

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

AGENDA

THURSDAY, APRIL 06, 2023, 7:00 PM

NOTICE TO PUBLIC

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

PLEDGE OF CIVILITY

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

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC HEARING

ITEM-1

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

Call for Public Comment
Close First Public Hearing

TOWN COUNCIL ACTION

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

WORKSHOP

ITEM-2

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

PROCLAMATIONS

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

John P. Beasley - Mayor

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

REGULAR MEETING

ITEM-4 Additions/Deletions to Agenda

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

Lisa Purvis, MMC – Town Clerk

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

Lisa Purvis, MMC – Town Clerk

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

Lisa Purvis, MMC – Town Clerk

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

Lee Anne Wollitz – Land Use Administrator

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

Lisa Purvis, MMC – Town Clerk

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

Lisa Purvis, MMC – Town Clerk

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

Lisa Purvis, MMC – Town Clerk

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

Lisa Purvis, MMC – Town Clerk

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

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

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

ADDED ITEMS

ADDITIONAL COMMENTS

PUBLIC

MAYOR & TOWN COUNCIL

ADMINISTRATIVE STAFF

TOWN ATTORNEY

ADJOURNMENT

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

TOWN COUNCIL MEETINGS

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

PLANNING & ZONING BOARD MEETINGS

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

MINUTES & TRANSCRIPTS

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

TOWN WEBSITE & YOUTUBE MEETING VIDEO

The Town's Website can be access at www.townofhilliard.com.
Live & recorded videos can be access at www.youtube.com search - Town of Hilliard, FL.

ADA NOTICE

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

APPEALS

Pursuant to the requirements of Section 286.0105, Florida 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.

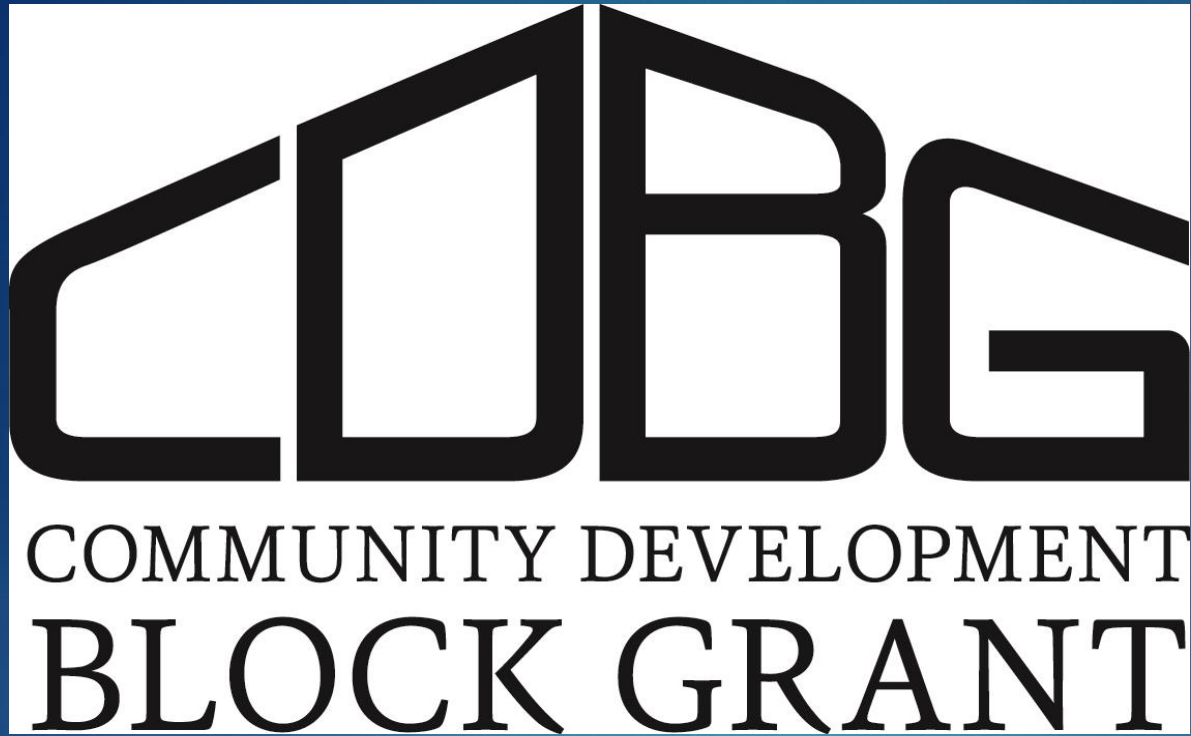
EXPARTE COMMUNICATIONS

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 |



TOWN OF HILLIARD
2022-2023 CDBG GRANT APPLICATION
FIRST PUBLIC HEARING
APRIL 6, 2023 AT 7:00 P.M.

FLORIDA DEPARTMENT OF
ECONOMIC OPPORTUNITY

Town of Hilliard

Community Development Block Grant (CDBG) Application Process

Maximum CDBG Grant Amount: \$700,000.00

CDBG Categories:

- 1. Housing Rehabilitation** – Rehab/replacement of owner occupied Low to Moderate Income (LMI) homes.
- 2. Commercial Revitalization** – Streetscape, Sidewalks, Pedestrian Malls, Building Façade work, etc. to the Downtown Commercial Area. Town/Service Area needs to be a minimum of 51% LMI
- 3. Neighborhood Revitalization-** Infrastructure items in residential LMI areas. Examples – water line repair/replacement, sewer line repair/replacement, water system improvements, sewer system improvements, paving, drainage, community center, etc. Beneficiaries must be at minimum 51% LMI for Application Threshold
- 4. Economic Development** – Provide infrastructure on Town easement/property to facilitate a new business coming into the Town or the expansion of an existing business. Business must create new long-term jobs and be included as the developer in the application. The maximum that may be applied for in this category is \$ 1,500,000.00. One full time equivalent new job must be created for each \$34,999.99 being requested

FY 2022 Income Limits Documentation System

FY 2022 Income Limits Summary

ITEM-1

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Hilliard, Florida										
FY 2022 Income Limit Area	Median Income	FY 2022 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Jacksonville FL HUD, Metro FMR Area	\$86,500	Extremely Low (30%) Income Limits	\$17,600	\$20,100	\$23,030	\$27,750	\$32,470	\$37,190	\$41,910	\$46,630
		Very Low (50%) Income Limits	\$29,300	\$33,450	\$37,650	\$41,800	\$45,150	\$48,500	\$51,850	\$55,200
		Low (80%) Income Limits	\$46,850	\$53,550	\$60,250	\$66,900	\$72,300	\$77,650	\$83,000	\$88,350

Additional Points in Application:

ITEM-1

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➤ Leverage Points:

Each \$2,000.00 of leverage results in 1 extra point in final score of the application. Maximum of 25 points or \$50,000.00. Local community can exceed \$50,000.00 towards projects but will not receive additional points for leverage over the 25 point maximum.

➤ Neighborhood Revitalization and Commercial Revitalization Projects Only:

Engineer stamped construction plans and specifications submitted with the application by the application deadline will receive an additional 50 points for being shovel ready. All permits must be submitted for prior to application submittal to obtain these points.

➤ Local Government will not be reimbursed for shovel ready design cost with CDBG funds, even if application is funded.



Steps Required in CDBG Application Process

- 1.) Appoint a Citizens Advisory Task Force (CATF)
- 2.) Advertise and hold a CATF meeting to discuss possible projects
- 3.) Advertise and hold a 1st Public Hearing. Obtain public comment and direction by Town Council to move forward on determining a project.
- 4.) Advertise and hold a Fair Housing Workshop.
- 5.) Advertise and hold a 2nd Public Hearing to finalize the application.



Open for Public Comment

DATE: March 29, 2023
 TO: Nassau County Record
 FROM: Hannah Martinez, Town of Hilliard
 RE: CDBG

ONE TIME ONLY - BLOCK/DISPLAY ADVERTISEMENT – (AS SMALL AS POSSIBLE)

PLEASE SEND AFFIDAVITS AS PROOF OF PUBLICATION ASAP TO:

Fred Fox Enterprises, Inc.	&	Town of Hilliard
P. O. Box 840338		P.O. Box 249
St. Augustine, FL 32080-0338		Hilliard, FL 32046

Any questions regarding this ad, please contact Melissa Fox at Fred Fox Enterprises, Inc. at (904) 810-5183.

FIRST PUBLIC HEARING NOTICE

The Town of Hilliard is considering applying to the Florida Department of Economic Opportunity (DEO) for a FFY 2022 Small Cities Community Development Block Grant (CDBG). If not funded under the initial 2022 cycle, this notice and meeting will be used for a subsequent 2023 cycle.

The Town is eligible to apply for up to Seven Hundred Thousand Dollars (\$700,000.00) in the neighborhood revitalization, commercial revitalization, and housing rehabilitation categories and up to one million five hundred thousand dollars (\$1,500,000.00) in the economic development category. Construction activities funded through the CDBG program must meet one of the following National Objectives:

1. To benefit low- and moderate-income persons.
2. To aid in the prevention or elimination of slums or blight; or
3. To meet other community development needs of recent origin having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and where other financial resources are not available to meet such needs.

The categories of activities for which these funds may be used are in the areas of housing, neighborhood revitalization, commercial revitalization or economic development and include such improvement activities as acquisition of real property, loans to private-for-profit business, purchase of machinery and equipment, construction of infrastructure, rehabilitation of houses and commercial buildings and energy conservation. Additional information regarding the range of activities that may be undertaken will be provided at the public hearing. For each activity that is proposed, at least 70% of the funds must benefit low and moderate income persons.

In developing an application for submission to DEO, the Town of Hilliard must plan to minimize displacement of persons as a result of planned CDBG activities. In addition, the Town of Hilliard is required to develop a plan to assist displaced persons.

A Public Hearing to receive citizen views concerning the community's economic and community development needs will be held at the Town of Hilliard on Thursday, April 6, 2023, at 7:00 p.m. For information concerning the Public Hearing contact Ms. Lisa Purvis, Town Clerk, Town of Hilliard, 15859 West CR 108, Hilliard, Florida 32046, (904) 845-3555.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this Public Hearing is asked to advise the agency at least 48 hours-before the Public Hearing by contacting: Ms. Purvis at (904) 845-3555 or by e-mail at lpurvis@townofhilliard.com. If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1(800)955-8771 (TDD) or 1(800)955-8770 (Voice).

A Fair Housing/Equal Opportunity/Handicap Accessible Jurisdiction.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 6, 2023

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

SUBJECT: 2022 Small Cities Community Development Block Grant (CDBG)
Town Council action regarding staff recommendation of continuing Water Main Extension and Replacement.

BACKGROUND:

The Town received 2015 CDBG Funding for Water Main Extension and Force Main Replacement totaling \$700,000.

Total Grant \$ 697,084.19
Total Town \$ 355,793.24
Total Project \$1,052,877.43

The Town received 2018 CDBG Funding for Water Main Extension and Lift Station Generator totaling \$700,000.

Total Grant \$ 699,999.69
Total Town \$ 182,564.70
Total Project \$ 882,564.39

Staff recommend continuing the Water Main Extension from West Fourth Avenue between Ohio Street and Georgia Street as far North as funding will permit.

FINANCIAL IMPACT:

The Town would need to commit matching funds of at least \$50,000.

RECOMMENDATION:

The Town Council approve the application for 2022 Small Cities Community Development Block Grant (CDBG) and if not funded under the initial 2022 cycle, to apply in the subsequent 2023 cycle and for the Town to approve committing matching funds, in the amount \$50,000.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 6, 2023

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

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

BACKGROUND:

Melissa Fox with Fred Fox Enterprises, Inc. provides the Town and Public with information on the Fair Housing Act, HUD (Housing and Urban Development), which is part of the CDBG application process.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

For information and educational purposes only as part of the CDBG application process.

FAIR HOUSING



Equal Opportunity for All

Fair Housing Act: What Does it Do?

ITEM-2

2

42 U.S.C. Prohibits discrimination in housing-related transactions, including the sale, rental, or financing of dwellings. Discrimination includes refusing to rent to someone, steering someone away to a particular type of housing or neighborhood, enacting zoning measures to exclude particular groups etc., because of membership in a protected class.



Protected Classes

- ▶ Race
- ▶ Color
- ▶ Religion
- ▶ National Origin
- ▶ Sex
- ▶ Familial status
(including children under the age of 18 living with parents or legal custodians; pregnant women and people securing custody of children under 18)
- ▶ Disability



What is Prohibited?

No one may take any of the following actions based on race, color, religion, sex, disability, familial status, or national origin:

- Refuse to rent or sell housing
- Refuse to negotiate for housing
- Set different terms, conditions or privileges for sale or rental of a dwelling
- Falsely deny that housing is available for inspection, sale or rental
- For profit, persuade, or try to persuade homeowners to sell or rent dwellings by suggesting that people of a particular race, age, sex, etc. have moved, or are about to move into the neighborhood or
- Deny any person access to, membership or participation in, any organization, facility or service related to the sale or rental of dwellings

Housing Protection for Families with Children

ITEM-2

5

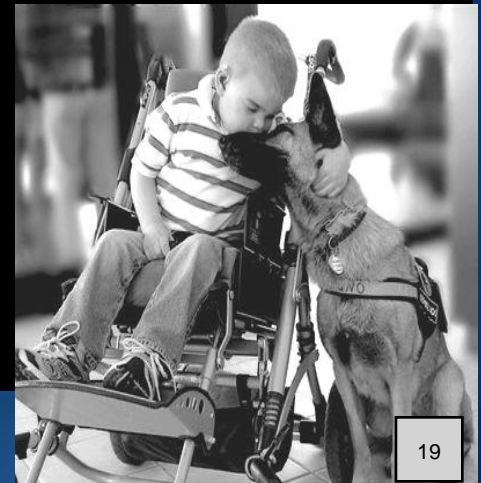
It is unlawful to discriminate against a person whose household includes one or more children who are under 18 years of age “Familial Status” in which one or minor children live with a parent or legal custodian.



Additional Protection If You Have a Disability

- Have a physical or mental disability (including hearing, mobility and visual impairments, cancer, chronic mental illness or HIV/AIDS) that substantially limits one or more major life activities; or
- Are regarded as having such a disability, a housing provider may not:
 - Refuse to let you make reasonable modifications to your dwelling at your expense (a landlord may permit changes only if you agree to restore the property to its original condition when you move.)

Example: A building with a “no pets” policy must allow a visually impaired tenant to keep a guide dog.



What Housing is Exempt?

- **The Federal Fair Housing Act exempts owner-occupied buildings with no more than four units and single-family housing sold or rented without the use of a broker.**
- **Senior Housing Exemption- exempts some senior housing facilities and communities from liability for familial status discrimination.**
 - ❖ **Provided under any State or Federal program that HUD has determined to be specifically designed and operated to assist elderly persons or**
 - ❖ **Intended for, and solely occupied by persons 55 or 62 years of age or older.**

If You Think Your Rights Have Been Violated, you can contact the following:

FLORIDA COMMISSION ON HUMAN RELATIONS

Phone: (850) 488-7082

Toll-Free: 1-800-342-8170

Website: <http://fchr.state.fl.us>



US DEPT OF HOUSING AND URBAN DEVELOPMENT SOUTHEAST REGIONAL OFFICE:

(Complaints_office_04@hud.gov)

Five Points Plaza

40 Marietta Street, 16th Floor

Atlanta, GA 30303-2808

Phone: (404) 331-5140

Toll-Free: 1-800-440-8091 x2493

US DEPT OF HOUSING AND URBAN DEVELOPMENT

Office of Fair Housing and Equal Opportunity

451 7th Street, S.W., Room 5204,

Washington, DC 20410-2000

Phone: 1-800-669-9777

* TTY 1-800-927-9275

Website: www.hud.gov/fairhousing



What you will need to provide:

- Your name and address
- The name and address of the person your complaint is against(the respondent)
- The address or other identification of the housing involved
- A short description of the alleged violation (the event that caused you to believe your rights were violated)
- The date(s) of the alleged violation.

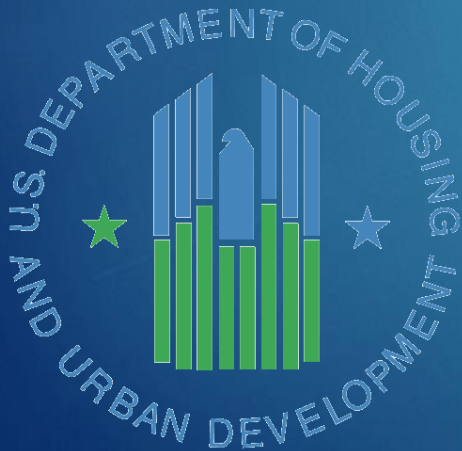
Your local ordinance includes steps and time limits in which complaints must be submitted and responses must be provided.

What Happens When You File A Complaint?

- The office receiving the complaint will notify the person filing the complaint and the alleged violator (respondent) of the filing of your complaint and allow the respondent time to submit a written answer to the complaint.
- Investigate your complaint and determine whether there is reasonable cause to believe that the respondent violated the Fair Housing Act.
- Notify you and the respondent if HUD cannot complete its investigation within 100 days of filing your complaint and provide reason for the delay.

Fair Housing Act Conciliation: During the complaint investigation, HUD is required to offer you and the respondent the opportunity to voluntarily resolve your complaint with a Conciliation Agreement.

ANY
QUESTIONS
?



DATE: March 29, 2023
 TO: Nassau County Record
 FROM: Hannah Martinez, Town of Hilliard
 RE: Fair Housing Workshop

ONE TIME ONLY – BLOCK DISPLAY ADVERTISEMENT – (AS SMALL AS POSSIBLE)

PLEASE SEND AFFIDAVITS AS PROOF OF PUBLICATION ASAP TO:

Fred Fox Enterprises, Inc.	&	Town of Hilliard
P. O. Box 840338		P.O. Box 249
St. Augustine, FL 32080-0338		Hilliard, FL 32046

Any questions regarding this ad, please contact Melissa Fox at Fred Fox Enterprises, Inc. at (904) 810-5183.

FAIR HOUSING WORKSHOP

The Town of Hilliard is a fair housing advocate. The Town is holding a workshop to explain the Fair Housing Ordinance for all of the protected classes (race, color, familial status, handicap, national origin, religion and sex). The public is invited to attend.

The workshop is scheduled for Thursday, April 6, 2023, at 7:00 p.m., or as soon thereafter as possible, at the Town of Hilliard Town Hall located at 15859 West CR 108, Hilliard, Florida.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this workshop is asked to advise the agency at least 48 hours-before the workshop by contacting: Ms. Lisa Purvis, Town Clerk at (904) 845-3555 or by e-mail at lpurvis@townofhilliard.com. If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1(800)955-8771 (TDD) or 1(800)955-8770 (Voice).

**A PROCLAMATION OF THE TOWN OF HILLIARD
DESIGNATING APRIL 2023 AS
“WATER CONSERVATION MONTH”
IN THE TOWN OF HILLIARD**

WHEREAS, water is a basic and essential need of every living creature; and

WHEREAS, The State of Florida, Water Management Districts and the Town of Hilliard are working together to increase awareness about the importance of water conservation; and

WHEREAS, the Town of Hilliard and the State of Florida has designated April, typically a dry month when water demands are most acute, Florida’s Water Conservation Month, to educate citizens about how they can help save Florida’s precious water resources; and

WHEREAS, the Town of Hilliard has always encouraged and supported water conservation, through various educational programs and special events; and

WHEREAS, every business, industry, school and citizen can make a difference when it comes to conserving water; and

WHEREAS, every business, industry, school and citizen can help by saving water and thus promote a healthy economy and community; and

WHEREAS, leak prevention is commonly thought to be the first step in conserving water, the Town of Hilliard will encourage citizens and businesses to focus on fixing leaks;

NOW, THEREFORE, be it resolved that by virtue of the authority vested in me John P. Beasley as Mayor, of the Town of Hilliard, do hereby proclaim the month of April as

Water Conservation Month

The Town of Hilliard, Nassau County, Florida is calling upon each citizen and business to help protect our precious resources by practicing water-saving measures and becoming more aware of the need to save water. **For this, the 25th year of Water Conservation Month, there will be a special focus on fixing leaks and all forms of water loss.**

John P. Beasley, Mayor

Date

Lisa Purvis

From: Douglas Conkey <DConkey@sjrwmd.com>
Sent: Monday, February 27, 2023 3:22 PM
To: Lisa Purvis
Subject: water conservation proclamation
Attachments: 2023 Sample_Proclamation_WC month.doc

Lisa,

I hope all is well. 2023 is the 25th Anniversary since April was established as Water Conservation Month in Florida. We have made great strides toward understanding the impacts of water efficiency and water conservation programs. Attached is a sample proclamation.

I look forward to celebrating with you this wonderful recognition. More than ever, water conservation is becoming more critical across our great state. The theme this year is leak detection. Many thanks for your support.

Douglas Conkey

Intergovernmental Coordinator

Governmental Affairs Program

St. Johns River Water Management District

7775 Baymeadows Way, Suite 102, Jacksonville, FL 32256

Office: [\(904\) 730-6287](tel:9047306287)

Email: dconkey@sjrwmd.com

Website: www.sjrwmd.com

Connect with us: [Newsletter](#), [Facebook](#), [Twitter](#), [Instagram](#), [YouTube](#), [Pinterest](#)



www.sjrwmd.com/ePermit

We value your opinion. Please take a few minutes to share your comments on the service you received from the District by clicking this [link](#)

Notices

- Emails to and from the St. Johns River Water Management District are archived and, unless exempt or confidential by law, are subject to being made available to the public upon request. Users should not have an expectation of confidentiality or privacy.
- Individuals lobbying the District must be registered as lobbyists (§112.3261, Florida Statutes). Details, applicability and the registration form are available at <http://www.sjrwmd.com/lobbyist/>



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 6, 2023

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

SUBJECT: Town Council approval of Capital Direct Purchase of Carpet for the Town Hall Chambers Renovation Project.

BACKGROUND:

The Town Council approved the Capital Budget request for the Town Hall Council Chambers Renovation Project following the completion of the Town Hall Office Renovation Project.

During the Town Hall Renovation Project, the carpet was part of the General Contractor's scope of work and the carpet had been ordered prior to knowing that the vendor Mannington Commercial was a Sourcewell approved vendor, which are Cooperative Purchasing Advantages that serves government, education & nonprofit organizations with a cooperative purchasing program that manages solicitation requirements and offers a network of awarded contracts.

Therefore, I would like to remove the carpet, materials, and installation from the General Contractor's scope of work and purchase the carpet directly from the vendor, tax exempt. Also, the carpet has an 8-to-12-week delivery delay, and this would ensure that the material was on site before the project begins.

FINANCIAL IMPACT:

The carpet only cost \$17,133.28.

RECOMMENDATION:

The Town Council approval to purchase the carpet only directly from Mannington Commercial, a Sourcewell approved vendor and tax exempt in the amount of \$17,133.28.

Mannington®

COMMERCIAL

1844 US Hwy 41 SE
Calhoun, GA 30701

Esti ITEM-5

Acct # 404
For: **Fax**

Job Site:

Town of Hilliard
15859 West County Road 108
Hilliard, FL 32406

Quote #
5312
Customer PO
P-521714
Contract #
30161700-20-
Date
10/27/2022
Sales Person1
Material Only
Designer

Type	Quantity	Product Description Labor Description	Color / Item Number Room	Price	Total
Carpet Tile					
<i>Materials</i>	400 SqYd	Color Anchor 18"x36" Infinity II tile	Tinker 14527	\$41.18	\$16,472.00
Adh/Sundries					
<i>Materials</i>	4 Each	Infinity 2 Adhesive, 4 Gallon	443639	\$165.32	\$661.28

Information	Total
Ship to: Vanzant Flooring 553027 US Hwy 1 Hilliard, FL 32046	
Labor	
Materials	\$17,133.28
Contract Total	\$17,133.28
Sales Tax	
Grand Total	\$17,133.28
Deposit	
Date	Ck#

1. Price includes material & labor of flooring products listed above during normal business hours, unless otherwise noted.
2. Extensive floor preparation may be necessary due to unforeseen conditions of the subfloor. Should any unforeseen conditions arise on the job, you will be notified immediately and an estimate for the additional work can be prepared.
3. Any work not reflected in the above scope of work is not included, and will require a signed change order.
4. Moving of retail merchandise/displays not included.

All sales of Mannington Mills, Inc. products are governed by Mannington's General Terms and Conditions for the Sale of Flooring Products which can be accessed at www.manningtoncommercial.com

EXCLUSIONS: Protection of new flooring, major floor prep, moisture/asbestos abatement or testing.

Purchase Orders need to be made out to Mannington Commercial

Buyer _____ Date _____
Seller _____ Date _____

RECEIVED

OCT 28 2022

TOWN OF HILLIARD



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 6, 2023

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

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

BACKGROUND:

On January 11, 2023, the Town presented several legislative requests at the Nassau Delegation Public Hearing before Representative Dean Black and Senator Clay Yarbrough.

The Town was recently invited by the Nassau County Economic Development Board to participate in Rural Counties Days 2023 at the Capital. This would be a great opportunity for the Town Officials to meet legislators and promote the Town's legislative requests.

A bus has been secured for the Town to use to transport those wishing to participate. The event is being held on Wednesday, April 26, 2023. We will need to leave early to arrive in Tallahassee prior to the kick-off of the event that starts at 10:00 a.m. and ends at 2:00 p.m.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Town Council to all wish to participate in this event and to discuss the details of the event.

Lisa Purvis

From: Stephanie Knagge <Stephanie@nassauflorida.com>
Sent: Friday, January 27, 2023 11:27 AM
To: Stephanie Knagge; Lisa Purvis
Subject: Fw: Reminder: Rural Counties Days 2023!

Here is the info on Rural County Days.

We have purchased a booth and you are all welcome to share it or if you want your own booth, it would be \$750. The DoubleTree was booked up, so we will be staying at the Aloft Downtown for \$200 a night. Right now, there are 5 going from our Board, and the Callahan Mayor is attending. The more the merrier!



Stephanie Knagge
Administrative Coordinator
Nassau County Economic Development Board

Phone: 904-225-8878
Web: www.nassauflorida.com
Address: 76346 William Burgess Blvd.,
Yulee FL 32097

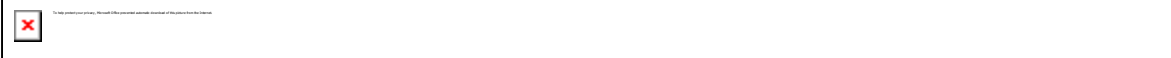
Disclaimer: According to Florida Public Records Law, email correspondence to and from the Nassau County Economic Development Board, including email addresses and other personal information, is public record and must be made available to the public and media upon request, unless otherwise exempted by the Public Records Law. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

From: Rural Counties Day <announcements@iog.fsu.edu>
Sent: Friday, January 13, 2023 9:04 AM
To: Stephanie Knagge <Stephanie@nassauflorida.com>
Subject: Reminder: Rural Counties Days 2023!

Rural Counties Days 2023



Florida State Capitol Courtyard - Tallahassee, Florida
April 25 & 26, 2023



Mark Your Calendars for the 2023 Rural Counties Days in Tallahassee!

Based on the tremendous success of previous Rural Counties Day annual events and feedback from participating counties, 2023's event will have many additional rural counties which realize the great opportunity to showcase their county's assets. This event was initiated and continues to be spearheaded by the Honorable Representative Bobby Payne (District 19) to highlight the unique benefits, offerings, and the importance of our Rural Counties to the overall economic success of Florida.

We encourage all 32 Rural Counties to attend & participate!

Agenda

April 25, 2023

Legislative Reception at the **DoubleTree by Hilton-Downtown**
101 S. Adams Street - Tallahassee, FL 32301
6:00 p.m. to 8:00 p.m.

April 26, 2023

Rural Counties Day Booth Event
Courtyard Setup Begins at 7:00 a.m. on the Capitol Plaza Courtyard
10:00 a.m. - 2:00 p.m. EDT

Rural Counties Day Legislative Networking Reception

April 25, 2023 | 6:00 p.m. - 8:00 p.m. EDT
Registration: Reception Reservations \$35 per Ticket Paid in Advance

Join us for an evening of networking with our state legislators, key officials, and other dignitaries to express our appreciation for their hard work and advocacy to improve economic development opportunities and quality of life issues of rural Florida. The reception will be held at the **DoubleTree Hotel**.

Rural Counties Day Legislative Networking Reception

Deadline to Register: Friday, March 31, 2023

Rural Counties Day Booth Event

April 26, 2023 | 10:00 a.m. - 2:00 p.m. EDT
(Courtyard Setup Begins at 7:00 a.m.)

Rural Counties Day registration includes:

- County booth display
- Legislator and State Agencies' staff networking

- Fish-fry in the Florida State Capitol Plaza Courtyard

Display area reservations will be made upon your county's contribution of \$750 on a first come, first serve basis. Make County contributions payable by check to:

Rural Counties Day
3200 Commonwealth Blvd., Suite 7
Tallahassee, FL 32303

Rural Counties Day Booth Event

Sponsorship Opportunities Are Now Available!

Sponsor Today!

Need a Hotel Room While in Tallahassee?

Click the button below to view a list of hotels located close to downtown.

Downtown Tallahassee Hotels

For more information, please contact [Jenny Anderson](#) or [Diane Scholz](#).

Rural Counties Days

3200 Commonwealth Blvd. Suite 7
Tallahassee, FL 32303

rcd@iog.fsu.edu | (850) 487-1870 | [Like us on Facebook](#)

Rural Counties Day | 3200 Commonwealth Blvd, Suite7, Tallahassee, FL 32303

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AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 6, 2023

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

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

BACKGROUND:

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

An initial workshop was held on December 15, 2022, with the Town Attorney and Town Auditor both present. Since, the Town Attorney has had discussions with DMS regarding the Town receiving a waiver from the penalties. A second workshop is being requested to discuss a finalized resolution to the compliance audit. Once the workshop is held the item can be placed on the agenda for a decision of the Town Council.

FINANCIAL IMPACT:

To be determined.

RECOMMENDATION:

The Town Council to agree to setting a second workshop to review and discuss the compliance audit conducted by the Department of Management Services.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 06, 2023

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

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

BACKGROUND:

We have been contacted by a local developer that is interested in adding an apartment complex to a parcel on Cosmos trail in Hilliard. This parcel is not located within the Town limits and the developers are interested in Annexation to gain access to Town utilities. For the parcel to qualify for annexation they will need to have a neighbor Annex along with them to maintain contiguous land within the boundary of the Town.

They have reached out to the owners of the Winn Dixie property and business. The “Winn Dixie” group would like a letter from the Town stating support for their annexation if they chose to apply.

They would like to set a Joint Workshop with Town Council and the Planning and Zoning board to present the project and receive feedback.

FINANCIAL IMPACT:

None

RECOMMENDATION:

Town Council to instruct the Land Use Administrator or the Town Clerk to write and send a letter of support for the potential Annexation application for the Winn Dixie Property. Also, set a date for a workshop to hear from the developer of Cosmos Trail concerning the project.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 6, 2023

FROM: *Lisa Purvis, MMC – Town Clerk*

SUBJECT: Town Council review and approval of the introduction of Ordinance No. 2023-01, Enact a process for the Vacation of Public Right-of-Ways within the Town Limits and set for First Reading at the April 20, 2023, Regular Meeting.

BACKGROUND:

Following several workshops it was determined that the Town could utilize the Certified Value provided by the Nassau County Property Appraiser's Website. Utilizing the assessed value on the adjacent property to the requested vacation of right-of-way, to provide a consistent method for the final application cost calculation. Town Attorney has reviewed and finalized his draft of the ordinance.

See backup for final application cost projections.

FINANCIAL IMPACT:

The financial impact will be to requesting applicant.

RECOMMENDATION:

Town Council to determine if the Certified Market or Assessed Value or percentage thereof will be used in determining final application cost.

ITEM-9 – Agenda Item Report (BACKUP)

Ordinance No. 2023-01 - Vacation of Public Right-of-Ways
 Final Application costs Samples based on Nassau County Property Appraiser

Sample Property Appraiser's Information 2022 Certified Values:

SAMPLE #1

Property 15 Lots - $25 \times 125 = 46,875$ square feet
 Alley Way $300 \times 25 = 7,500$ square feet

Market Value	$\$112,500. / 46,875 = \2.40
Assessed Value	$\$39,140. / 46,875 = \0.83
County Taxable Value	$\$39,140. / 46,875 = \0.83

Market Value projected cost - $7,500 \times 2.40 = \$18,000.00$
 Assessed Value projected cost - $7,500 \times .83 = \$6,225.00$

SAMPLE #2

Property 8 Lots - $25 \times 125 = 25,000$ square feet
 Alley Way $300 \times 25 = 7,500$ square feet

Market Value	$\$187,525. / 25,000 = \7.50
Assessed Value	$\$103,765. / 25,000 = \4.15
County Taxable Value	$\$53,768. / 25,000 = \2.15

Market Value projected cost - $7,500 \times 7.50 = \$56,250.00$
 Assessed Value projected cost - $7,500 \times 4.15 = \$31,125.00$
 County Taxable Value projected cost - $7,500 \times 2.15 = \$16,125.00$

PROPERTY INFORMATION

Parcel Number 08-3N-24-2380-0166-0010

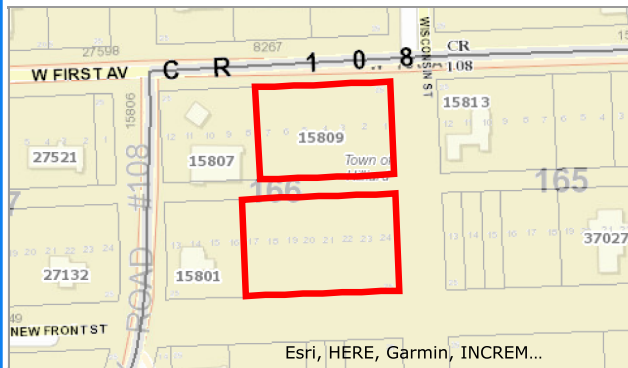
Owner Name JONES URSULA
 Mailing Address 27207 POND DRIVE
 HILLIARD, FL 32046
 Location Address 15809 CR 108
 HILLIARD 32046
 Tax District 003 - HILLIARD
 Milage 15.8365
 Homestead No
 Property Usage VACANT COM 001000
 Deed Acres 0
 Short Legal BLOCK 166 LOTS 1 TO 7 17 TO 24 PT OF OR 389 PG 270 TOWN OF HILLIARD

2022 Certified Values

Land Value	\$112,500
(+) Improved Value	\$0
(=) Market Value	\$112,500
(-) Agricultural Classification	\$0
(-) SOH or Non-Hx* Capped Savings	\$73,360
(=) Assessed Value	\$39,140
(-) Homestead	\$0
(-) Additional Exemptions	\$0
(=) School Taxable Value	\$112,500
(-) Non-School HX & Other Exempt Value	\$0
(=) County Taxable Value	\$39,140

Note - *10% Cap does not apply to School Taxable Value

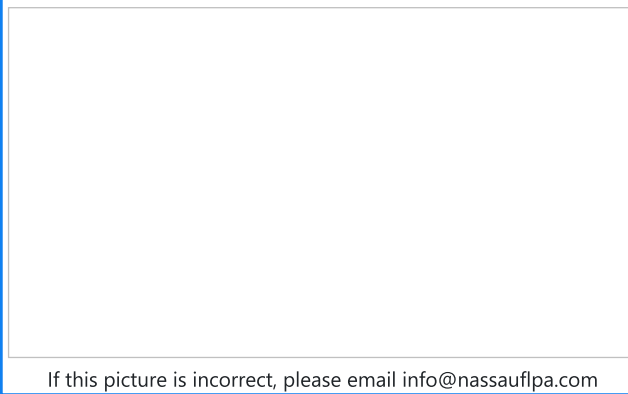
PARCEL MAP



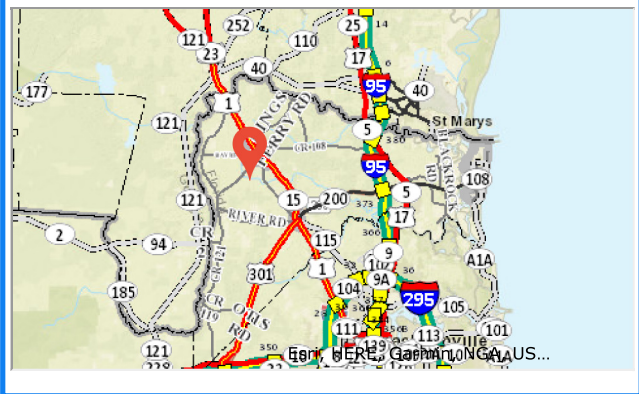
2021 AERIAL MAP



PROPERTY PHOTO



LOCATION MAP



BUILDING INFORMATION

Type	Total Area	Heated Area	Bedrooms	Baths	Primary Exterior	Secondary Exterior	Heating	Cooling	Actual Year Built
------	------------	-------------	----------	-------	------------------	--------------------	---------	---------	-------------------

MISCELLANEOUS INFORMATION

Description	Dimensions L X W	Units	Year Built
-------------	------------------	-------	------------

Sale Date	Book Page	Price	Instr	Qual	Imp	Grantor	Grantee
-----------	-----------	-------	-------	------	-----	---------	---------

SALES INFORMATION

1983-06-01	389 / 270	\$100	MS	U	Y
1979-12-01	306 / 138	\$8,000	WD	Q	N

ITEM-9

PROPERTY INFORMATION

Parcel Number 08-3N-24-2380-0195-0130

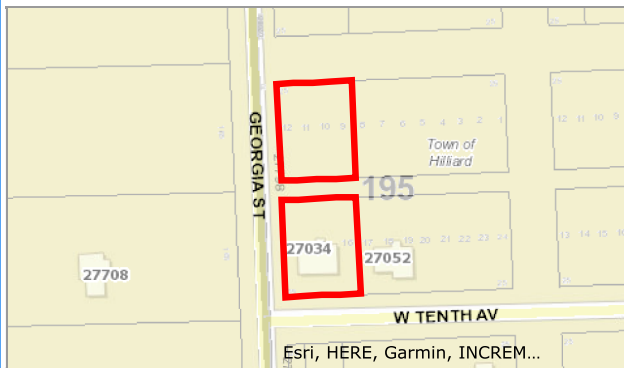
Owner Name AVINGER EVERHART C & JONIE G
 Mailing Address 27034 WEST 10TH AVE
 HILLIARD, FL 32046
 Location Address 27034 TENTH AVE W
 HILLIARD 32046
 Tax District 003 - HILLIARD
 Milage 15.8365
 Homestead Yes
 Property Usage SINGLE FAM 000100
 Deed Acres 0
 Short Legal BLK 195 LOTS 9,10,11,12,13,14, 15 & 16 IN OR 1388/340 & OR 1714/383

2022 Certified Values

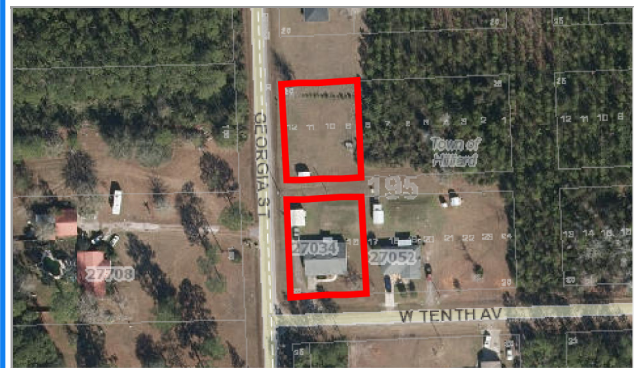
Land Value	\$60,000
(+) Improved Value	\$127,525
(=) Market Value	\$187,525
(-) Agricultural Classification	\$0
(-) SOH or Non-Hx* Capped Savings	\$83,757
(=) Assessed Value	\$103,768
(-) Homestead	\$25,000
(-) Additional Exemptions	\$0
(=) School Taxable Value	\$78,768
(-) Non-School HX & Other Exempt Value	\$25,000
(=) County Taxable Value	\$53,768

Note - *10% Cap does not apply to School Taxable Value

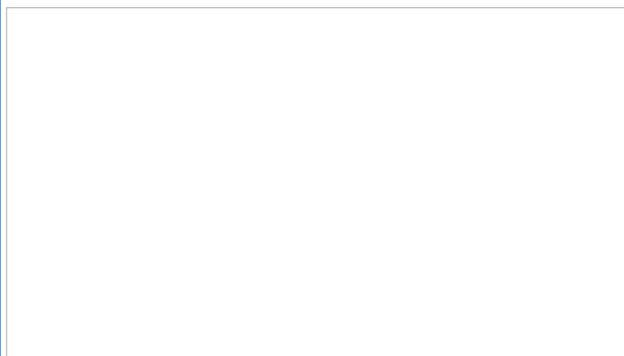
PARCEL MAP



2021 AERIAL MAP

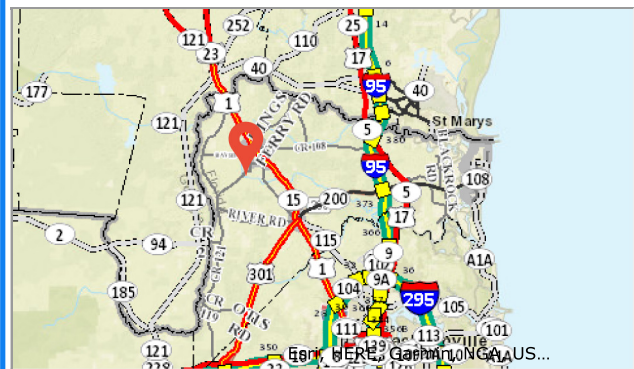


PROPERTY PHOTO



If this picture is incorrect, please email info@nassaufpa.com

LOCATION MAP



BUILDING INFORMATION

Type	Total Area	Heated Area	Bedrooms	Baths	Primary Exterior	Secondary Exterior	Heating	Cooling	Actual Year Built
SINGLE FAM	2034	1416	3	2	HARDIE BRD		AIR DUCTED	FORCED AIR	2005



MISCELLANEOUS INFORMATION

Description	Dimensions L X W	Units	Year Built
CONCRETE A	0 X 0	336	2005

SALES INFORMATION

Sale Date	Book Page	Price	Instr	Qual	Imp	Grantor	Grantee
2006-02-09	1388 / 340	\$100	WD	U	Y	CAIN CONSTRUCTION COMPANY INC	AVINGER EVERHART & JONIE G
2005-09-22	1351 / 1971	\$116,000	WD	Q	Y	CAIN CONSTRUCTION COMPANY INC	AVINGER EVERHART C & JONIE G
2005-05-04	1314 / 1134	\$7,000	WD	U	N	PURVIS CLARK	CAIN CONSTRUCTION COMPANY INC
2005-05-04	1314 / 1132	\$18,000	WD	U	N	BUNT MICHAEL	PURVIS CLARK
2004-06-22	1239 / 1859	\$6,000	CT	U	N	CLERK OF COURT	BUNT MICHAEL
1992-10-22	668 / 1466	\$100	QC	U	N	SPEAL BARBARA W	COURSON ROBT II & J
1992-10-08	668 / 15	\$100	QC	U	N	SPEAL BARBARA W	COURSON ROBT II
1989-09-27	580 / 74	\$100	WD	U	Y	HEINEMANN KELLIE A	SPEAL BARBARA W
1986-04-18	487 / 889	\$8,000	WD	U	N	FRANKLIN D W SR	HEINEMANN KELLIE A
1985-11-01	474 / 553	\$1,500	MS	U	N		

ORDINANCE NO. 2023-01

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

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

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

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

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

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

“Sec. 46-7. Right-of-way vacations.

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

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

(b) *Review Procedures.*

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

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

- i. That the request is in conjunction with a new development, redevelopment, or new use of the property;
- ii. That the request is in the “public interest” (defined as something that benefits the public as a whole, not just a singular property owner – such as increasing size of property);
- iii. That the request will not adversely affect surrounding property owners; and
- iv. That the request conforms with utility company regulations by providing a letter from each utility company stating they approve or disapprove the vacate.

2. *Board review.* Applications to vacate a public right-of-way shall be reviewed by the Planning and Zoning Board and the Town Council according to the criteria provided in this section, with notice of the board hearings provided in accordance with law and this article. The Planning and Zoning Board’s review shall be a recommendation to the Town Council. Prior to the public hearing before the Planning and Zoning Board, the application shall be reviewed by the Land Use Administrator in accordance with the development plan review process as stated in Section 46-7.

3. *Fees.* The application shall be accompanied by a fee, which amount shall be determined by a fee schedule passed by a resolution of the Town Council. Any fees incurred by the Town in order to process the application, including advertising, mailing, and legal fees, shall also be charged to the applicant and be payable prior to any vacating of the right-of-way being recorded or final.

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

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

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

(d) *Notice requirements.*

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

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

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

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

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

Kenneth A. Sims, Jr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor



AGENDA ITEM REPORT TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 6, 2023

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

SUBJECT: Town Council review and approval of the introduction of Ordinance No. 2023-02, Amending Chapter 58 Utilities Code and set for First Reading at the April 20, 2023, Regular Meeting.

BACKGROUND:

The Town discovered in raising its water and sewer rates that the Town's Charter states that the regulation of utilities rates must be done by Ordinance and the Town's Utilities Code states that all fees are by Resolution.

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

Tap Fees will no longer state that 60' of standard service connection shall be included in all approved tap-ins. The current water and sewer tap-in fees correctly identify the 60' of standard line. As follows:

Water single short being on the same side of the road and Water single long being on the opposite side of the road.

Sewer single service and Sewer double service.

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

FINANCIAL IMPACT:

None.

RECOMMENDATION:

The Town Council to review and approve to proceed with Ordinance No. 2023-02.

ORDINANCE NO. 2023-02

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

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

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

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

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

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

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

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

Section 1.

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

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

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

Section 2.

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

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

Section 3.

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

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

Section 4.

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

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

construction cost index. Notwithstanding anything to the contrary herein, any such rate increase shall be subject to approval or adjustment by the town council by ordinance. ~~resolution~~.

Section 5.

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

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

Kenneth A. Sims, Jr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

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



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 6, 2023

FROM: *Lisa Purvis, MMC – Town Clerk*

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

BACKGROUND:

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

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

FINANCIAL IMPACT:

None.

RECOMMENDATION:

The Town Council to review and approve to proceed with Resolution No. 2023-07.

RESOLUTION NO. 2023-07

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

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

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

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

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

Kenneth A. Sims
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

Town of Hilliard

Cross-Connection Control Program

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

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

FORWARD

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

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SECTION I INTRODUCTION

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

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

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

1.1 Purpose

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

1.2 Legal Authority

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

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

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

1.3 Causes of Backflow

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

Back siphonage

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

The principal causes of back siphonage are:

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

Backpressure

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

The principal causes of backpressure are:

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

SECTION 2 OBJECTIVES

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

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

SECTION 3 RESPONSIBILITY

3.1 Water Purveyor

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

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

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

3.2 Building Official

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

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

The Plumbing Official's authority begins at the point of service (the downstream or consumer's side of the meter) and carries throughout the entire length of the site.

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

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

3.3 Consumer

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

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

3.4 Backflow Prevention Assembly Installers

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

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

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

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

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

SECTION 4 POLICY

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

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

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

SECTION 5 INSPECTIONS

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

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

5.1 Frequency

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

5.2 New Construction

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

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

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

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

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

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

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

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

5.3 Emergency Procedures

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

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

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

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

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

Step 3**Notification**

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

SECTION 6 DEFINITIONS

AIR GAP (AG) SEPARATION

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

APPROVED

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

APPROVED WATER SUPPLY

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

ATMOSPHERIC VACUUM BREAKER (AVB)

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

AUXILIARY INTAKE

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

AUXILIARY WATER SUPPLY

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

BACKFLOW

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

or sources.

BACKFLOW PREVENTION (BP) ASSEMBLY- APPROVED

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

BACKFLOW PREVENTION ASSEMBLY TESTER – CERTIFIED

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

BACKFLOW PREVENTION (BP) DEVICE - APPROVED

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

BACK PRESSURE

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

BACK SIPHONAGE

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

CONSUMER

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

CONSUMER'S WATER SYSTEM

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

CONTAINMENT

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

CONTAMINATION

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

CRITICAL LEVEL

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

CROSS-CONNECTION

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

CROSS-CONNECTION CONTROL PROGRAM MANAGER

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

DOUBLE CHECK VALVE ASSEMBLY (DCVA)

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

DUAL WATER SYSTEM

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

FIRE SPRINKLER SYSTEM

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

FLOOD LEVEL RIM

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

HAZARD - DEGREE OF

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

HAZARD - HIGH

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

HAZARD - LOW - (NON-HEALTH)

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

HEALTH AGENCY

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

INTERNAL PROTECTION

See Isolation.

ISOLATION

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

LABORATORY - APPROVED TESTING

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

PLUMBING OFFICIAL

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

PLUMBING SYSTEM

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

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

POINT OF SERVICE/SERVICE CONNECTION

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

POLLUTION

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

POTABLE WATER

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

PRESSURE VACUUM BREAKER ASSEMBLY (PVB)

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

REDUCED PRESSURE PRINCIPLE BACKFLOW PREVENTION ASSEMBLY (RP)

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

RESIDENTIAL DUAL CHECK (RDC)

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

UNAPPROVED WATER SUPPLY

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

USED WATER

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

WATER PURVEYOR

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

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

7.1 Applicable Standards

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

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

Florida Building Code 2004/Plumbing

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

7.2 Abbreviations for Protective Assemblies and Devices

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

7.3 Types and Descriptions of Hazards

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

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

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

7.4 Facilities/Plumbing Arrangements Requiring Backflow Prevention Assemblies

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

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

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

SECTION 8 TESTING AND MAINTENANCE OF BACKFLOW PREVENTERS

8.1 General Requirements

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

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

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

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

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

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

8.2 Parallel Installations

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

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

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

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

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

8.3 Records

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

Records are to include, but not be limited to:

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

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

8.4 Testers

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

8.5 Maintenance

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

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

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

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

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

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

SECTION 9 RESULTS OF NON-COMPLIANCE

9.1 Discontinued Service

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

9.2 Violation Liability

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

SECTION 10 FIRE SYSTEMS

10.1 Backflow Requirements for Fire Sprinkler Systems

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

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

10.2 Low Pressure Cut-Offs

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

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

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

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

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

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

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

Town of Hilliard

Cross-Connection Control Program

Program Manager:
~~David Thompson~~, Public Works
Director

**Ordinance No. 2015-01 & Ordinance No. 2023-02
Cross-Connections & Back-Flow Prevention Devices**

FORWARD

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

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SECTION I INTRODUCTION

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

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

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

1.1 Purpose

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

1.2 Legal Authority

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

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

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

1.3 Causes of Backflow

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

Back siphonage

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

The principal causes of back siphonage are:

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

Backpressure

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

The principal causes of backpressure are:

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

SECTION 2 OBJECTIVES

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

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

SECTION 3 RESPONSIBILITY

3.1 Water Purveyor

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

Upon detection of a prohibited cross-connection, the Town of Hilliard Public Works Director is directed to eliminate the cross-connection by requiring the installation of an approved backflow prevention assembly or device, or immediately discontinue service until the cross-connection is eliminated.

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

3.2 Building Official

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

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

The Plumbing Official's authority begins at the point of service (the downstream or consumer's side of the meter) and carries throughout the entire length of the site.

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

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

3.3 Consumer

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

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

3.4 Backflow Prevention Assembly Installers

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

(RPBA), double check valve assembly (DCVA), or a pressure vacuum breaker (PVB) assembly is installed:

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

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

SECTION 4 POLICY

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

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

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

SECTION 5 INSPECTIONS

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

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

5.1 Frequency

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

5.2 New Construction

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

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

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

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

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

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

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

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

5.3 Emergency Procedures

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

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

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

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

- Continue sampling until the system is clear of contaminants.

Step 3

Notification

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

SECTION 6 DEFINITIONS

AIR GAP (AG) SEPARATION

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

APPROVED

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

APPROVED WATER SUPPLY

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

ATMOSPHERIC VACUUM BREAKER (AVB)

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

AUXILIARY INTAKE

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

AUXILIARY WATER SUPPLY

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

BACKFLOW

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

or sources.

BACKFLOW PREVENTION (BP) ASSEMBLY- APPROVED

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

BACKFLOW PREVENTION ASSEMBLY TESTER – CERTIFIED

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

BACKFLOW PREVENTION (BP) DEVICE - APPROVED

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

BACK PRESSURE

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

BACK SIPHONAGE

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

CONSUMER

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

CONSUMER'S WATER SYSTEM

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

CONTAINMENT

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

CONTAMINATION

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

CRITICAL LEVEL

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

CROSS-CONNECTION

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

CROSS-CONNECTION CONTROL PROGRAM MANAGER

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

DOUBLE CHECK VALVE ASSEMBLY (DCVA)

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

DUAL WATER SYSTEM

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

FIRE SPRINKLER SYSTEM

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

FLOOD LEVEL RIM

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

HAZARD - DEGREE OF

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

HAZARD - HIGH

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

HAZARD - LOW - (NON-HEALTH)

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

HEALTH AGENCY

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

INTERNAL PROTECTION

See Isolation.

ISOLATION

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

LABORATORY - APPROVED TESTING

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

PLUMBING OFFICIAL

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

PLUMBING SYSTEM

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

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

POINT OF SERVICE/SERVICE CONNECTION

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

POLLUTION

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

POTABLE WATER

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

PRESSURE VACUUM BREAKER ASSEMBLY (PVB)

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

REDUCED PRESSURE PRINCIPLE BACKFLOW PREVENTION ASSEMBLY (RP)

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

RESIDENTIAL DUAL CHECK (RDC)

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

UNAPPROVED WATER SUPPLY

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

USED WATER

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

WATER PURVEYOR

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

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

7.1 Applicable Standards

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

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

Florida Building Code 2004/Plumbing

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

7.2 Abbreviations for Protective Assemblies and Devices

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

7.3 Types and Descriptions of Hazards

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

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

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

7.4 Facilities/Plumbing Arrangements Requiring Backflow Prevention Assemblies

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

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

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

SECTION 8 TESTING AND MAINTENANCE OF BACKFLOW PREVENTERS

8.1 General Requirements

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

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

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

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

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

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

8.2 Parallel Installations

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

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

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

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

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

8.3 Records

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

Records are to include, but not be limited to:

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

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

8.4 Testers

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

8.5 Maintenance

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

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

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

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

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

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

SECTION 9 RESULTS OF NON-COMPLIANCE

9.1 Discontinued Service

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

9.2 Violation Liability

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

SECTION 10 FIRE SYSTEMS

10.1 Backflow Requirements for Fire Sprinkler Systems

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

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

10.2 Low Pressure Cut-Offs

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

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

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

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

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

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

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



AGENDA ITEM REPORT TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 6, 2023

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

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

BACKGROUND:

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

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

(Ord. No. 2010-03, § 6, 10-7-2010)

FINANCIAL IMPACT:

None.

RECOMMENDATION:

The Town Council to review and approve to proceed with Ordinance No. 2023-03.

ORDINANCE NO. 2023-03

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

WHEREAS, the Town of Hilliard has found it necessary to adopt Ordinance No. 2023-03 to ensure adequate funds to pay for the annual debt service and annual operating and maintenance costs for the water and wastewater treatment plants and in an effort to meet the goals of USDA Rural Development with respect to sufficient revenue to fund the municipal bond payments and the goals of the St. John's River Water Management District with respect to encouraging conservation; and

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

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

NOW, THEREFORE, BE IT ORDAINED, by the Town Council of the Town of Hilliard, Florida, has established that the following Water and Sewer Usage Rates for said Town and based on the Municipal Cost Index "MCI" published by American City & County Magazine for October 2022, as an attachment to this ordinance.

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

Kenneth A. Sims, Jr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

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

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

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

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

BASE CHARGE	WATER	SEWER
	\$16.86	\$21.08

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

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

FIRST INCREMENT (0-6,000 gallons)	SECOND INCREMENT (over-6,000 gallons)
WATER	WATER
\$3.16	\$5.62
per whole thousand	per whole thousand
SEWER	SEWER
\$3.96	\$5.62
per whole thousand	per whole thousand

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

BASE CHARGE	WATER	SEWER
	\$39.35	\$48.83

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

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

FIRST INCREMENT (0-2,000 gallons)	SECOND INCREMENT (2,001-10,000 gallons)	THIRD INCREMENT (over-10,000 gallons)
WATER	WATER	WATER
\$1.39	\$4.21	\$5.62
per whole thousand	per whole thousand	per whole thousand
SEWER	SEWER	SEWER
\$2.81	\$5.62	\$7.01
per whole thousand	per whole thousand	per whole thousand

TAXES

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

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

HILLIARD PLANNING AND ZONING BOARD MEETING

BOARD MEMBERS

Harold "Skip" Frey, Chair
Wendy Prather, Vice Chair
Josetta Lawson
Charles Reed
Kevin Webb

ADMINISTRATIVE STAFF

Lee Anne Wollitz
Land Use Administrator

PLANNING AND ZONING ATTORNEY

Mary Norberg

MINUTES

TUESDAY, MARCH 14, 2023, 6:30 PM

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Council President Kenny Sims
Council Pro Tem Lee Pickett
Councilman Jared Wollitz
Councilman Joe Michaels
Town Clerk Lisa Purvis
Assistant Public Works Director Cory Hobbs
Planning & Zoning Board Chair Harold "Skip" Frey
Planning & Zoning Board Member Josetta Lawson
Planning & Zoning Board Member Kevin Webb
Land Use Administrator Lee Anne Wollitz
Planning & Zoning Board Attorney Mary Norberg – TEAMS

ABSENT

Mayor John Beasley
Councilman Dallis Hunter
Planning & Zoning Board Vice Chair Wendy Prather
Planning & Zoning Board Member Charles A. Reed
Town Attorney Christian Waugh

WORKSHOP

ITEM-1 Town Council to review and discuss establishing a Process to Close, Abandon, or Vacate, Streets, Alleys, Easements, or Right of Ways, within the Town of Hilliard.

Christian Waugh -Town Attorney

Copies of draft Ordinance No. 2023-01, Resolution No. 2023-04: Zoning Fees, and the Application to Close, Abandon or Vacate Street, Alley, Easement, or Right of Way, with the fee matching the Resolution. \$200.00 Pre-application fee and final closure to be determined. Discussion of basing the vacated land value from the Property Appraiser website and the final cost to include advertising cost and consultant cost, plus 10%.

ADJOURNMENT

Motion to adjourn at 6:55 p.m.

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

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

HILLIARD TOWN COUNCIL MEETING

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Jared Wollitz, Councilman
Dallis Hunter, Councilman

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, MARCH 16, 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 Pro Tem Lee Pickett
Councilman Jared Wollitz
Councilman Dallis Hunter
Councilman Joe Michaels

ABSENT

Council President Kenny Sims

MAYOR

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

No public wish to address the Council.

REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

Item-10 Town Council discussion and possible action regarding the Town Planner's payables.

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

- ITEM-2 Town Council approval of Final Plat for the Whisper Ridge Subdivision, Application # 20220728, Parcel No. ID. 04-3N-24-0000-0006-0010 and 04-3N-24-0000-0004-0100 and acceptance of the Performance Bond for Completion of the Infrastructure Improvements for the Whisper Ridge Subdivision
Janis K. Fleet, AICP – Town Planning Consultant

Town Planner Fleet states she is recommending approval.

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

- ITEM-3 Town Council to discuss the Asset Management Program presented by Patrick Dangelo from the Florida Rural Water Association.
Jason Bergendahl - Public Works Employee

Jason Bergendahl welcomes and introduces Patrick Dangelo with Florida Rural Water Association and advises that Patrick has been assisting with the Florida Rural Water Association Diamond Maps Project.

Patrick Dangelo explains what Florida Rural Water Association does and states he has been working with the Town to get all of the Town's assets into Diamond Maps. Once Town Staff has reviewed, the information will be presented to the Town Council for adoption by Resolution.

Town Clerk Lisa Purvis asked about the Town's fire hydrants being added to GIS to be uploaded to the Property Appraisers website and is advised they can be added.

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

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

- ITEM-5 Town Council approval of Legal Services Contract Amendment to increase Principal Attorney hourly rate from \$150 to \$165 and Associate Attorneys hourly rate from \$115 to \$125.
Christian Waugh – Town Attorney

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

- ITEM-6 Town Council approval of the Town of Hilliard Security Camera(s) Policy.
Tiffany Bowden – Deputy Town Clerk
- Motion made by Council Pro Tem Pickett, Seconded by Councilman Michaels.
Voting Yea: Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels
- ITEM-7 Town Council to set the final Joint Workshop with the Planning & Zoning Board to review and discuss the Land Development Regulations.
Janis K. Fleet, AICP - Town Planning Consultant
- Motion to set a Joint Workshop for Tuesday, April 11, 2023, at 6:00 p.m., prior to the Planning & Zoning Board meeting.
- Motion made by Councilman Wollitz, Seconded by Council Pro Tem Pickett.
Voting Yea: Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels
- ITEM-8 Town Council approval of the Minutes from the February 27, 2023, Workshop, the February 28, 2023, Joint Workshop, the March 2, 2023, Joint Workshop, and the March 2, 2023, Regular Meeting.
Lisa Purvis, MMC - Town Clerk
- Councilman Wollitz** requests the Minutes from the February 27, 2023, Workshop be amended to include all that were present at the meeting.
- Motion made by Councilman Michaels, Seconded by Councilman Hunter.
Voting Yea: Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels
- ITEM-9 Town Council approval of Mittauer & Associates, Inc., Payable through February 24, 2023, Project Name: FDEP LPA0302 Oxford Street Force Main Rerouting in the amount of \$12,000.00.
**FDEP LPA0302 GRANT FUNDED PROJECT LUMP SUM CONTRACT
\$101,900.00**
- Motion made by Council Pro Tem Pickett, Seconded by Councilman Wollitz.
Voting Yea: Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

ADDED ITEMS

- ITEM-10 Town Council discussion of Fleet & Associates Payables.
- Councilman Wollitz** states that he would like to see a breakdown for Fleet & Associates invoices of the hourly rate of what the Town is paying for under Professional Services.
- Motion made for Fleet & Associates to break out invoices by individual items and into half hour or quarter hour increments.

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

ADDITIONAL COMMENTS

PUBLIC

No comment.

MAYOR & TOWN COUNCIL

Councilman Wollitz states to please keep Council President Sims and his family in your prayers.

Councilman Hunter states that he will not be serving on the Northeast Regional Planning Council. States the BOCC decided to reappoint the current member from the city of Fernandina Beach since they asked to continue.

Mayor Beasley states to keep Council President Sims' family in your prayers. Reminds everyone that Saturday, March 25, 2023, is Tire Amnesty Day. States the Car Show at Journey Church was a big hit. States he, Town Clerk Lisa Purvis, Deputy Town Clerk Tiffany Bowden, and Town Employee Alicia Head went on a tour at Pine Castle, and it was a great experience. Further thanks Paster Ryan for being at the meeting.

ADMINISTRATIVE STAFF

PRESENT

Town Clerk, Lisa Purvis
 Parks & Recreation Director, Gabe Whittenburg

ABSENT

Public Works Director, Ritchie Rowe

Parks & Recreation Director Gabe Whittenburg states there have been 102 kids sign up for soccer. Further states to keep his dad, Coach Whittenburg, in your prayers.

Mayor Beasley states to keep David Buchanan, Coach Whittenburg, and Town Attorney Waugh in your prayers. States the Attorney is not present tonight due to his daughter being ill.

TOWN ATTORNEY

Absent.

ADJOURNMENT

Motion made to adjourn at 7:30 p.m.

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

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

HILLIARD TOWN COUNCIL MEETING

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Dallis Hunter, Councilman

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

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, MARCH 16, 2023, 7:30 PM

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

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

ABSENT

Council President Kenny Sims

WORKSHOP

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

Council asks that the Workshop discussion be postponed, since the Town Attorney and Council President Sims are both absent.

ADJOURNMENT

Motion to adjourn at 7:39 p.m.

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

Voting Yea: 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

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

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, MARCH 16, 2023, 7:40 PM

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CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

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

ABSENT

Council President Kenny Sims

MAYOR

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

No public wish to address the Council.

SPECIAL MEETING

ITEM-1 Additions/Deletions to Agenda

No additions to or deletions from the agenda.

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

Christian Waugh - Town Attorney

Town Council discuss postponing the Special Meeting so the Town Attorney and Council President Sims can attend.

Motion made to reschedule the Special Meeting to April 6, 2023, at 8:00 p.m., following the Regular Meeting.

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

ADJOURNMENT

Motion to adjourn at 7:44 p.m.

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

Voting Yea: 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

ALAN JAY

FLEET SALES

ITEM-14

Toll Free 800-252-6529 Direct 863-402-4234

INVOICE # FPF191112
DATE 23-Mar-23

SOLD TO: HILLIARD, TOWN OF			
SELLING DEALER ALAN JAY CHEVROLET CADILLAC		General Information	
STREET ADDRESS PO BOX 249		Sourcewell (Formerly NJPA)	
CITY HILLIARD	STATE FL	ZIP CODE 32046	
FLA. SALES TAX EXEMPTION #	PHONE NUMBER (904) 327-8250	SPECIFICATION NUMBER (if applicable) 69	
CUSTOMER PURCHASE ORDER NUMBER 20221104-01CH		www.nationalautofleetgroup.com	
CUST ID:			

YEAR	MAKE	MODEL	CAR	KEY CODE	ORDER #	SALESPERSON
2023	GMC	TC20903 1SA		Z2573	BRDQKQ	WILSON, C.
VIN		COLOR		DESCRIPTION		SALE
1GT39LE77 PF191112		WHITE				
8' Reading Standard Line utility body factory powder coated white with SST paddle latches (Includes 2nd stage MSO, weight slip, & final-stage manufacturers completed vehicle certification.)				DVA SLU98ASW		\$8,565.00
Class IV Trailer Hitch and 7-pin round wire harness.				DVA CLIV		\$740.00
Remove and re-install factory camera from tailgate.				CAMERA RR		\$260.00
Rack-It Overhead Storage Rack - Black - 10 Steel Pipe Construction - Full-Length Formed Angle Iron - Maximum Structural Integrity - 1,000 lb. capacity - Over Cab Design - Built-in Grab Handles at rear of rack				DVA RACK IT REG CAB		\$2,015.00
REMOVE FACTORY PICKUP BOX				D-BOX		\$158.00
CONTRACT OPTIONS						\$15,633.00

TRADE IN
 YES WE TAKE TRADE INS ~~~ ASK ABOUT MUNICIPAL FINANCING ~~~

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REMIT PAYMENT TO:		
Alan Jay Fleet Sales	FEID #	Tire & Battery Fee \$6.50
P.O. BOX 9200 SEBRING, FL 33871-9200	59-3533025	SALES TAX EXEMPT
TOTAL		\$56,280.00

ALAN JAY

FLEET SALES

ITEM-14

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INVOICE # FPF191112
DATE 23-Mar-23

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SELLING DEALER ALAN JAY CHEVROLET CADILLAC			General Information Sourcewell (Formerly NJPA) 2023 091521-NAF & 060920-NAF SPECIFICATION NUMBER (if applicable) 69 www.nationalautofleetgroup.com
STREET ADDRESS PO BOX 249			
CITY HILLIARD	STATE FL	ZIP CODE 32046	
FLA. SALES TAX EXEMPTION #	PHONE NUMBER (904) 327-8250	FAX NUMBER	
CUSTOMER PURCHASE ORDER NUMBER 20221104-01CH			
CUST ID:			

YEAR	MAKE	MODEL	CAR	KEY CODE	ORDER #	SALESPERSON
2023	GMC	TC20903 1SA		Z2573	BRDQKQ	WILSON, C.
VIN		COLOR		DESCRIPTION	SALE	
1GT39LE77 PF191112		WHITE				
OPTIONAL EQUIPMENT & ACCESSORIES					BASE PRICE	
EXTERIOR COLOR SUMMIT WHITE WITH JET BLACK VINYL INTERIOR.					GAZ H2G	\$0.00
Engine, 6.6L V8 with Direct Injection and Variable Valve Timing, gasoline, (401 hp [299 kW] @ 5200 rpm, 464 lb-ft of torque [629 N-m] @ 4000 rpm)(STD) Transmission, 6-speed automatic, heavy-duty (STD)(Requires (L8T) 6.6L V8 gas engine.)					L8T MYD	\$0.00
2 ADDITIONAL KEYS FACTORY CUT DEALER PROGRAMMED					5H1	\$145.00
Upfitter switches provides 5-30 amp circuits to facilitate installation of aftermarket electrical accessories					9L7	\$145.00
FACTORY TRAILER TOW HITCH STANDARD.					TT	\$0.00
Trailer brake controller, integrated					JL1	\$270.00
LPO, BLACK ASSIST STEP.					VQO	\$490.00
WT Fleet Convenience Package (With (ZW9) pickup bed delete, (QT5) EZ Lift power lock and release tailgate is deleted.)) includes (AQQ) Remote Keyless Entry, (K34) Cruise Control, (QT5) EZ Lift power lock and release tailgate, (DBG) outside power-adjustable vertical trailering with heated upper glass, (AXG) power windows, express up/down driver, (AED) power windows, express down passenger and (AU3) power door locks(Not available with (PCV) WT Convenience Package.					ZLQ	\$1,395.00
License plate kit, front (will be shipped to orders with ship-to states that require front license plate)					VK3	\$0.00
FACTORY OPTIONS						\$2,445.00
GM UPFITTER SWITCH INSTALL.					9L7-INST	\$105.00
TEMP TAG NOT REQUESTED, CUSTOMER WILL HANDLE THEIR OWN TAG WORK.					NO-TEMP	\$0.00
(4) Federal Signal MicroPulse Ultra dual color with (2) mounted in grille and (2) mounted to rear of vehicle. Amber/White					FS MPS62U-4 AW	\$705.00
3000 WATT INVERTER, SAMLEX AMERICA, SAMSAM-3000-12 MODIFIED SINE INVERTER, 12V, 115 VAC, 3000W					DVA 3K INVERTER	\$3,085.00



850 McFarland Parkway
 Alpharetta, Georgia 30004
 USA
 (770) 740-9917
 (800) 538-8464
 (770) 740-0297 FAX

Invoice 275317
DATE: 3/22/2023
TERMS: Due on Receipt
PO: 20221104-03CH
Attn **Richie Rowe**

Customer No.
 31128

Bill To:
 Town of Hilliard
 PO BOX 249
 Hilliard, FL 32046-6712

Ship To:
 Town of Hilliard
 15859 County Road 108
 Hilliard, FL 32046-6712

Qty	Stock #	Description	Unit Price	Total
1	4018-300-PIV-EL-BASIC-2023	4018-300 TRAILER W/ ELECTRIC BRAKES, PIVOT REEL, BASIC CONTROL BOX, HATZ 3H50 ENGINE.		
		1U9FS1314PA045121	\$ 53,995.00	\$ 53,995.00
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
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			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			SUBTOTAL	\$ 53,995.00
			DEPOSIT	
			TAXES	
			SHIPPING	\$ 1,000.00
			FINAL TOTAL	\$ 54,995.00

ALL NOZZLES MANUFACTURED BY U.S. JETTING, LLC. MADE IN U.S.A

Make all checks payable to **US Jetting, LLC**
Thank you for your business!