Asset Preservation and Condition</b>	Identify Inflow and Infiltration	Smoke test specific sections of the collection system	Annual report to Public Works Director, Manager and Council

## Best Management Practices (BMP)

Utility owners, managers, and operators are expected to be responsible stewards of the system. Every decision must be based on sound judgment. Using Best Management Practices (BMPs) is an excellent tool and philosophy to implement. BMPs can be described as utilizing methods or techniques found to be the most effective and practical means in achieving an objective while making optimum use of the utility's resources.

The purpose of an Asset Management and Fiscal Sustainability plan is to help the utility operate and maintain their system in the most effective and financially sound manner. An AMFS plan is a living document and is not intended to sit on a shelf. It must be maintained, updated, and modified as conditions and situations change. Experience will help the utility fine tune the plan through the years.

## 3. System Description

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### Overview

Named after Guyler Walter Hilliard, who co-founded the Hilliard & Bailey Lumber Company in 1881, the Town of Hilliard was incorporated in 1947 and is Nassau County's second largest municipality. Hilliard is home to a Federal Aviation Administration (FAA) Air Traffic Control Center, which coordinates most commercial and civilian air traffic for the southeastern United States. Hilliard is located at 30°41'16"N 81°55'30"W (30.687760, -81.925022). Hilliard is near the Florida-Georgia border, and within the Jacksonville metropolitan area. According to the United States Census Bureau, the town has a total area of 5.5 square miles

Based on the latest estimates Hilliard has a population of 3,263. There are 966 households and 705 families residing in the town. The average household size is 2.58. The median income per household in the Town is \$ 57,896 with 85% of the residence above the poverty rate.

The Wastewater collection system is currently comprised of more than 242 manholes that provide access to the Town's Wastewater collection system. The Wastewater is transferred to the Wastewater treatment plant (WWTP) with the use of eight lift stations. According to the most recent operating permit, the WWTP's designed capacity is 0.480 million gallons per day (MGD). The average annual daily flow (AADF) is .267 MGD, utilizing 55.6% of the plants designed capacity.

### Form of Government

The Mayor and the Town Council serve as the governing body for the Town of Hilliard. These elected officials represent and govern the Town and provide for the needs of our community. The Town of Hilliard takes great pride in the relationship between its local government and its citizens.

The Council meets on the first and third Thursday of each month at Town Hall at 7:00 p.m. in the Council Chambers to conduct Town business and to provide the citizens with an opportunity to contribute their input. Citizens are welcomed and encouraged to attend the meetings and to play an active role in their Town government and community.

## Town Government

Town of Hilliard Council	
<b>John Beasley</b>	Mayor
<b>Kenny Sims</b>	Council President/Street Commissioner
<b>Lee Pickett</b>	Council Pro-Tem/Water and Sewer Commissioner
<b>Dallis Hunter</b>	Airpark Commissioner
<b>Joseph Michaels</b>	Parks and Recreation Commissioner
<b>Jared Wollitz</b>	Fire Commissioner

## Town Management and Water Staff

The success of the Town of Hilliard Utilities Department results from the partnerships, diverse skills and unselfish contributions of their respective staff members. The Town of Hilliard Utilities Department is staffed by nine full-time employees. FRWA appreciates the assistance of those employees that helped in the preparation of this Plan.

Name	Job Title
<b>Richie Rowe</b>	Public Works Director – License Class C Water Operator & Class C Wastewater Operator
<b>Jason Bergendahl</b>	Lead Water Plant Specialist, Class c water and wastewater Operator, Level 3 water distribution operator, pool and spa operator
<b>Cory Hobbs</b>	Assistant Public Works Director
<b>John Maze</b>	Water Plant Specialist – License Class C Water Operator
<b>Jody Wildes</b>	Wastewater Specialist – License C Wastewater Operator
<b>Dawn Carroll</b>	Public Works Clerk
<b>Justin Tuten</b>	Public Works Trainee
<b>Charles Chavarria</b>	Mosquito Control Officer, License Public Health Applicator
<b>Mark Strickland</b>	Heavy Equipment Operator



## 4. Current Asset Conditions

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### Assets Critical to Sustained Performance

The Town's Wastewater utility is composed of **critical infrastructure**. The utility provides essential services for the community. Proper provision of these services protect the public health and the environment. The Florida Department of Environmental Protection has strict requirements for the proper operation and maintenance of the utility system, and the Town is responsible for meeting these requirements.

Every water and wastewater system is made up of assets. Some you can see, while some you cannot. These are the physical components of the system, such as blowers, pumps, valves, pipes, tanks, motors, manholes, and buildings. Each is important in its own way and serves a function to make the system operate as it should.

One trait common to all assets is that they lose value over time. With age comes deterioration; with deterioration comes a decreased ability to provide the level and type of service the utility should give to its customers. Another trait common to assets is that they must be maintained. Maintenance costs increase as these assets age. Operation costs can rise with age as equipment becomes worn and less efficient. At some point, it is wiser to replace components rather than continue with more frequent and costly repairs. Failed or failing equipment can cause inadequate treatment, customer complaints, damage to private property, negative environmental impacts, permit violations, and regulatory fines.

Another unfortunate reality is that all assets will ultimately fail, and if not properly maintained, some will fail prematurely. How the utility manages the consequences of these failures is vital. Not every asset presents the same failure risk. Not every asset is equally critical to the performance of the utility. Factors that contribute to asset failure are numerous and include age, environment (e.g. weather, corrosive environments), excessive use and improper or inadequate maintenance.

Replacement versus rehabilitation is always a consideration. What is best for the utility? What is best for the customer? The proper decision must be made based on information gleaned from all available resources. Continuing the use of a Computerized Maintenance Management System (CMMS) will ensure the Town's assets last longer, perform better, and provide more reliable service. Utilizing data contained in Diamond Maps, maintenance schedules can be created following both manufacturer's recommendations as well as those of industry professionals. Work orders should be created and scheduled to ensure that work is assigned and completed. Tracking

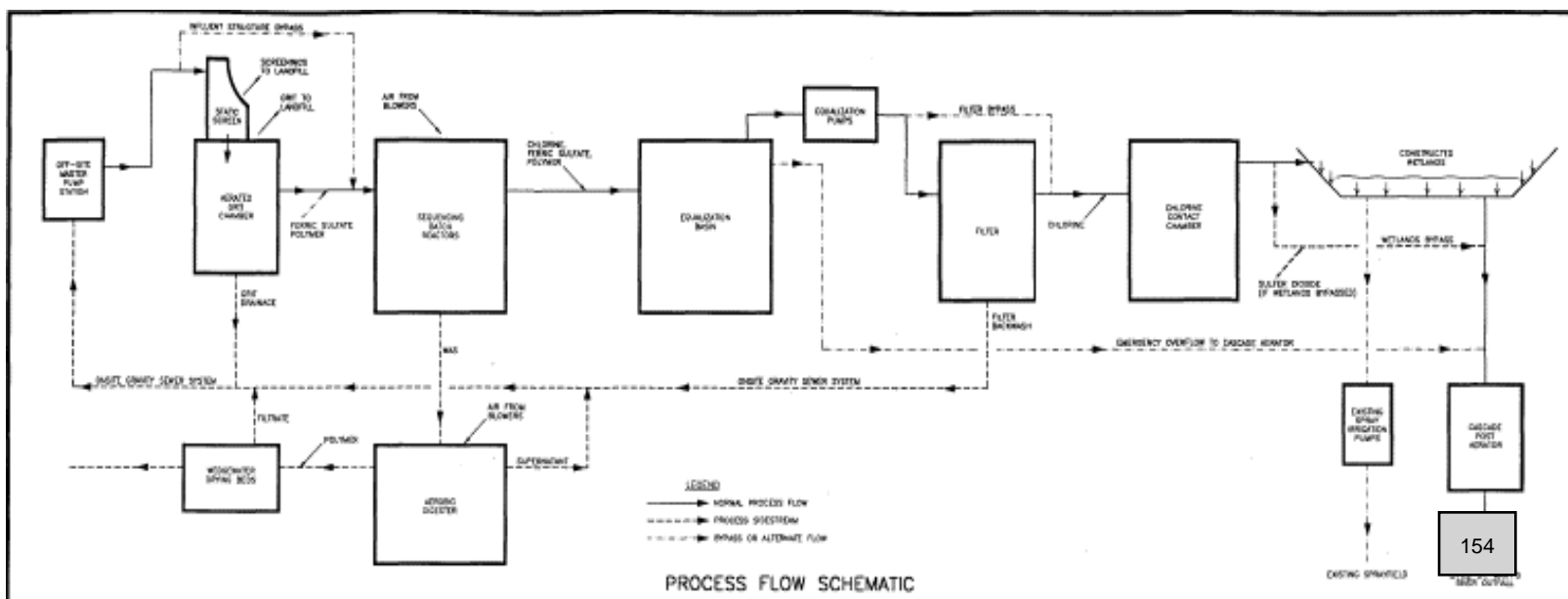
and recording maintenance tasks encourages accountability of staff assigned to maintain the equipment. Diamond Maps can do this for you and is included with an active account. FRWA staff can assist the Town in creating these schedules as well as provide training in Diamond Maps.

## Wastewater Treatment Plant

The Wastewater Treatment Plant constructed in 1997 is located at 5th Street & Ruby Drive Hilliard, Florida 32046-0249 Nassau County Latitude: 30° 41' 54.71" N Longitude: 81° 55' 2.45" W. The Town is permitted to operate an existing 0.480 million gallons per day (MGD) average annual daily flow (AADF) permitted capacity domestic wastewater treatment facility (WWTF), which consists of the following treatment units:

- Two influent static screens (1,000 gallon per minute each) with 0.10 inch openings
- A 161,600-gallon trash/grit trap with a surface loading rate (at peak hourly flow) of 1,000 gallons per day
- A 185,500-gallon surge/anoxic tank with a jet mixing system (nine jet nozzles total each)
- Two sequencing batch reactor tanks with a combined volume of approximately 373,000 gallons (186,500 gallons each)
- An effluent equalization tank with an effective volume of 63,440 gallons
- A cloth-media tertiary filtration unit
- A chlorine contact chamber with a volume of approximately 20,000 gallons
- Dechlorination equipment,
- A cascade post aerator
- A 1.0 acre reject storage pond
- A 7.0-acre constructed wetland

Biosolids are treated in an aerobic digester with a volume of approximately 164,500 gallons, dewatered on either a 50-gallon per minute sludge belt filter press or a sludge drying bed with a surface area of 500 square feet, and then transported to a biosolids application site for final disposal.



There have been no notated deficiencies in the collection process for the primary treatment tanks.

Asset Name	Size	Install Year	Replacement Cost	Condition
Digester	75,000	1997	\$100,000	Average
SBR 1	186,500	1997	\$500,000	Average
SBR 2	186,500	1997	\$500,000	Average
Dual Chlorine Contact Chamber	20,000	1997	\$100,000	Average
Alum tank	2,000	2011	\$3,000	Average
ISAM (integrated surge anoxic mix) tank	161,600	2011	\$750,000	Average
SAM ( surge anoxic mix) tank	185,500	2011	\$750,000	Average
Equalization Basin	63,440	1997	\$250,000	Average
Micro C tank	500	1997	\$2,000	Average
Reuse hydro tank	500	1998	\$3,500	Average

Plant equipment that was assessed include pumps, motors, screens, and other treatment equipment. The overall condition for these were in good to average condition. The assets listed below were found to be in poor or failed condition:

Asset Name	MANUFACTURER	MODEL	Install Year	Replacement Cost	Design Life	Condition	Noted Deficiency
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EQ basin pump 2	Gorman Rupp	T6A3-B /F	1997	\$3,500	20	Poor	Significant rust
EQ basin pump 1	Gorman Rupp	T6A3-B /F	1997	\$2,500	20	Poor	Significant rust
WAS Pump 2	Gorman-Rupp	T4A3-B /F	1997	\$3,000	20	Poor	old, deteriorated
WAS pump 2 motor	Reliance Electric	P18S3030- GB	1997	\$1,500	20	Poor	old, rusted

### Cost to replace poor condition pump assets: \$10,500

As equipment deteriorates and is deemed to be in poor or failed condition it should be added to a repair or replacement list as soon as possible to allow for the possibility of long lead times or expensive costs. Routine inspection of the WWTP assets can help determine the current conditions and operability. Regular and routine maintenance can greatly improve life spans.

The dewatering process is adequate for the treatment plant but due to the rising costs of the disposal of the final sludge, the system should explore other dewatering processes that could save the system additional expenses and make the treatment plant run more efficient. An engineering review and assessment could help determine the best alternatives to the current belt press configuration.

As mentioned above, long lead times and short stock of common items and chemicals have been frequent. Supply levels and storage capabilities for chemicals like alum, chlorine, or other chemicals that are crucial to the treatment process should be well stocked and have adequate storage capabilities and redundancy when possible. Having additional storage for Alum and other everyday needed chemicals can help make sure the plant can operate efficiently upon a delivery delay.

## Collection System

The collection system originally installed in the 1970's is in average overall condition. Much of the gravity system is comprised of vitrified clay piping (VCP) and polyvinyl chloride (PVC). Routine smoke testing and cleaning / camera inspections should be done annually to determine deficiencies and inflow and intrusion areas. A repair / replacement plan can address the noted deficiencies found to help fix inflow and infiltration. Unrepaired deficiencies can lead to premature failure of assets, increased runtimes during rain events, and health and safety concerns.

## Manholes

FRWA along with Staff from the Town located and assessed 244 manholes with-in the collection system. This information has been recorded and entered into Diamond Maps.

During assessment to determine condition we looked for the following:

- Ensure the proper lid is installed.
- The condition of the ring and ensuring it is installed properly.
- Any signs of inflow and infiltration (I/I) and organic growth.
- Condition of the walls, coatings, bricks, joints, bench and troughs.
- Construction materials.
- Dirt, debris any clogs or any potential material that would cause a blockage in the system.

Most of the manholes with in system appear to be in average or better condition.

To identify any leaks in the collection system FRWA's recommendation is to smoke test the system to identify any open lines or leaks. FRWA can assist with the testing at a low cost to Hilliard. During the assessment of the manholes 4 were found to have visible signs of infiltration. Below is the following manholes and locations:

Name	Condition	Condition Comment	I&I	GPS Latitude	GPS Longitude
wwManH-92	Average	Minor infiltration noted in manhole	Minor	30.6742189	-81.9192385
wwManH-235	Average	Seepage around ring, needs sealed	Moderate	30.6844594	-81.9332019
wwManH-65	Poor	Infiltration around downstream invert	Moderate	30.6896523	-81.927756
wwManH-123	Poor	Needs liner or sealed up around bottom seem. Moderate infiltration of ground water	Moderate	30.6940433	-81.9254513

It is common for sources of infiltration and intrusion to be on the customer's side with open clean outs damaged laterals and such. As a way to keep the I/I out of the system and keep more net gain in the bank, smoke testing the system annually is a cost effective way to protect your investments in the wastewater system.

The overall condition of the 242 manholes assessed are as follows:

- 7 are in good condition
- 187 are in average condition
- 47 are in poor condition
- 1 is in very poor condition

Of the 242 manholes 48 manholes were found to be in the poor to very poor condition. Manholes that were not able to be assessed due to being sealed shut or there was no access were put in the poor condition until further assessment can be done and updated in diamond maps. The manholes listed below were the assets found to be in the poor to very poor condition.

Name	Instal l Year	Condition	Replacement Cost	Condition Comment	COF	GPS Latitude	GPS Longitude
wwMa nH-2	1974	Poor	3,500	Could not assess = poor	Moderate	n/a	n/a
wwMa nH-3	1975	Poor	3,500	could not assess = poor	Moderate	n/a	n/a
wwMa nH-19	1975	Poor	5000	Sealed shut	Moderate	30.69458 62	- 81.920091 6
wwMa nH-23	1974	Poor	5000	Sealed shut	Moderate	30.69170 99	- 81.916586 4
wwMa nH-25	1975	Poor	3500	Needs cleaned	Moderate	30.69039 25	- 81.915690 4
wwMa nH-44	1974	Poor	5500	Unable to open	Moderate	30.68666 8	- 81.935611 6
wwMa nH-49	1975	Poor	5000	Manhole needs cleaned and riser bricks sealed	Moderate	30.68776 11	- 81.932228 9
wwMa nH-52	1975	Poor	4500	Unable to open	Moderate	30.68879 32	- 81.927693 3
wwMa nH-54	1974	Poor	4500	Unable to open	Moderate	30.68872 48	- 81.929975 7
wwMa nH-59	1975	Poor	4500	Unable to open	Moderate	30.68850 63	- 81.935704 9

wwMa nH-61	1975	Poor	3500	Unable to open	Moderate	30.68838 14	- 81.938936 1
wwMa nH-64	1975	Poor	4500	Unable to open due to lid and ring stuck together. Ring will come out with lid if removed with separatin g	Moderate	30.68967 31	- 81.928859 2
wwMa nH-65	1975	Poor	4500	Infiltratio n around down stream invert	Moderate	30.68965 23	- 81.927756
wwMa nH-88	2002	Poor	7500	unable to access	Moderate	30.67286 65	- 81.918978 5
wwMa nH- 101	1995	Poor	4100	Unable to open	Moderate	30.69964 69	- 81.928611 4
wwMa nH- 109	1974	Poor	7000	Unable to open	Moderate	30.69605 88	- 81.927893 8



wwMa nH- 118	1995	Poor	3900	Heavy buildup of hydrogen sulfide	Moderate	30.69444 57	- 81.927616 7
wwMa nH- 123	1995	Poor	5900	Needs liner or sealed up around bottom seem. Moderate infiltratio n of ground water	Moderate	30.69404 33	- 81.925451 3
wwMa nH- 136	1975	Poor	6000	Sealed shut	Moderate	30.68760 74	- 81.921172 6
wwMa nH- 139	1975	Poor	7000	Sealed shut	Moderate	30.68595 62	- 81.924365 7
wwMa nH- 141	1975	Poor	7000	Sealed shut	Moderate	30.68915 13	- 81.923099 4
wwMa nH- 144	1974	Poor	9000	Sealed shut	Moderate	30.69102 52	- 81.924380 5
wwMa nH- 148	1975	Poor	5000	Sealed shut	Moderate	30.68708 28	- 81.923421 5
wwMa nH- 151	1975	Poor	7200	Sealed shut	Moderate	30.68609 3	- 81.925611 5
wwMa nH- 153	1975	Poor	7500	Sealed shut	Moderate	30.68514 84	- 81.926325 4

wwMa nH- 154	1975	Poor	6800	Sealed shut	Moderate	30.68519 67	- 81.925210 3
wwMa nH- 155	1975	Poor	4000	Sealed shut	Moderate	30.68502 52	- 81.923728 4
wwMa nH- 156	1975	Poor	5500	Sealed shut	Moderate	30.68523 59	- 81.923881 1
wwMa nH- 157	1975	Poor	5900	Buried	Moderate	30.68426 23	- 81.926372 6
wwMa nH- 158	1975	Poor	7500	Sealed shut	Moderate	30.68427 63	- 81.925225 8
wwMa nH- 160	1975	Poor	9500	Inverts are not set right. Needs bench poured. Minor I&I around seam	Moderate	30.68384 31	- 81.922065 7
wwMa nH- 172	1980	Poor	6900	Debris on top couldn't access	Moderate	30.68381 24	- 81.916307 3

wwMa nH- 177	1970	Poor	7500	Unable to access, overgrow n	Moderate	30.68881 02	- 81.917172 9
wwMa nH- 180	1975	Poor	4500	Unable to open, partially buried and sealed shut	Moderate	30.68306 08	- 81.913850 8
wwMa nH- 183	1975	Poor	4500	Hole in floor.	Moderate	30.68386 28	- 81.912585 2
wwMa nH- 211	1975	Poor	8500	Sealed shut under limerock	Moderate	30.69615 82	- 81.921558 3
wwMa nH- 212	1975	Poor	9000	Sealed shut	Moderate	30.69503 36	- 81.920768 9
wwMa nH- 215	1975	Poor	6000	Sealed shut	Moderate	30.69057	- 81.921375 2

wwMa nH- 217	1975	Poor	6000	Sealed shut	Moderate	30.68785 11	- 81.925550 2
wwMa nH- 227	1975	Poor	5900	Sealed shut	Moderate	30.68677 69	- 81.921502 8
wwMa nH- 228	1975	Poor	6000	Unable to open	Moderate	30.68417 26	- 81.929731 3
wwMa nH- 229	1975	Poor	6500	Unable to open, asphalt covered	Moderate	30.68144 98	- 81.921841 6
wwMa nH- 230	1975	Poor	6500	Sealed Shut	Moderate	30.68374 02	- 81.921977 4
wwMa nH- 231	1975	Poor	6500	Sealed shut	Moderate	30.68603 63	- 81.926475 3
wwMa nH- 232	1975	Poor	6500	Lid is buried, unable to access	Moderate	30.68428 67	- 81.938472 3
wwMa nH- 239	1980	Poor	6500	Sealed shut	Moderate	30.67235 87	- 81.901734 8
wwMa nH- 242	2000	Poor	8500	Unable to open , partially buried	Moderate	30.67576 05	-81.90464

wwMa nH-28	1975	Very Poor	25000	Lid has sewage standing on top and constantly backs up. Needs resolution asap	Moderate	30.68640 77	- 81.914355 4
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The replacement cost for the poor and very poor manholes could cost in excess of \$300,000. Repairs can be made to significantly lower that cost. A detailed repair and replacement strategy should be created and implemented in Fiscal Year 2024.

## Lift Stations

The Towns owns and operates eight lift stations collecting sewage throughout the town and pumping it back to the plant for treatment. These key pieces of the collection system are some of the most valuable due to their designed function. As sanitary spills cannot be 100% avoidable, proper maintenance and upkeep of these assets can greatly reduce the possibility. The eight assessed lift stations showed signs of needing repair and/or replacement. The following table shows noted deficiencies at or inside each of the lift stations.

Asset Name	Pipe Condition	Condition	Condition Comments	Estimated Repair Cost	COF
Lift Station 1(Mill St) wet well	Poor	Average	Coating failed	\$50,000	Moderate
Lift Station 2 (US 1 North) wet well	Average	Very Poor	Severely corroded and deteriorated walls	\$75,000	Moderate
Lift Station 3 (US 1 South) wet well	Average	Very Poor	Very heavy deterioration of walls	\$75,000	Moderate

Lift Station 4 (Oxford St) wet well	Average	Poor	Coating failing in sections. Rock showing thru. Surface rust on piping	\$75,000	Moderate
Lift Station 5 (108) wet well	Poor	Poor	Walls deteriorated, rock showing thru, piping badly deteriorated	\$50,000	Moderate
Lift Station 6 wet well	Poor	Poor	Piping rusted and corroded; walls deteriorated	\$50,000	Moderate
Lift Station 7 (Lorena Dr.) Wet well	Poor	Poor	Coating has failed. Walls deteriorated, piping corroded	\$50,000	Moderate
Lift Station 8 (Lake Dr) wet well	Average	Average	Surface rust on piping, coating spotty	\$50,000	Moderate

At the time of the assessment there were no notated deficiencies on the electrical panels or pumps at the lift stations. The town should create a plan to rehabilitate each of the lift stations. This plan should include making repairs of the following items:

- Structural repairs and coatings
- Replacement of standpipes
- Adding bypass hookups and or gensets.
- Adding or replacing failed auto dialer system
- Annual drawdown tests
- Fencing for security
- Any other repairs

The numbers listed above are for budgeting and not actual repair or replacement costs that may be required. An engineering assessment would be needed to identify specific project and upgrade costs.

## 5. Operations and Maintenance Strategies (O&M)

O&M consists of preventive and emergency / reactive maintenance. In this section, the strategy for O&M varies by the asset, criticality, condition and operating history. All assets have a certain risk associated with them. This risk must be used as the basis for establishing a maintenance program to make sure that the utility addresses the highest risk assets. In addition, the maintenance program should address the level of service performance objectives to ensure that the utility is running at a level acceptable to the customer. Unexpected incidents could require changing the maintenance schedule for some assets. This is because corrective action must be taken in response to unexpected incidents, including those found during routine inspections and O&M activities. Utility staff will record condition assessments when maintenance is performed and during scheduled inspections. As an asset is repaired or replaced, its condition will improve and therefore reduce the overall risk of asset failure. The maintenance strategy will be revisited annually.

### Preventive Maintenance

Preventive maintenance is the day-to-day work necessary to keep assets operating properly, which includes the following:

- Regular and ongoing annual tasks necessary to keep the assets at their required service level.
- Day-to-day and general upkeep designed to keep the assets operating at the required levels of service.
- Tasks that provide for the normal care and attention of the asset including repairs and minor replacements
- The base level of preventative maintenance is defined in the equipment owner's manual.

These preventive maintenance guidelines are supplemented by industry accepted best management practices. Equipment must be maintained according to manufacturer's recommendations to achieve maximum return on investment. By simply following the manufacturer's suggested preventive maintenance the useful life of equipment can be increased 2 to 3 times when compared to run until failure mode of operation. Communities that have implemented preventive maintenance practices from their operating budget can achieve positive returns from a relatively small additional investment. Deferred maintenance tasks that have not historically been performed because of inadequate funding or staffing must be projected into future operating budgets to achieve life expectancy projected by the manufacturer and engineer.

The table below is a sample O&M Program and is based on BMPs, manufacturers' recommended service intervals, staff experience, and other sources. Town staff based on their historical knowledge and information gleaned from plant O&M Manuals and other sources must create the true schedule. Input from Town operations and maintenance staff is vital.

Diamond Maps can be used to schedule maintenance tasks. Recurring items (such as annual flow meter calibrations for instance) can be set up in advance. In fact, all maintenance activities can be coordinated in Diamond Maps using its work order feature.

Performing the work is important. Tracking the work is just as important. Being able to easily check on when specific maintenance tasks were performed or are scheduled will make the utility run more efficiently.

## Proactive vs Reactive Maintenance

Reactive maintenance is often carried out because of customer requests or sudden asset failures. The required service and maintenance to fix the customers issue(s) or asset failure is identified by staff inspection and corrective action is then taken.

Proactive maintenance consists of preventive and predictive maintenance. Assets are monitored frequently and routine maintenance is performed to increase asset longevity and prevent failure.

Upon adoption of this Asset Management Plan or any DEP-approved WW AMP, FRWA intends to transfer Hilliard's asset data definition file, pre-populated with field data, to Hilliard's own Diamond Maps account, as described in the Implementation Section of this Plan. The appropriate Town personnel will be trained on Diamond Maps functionality and can immediately begin using it for scheduling and tracking WWS asset routine and preventive maintenance.

## Staff Training

Utility maintenance is unique. It can involve one or a combination of water and sewer main repairs, customer service issues, lift station troubleshooting and repair, blower and motor repairs, and even tank repairs and other technical work. This skill set is not common. Training staff, whether they are new or long-term employees, is very important. It is recommended that Hilliard initiate a training program for its employees. In addition to technical training, safety training is also necessary. Treatment plants and distribution/collection systems can be dangerous places to work. Electrical safety, troubleshooting panel boxes, trenching and shoring, confined space entry, etc. are just a few of the topics that could benefit the Town and its staff.

FRWA staff may provide some of the training needed by Town personnel. Training services that we offer to members are listed on our website <http://www.frwa.net/> under the Training Tab. Contact your local FRWA circuit rider as well for other training opportunities.



There is no such thing as too much training. The more your staff knows, the more capable, safe, and professional they become. This enhanced sense of professionalism will improve the quality of overall service and accountability to the community.

## 6. Capital Improvement Plan (CIP)

Hilliard should continue to enhance their Capital Improvement Plan efforts. This is a short-range plan, typically 5 to 10 years, which identifies future capital projects. Capital improvement projects generally create a new asset that previously did not exist or upgrades/improves an existing component's capacity.

The projects can result from growth or environmental needs, such as:

- Any expenditure that purchases or creates a new asset or in any way improves an asset beyond its original design capacity.
- Any upgrades that increase asset capacity.
- Any construction designed to produce an improvement in an asset's standard operation beyond its present capacity.

Capital improvement projects, such as epoxy coating tank walls, lift station asset re-investment/upgrades, and others mentioned previously, will populate this list.

Renewal expenditures are anything that does not increase the asset's design capacity but restores an existing asset to its original capacity. Any improvement projects that require simply restoring an asset to its original capacity are deemed a renewal project, such as:

- Any activities that do not increase the capacity of the asset. (i.e., activities that do not upgrade and enhance the asset but merely restore them to their original size, condition and capacity)
- Any rehabilitation involving improvements and realignment or anything that restores the assets to a new or fresh condition.

In making renewal decisions, the utility should consider several categories other than the normally recognized physical, failure or breakage. Such renewal decisions include the following:

- Structural
- Capacity
- Level of service failures
- Outdated functionality
- Cost or economic impact

The utility staff and management typically know of potential assets that need to be repaired or rehabilitated. Reminders in the Diamond Maps task calendar let the staff members know when the condition of an asset begins to decline according to the manufacturer's life cycle recommendations. Because the anticipated needs of the utility will change each year, the CIP is typically updated annually to reflect those changes. The table below is the adopted CIP for the Town. The findings and recommendations in this plan should be added to the CIP as funds and grants become available.

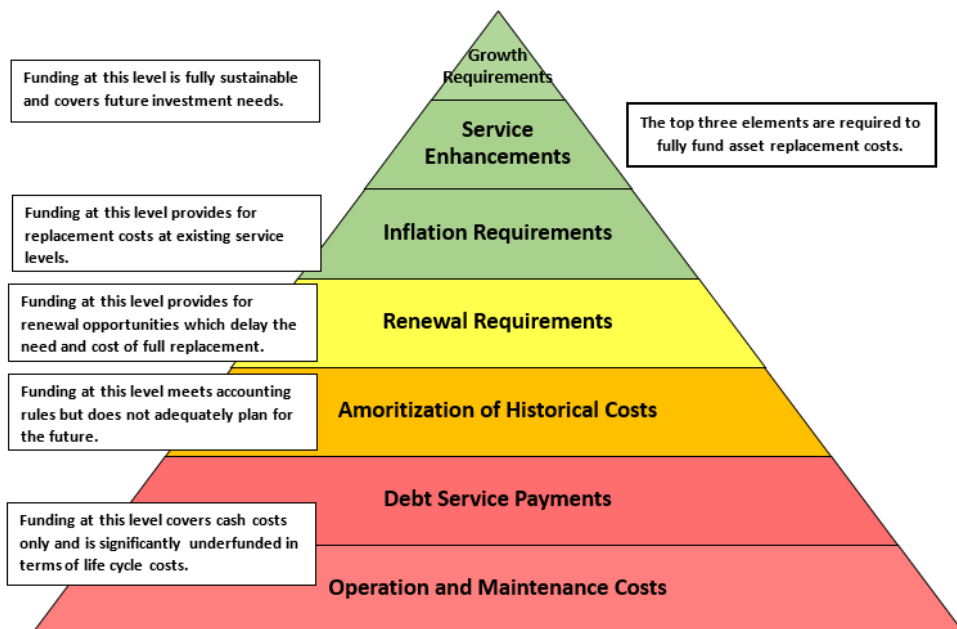
Town of Hilliard CIP FY2023											
Description	Funding Source	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Sewer line rehab	Other	\$0	\$100,000	\$100,000	\$100,000	\$20,000	\$0	\$0	\$0	\$0	\$0
Digester cleaning	Wastewater Revenues	\$80,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5a land WWTP	Wastewater Revenues	\$27,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2 wetland pumps	Wastewater Revenues	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Jet Rig	Wastewater Revenues	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Wastewater Collection	Wastewater Revenues	\$223,100	\$223,100	\$223,100	\$223,100	\$223,100	\$223,100	\$223,100	\$223,100	\$223,100	\$223,100
	<b>Funding Source</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>	<b>2032</b>
	<b>Total</b>	<b>\$405,600</b>	<b>\$323,100</b>	<b>\$323,100</b>	<b>\$323,100</b>	<b>\$243,100</b>	<b>\$223,100</b>	<b>\$223,100</b>	<b>\$223,100</b>	<b>\$223,100</b>	<b>\$223,100</b>

## 7. Financial

### Budget/Financial Sufficiency

In order for an Asset Management Plan to be effectively put into action, it must be integrated with financial planning and long-term budgeting. The development of a comprehensive financial plan will allow the Town of Hilliard to identify the financial resources required for sustainable asset management based on existing asset inventories, desired levels of service, and projected growth requirements.

The pyramid below depicts the various cost elements and resulting funding levels that should be incorporated into Asset Plans that are based on best practices.

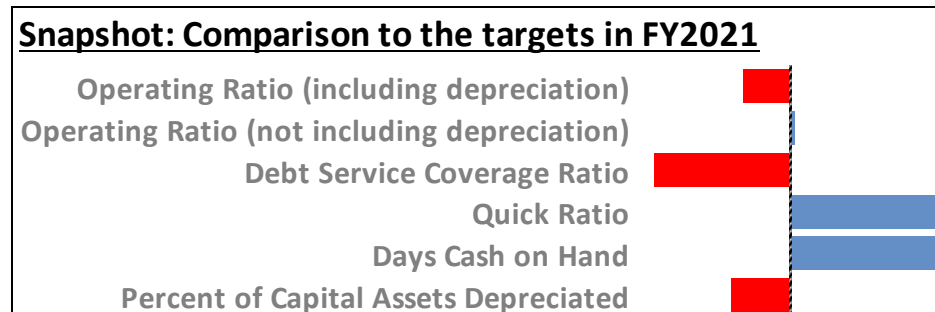


This report, with the assistance of RevPlan, helps identify a financial plan by presenting a current scenario for consideration and culminating with final recommendations.

### Financial Performance

Financial data available from the annual financial statements were copied into a Financial Health Checkup tool provided by the Environmental Finance Center at the University of Chapel Hill. This free tool assists in the assessment of the financial performance of a water utility fund by computing key financial indicators that measure a variety of important metrics. Each metric is compared against targets and demonstrates the financial strengths and weaknesses of the utility fund in the past five years.

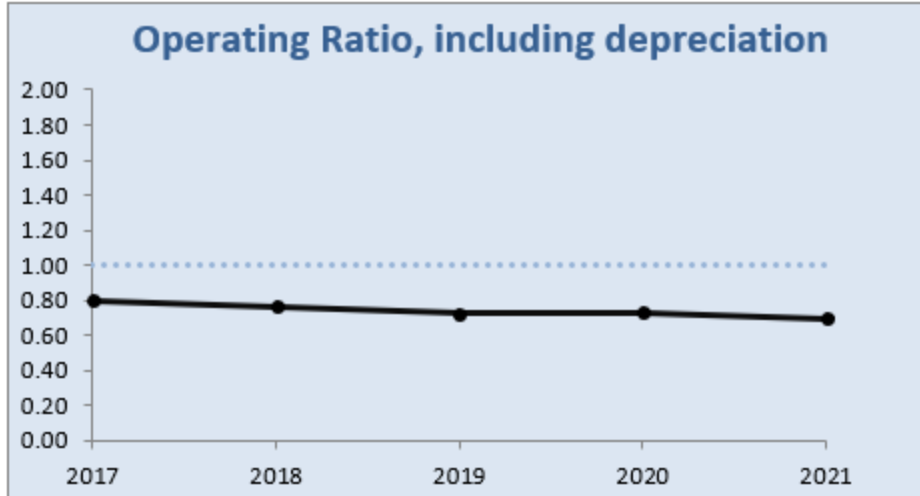
As indicated by the Snapshot chart, the Town of Hilliard met three out of the six financial targets indicating the need to strengthen the utility fund.




**Key:**


- Blue line = target
- Above dotted line = exceeded target (good)
- Below dotted line = did not meet target (needs improvement)

**Operating Ratio (including depreciation):** Did the system generate the revenue needed to pay for O&M and a little for capital? Benchmark is 1.0.

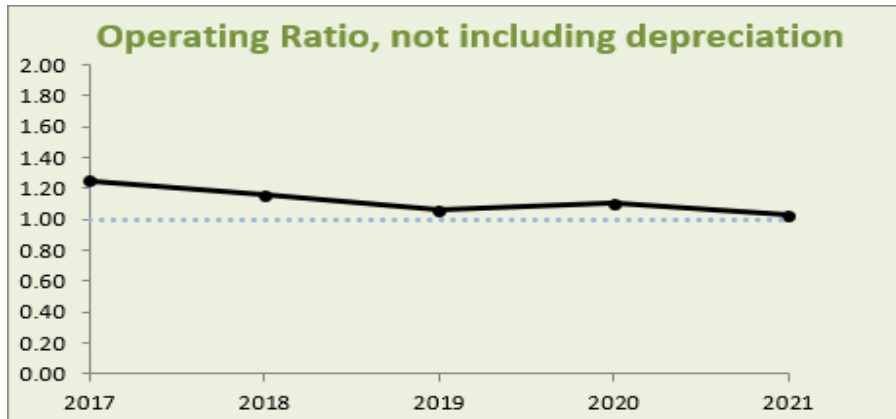


Value for Town of Hilliard in Fiscal Year 2021: **0.69**


Did you meet your target? 


Did you improve since the previous year? 

**Operating Ratio (not including depreciation):** Did the system generate the revenues to pay for O&M by itself? Benchmark is 1.0 although recommended is 1.5

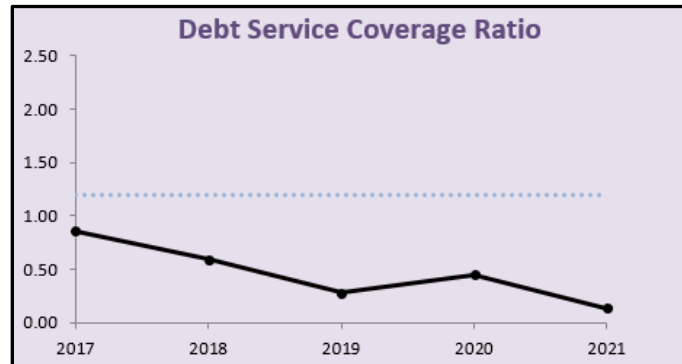


Value for Town of Hilliard in Fiscal Year 2021: **1.03**

Did you meet your target in Fiscal Year 2021? 

Did you improve since the previous year? 

**Debt Service Coverage:** Did the system generate the revenues needed to pay for O&M and existing debt service? Benchmark is >1.2.

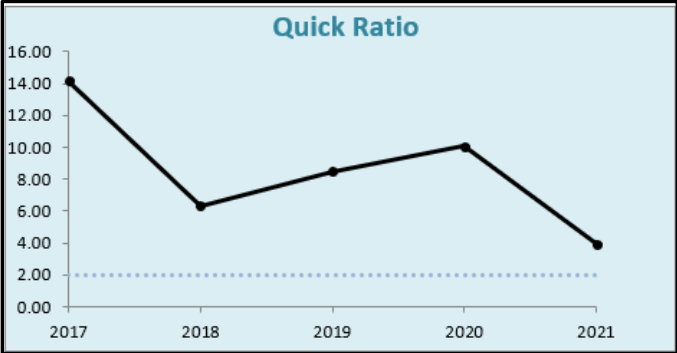


Value for Town of Hilliard in Fiscal Year 2021: 0.13

Did you meet your target in Fiscal Year 2021? ❌

Did you improve since the previous year? ⬇️

**Quick Ratio:** Did you have enough liquidity to pay your current liabilities at the end of the year? Benchmark is at least 2.0.

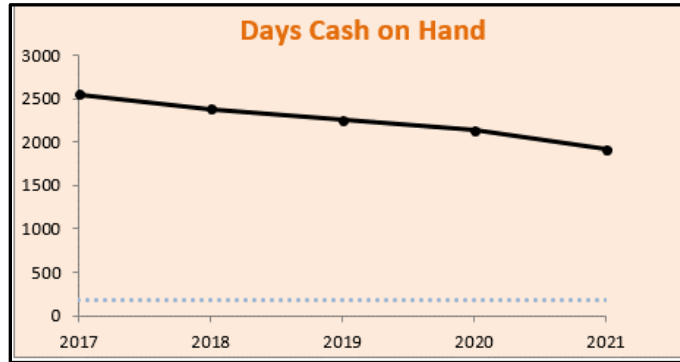


Value for Town of Hilliard in Fiscal Year 2021: 3.9

Did you meet your target in Fiscal Year 2021? ✅

Did you improve since the previous year? ⬇️

**Days Cash on Hand:** How many days could you continue to operate the utility with the cash levels available? Benchmark is 270 days.

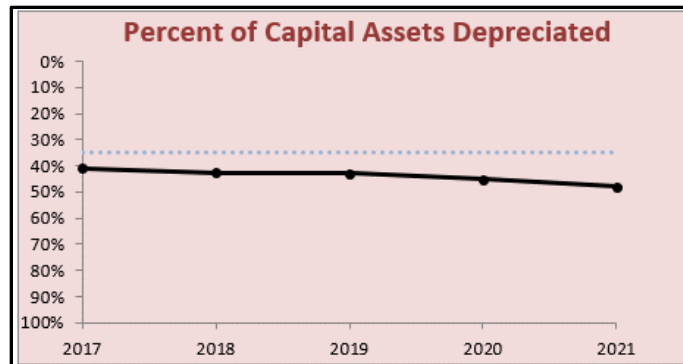


Value for Town of Hilliard in Fiscal Year 2021: **1918**

Did you meet your target in Fiscal Year 2021?

Did you improve since the previous year?

**Percent of Capital Assets Depreciated:** How much have your utility's assets depreciated (nearing the end of their lives)? Benchmark is staying away from 100%.



Value for Town of Hilliard in Fiscal Year 2021: **48%**

Did you meet your target in Fiscal Year 2021?

Did you improve since the previous year?

Based on the results of the key financial indicators it is recommended that the Town of Hilliard continue strengthening their utility fund to have enough funds to cover daily expenses, debt service, capital replacement costs, emergencies, and unexpected revenue shortfalls. As the Wastewater system ages and the percent of assets depreciated increases each year, it is

important for the proprietary fund to become fully sustainable by securing funding levels that provide for renewal opportunities, the full replacement costs of assets, service enhancements and growth requirements. Upon completion of the fiscal year a RevPlan model would help to determine what increases are needed to be able to make sure that the system can reach the requirements to be self-sustainable and meet its growing obligations.

### Asset Statistics

The table below summarizes the asset information from the Town collected by FRWA and found in RevPlan:

Town of Hilliard Wastewater System	
Total Replacement Cost of Water System	\$ 7,023,850.56
Percent of Assets Needing Replacement	9.99%
Cost of Replacing All Assets Needing Replacement	\$ 701,951.09
Annual Replacement Cost of System	\$ 223,134.35

Please note that the \$7 million dollar replacement cost of the water system documented above, along with the annual replacement cost of \$223,134.35 for the system is low. These figures do not include certain assets such as large equipment, vehicles, sewer mains and some property improvements normally associated with maintaining a utility system. As a result, any proposed rate adjustments suggested by FRWA should be considered a minimum or a starting point for review and consideration by the Town.

Based on the findings of the Asset Management Plan, it is important for Town of Hilliard to start setting aside reserves for the replacement of its assets, to make sure that the base charge is adequately covering fixed costs and that its usage charges are sufficient to fund its variable costs.

## Reserves

Reserve balances for utility systems are funds set aside for a specific cash flow requirement, financial need, project, task, or legal covenant. All types of reserves can play a significant role in addressing current and future challenges facing utility systems, such as demand volatility, water supply costs, large capital requirements, asset replacements, natural disasters and potential liabilities from system failures associated with aged infrastructure. All utilities should establish formal financial policies relative to reserves. Such policies should articulate how these balances are established, their use, and how the adequacy of each respective reserve fund balance is determined. Once reserve targets are established, they should be reviewed annually during the budgeting process.

In the Town of Hilliard, the unrestricted cash available at end of FY 2021 was \$810,021, with annual operating expenses (without depreciation) of approximately \$1,025,227 in FY 2021 giving the Town 288 days of cash on hand according to the Audited Budget. Please note that these figures are from the last audited budget and may not reflect current amounts or past trends like listed above in the cash on hand chart. The chart above is a historic trend and not current amounts.

For planning purposes and without a stated reserve policy from the Town, FRWA builds the financial model by ensuring the annual unrestricted reserve funding is adequate to 270 days of the current year operation and maintenance budget. While there is not a one size fits all approach to building reserves, FRWA cautions utilities about dropping below 90 days and encourages them to work towards a balance of cash on hand equal to or greater than 270 days. Cash reserves are essential to ensure a utility's long-term financial sustainability and resiliency. Each utility system has its own unique circumstances and considerations that should be factored into the selection of the types of reserves and corresponding policies that best meet its needs and objectives.

## Rates

A 'rule of thumb' FRWA subscribes to regarding rates is that base charges pay for fixed expenses and usage charges fund the variable expenses. Rates should generate sufficient revenue to cover the full cost of operating a water system. By charging customers the full cost of water, small water systems send a message that water is a valued commodity that must be used wisely and not wasted. When rates are set to cover the full cost of production, water systems are more likely to have financial stability and security.



The current residential and commercial rate structure is as follows:

Sewer Base Rates Inside Town	Outside Town
Residential - \$19.52	\$29.28 (150% of residential)
Commercial -\$ 45.21	\$67.82 (150% of residential)
Eastwood Oak- \$22.44	

Sewer Usage Rates	Inside Town	Outside Town
0 to 2,000 Gallons	\$ 2.60	\$ 3.90
2,001 to 10,000 Gallons	\$ 5.20	\$ 7.80
10,001 and above (per thousand)	\$6.49	\$9.74

### **Rate Recommendation:**

Due to problems with new billing software for the last fiscal year, an accurate RevPlan model was not able to be created. Rate recommendations will need to be established after a completed model is available. Completion of the model in Revplan should be done no later than 3 months after the end of the 2023 fiscal year. The Town of Hilliard has taken proactive steps with its current utility rates by implementing an automatic rate increase following the Municipal Cost index. Raising the rates each year by the Municipal Cost Index will help the Town of Hilliard's residents gradually experience water and sewer rate increases instead of absorbing the costs all at once.

## 8. Energy Management

Energy costs often make up twenty-five to thirty percent of a utility's total operation and maintenance costs. They also represent the largest controllable cost of providing water and wastewater services. EPA's "Ensuring a Sustainable Future: An Energy Management Guidebook for Wastewater and Water Utilities" provides details to support utilities in energy management and cost reduction by using the steps described in this guidebook. The Guidebook takes utilities through a series of steps to analyze their current energy usage, use energy audits to identify ways to improve efficiency and measure the effectiveness of energy projects.

### Energy Conservation Measures

The Town should ensure all assets, not just those connected to a power source, are evaluated for energy efficiency. It is highly recommended that staff conduct an energy assessment or audit. The following are common energy management initiatives the Town should implement going forward:

Load management

Replace weather-stripping and insulation on buildings.

Installation of insulated metal roofing over energy inefficient shingle roofing

On-demand water heaters

Variable frequency driven pumps and electrical equipment

Energy efficient infrastructure

LED lighting

Meg electric motors

MCC electrical lug thermal investigation

Flag underperforming assets for rehabilitation or replacement

The above 10 energy saving initiatives are just a start and most can be accomplished in-house. A more comprehensive energy audit, conducted by an energy consultant/professional, is recommended to evaluate how much energy is consumed system-wide and identify measures that can be taken to utilize energy more efficiently.

With the cost of electricity rising, the reduction of energy use should be a priority for municipalities. A key deliverable of an energy audit is a thorough analysis of the effect of oversize on energy efficiency. Plants are designed to perform at maximum flow and loading conditions. Unfortunately, most plants are not efficient at average conditions. Aging infrastructure is another source of inefficient usage of energy in WWTPs across the country. The justification for addressing aging infrastructure related energy waste is also included in the energy audit process.

The table below provides typical water and wastewater high-use energy operations and associated potential energy saving measures.

High Energy Operations	Energy Saving Measures
Lighting	Motion Sensors T5 low and high bay fixtures Pulse start metal halide Indirect fluorescent Super-efficient T8s Comprehensive control for large buildings
Heating, Ventilation, Air Conditioning (HVAC)	Water source heat pumps Prescriptive incentives for remote telemetry Custom incentives for larger units occupancy controls

## Energy Audit Approach

An energy audit is intended to evaluate how much energy is consumed and identify measures that can be taken to utilize energy more efficiently. The primary goal is reducing power consumption and cost through physical and operational changes.

Each system will have unique opportunities to reduce energy use or cost depending on system specific changes and opportunities within the power provider's rate schedules. For example, an audit of an individual wastewater treatment plant (WWTP) will attempt to pinpoint wasted or unneeded facility energy consumption. It is recommended to perform an energy audit every two to three years to analyze a return on investment.

A wastewater system energy audit approach checklist, similar to the one below, can be a useful tool to identify areas of potential concern and to develop a plan of action to resolve them. The FRWA offers Energy Assessments to our members and SRF recipients that are participating in the AMFSP program. Please contact FRWA circuit rider for more information.

Energy Audit Approach		
Minimum Equipment Information to Gather	Additional Information to Gather	Conditions to Consider
Pump Style	Pump manufacturer's pump curves	Maintenance records
Number of Pump Stages	Actual pump curve	Consistently throttled valves
Pump and Motor Speed	Power factor	Excessive noise or vibrations
Pump Rated Head (name plate)	Load profile	Evidence of wear or cavitation on pump impellers or pump bearings
Motor rated power and voltage (name plate)	Analysis of variable frequency drives (vfd's) if present	Out-of-alignment conditions
Rated and actual pump discharge	Pipe sizes	Significant flow rate/pressure variations
Operation schedules	Motor current	Active by-pass piping
	Discharge pressure	Restrictions in pipes or pumps
	Water level (source)	Restrictive/leaking pump shaft packing
	Pump suction pressure	

## 9. Conclusions

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It has been a real pleasure to work with Hilliard's staff and Associates. The creation of this asset management plan would not have been possible without the hard work of the Public Works Director, Public Works staff, along with the rest of the staff from Hilliard.

Our conclusions are based on our observations during the data collection procedure, discussions with staff, regulatory inspection data, and our experience related to similar assets.

### Collection System

- Smoke test collection system to identify leaks and possible areas of inflow and infiltration.
- Clean and camera areas of concern or certain sections of collection system.
- Routine cleaning of mains
- Document line condition and depths in diamond maps when applicable.

### Manholes

- Repair areas of Inflow and Infiltration inside of manholes (4)
- Rehabilitate manholes that were found to be in poor or very poor condition (48) in upcoming Projects or 10 per year.
- Develop and Implement a manhole lining program.
- Annual assessment of manholes in diamond maps

### Lift Stations

- Develop a rehabilitation plan for lift stations.
- Daily recording of all lift station hour meters and determine pump runtimes.
- Daily visual checks of the wet wells for irregularities.
- Run any lift station generators weekly, (Monday mornings).
- Maintenance program with manufacturer for lift station and WWTP generators.
- Monthly test conducted on the lift station's visual and audible alarms. (Done by manually pumping the station down to a low-level alarm condition and observing).
- Semiannual pumping of all lift station wet wells to remove debris and fats.

### Wastewater Treatment Plant

- Develop routine and preventative maintenance plans.
- Engage an engineer to review dewatering process and alternatives.
- Analyze chemical and material inventory / storage.
- Replace or Repair poor assets detailed in section 4.

## General

- An AM and CMMS program must begin to maintain assets efficiently and effectively.
- Staff training on maintenance, safety, and use of the AM/CMMS tool must be completed. (Diamond Maps can do this for you)
- Rates must be monitored to ensure adequate funding for operations and system improvements.
- Energy Management is recommended as well. Even small changes in energy use can result in large savings.
- The Asset Management Plan must be adopted by resolution or ordinance. This demonstrates the utility's commitment to the plan. After adoption, implementation of the AMP must occur.

## Implementing this Asset Management and Fiscal Sustainability Plan

Implementing an Asset Management and Fiscal Sustainability Plan requires several items:

1. **Assign specific personnel** to oversee and perform the tasks of Asset Management.
2. **Develop and use a Computerized Maintenance Management System (CMMS) program.** The information provided in this FSAMP plan will give the utility a good starting point to begin. Properly maintaining assets will ensure their useful life is extended and will ultimately save money. Asset maintenance tasks are scheduled and tracked, new assets are captured, and assets removed from service are retired properly using CMMS. Transitioning from reactive to preventive and predictive maintenance philosophies will net potentially large savings for the utility. Diamond Maps is one example among many options that are available. FRWA can help with set up and implementation.
3. **Develop specific Level of Service items.** Create a Level of Service (LOS) Agreement and inform customers of the Utility's commitment to providing the stated LOS. Successes can be shared with customers. This can dramatically improve customer relations. This also gives utility employees goals to strive for and can positively impact morale. We have included a draft LOS list in [Section 2 – Level of Service](#).
4. **Develop specific Change Out/Repair/Replacement Programs.** The City budgets for Repair and Replacement and should continue to evaluate the system to adjust the annual budgeted amounts accordingly. An example includes budgeting for a certain number of stepped system refurbishments each year.
5. **Modify the existing rate structure.** Continue to make sure adequate funds are available to properly operate and maintain the facilities. Rate increases, when required, can be

accomplished in a stepped fashion rather than an ‘all now’ approach to lessen the resulting customer impact.

6. **Explore financial assistance options.** Financial assistance is especially useful in the beginning stages of Asset Management since budget shortfalls likely exist and high cost items may be needed quickly. For a table of common funding sources, see [Funding Sources for Water and Wastewater Systems](#).
7. **Revisit the AMFS plan annually.** An Asset Management Plan is a living document. It can be revised at any time but must be revisited and evaluated at least once each year. Common updates or revisions include:
  - Changes to your asset management team;
  - Updates to the asset inventory;
  - Updates to asset condition and criticality ranking charts;
  - Updates to asset condition and criticality assessment procedures
  - Updates to operation and maintenance activities;
  - Changes to financial strategies and long-term funding plans.

The annual review should begin by asking yourself:

***“What changes have occurred since our last AMFS plan update?”***

## Funding Sources for Water and Wastewater Systems

Below is a table of common funding sources, including web links and contact information. All municipal systems should be making the effort to secure funding, which can be in the form of low or no interest loans or grants or a combination.

Agency/Program	Website	Contact
FDEP Drinking Water State Revolving Fund Program (DWSRF)	<a href="https://floridadep.gov/wra/srf/content/dwsrf-program">https://floridadep.gov/wra/srf/content/dwsrf-program</a>	Eric Meyers <a href="mailto:eric.v.meyers@floridadep.gov">eric.v.meyers@floridadep.gov</a> 850-245-2991
FDEP Clean Water State Revolving Fund Loan Program (CWSRF)	<a href="https://floridadep.gov/wra/srf/content/cwsrf-program">https://floridadep.gov/wra/srf/content/cwsrf-program</a>	Mike Chase <a href="mailto:Michael.Chase@FloridaDEP.gov">Michael.Chase@FloridaDEP.gov</a> 850-245-2969
USDA Rural Development- Water and Wastewater Direct Loans and Grants	<a href="https://www.rd.usda.gov/programs-services/rural-economic-development-loan-grant-program">https://www.rd.usda.gov/programs-services/rural-economic-development-loan-grant-program</a> <a href="https://www.rd.usda.gov/programs-services/water-waste-disposal-loan-grant-program">https://www.rd.usda.gov/programs-services/water-waste-disposal-loan-grant-program</a>	Jeanie Isler <a href="mailto:jeanie.isler@fl.usda.gov">jeanie.isler@fl.usda.gov</a> 352-338-3440
Economic Development Administration- Public Works and Economic Adjustment Assistance Programs	<a href="https://www.eda.gov/resources/economic-development-directory/states/fl.htm">https://www.eda.gov/resources/economic-development-directory/states/fl.htm</a> <a href="https://www.grants.gov/web/grants/view-opportunity.html?oppld=294771">https://www.grants.gov/web/grants/view-opportunity.html?oppld=294771</a>	Greg Vaday <a href="mailto:gvaday@eda.gov">gvaday@eda.gov</a> 404-730-3009
National Rural Water Association- Revolving Loan Fund	<a href="https://nrwa.org/initiatives/revolving-loan-fund/">https://nrwa.org/initiatives/revolving-loan-fund/</a>	Gary Williams <a href="mailto:Gary.Williams@frwa.net">Gary.Williams@frwa.net</a> 850-668-2746
Florida Department of Economic Opportunity- Florida Small Cities Community Development Block Grant Program	<a href="http://www.floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/florida-small-cities-community-development-block-grant-program">http://www.floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/florida-small-cities-community-development-block-grant-program</a>	Roger Doherty <a href="mailto:roger.doherty@deo.myflorida.com">roger.doherty@deo.myflorida.com</a> 850-717-8417
Northwest Florida Water Management Town - Cooperative Funding Initiative (CFI)	<a href="https://www.nfwwater.com/Water-Resources/Funding-Programs">https://www.nfwwater.com/Water-Resources/Funding-Programs</a>	Christina Coger <a href="mailto:Christina.Coger@nfwwater.com">Christina.Coger@nfwwater.com</a> 850-539-5999



## 10. Closing

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This Asset Management and Fiscal Sustainability plan is presented to the Town of Hilliard Council for adoption. Its creation would not be possible without the cooperation of the Public Works staff, and the Florida Department of Environmental Protection State Revolving Fund (FDEP-SRF). It has been a real pleasure working with the dedicated, hardworking and motivated staff from Hilliard. The dedication of the staff here shows in the condition of your Wastewater System. The overall condition of your system is in good / average shape and with the staff you have it will be for years to come. They truly are providing the very best service for the citizens and visitors of Hilliard. FRWA appreciates the input, assistance and full cooperation from the Town and will be available to help assist with all stages of implementation.

# Appendix A: Example Resolution

RESOLUTION NO. 2023-\_\_\_\_\_

**A RESOLUTION OF THE TOWN OF HILLIARD, FLORIDA, APPROVING THE TOWN OF HILLIARD WASTEWATER SYSTEM ASSET MANAGEMENT AND FISCAL SUSTAINABILITY PLAN; AUTHORIZING THE TOWN CLERK AND PUBLIC WORKS DIRECTOR TO TAKE ALL ACTIONS NECESSARY TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Florida Statutes provide for financial assistance to local government agencies to finance construction of the Town and municipal utility system improvements; and

**WHEREAS**, the Florida Department of Environmental Protection State Revolving Fund (SRF) has designated the Town of Hilliard Wastewater System Improvements, identified in the Asset Management and Fiscal Sustainability Plan, as potentially eligible for available funding; and

**WHEREAS**, as a condition of obtaining funding from the SRF, the Town is required to implement an Asset Management and Fiscal Sustainability Plan for the Town’s Wastewater System Improvements; and

**WHEREAS**, the Town Council of the Town of Hilliard has determined that approval of the attached Asset Management and Fiscal Sustainability Plan for the proposed improvements, in order to obtain necessary funding in accordance with SRF guidelines, is in the best interest of the Town.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF HILLIARD BOARD OF COMMISSIONERS** the following:

**Section 1.** That the Town of Hilliard Town Council hereby approves the Town of Hilliard Wastewater System Asset Management and Fiscal Sustainability Plan, attached hereto and incorporated by reference as a part of this Resolution.

**Section 2.** That the Town Clerk and Public Works Director are authorized to take all actions necessary to effectuate the intent of this Resolution and to implement the Water System Asset Management and Fiscal Sustainability Plan in accordance with applicable Florida law and Council direction in order to obtain funding from the SRF.

**Section 3.** That the Town will annually evaluate existing rates to determine the need for any increase and will increase rates in accordance with the financial recommendations found in the Water System Asset Management and Fiscal Sustainability Plan or in proportion to the Town’s needs as determined by the Board in its discretion.

**Section 4.** That this Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** on this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**Town of Hilliard, Florida**

\_\_\_\_\_  
Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Town Attorney

## Master Asset List

Town of Hilliard Asset Master List						
Buildings						
Asset Name	Install Year	Design Life	Condition	COF	Age EOL	Replacement Cost
Office / lab / control / blower building	1997	50	Average	Moderate	2047	75,000
Maintenance / parts / office	1997	50	Average	Moderate	2047	40,000
Chemical Feed Building	1997	50	Average	Moderate	2047	25,000
SBR blower / pump building	1997	50	Average	Moderate	2047	30,000
Belt Press structure	1997	50	Average	Moderate	2047	75,000
Covered Storage	1997	50	Average	Moderate	2047	20,000
Pole barn	1997	50	Good	Moderate	2047	30,000
Cover	2020	50	Good	Moderate	2070	4,000

Town of Hilliard Asset Master List						
Dry Wells						
Asset Name	Install Year	Design Life	Condition	COF	Age EOL	Replacement Cost
Lift Station 1 (Mill St) valve pit	2000	50	Average	Moderate	2050	4,000
Lift Station 5 (108) valve pit	2005	50	Average	Moderate	2055	7,500
Lift Station 4 (Oxford St) valve pit	2016	50	Poor	Moderate	2066	4,000
Lift Station 8 (Lake Dr) valve pit	1999	50	Average	Moderate	2049	5,000
Lift Station 7 (Lorena Dr.) Valve pit	2015	50	Average	Moderate	2065	4,000
Lift Station 6 (Cody Circle) valve pit	2013	50	Average	Moderate	2063	4,000
Lift Station 3 (US 1 South) valve pit	2018	50	Average	Moderate	2068	4,000
Lift Station 2 (US 1 North) valve pit	2002	50	Average	Moderate	2052	5,000

Town of Hilliard Asset Master List						
Wet Wells						
Asset Name	Install Year	Design Life	Condition	COF	Condition EOL	Replacement Cost
Lift Station 1(Mill St) wet well	1970	50	Average	Moderate	2047	50,000
Lift Station 5 (108) wet well	1970	50	Poor	Moderate	2037	50,000
Lift Station 4 (Oxford St) wet well	1970	50	Poor	Moderate	2037	75,000
Lift Station 8 (Lake Dr) wet well	1970	50	Average	Moderate	2047	50,000
Lift Station 7 (Lorena Dr.) Wet well	1970	50	Poor	Moderate	2037	50,000
Lift Station 6 wet well	1999	50	Poor	Moderate	2037	50,000
Lift Station 3 (US 1 South) wet well	1970	50	Very Poor	Moderate	2027	75,000
Lift Station 2 (US 1 North) wet well	1970	50	Very Poor	Moderate	2027	75,000

Town of Hilliard Asset Master List						
Pumps (Wastewater)						
Asset Name	Install Year	Design Life	Condition	COF	Condition EOL	Replacement Cost
Trash pump yellow frame	1997	20	Average	Moderate	2032	1,000
Diaphragm pump	1997	20	Average	Moderate	2032	1,500
Reuse pump 1	1998	20	Average	Moderate	2032	1,000
Reuse pump 2	1998	20	Average	Moderate	2032	1,000
Wetlands pump 1	2011	20	Average	Moderate	2032	3,500
Wetlands pump 2	2011	20	Average	Moderate	2032	3,500
EQ basin pump 2	1997	20	Poor	Moderate	2028	3,500
EQ basin pump 1	1997	20	Poor	Moderate	2028	2,500
WAS Pump 2	1997	20	Poor	Moderate	2028	3,000
WAS Pump 1	1997	20	Average	Moderate	2032	3,000
SAM Pump 1	2011	20	Average	Moderate	2032	5,000
SAM pump 2	2011	20	Average	Moderate	2032	5,000
Digester Motive Pump	2020	20	Average	Moderate	2032	3,000
SBR pump 2	2020	20	Average	Moderate	2032	3,000
SBR pump 1	2020	20	Average	Moderate	2032	3,000
Lift Station 1 ( Mill St) pump 1	2000	20	Average	Moderate	2032	3,000
Lift Station 1 (Mill St) pump 2	2000	20	Average	Moderate	2032	3,000
Lift Station 5 (108) pump 1	2020	20	Average	Moderate	2032	5,000
Lift Station 5 (108) pump 2	2005	20	Average	Moderate	2032	5,000
Lift Station 4 (Oxford St) pump 1	2019	20	Average	Moderate	2032	3,000

Town of Hilliard Asset Master List						
Pumps (Wastewater)						
Asset Name	Install Year	Design Life	Condition	COF	Condition EOL	Replacement Cost
Lift Station 4 (Oxford St) pump 2	2016	20	Average	Moderate	2032	3,000
Lift Station 8 (Lake Dr) pump 1	1999	20	Average	Moderate	2032	3,000
Lift Station 8 (Lake Dr) pump 2	1999	20	Average	Moderate	2032	3,000
Lift Station 7 ( Lorena Dr.) Pump 1	2021	20	Average	Moderate	2032	2,500
Lift Station 7 pump 2	2019	20	Average	Moderate	2032	2,500
Lift Station 6 (Cody Circle) pump 1	2013	20	Average	Moderate	2032	5,000
Lift Station 6 (Cody Circle) pump 2	2013	20	Average	Moderate	2032	5,000
Lift Station 3 (US 1 South)	2018	20	Average	Moderate	2032	4,000
Lift Station 3 (US 1 South)	2018	20	Average	Moderate	2032	4,000
Lift Station 2 pump 1	2022	20	Average	Moderate	2032	5,000
Lift Station 2 (US 1 North) pump 2	2002	20	Average	Moderate	2032	5,000

Town of Hilliard Asset Master List						
Pumps (Wastewater)						
Name	Install Year	Design Life	Condition	COF	Condition EOL	Replacement Cost
Genset	2011	20	Good	Moderate	2036	60,000
Belt Press control panel	2011	20	Average	Moderate	2032	15,000
Main Electrical panel	2011	20	Good	Moderate	2036	10,000
Belt Press panel	2011	20	Average	Moderate	2032	5,000
Transfer switch	2011	20	Good	Moderate	2036	7,500
SAM control panel	2011	20	Good	Moderate	2036	20,000
SBR control panel	2011	20	Good	Moderate	2036	20,000
Auto dialer	2011	20	Good	Moderate	2036	1,200
Digester blower 01 turbo filter	2012	20	Good	Moderate	2036	5,000
Digester blower 02 turbo filter	2012	20	Good	Moderate	2036	5,000
Office bldg blower room transformer	2011	20	Average	Moderate	2032	750
Office bldg Motor Control Center	2011	20	Good	Moderate	2036	50,000
Office bldg blower room breaker panel	2011	20	Average	Moderate	2032	500
Office blower room older motor control center	2011	20	Average	Moderate	2032	30,000
Alum room breaker panel	2011	20	Average	Moderate	2032	500
Alum room control panel	2011	20	Average	Moderate	2032	7,500
Reuse pump control panel	1998	20	Average	Moderate	2032	7,500
Wetlands influent pump panel	2011	20	Average	Moderate	2032	7,500

## Town of Hilliard Asset Master List

## Pumps (Wastewater)

Name	Install Year	Design Life	Condition	COF	Condition EOL	Replacement Cost
Wetlands pump 2 high temp panel	2011	20	Average	Moderate	2032	500
Wetlands pump 1 high tempo panel	2011	20	Average	Moderate	2032	500
EQ basin pump control panel	1997	20	Average	Moderate	2032	7,500
Unknown disconnect	2011	20	Average	Moderate	2032	750
WAS pump panel	2011	20	Average	Moderate	2032	7,500
SAM control panel	2011	20	Average	Moderate	2032	10,000
SAM pump 1 high temp panel	2011	20	Average	Moderate	2032	1,000
SAM pump 2 high temp panel	2011	20	Average	Moderate	2032	1,000
Digester Motive Pump Control Panel	1997	20	Average	Moderate	2032	7,500
SBR blower control panel	2011	20	Poor	Moderate	2028	20,000
SBR control panel	2011	20	Average	Moderate	2032	20,000
Lift Station 1 (Mill St) genset	2000	20	Good	Moderate	2036	40,000
Lift Station 1 (Mill St) transfer switch	2000	20	Average	Moderate	2032	6,000
Lift Station 1 (Mill St) control panel	2000	20	Average	Moderate	2032	7,500
Lift Station 1 (Mill St) main disconnect	2000	20	Average	Moderate	2032	500
Lift Station 1 (Mill St) secondary disconnect switch	2000	20	Average	Moderate	2032	500
Lift Station 5 (108) control panel	2005	20	Average	Moderate	2032	10,000
Lift Station 4 ( Oxford St) control panel	2016	20	Good	Moderate	2036	7,500
Lift Station 8 (Lake Dr) control panel	1999	20	Average	Moderate	2032	7,500
Lift Station 8 (Lake Dr) disconnect switch	1999	20	Average	Moderate	2032	300
Lift Station 7 (Lorena Dr) disconnect	2015	20	Average	Moderate	2032	300
Lift Station 7 (Lorena Dr.) Control panel	2015	20	Good	Moderate	2036	10,000
Lift Station 7 sub panel	2015	20	Good	Moderate	2036	5,000
Lift Station 6 (Cody Cir.) Main disconnect	2013	20	Average	Moderate	2032	500
Lift Station 6 (Cody Cir) control panel	2013	20	Average	Moderate	2032	10,000
Lift Station 6 transformer	2013	20	Average	Moderate	2032	1,500
Lift Station 3 (US 1 South) main disconnect	2018	20	Average	Moderate	2032	500
Lift Station 3 (US 1 South) control panel	2018	20	Good	Moderate	2036	10,000
Lift Station 2 (US 1 North) main disconnect	2002	20	Average	Moderate	2032	300
Lift Station 2 (US 1 North) control panel	2002	20	Average	Moderate	2032	10,000
Lift station 4 control panel	2022	20	Good	Moderate	2036	50000
Lift Station 2 control panel	2022	20	Good	Moderate	2036	6000

Town of Hilliard Asset Master List						
Motors (Wastewater)						
Asset Name	Install Year	Design Life	Condition	COF	Replace Year	Replacement Cost
Alum feed pump 1 motor	2011	20	Average	Moderate	2032	750
Alum feed pump 2 motor	2011	20	Average	Moderate	2032	750
Micro C feed pump 1 motor	2011	20	Average	Moderate	2032	750
Micro C feed pump 2 motor	2011	20	Average	Moderate	2032	750
Reuse pump 1 motor	2020	20	Average	Moderate	2032	1,000
Reuse pump 2 motor	2021	20	Average	Moderate	2032	1,000
Wetlands pump 2 motor	2011	20	Average	Moderate	2032	3,500
Wetlands pump 1 motor	2020	20	Good	Moderate	2036	3,500
EQ basin pump 2 motor	2021	20	Good	Moderate	2036	1,500
EQ basin pump 1 motor	2021	20	Good	Moderate	2036	1,500
WAS pump 2 motor	2020	20	Poor	Moderate	2028	1,500
WAS pump 1 motor	1997	20	Average	Moderate	2032	1,500
SAM blower 2 motor	1997	20	Average	Moderate	2032	2,500
SAM Blower 1 motor	1997	20	Average	Moderate	2032	2,500
SAM pump 1 motor	2011	20	Average	Moderate	2032	4,000
SAM pump 2 motor	2011	20	Average	Moderate	2032	4,000
Digester Motive Pump Motor	2020	20	Average	Moderate	2032	2,500
SBR pump 2 motor	2020	20	Average	Moderate	2032	3,000
SBR pump 1 motor	2020	20	Average	Moderate	2032	3,000
SBR Blower 1 motor	2011	20	Average	Moderate	2032	3,000
SBR Blower 2 motor	2011	20	Average	Moderate	2032	3,000
SBR blower 3 motor	2011	20	Average	Moderate	2032	3,000

Town of Hilliard Asset Master List						
Manholes						
Name	Install Year	Design life	Condition	COF	Condition EOL	Replacement Cost
wwManH-1	1973	50	Average	Moderate	2047	3,300
wwManH-2	1974	50	Poor	Moderate	2037	3,500
wwManH-3	1975	50	Poor	Moderate	2037	3,500
wwManH-4	1900	50	Good	Moderate	2057	5,500
wwManH-5	1074	50	Good	Moderate	2057	5,600
wwManH-6	1974	50	Average	Moderate	2047	6,950
wwManH-7	2021	50	Good	Moderate	2057	8,150

Town of Hilliard Asset Master List						
Manholes						
Name	Install Year	Design life	Condition	COF	Condition EOL	Replacement Cost
wwManH-8	1900	50	Good	Moderate	2057	6,700
wwManH-9	2020	50	Good	Moderate	2057	6,350
wwManH-10	1970	50	Average	Moderate	2047	7500
wwManH-11	1974	50	Average	Moderate	2047	5500
wwManH-12	1974	50	Average	Moderate	2047	8500
wwManH-13	1974	50	Average	Moderate	2047	8500
wwManH-14	1974	50	Average	Moderate	2047	8500
wwManH-15	1974	50	Average	Moderate	2047	3500
wwManH-16	1974	50	Average	Moderate	2047	3500
wwManH-17	1974	50	Average	Moderate	2047	3500
wwManH-18	1974	50	Average	Moderate	2047	5500
wwManH-19	1975	50	Poor	Moderate	2037	5000
wwManH-20	1975	50	Average	Moderate	2047	8500
wwManH-21	1975	50	Average	Moderate	2047	3500
wwManH-22	1974	50	Average	Moderate	2047	3500
wwManH-23	1974	50	Poor	Moderate	2037	5000
wwManH-24	1974	50	Average	Moderate	2047	3500
wwManH-25	1975	50	Poor	Moderate	2037	3500
wwManH-26	1975	50	Average	Moderate	2047	7500
wwManH-27	1975	50	Average	Moderate	2047	3500
wwManH-28	1975	50	Very Poor	Moderate	2027	25000
wwManH-29	1975	50	Average	Moderate	2047	4500
wwManH-30	1975	50	Average	Moderate	2047	5500
wwManH-31	1975	50	Average	Moderate	2047	4000
wwManH-32	1975	50	Average	Moderate	2047	4000
wwManH-33	1975	50	Average	Moderate	2047	4000
wwManH-34	1975	50	Average	Moderate	2047	4000
wwManH-35	1975	50	Average	Moderate	2047	4000
wwManH-36	1974	50	Average	Moderate	2047	5000
wwManH-37	1975	50	Average	Moderate	2047	5200
wwManH-38	1975	50	Average	Moderate	2047	5500
wwManH-39	1975	50	Average	Moderate	2047	5500
wwManH-40	1974	50	Average	Moderate	2047	5500
wwManH-41	1975	50	Average	Moderate	2047	5500
wwManH-42	1975	50	Average	Moderate	2047	5500



Town of Hilliard Asset Master List						
Manholes						
Name	Install Year	Design life	Condition	COF	Condition EOL	Replacement Cost
wwManH-43	2018	50	Average	Moderate	2047	5500
wwManH-44	1974	50	Poor	Moderate	2037	5500
wwManH-45	2018	50	Good	Moderate	2057	5000
wwManH-46	1975	50	Average	Moderate	2047	3500
wwManH-47	1975	50	Average	Moderate	2047	4500
wwManH-48	1975	50	Average	Moderate	2047	4500
wwManH-49	1975	50	Poor	Moderate	2037	5000
wwManH-50	1975	50	Average	Moderate	2047	4000
wwManH-51	1975	50	Average	Moderate	2047	5000
wwManH-52	1975	50	Poor	Moderate	2037	4500
wwManH-53	1974	50	Average	Moderate	2047	4500
wwManH-54	1974	50	Poor	Moderate	2037	4500
wwManH-55	1975	50	Average	Moderate	2047	4000
wwManH-56	1975	50	Average	Moderate	2047	4000
wwManH-57	1974	50	Average	Moderate	2047	4000
wwManH-58	1975	50	Average	Moderate	2047	4500
wwManH-59	1975	50	Poor	Moderate	2037	4500
wwManH-60	1975	50	Average	Moderate	2047	3500
wwManH-61	1975	50	Poor	Moderate	2037	3500
wwManH-62	1975	50	Average	Moderate	2047	5000
wwManH-63	1975	50	Average	Moderate	2047	4000
wwManH-64	1975	50	Poor	Moderate	2037	4500
wwManH-65	1975	50	Poor	Moderate	2037	4500
wwManH-66	1975	50	Average	Moderate	2047	4500
wwManH-67	1975	50	Average	Moderate	2047	3500
wwManH-68	1980	50	Average	Moderate	2047	5000
wwManH-69	1980	50	Average	Moderate	2047	5000
wwManH-70	1975	50	Average	Moderate	2047	4200
wwManH-71	1975	50	Average	Moderate	2047	5500
wwManH-72	1975	50	Average	Moderate	2047	4000
wwManH-73	1975	50	Average	Moderate	2047	6500
wwManH-74	1980	50	Average	Moderate	2047	4000
wwManH-75	1980	50	Average	Moderate	2047	4200
wwManH-76	1980	50	Average	Moderate	2047	5000
wwManH-77	1980	50	Average	Moderate	2047	5200

Town of Hilliard Asset Master List						
Manholes						
Name	Install Year	Design life	Condition	COF	Condition EOL	Replacement Cost
wwManH-78	1980	50	Average	Moderate	2047	4000
wwManH-79	1980	50	Average	Moderate	2047	4000
wwManH-80	1980	50	Average	Major	2047	12000
wwManH-81	1980	50	Average	Major	2047	15000
wwManH-82	1980	50	Average	Moderate	2047	3800
wwManH-83	1980	50	Average	Moderate	2047	4300
wwManH-84	2002	50	Average	Moderate	2047	4000
wwManH-85	2002	50	Average	Moderate	2047	4000
wwManH-86	2002	50	Average	Moderate	2047	4200
wwManH-87	2002	50	Average	Moderate	2047	3900
wwManH-88	2002	50	Poor	Moderate	2037	7500
wwManH-89	2002	50	Average	Moderate	2047	7500
wwManH-90	2002	50	Average	Moderate	2047	4400
wwManH-91	2002	50	Average	Moderate	2047	4800
wwManH-92	2002	50	Average	Moderate	2047	4900
wwManH-93	2002	50	Average	Moderate	2047	3400
wwManH-94	2002	50	Average	Moderate	2047	5200
wwManH-95	1975	50	Average	Moderate	2047	8500
wwManH-96	1975	50	Average	Moderate	2047	4000
wwManH-97	1990	50	Average	Moderate	2047	3500
wwManH-98	1995	50	Average	Moderate	2047	3500
wwManH-99	1974	50	Average	Moderate	2047	3900
wwManH-100	1995	50	Average	Moderate	2047	3950
wwManH-101	1995	50	Poor	Moderate	2037	4100
wwManH-102	1995	50	Average	Moderate	2047	4100
wwManH-103	1995	50	Average	Moderate	2047	4000
wwManH-104	1995	50	Average	Moderate	2047	6800
wwManH-105	1995	50	Average	Moderate	2047	7700
wwManH-106	1995	50	Average	Moderate	2047	3900
wwManH-107	1995	50	Average	Moderate	2047	4300

Town of Hilliard Asset Master List						
Manholes						
Name	Install Year	Design life	Condition	COF	Condition EOL	Replacement Cost
wwManH-108	1974	50	Average	Moderate	2047	4100
wwManH-109	1974	50	Poor	Moderate	2037	7000
wwManH-110	1995	50	Average	Moderate	2047	4100
wwManH-111	1974	50	Average	Moderate	2047	4800
wwManH-112	1975	50	Average	Moderate	2047	3800
wwManH-113	1995	50	Average	Moderate	2047	6200
wwManH-114	1995	50	Average	Moderate	2047	5800
wwManH-115	1995	50	Average	Moderate	2047	5200
wwManH-116	1995	50	Average	Moderate	2047	3900
wwManH-117	1995	50	Average	Moderate	2047	5100
wwManH-118	1995	50	Poor	Moderate	2037	3900
wwManH-119	1995	50	Average	Moderate	2047	3200
wwManH-120	1995	50	Average	Moderate	2047	7200
wwManH-121	1995	50	Average	Moderate	2047	4200
wwManH-122	1995	50	Average	Moderate	2047	4400
wwManH-123	1995	50	Poor	Moderate	2037	5900
wwManH-124	1995	50	Average	Moderate	2047	4800
wwManH-125	1995	50	Average	Moderate	2047	8500
wwManH-126	1995	50	Average	Moderate	2047	10,000
wwManH-127	1995	50	Average	Moderate	2047	10,000
wwManH-128	1995	50	Average	Moderate	2047	9500

Town of Hilliard Asset Master List						
Manholes						
Name	Install Year	Design life	Condition	COF	Condition EOL	Replacement Cost
wwManH-129	1975	50	Average	Moderate	2047	8500
wwManH-130	1975	50	Average	Moderate	2047	7500
wwManH-131	1995	50	Average	Moderate	2047	8500
wwManH-132	1975	50	Average	Moderate	2047	8500
wwManH-133	1975	50	Average	Moderate	2047	6000
wwManH-134	1975	50	Average	Moderate	2047	4500
wwManH-135	1975	50	Average	Moderate	2047	4800
wwManH-136	1975	50	Poor	Moderate	2037	6000
wwManH-137	1975	50	Average	Moderate	2047	5900
wwManH-138	1975	50	Average	Moderate	2047	5900
wwManH-139	1975	50	Poor	Moderate	2037	7000
wwManH-140	1974	50	Average	Moderate	2047	18000
wwManH-141	1975	50	Poor	Moderate	2037	7000
wwManH-142	1975	50	Average	Moderate	2047	14000
wwManH-143	1974	50	Average	Moderate	2047	8500
wwManH-144	1974	50	Poor	Moderate	2037	9000
wwManH-145	1974	50	Average	Moderate	2047	3500
wwManH-146	1974	50	Average	Moderate	2047	10,000
wwManH-147	1975	50	Average	Moderate	2047	12000
wwManH-148	1975	50	Poor	Moderate	2037	5000
wwManH-149	1975	50	Average	Moderate	2047	4500

Town of Hilliard Asset Master List						
Manholes						
Name	Install Year	Design life	Condition	COF	Condition EOL	Replacement Cost
wwManH-150	1975	50	Average	Moderate	2047	14,000
wwManH-151	1975	50	Poor	Moderate	2037	7200
wwManH-152	1975	50	Average	Moderate	2047	15300
wwManH-153	1975	50	Poor	Moderate	2037	7500
wwManH-154	1975	50	Poor	Moderate	2037	6800
wwManH-155	1975	50	Poor	Moderate	2037	4000
wwManH-156	1975	50	Poor	Moderate	2037	5500
wwManH-157	1975	50	Poor	Moderate	2037	5900
wwManH-158	1975	50	Poor	Moderate	2037	7500
wwManH-159	1975	50	Average	Moderate	2047	4300
wwManH-160	1975	50	Poor	Moderate	2037	9500
wwManH-161	1975	50	Average	Moderate	2047	18000
wwManH-162	1980	50	Average	Moderate	2047	6200
wwManH-163	1980	50	Average	Moderate	2047	5500
wwManH-164	1980	50	Average	Moderate	2047	6300
wwManH-165	1980	50	Average	Moderate	2047	4500
wwManH-166	1980	50	Average	Moderate	2047	4500
wwManH-167	1980	50	Average	Moderate	2047	5900
wwManH-168	1980	50	Average	Moderate	2047	5900
wwManH-169	1980	50	Average	Moderate	2047	5950
wwManH-170	1980	50	Average	Moderate	2047	4500

Town of Hilliard Asset Master List						
Manholes						
Name	Install Year	Design life	Condition	COF	Condition EOL	Replacement Cost
wwManH-171	1980	50	Average	Moderate	2047	5900
wwManH-172	1980	50	Poor	Moderate	2037	6900
wwManH-173	2010	50	Average	Moderate	2047	14000
wwManH-174	1975	50	Average	Moderate	2047	4500
wwManH-175	1975	50	Average	Moderate	2047	4500
wwManH-176	1975	50	Average	Moderate	2047	4500
wwManH-177	1970	50	Poor	Moderate	2037	7500
wwManH-178	1975	50	Average	Moderate	2047	4500
wwManH-179	1876	50	Average	Moderate	2047	4500
wwManH-180	1975	50	Poor	Moderate	2037	4500
wwManH-181	1970	50	Average	Moderate	2047	4500
wwManH-182	1975	50	Average	Moderate	2047	4500
wwManH-183	1975	50	Poor	Moderate	2037	4500
wwManH-184	1975	50	Average	Moderate	2047	5500
wwManH-185	1975	50	Average	Moderate	2047	5600
wwManH-186	1975	50	Average	Moderate	2047	8500
wwManH-187	1975	50	Average	Moderate	2047	6500
wwManH-188	1975	50	Average	Moderate	2047	6800
wwManH-189	2022	50	Good	Moderate	2057	10000
wwManH-190	1975	50	Average	Moderate	2047	4500
wwManH-191	1975	50	Average	Moderate	2047	4500

Town of Hilliard Asset Master List						
Manholes						
Name	Install Year	Design life	Condition	COF	Condition EOL	Replacement Cost
wwManH-192	1975	50	Average	Moderate	2047	4500
wwManH-193	1975	50	Average	Moderate	2047	4500
wwManH-194	1975	50	Average	Moderate	2047	5100
wwManH-195	1975	50	Average	Moderate	2047	5300
wwManH-196	1975	50	Average	Moderate	2047	4500
wwManH-197	1975	50	Average	Moderate	2047	4500
wwManH-198	1975	50	Average	Moderate	2047	4000
wwManH-199	1975	50	Average	Moderate	2047	5200
wwManH-200	1975	50	Average	Moderate	2047	4200
wwManH-201	1974	50	Average	Moderate	2047	7800
wwManH-202	1974	50	Average	Moderate	2047	7800
wwManH-203	1974	50	Average	Moderate	2047	8000
wwManH-204	1975	50	Average	Moderate	2047	8300
wwManH-205	1975	50	Average	Moderate	2047	8300
wwManH-206	1975	50	Average	Moderate	2047	7900
wwManH-207	1974	50	Average	Moderate	2047	6000
wwManH-208	1975	50	Average	Moderate	2047	5300
wwManH-209	1975	50	Average	Moderate	2047	8500
wwManH-210	1975	50	Average	Moderate	2047	8500
wwManH-211	1975	50	Poor	Moderate	2037	8500
wwManH-212	1975	50	Poor	Moderate	2037	9000

Town of Hilliard Asset Master List						
Manholes						
Name	Install Year	Design life	Condition	COF	Condition EOL	Replacement Cost
wwManH-213	1975	50	Average	Moderate	2047	4500
wwManH-214	1975	50	Average	Moderate	2047	7500
wwManH-215	1975	50	Poor	Moderate	2037	6000
wwManH-216	1975	50	Average	Moderate	2047	10000
wwManH-217	1975	50	Poor	Moderate	2037	6000
wwManH-218	1975	50	Average	Moderate	2047	13000
wwManH-219	1975	50	Average	Moderate	2047	12500
wwManH-220	1975	50	Average	Moderate	2047	6300
wwManH-221	1975	50	Average	Moderate	2047	6000
wwManH-222	1975	50	Average	Moderate	2047	6000
wwManH-223	1975	50	Average	Moderate	2047	7200
wwManH-224	1975	50	Average	Moderate	2047	6300
wwManH-225	1975	50	Average	Moderate	2047	6000
wwManH-226	1975	50	Average	Moderate	2047	4900
wwManH-227	1975	50	Poor	Moderate	2037	5900
wwManH-228	1975	50	Poor	Moderate	2037	6000
wwManH-229	1975	50	Poor	Moderate	2037	6500
wwManH-230	1975	50	Poor	Moderate	2037	6500
wwManH-231	1975	50	Poor	Moderate	2037	6500
wwManH-232	1975	50	Poor	Moderate	2037	6500
wwManH-233	1975	50	Average	Moderate	2047	5500



Town of Hilliard Asset Master List						
Manholes						
Name	Install Year	Design life	Condition	COF	Condition EOL	Replacement Cost
wwManH-234	1975	50	Average	Moderate	2047	6500
wwManH-235	1975	50	Average	Moderate	2047	6500
wwManH-236	1975	50	Average	Moderate	2047	7500
wwManH-237	1975	50	Average	Moderate	2047	6500
wwManH-238	1980	50	Average	Moderate	2048	6500
wwManH-239	1980	50	Poor	Moderate	2038	6500
wwManH-240	1980	50	Average	Moderate	2048	7500
wwManH-241	1980	50	Average	Moderate	2048	6800
wwManH-242	2000	50	Poor	Moderate	2038	8500









## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: September 7, 2023

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

SUBJECT: Town Council approval of Capital Expenditures to wire Town Hall Park for electricity and provide a concrete walking path from Town Hall parking lot to the Town Hall Park.

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#### **BACKGROUND:**

Town Hall Park will be the home of many of the Town sponsored events such as Town Clean-up, Veterans Day, Tree Lighting among others. Electricity will provide for a more convenient set up of sound and lighting for the Town to enjoy. Quotes were solicited from five local electricians, two of which returned estimates. The concrete walking path quotes were solicited from three companies that pour concrete with only one returning an estimate.

#### **FINANCIAL IMPACT:**

This is not a forecasted capital item. However, from a capital perspective, Parks & Recreation has not exceeded its total budget to date.

#### **RECOMMENDATION:**

Discuss the quotes among the Council as the electric two have minor differences that may or may not affect decision as to which contractor to award work. Hubbard Electrical is the low bid, however it includes Public Works providing support of underground conduit to pavilion. Nassau Electrical is a turnkey quote which includes all underground work. The concrete quote is being provided from Jordan & Family Construction, LLC. in the amount of \$5,000.00.

**Prepared For**

Town Of Hilliard  
15859 CR 108  
Hilliard , Fl 32046

**Hubbard Electrical Contracting, LLC**

8627 Die Hard Lane  
Jacksonville, Florida 32220  
Phone: (904) 351-9722  
Email: joshhec83@gmail.com

Estimate # 442  
Date 07/19/2023  
Business / Tax # 88-1086807

**Description**

wire town hall park pole barn

Wire 100 amp subfeed to building with 24 circuit outdoor panel for future growth add 4 120 volt quad plugs 2 - 8 ft lights on each side 3 high bay lights in center and wire up and hang customer supplied out door fans also add a plug for town tree up front

<b>Subtotal</b>	\$7,000.00
<b>Total</b>	<b>\$7,000.00</b>
<b>Deposit Due</b>	<b>\$1,750.00</b>

**Notes:**

Public works to help fig ditch to building

Any additional work outside scope will be extra

\*\*\*\* HEC will donate \$1500 off bill to Town of Hilliard if we could get a sign made saying something like Hubbard Electrical Cont donated light fixtures etc

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Forms of payment are Check or Cash.

If paying with a Credit Card/PayPal there will be a 4% convenience fee added.

Payment is due upon completion of the job.

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Town Of Hilliard

**Nassau Electrical Contractors #13014922**

ITEM-9

48065 Red Hawk Lane  
Hilliard, FL 32046 US  
R.Jackson@nassauec.com  
<https://www.facebook.com/nassauelectricalcontractors>

**Estimate**

ADDRESS  
Gabe Whittenburg  
1585 West CR 108  
Hilliard, FL 32046 US

ESTIMATE 1001  
DATE 08/11/2023

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	Estimate	Nassau Electrical Contractors proposes to furnish all labor, material, permitting and equipment required to provide the following -install 100a 240v 24space MLO Nema-3 outdoor panel at new pole barn on corner closest to main panel -install 100a 240v 4wire feed under FI ground in 1.5" pvc conduit from existing main panel to new 100a sub panel in pole barn -install 4- 120v quad receptacles on dedicated circuits (1 each corner) - install 4- 8' vapor proof LED light fixtures (2 on each side)(switched with high bay lights from panel) -install 3- high bay LED light fixtures in center -install 4- customer provided ceiling fans	1	7,560.00	7,560.00

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Recommend 4 high bay lights and 3 fans, not vice versa. The fans need to mount on the braces.  
This would increase the price by \$250

TOTAL

**\$7,560.00**

Accepted By

Accepted Date

208



Jordan & Family Construction LLC.

Invoice # 1243

27260 Ohio St, Apt 48

Hilliard, FL 32046

(301) 659-0291

City of Hilliard

8-17-2023

15859 W Co. Rd 108,

Hilliard, FL 32046

Ordered by: City Hall

Scope of Work: Sidewalk and 12' by 12' cement pad .

Cement	\$ 1,685.00
(Environmental Impact Fee)	\$ 40.00
Equipment Fees	\$ 450.00
Labor	\$ 2,825.00
<hr/>	
TOTAL	\$ 5,000.00

Estimated Start Date: 8-17-2023

Estimated Completion Date: 8-25-2023

Customer Approval Signature:

Date:

Authorized Signature:

Jordan & Family Construction LLC.

Invoice # 1232

27260 Ohio St, Apt 48

Hilliard, FL 32046

(301) 659-0291

Each se

City of Hilliard 6-29-2023

15859 W Co. Rd 108,

Hilliard, FL 32046

Ordered by: R. Richards

Scope of Work: 140' sidewalk, dig out, grade, load and haul dirt and debris, pour and level each section- 5 sections, Wheelchair accessible corner

Cement 2500lb	\$ 1,295.00
(Environmental impact fee)	\$ 40.00
Material Cost	\$ 105.00
Equipment Fees	\$ 800.00
Labor	\$ 2,855.00

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TOTAL \$ 5,095.00

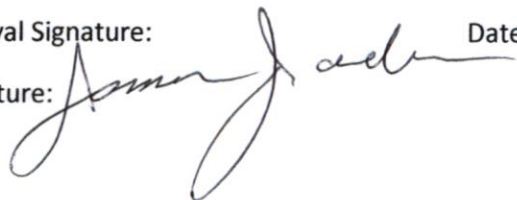
Estimated Start Date: 7-26-2023

Estimated Completion Date: 8-3-2023

Customer Approval Signature:

Date: 7-27-23

Authorized Signature:





## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: September 7, 2023

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

SUBJECT: Town Council to set a date for a Joint Workshop with the Planning & Zoning Board to discuss Pre-Application for Vacation of Alley Way for Block 166.

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#### **BACKGROUND:**

Workshop will include discussion concerning a potential Vacation of Alley for Block 166.

Suggested date and time for Joint Workshop: Tuesday, October 10th, 6:00 p.m. prior to the Planning & Zoning Board's Regular Meeting at 7:00 p.m.

The Workshop will include written invitation for all Block 166 Property owners.

Following the Joint Workshop, this item will be on the Planning & Zoning Board's agenda for a recommendation to be made to the Town Council regarding moving forward with the application process.

The Planning & Zoning Board's recommendation will then be on the Town Council's October 19, 2023, Regular Meeting agenda to move forward to Final Vacation of Alley Way Application.

#### **FINANCIAL IMPACT:**

None

#### **RECOMMENDATION:**

Town Council to set the date for a Joint Workshop with the Planning & Zoning Board.



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: September 7, 2023

FROM: *Lisa Purvis, MMC – Town Clerk*

SUBJECT: Town Council approval of the Town Clerk's recommendation to fill the Administrative Assistant Vacant Position

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#### **BACKGROUND:**

Position Process will be present at or prior to the Thursday, September 7, 2023, meeting. This position is a Grade 4.

#### **FINANCIAL IMPACT:**

TBD

#### **RECOMMENDATION:**

Town Council approval to fill the Vacant Administrative Assistant Position.



## Position Description

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

### Administrative Assistant

**Department:** Town Clerk  
**Pay Grade:** 4  
**FLSA Status:** Non-Exempt

#### JOB SUMMARY

The purpose of this classification is to provide customer service to the citizens of the Town of Hilliard under the general supervision and direction of the Town Clerk. The Administrative Assistant is entrusted with numerous and diverse duties. In addition to the required duties performed, the Administrative Assistant provides assistance and support to the Town Clerk participating in discussion and decision making in a variety of areas relating to job duties and responsibilities. Person must be able to work independently with minimal supervision.

#### ESSENTIAL JOB FUNCTIONS:

##### **Customer Service:**

- Provide customer service.
- Address citizen complaints.
- Third/Fourth to answer phone calls and greet customers in a timely and accurately manner offering assistance to customers.
- Direct complaints, correspondence and inquiries for action to various departments at the Town Clerk's request.
- Perform liaison work between the Town Council, Town Clerk, and public as may be directed.

##### **Administrative:**

- Primary with the maintaining of the Town's Official Web Site. Update and maintain with current information the Town of Hilliard Official Web Site with all Agendas, Minutes, Videos, Resolutions, Ordinances, Agreements, Capital Projects, Employment Opportunities, Special Events, Public Hearings, Meetings, Public Notices, Notice to Bidders, Request for Proposals, Department Information & Forms, Web Links, etc.
- Prepare Town meetings in Municode Meetings and assist in the preparation of the supporting documents, publish to Town's website, upload to the Town's iPads and email members regarding upcoming Town's meetings.
- Following Town meetings upload to the Town's website the meeting video.

- Prepare Town meeting minutes in Municode Meetings for approval. Once approved and signed upload to the Town's website.
- Advertisements: proof and send to the newspaper of general circulation in the Hilliard area all Town Council and Planning & Zoning Board, Public Notices & Hearings, Bids & Proposals, Employment Opportunities, and any other advertisements upon request and ensure they are published in the correct section of the newspaper.
- Advertisements: Ensure legal, classified & all other advertisements are placed on the Town's website in accordance with the rules of the Town of Hilliard Town Code for advertisements of general circulation. Once the advertisement has expired remove from the website and file.
- Advertisements: Maintain in the appropriate order all proofs of publications and keep updated and purged the Town's electronic files and hard copy files.
- Contracts & Agreements: Maintain and keep updated and purged the Town's electronic files and hard copy files.
- Maintain and keep currently updated the Town's Agendas and Minutes Books.
- Maintain and keep currently updated the Town's Resolutions Books.
- Maintain and keep currently updated the Town's Ordinances Books.
- Assist in preparing Resolutions and Ordinances for Town Council approval.
- Assist in the preparing of a monthly calendar of events/meetings.
- Assist the Town Clerk in maintaining codification of Town Ordinances with Municipal Code Corporation.
- Research and furnish data to public in accordance with the Public Records Laws.
- Conduct business with other municipalities, state and federal agencies as directed by the Town Clerk.
- Under the guidance of the Town Clerk, develops standard operating procedures and department policies.
- Monitors and stays current with technology and practices as related to the Town Clerk's Office functions.
- Assist with special projects assigned by the Town Clerk to achieve the Town's long- and short-term goals.
- Assists with records management activities including file maintenance with adherence to records retention schedule of Town records and e-mails.
- Ensure that all official Town documents are maintained in an accurate system for cross-file of Town Council actions.
- Always proof and edit all work for accuracy.
- Maintain department files for use by self and others in department.
- Prepare or follow up on requests from the Town Clerk.
- Prepare or follow up on requests from the Mayor & Town Council Members.
- Prepare or follow up on requests from the Public Works Director.
- Prepare or follow up on requests from the Parks & Recreation Director.

**Accounts Payable:**

- Verify that all invoices have been approved and signed by the appropriate person prior to input.
- Input and review all accounts payable bi-monthly, prior to Town Council meetings or at the Town Clerks direction.
- Print accounts payable register for review and signed approval by the Financial Assistant and then the Town Clerk. Following both reviews make any necessary changes.
- Print final accounts payable register and checks for review and signed approval by the

Council President, Council Pro Tem or Mayor prior to approval.

- Prepare and maintain all accounts payable reports and achieve all reports in Incode software.
- Save accounts payable report in PDF to the iPad agenda for each council meeting.
- Verify that Council President or designee has reviewed and signed accounts payable register prior to checks being mailed.
- Following approval of payables provide the Town Clerk with all check and invoice copies requested from review before payables are mailed out.
- Once accounts payables are approved by the Town Clerk and or the Town Council, mark invoice (vouchers) paid with account information, attach check stub and prepare checks for pick up and/or mailing.
- Prepare and maintain all expenditure files containing invoices (vouchers) with signed approval and check stubs attached.
- Maintain a list of annual, quarterly, monthly with 1st or 2nd accounts payable of the month paid listing with expenditure accounts.
- Maintain and keep up to date a vendor book with all vendor information.
- Maintain excel spreadsheet for all utility expenditures that are drafted from General Checking Account for review and approval. Input monthly all utility expense amounts with account numbers and service dates into spreadsheet for each Town of Hilliard, Stateline Disposal, FPL, OREMC, Windstream, AT&T, Comcast & Verizon Accounts, for expense coding, accuracy and verification.
- Input monthly petty cash reimbursements with expense account numbers, vendor name and amount into an excel spreadsheet for each Petty Cash, P&R Petty Cash & Fire Petty Cash.
- Download WEX fuel bills monthly and verify against actual vehicle receipts provided by employees. Input monthly fuel bills with vehicle numbers and service dates into an excel spreadsheet.
- Responsible for contacting the Department of Revenue annually for Town of Hilliard Per Capita Report for WWTP Reduction/Waiver Application that is due annually by January 15th & WTP Waiver.
- Responsible for submitting the Florida Department of Health of Nassau County for Swimming Pool and Splash Pad renewal inspection and license that is due annually.

#### **Payroll:**

- Scan all payroll time and leave sheets into system.
- Filing payroll time and leave sheets into payroll files.

#### **Daily Deposit:**

- Review Daily Deposits on a weekly basis for accuracy, cross reference posting on daily deposit of signed copies of checks received by mail, document on Daily Deposit credit cards received in office, through website and by phone totals.
- Document in monthly Daily Deposit Spreadsheet all deposits by account and type for balancing purposes (bank statement to general ledger). Document miscellaneous revenue on annual Miscellaneous Spreadsheet by department for general ledger balancing.

#### **Miscellaneous Duties:**

- Daily run to be done prior to 2pm - Drop deposit at bank in night drop box. If change for cash collections is needed get from drive thru window and pick up deposit slips. Pick up mail from post office daily and sort, date stamp, copy and distribute.
- Checks received must be copied, date stamped, with number of checks totaled by

date and signed off on prior to giving to Utility Department for processing. Copies of checks are to be placed with Daily Deposit.

- Monthly review and save the Code Enforcement activity report in PDF to the iPad under shared documents.
- Assist in coordination of special events/projects.
- Maintain daily journal of all tasks worked on that day for use by self and others in department.
- Ability to take on additional municipal duties as required.

**Other Duties and Responsibilities:**

- Provide backup to other staff members as needed.
- Provide backup with Business Tax Receipts as needed.
- Provide backup to Utility Department as needed.
- Provide backup to Accounts Receivable as needed.
- Provide backup to preparing the Daily Close and Deposit Procedure.
- Provide backup to Building Department as needed.
- Perform computer operation activities for other departments.

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

**MINIMUM REQUIREMENTS TO PERFORM WORK:**

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

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid State of Florida Driver's License.
- Certified Municipal Clerk (CMC) preferred or ability to obtain during employment.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of computer data entry systems and word processing applications; Windows OS, Microsoft Office Suite, or other related programs deemed necessary
- Knowledge of Florida Statutes.
- Knowledge of basic arithmetic operations.
- Skill in dealing with community groups and individuals.
- Skill in starting, stopping, operating and monitoring the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.
- Skill in verbal and written communication.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions.
- Ability to work independently with minimal supervision.
- Ability to deal courteously with the general public; establish and maintain effective relationships with employees, supervisors, administrators, and other Town personnel.
- Ability to organize and accomplish work responsibilities and tasks.



**PHYSICAL DEMANDS:**

Work consists of sedentary work, which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Tasks may involve extended periods of sitting, including time at a keyboard or workstation. Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**WORK ENVIRONMENT:**

Work is performed in a normal office environment. Essential functions are regularly performed without exposure to adverse environmental conditions.

**CONDITIONS OF EMPLOYMENT:**

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

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

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

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



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: September 7, 2023

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

SUBJECT: Town Council approval of the Town Clerk's recommendation to fill the Deputy Town Clerk Vacant Position with the Administrative Financial Assistant Position

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#### **BACKGROUND:**

Position Process will be present at or prior to the Thursday, September 7, 2023, meeting. This position is a Grade 5.

#### **FINANCIAL IMPACT:**

TBD

#### **RECOMMENDATION:**

Town Council approval to fill the Vacant Deputy Town Clerk Position with the Administrative Financial Assistant Position.



## Position Description

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

### Administrative Financial Assistant

**Department:** Town Clerk  
**Pay Grade:** 5  
**FLSA Status:** Non-Exempt

#### **JOB SUMMARY**

The purpose of this classification is to provide administrative and financial support to the Town Clerk's office under the general supervision and direction of the Town Clerk. In addition to the required duties performed, the Administrative/Financial Assistant performs difficult and specialized administrative and financial work. The Administrative/Financial Assistant is entrusted with numerous and diverse duties, participating in discussion and decision making in a variety of areas relating to job duties and responsibilities. Person must be able to work independently with minimal supervision.

#### **ESSENTIAL JOB FUNCTIONS:**

##### **Customer Service:**

- Address citizen complaints (phone & office).
- Provide customer service (phone & office).
- Third/Fourth to answer phone calls and greet customers in a timely and accurately manner offering assistance to customers.
- Direct complaints, correspondence and inquiries for action to various departments at the Town Clerk's request.
- Perform liaison work between the Town Council, Town Clerk, and public as may be directed.

##### **Administration:**

- Assist with all Town grants (CDBG, FRDAP, FDOT, USDA, FDEP).
- Assist with FEMA Projects.
- Assist with all Town contracts.
- Assist with all Town bonds and loans.
- Prepare Credit Applications and Purchase Orders for all Departments.
- Research and furnish data to public in accordance with the Public Records Laws.
- Conduct business with other municipalities, state and federal agencies as directed by the Town Clerk.

- Under the guidance of the Town Clerk, develops standard operating procedures and department policies.
- Monitors and stays current with technology and practices as related to the Town Clerk's Office functions.
- Assist with special projects assigned by the Town Clerk to achieve the Town's long- and short-term goals.
- Assists with records management activities including file maintenance with adherence to records retention schedule of Town records and e-mails.
- Ensure that all official Town documents are maintained in an accurate system for cross-file of Town Council actions.
- Always proof and edit all work for accuracy.
- Maintain department files for use by self and others in department.
- Prepare or follow up on requests from the Town Clerk.
- Prepare or follow up on requests from the Mayor & Town Council Members.
- Prepare or follow up on requests from the Public Works Director.
- Prepare or follow up on requests from the Parks & Recreation Director.

**Payroll:**

- Generate through Executime Timekeeping software and distribute employee time sheets to Town Administrators prior to pay period beginning and collect all sheets from Town Administrators following the day after the pay period ends.
- Prepare employee bi-weekly and council monthly payroll in Executime Timekeeping software.
- Prepare employee and Council payroll taxes following payroll process.
- Maintain and keep currently updated all employee payroll files with time sheets and attached leave forms.
- Maintain and keep currently updated all employee leave records and maintain employee leave in excel format for cross verification.
- Provide monthly report of all regular full-time employee gross wages for retirement payment submission.
- Prepare, submit and maintain quarterly employee payroll taxes (941) and unemployment taxes (UCT) files.
- Prepare, submit and maintain employee W-2 forms annually along with current W-4 forms for employees' personnel files.

**Financial:**

- Reconcile all bank accounts and general ledger accounts monthly.
- Assist in preparing all journal entries, balance sheets & financial statements monthly.
- Prepare Southeastern Bank credit cards journal entry spreadsheet monthly and for placement on the iPads agenda folder monthly.
- Prepare all draft utility bill journal entry spreadsheet monthly and for placement on the iPads agenda folder monthly.
- Assist in the creation and input of all capital projects monthly through Project Accounting.
- Assist with preparation of budgets & amended budgets and reports.
- Assist with preparation of Capital Improvements Plan.
- Assist with TRIM (Truth-in-Millage) Property Tax Levy process annually.
- Assist in reviewing all expenditure accounts monthly/quarterly.
- Assist in reviewing all revenue accounts monthly/quarterly.
- Assist with preparing for the Town's annual audits.
- Prepare daily log of Parks & Recreation Department deposits for monthly journal

entries to the general ledger.

- Provide Parks & Recreation Department monthly reconciled account balances.
- Merge all Direct Payables packets, adjust invoices thru excel spreadsheet for online payments for American Fidelity, Texas Life, Aflac and Retirement and account payables for FMIT submit payment.
- Merge all Direct Payables retirement packets, adjust invoices thru excel spreadsheet and prepare and maintain employee retirement including payment submittal, updating, filing and reporting.
- Prepare annually Form 1099's and mail out to contract employees and submit to the IRS with Form 1096.
- Prepare, submit and maintain the Department of Financial Services, State of Florida, Bureau of Unclaimed Property reports and support.
- Scan all bank account reconciliation items into system.

**Miscellaneous Items:**

- Review and sign for accuracy daily, all daily deposits.
- Provide back up to picking up mail from post office daily, sort, date stamp, copy and distribute. Copy checks received by mail; date stamped, counted and signed off on prior to giving to Utility Department for processing and copies of checks to be filed with Daily Deposit Reports.
- Review payables against actual invoices to confirm all invoice #'s, dates & descriptions are correct prior to giving to Town Clerk for review.
- Assist in coordination of special events/projects.
- Maintain daily journal of all major tasks worked on that day for use by self and others in department.
- Ability to take on additional municipal duties as required.

**Other Duties and Responsibilities:**

- Provide backup to other staff members as needed.
- Provide backup to Utility Department as needed.
- Provide backup to preparing the Daily Close and Deposit Procedure.
- Provide backup with Business Tax Receipts as needed.
- Provide backup to Accounts Payable as needed.
- Provide backup to Building Department as needed.
- Provide backup to Accounts Receivable as needed.
- Perform computer operation activities for other departments.

**MINIMUM REQUIREMENTS TO PERFORM WORK:**

- High school diploma or equivalent.
- Degree in Business preferred.
- Four (4) years' experience in the public sector.
- Or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid State of Florida Driver's License.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of Florida Statutes.
- Knowledge of modern office practices, procedures, and policies.
- Knowledge of computer data entry systems and word processing applications;

- Windows OS, Microsoft Office Suite, or other related programs deemed necessary
- Knowledge of basic arithmetic operations.
- Skill in dealing with community groups and individuals.
- Skill in starting, stopping, operating and monitoring the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.
- Skill in verbal and written communication.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions.
- Ability to work independently with minimal supervision.
- Ability to deal courteously with the public; establish and maintain effective relationships with employees, supervisors, administrators, and other Town personnel.
- Ability to organize and accomplish work responsibilities and tasks.

**PHYSICAL DEMANDS:**

Work consists of sedentary work, which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Tasks may involve extended periods of sitting, including time at a keyboard or workstation. Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**WORK ENVIRONMENT:**

Work is performed in a normal office environment.

**CONDITIONS OF EMPLOYMENT:**

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

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

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

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

# HILLIARD TOWN COUNCIL MEETING

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

## TOWN COUNCIL MEMBERS

Floyd L. Vanzant, Mayor  
John P. Beasley, Council President  
Kenny Sims, Council Pro Tem  
Lee Pickett, Councilman  
Jared Wollitz, Councilman  
Callie Kay Bishop, Councilwoman

## ADMINISTRATIVE STAFF

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

## TOWN ATTORNEY

Christian Waugh

## MINUTES

THURSDAY, AUGUST 17, 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      Ordinance No. 2023-04 - Dayspring Commons - Comprehensive Plan Text Amendment  
Amending the Hilliard Comprehensive Plan Policy A.1.1.3.H., to revise the description of the Institutional Future Land Use Category for applicant Douglas Adkins, Dayspring Health LLC.  
***Mayor Beasley***

Open Public Hearing  
 Call for Public Comments  
 Close Public Hearing on Ordinance No. 2023-04

Courtney Gaver, Roger Towers, P.A. applicant for owner explains what the four ordinances are for Dayspring Commons.

Following no public input motion is made to close the Public Hearing at 7:08 p.m.

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

#### **TOWN COUNCIL ACTION**

Town Council to adopt Ordinance No. 2023-04, on Second and Final Reading.

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-2

Ordinance No. 2023-05 - Dayspring Commons - Future Land Use Map Amendment

Amending the Hilliard Comprehensive Future Land Use Map from MDR, Medium Density Residential to INS, Institutional for applicant Douglas Adkins, Dayspring Health LLC.

For the following Parcel No.: 08-3N-24-2380-0024-0040; 0039-0012; 0039-0031; 0037-0020; 0024-0010; 0039-0025; and 0037-0010.

***Mayor Beasley***

Open Public Hearing  
 Call for Public Comments  
 Close Public Hearing on Ordinance No. 2023-05

Following no public input motion is made to close the Public Hearing at 7:15 p.m.

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

#### **TOWN COUNCIL ACTION**

Town Council to adopt Ordinance No. 2023-05, on Second and Final Reading.

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



ITEM-3 Ordinance No. 2023-06 - Dayspring Commons - Rezoning from R-2 to PUD  
 Rezoning from R-2 to PUD to create the Dayspring Commons Planned Unit  
 Development for applicant Douglas Adkins, Dayspring Health LLC.  
 For the following Parcel No.: 08-3N-24-2380-  
 0024-0040; 0039-0012; 0039-0031; 0037-0020; 0024-0010; 0039-0025; and  
 0037-0010.

***Mayor Beasley***

Open Public Hearing  
 Call for Public Comments  
 Close Public Hearing on Ordinance No. 2023-06

Following no public input motion is made to close the Public Hearing at 7:18 p.m.

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

**TOWN COUNCIL ACTION**

Town Council to adopt Ordinance No. 2023-06, on Second and Final Reading.

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-4 Ordinance No. 2023-09 - Amend Chapter 50 Taxation; Article III - Local Business  
 Tax  
 Amending the Town's Business Tax Rate Schedule in accordance with FS  
 205.0535(4), by increasing the rate of each classification by no greater than five  
 percent.

***Mayor Beasley***

Open Public Hearing  
 Call for Public Comments  
 Close Public Hearing on Ordinance No. 2023-09

Following no public input motion is made to close the Public Hearing at 7:20 p.m.

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

**TOWN COUNCIL ACTION**

Town Council to adopt Ordinance No. 2023-09, on Second and Final Reading.

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

ITEM-5 Ordinance No. 2023-10 - Dayspring Commons - Vacation of Right of Way  
Vacation of Right of Way for a porting of West Sixth Street for applicant Douglas Adkins, Dayspring Commons, LLC.

**Mayor Beasley**

Open Public Hearing  
Call for Public Comments  
Close Public Hearing on Ordinance No. 2023-10

Following no public input motion is made to close the Public Hearing at 7:25 p.m.

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

**TOWN COUNCIL ACTION**

Town Council to adopt Ordinance No. 2023-10, on Second and Final Reading.

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

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

Town employee and Event Coordinator, Alicia Head invites all to attend the upcoming Hilliard Action Committee Meeting that is scheduled for Monday, August 28, 2023, at 7:00 p.m.

**REGULAR MEETING**

ITEM-6 Additions/Deletions to Agenda

ITEM-12 - Add setting Budget Workshops to the Agenda.

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

ITEM-7 Town Council approval to surplus the Public Works Department's 1997 Case-580L Backhoe.

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

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-8 Town Council approval of Pool Rental Agreement between Nassau County School District and Town of Hilliard for West Nassau High School and Hilliard Middle Senior High School Swim Teams.

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

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 to set a date for a Joint Workshop with the Planning & Zoning Board to discuss Pre-Application for Vacation of Alley Way for Block 159.

***Lee Anne Wollitz - Land Use Administrator***

Motion is made to set the Joint Workshop on Tuesday, September 12, 2023, at 6:00 p.m.

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

ITEM-10 Town Council approval of the Minutes from the August 3, 2023, Regular Meeting.  
***Lisa Purvis, MMC - Town Clerk***

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

ITEM-11 Town Council approval of Holiday Designs, Payable through August 2023,  
Project Name: 18' Natural Branch Garland Tree with 4' 3D Star Town Christmas Tree in the amount of \$11,795.80.

**CAPITAL FUNDED PROJECT LUMP SUM PURCHASE AMOUNT \$11,795.80.**

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

**ADDED ITEMS**

ITEM-12 Town Council to set Budget Workshops for Thursday, September 7, 2023, at 6:00 p.m. and Thursday, September 14, 2023, at 6:00 p.m.  
Lisa Purvis, MMC - Town Clerk

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

**ADDITIONAL COMMENTS****PUBLIC**

**Town Employee and Event Coordinator, Alicia Head**, thanks the Town Council for approving the purchase of the Town Christmas Tree.

**MAYOR & TOWN COUNCIL**

**Councilman Michaels** states that he received a public records request in the form of a text message from Mr. Timothy Fisk and in the text message he asked that the following be read aloud at tonight's Town Council Meeting. Councilman Michaels then read the message aloud which was about the Town Clerk.

**Councilman Hunter** advises that he attended the Nassau County School Board Teacher's Convocation as a Councilmember representing the Town of Hilliard today. Also, that he attended the Florida League of Cities Annual Conference in Orlando and what a great learning experience it was with phenomenal speakers.

**Mayor Beasley** advises that the school was going to have an alumni cookout next Friday and would be naming the football field after Coach Paul Whittenburg "Whittenburg Field". Senator Rubio will be having office hours at Town Hall on August 23, 2023, from 10:00 to 11:30 a.m. Last that he and County Commissioner Alyson McCullough will be holding an office meeting at Town Hall on September 19, 2023, from 6:00 to 7:30 p.m.

**ADMINISTRATIVE STAFF****PRESENT**

Town Clerk, Lisa Purvis  
Assistant Public Works Director, Cory Hobbs

**ABSENT**

Public Works Director, Richie Rowe  
Parks & Recreation Director, Gabe Whittenburg – (Coaching soccer game)

**Town Clerk, Lisa Purvis**, states that she also has been in contact with Nassau County Emergency Management regarding additional grant funding for the Hurricane Shelter.

**TOWN ATTORNEY**

Defends Town Clerk Lisa Purvis against the text message that Mr. Timothy Fisk sent to Councilman Michaels.

**ADJOURNMENT**

The meeting adjourns at 7:40 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


KEELCO, INC.  
7413 New Kings Rd.  
Jacksonville, Fl 32219

# Invoice

Date	8/3/2023
Invoice #	31753
Due Date	9/3/2023

Bill To
Town of Hilliard Corey Hobbs

Vendor #	P.O. No.	Project

Item	Description	Qty	Rate	Amount
Milling	Final Grade with Skid Steer	595	1.54	916.30
Paving	2" 1 Lift Medium Duty	595	23.31	13,869.45
 9/1/23 capital street				

<b>Total</b>	\$14,785.75
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$14,785.75

KEELCO, INC.  
 7413 New Kings Rd.  
 Jacksonville, Fl 32219


# Invoice

Date	8/3/2023
Invoice #	31752
Due Date	9/3/2023

Bill To
Town of Hilliard Corey Hobbs

Vendor #	P.O. No.	Project
		Walker St. Apron

Item	Description	Qty	Rate	Amount
Milling	1 1/2" Ave. Depth Mill, Clean & Haul	110	42.31	4,654.10
Paving	1 1/2" SP 9.5 w/ tack coat	110	23.46	2,580.60

  
 9 1 23  
 Capital streets

<b>Total</b>		\$7,234.70
<b>Payments/Credits</b>		\$0.00
<b>Balance Due</b>		\$7,234.70

## WALKER STREET PAVING

	<b>BUDGET</b>	<b>ACTUAL</b>
<b>001-03-54163 - INFRASTRUCTURE</b>	<b>\$30,000.00</b>	
SURVEY	\$0.00	\$1,875.00
ENGINEERING	\$1,000.00	\$1,910.00
CULVERTS & CATCH BASINS	\$5,000.00	\$5,367.55
BASE FOR PAVING	\$3,000.00	\$8,778.23
ASPHALT PAVING	\$35,000.00	\$22,020.45
<b>ESTIMATED SUB TOTAL</b>	<b>\$44,000.00</b>	<b>\$38,076.23</b>
<b>CONTINGENCY</b>	\$1,000.00	\$0.00
<b>TOTAL PROJECT ESTIMATE</b>	<b>\$45,000.00</b>	<b><u>\$38,076.23</u></b>
		<b>AS OF AP</b>
<b>AMENDED CAPITAL BUDGET REQUEST</b>	<b>\$45,000.00</b>	<b>9/7/2023</b>
<b>EXPENDITURES</b>	<b>DATES</b>	<b>AMOUNTS</b>
<del>MANZIE &amp; DRAKE LAND SURVEYOR</del>	<del>7/1/2021</del>	<del>\$1,875.00</del>
<b>FISCAL YEAR 2021/2022</b>		
CORE & MAIN LP	10/21/2021	\$1,224.00
CORE & MAIN LP	10/21/2021	\$212.55
AMERICAN PRECAST STRUCURE	12/2/2021	\$1,274.00
AMERICAN PRECAST STRUCURE	4/7/2022	\$125.00
AMERICAN PRECAST STRUCURE	5/19/2022	\$2,532.00
MITTAUER & ASSOCIATES, INC.	6/2/2022	\$736.00
MASTER ROAD CLEAN CONCRETE	7/7/2022	\$1,527.60
FLORIDA ROADS TRUCKING,	7/7/2022	\$520.00
AFFORDABLE TREE SERVICE	7/21/2022	\$675.00
MITTAUER & ASSOCIATES, INC.	7/21/2022	\$938.00
MASTER ROAD CLEAN CONCRETE	8/18/2022	\$755.63
FLORIDA ROADS TRUCKING,	8/18/2022	\$260.00
JORDAN AND FAMILY CONSTRUCTION	9/15/2022	\$1,800.00
WHITEHOUSE RECYCLING	10/6/2022	\$1,800.00
<b>FISCAL YEAR 2022/2023</b>		<b>\$14,379.78</b>
J.B. COXWELL CONTRACTING	2/2/2023	\$1,440.00
MITTAUER & ASSOCIATES, INC.	7/6/2023	\$236.00
KEELCO, INC.	9/7/2023	\$22,020.45
		<b>\$23,696.45</b>
<b>EXPENDITURES TOTAL</b>		<b><u>\$38,076.23</u></b>
<b>CAPITAL BUDGET</b>		<b>\$45,000.00</b>
		(\$38,076.23)
<b>CAPITAL BUDGET BALANCE</b>		<b><u>\$6,923.77</u></b>