Town of Lake Hamilton

Town Council Regular Meeting Agenda – October 14, 2025

Time: 6:00 P.M.
Location: Chambers 100 Smith Avenue

Phyllis Hall, Mayor
Robert Mathis, Vice Mayor
Cora Perry Roberson, Council Member Seat 1
Carmen Demanche, Council Member Seat 4

1. CALL TO ORDER

2. INVOCATION

3. PLEDGE TO ALLEGIANCE

4. ROLL CALL

5. PROCLAMATION

A. Proclamation for Community Planning Month

6. PRESENTATION

A. Employee of the Quarter

7. CONSENT AGENDA

Note: Members of the Council may remove items from the Consent Agendas if they wish to discuss them. Requests for removal need to be made known to the Mayor under the Approval of the Order of Business at the beginning of the meeting.

A. September 9, 2025, Regular Town Council Meeting minutes

B. September 16, 2025, First Budget Hearing FY 2025-2026 meeting minutes

C. September 26, 2025, Second Budget Hearing FY 2025-2026 meeting minutes

D. Parks & Recreation Application

8. PUBLIC COMMENT – NON-AGENDA ITEMS (Limited to 3 Minutes)

Your Town Council welcomes and invites citizens to comment on items (Non- Agenda Items) of community interest/concern or to bring forth areas of personal attention which may not have been fully addressed by Town Staff after prior contact to Town Hall, the Council may immediately act on any item or may request it be placed on a future agenda for further consideration.

9. OLD BUSINESS

A. Second Reading and Adoption of Ordinance O-2025-XX Amending the Onsyte Performance Systems current rate and replacing with the existing wastewater rates already adopted. Passed on First Reading on September 9, 2025.

B. Second Reading and Adoption of Ordinance O-2025-XX Amending Section 32-16 of the Towns Utility Code regarding leak adjustments. Passed on first Reading on September 9, 2025.

10. NEW BUSINESS

A. Resolution R-2025-XX Updating the Cross-Connection Control Policy.

B. Resolution R-2025-XX Update Signers on Town Bank Accounts

C. Consider approval and implementation of the Transportation Action Plan provided by Pennoni and Associates.

D. Request to purchase a Police Admin Vehicle.

11. STAFF REPORTS

TOWN ADMINISTRATORS REPORT

TOWN CLERK REPORT

TOWN ATTORNEY REPORT

TOWN COUNCIL COMMENTS

12. ADJOURNMENT

13. Any opening invocation that is offered before the official start of the Town Council meeting shall be the voluntary offering of a private person, to and for the benefit of the Town Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Town Council or the town staff, and the Town is not allowed by law to endorse the religious or non-religious beliefs or views of such speaker. Person in attendance at the Town Council meeting are invited to stand during the opening ceremony. However, such invitation shall not be construed as a demand, order, or any other type of command. No person in attendance at the meeting shall be required to participate in any opening invocation that is offered or to participate in the Pledge of Allegiance. You may remain seated within the Town Council Chambers or exit the Town Council Chambers and return upon completion of the opening invocation and/or Pledge of Allegiance if you do not wish to participate in or witness the opening invocation and/or the recitation of the Pledge of Allegiance.

Any person desiring to appeal any decision made by the Town Council, with respect to any matter considered at such meeting or hearing, will need a record of the proceedings, and for such purposes, must ensure that a verbatim record and transcript of the proceeding is made in a form acceptable for official court proceedings, which record includes the testimony and evidence upon which the appeal is to be based. It shall be the responsibility of the person desiring to appeal any decision to prepare a verbatim record and transcript at his/her own expense, as the Town does not provide one. (F.S.286.26.105)
ATTN: PERSONS WITH DISABILITIES. In accordance with the American with Disabilities Act and Section 286.26, Florida Statutes, persons needing special accommodations to participate in this proceeding, please contact the Town Clerks Office at 863-439-1910, at least forty-eight (48) hours prior to the meeting, provide a written request to the Office of the Town Clerk. If you are hearing or speech impaired, please contact the
Florida Relay Service by dialing 7-1-1 or 1-800- 955-8771 (TTY) / 1-800-955-8770 (Voice).

5.A

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

THROUGH:

FROM: Brittney Sandoval, Town Administrator

AGENDA ITEM: Proclamation for Community Planning Month

DATE: October 14, 2025

SUMMARY & RECOMMENDATION: A proclamation recognizing the month of October as Community Planning Month.

CONSENT AGENDA ☐ **OLD BUSINESS** ☐ **NEW BUSINESS** ☐

ATTORNEY REVIEW: YES: ☐ NO: ☐ N/A: ☒

FINANCIAL IMPACT: YES: ☐ NO: ☒

If Yes, Please Explain: N/A

RECOMMENDATION:

ATTACHMENT(S):
Community Planning Month Proclamation.docx

Town of Lake Hamilton

PROCLAMATION

Community Planning Month

WHEREAS, change is constant and affects all cities, towns, suburbs, counties, boroughs, townships, rural areas, and other places; and

WHEREAS, planners can help navigate this change with data-driven insights and expertise that provide better choices for how people work and live; and

WHEREAS, community planning provides an opportunity for all residents to be meaningfully involved in making choices that determine the future of their community; and

WHEREAS, the full benefits of planning require public elected and appointed officials who understand, support, and demand excellence in planning and plan implementation; and

WHEREAS, the month of October is designated as National Community Planning Month throughout the United States of America and its territories, and

WHEREAS, the American Planning Association endorses National Community Planning Month as an opportunity to highlight how planning is essential to every community, and how planners are uniquely positioned to identify solutions to communities' most difficult housing, transportation, and land use questions, and

WHEREAS, the celebration of National Community Planning Month gives us the opportunity to publicly recognize the participation and dedication of appointed planning commission members who have contributed their time and expertise to the improvement of the Town of Lake Hamilton Polk County, Florida; and

WHEREAS, we recognize the many valuable contributions made by the professional community and regional planners of the Town of Lake Hamilton, Polk County, Florida and extend our heartfelt thanks for the continued commitment to public service by these professionals;

NOW, THEREFORE, BE IT PROCLAIMED is hereby designated as Community Planning Month in the Town of Lake Hamilton, Polk County, Florida in conjunction with the celebration of National Community Planning Month.

In Witness Whereof, I have hereunto set my hand and caused the Great Seal of the Town of Lake Hamilton, Florida to be affixed this 14th day of October 2025.

(Seal)

_____

Phyllis Hall, Mayor

6.A

Town of Lake Hamilton

Town Council
Agenda Summary Report

TO:

THROUGH:

FROM:

AGENDA ITEM: Employee of the Quarter

DATE: October 14, 2025

SUMMARY & RECOMMENDATION:

CONSENT AGENDA ☐ **OLD BUSINESS** ☐ **NEW BUSINESS** ☐

ATTORNEY REVIEW: YES: ☐ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☐ NO: ☐

If Yes, Please Explain:

RECOMMENDATION:

7.A

Town of Lake Hamilton

Town Council
Agenda Summary Report

TO:

THROUGH:

FROM:

AGENDA ITEM: September 9, 2025, Regular Town Council Meeting minutes

DATE: October 14, 2025

SUMMARY & RECOMMENDATION:

CONSENT AGENDA ☐ **OLD BUSINESS** ☐ **NEW BUSINESS** ☐

ATTORNEY REVIEW: YES: ☐ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☐ NO: ☐

If Yes, Please Explain:

RECOMMENDATION:

ATTACHMENT(S):
September 9, 2025 Regular Council Meeting Minutes.pdf

TOWN OF LAKE HAMILTON MINUTES
TOWN COUNCIL REGULAR MEETING
TUESDAY, SEPTEMBER 9, 2025
6:00 PM

The Town Council of Lake Hamilton held a Town Council Regular Meeting on Tuesday, September 9, 2025, at 100 Smith Ave., Lake Hamilton, FL 33851.

CALL TO ORDER
Mayor Hall called the meeting to order at 6:00 pm.

INVOCATION
Led by Slavens.

PLEDGE TO ALLEGIANCE
Led by all.

ROLL CALL
Hall, Roberson, Mathis, Slavens, and Demanche were present.

PRESENTATION

Kokomo Groves conceptual plan presentation
Representative of Kokomo Groves presented conceptual plans to Council.
The Council Discussed.
Mayor opened the discussion to the public.
Billy Young commented
Marisol Ortega commented
Jay Peisher commented

CONSENT AGENDA

Note: Members of the Council may remove items from the Consent Agendas if they wish to discuss them. Requests for removal need to be made known to the Mayor under the Approval of the Order of Business at the beginning of the meeting.

Motion made by Slavens and a second by Mathis to approve consent agenda with August 5, 2025, Regular Council meeting; August 12, 2025, Budget meeting; August 26, 2025, Budget meeting; and Board of Adjustments application.
A roll call vote was taken. Hall aye, Roberson aye, Mathis aye, Slavens aye, and Demanche aye.
Motion passed 5-0.

August 5, 2025, Regular Council Meeting minutes

August 12, 2025, Budget Workshop Meeting

minutes August 26, 2025, Budget Workshop meeting

minutes Board of Adjustment Application

PUBLIC COMMENT – NON-AGENDA ITEMS (Limited to 3 Minutes)

Tacara Jackson commented.
Frances Crews commented.

OLD BUSINESS

Public Hearing: Second reading and adoption of Ordinance O-2025-XX regarding amending/repealing Town Code, Sections 16-236 and 16-237 to comply with SB 784.

Mayor Hall read title for the record.
Community Development Director Ball presented.
Mayor Hall opened the hearing for public comments.
No public comments were made; the hearing was closed.

Motion made by Slavens and a second by Demanche to approve Public Hearing: Second reading and adoption of Ordinance O-2025-XX regarding amending/repealing Town Code, Sections 16-236 and 16-237 to comply with SB 784.
A roll call vote was taken. Hall aye, Roberson aye, Mathis aye, Slavens aye, and Demanche aye.
Motion passed 5-0.

Public Hearing: Second reading and adoption hearing for Ordinance O-2025-XX regarding Chapter 8, Buildings and Building Regulations, Section 8.1 regarding Certificates of Competency and Chapter 28, Taxation, Section 28.1.

Town Attorney read title for the record.
Community Development Director Ball presented.
Mayor Hall opened the hearing for public comments.
No public comments were made; the hearing was closed.

Motion made by Demanche and a second by Slavens to approve Public Hearing: Second reading and adoption hearing for Ordinance O-2025-XX regarding Chapter 8, Buildings and Building Regulations, Section 8.1 regarding Certificates of Competency and Chapter 28, Taxation, Section 28.1.
A roll call vote was taken. Hall aye, Roberson aye, Mathis aye, Slavens aye, and Demanche aye.
Motion passed 5-0.

Council discussion for the White Clay subdivision regarding access at the request of the developer, Cassidy Holdings LLC.
Community Development Director Ball presented.
Renni Heath from Cassidy Holdings presented to Town Council.
Council Discussed.

NEW BUSINESS

First Reading of Ordinance O-2025-XX Amending the Onsyte Performance Systems current rate and replacing with the existing wastewater rates already adopted.

Town Attorney read title for the record.
Public Works Director Henry presented.
Council Discussed.
Mayor Hall opened the hearing for public comments.
No public comments were made; the hearing was closed.

Motion made by Mathis and a second by Slavens to approve First Reading of Ordinance O-2025-XX Amending the Onsyte Performance Systems current rate and replacing with the existing wastewater rates already adopted with base fee.
A roll call vote was taken. Hall aye, Roberson aye, Mathis aye, Slavens aye, and Demanche aye.
Motion passed 5-0.

First Reading of Ordinance O-2025-XX Amending Section 32-16 of the Towns Utility Code regarding leak adjustments.

Town Attorney read title for the record.
Public Works Director Henry presented.
Mayor Hall opened the hearing for public comments.
No public comments were made; the hearing was closed.

Motion made by Mathis and a second by Slavens to approve First Reading of Ordinance O-2025-XX Amending Section 32-16 of the Towns Utility Code regarding leak adjustments.
A roll call vote was taken. Hall aye, Roberson aye, Mathis aye, Slavens aye, and Demanche aye.
Motion passed 5-0.

Consider renewal of Republic Services contract for refuse services.
Cindy Rodriguez representative from Republic Services.
Town Council discussed.
Motion made by Slavens and a second by Mathis to approve renewal of contract with Republic Services with the amendment of commercial rates to increase to $11.50.

A roll call vote was taken. Hall aye, Roberson aye, Mathis aye, Slavens aye, and Demanche aye.
Motion passed 5-0.

Resolution R-2025-XX Budget Amendment to transfer funds within the Police Department Budget.

A Resolution of the Town Council of the Town of Lake Hamilton, Polk County, Florida, adopting a budget amendment for the Town of Lake Hamilton for Fiscal Year 2024-2025; delineating an amendment to the expenditures by department of activity; repealing all provisions in conflict herewith; providing for severability; and providing for an effective date.

Mayor Hall read title for the record.
Police Chief Votour presented.
Town Administrator Sandoval presented.
Mayor Hall opened the hearing for public comments.
No public comments were made; the hearing was closed.

Motion made by Slavens and a second by Mathis to approve Resolution R-2025-XX Budget Amendment to transfer funds within the Police Department Budget. A Resolution of the Town Council of the Town of Lake Hamilton, Polk County, Florida, adopting a budget amendment for the Town of Lake Hamilton for Fiscal Year 2024 -2025; delineating an amendment to the expenditures by department of activity; repealing all provisions in conflict herewith; providing for severability; and providing for an effective date.
A roll call vote was taken. Hall aye, Roberson aye, Mathis aye, Slavens aye, and Demanche aye.
Motion passed 5-0.

Request to Purchase Vehicle for the Police Department.
Chief of Police Votour presented.
Motion made by Mathis and a second by Slavens to approve Request to purchase a admin vehicle for the police department in the amount of $40,000 and transfer the Chief of Police vehicle to traffic patrol.
A roll call vote was taken. Hall aye, Roberson aye, Mathis aye, Slavens aye, and Demanche aye.
Motion passed 5-0.

Continued discussion regarding the Citrus Connection Bus Shelters.
Town Administrator Sandoval presented.
Public Works Director Henry presented.
The Council Discussed.
The Council Directed staff to bring back item with quotes.
The Council was all in Consensus.

Legislative intent and staff direction to rewrite Section 16-108 regarding C-1 Commercial zoning District standards uses; Section 16-109 regarding C -2 Neighborhood Commercial District standards and uses; Sec. 16-103. - Establishment of zoning districts; Sec. 16-103.1. - Zoning district summary tables; Section 16-103.1(A) Table of Land Uses.

Community Development Director Ball presented.
Motion made by Demanche and a second by Mathis to approve Legislative intent and staff direction to rewrite Section 16-108 regarding C-1 Commercial zoning District standards uses; Section 16-109 regarding C-2 Neighborhood Commercial District standards and uses; Sec. 16-103. - Establishment of zoning districts; Sec. 16-103.1. - Zoning district summary tables; Section 16-103.1(A) Table of Land Uses.
A roll call vote was taken. Hall aye, Roberson aye, Mathis aye, Slavens aye, and Demanche aye.
Motion passed 5-0.

Discussion for options to improve the functionality of the new parking area at Veterans Park.
Town Administrator Sandoval presented.

Public Works Director presented.
Tammy Pence president of the Woman's club commented.
The Council discussed and directed staff for options and to bring it back to the Council with quotes.

Approve Town Administrator Evaluation and consider merit increase.
The Council Discussed.
Motion made by Roberson and a second by Slavens to approve and accept Town Administrator evaluation and increase 4% merit as of August 20, 2025.
A roll call vote was taken. Hall aye, Roberson aye, Mathis aye, Slavens aye, and Demanche aye.
Motion passed 5-0.

STAFF REPORTS

Town Administrator Report- Town Administrator Sandoval submitted to the Council the staff report. She announced to Council of the up coming First Hearing for Trim and Budget for FY Year 2025-2026 on September 16,2025, at 5:05pm. She also asked the Council if they would like another budget workshop before that date. The council said no. The ask Council if September 26, 2025, at 5:05 pm would be a good date for the Final Trim Hearing. The Council was all in consensus.

Town Clerk Report- Town Clerk Borja announced to the Council of the upcoming meetings. The chamber luncheon will be on September 11, 2025, at Tom Fellows, Davenport. The Ridge Dinner will be on Tuesday, September 16, 2025, in the RP Funding Center, Lakeland. She also reminded the Council that she arranged for them to take pictures on Tuesday, September 16, 2025, at 10 am. The mayor's round table will be on September 25, 2025, in the Polk State building by the EOC, Winter Haven at 9 am. The Florida League of cities committee members will meet in Orlando on the 26th. Town Clerk Borja requested Council if they would like to move the Regular Council Meeting to October 14, 2025, at 6:00 pm so she could attend.
Demanche motioned and seconded by Slavens to approve to move the Regular Council Meeting to Tuesday, October 14, 2025, at 6:00pm. The Council was all in consensus.

Town Attorney Report- The Town Attorney updated the Council on the Foreclosure process for 122 Smith Avenue. He updated the Council that there is a possible buyer and asked if they would like to move forward with the foreclosure or discuss options with the possible buyers.
Anna Beltran commented on the 122 Smith Avenue mentioned she did received notice of the foreclosure and pleaded to the Council to stop the foreclosure process.
Town Attorney commented the case has been seen by the Special Magistrate and is now in a different stage where she would need to come to court.

Slavens motioned and second by the Mathis to continue the foreclosure plan.
The Council was all in consensus.

Council Member Slavens commented he must resign from the Town Council Seat 3 effective September 26th. He is moving to Port Charlotte with his family. His fina Regular Council Meeting will be on Tuesday, September 9th. He will be able to participate in person or via virtual call for one or maybe both Trim Meetings in September as long as they occur by September 25th. It has been his pleasure to serve the Town of Lake Hamilton. He wishes the best for the Town going forward.

ADJOURNMENT

Mayor Hall adjourned the meeting at 9:45 pm.

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offering of a private person, to and for the benefit of the Town Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Town Council or the town staff, and the Town is not allowed by law to endorse the religious or non-religious beliefs or views of such speaker. Person in attendance at the Town Council meeting are invited to stand during the opening ceremony. However, such invitation shall not be construed as a demand, order, or any other type of command. No person in attendance at the meeting shall be required to participate in any opening invocation that is offered or to participate in the Pledge of Allegiance. You may remain seated within the Town Council Chambers or exit the Town Council Chambers and return upon completion of the opening invocation and/or Pledge of Allegiance if you do not wish to participate in or witness the opening invocation and/or the recitation of the Pledge of Allegiance.

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ATTEST:

_____
Phyllis Hall, Mayor

_____
Jacqueline Borja, Town Clerk

_____
Brittney Sandoval, Town Administrator

7.B

Town of Lake Hamilton

Town Council

Agenda Summary Report

TO:

THROUGH:

FROM:

AGENDA ITEM: September 16, 2025, First Budget Hearing FY 2025-2026 meeting minutes

DATE: October 14, 2025

SUMMARY & RECOMMENDATION:

CONSENT AGENDA ☐ **OLD BUSINESS** ☐ **NEW BUSINESS** ☐

ATTORNEY REVIEW: YES: ☐ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☐ NO: ☐

If Yes, Please Explain:

RECOMMENDATION:

ATTACHMENT(S):
September 16, 2025 First Budget Hearing meeting minutes.pdf

TOWN OF LAKE HAMILTON MINUTES
TOWN COUNCIL FIRST BUDGET HEARING FOR FISCAL YEAR 2025-2026 MEETING, TUESDAY, SEPTEMBER 16, 2025, 5:05 PM

The Town Council of Lake Hamilton held a Town Council First Budget Hearing for Fiscal Year 2025-2026 Meeting on Tuesday, September 16, 2025, at 100 Smith Ave., Lake Hamilton, FL 33851.

CALL TO ORDER
Mayor Hall called the meeting to order at 5:05 pm.

INVOCATION
Led by Slavens.

PLEDGE OF ALLEGIANCE
Led by all.

ROLL CALL
Hall, Roberson, Mathis, Slavens, and Demanche were present.

SPECIAL MEETING BUSINESS
Mayor Hall opened the First Public Hearing to consider levying the Millage rate and to adopt a balanced Budget for the 2025- 2026 fiscal year.
Review the Budget and Discuss the percentage increase in Millage over the RBR and the Reason for the increase in Ad Valorem Tax Revenue.

Town Clerk Borja stated: The Taxing Authority's name is Town of Lake Hamilton. The Town of Lake Hamilton taxing authority is considering levying a millage rate of 7.9900 mills, which represents a 15.21% increase over the previous year's rolled back rate of 6.9354 mills. The reason for the increase is to fund increased costs for additional positions needed, infrastructure improvements and additions, and equipment needed to maintain level of service.

Review the Budget and discuss the millage rate over the RBR (rolled back rate) and Ad Valorem tax revenue
Town Administrator Sandoval presented to the Council. She reviewed each item and listed the new positions.
The Council reviewed and discussed.

Public Hearing and First Reading of Resolution R-2025-23 to set the 2025-2026 Millage Rate.

A Resolution of the Town Council of the Town of Lake Hamilton, Florida; adopting the millage rate for fiscal year 2025-2026 beginning at 12:01 am on October 1, 2025, and ending September 30, 2026; providing for conflicts; providing for severability; and providing for an effective date.
Town Attorney read the title for the record.
Mayor Hall opened the hearing for public comments.
No public comments were made.
Motioned by Cora and second by Mathis to close public hearing. The Council was all in Consensus.

Motioned Passed 5-0
Motion made by Slavens and a second by Mathis to approve Public Hearing and First Reading of Resolution R-2025-23 to set the 2025-2026 Millage Rate. A Resolution of the Town Council of the Town of Lake Hamilton, Florida; adopting the millage rate for fiscal year 2025-2026 beginning at 12:01 am on October 1, 2025, and ending September 30, 2026; providing for conflicts; providing for severability; and providing for an effective date.
A roll call vote was taken. Hall aye, Roberson aye, Mathis aye, Slavens aye, and Demanche aye.
Motion passed 5-0.

Public Hearing and First Reading of Resolution R-2025-24 to adopt the 2025-2026 Budget and CIP.

A Resolution of the Town Council of the Town of Lake Hamilton, Florida; adopting a budget for fiscal year 2025-2026 beginning at 12:01 am on October 1, 2025, and ending September 30, 2026; reflecting the revenue generated together with the sources of the revenue; delineating the expenditures by department of activity; providing for conflicts; providing for severability; and providing for an effective date.
Town Attorney read the title for the record.
Mayor Hall opened the hearing for public comments.
No public comments were made.
Motioned by Mathis and second by Demanche to close public hearing. Council was all in Consensus. **Motioned Passed 5-0**
Motion made by Demanche and a second by Mathis to approve Public Hearing and First Reading of Resolution R-2025-24 to adopt the 2025-2026 Budget and CIP. A Resolution of the Town Council of the Town of Lake Hamilton, Florida; adopting a budget for fiscal year 2025-2026 beginning at 12:01 am on October 1, 2025, and ending September 30, 2026; reflecting the revenue generated together with the sources of the revenue; delineating the expenditures by department of activity; providing for conflicts; providing for severability; and providing for an effective date.
A roll call vote was taken. Hall aye, Roberson aye, Mathis aye, Slavens aye, and Demanche aye.
Motion passed 5-0.

ADJOURNMENT
Mayor Hall Adjourned the meeting at 5:37 pm.

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ATTEST:

_____
Phyllis Hall, Mayor

_____
Jacqueline Borja, Town Clerk

_____
Brittney Sandoval, Town Administrator

7.C

Town of Lake Hamilton

Town Council

Agenda Summary Report

TO:

THROUGH:

FROM:

AGENDA ITEM: September 26, 2025, Second Budget Hearing FY 2025-2026 meeting minutes

DATE: October 14, 2025

SUMMARY & RECOMMENDATION:

CONSENT AGENDA ☐ **OLD BUSINESS** ☐ **NEW BUSINESS** ☐

ATTORNEY REVIEW: YES: ☐ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☐ NO: ☐

If Yes, Please Explain:

RECOMMENDATION:

ATTACHMENT(S):
September 26, 2025 Second Trim & Budget Hearing for FY 2025-2026.pdf

TOWN OF LAKE HAMILTON MINUTES
TOWN COUNCIL SECOND BUDGET
HEARING FISCAL YEAR 2025-2026
FRIDAY, SEPTEMBER 26, 2025, 5:05 PM

The Town Council of Lake Hamilton held a Town Council Second Budget Hearing Fiscal Year 2025-2026 Meeting on Friday, September 26, 2025, at 100 Smith Ave., Lake Hamilton, FL 33851.

CALL TO ORDER
Mayor Hall called the meeting to order at 5:06 pm.

INVOCATION
Led by Mathis.

PLEDGE OF ALLEGIANCE
Led by all.

ROLL CALL
Hall, Roberson, Mathis, and Demanche were present. Slavens was absent.

SPECIAL MEETING BUSINESS
Mayor Hall opened the Second Public Hearing to consider levying the Millage rate and to adopt a balanced Budget for the 2025- 2026 fiscal year.
Town Clerk Borja stated the Taxing Authority's name is Town of Lake Hamilton. The Town of Lake Hamilton taxing authority is considering levying a millage rate of 7.9900 mills, Which represents a 15.21% increase over the previous year's rolled back rate of 6.9354 mills. The reason for the increase is to fund increased costs for additional positions needed, infrastructure improvements and additions, and equipment needed to maintain level of service.

Public Hearing and Second Reading of Resolution R-2025-23 to adopt the 2025-2026 Millage Rate.

A Resolution of the Town Council of the Town of Lake Hamilton, Florida; adopting the millage rate for fiscal year 2025-2026 beginning at 12:01 am on October 1, 2025, and ending September 30, 2026; providing for conflicts; providing for severability; and providing for an effective date. Mayor Hall read the title for the record
Mayor Hall opened the hearing for public comments.
No public comments were made, Mayor Hall closed the public hearing.
Motion made by Demanche and a second by Mathis to approve Public Hearing and Second Reading of Resolution R-2025-23 to adopt the 2025-2026 Millage Rate. A Resolution of the Town Council of the Town of Lake Hamilton, Florida; adopting the millage rate for fiscal year 2025-2026 beginning at 12:01 am on October 1, 2025, and ending September 30, 2026; providing for conflicts; providing for severability; and providing for an effective date.
A roll call vote was taken. Hall aye, Roberson aye, Mathis aye, and Demanche aye. **Motion passed 4-0.**

Public Hearing and Second Reading and Adoption of Resolution R-2025-24 to adopt the 2025-2026 Budget and CIP.

A Resolution of the Town Council of the Town of Lake Hamilton, Florida; adopting a budget for

fiscal year 2025-2026 beginning at 12:01 am on October 1, 2025, and ending September 30, 2026; reflecting the revenue generated together with the sources of the revenue; delineating the expenditures by department of activity; providing for conflicts; providing for severability; and providing for an effective date.
Mayor Hall read the title for the record
Town Administrator Sandoval presented the changes in the budget for classification rates but no changes were made on the budget numbers.
Mayor Hall opened the hearing for public comments.
No public comments were made, Mayor Hall closed the public hearing.
The Council discussed.
Motion made by Mathis and a second by Roberson to approve Public Hearing and Second Reading and Adoption of Resolution R-2025-24 to adopt the 2025-2026 Budget and CIP. A Resolution of the Town Council of the Town of Lake Hamilton, Florida; adopting a budget for fiscal year 2025-2026 beginning at 12:01 am on October 1, 2025, and ending September 30, 2026; reflecting the revenue generated together with the sources of the revenue; delineating the expenditures by department of activity; providing for conflicts; providing for severability; and providing for an effective date.
A roll call vote was taken. Hall aye, Roberson aye, Mathis aye, and Demanche aye. **Motion passed 4-0.**

Resolution R-2025-25 increase to rates for solid waste/residential curbside.

A Resolution of the Town Council of the Town of Lake Hamilton, Florida; increasing rates for solid waste/residential curbside (garbage, recycling and bulk waste) service; repealing resolutions inconsistent therewith; providing for conflicts; providing for severability; and providing for an effective date.
Mayor Hall read the title for the record.
Town Administrator Sandoval presented.
Mayor Hall opened the hearing for public comments.
No public comments were made, Mayor Hall closed the public hearing.
Motion made by Mathis and a second by Demanche to approve Resolution R-2025 -25 increase to rates for solid waste/residential curbside. A Resolution of the Town Council of the Town of Lake Hamilton, Florida; increasing rates for solid waste/residential curbside (garbage, recycling and bulk waste) service; repealing resolutions inconsistent therewith; providing for conflicts; providing for severability; and providing for an effective date.
A roll call vote was taken. Hall aye, Roberson aye, Mathis aye, and Demanche aye. **Motion passed 4-0.**

Request to Rollover Expenditures (roll over to FY25/26)
Town Administrator Sandoval presented.
The council discussed.
Mayor Hall opened the hearing for public comments.
No public comments were made, Mayor Hall closed the public hearing.
Motion made by Demanche and a second by Roberson to approve to rollover expenditures to Fiscal Year 2025-2026.
A roll call vote was taken. Hall aye, Roberson aye, Mathis aye, and Demanche aye. **Motion passed 4-0.**

ADJOURNMENT
Mayor Hall adjourned the meeting at 5:40 pm.

Any opening invocation that is offered before the official start of the Town Council meeting shall be the voluntary offering of a private person, to and for the benefit of the Town Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Town Council or the town staff, and the Town is not allowed by law to endorse the religious or non-religious beliefs or views of such speaker. Persons in attendance at the Town Council meeting are invited to stand during the opening ceremony. However, such invitation shall not be construed as a demand, order, or any other type of command. No person in attendance at the meeting shall be required to participate in any opening invocation that is offered or to participate in the Pledge of Allegiance. You may remain seated within the Town Council Chambers or exit the Town Council Chambers and return upon completion of the opening invocation and/or Pledge of Allegiance if you do not wish to participate in or witness the opening invocation and/or the recitation of the Pledge of Allegiance.

Any person desiring to appeal any decision made by the Town Council, with respect to any matter considered at such meeting or hearing, will need a record of the proceedings, and for such purposes, must ensure that a verbatim record and transcript of the proceeding is made in a form acceptable for official court proceedings, which record includes the testimony and evidence upon which the appeal is to be based. It shall be the responsibility of the person desiring to appeal any decision to prepare a verbatim record and transcript at his/her own expense, as the Town does not provide one. (F.S. 286.26.105)

ATTN: PERSONS WITH DISABILITIES. In accordance with the American with Disabilities Act and Section 286.26, Florida Statutes, persons needing special accommodations to participate in this proceeding, please contact the Town Clerks Office at 863-439-1910, at least forty-eight (48) hours prior to the meeting, provide a written request to the Office of the Town Clerk. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1 or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice).

ATTEST:

_____
Phyllis Hall, Mayor

_____
Jacqueline Borja, Town Clerk

_____
Brittney Sandoval, Town Administrator

7.D

Town of Lake Hamilton

Town Council
Agenda Summary Report

TO:

THROUGH:

FROM:

AGENDA ITEM: Parks & Recreation Application

DATE: October 14, 2025

SUMMARY & RECOMMENDATION:

CONSENT AGENDA ☐ **OLD BUSINESS** ☐ **NEW BUSINESS** ☐

ATTORNEY REVIEW: YES: ☐ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☐ NO: ☐

If Yes, Please Explain:

RECOMMENDATION:

ATTACHMENT(S):
20251002100548.pdf

TOWN OF LAKE HAMILTON
ADVISORY BOARD
APPLICATION

Select One Advisory Board: ☑

☐ ***Planning and Zoning Board***

☐ ***Zoning Adjustments & Appeals Board*** ☑ ***Parks & Recreation Advisory Board***

ONLY Lake Hamilton Residents shall be appointed to Town Advisory Boards.

Name: Billy Young ***Email:*** Phyllis3630@AoL.Com

Physical Address: 818 W. Main St Lk. Hamilton Fla 33851

Mailing Address: P.O. 253

Home Phone #: 863-412-4018 ***Cell #:*** 863-256-7389

Employer: RETIRED

Please answer the following Questions:

Are you a resident in the Town of Lake Hamilton? ***Yes*** ☑ ***No*** ☐

Are you currently a Homeowner ☑ ***or Renter*** ☐ ***in the Town of Lake Hamilton?***

Are you a registered voter in the Town of Lake Hamilton? ***Yes*** ☑ ***No*** ☐

How long have you lived in Lake Hamilton? Years/Months: _____

Are you currently or have you ever served on any government Advisory Board? ***Yes*** ☐ ***No*** ☑

If yes, which government agency? _____

Are you currently employed by a government agency? ***Yes*** ☐ ***No*** ☑

If yes, which government agency? _____

Have you ever been convicted of a felony? ***Yes*** ☐ ***No*** ☑

If yes, please provide documentation of restoration of rights from the state clemency board.

Please note: *Per Florida Statutes 112.3145, any individual appointed to an advisory board within a municipality shall be required to submit a Disclosure of Financial Interest Statement, CE Form 1, annually to the Supervisor of Elections of Polk County on or before July 1st of each year.*

Applicant's Signature: Billy Young ***Date:*** 9-30-25

When completed and filed with the Town Clerk's Office, this document is a public record under Chapter 119, Florida Statutes, and therefore is open to public inspection.

Return form to: Town Clerk's Office
Town Hall
100 Smith Avenue - P.O. Box 126
Lake Hamilton Florida, 33851

OFFICE USE ONLY

Mayor's recommendation for applicant to serve on selected advisory board? ***Yes*** ☐ ***No*** ☐

Adviory Board Appointment: _____ ☐ ***Appointment*** ☐ ***Reappointment***

Date of Appointment: _____ ☐ ***Primary*** ☐ ***Alternate***

Mayor's Signature Phyllis Hall ***Date*** 10/1/25

9.A

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

THROUGH: Brittney Sandoval, Town Administrator

FROM: Patrick Henry, Public Works Director

AGENDA ITEM: Second Reading and Adoption of Ordinance O-2025-XX Amending the Onsyte Performance Systems current rate and replacing with the existing wastewater rates already adopted.
Passed on First Reading on September 9, 2025.

DATE: October 14, 2025

SUMMARY & RECOMMENDATION: The Town staff is recommending the approval of Council for Ordinance 0-25-xx. Removing the current OnSyte Performance Systems monthly fee and replace it with the current utility sewer fee structure.

CONSENT AGENDA ☐ **OLD BUSINESS** ☒ **NEW BUSINESS** ☐

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☒ NO: ☐

If Yes, Please Explain: The new fee structure will allow the Town to recover the cost of providing this service.

RECOMMENDATION:

ATTACHMENT(S):
Ordinance O-2025-XX removal of Onsyte Performance System monthly fee.pdf

ORDINANCE O-25-XX

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, POLK COUNTY, FLORIDA, AMENDING THE TOWN OF LAKE HAMILTON CODE OF ORDINANCES BY ADDING SECTION 32-15 (4) REMOVAL OF THE MISCELLANEOUS RATE FOR ACCOUNTS WITH ONSYTE PERFORMANCE SYSTEMS MONTHLY FEE OF $37.52 TO BE REPLACED WITH THE CURRENT RESIDENTAL WASTEWATER RATE AND BASE FEE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; PROVIDING FOR CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Hamilton hereby removes the monthly fee associated with Onsyte Performance Systems and replaces it with the current wastewater base rates and fees.

NOW THEREFORE, BE IT ENACTED BY THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA, AS FOLLOWS:

SECTION 1. TITLE; FINDINGS

(a) Findings. In adopting this Ordinance and modifying the Town Code, the Town Council of Lake Hamilton, Florida, hereby makes the following findings:

1. The Town is authorized, pursuant to general and special law and its home rule powers contained in statutes and the Florida Constitution, to own, manage, operate, provide and extend central water, wastewater, and reclaimed water services both within and without the Town of Lake Hamilton, Florida.

2. In furtherance thereof, the Town declared beginning in 2013 and continuously thereafter an exclusive water and wastewater service aera both within and without the Town limits.

3. The Town is authorized by its Charter, Section 166.201, Florida Statutes, and Section 180.13 and 180.191, Florida Statutes, to establish and fix rates, fees, and charges for customers within and without the boundaries of the Town.

4. The rates, fees, and charges established herein provide funding for water and wastewater utility services which promote the health, safety, and general welfare of the Town's customers as therefore beneficial to the rate payers of the Town's water and wastewater utility system.

5. The Town has provided the required public notice and held the necessary public hearing(s) in order to adopt these rules.

SECTION 2. REVISION TO SECTION 32-16, LAKE HAMILTON CODE.

Section 32-15 of the code of Code of Ordinances of the Town of Lake Hamilton, Florida. (the "Lake Hamilton Code") is hereby amended to read as follows: (~~strikethrough~~ language deleted, underline language added):

Sec. 32-15. User charges, billing, delinquent accounts.

All customers of the town's water and sewer systems shall pay all applicable monthly user charges, connection fees, lines extension charges and all related charges at rates established by the town council. Billing for water and sewer service shall be rendered monthly, or as otherwise determined by the town council. Requests for re-connection after service has been terminated shall be accompanied by payment of a re-connection service fee established by resolution of the town council. Payment of the entire amount of the delinquent bill and additional payment to offset any deficiencies in the required deposit account shall be required. Re-institution of service shall be accomplished only by the department of public works. Any unauthorized connection shall subject the violator to the full penalties of the law.

(1) *Adoption of water system rates.* The town hereby establishes and adopts the following water rates:

a. Users of potable water for residences located inside the corporate limits of the Town of Lake Hamilton shall pay a minimum monthly sum, which shall be known as the "service fee," plus the per thousand-gallon consumption charges as adopted by Ordinance No. O-2014-07 of the Town of Lake Hamilton, and as may be amended by ordinance from time to time.

b. Users of potable water for residences located outside the corporate limits of the Town of Lake Hamilton and all non-residential uses whether located inside or outside the corporate limits shall pay a minimum monthly sum, which shall be known as the "service fee", plus the per thousand-gallon consumption charges as adopted by Ordinance No. O-2014-07 of the Town of Lake Hamilton, and as may be amended by ordinance from time to time.

(2) *Adoption of wastewater system rates.* The town council of the Town of Lake Hamilton hereby establishes a retail wastewater service base rate of $48.51 and a usage rate in the amount of $13.61 per thousand gallons of wastewater, as measured by retail water meter reading. A current schedule of the wholesale wastewater service rate shall be on file in the office of the town clerk.

(3) *Annual indexing adjustment of rates.* That each October 1 from and after October 1, 2021, the latest water and wastewater charges shall be adjusted by the greater of (1) three percent, or (2) the amount of the annual increase in the index numbers of based upon the change in that year's consumer price index for all urban consumers: water, sewer, and trash collection services in U.S. City Average.

(4) *Miscellaneous rates.* The town adopts the following miscellaneous rates:

Utility Service Fees and Charges for Residents and Business

Service Charge Description Note: Water turn/off are conducted the next business day unless same day service is requested and paid by 4:00 p.m.	Amount
New Account Admin Charge (to open an account)	$30.00
Closing Account Admin Charge added to the account prior to return of Deposit	$30.00
New Account Water Deposit - required to open a new account	$200.00
Non-Sufficient Fund Fee	$30.00
Delinquent Account increased deposit	$400.00

Delinquent Account meter turn off Fee	$30.00
Account holder request for temporary meter turn on/off service.	$30.00
Optional Same day meter turn on service fee in addition to all other fees applicable. Not available for accounts with payment plan.	$30.00
After Hours Emergency Meter Service Response Fee - Outside of Normal Hours: Monday through Friday from 8:00am to 5:00pm	$60.00
Emergency Service Response Visit Fee - During Business Hours: Monday through Friday from 8:00am to 5:00pm	$30.00
Labor - Emergency Response:	
During Business Hours: Mon-Fri (8:00am to 5:00pm) - Technician	$45.00/hr
During Business Hours: Mon-Fri (8:00AM to 5:00PM) - Supervisor	$65.00/hr
Outside Business Hours: Mon-Fri (8:00AM to 5:00PM) - Technician	$67.50/hr
Outside Business Hours: Mon-Fri (8:00AM to 5:00PM) - Supervisor	$97.50/hr
Materials/Supplies - Emergency Response/Repair	Materials Cost Only
In person or over the phone service fee in addition to credit card fees	$5.00
Late Fee is 10% of unpaid water use balance assessed after the 20th COB	10%
Water audit and/or disputed meter reading if results of audit determine meter is working accurately. This Fee is Waived if Meter is not Registering within AWWA Standards	$25.00
~~Accounts with OnSyte Performance System - Monthly fee~~	~~$37.52~~
New meter and connection set fee ¾" (new meters installed 4 business days minimum after application is submitted).	$200.00 labor + cost of parts
New meter and connection set fee 1" (new meters installed 4 business days minimum after application is submitted). Maximum Residential size.	$200.00 labor + cost of parts
New meter and connection set fee 2" (new meters installed 4 business days minimum after application is submitted).	$300.00 labor + cost of parts
New Meter and connection above 2" will need to be included in building permit and approved by the town. The installation and cost will be the responsibility of the account holder and must be done by a licensed professional.	
Relocating Existing meter.	Based on New Meter Set Fee costs Breakdown minus the cost of the meter
Construction Meter - Admin new account and closing fee ($60.00) + Set up and take down fee ($60.00) + monthly Base charge and water usage Billed monthly. + equipment deposit ($1500.00) + Water Deposit ($200.00). Any Construction Meter Account not paid on time	

monthly will be discontinued, unpaid charges will be deducted from the deposit and meter will be reclaimed. A new account will need to be opened at that time.	
Damage to Meter Box, Damage to Meter, Damage to any appurtenances to the water system.	Labor and replacement cost
Penalty for Meter Tampering/Theft of Service 1st infraction	Statutory
Penalty for Meter Tampering/Theft of Service 2nd infraction	Statutory
Penalty for Meter Tampering/Theft of Service 3rd infraction	Statutory
Penalty for Obscured Meter	Statutory
Penalty for Cross Connection	Statutory
Penalty for Connection to Other Systems	Statutory

INTRODUCED AND PASSED on first reading this 9th day of September 2025.

PASSED AND ADOPTED on second reading this 7th day of October 2025.

TOWN OF LAKE HAMILTON, FLORIDA

_____
Phyllis Hall, Mayor

ATTEST:

_____
Jacqueline Borja, Town Clerk

Approved as to form:

_____
TOWN ATTORNEY

Record of Vote	**Yes**	**No**
Hall		
Mathis		
Slavens		
Roberson		
Demanche		

9.B

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

THROUGH: Brittney Sandoval, Town Administrator

FROM: Patrick Henry, Public Services Director

AGENDA ITEM: Second Reading and Adoption of Ordinance O-2025-XX Amending Section 32-16 of the Towns Utility Code regarding leak adjustments.
Passed on first Reading on September 9, 2025.

DATE: October 14, 2025

SUMMARY & RECOMMENDATION: An Ordinance of the Town Council of the Town of Lake Hamilton, Polk County, Florida, amending the Town of Lake Hamilton Code of Ordinances by adding section 32-16 (13) establishing for payment for water service in the event of a leak; providing for severability; providing for codification; providing for correction of scrivener's errors; providing for conflict; and providing for an effective date.

Council directed staff to amend the leak policy located in the Code of Ordinances. Staff has revised the current Code Section 32-16 to eliminate certain requirements regarding leaks and giving staff discretion when applying relief to customers. There were also a few errors found regarding previous changes made to this code that did not reflect in the policy.

CONSENT AGENDA ☐ **OLD BUSINESS** ☒ **NEW BUSINESS** ☐

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☒ NO: ☐

If Yes, Please Explain: Utility water and wastewater revenue reduction as a result in payment credits for customers that qualify for the policy.

RECOMMENDATION:

ATTACHMENT(S):
ORDINANCE O-2025-XX UTILITY SERVICES POLICY UPDATE.pdf

ORDINANCE O-25-XX

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, POLK COUNTY, FLORIDA, AMENDING THE TOWN OF LAKE HAMILTON CODE OF ORDINANCES BY AMENDING SECTION 32-16 (13) ESTABLISHING FOR PAYMENT FOR WATER SERVICE IN THE EVENT OF A LEAK; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; PROVIDING FOR CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Hamilton hereby amends section 32-16 (13) regarding the leak policy.

NOW THEREFORE, BE IT ENACTED BY THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA, AS FOLLOWS:

SECTION 1. TITLE; FINDINGS

(a) Findings. In adopting this Ordinance and modifying the Town Code, the Town Council of Lake Hamilton, Florida, hereby makes the following findings:

1. The Town is authorized, pursuant to general and special law and its home rule powers contained in statutes and the Florida Constitution, to own, manage, operate, provide and extend central water, wastewater, and reclaimed water services both within and without the Town of Lake Hamilton, Florida.

2. In furtherance thereof, the Town declared beginning in 2013 and continuously thereafter an exclusive water and wastewater service aera both within and without the Town limits.

3. The Town is authorized by its Charter, Section 166.201, Florida Statutes, and Section 180.13 and 180.191, Florida Statutes, to establish and fix rates, fees, and charges for customers within and without the boundaries of the Town.

4. The rates, fees, and charges established herein provide funding for water and wastewater utility services which promote the health, safety, and general welfare of the Town's customers as therefore beneficial to the rate payers of the Town's water and wastewater utility system.

5. The Town has provided the required public notice and held the necessary public hearing(s) in order to adopt these rules.

SECTION 2. REVISION TO SECTION 32-16, LAKE HAMILTON CODE.

Section 32-16 of the code of Code of Ordinances of the Town of Lake Hamilton, Florida. (the "Lake Hamilton Code") is hereby amended to read as follows: (~~strikethrough~~ language deleted, <u>underline</u> language added):

"Sec. 32-16. Utility service policies.

The town council hereby adopts user service rules, regulations, policies and fees as set forth below. The administrator/clerk may for convenience publish these utility service policies in a document containing the utility service application with instructions for completing it, referencing pertinent state laws affecting water customers, and specifying the current fees for deposits, impact fees and setting meters, and other information that the administrator or clerk may determine is needed from time to time.

(1) *Establishment of water service.* Every residential dwelling unit and every non-residential land use, be it a business, an industrial operation, a non-profit or a church, shall apply to the Town for water service. Upon payment of deposits and fees by the applicant, the town will establish the water service connection, which shall be the only potable water connection for the customer. Water service will be immediate and continuous as long the account remains current.

a. A water meter set fee, based on the size of the meter that has been chosen by the customer, shall be charged by the town for tapping the water main and furnishing and installing a water meter. The fee is the same whether the property and the customer are located within or outside the town.

b. The town will construct, extend and provide water service from the water main adjacent to the property requesting water service; shall set the water meter and check valve, and shall connect the water meter to the water service.

c. If the property is on the opposite side of the road from the water main, the applicant shall hire a licensed plumber or underground utilities contractor to tap the main and bore a water service line under the road. The plumber or contractor is responsible for applying for and receiving an approved permit from the town, or in the case of crossing a Polk County or Florida State road or highway, a permit from the appropriate agency. Materials and methods employed shall be specified by the permitting agency.

(2) *Water application and fees.*

a. The applicant must apply for water service from the town as a new applicant. They shall complete a water service application provided by the town, provide required documentation, and pay to the utility billing office a deposit in the amount established by the town council as amended from time to time, which is currently $200.00. An administrative fee of $30.00 is also due at time of application.

b. As a part of the application, the applicant shall provide a picture ID; and documents' showing the applicant is authorized to reside or conduct business at the address shown on the application.

c. The town will have water turned on at said address the next business day of completed application being accepted by the utility billing office. Applicants may pay an additional service fee to have service established sooner. Applications made on a Friday may not be turned on until the next Monday.

d. Water may be turned on for inspection purposes with an application and a $60.00 fee. Service will remain on for 48 hours.

(3) *Other services provided.* Upon the opening of a utility account, the account holder agrees to be charged for other municipal services provided by the town. For residential properties located in the town limits, the services and charges include: Water, sewer, and associated taxes and service, garbage and recycle, trash, and stormwater. For commercial customers, charges include: Water and associated taxes and stormwater. For accounts located outside the town limits, charges include: Water, sewer and associated taxes and service.

(4) *Rates.* Water rates are set forth in section 32-14 of the town code. Other utility charges are determined by adoption the annual budget.

(5) *Payment for services.* Water meters are read on/or near the 20th of every month. Users are billed monthly on the last business day of each month. Payments are due on the 20th of every month.

a. Payments can be made by cash, check, money order or credit card (service fees apply). A credit card company convenience fee will be charged for all credit/debit card payments. An administrative service processing charge is collected for all in-person or over the phone credit/debit card payments. Payments can also be dropped in the after-hours payment box located outside of Town Hall.

b. User and service charges not paid on or before the 20th of the month will have a late charge assessed to the account and said fee shall be payable by the 20th day of the next month. If the 20th falls on a weekend or a holiday, the late charge will be applied to the unpaid bill on the next business day following the due date.

(6) *Delinquent accounts/disconnect water.* Accounts will be considered delinquent if any account balance is 30 days past due and will be subject to water service being discontinued with no further notice. A $30.00 disconnect fee will be applied to the account. Monthly water base fee and all other service charges will continue to be billed.

a. *Hardship status.* The town understands that some customers may not be able to pay the full balance due to a hardship. If that is the case, the account holder must request a payment plan with the finance office. If a payment plan is approved, late fees during the plan period will be waived if the payment plan is being adhered to. If the account holder defaults on the terms of the payment plan, service will be disconnected. Payment plans cannot extend past 90 days.

(7) *Restore water.* Upon receipt of payment of the full past due amount and disconnect fee from the customer, or in case of a hardship, an approved payment plan with specified payment being received and recorded, the utilities department shall have the water service restored to the customer the next business day. Re-connection payments made on a Friday may result in restoration of services on the following Monday.

(8) *Non-sufficient Funds.* Should a payment made by check not be accepted by the bank, all future payments must be paid by cash, money order, cashier's check or credit card. A $30.00 non-sufficient fund fee plus the amount of the unpaid bill will be charged to the account holder.

a. Should a payment be made by credit card and the account holder initiates a credit card chargeback with their financial institution without first attempting to resolve a payment issue with the town (referred to as "merchant") a $30.00 credit card chargeback fee, plus the amount of the unpaid bill, will be charged to the account holder. Thereafter, the customer will not be eligible to make future credit card payments.

(9) *Destruction and tampering.* By opening an account for services, you agree not to maliciously, willfully or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenance or equipment which is a part of the water system of the town.

a. If you or any person using your property willfully tampers with, damages, or illegally connects to, diverts or extends the system without first applying for and receiving service from the town, you are in violation of F.S. §§ 812.14(2)—(5) and can be charged with a misdemeanor of the first degree, which is punishable by a fine of $1,000.00.

b. If a meter has been locked by staff because of a delinquent account or no application for service on file to the property and it is determined that the lock was removed without staff authorization, the meter will be removed, the account will be considered delinquent and all past balances must be paid to reestablish a new account and all fees must be paid to reinstall the meter.

(10) *Putting account on vacation mode/transfer account.* You may submit an application to modify your account for any time you will be away from your residence for more than six months. This will take off

the charges for garbage and trash. The bill will still show the water base rate and stormwater charges. If you relocate to another property which is served by the Town of Lake Hamilton, you must file an application to establish services at the new property. You do not need to pay another deposit, but your account must be current in order to transfer.

(11) *Reporting a possible leak/dispute a high bill/zero consumption.* If a water customer desires the town to check their meter for a leak or possible defective meter or service line, they should report it to the utility billing specialist and a work order will be completed and given to the water department. If there is no issue with the meter or town service line, the customer will be billed $60.00. The water customer should follow up with the clerk's office to determine the outcome.

a. The town is not responsible for service lines beyond the meter.

b. If there is an issue with the meter and components, the town will repair the meter and components at no cost to the customer.

(12) *Water meter maintenance.* Water meters are maintained on a set schedule. As a result of these maintenance activities, the meter or the register(s) may be changed. The new meter reading shall be brought to the attention of utility billing. If a change in register numerical sequencing causes an error in the consumptive calculations, the customer's account may not be charged correctly. Once discovered, the customer will be notified of the error and if any adjustments are due they will be posted. Accounts shall be adjusted as described below:

a. The period in question may not be any greater than the previous six months.

b. If the payment(s) was less than the average, the customer shall be sent a corrected bill.

c. The customer will be allowed to pay this amount over the same number of months as the months in question, up to a maximum of six months.

d. If the payment(s) was greater than the average, the customer's account shall be credited the difference.

(13) *Payment for water service in the event of a leak.* Plumbing problems beyond the meter outlet are the responsibility of the customer. There are instances when the customer's plumbing system may develop a leak. As a courtesy by the town, this policy is intended to offer the customer some billing relief in the form of a credit while the town recovers a portion of the cost to treat and deliver the water. In the event an inordinate increase in water usage by any customer is discovered in the billing process, it is the duty of the customer to immediately determine if there is a leak within the building or buildings on his property or in the service line from the meter to the building(s) and make immediate repairs.

The customer may recognize the leak and initiate repairs, or utility billing may issue a work order if "HIGH CONSUMPTION" is detected through the billing system. If utility billing issues a work order the water meter will be read a second time. If the reading is correct, a door tag will be left notifying the customer that a leak may exist on their system. A water audit will be recommended and scheduled upon the customer's request and ~~$60.00~~ $5.00 billed to the account. Once the customer has been notified, they will have until the next billing cycle to correct the leak for any monetary adjustment to be considered. Any high consumption that occurs beyond that time will not be considered for adjustment/credit because the customer should be proactive with making repairs once they are alerted to a problem, either by a high consumption invoice or a notification from staff. Hence, from the time of the first high consumption invoice until repaired should be no more than three months. The three-month period will be the only period considered for the leak credit review. Once the customer repairs the leak and provides a written request explaining the problem, which should include proof of repairs (with proper dates), they can request an adjustment to offer some financial relief in the form of a courtesy credit. The customer shall pay all current charges and NOT delay payment during the leak credit review process. If a credit is authorized, it will appear on a future bill. Only one credit per a 12-month period shall be considered per property. This policy is NOT intended to address repetitive

plumbing problems. The Town Administrator and or the Utility Director shall have additional discretion to apply customer billing relief.

a. The base service charge shall not be included in determining the credit.

b. The utility maintenance division shall determine the average water consumption for a six-month period prior to the leak to establish a "base-line."

c. Utility billing division shall determine which invoices constitute the high usage to use in the calculations associated with the adjustment.

d. Utility billing division is authorized to provide the customer a credit for three months of high usage amount over the amount as calculated in (b) above at current water rates, based upon the following criteria:

1. The customer has properly completed the repair and submitted documentations for the credit request form; and
2. The cause of the high consumption was found during the billing cycle or water audit; and/or
3. The customer recognized the leak; and
4. The cause was such that a reasonable and prudent customer could not recognize the problem in a timely manner.

e. Only these leaks may be considered:

1. Above and underground domestic pipe leaks.
2. Under the structure domestic pipe leaks.
3. Above and underground irrigation pipe leaks.
4. Leaks in the fitting connecting to the water meter.
5. Toilet, faucet or other fixture leaks.
6. Sprinkler equipment problems, (timers/controllers, sprinkler heads, etc.)

f. Leaks that will NOT be considered:

1. ~~Toilet, faucet or other fixture leaks~~
2. Swimming pool problems, (piping, pumps, filters, etc.)
3. ~~Sprinkler equipment problems, (timers/controllers, sprinkler heads, etc.)~~
4. Customer negligence
5. Water theft
6. ~~Unknown or unexplained water consumption~~

(14) *Payment for zero consumption.* Water consumption is measured through mechanical water meters. These meters are owned by the town and maintained on a specified schedule. The maintenance schedule has been established to promote accurate readings and protect the interest of the customer and the investment of the town. Being a mechanical device, there are instances when a meter may "slow down" or may fail completely and stop totalizing water flow. The utility billing system normally detects these problems and provides a "Zero Consumption - Low Meter Use Report". This report checks the latest meter reading and lists those active accounts with zero consumption. Utility maintenance staff reviews this report and generates a work order to have field personnel investigate. The meter is then checked, replaced and/or repaired, and the results given utility billing via the

completed work order form. Based on that information, the customer will be "BACK BILLED" for all water consumed but not registered as follows:

a. The period in question may not be any greater than the previous 12 months.

b. The average water consumption per month will be determined.

c. The average water consumption per month, totaled for the number of months in question will be the amount the customer will be back billed.

d. It shall be determined if the monthly base charge was paid or should be back billed.

e. The customer will be allowed to pay the total amount due over the same number of months as the months in question, up to a maximum of 12 months.

(15) *Closing an account.* The town must receive a signed application or electronic communication from the account holders verified email to modify or close an account. When the application is received a final meter reading will take place and the applicant's deposit will be used to pay the final bill, disconnect fee and any delinquent charges. If the deposit is not enough to pay the outstanding balance an invoice will be mailed to the applicant and payment must be received within 15 days of date the invoice was mailed.

INTRODUCED AND PASSED on first reading this 9th day of September 2025.

PASSED AND ADOPTED on second reading this 7th day of October 2025.

TOWN OF LAKE HAMILTON, FLORIDA

_____
Phyllis Hall, Mayor

ATTEST:

_____
Jacqueline Borja, Town Clerk

Approved as to form:

_____
TOWN ATTORNEY

Record of Vote	**Yes**	**No**
Hall		
Mathis		
Slavens		
Roberson		
Demanche		

10.A

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

THROUGH: Brittney Sandoval, Town Administrator

FROM: Patrick Henry, Public Works Director

AGENDA ITEM: Resolution R-2025-XX Updating the Cross-Connection Control Policy.

DATE: October 14, 2025

SUMMARY & RECOMMENDATION: Town Staff recommends Council to approve the update to the Cross-Connection Control Policy that provides clear and concise policy for the;
Installation and maintenance of assemblies, devices and/or methods to protect all existing cross connections shall be the responsibility of the Consumer.

CONSENT AGENDA ☐ **OLD BUSINESS** ☐ **NEW BUSINESS** ☒

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☐ NO: ☒

If Yes, Please Explain: No additional financial impact to the Town.

RECOMMENDATION:

ATTACHMENT(S):
Resolution_R-2025-XX_Cross-Connecrion Control Program Update.docx
CCC Plan 8-22-25.doc

RESOLUTION R-2025-XX

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, LAKE HAMILTON, POLK COUNTY, FLORIDA, ADOPTING CROSS-CONNECTION CONTROL PROGRAM UPDATE; REPEALING ALL PROVISIONS IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, after a duly noticed meeting of the Town Council of the Town of Lake Hamilton, Florida, the Cross-Connection Control Program Update was presented to the people of the Town of Lake Hamilton on October 14, 2025; and

WHEREAS, public comments and input were considered by the Town Council in approving the Cross- Connection Program Update.

NOW THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA, AS FOLLOWS:

SECTION 1.

The attached Cross-Connection Control Program Update request in "Exhibit A" for the Town of Lake Hamilton is hereby adopted and incorporated by reference.

SECTION 2. CONFLICTS.

All Resolutions or part of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 3. SEVERABILITY.

If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidated or impair the validity, force, or effect or any other section or part of this Resolution.

SECTION 4. EFFECTIVE DATE.

This Resolution shall take effect upon its approval and adoption by the Town Council.

INTRODUCED and PASSED at the regular meeting of the Town Council of Lake Hamilton, Florida, held this 14st day of October 2025.

TOWN OF LAKE HAMILTON, FLORIDA

_____

PHYLLIS HALL, MAYOR

ATTEST:

_____
JACQUELINE BORJA, TOWN CLERK

Approved as to form:

_____
ANTHONY SABATINI. TOWN ATTORNEY

Record of Vote	Yes	No
Roberson		
Mathis		
Slavens		
Demanche		
Hall		

CROSS CONNECTION CONTROL PLAN

For

Town of Lake Hamilton

Town of Lake Hamilton Approved: (08/22/2025)
FDOH Approved: (8/22/2025)

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1. INTRODUCTION

1.1. Purpose

The purpose of this document is to outline the Town of Lake Hamilton Cross Connection Control (CCC) policies for all commercial, industrial, governmental, residential and miscellaneous facilities having service connections to the Town of Lake Hamilton public water supply, and is summarized as follows:

- Protect the public water supply from contaminants and pollutants that could backflow through the service connection(s)
- Promote the elimination of actual and/or potential cross connections between the public water supply and non-potable water systems, plumbing fixtures and sources or systems containing substances of unknown or questionable quality
- Promote the elimination of actual and/or potential cross connections between the facility potable water supply and non-potable water systems, plumbing fixtures and sources or systems containing substances of unknown or questionable quality
- Provide guidance for the maintenance of a continuing program for protection from the potential of service line and internal cross connections within the facility

1.2. Legality

In accordance with Florida Department of Health and the Florida Department of Environmental Protection, Water Bureau (FDEP), the Town of Lake Hamilton proclaims this program as a continuing effort to maintain pure, clean, safe potable water. The Town of Lake Hamilton shall comply with the Cross Connection Control Rules in the Florida Administrative Code Chapters 62-550, 62-555, and 62-610 (*Rule 62-550.200, Rule 62-550.720, Rule 62-555.330, Rule 62-555.350, 62-555.360, Rule 62-610.419, 62-610.469, 62-610.476, 62-610-491 and 62-610.660*) as appropriate.

By reference to the Florida Administrative Code (FAC), Rules 62-555.360(2), "*we hereby establish the "Town of Lake Hamilton Cross Connection Control Program*." This program was adopted by the hereby above described organization on (insert date) and made effective upon approval of the FDEP on (insert date).

1.3. Local Ordinance

Legal authority to carry out and enforce the Town of Lake Hamilton Cross Connection Control Program is provided in the Town of Lake Hamilton code of ordinances, 2017-04. A copy of said ordinance can be found in Appendix A of this plan.

2. AUTHORITY/ADMINISTRATOR

The Town of Lake Hamilton Utilities Director shall be the Authority and the Administrator of the Cross Connection Control (CCC) Program. This Cross Connection Control Program shall include, but not be limited to:

- Establish Authority
- Local Ordinance (See Appendix A)
- Applicable Rules and Regulations
- Inspection Process and Requirements

- Approved Backflow Prevention Devices and Assemblies
- Testing Requirements of Backflow Prevention Assemblies
- Data Management
- Reporting
- Public Education and Awareness

2.1. Inspector

The Town of Lake Hamilton or Designated Agent (Inspector) conducting inspections on behalf of the Town of Lake Hamilton must be designated or approved by the Town of Lake Hamilton. The Inspector must meet both 1) an experience component and 2) a certification/training component.

Experience

Acceptable experience may include one- (1) or more of the following:

- Be employed by a Utility, Water Purveyor, Building Department, or body of jurisdiction and must meet the qualifications and training requirements as dictated by the Authority conducting inspections/surveys on behalf of the Town of Lake Hamilton
- Have held a similar position (CCC Inspector) with a previous municipality
- One-year full time experience in conducting cross connection control inspections in commercial, institutional, industrial facilities, and/or residential facilities

Inspector Certification/Training

Acceptable certification/training may include one- (1) or more of the following:

- Meet American Society of Sanitary Engineer Standards (ASSE) 5020 and completed their Cross Connection Inspector Course (40 hours)
- Possess a certificate of completion from one of the following:
    - University of Southern California (USC) Cross Connection Control Specialist Course (40 hours)
    - University of Florida TREEO Center (UFTREEO) Cross Connection Control Program Manager Course (40 hour)
    - America Society of Sanitary Engineers (ASSE) Certified Cross Connection Control Surveyor
- Other approved cross connection courses for surveying, as approved by the Authority for conducting inspections/surveys on behalf of the Town of Lake Hamilton. Submission requirements for approvals must include the following:
    - Course outline
    - Date of attendance
    - Outline of test questions
    - Categories and grading criteria
    - Certificate of satisfactory completion

3. INSPECTIONS

3.1. Inspection

Authorized Inspectors, having proper identification, shall be permitted to enter the building/premises at any reasonable time for the purpose of inspection for the presence or absence of cross connections, testing, repair, and maintenance of any part of the plumbing system or any cross connection control device connected to the water system. The Authority shall deny or discontinue, after reasonable notice to the occupants, water service to any building/premises for refusal or failure to arrange for a cross connection inspection. The Authority shall deny or discontinue water service if there is reason to believe the building/premises pose a potential for danger to the public and/or occupants.

3.2. Responsibility of the Authority and Consumer

The Town of Lake Hamilton (Authority) shall be responsible for the protection of the public potable water distribution system. The Customer (Consumer) shall be responsible to protect the public water supply from contamination due to backflow through the water service connection. The Authority shall require Consumer, at their expense, to install, alter, replace, or repair any plumbing connected to the public water system that may pose a threat to public health. Failure, refusal or the inability on the part of the Consumer to correct any deficiency or violation immediately shall be unlawful, and the Authority may deny or discontinue water service to the premises. The Consumer shall be responsible for the elimination of all unprotected cross connections, to include service line protection and any connections downstream of the service line supply to the building(s).

3.3. Service Line Protection Inspection

a) Existing service line connections should be reassessed/inspected at an interval of no less than every five- (5) years (unless the service line is protected with an approved Reduced Pressure Backflow Prevention Assembly or properly installed air gap) to determine if the existing backflow preventer/method is appropriate for the level of hazard, or if service line protection is required.

b) New service line connections should be assessed *prior* to introduction of new service to determine what method of backflow protection is required.

c) Existing and/or new service line protection backflow prevention devices/methods shall be determined and required for certain buildings by referencing the American Water Works Association (AWWA) Manual M14, 3rd Edition, Chapters 2 and 5 and FAC Rule 62-555.360. Backflow protection selection shall be consistent with FDEP Rules and AWWA M14 recommendations.

d) Failure to install backflow protection as required by the Authority may precede disciplinary action from the Authority.

3.4. Internal Potable Plumbing System Inspection

a) Internal plumbing systems may require inspection at the discretion of the Utilities Director. The facilities internal water use practices shall be reviewed to determine whether there are actual or potential cross connections to the plumbing system through which contaminants or pollutants could backflow into the public water supply and/or the facilities internal plumbing system.

b) If a properly installed air gap or approved Reduced Pressure Backflow Prevention Assembly is **not present** immediately downstream of the service line connection, the internal plumbing systems downstream of the service line shall be reviewed for cross connections at an interval of no less than every ten- (10) years, or whenever there is a change in the customer of record, at all commercial or industrial facilities to determine (1) if backflow protection is required at individual points of potable water use, (2) if existing backflow preventers/methods are appropriate for the level of hazard, (3) if existing backflow prevention devices need to be replaced to ensure proper function, or (4) if service line protection is required.

3.5. Inspection/Survey Forms

An *Inspection/Survey Form* shall be used in every inspection, as required, and will be filed in a location as identified in Section 3.8, along with other pertinent information accumulated. This form will be used to record both existing backflow prevention devices discovered and any requirements for additional backflow prevention devices at the time of the inspection.

3.6. Inspection Procedures

Cross connection control inspections shall be completed as follows:

a) Identify building to be inspected and schedule inspection.
b) Meet on-site with facility contact/owner.
c) Explain the Cross Connection Control Program to the facility contact/owner before inspection of the facility.
d) Inspect/Evaluate the status of service line protection – complete all inspection forms as required (See line item “e” below).
e) Inspect the building downstream of the service line if required and complete the Inspection Form(s) as applicable/required with the following information:

- Visually review all exposed piping and water outlets/uses downstream of the service connection
- Document all existing backflow prevention assemblies, devices and methods (including make, model#, size, serial # if applicable) that are currently protecting cross connections on the *Inspection/Survey Form*
- Describe the point of use or equipment supplied for each backflow prevention assembly, device or method on the *Inspection/Survey Form*
- Use the *Inspection/Survey Form* to provide specific requirements for corrective action
- Fill out an *Inspection/Survey Form* to document general findings; provide a “Compliance Status” and any follow up action to be taken. If no action is required (*i.e., Compliant*), provide a date of the next inspection due, if

applicable. If the facility requires corrective action (i.e., Non-Compliant), provide a due date to complete corrective action(s) as designated on form.

- Date all forms with the date of the in-field inspection

f) In addition to the field forms, a piping diagram or schematic of the plumbing system may be requested or required.

3.7. Request for Internal Cross Connection Control Information

The Authority has the right to request specific cross connection control information to include but not limited to service line protection methods, assembly test records, CCC Program information, piping drawings, etc.

3.8. Record Keeping and Data Management Software

All data obtained from the *Inspection Forms, Existing Devices Forms* and *Requirements Forms* will be input into a data management system and held for a period of no less than ten- (10) years to facilitate the CCC Program. This information will include:

- Address and location
- Owner name and contact information
- Required re-inspection frequency
- Degree of hazard classification
- List of assemblies
- Location of assemblies
- Make, model, and size of assemblies
- Testing and maintenance of assemblies
- Description of other cross connections within the facility
  - Air gaps
  - Non-testable devices

Additionally, all written backflow incident reports and annual cross connection control program activities reports shall be maintained for a period of no less than five – (5) years.

4. BACKFLOW PREVENTION ASSEMBLIES AND DEVICES

4.1. Responsibility

With respect to backflow prevention devices/assemblies or methods the Town of Lake Hamilton shall require the following:

a) Installation and maintenance of assemblies, devices and/or methods to protect all existing cross connections shall be the responsibility of the Consumer.

4.2. Approved Backflow Prevention Assemblies and Devices

a) The Town of Lake Hamilton accepts backflow prevention devices, assemblies and methods (downstream of service line protection) as recognized by the Florida Building Code.
b) FDEP recognized backflow prevention device, assemblies and methods intended to protect the public water supply at the point of the service connection must conform to FAC 62-555.360 (4).
c) New installation of Reduced Pressure Backflow Prevention Assemblies and Double Check Valve Assemblies intended for service line protection must conform to AWWA Standards C510 and C511.

4.3. Service Line Backflow Prevention Assembly Protection

With respect to backflow prevention assemblies installed at the service line, the Authority will require the following:

a) Service line protection shall be required in accordance with the AWWA M-14 Manual, 3rd Edition recommendations and guidelines set forth by the FDEP.
b) Where service line protection is required the Consumer shall receive formal written notification detailing the requirement and instructions pertaining to the need for protection from thermal expansion (see *Containment Notification* located in Appendix C).
c) Service connections to fire protection systems shall be required in accordance with the AWWA M-14 Manual, 3rd Edition. The continued use of UL-listed alarm check valves shall be accepted on any existing connection deemed to be a low hazard by the Authority.
d) If an existing fire protection system requires a higher degree of protection than that of which is currently installed and additional or new backflow prevention devices are required that may effect the hydraulics of the system, the Consumer shall receive formal written notification detailing the requirement and the Consumers responsibility to hire a registered professional engineer or a certified fire-protection system contractor in order to ensure there will not be an adverse effect on the operation of the system.
e) The installation of a Reduced Pressure Backflow Prevention Assembly as service line protection shall be required at all commercial, industrial and governmental facilities which are also served by reclaimed water or where auxiliary water systems exist.
f) The installation of a residential Dual Check Assembly shall be required as service line protection at all residential homes which are also served by reclaimed water or where an auxiliary water system exists.

g) If a residential Double Check is installed as service line protection at a residential home and the home is also served by reclaimed water or an auxiliary water system exists the Authority shall also incorporate one of the following measures:

1. Automatic Meter Readings (AMR) may be utilized at service connections to residential homes which are also served by reclaimed water where a Double Check Valve Assembly or residential Dual Check has been installed as service line protection. The AMR shall have the ability to detect reversal of flow through the service connection and provide either immediate notification of the flow reversal event or record the flow reversal data for transmittal or retrieval on a monthly basis.

h) Backflow prevention assemblies, devices or methods installed as service line protection shall be installed immediately downstream of the water meter and prior to the first branch line in the plumbing system.
i) New Installation of Reduced Pressure Backflow Prevention Assemblies and Double Check Valve Assemblies must conform to AWWA Standards C510 and C511.
j) The installation of Reduced Pressure Backflow Prevention Assemblies, Pressure Vacuum Breaker Assemblies and Atmospheric Vacuum Breakers below grade or in an underground pit shall be prohibited.
k) The installation of Double Check Valve Assemblies and residential Dual Checks below grade or in an underground pit shall be accepted under the following conditions:
    1) If the test cocks are plugged
    2) If adequate drainage is provided to maintain a normally dry location
l) Assemblies located at the service line shall be tested upon installation, upon repair, upon responding to a reported backflow incident, and on an annual basis.

4.4. Lawn Irrigation Systems

Lawn irrigation systems which are supplied from a dedicated service line shall be equipped with a Reduced Pressure Backflow Prevention Assembly immediately downstream of the water meter and prior to the first irrigation branch line. Lawn irrigation systems installed in such a manner that the supply originates downstream of the potable service line connection to a building shall be equipped with a Pressure Vacuum Breaker Assembly or Reduced Pressure Backflow Prevention Assembly at the point of origination of the system. These assemblies must be installed in accordance with the *FL Building Code* and the manufacturers' installation requirements.

4.5. Testing of Backflow Prevention Assemblies

a) All backflow prevention assemblies and testable residential dual check valves located at the service line and downstream shall be tested upon installation, upon repair, upon responding to a reported backflow incident, and on an annual basis. Assemblies must be tested in accordance with applicable standards referenced within the *FL Building Code* (ASSE 5000 Series or CSA B64.10.1-01).
b) Equipment used to field test assemblies must be checked for accuracy annually.
c) Assembly test form(s) to record test results will be maintained by the Owner and submitted to the Authority as required.

d) The Owner shall have all assemblies tested annually by a tester having State Certification. All testers must also complete a recertification exam at an interval not to exceed once every two years. *Per FS Sections 633.021 and 633.541, only certified fire protection contractors may test assemblies at service connections to fire protection systems*.

e) The Town of Lake Hamilton shall reserve the right to direct and administer testing of any backflow prevention assemblies installed as service line protection. All costs associated with testing and any necessary repairs of these assemblies shall be the responsibility of the Consumer and will be added as a separate line item on the next occasion of the Consumers water billing cycle.

f) Failure to test assemblies and submit appropriate test forms located at the service line may result in termination of water service.

4.6. Backflow Prevention Device Maintenance and Inspection

a) Residential dual checks installed as service line protection shall be replaced, or overhauled at an interval acceptable to the FDEP which is no longer than every five- (5) years to ensure that the device is (1) appropriate for the degree of hazard and (2) also to ensure that the backflow prevention device is working properly.

4.7. Assembly and Device Abbreviation List

Device Legend			
A.S.S.E Standard	Legend	Acronym	Testable Device
1001	Atmospheric Type Vacuum Breakers	AVB	No
1002	Anti-siphon Fill Valves (Ballcocks)	ASBC	No
1011	Hose Connection Vacuum Breaker	HBVB	No
1012	Backflow Preventer w/Intermediate Atmospheric Vent	VDCV	No
1013	Reduced Pressure Backflow Prevention Assembly	RPBP	**Yes**
1015	Double Check Valve Backflow Prevention Assembly	DCV	**Yes**
1019	Vacuum Breaker Wall Hydrants	HBIVB	No
1020	Pressure Vacuum Breaker Assembly	PVB	**Yes**
1022	Backflow Preventer for Carbonated Beverage Machine	VMBP	No
1024	Dual Check Valve Type Backflow Preventers	DC	No
1024	Residential Dual Check	RDC	Yes/No
1035	Laboratory Faucet Backflow Preventer	LFVB	No
1037	Pressurized Flushing Devices (Flushometers)	PFD	No
1047	RP Detector Backflow Prevention Assembly	RPDA	**Yes**
1048	Double Check Detector Backflow Prevention Assembly	DDCV	**Yes**
1052	Hose Connection Backflow Preventer	HCBP	No
1055	Chemical Dispensing Systems	AG	No
1056	Spill Resistant Vacuum Breaker Assembly	SVB	**Yes**
1057	Freeze Resistant Yard Hydrant W/Backflow		No
A112.1.2	Air Gap	AG	No
	Single Check Valve	SCV	No

5. NEW SERVICE INSPECTION

5.1. Procedures

All plumbing plans and permits for a proposed building shall be reviewed by the Authority, Plumbing Inspector, Building Inspector and building contractor(s). The Authority's Cross Connection Control Plan and Backflow Prevention requirements will be reviewed with the responsible party.

5.2. Inspections

The Authority/Designated Agent conducting the cross connection control inspection shall inspect the building for compliance with the Cross Connection Control Program.

5.3. Compliance

Upon completion of the cross connection control inspection and determination that the building is in compliance and has met any required actions of this plan, a certificate of occupancy and water service may be initiated as applicable.

5.4. Non-Compliance

If the building does not comply with the Cross Connection Control Program the Authority shall enforce this plan as required. The water service and the certificate of occupancy will not be initiated until compliance is achieved and approved.

6. PIPING IDENTIFICATION

6.1. Requirements

6.1.1. When two or more piping systems are used for water in a building extreme care should be taken not to interconnect the systems. There may be a potable water system and systems carrying lesser quality water such as for fire protection or re-use. To help prevent the possibility of two systems being interconnected, pipes must be identified adequately. Legends and color coding should be based on the American Standards Association "Scheme for Identification of Piping Systems" (ANSI Z535.1-199) or an identification plan accepted by the Authority and prominently posted throughout the facility.

6.1.2. Color-coding and/or labeling should not be used solely to identify the contents of pipes but should be used supplementary to the use of legends. Potable water lines must be painted and/or labeled and the words "Potable Water" put on the pipe at appropriate intervals. Pipes carrying water for fire protection must be painted or labeled. Piping systems carrying other material, or water for other purposes, must also be clearly identified with the appropriate legends and color-coding. Flow arrows should be included to indicate the direction of flow.

6.1.3. Buildings which do not comply with the identification of piping system requirements on the effective date of this plan, must be painted or labeled in accordance with this section. Identification must be completed as soon as reasonably possible.

6.1.4. When the piping system layout creates an unusual or extreme situation in a limited area of inaccessibility, the Authority may permit the use of permanently attached durable sign(s), or such segments of piping may require substitute techniques to achieve positive identification. The use of substitute techniques shall not deviate from ANSI Z535.1-199 standards and must be approved by the Authority.

6.1.5. All openings from which secondary water may be obtained shall have at all times a sign prominently posted within two (2) feet of the opening bearing the following warning: WATER UNSAFE FOR DRINKING. Such sign shall be at least eight (8) inches by ten (10) inches in size, prominently lettered in contrasting colors, with no letters less than one (1) inch in height. Signs are to be furnished and maintained by the Consumer of the secondary supply and must be of material and design acceptable to the Authority.

7. EMERGENCY RESPONSE PLAN

7.1. Emergency Response Plan Procedures

The Town of Lake Hamilton shall develop and maintain an Emergency Response Plan (ERP) document intended to facilitate in properly responding to a backflow event. The written ERP shall be readily available to designated personnel.

Investigative actions to address an actual or potential backflow event are intended to:

a) Protect the distribution system from the spread of a contaminant detected in the water supply
b) Quickly restore the quality of water in the distribution system if a contaminant has entered the system through backflow
c) Prevent any further contamination of the distribution system

The facilities investigation should include these steps:

1) Locate the source of contamination
2) Isolate the source to protect the water distribution system from further contamination
3) Determine the extent of the spread of contamination through the distribution system and provide timely, appropriate notification to the public and it's regulatory agencies as applicable
4) Take corrective action to clean the contamination from the distribution system
5) Restore water service

7.2. Emergency Scenarios

Common scenarios causing unintended backflow forcing execution of Emergency Response may include the following:

b) Main water supply pipe break
c) Internal facility water pipe break
d) Internal facility – unprotected cross connection allowing contaminant to flow into potable water distribution system
e) Report of illness due to water supply contamination
f) Report of discolored water

7.3. Sample Emergency Response Plan

BACKFLOW INCIDENT REPORT FORM

There are many backflow incidents, which occur that are not reported. This is usually because they are of short duration, are not detected, the customer is not aware they should be reported or it may not be known to whom the incident should be reported. If you have any knowledge regarding incidents, please complete the form below and return it to the Utilities Director at the above address.

Reporting Agency: _____Report Date: _____
Reported By: _____ Position: _____
Mail Address: _____ City: _____
Province: _____Postal Code: _____ Telephone: _____
Date of Incident: _____ Time of Occurrence: _____
General Location (Street, etc.): _____

1. Backflow Originated From:

Name of Premise: _____
Street Address: _____ City: _____
Contact Person: _____ Telephone: _____
Type of Business: _____

2. Description of Contaminant(s):
(Attach Chemical Analysis if available)
_____
_____

3. Distribution of Contaminant(s):

Contained within customer's property: Yes: ___ No: ___
Number of persons affected: _____

4. Effect of Contamination:

Illness reported: _____

Physical irritation reported: _____
_____

5. Cross Connection Source of Contaminant:
(boiler, chemical pump, irrigation system, etc.)
_____
_____

6. **Cause of Backflow:**
(main break, fire flow, etc.)
_____
_____

7. **Corrective Measures Taken to Restore Water Quality:**
(main flushing, disinfection, etc.)
_____
_____

8. **Corrective Action Ordered to Eliminate or Protect from Cross Connection:**
(type of backflow preventer, location, etc.)
_____
_____

9. **Previous Cross Connection Survey of Premise:**

Date: _____ By: _____

10. **Type(s) of Backflow Preventer Isolating Property:**

RP: ___RPDA: ___ DCVA: ___ DCDA: ___ PVB: ___ SVBA: ___
AVB: ___ Air Gap: ___ None: ___ Other Type: _____

11. **Date of Latest Test of Device:** _____

12. **Notification of Health Department:**
Date: _____ Time: _____ Person Notified: _____

Attach sheets containing any additional information, sketches, etc. to the back of this form.

8. EDUCATION AND AWARENESS

The cross connection control program staff must have a good understanding of the program. The Town of Lake Hamilton shall ensure their cross-connection control staff receives proper in-the-field training as well as classroom education focusing on terminology, backflow prevention devices/assemblies, regulations, and hydraulic concepts. In addition, cross connection control staff will be encouraged to receive continuing education to be made aware of new backflow prevention devices/assemblies, regulation changes (i.e. plumbing code updates), new water use devices that pose cross connection concerns, etc.

Furthermore, attempts to educate the public about cross connections will be made by distributing pamphlets on common residential cross connections, visiting schools, providing onsite education of facility management and maintenance staff during routine inspections, speaking at condominium association meetings, showing videos on local access channels, or posting newspaper announcements.

Cross connection staff shall also be available upon request to provide backflow prevention education to pertinent community officials and Town of Lake Hamilton employees.

APPENDIX A - LOCAL ORDINANCE

APPENDIX B - FIELD FORMS

Cross-Connection Control Survey/Inspection Report

Facility Name _____ **Survey Date** _____

Facility Name 2 _____ **Survey By** _____

Service Loc/Address _____

Contact Name _____ **Contact Phone** _____

Area Name _____ **Acct Number** _____

Service Type _____ **Facility Status** _____

Comments _____

BFP/CC Info

---

1 Location Floor _____ Location Room _____ ☐ Confinement

Equip Location _____ ☐ UD CB 1

Type		
Mfr		
Size		
Model		
Serial Num		

Location ID _____ ☐ Freeze Protect

Meter # _____ Map Page _____

PT _____

Haz. Level _____ Protection Type _____

Install Date _____ Status _____

---

2 Location Floor _____ Location Room _____ ☐ Confinement

Equip Location _____ ☐ UD CB 1

Type		
Mfr		
Size		
Model		
Serial Num		

Location ID _____ ☐ Freeze Protect

Meter # _____ Map Page _____

PT _____

Haz. Level _____ Protection Type _____

Install Date _____ Status _____

---

3 Location Floor _____ Location Room _____ ☐ Confinement

Equip Location _____ ☐ UD CB 1

Type		
Mfr		
Size		
Model		
Serial Num		

Location ID _____ ☐ Freeze Protect

Meter # _____ Map Page _____

PT _____

Haz. Level _____ Protection Type _____

Install Date _____ Status _____

APPENDIX C - NOTICE TEMPLATES

Cross Connection Control Program Inspection Notice

(Date)

Sam Samples
000 Sample Drive
Sample City, FL 00000

RE: The Sam Samples Store at 111 Test Drive

Dear Mr. Samples

The Purpose for the **Town of Lake Hamilton** Cross Connection Control Program, as defined in the local Ordinance 12345, is to help eliminate possible contamination of the public water distribution system. There are two required components of the program; 1) site inspection, and 2) testing of backflow prevention assemblies.

As part of this program, an inspection of your facility's internal water system is to be completed. Inspectors will be reviewing your water system for connections that could possibly contaminate the water distribution system. The inspection is tentatively scheduled for **(Insert Date).** Our inspector will do their best to be on s

ite this day however we may be on site a day or two before or after the scheduled date. The inspection must be completed during normal business hours 8:00 AM to 5:00 PM. If you need a more specific time please call [Insert Phone Number] to arrange an appointment.

Any costs associated with the replacement, modification, installation and/or testing of backflow prevention assemblies is the responsibility of the property owner/manager and/or occupant.

You will be notified following the inspection if modification(s) and/or testing of backflow prevention assemblies are necessary. We look forward to working with you in protecting the drinking water supply. If you have any questions or concerns, please contact **[Insert Contact Information]**

Cross Connection Control Program Inspection Compliance Notice

(Date)

Sam Samples
000 Sample Drive
Sample City, FL 00000

RE: The Sam Samples Store at 111 Test Drive

Dear Mr. Samples

The Purpose for the **Town of Lake Hamilton** Cross Connection Control Program, as defined in the local Ordinance Div V Sec. 16-595, is to help eliminate possible contamination of the public water distribution system. There are two required components of the program; 1) site inspection, and 2) testing of backflow prevention assemblies.

As part of this program, an inspection of your facility's internal water distribution system was completed on **(Insert Date).** Inspectors reviewed your water distribution system for any piping or connections that could possibly contaminate the water distribution system.

Your facility was either found compliant and/or the necessary changes made to comply with Ordinance Div V Sec. 16-595. This inspection is valid until your facility's next scheduled inspection date. You will receive future notice for your next inspection date.

If your facility has backflow prevention assemblies requiring testing, you will be receiving additional notice detailing test requirements.

If you have any questions or require additional information, please contact **[Insert Contact Information]**

Containment Notice

(Date)

Sam Samples
000 Sample Drive
Sample City, FL 00000

RE: The Sam Samples Store at 111 Test Drive

The purpose for the Town of Lake Hamilton Cross Connection Control Program, as defined in the Ordinance Div V Sec. 16-595 is to help eliminate possible contamination of the public water distribution system.

"Containment" is the installation of a backflow prevention device, or a testable assembly between the facility and the public water distribution system. Containment assures there is no chance for water of questionable quality to leave your facility and to enter the public water distribution system.

As authorized by Ordinance Div V Sec. 16-595 the containment devices on the attached list are to be installed immediately after the municipal water meter and before the first tap. If a by-pass around the backflow prevention assembly is required, the by-pass shall also be protected with a backflow prevention assembly of equal protection. **Please note that the installation of a containment device will create a closed system. Proper installation of an expansion tank or other means to protect your piping system from the effects of thermal expansion may be necessary. Your facility has 30 days to install the assemblies shown on the attached pages.**

Please be advised that the installation of containment devices does not relieve your facility of the responsibility of providing potable water to its employees and visitors. In order to comply with applicable laws, and to ensure the integrity of your internal water distribution system, a comprehensive cross connection inspection should be completed. If you have any questions, please contact **[Insert Contact Information]**

Cross Connection Control Program Containment Compliance Notification

(Date)

Sam Samples
000 Sample Drive
Sample City, FL 00000

RE: The Sam Samples Store at 111 Test Drive

Dear Samples,

A Cross Connection Control inspection was performed at your facility. At that time, it was determined that your facility's potable water system is "contained" by an approved, properly installed backflow prevention device or assembly at the main inlet which is intended to minimize the potential backflow threat to the Town of Lake Hamilton public water system. Therefore, your facility has met the intent of the inspection portion of the Cross Connection Program as defined in Ordinance Div V Sec. 16-595. Compliance with the inspection portion of the program requirements shall remain in effect until your facility's next scheduled inspection date.

However, to fully meet the intent of the CCC Program, two- (2) items must be addressed:

1. Inspection of the facility: **Completed**
2. Successful annual testing of any existing testable backflow prevention assemblies within your facility.

This facility will be in **Compliance** with the Cross Connection Control Program when the existing backflow prevention assemblies are tested this year and at yearly intervals hereafter. When it is necessary to test such assemblies your facility will receive a notification letter, test forms to be completed by a certified tester for each identified testable assembly, and a list of certified testers within your facility's area. Upon the successful testing of the backflow prevention assembly, please submit a copy of the completed test record(s) to the Town of Lake Hamilton.

Note: however it is it still possible for existing cross connections within your facility to potentially affect the water quality within your internal plumbing system. The installation of an approved backflow preventer at the main inlet does not relieve your facility of the responsibility of providing potable water to your employees and the public. In order to comply with all applicable codes and laws, it is recommended that your facility:

- Have a cross connection control survey of the potable water piping system performed within your facility
- Ensure all piping systems downstream of the containment device/assembly are labeled properly
- Ensure backflow prevention assemblies connected to the potable water supply within your facility are tested annually

If you have any questions or require additional information, please contact **[Insert Contact Information]**

Request for Internal Cross Connection Control Information Notice

(Date)

Sam Samples
000 Sample Drive
Sample City, FL 00000

RE: The Sam Samples Store at 111 Test Drive

Dear Mr. Samples,

The purpose for the Town of Lake Hamilton Cross Connection Control Program, as defined in Ordinance Div V Sec.16-595, is to help eliminate possible contamination of the public water distribution system. There are two required components of the program; 1) site inspection, and 2) testing of backflow prevention assemblies.

As specified by Div V Sec. 16-595, your facility is required to supply potable water free of existing and/or potential cross connections to its employees and/or the public. Due to the complexity of your internal piping, an inspection of the potable water piping system is necessary to determine if there are any existing and/or potential cross connections. This inspection must be completed by an individual or firm acceptable to the Town of Lake Hamilton.

The Potable Water Cross Connection Survey Report is to be submitted within 30 days from the date of this notice. Accompanied with the Potable Water Piping Cross Connection Survey Report shall be an Action Plan and timetable for correcting any deficiencies noted in the report.

If you have any questions or require additional information, please contact **[Insert Contact Information]** Your cooperation in this matter is greatly appreciated.

Inspection Non-Compliance Notice 1

(Date)

Sam Samples
000 Sample Drive
Sample City, FL 00000

RE: The Sam Samples Store at 111 Test Drive

Dear Mr. Sam Samples,

The purpose for the Town of Lake Hamilton Cross Connection Control Program, as defined in Ordinance Div V Sec. 16-595, is to help eliminate possible contamination of the public water distribution system. There are two required components of the program; 1) site inspection, and 2) testing of backflow prevention assemblies.

An inspection of your facility's internal water distribution system was completed on (Insert Date). Inspectors reviewing your water system found connections that could possibly contaminate the public water distribution system. A list of requirements is enclosed.

Requirements on this list must be addressed using only State approved backflow prevention devices. A licensed plumber should be able to assist you with acquiring approved backflow prevention devices. Some backflow prevention devices (assemblies) also require testing by a State Certified Tester. We suggest that the licensed plumber installing the testable assemblies also have the state certification to test assemblies. ***All testable assemblies must be tested immediately at the time of installation.***

These requirements must be completed by (Insert Date). After the requirements and devices have been installed (if applicable) please call the number below on or before the date listed above to schedule a compliance inspection. Failure to do so will result in future non-compliant notices.

To arrange for a compliance review or if you require additional information, please contact **[Insert Contact Information]**

Inspection Non-Compliance Notice 2

(Date)

Sam Samples
000 Sample Drive
Sample City, FL 00000

RE: The Sam Samples Store at 111 Test Drive

Dear Mr. Sam Samples,

The purpose for the Town of Lake Hamilton's Cross Connection Control Program, as defined in Ordinance Div V Sec. 16-595, is to help eliminate possible contamination of the public water distribution system. There are two required components of the program; 1) site inspection, and 2) testing of backflow prevention assemblies.

As part of this program, an inspection of your facility's internal water distribution system was completed on (Insert Date). Inspectors reviewing your water system found connections that could possibly contaminate the public water distribution system. A letter of notification was previously sent to you outlining the required corrective measures. For your reference, a duplicate list of requirements is enclosed.

Requirements on this list must be addressed using only State approved backflow prevention devices. A licensed plumber should be able to assist you with acquiring approved backflow prevention devices. Some backflow prevention devices (assemblies) also require testing by a State Certified Tester. We suggest that the licensed plumber installing the testable assemblies also have the state certification to test assemblies. ***All testable assemblies must be tested immediately at the time of installation.***

These requirements must be completed by (Insert Date). After the requirements and devices have been installed (if applicable) please call the number below on or before the date listed above to schedule a compliance inspection. Failure to do so will result in future non-compliant notices.

To arrange for compliance review or if you require additional information, please contact
[Insert Contact Information]

Cross Connection Control Program Inspection Shut-Off Notice

(Date)

Sam Samples
000 Sample Drive
Sample City, FL 00000

RE: The Sam Samples Store at 111 Test Drive

Dear Mr. Sam Samples,

The purpose for the Town of Lake Hamilton's Cross Connection Control Program, as defined in Ordinance Div V Sec. 16-595, is to help eliminate possible contamination of the public water distribution system.

As part of this program, an inspection of your facility's internal water distribution system was completed on (Insert Date). Inspectors reviewing your water system found connections that could possibly contaminate the public water distribution system. Two- (2) previous letters of notification were sent to you outlining the required corrective measures. For your reference, a duplicate list of requirements is attached.

We presently have no record or notification from you that corrective action has been completed. If you have already completed the requirements, please call the number below to schedule a compliance inspection.

You are hereby notified that in accordance with Ordinance Div V Sec. 16-595, the water supply to the above noted premises will be discontinued as of (Insert Date) Water service may not be resumed until corrective measures have been addressed.

Upon completion of the required corrective action, please contact **[Insert Contact Information]** on or before the above date to schedule a compliance review.

Sincerely,

Utilities Director

Annual Test Notice

TEST FORM DUE NO LATER THAN: (Insert Date)

(Date)

Sam Samples
000 Sample Drive
Sample City, FL 00000

RE: The Sam Samples Store at 111 Test Drive

Dear Mr. Sam Samples,

The purpose for the Town of Lake Hamilton's Cross Connection Control Program, as defined in Ordinance Div V Sec. 16-595, is to help eliminate possible contamination of the public water distribution system. There are two required components of the program; 1) site inspection, and 2) testing of backflow prevention assemblies.

This correspondence addresses testing of backflow prevention assemblies, and is independent of previous correspondence pertaining to site inspection(s). Periodic testing of backflow prevention assemblies is required to ensure proper working order.

Our records indicate it is time for testing of backflow prevention assemblies at your facility. The enclosed preprinted test forms are the only test forms that will be accepted. Testing should be completed in advance of the completion date noted to allow for repair(s) should they be necessary. **Testing of backflow prevention assemblies must be completed by a State approved certified tester. Backflow prevention assemblies installed on fire protection systems must be tested by a certified fire-protection system contractor.** A partial listing is attached for reference.

Following completion of assembly testing and/or repairs, completed test forms may either be faxed to (Insert fax Number), or mailed to the following address:

Town of Lake Hamilton
100 Smith Ave
PO Box 126
Lake Hamilton, FL 33851

Backflow prevention assemblies within the Town of Lake Hamilton are required to be tested on an annual basis. Our records indicate that we have not received the annual test reports on the following backflow assemblies enclosed with this letter.

Completed test forms are to be returned by (Insert Date)**.** Please retain a copy of the device test results for your records.

If you have any questions or require additional information, please contact **[Insert Contact Information]**

Test Notice #2

TEST FORM DUE NO LATER THAN: (Insert Date)

(Date)

Sam Samples
000 Sample Drive
Sample City, FL 00000

RE: The Sam Samples Store at 111 Test Drive

Dear Mr. Sam Samples,

The purpose for the Town of Lake Hamilton's Cross Connection Control Program, as defined in Ordinance DIV V Sec. 16-595, is to help eliminate possible contamination of the public water distribution system. There are two required components of the program; 1) site inspection, and 2) testing of backflow prevention assemblies.

This is your **second notice** pertaining to testing of backflow prevention assemblies, and is independent of previous correspondence pertaining to site inspection(s). Periodic testing of backflow prevention assemblies is required to ensure proper working order.

Our records indicate 1) it is time for testing of backflow prevention assemblies at your facility and that 2) you have not yet returned the previously provided test forms. For your convenience, we have enclosed additional preprinted test forms. **Testing of backflow prevention assemblies must be completed by a State approved certified tester. Backflow prevention assemblies installed on fire protection systems must be tested by a certified fire-protection system contractor.** A partial listing is attached for reference.

Following completion of assembly testing and/or repairs, completed test forms may either be faxed to (Insert fax number), or mailed to the following address:

Town of Lake Hamilton
100 Smith Ave
PO Box 126
Lake Hamilton, FL 33851

Completed test forms are to be returned by (Insert Date)**.** Please retain a copy of the device test results for your records.

If you have any questions or require additional information, please contact **[Insert Contact Information]**

Testing Shut-Off Notice

TEST FORM DUE NO LATER THAN: (Insert Date)

(Date)

Sam Samples
000 Sample Drive
Sample City, FL 00000

RE: The Sam Samples Store at 111 Test Drive

Dear Mr. Sam Samples,

The purpose for the Town of Lake Hamilton's Cross Connection Control Program, as defined in Ordinance Div V Sec. 16-595, is to help eliminate possible contamination of the public water distribution system. There are two required components of the program; 1) site inspection, and 2) testing of backflow prevention assemblies.

This is your **third notice** pertaining to testing of backflow prevention assemblies, and is independent of previous correspondence pertaining to site inspection(s). Periodic testing of backflow prevention assemblies is required to ensure proper working order.

Our records indicate that you have not yet returned the previously provided test forms. For your convenience, we have enclosed additional preprinted test forms. **Testing of backflow prevention assemblies must be completed by a State approved certified tester. Backflow prevention assemblies installed on fire protection systems must be tested by a certified fire-protection system contractor.** A partial listing is attached for reference.

You are hereby notified that in accordance with Ordinance Div V Sec. 16-595, the water supply to the above noted premises will be discontinued as of (Insert Date). Water service may not be resumed until testing of backflow prevention assemblies has been completed.

Following completion of assembly testing and/or repairs, completed test forms may either be faxed to (insert fax number), or mailed to the following address:

Town of Lake Hamilton
100 Smith Ave
PO Box 126
Lake Hamilton, FL 33851

Please retain a copy of the device test results for your records. If you have any questions or require additional information, please contact **[Insert Contact Information]**

Sincerely,

Utilities Director

APPENDIX D - TEST FORM

Backflow Prevention Assembly Test Form

Owner of Property: _____ Contact Person: _____

Device Address: _____

_____ Permit Number: _____

Exact Location: _____ Manufacturer: _____

Test Date: _____ Model Number: _____

Device Type: _____ Size: _____ Serial Number: _____

Use: (circle) Containment Isolation Domestic Fire Irrigation Process

Line PSI _____	Reduced Pressure Backflow Preventer Double Check Valve Assembly			Pressure Vacuum Breaker	
	Check Valve No.1	Check Valve No.2	Relief Valve	Check Valve	Air Inlet
Initial Test PASS ☐ FAIL ☐	Closed Tight ☐ Leaked ☐ _____PSID	Closed Tight ☐ Leaked ☐ _____PSID	Opened at _____PSID Did Not Open ☐	Closed Tight ☐ Leaked ☐ _____PSID	Opened at _____PSID Did Not Open ☐
Repairs Remarks	Cleaned ☐ Replaced ☐	Cleaned ☐ Replaced ☐	Cleaned ☐ Replaced ☐	Cleaned ☐ Replaced ☐	Cleaned ☐ Replaced ☐
Final Test PASS ☐ FAIL ☐	Closed Tight ☐ Leaked ☐ _____PSID	Closed Tight ☐ Leaked ☐ _____PSID	Opened at _____PSID Did Not Open ☐	Closed Tight ☐ Leaked ☐ _____PSID	Opened at _____PSID Did Not Open ☐
No. 2 Shutoff Valve Condition: Closed Tight ☐ Leaked ☐					
Notes:					
Certification: On this date, the above device was tested per applicable codes and the required performance standards.					
Test Type: Gauge No. Calibration Date: Tester Name: Testing Firm: Tester Certification No.					
Tester Signature: _____ Date : _____ Contact Signature: _____ Date: _____					

APPENDIX E - DEFINITIONS

Air Gap: The unobstructed vertical distance through the free atmosphere between the lowest opening from any pipe or faucet conveying water or waste to a tank, plumbing fixture, receptor, or other assembly and the flood level rim of the receptacle. These vertical, physical separations must be at least twice the diameter of the water supply outlet and at no time less than 1 inch.

Approved: Accepted by the authority responsible as meeting an applicable specification stated or cited in this plan or as suitable for the proposed use.

Auxiliary Water System: Any water system on or available to the premises other than the purveyor's approved public water supply.

Backflow: The undesirable reversal of flow in a potable water distribution system as a result of a cross connection.

Backflow Preventer: An assembly, device or method designed to prevent backflow.

Backflow Prevention Assembly: A mechanical backflow preventer used to prevent backward flow of contaminants or pollutants into a potable water distribution system. An assembly has a resilient seated, full flow shut-off valve before and after the backflow preventer making it testable in line.

Backflow Prevention Device: A mechanical backflow preventer without shut-off valves. Typically these devices are not testable in the field.

Backpressure: A pressure, higher than the supply pressure, caused by a pump, elevated tank, boiler, or any other means that may cause backflow.

Backsiphonage: Backflow caused by negative or reduced pressure in the supply piping.

Contaminant: Any foreign substance (liquid, solid or gas) that degrades the quality of water and creates a health hazard.

Cross Connection: A connection or 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, waste products, steam, water from other sources (potable or non-potable), or any matter that may change the color or add an odor to the water.

Owner: Person or entity receiving service from the public water distribution system.

Pollutant: Any foreign substance (liquid, solid or gas) that degrades the quality of water as to constitute a non-health hazard or impair the usefulness of the water.

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

Non-Potable Water: Water that is not safe for human consumption or of questionable quality.

Reclaimed Water: Water that, as a result of treatment of wastewater, is suitable for a direct beneficial use or a controlled use that would not otherwise occur and is not safe for

human consumption.

Service Line Protection: Installation of an approved backflow prevention device, assembly or method at the point of service in order to confine potential contamination caused by a cross connection within the facility where it arises; also referred to as containment.

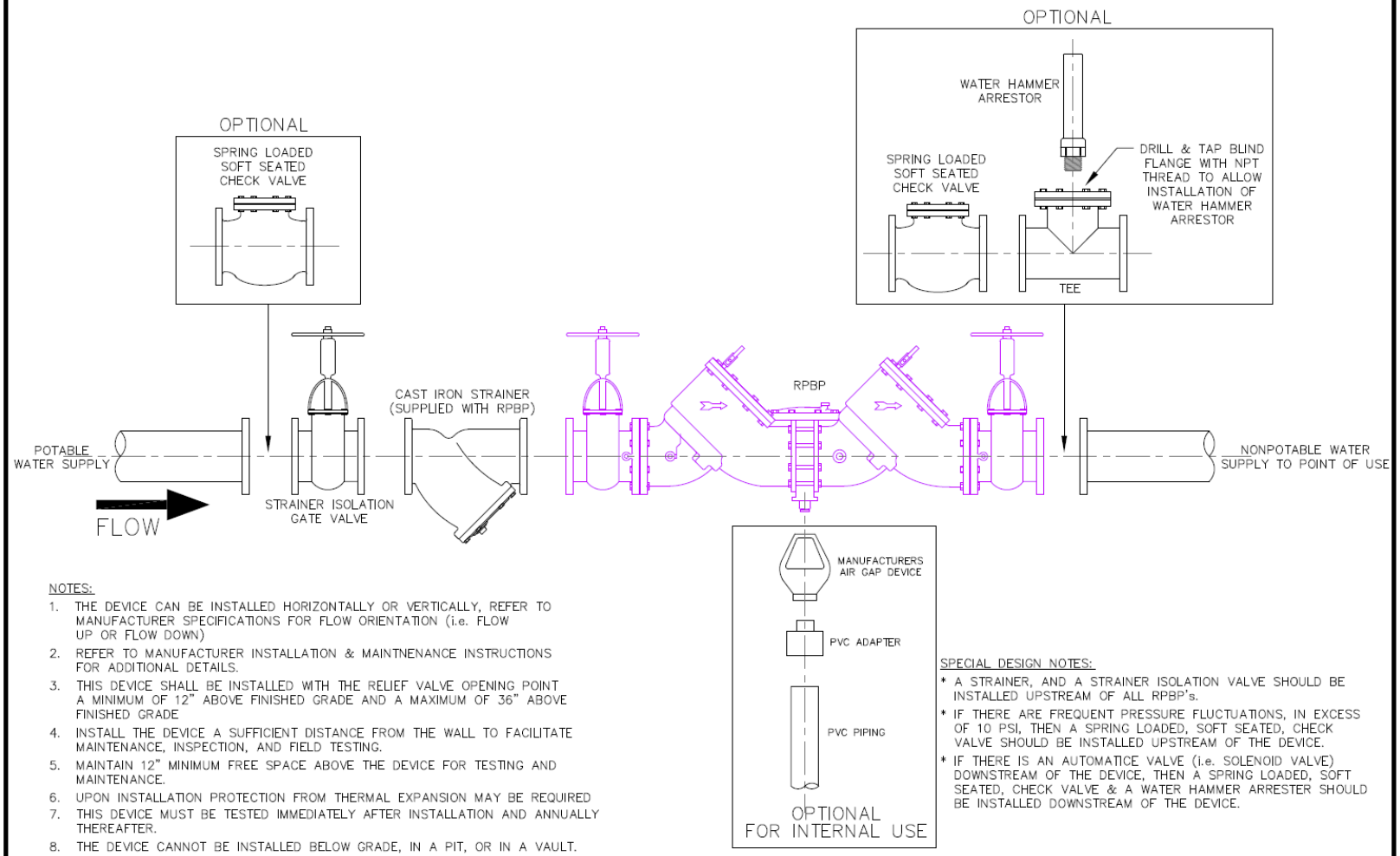
APPENDIX F – FACILITIES REQUIRING SERVICE LINE PROTECTION

The information provided in this section is only a partial listing of typical facility types requiring service line protection. Other types of facilities which are not on this list may be required to install service line protection at the discretion of the Authority.

1. Hospitals and Medical Facilities
2. Dental Clinics
3. Mortuaries/Funeral Homes
4. Nursing homes
5. Animal hospitals/Veterinary Clinics
6. Laboratories
7. Sewage treatment plants, sewage pumping stations, storm water pumping stations
8. Chemical plants
9. Dyeing plants
10. Metal plating industries
11. Tanneries
12. Petroleum processing or storage plants
13. Slaughterhouses/Poultry processing plants
14. Food or beverage processing plants
15. Piers, docks, waterfront facilities
16. Photo development plants
17. Car washes
18. Laundromats
19. Public swimming pools
20. Where reclaimed water is being provided to the premises.
21. Farms where water is used for other than household purposes
22. Premises with internal cross-connections that are not correctable or with intricate plumbing arrangements which make it impractical to determine if cross-connections exist
23. Premises where, because of security requirements or other prohibitions or restrictions, it is impossible or impractical to make a cross-connection survey.
24. Premises having a repeated history of cross-connections being established or re-established.

APPENDIX G – INSTALLATION SCHEMATICS

Drawings contained in this section are only “typical” installations for reference purposes. All new installations must be installed per code and manufacturer specifications



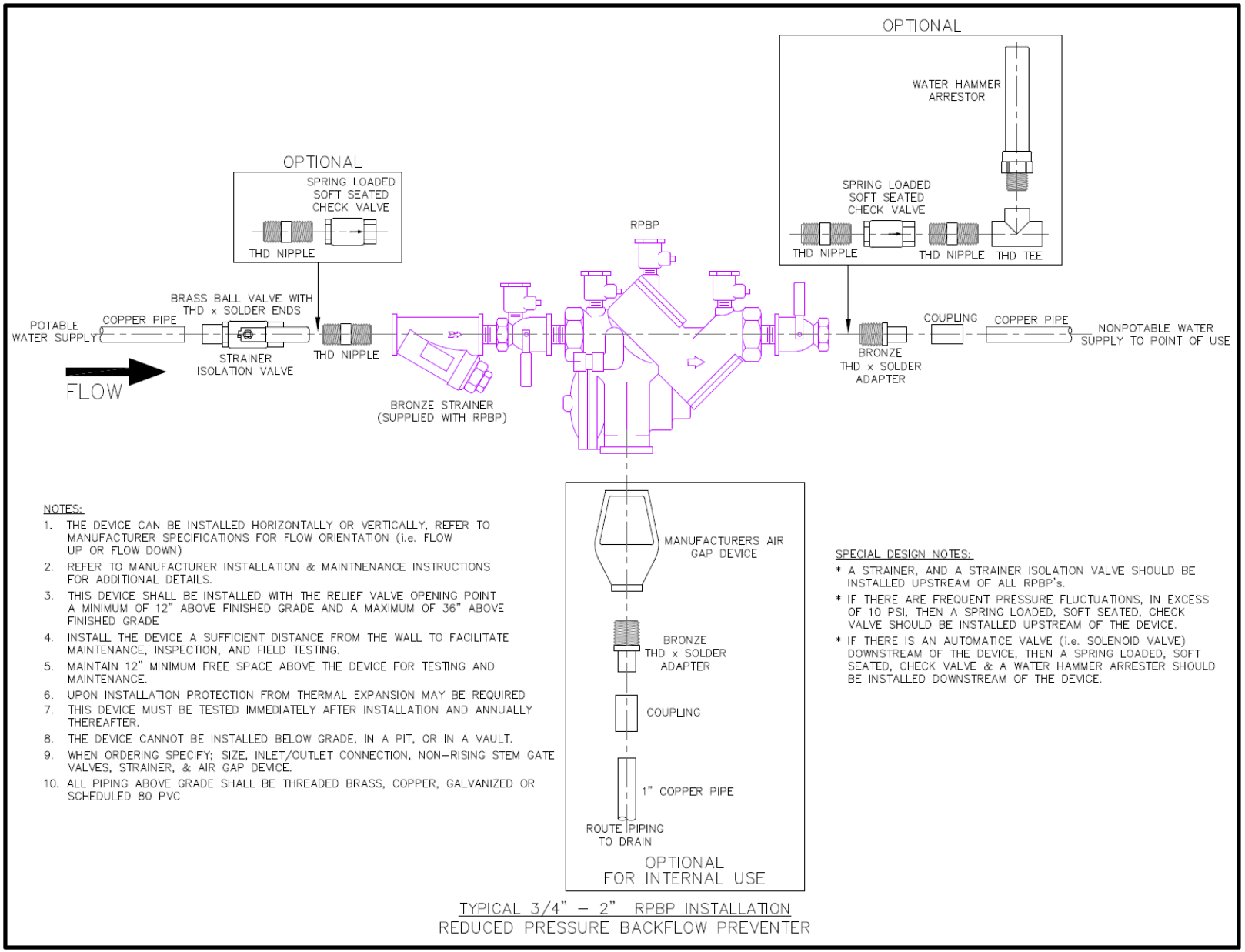
NOTES:

1. THE DEVICE CAN BE INSTALLED HORIZONTALLY OR VERTICALLY, REFER TO MANUFACTURER SPECIFICATIONS FOR FLOW ORIENTATION (i.e. FLOW UP OR FLOW DOWN)
2. REFER TO MANUFACTURER INSTALLATION & MAINTNENANCE INSTRUCTIONS FOR ADDITIONAL DETAILS.
3. THIS DEVICE SHALL BE INSTALLED WITH THE RELIEF VALVE OPENING POINT A MINIMUM OF 12" ABOVE FINISHED GRADE AND A MAXIMUM OF 36" ABOVE FINISHED GRADE
4. INSTALL THE DEVICE A SUFFICIENT DISTANCE FROM THE WALL TO FACILITATE MAINTENANCE, INSPECTION, AND FIELD TESTING.
5. MAINTAIN 12" MINIMUM FREE SPACE ABOVE THE DEVICE FOR TESTING AND MAINTENANCE.
6. UPON INSTALLATION PROTECTION FROM THERMAL EXPANSION MAY BE REQUIRED
7. THIS DEVICE MUST BE TESTED IMMEDIATELY AFTER INSTALLATION AND ANNUALLY THEREAFTER.
8. THE DEVICE CANNOT BE INSTALLED BELOW GRADE, IN A PIT, OR IN A VAULT.
9. WHEN ORDERING SPECIFY; SIZE, INLET/OUTLET CONNECTION, NON-RISING STEM GATE VALVES, STRAINER, & AIR GAP DEVICE.
10. ALL PIPING ABOVE GRADE SHALL BE THREADED BRASS, COPPER, GALVANIZED OR DUCTILE IRON

SPECIAL DESIGN NOTES:

* A STRAINER, AND A STRAINER ISOLATION VALVE SHOULD BE INSTALLED UPSTREAM OF ALL RPBP's.
* IF THERE ARE FREQUENT PRESSURE FLUCTUATIONS, IN EXCESS OF 10 PSI, THEN A SPRING LOADED, SOFT SEATED, CHECK VALVE SHOULD BE INSTALLED UPSTREAM OF THE DEVICE.
* IF THERE IS AN AUTOMATICE VALVE (i.e. SOLENOID VALVE) DOWNSTREAM OF THE DEVICE, THEN A SPRING LOADED, SOFT SEATED, CHECK VALVE & A WATER HAMMER ARRESTER SHOULD BE INSTALLED DOWNSTREAM OF THE DEVICE.

TYPICAL 2 1/2" – 10" RPBP INSTALLATION
REDUCED PRESSURE BACKFLOW PREVENTER



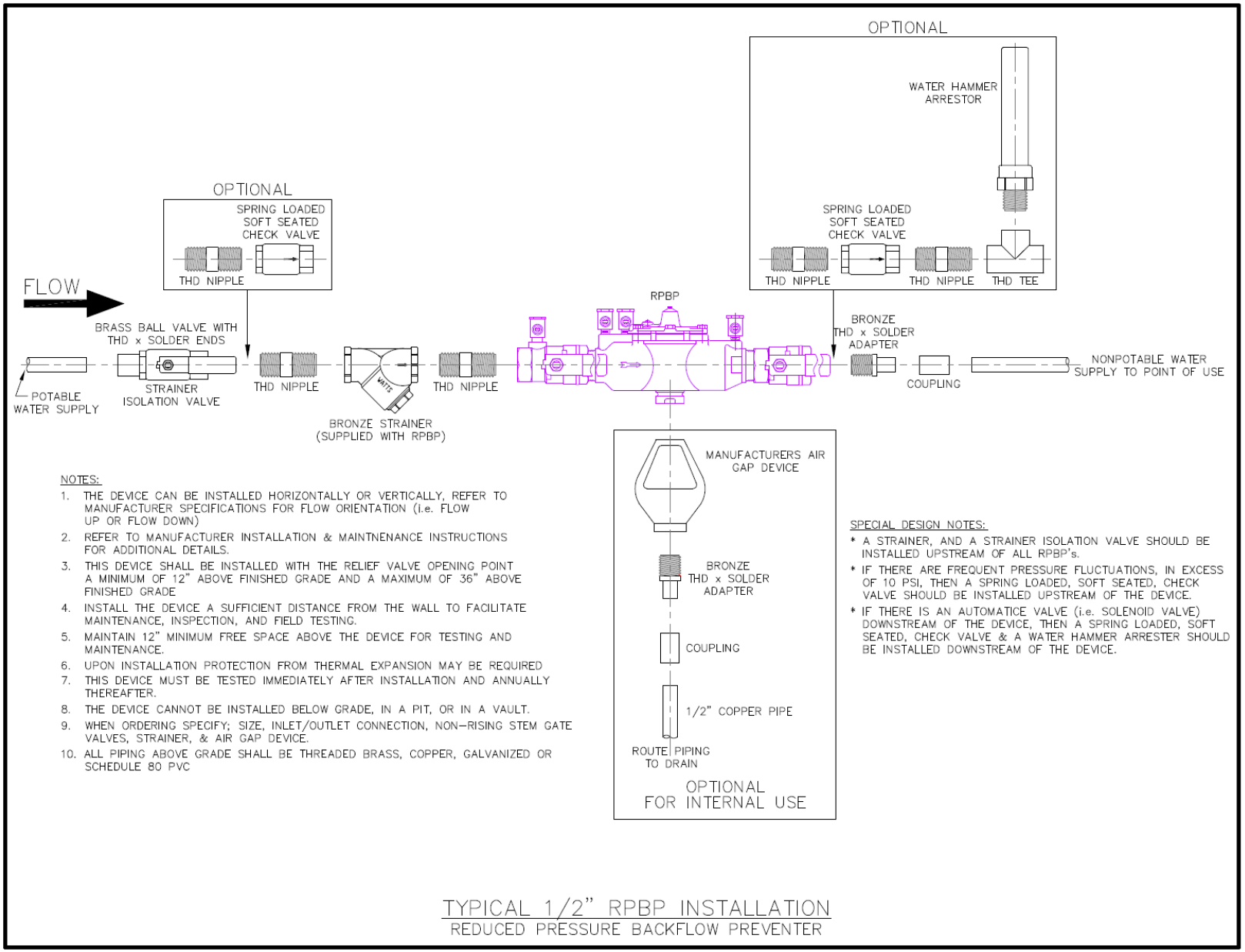
NOTES:

1. THE DEVICE CAN BE INSTALLED HORIZONTALLY OR VERTICALLY, REFER TO MANUFACTURER SPECIFICATIONS FOR FLOW ORIENTATION (i.e. FLOW UP OR FLOW DOWN)
2. REFER TO MANUFACTURER INSTALLATION & MAINTNENANCE INSTRUCTIONS FOR ADDITIONAL DETAILS.
3. THIS DEVICE SHALL BE INSTALLED WITH THE RELIEF VALVE OPENING POINT A MINIMUM OF 12" ABOVE FINISHED GRADE AND A MAXIMUM OF 36" ABOVE FINISHED GRADE
4. INSTALL THE DEVICE A SUFFICIENT DISTANCE FROM THE WALL TO FACILITATE MAINTENANCE, INSPECTION, AND FIELD TESTING.
5. MAINTAIN 12" MINIMUM FREE SPACE ABOVE THE DEVICE FOR TESTING AND MAINTENANCE.
6. UPON INSTALLATION PROTECTION FROM THERMAL EXPANSION MAY BE REQUIRED
7. THIS DEVICE MUST BE TESTED IMMEDIATELY AFTER INSTALLATION AND ANNUALLY THEREAFTER.
8. THE DEVICE CANNOT BE INSTALLED BELOW GRADE, IN A PIT, OR IN A VAULT.
9. WHEN ORDERING SPECIFY; SIZE, INLET/OUTLET CONNECTION, NON-RISING STEM GATE VALVES, STRAINER, & AIR GAP DEVICE.
10. ALL PIPING ABOVE GRADE SHALL BE THREADED BRASS, COPPER, GALVANIZED OR SCHEDULED 80 PVC

SPECIAL DESIGN NOTES:

* A STRAINER, AND A STRAINER ISOLATION VALVE SHOULD BE INSTALLED UPSTREAM OF ALL RPBP's.
* IF THERE ARE FREQUENT PRESSURE FLUCTUATIONS, IN EXCESS OF 10 PSI, THEN A SPRING LOADED, SOFT SEATED, CHECK VALVE SHOULD BE INSTALLED UPSTREAM OF THE DEVICE.
* IF THERE IS AN AUTOMATICE VALVE (i.e. SOLENOID VALVE) DOWNSTREAM OF THE DEVICE, THEN A SPRING LOADED, SOFT SEATED, CHECK VALVE & A WATER HAMMER ARRESTER SHOULD BE INSTALLED DOWNSTREAM OF THE DEVICE.

TYPICAL 3/4" – 2" RPBP INSTALLATION
REDUCED PRESSURE BACKFLOW PREVENTER



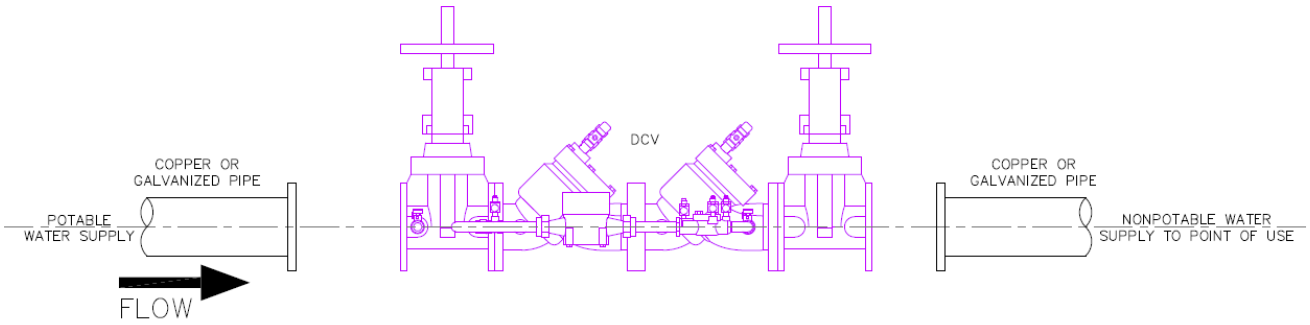
NOTES:

1. THE DEVICE CAN BE INSTALLED HORIZONTALLY OR VERTICALLY, REFER TO MANUFACTURER SPECIFICATIONS FOR FLOW ORIENTATION (i.e. FLOW UP OR FLOW DOWN)
2. REFER TO MANUFACTURER INSTALLATION & MAINTNENANCE INSTRUCTIONS FOR ADDITIONAL DETAILS.
3. THIS DEVICE SHALL BE INSTALLED WITH THE RELIEF VALVE OPENING POINT A MINIMUM OF 12" ABOVE FINISHED GRADE AND A MAXIMUM OF 36" ABOVE FINISHED GRADE
4. INSTALL THE DEVICE A SUFFICIENT DISTANCE FROM THE WALL TO FACILITATE MAINTENANCE, INSPECTION, AND FIELD TESTING.
5. MAINTAIN 12" MINIMUM FREE SPACE ABOVE THE DEVICE FOR TESTING AND MAINTENANCE.
6. UPON INSTALLATION PROTECTION FROM THERMAL EXPANSION MAY BE REQUIRED
7. THIS DEVICE MUST BE TESTED IMMEDIATELY AFTER INSTALLATION AND ANNUALLY THEREAFTER.
8. THE DEVICE CANNOT BE INSTALLED BELOW GRADE, IN A PIT, OR IN A VAULT.
9. WHEN ORDERING SPECIFY; SIZE, INLET/OUTLET CONNECTION, NON-RISING STEM GATE VALVES, STRAINER, & AIR GAP DEVICE.
10. ALL PIPING ABOVE GRADE SHALL BE THREADED BRASS, COPPER, GALVANIZED OR SCHEDULE 80 PVC

SPECIAL DESIGN NOTES:

* A STRAINER, AND A STRAINER ISOLATION VALVE SHOULD BE INSTALLED UPSTREAM OF ALL RPBP's.
* IF THERE ARE FREQUENT PRESSURE FLUCTUATIONS, IN EXCESS OF 10 PSI, THEN A SPRING LOADED, SOFT SEATED, CHECK VALVE SHOULD BE INSTALLED UPSTREAM OF THE DEVICE.
* IF THERE IS AN AUTOMATICE VALVE (i.e. SOLENOID VALVE) DOWNSTREAM OF THE DEVICE, THEN A SPRING LOADED, SOFT SEATED, CHECK VALVE & A WATER HAMMER ARRESTER SHOULD BE INSTALLED DOWNSTREAM OF THE DEVICE.

TYPICAL 1/2" RPBP INSTALLATION
REDUCED PRESSURE BACKFLOW PREVENTER



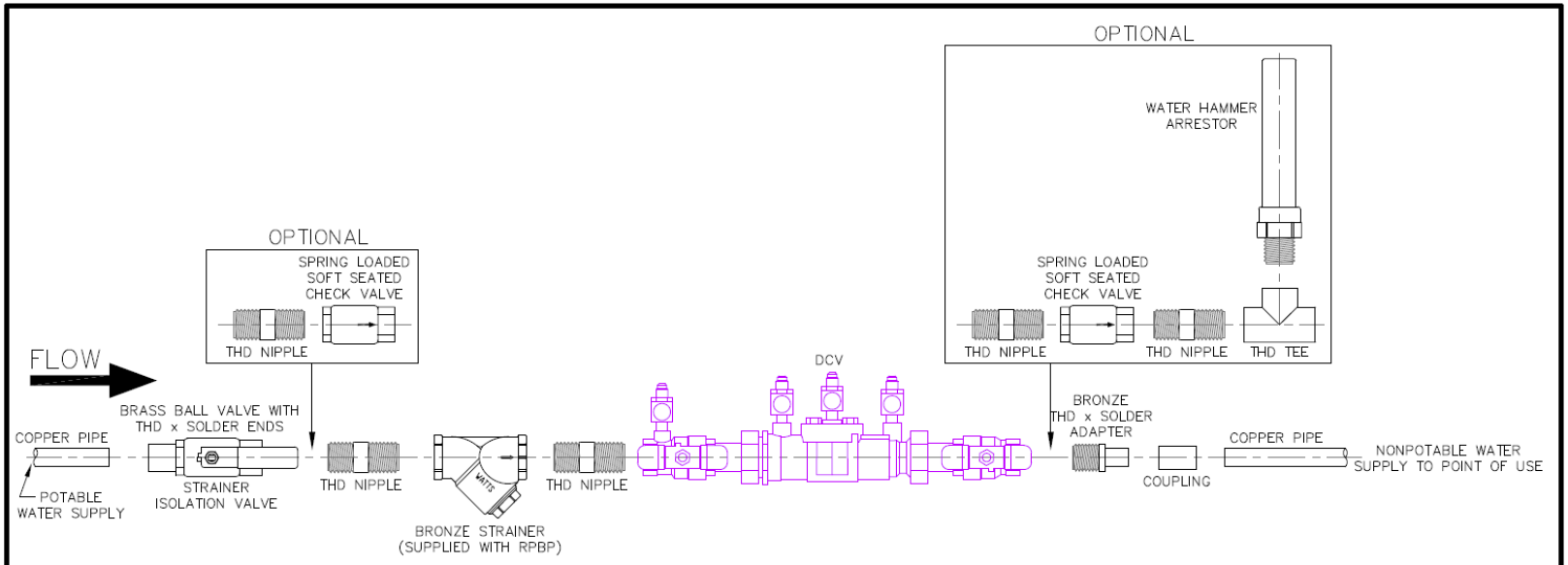
NOTES:

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2. REFER TO MANUFACTURER INSTALLATION & MAINTNENANCE INSTRUCTIONS FOR ADDITIONAL DETAILS.
3. THIS DEVICE SHALL BE INSTALLED A MINIMUM OF 12" ABOVE FINISHED GRADE AND A MAXIMUM OF 36" ABOVE FINISHED GRADE
4. INSTALL THE DEVICE A SUFFICIENT DISTANCE FROM THE WALL TO FACILITATE MAINTENANCE, INSPECTION, AND FIELD TESTING.
5. MAINTAIN 12" MINIMUM FREE SPACE ABOVE THE DEVICE FOR TESTING AND MAINTENANCE.
6. UPON INSTALLATION PROTECTION FROM THERMAL EXPANSION MAY BE REQUIRED
7. THIS DEVICE MUST BE TESTED IMMEDIATELY AFTER INSTALLATION AND ANNUALLY THEREAFTER.
8. THE DEVICE CANNOT BE INSTALLED BELOW GRADE, IN A PIT, OR IN A VAULT.
9. WHEN ORDERING SPECIFY; SIZE, INLET/OUTLET CONNECTION, NON-RISING STEM GATE VALVES, STRAINER, & AIR GAP DEVICE.
10. ALL PIPING ABOVE GRADE SHALL BE THREADED BRASS, COPPER, GALVANIZED OR DUCTILE IRON

SPECIAL DESIGN NOTES:

* A STRAINER, AND A STRAINER ISOLATION VALVE SHOULD BE INSTALLED UPSTREAM OF ALL DCV's – NOTE: STRAINERS SHALL NOT BE INSTALLED ON ASSEMBLIES SERVING FIRE PROTECTION SYSTEMS
* IF THERE ARE FREQUENT PRESSURE FLUCTUATIONS, IN EXCESS OF 10 PSI, THEN A SPRING LOADED, SOFT SEATED, CHECK VALVE SHOULD BE INSTALLED UPSTREAM OF THE DEVICE.
* IF THERE IS AN AUTOMATICE VALVE (i.e. SOLENOID VALVE) DOWNSTREAM OF THE DEVICE, THEN A SPRING LOADED, SOFT SEATED, CHECK VALVE & A WATER HAMMER ARRESTER SHOULD BE INSTALLED DOWNSTREAM OF THE DEVICE.

TYPICAL 2 1/2" – 10" DCV INSTALLATION
DOUBLE CHECK VALVE ASSEMBLY



NOTES:

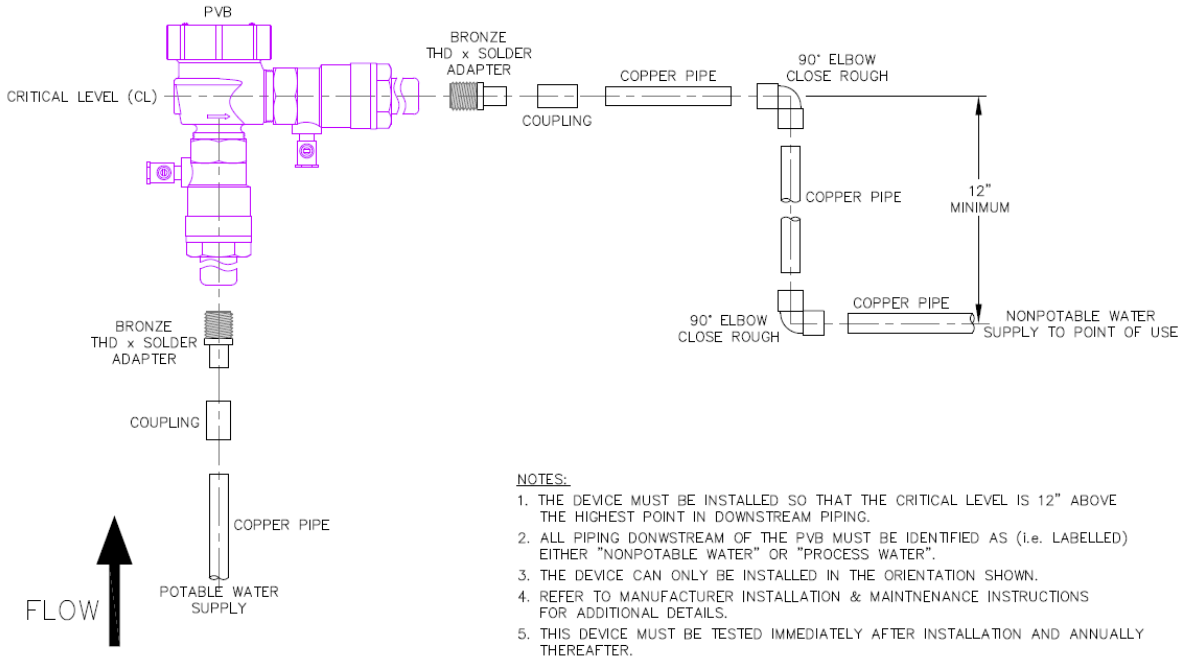
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2. REFER TO MANUFACTURER INSTALLATION & MAINTNENANCE INSTRUCTIONS FOR ADDITIONAL DETAILS.
3. THIS DEVICE SHALL BE INSTALLED A MINIMUM OF 12" ABOVE FINISHED GRADE AND A MAXIMUM OF 36" ABOVE FINISHED GRADE
4. INSTALL THE DEVICE A SUFFICIENT DISTANCE FROM THE WALL TO FACILITATE MAINTENANCE, INSPECTION, AND FIELD TESTING.
5. MAINTAIN 12" MINIMUM FREE SPACE ABOVE THE DEVICE FOR TESTING AND MAINTENANCE.
6. UPON INSTALLATION PROTECTION FROM THERMAL EXPANSION MAY BE REQUIRED
7. THIS DEVICE MUST BE TESTED IMMEDIATELY AFTER INSTALLATION AND ANNUALLY THEREAFTER.
8. THE DEVICE CANNOT BE INSTALLED BELOW GRADE, IN A PIT, OR IN A VAULT.
9. WHEN ORDERING SPECIFY; SIZE, INLET/OUTLET CONNECTION, NON-RISING STEM GATE VALVES, STRAINER, & AIR GAP DEVICE.
10. ALL PIPING ABOVE GRADE SHALL BE THREADED BRASS, COPPER, GALVANIZED OR SCHEDULED 80 PVC

SPECIAL DESIGN NOTES:

* A STRAINER, AND A STRAINER ISOLATION VALVE SHOULD BE INSTALLED UPSTREAM OF ALL DCV's – NOTE: STRAINERS SHALL NOT BE INSTALLED ON ASSEMBLIES SERVING FIRE PROTECTION SYSTEMS
* IF THERE ARE FREQUENT PRESSURE FLUCTUATIONS, IN EXCESS OF 10 PSI, THEN A SPRING LOADED, SOFT SEATED, CHECK VALVE SHOULD BE INSTALLED UPSTREAM OF THE DEVICE.
* IF THERE IS AN AUTOMATICE VALVE (i.e. SOLENOID VALVE) DOWNSTREAM OF THE DEVICE, THEN A SPRING LOADED, SOFT SEATED, CHECK VALVE & A WATER HAMMER ARRESTER SHOULD BE INSTALLED DOWNSTREAM OF THE DEVICE.

TYPICAL 1/2" – 2" DCV INSTALLATION
DOUBLE CHECK VALVE ASSEMBLY

Town of Lake Hamilton

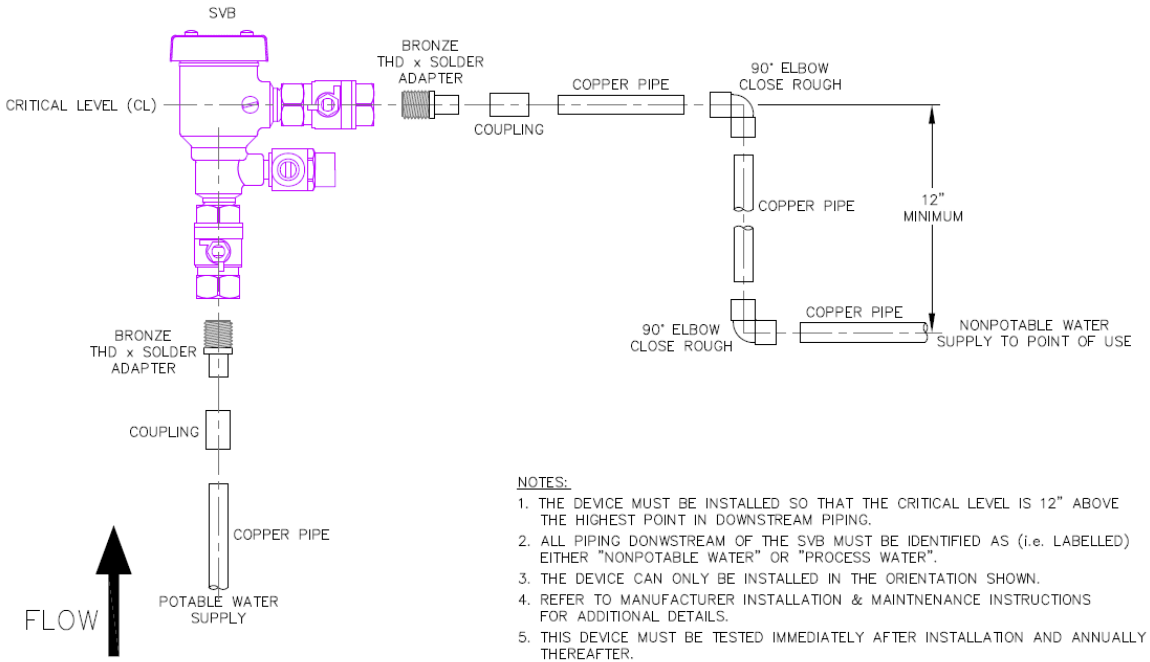


NOTES:

1. THE DEVICE MUST BE INSTALLED SO THAT THE CRITICAL LEVEL IS 12" ABOVE THE HIGHEST POINT IN DOWNSTREAM PIPING.
2. ALL PIPING DONWSTREAM OF THE PVB MUST BE IDENTIFIED AS (i.e. LABELLED) EITHER "NONPOTABLE WATER" OR "PROCESS WATER".
3. THE DEVICE CAN ONLY BE INSTALLED IN THE ORIENTATION SHOWN.
4. REFER TO MANUFACTURER INSTALLATION & MAINTNENANCE INSTRUCTIONS FOR ADDITIONAL DETAILS.
5. THIS DEVICE MUST BE TESTED IMMEDIATELY AFTER INSTALLATION AND ANNUALLY THEREAFTER.
6. INSTALL THE DEVICE NO MORE THAN 6' ABOVE GROUND LEVEL (OR MEZZANINE/ PLATFORM LEVEL) TO FACILITATE MAINTENANCE, INSPECTION, AND FIELD TESTING.
7. INSTALL THE DEVICE A SUFFICIENT DISTANCE FROM THE WALL TO FACILITATE MAINTENANCE, INSPECTION, AND FIELD TESTING.
8. MAINTAIN 8" MINIMUM FREE SPACE ABOVE THE DEVICE FOR TESTING AND MAINTENANCE.
9. THE DEVICE CANNOT BE INSTALLED BELOW GRADE, IN A PIT, OR IN A VAULT.
10. WHEN ORDERING SPECIFY; SIZE, INLET/OUTLET CONNECTION, & QUARTER TURN BALL VALVES.

TYPICAL PVB INSTALLATION

PRESSURE VACUUM BREAKER

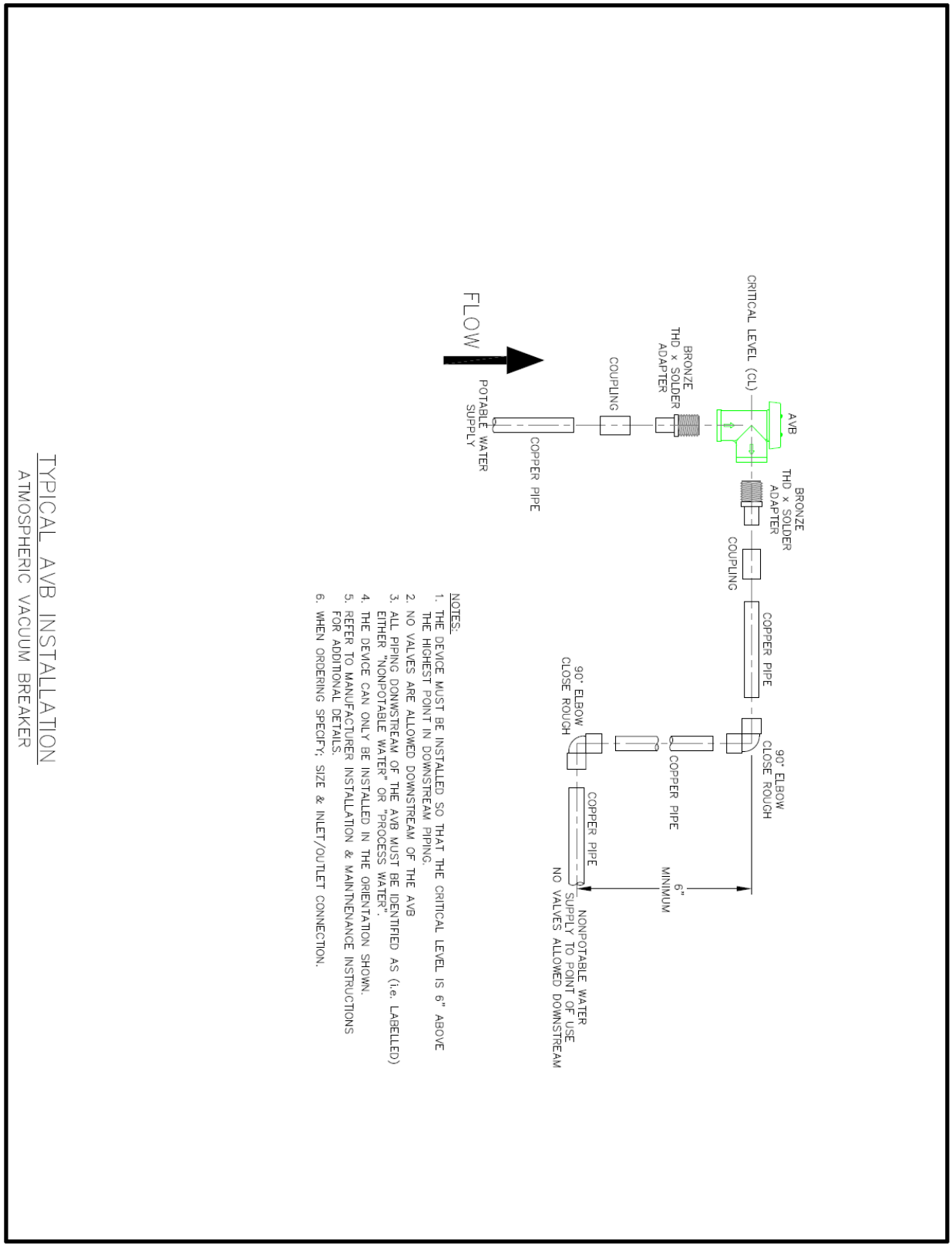


NOTES:

1. THE DEVICE MUST BE INSTALLED SO THAT THE CRITICAL LEVEL IS 12" ABOVE THE HIGHEST POINT IN DOWNSTREAM PIPING.
2. ALL PIPING DONWSTREAM OF THE SVB MUST BE IDENTIFIED AS (i.e. LABELLED) EITHER "NONPOTABLE WATER" OR "PROCESS WATER".
3. THE DEVICE CAN ONLY BE INSTALLED IN THE ORIENTATION SHOWN.
4. REFER TO MANUFACTURER INSTALLATION & MAINTNENANCE INSTRUCTIONS FOR ADDITIONAL DETAILS.
5. THIS DEVICE MUST BE TESTED IMMEDIATELY AFTER INSTALLATION AND ANNUALLY THEREAFTER.
6. INSTALL THE DEVICE NO MORE THAN 6' ABOVE GROUND LEVEL (OR MEZZANINE/ PLATFORM LEVEL) TO FACILITATE MAINTENANCE, INSPECTION, AND FIELD TESTING.
7. INSTALL THE DEVICE A SUFFICIENT DISTANCE FROM THE WALL TO FACILITATE MAINTENANCE, INSPECTION, AND FIELD TESTING.
8. MAINTAIN 8" MINIMUM FREE SPACE ABOVE THE DEVICE FOR TESTING AND MAINTENANCE.
9. THE DEVICE CANNOT BE INSTALLED BELOW GRADE, IN A PIT, OR IN A VAULT.
10. WHEN ORDERING SPECIFY; SIZE, INLET/OUTLET CONNECTION, & QUARTER TURN BALL VALVES.

TYPICAL SVB INSTALLATION

SPILL PROOF VACUUM BREAKER



NOTES:

1. THE DEVICE MUST BE INSTALLED SO THAT THE CRITICAL LEVEL IS 6" ABOVE THE HIGHEST POINT IN DOWNSTREAM PIPING.
2. NO VALVES ARE ALLOWED DOWNSTREAM OF THE AVB
3. ALL PIPING DONWSTREAM OF THE AVB MUST BE IDENTIFIED AS (i.e. LABELLED) EITHER "NONPOTABLE WATER" OR "PROCESS WATER".
4. THE DEVICE CAN ONLY BE INSTALLED IN THE ORIENTATION SHOWN.
5. REFER TO MANUFACTURER INSTALLATION & MAINTENANCE INSTRUCTIONS FOR ADDITIONAL DETAILS.
6. WHEN ORDERING SPECIFY: SIZE & INLET/OUTLET CONNECTION.

TYPICAL AVB INSTALLATION

ATMOSPHERIC VACUUM BREAKER

APPENDIX H - 2007 FLORIDA PLUMBING CODE

APPENDIX I – AWWA M-14 MANUAL, 3rd EDITION

10.B

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Counil

THROUGH:

FROM: Brittney Sandoval, Town Administrator

AGENDA ITEM: Resolution R-2025-XX Update Signers on Town Bank Accounts

DATE: October 14, 2025

SUMMARY & RECOMMENDATION: The signers on the Town's bank accounts need to be updated due to recent staff changes. The Resolution is adding the Finance Director to the Town's Bank Accounts.

CONSENT AGENDA ☐ **OLD BUSINESS** ☐ **NEW BUSINESS** ☒

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☐ NO: ☒

If Yes, Please Explain: N/A

RECOMMENDATION:

ATTACHMENT(S):
Resolution R-2025-XX Update signers on Town Bank Accounts.pdf

RESOLUTION R-2025-XX

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA; ESTABLISHING UPDATED SIGNERS ON THE TOWN BANK ACCOUNTS WITH CITIZENS BANK AND TRUST; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Hamilton currently has bank accounts with Citizens Bank and Trust; and

WHEREAS, the Town Council of the Town of Lake Hamilton wishes to update signers on all bank accounts at Citizens Bank and Trust; and

WHEREAS, the Town Council of the Town of Lake Hamilton authorizes Nancy Oakes, Finance Director, to be added as a signer on all accounts; and

WHEREAS, the Town Council of the Town of Lake Hamilton authorizes the removal of Jennifer Hernandez, Accounts Payable Specialist to be removed as a signer on all accounts.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA AS FOLLOWS:

SECTION 1. AUTHORITY.

The Town Council does hereby authorize the Finance Director, Nancy Oakes, to act as an additional signer on the Town bank accounts at Citizen's Bank and to remove Jennifer Hernandez, Accounts Payable Specialist to be removed as a signer on all accounts.

SECTION 2. CONFLICTS.

That all resolutions or parts thereof in conflict herewith, be and the same are hereby repealed.

SECTION 3. SEVERABILITY.

That if any section, paragraph, clause, sentence, item, word, or provision of this Resolution be declared invalid by a court of competent jurisdiction, such decision shall not affect the validity of the Resolution as a whole or any part thereof, not so declared to be invalid.

SECTION 4. EFFECTIVE DATE.

This Resolution shall take effect immediately upon its adoption.

INTRODUCED AND PASSED at the special meeting of the Town Council of Lake Hamilton, Florida, held this 14^{h} day of October 2025.

TOWN OF LAKE HAMILTON, FLORIDA

ATTEST WITH SEAL:

_____
Jacqueline Borja, Town Clerk

APPROVED:

_____
Phyllis Hall, Mayor

APPROVED AS TO FORM:

_____
Anthony Sabatini, Town Attorney

Record of Vote	Yes	No
Roberson		
Mathis		
Demanche		
Hall		

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

THROUGH: Brittney Sandoval, Town Administrator

FROM: Jeffrey Ball, AICP, Community Development Director

AGENDA ITEM: Consider approval and implementation of the Transportation Action Plan provided by Pennoni and Associates.

DATE: October 14, 2025

SUMMARY & RECOMMENDATION: Work began on this Transportation Action Plan back in 2022 due to unprecedented requests for annexations and development. Due to staff turnover, it was not competed. In April 2025, staff requested additional funding to complete this study.

This Transportation Action Plan will help guide future roadway improvements and provide staff the necessary tools for implementation. The Executive summary lists the recommendations for your review and approval.

Key recommendations are:

1. Establishing a Concurrency Management Network
2. Adopting the Traffic Impact Study Methodology
3. Establishing a network grid and roadway cross-sections

A full copy of the study is included in your agenda packet.

If the action plan is approved by Town Council, these recommendations will be incorporated into the Comprehensive Plan and Land Developemnt Code for codification.

The consultant and staff will be available to answer any questions. A short PowerPoint presentation will be presented.

CONSENT AGENDA ☐ **OLD BUSINESS** ☐ **NEW BUSINESS** ☒

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☒ NO: ☐

If Yes, Please Explain: There will be no incurred direct costs associated with this study. However, there will be indirect costs for implementation. At this time staff cannot quantify these costs. Additional funding may come from developer required improvements, payment of impact fee's, and application fee's.

RECOMMENDATION:

ATTACHMENT(S):
TOLH StratTransActPlan v1.2_9-30-25.pdf

401 Third Street SW
Winter Haven, FL 33880
T: 863-324-1112
F: 863-294-6185

www.pennoni.com

September 30, 2025

Project No. LAKHA21004

Ms. Brittney Sandoval, Town Administrator
Town of Lake Hamilton
Post Office Box 126
Lake Hamilton, Florida 33851

RE: FINAL SUBMITTAL – TRANSPORTATION MODEL AND PLANNING REPORT

Dear Ms. Sandoval:

We are pleased to submit the attached revised FINAL Report for the referenced planning effort to help the Town establish a framework to manage its growing roadway network. This submittal includes feedback provided by Town staff and the following documents:

1) Summary Report Memorandum;
2) Summary Report Tables and Figures;
3) Town Development Information (Attachment A) – Data used for model input
4) 2045 Transportation Model Output Plots (Attachment B);
5) Draft Traffic Impact Study Methodology (Attachment C); and
6) Transportation Policy Alternatives Discussion (Attachment D).

Please advise when a public presentation is planned and we will be happy to meet and discuss these documents at your convenience.

We sincerely appreciate the opportunity to assist the Town of Lake Hamilton with this important Project.

Sincerely
Pennoni





Steven L. Elias, P.E.
Municipal Division Manager

Mohammed Abdallah, PE, PTOE
Senior Transportation Planner

MEMORANDUM

September 29, 2025

Re: **Town of Lake Hamilton**
Strategic Transportation Action Plan
Lake Hamilton, Florida
Project № 22086.02

Executive Summary

The Town of Lake Hamilton has taken an important step toward shaping the future of its transportation system through the development of this Strategic Action Plan. The plan provides a high-level framework to guide future growth, improve mobility, and ensure safe and efficient travel for all users of the roadway.

Based on collaboration with Town staff, four priority actions are recommended for immediate implementation:

1. **Endorse Policy Option #3 (Attachment D)**
    a. This option enables the Town to establish a transportation concurrency management system guided by the roadway network plan. It promotes context-sensitive design features and considers various performance measures, including multimodal transportation/complete streets, safety, and accessibility, rather than focusing solely on capacity.
    b. Authorize staff to create a concurrency management system to monitor available roadway capacity and require development to mitigate impacts, ensuring growth occurs in step with transportation infrastructure.

2. **Adopt the Traffic Impact Study (TIS) Methodology (Attachment C)**
    a. Implement the standardized TIS methodology to ensure consistent, transparent, and defensible evaluation of transportation impacts from new development.

3. **Endorse the Roadway Network Grid and Cross-Sections (Figure 4 & 7)**
    a. Adopt the proposed roadway network grid layout and cross-sections as the foundation for future right-of-way preservation, roadway design, intersection improvements, and multimodal improvements.

These focused recommendations will provide the Town with a clear, manageable path to strengthen its transportation planning process while supporting sustainable growth and development. To implement these recommendations, Town staff will play a critical role in updating

the Comprehensive Plan and Land Development Regulations to ensure alignment with the recommended action.

Introduction

The Town of Lake Hamilton is nestled between US 27 Highway and Scenic Highway/SR 17, east of Lake Hamilton, south of Haines City, and north of Dundee in northeast Polk County, Florida, as illustrated in **Figure 1**.

The Town is experiencing significant growth, pressured by its strategic location, natural surroundings, and unique characteristics. The Town commissioned this transportation planning review to plan for the current and future transportation infrastructure needs of the Town. The Lake Hamilton's town limits and the limits of the Planning Area are illustrated in **Figure 2**.

The scope of this evaluation included the following elements:

1. Transportation modeling and analysis (for the development of a transportation plan)
2. Development of a roadway network plan (to guide planning and development efforts)
3. Preparation of traffic study methodology guidelines (to guide development applications)

The objectives of this analysis are to provide a strategic action plan to develop a concurrency management system, guide the Town's development of the transportation network and an approach for evaluating the impact of growth and development within the Town on current and future transportation facilities.

It should be noted that this analysis does not provide recommendations for transportation infrastructure investments and did not include the development and preparation of a list of prioritized transportation improvements and capital improvement plan. This review is based on the Town's current land development code and does not include specific revisions or updates to the Town Code.

Transportation improvements associated with development projects will need to be identified and determined through the Town's development review process based on project-specific traffic studies prepared by applicants and reviewed by the Town. Such studies will be guided by the information provided from this action plan and by the Town's staff.

Background

The Town originally commissioned the Pennoni and Traffic & Mobility Consultants team in the spring of 2022 to develop a traffic model and support planning efforts, with work beginning on April 5, 2022. However, in August 2022, the Town directed the team to discontinue efforts. April 2025, Pennoni was directed to resume and complete the original study, utilizing many of the assumptions from the initial scope in order to minimize near-term planning costs, and provide a transportation policy discussion on transportation concurrency. To support this approach, The previously completed transportation modeling was used without updates to reflect recent infrastructure improvements such as the New School Road upgrades, Kokomo Road and US 27 Highway signalization, and other local developments.

Additionally, the proposed future improvements currently under consideration, including the Polk Parkway extension through the Town and extension to Power Line Road, have not been incorporated into the model at this stage.

Roadway Network Plan

The existing transportation facilities within the Town of Lake Hamilton follow a grid system with roadways aligned in the north-south and east-west directions. Primary corridors are generally spaced ½ mile apart. This system is consistent with historical town planning methods. It represents an efficient and connected transportation network that provides the Town and its residents with multiple options for capacity, mobility, and system maintenance in the present and into the future. Additionally, a transportation grid allows the Town to provide capacity to accommodate growth while constraining most roadways to two-lane roadways that would be appropriately scaled, context-sensitive facilities to support the character of the Town. The existing roadway network is illustrated in **Figure 3**.

Therefore, the Town's planned transportation network honors the historical grid by proposing to maintain, complete, or introduce north-south and east-west roadway corridors. When complete, the existing and planned corridors would result in a complete network of 2-lane facilities laid on an approximately ½ mile grid within the Town's planning area. A planned 4-lane section of Kokomo Road is expected from US 27 Highway to Scenic Highway/SR 17 to facilitate additional growth and development in the surrounding area. The proposed 2045 roadway network plan is illustrated in **Figure 4**, which is recommended for adoption by the Town for implementation as part of future development project reviews and negotiations. An interconnected street network shall be encouraged to enhance mobility, safety, and accessibility throughout the Town. Where feasible, new roadway extensions or alignments should be designed to link neighborhoods, parks, schools, and businesses, reducing reliance on major roads. The use of cul-de-sacs should be discouraged, except where natural features, site constraints, or social impacts make them necessary, to support walkability and community resilience.

Access Management

To maintain roadway safety and preserve traffic flow, individual residential driveways shall be discouraged on roadways classified as collectors or higher, whenever appropriate. Alternative access through local streets or shared driveways should be prioritized.

Transportation Modeling

The Florida Department of Transportation's District One Regional Planning Model (D1RPM) Version 2.0 was used as the base for modeling the transportation needs of the Town.

The 2045 base model was reviewed and updated with additional roadway connections and traffic analysis zones (TAZs) within the study area to better reflect the existing primary roadway facilities and land development in the study area.

The D1RPM model was updated to include the following roadways in the study area to reflect the base network conditions:

- Water Tank Road
- W. Main Street
- Chicago Avenue
- Weiberg Road
- Alford Road
- H.L. Smith Road
- Brice Groves Road
- Tyner Road

Additionally, the updated D1RPM base model was used to reflect the planned roadway grid in the study area. The following facilities were added to the model to reflect the planned network conditions:

- Hughes Road
- Alford Road Extension
- Weiberg Road Extension
- Brice Grove/H.L. Smith Connector
- N-S Connector Road
- 6th Street Connector

The model's socio-economic data was also reviewed and updated to reflect the planned development activity anticipated by the Town of Lake Hamilton and in the study area. Information and projections for future development activity were obtained from Town staff. The data included the location and potential development programs for various parcels located within the Town Planning Area. The development information provided by the Town and included in the transportation model is provided in **Attachment A** and illustrated in **Figure 5**.

The D1RPM currently includes 3 TAZs that are fully within the study area and 9 TAZs that are partially within the study area. The model was updated to provide a total of 21 TAZs that more granularly represent the study area. Existing and planned land uses were converted to appropriate socio-economic data for inclusion in the 21 TAZs, and corresponding adjustments

were made to the 12 existing TAZs. The TAZs and connectors are illustrated in **Figure 6**.

The model was executed with the base and planned roadway networks to obtain projected traffic volumes in the study areas. The development information model network and year 2045 volume output plots are provided in **Attachment B**.

Roadway Network Characteristics

The existing roadway network within the study area is comprised approximately 21 miles of 2-lane undivided arterial and collector roadways, as illustrated in **Figure 3**. The existing roadway network characteristics were inventoried and are presented in **Table 1**. It is evident from the existing conditions inventory that numerous roadway corridors currently lack standard roadway features, such as shoulders, sidewalks, or bicycle lanes. While pavement and lane widths were not directly inventoried for this effort, it was noted that multiple roadways do not provide standard width cross sections or travel lanes.

The planned transportation network includes multiple extensions of existing roadways and the introduction of new paved corridors, including Hughes Road and the "North-South Connector Road" as illustrated in **Figure 4**. The planned roadway network segments are listed in **Table 2**.

Projected Capacity Conditions

An analysis of existing and projected capacity on the roadway network was conducted based on the network characteristics described in the previous section. Existing traffic volumes were obtained from the Polk TPO's *2025 Roadway Network Database* as described for the nearest roadway segments to those reflected in the Lake Hamilton Roadway Network Table. The existing conditions analysis is presented in **Table 3** and reveals that all roadway segments within the Town's planning area are currently operating within their capacities. The volume to capacity ratio ranges from 2% to 45% use of capacity, which indicates that the existing network has significant remaining capacity to accommodate growth.

Projected traffic volumes in the year 2045 were obtained from the transportation models prepared as described in the previous section. The model was run for the "No-Build" scenario, which assumes that the existing roadway corridors remain as the only available roadway facilities to serve the projected development and growth in the Town. The "Build" scenario was also modeled to include the planned roadway connections and the realization of the planned transportation grid as presented in **Figure 4**. The projected 2045 conditions analysis are provided in **Table 4**.

The results of the analysis indicate that the "No-Build" scenario would require additional capacity to be provided on SR 17/Scenic Highway, CR 546/Kokomo Road, and Main Street. However, the construction of the planned grid would provide sufficient connectivity and alternative travel

corridors so that all roadway segments within the Town of Lake Hamilton's planning area could continue to operate adequately as 2-lane corridors.

For planning purposes, it is recommended to plan for a 4-lane divided cross-section on Kokomo Road from US 27 to SR 17/Scenic Highway (Segment KKR010). The segment provides primary access from US 27 and is projected to reach capacity as a 2-lane road in the planning horizon, and it is projected to exceed capacity without the Hughes Road connection to US 27. This segment could provide a viable commercial corridor and gateway entrance to the Town.

Any future transportation deficiencies resulting from the impacts of new development or redevelopment, including those identified following the adoption of this policy, shall be addressed through proportionate mitigation and shall not be considered the sole financial responsibility of the Town. Developers whose projects create a deficiency shall enter into a proportionate share agreement. The proposed improvements must be included in the Town's Capital Improvement Program (CIP) in order to be considered.

Suggested Standard Cross Sections

The Town of Lake Hamilton does not currently have roadway standards or cross-sections that it has adopted for its roadway network. As the Town continues to plan for the current and future transportation network maintenance and expansion, it is recommended that standards be developed for the transportation network within the planning area.

As described in **Table 2**, the planned roadway network will be a collection of Town, County, and State maintained collectors. In the context of the Town of Lake Hamilton the proposed roadway classifications and functions are described as follows:

- Major Collector – Primary roadway facility that moves traffic in and through the town with connections to arterials and regional facilities. Throughput capacity should be maintained on these facilities with reduced/limited access connections, requirements for improvements where access is provided, and when intersecting lower classification roads, traffic control should provide priority to these approaches (e.g., SR 17/Scenic Highway, CR 546/Kokomo Road, CR 542/Lake Hatchineha Road).
- Minor Collector – Local roadways that provide connections to the arterial and collector network while serving the access needs of individual properties along the corridor (e.g., Main Street, Crump Road)
- Local Road – Local streets that primarily provide direct access to adjacent land and connect properties to major collector and minor collector roadways.

The conceptual standard cross section requirements for consideration by the town are included in **Figure 7**. The cross sections provide guidance on the linear right-of-way needs for the various planned facilities in the Town. Additionally, consideration for expanded right-of-way on approach to the primary intersections of the various collector roadways should be made. A sketch of flares and minimum corner clips is included in **Figure 8**.

It should be noted that the sketches do not represent final design standards, nor should they be used in lieu of detailed engineering of roadway and intersection layouts with full consideration of grades, control, sight distance, and other factors affecting roadway and intersection design.

Traffic Impact Study Methodology Guidelines

A standard traffic impact study methodology was prepared for the Town to provide uniform guidance to applicants for development within the Town limits. The methodology generally follows the requirements of Polk County and the Polk TPO with additional adjustments specific to the Town. The methodology guidelines provide direction regarding the study area, study network, methods of analysis, access evaluation, roadway segmentation, and primary intersections. A copy of the final methodology is included in **Attachment C**.

Transportation Policy Discussion

As part of the Town's transportation planning efforts, a policy evaluation was conducted to identify suitable concurrency management strategies that align with current Florida Statutes and best practices. Three options were reviewed and summarized in **Attachment D**. Option #3 is recommended for implementation by the Town. Each alternative was assessed based on its ability to support context-sensitive improvements, generate funding for capacity and multimodal enhancements, and ensure fair-share contributions from development.

Recommendations

The Town of Lake Hamilton has taken a significant step toward developing and implementing a plan to guide future growth. To complete the effective implementation of the plan, the following additional action items are recommended for immediate consideration:

Short Term Recommended Actions

1. Endorse the recommendations of the strategic transportation action plan, including:
    a. Endorse the proposed roadway network plan as the guide for planning future rights of way and transportation improvements in the Town.
    b. Endorse the proposed cross sections prepared to guide the improvements desired within the Town's roadway network for further development and adoption.
    c. Adopt the traffic impact study methodology developed as part of this work effort (see **Attachment C**) to help ensure uniform evaluation and implementation.
    d. Authorize staff to establish a tracking system of existing and available capacity for roadways and intersections within the Town for use in planning and maintaining the transportation network.
    e. Authorize staff to consider and seek adequate R/W dedications by new development applications and redevelopment applications to support the future implementation of the Roadway Network Plan.
    f. Authorize staff to implement a consistent review of transportation and infrastructure impacts of all new development and redevelopment applications affecting the Town based on the traffic impact study methodology and the transportation strategic action plan.
2. Endorse **Policy Option #3** as presented**.** This option enables the Town to modernize its existing transportation concurrency system guided by the roadway network plan. It promotes context-sensitive design features and considers various performance measures, including multimodal transportation/complete streets, safety, and accessibility, rather than focusing solely on capacity. This hybrid approach is cost-effective, defensible, and scalable as the Town continues to grow.

Long Term Recommendations

1. Coordinate the ongoing EAR amendment process and development of the Town's updated comprehensive plan with the findings and recommendations of the strategic transportation action plan to guide the towns current and future transportation planning efforts.
2. Develop and adopted a prioritized list of transportation improvements and long-range transportation plan to guide the Town's future investment and funding priorities, as well as

support planning efforts and engagement with local, regional, state, and private funding partners to deliver the Town's transportation network.

3. Evaluate and update the Town Code, including the Land Development Code and Land Development Regulations (LDR), to meet the current and future needs of the town in relation to planned development and growth projects that require public infrastructure, such as roads and mobility facilities, while incorporating the adopted transportation policies and procedures.
    a. Update the Town's LDR's to require all developments to have safe and adequate access as a condition of approval (requiring paved access along their frontage, sidewalks, turn lanes, capacity improvements, capital contributions as appropriate, R/W dedication, etc.)
    b. Finalize and adopt the Town's standard roadway cross sections and associated transportation elements in the Code and LDR.
    c. Adopt a requirement and process for new development and redevelopment to provide safe and adequate access and to support the Town's transportation planning priorities where they are impacted.
    d. Adopt a requirement and process for the Town to issue impact fee credits for transportation investments implemented on the Town's roadway network in accordance with Section 163.31801(5), Florida Statutes.
4. Continue to monitor progress of the Polk Parkway with the FDOT and Florida's Turnpike Enterprise for plans to fund design and construction of the proposed expressway. The expressway is currently planned to pass through the eastern boundary of the Town of Lake Hamilton's planning area.
5. Coordinate future transportation plans as well as applications for growth and development with the Polk TPO, Polk County, FDOT, and adjacent cities as appropriate to ensure that the Town's transportation needs are adequately addressed.
6. Actively participate in the Polk TPO process by advocating for TPO funding for Town transportation improvement projects guided by the Roadway Network Plan and future concurrency needs.
7. Coordinate with the Polk Transit Authority, Citrus Connect, and the Polk TPO to plan for and provide fixed route transit services to the Town of Lake Hamilton.

TABLES

Table 1 – Existing Network Characteristics

Seg Num	Roadway	Segment Limits		Length	Lanes	Lk Hamilton Classification	Polk Designation	LOS Std	PHD Capacity	Posted Speed	Characteristics				
		From	To								Paved	Shoulders	Transit	Sidewalks	Bike Lanes
S17010	SR 17/Scenic Hwy	Haines City Limit	Hughes Rd	0.4	2	Major Collector	Urban Collector	D	640	45	Y	Y	N	P	P
S17020	SR 17/Scenic Hwy	Hughes Rd	Kokomo Rd/CR 546	0.5	2	Major Collector	Urban Collector	D	640	45	Y	Y	N	P	P
S17030	SR 17/Scenic Hwy	Kokomo Rd/CR 546	Water Tank Rd	0.5	2	Major Collector	Urban Collector	D	640	45	Y	Y	N	P	P
S17040	SR 17/Scenic Hwy	Water Tank Rd	Lk Hatchineha Rd/CR 542	0.5	2	Major Collector	Urban Collector	D	640	45	Y	Y	N	P	P
S17050	SR 17/Scenic Hwy	Lk Hatchineha Rd/CR 542	Weiberg Rd Extension	0.5	2	Major Collector	Urban Collector	D	640	45	Y	Y	N	P	P
DET010	Detour Rd	Haines City Limit	Hughes Rd	0.4	2	Collector	Urban Collector	E	790	45	Y	N	N	N	N
DET020	Detour Rd	Hughes Rd	Kokomo Rd/CR 546	0.5	2	Collector	Urban Collector	E	790	25	Y	N	N	N	N
DET030	Detour Rd	Kokomo Rd/CR 546	Water Tank Rd	0.5	2	Collector	Urban Collector	E	790	45	Y	N	N	N	N
DET040	Detour Rd	Water Tank Rd	Lk Hatchineha Rd/CR 542	0.5	2	Collector	Urban Collector	E	790	45	Y	N	N	N	N
DET050	Detour Rd	Lk Hatchineha Rd/CR 542	Weiberg Rd	0.5	2	Collector	Urban Collector	E	790	45	Y	N	N	P	N
ALF050	Alford Rd	Lk Hatchineha Rd/CR 542	Weiberg Rd	0.5	2	Collector		E	790	30	Y	N	N	N	N
HLS010	H.L. Smith Rd	Water Tank Rd	Lk Hatchineha Rd/CR 542	0.5	2	Collector		D	790	35	Y	N	N	N	N
HLS020	H.L. Smith Rd	Lk Hatchineha Rd/CR 542	Weiberg Rd	0.5	2	Collector	Rural Minor Collector	D	790	40	Y	N	N	N	N
BGR010	Bice Grove Rd	Haines City Limit	Hughes Rd	0.4	2	Collector	Rural Minor Collector	D	790	45	Y	N	N	N	N
BGR020	Bice Grove Rd	Hughes Rd	Kokomo Rd/CR 546	0.5	2	Collector	Rural Minor Collector	D	790	45	Y	N	N	N	N
BGR030	Bice Grove Rd	Kokomo Rd/CR 546	Water Tank Rd	0.5	2	Collector		D	790	45	Y	N	N	N	N
KKR010	CR 546/Kokomo Rd	US 27	SR 17/Scenic Hwy	0.9	2	Major Collector	Urban Collector	E	790	55	Y	N	N	N	N
KKR020	CR 546/Kokomo Rd	SR 17/Scenic Hwy	Detour Rd	0.5	2	Major Collector	Urban Collector	D	790	40	Y	N	N	P	P
KKR030	CR 546/Kokomo Rd	Detour Rd	NS Connector Rd	0.5	2	Collector	Urban Collector	D	790	55	Y	N	N	P	P
KKR040	CR 546/Kokomo Rd	NS Connector Rd	Alford Rd Ext	0.5	2	Collector	Urban Collector	D	790	55	Y	N	N	P	P
KKR050	CR 546/Kokomo Rd	Alford Rd Ext	Bice Grove Rd	1	2	Collector	Urban Collector	D	790	55	Y	N	N	P	P
KKR060	CR 546/Kokomo Rd	Bice Grove Rd	Lk Hamilton East Limit	0.5	2	Collector	Urban Collector	D	790	55	Y	N	N	P	P
WTR010	Water Tank Rd	SR 17/Scenic Hwy	Detour Rd	0.5	2	Collector	Urban Collector	E	790	45	Y	N	N	N	N
WTR020	Water Tank Rd	Detour Rd	NS Connector Rd	0.5	2	Collector	Urban Collector	D	750	45	Y	N	N	N	N
WTR030	Water Tank Rd	NS Connector Rd	Alford Rd Ext	0.5	2	Collector	Urban Collector	D	750	45	Y	N	N	N	N
WTR040	Water Tank Rd	Alford Rd Ext	H.L. Smith Rd	0.7	2	Collector	Urban Collector	D	750	45	Y	N	N	N	N
WTR050	Water Tank Rd	H.L. Smith Rd	Bice Grove Rd	0.3	2	Collector	Urban Collector	D	750	45	Y	N	N	N	N
WTR060	Water Tank Rd	Bice Grove Rd	Lk Hamilton East Limit	0.5	2	Collector	Urban Collector	D	640	45	Y	N	N	N	N
CRR010	Crump Rd	Canal	US 27	0.9	2	Collector	Urban Collector	D	720	35	Y	P	N	P	N
MNS010	Main Street	US 27	6th St	0.5	2	Minor Collector	Urban Collector	E	790	25	Y	P	N	P	N
MNS020	Main Street	6th St	SR 17/Scenic Hwy	0.4	2	Minor Collector	Urban Collector	E	790	25	Y	P	N	P	N
LHR010	CR 542/Lk Hatchineha Rd	SR 17/Scenic Hwy	Detour Rd	0.5	2	Major Collector	Urban Collector	D	790	45	Y	Y	N	N	N
LHR020	CR 542/Lk Hatchineha Rd	Detour Rd	NS Connector Rd	0.5	2	Major Collector	Urban Collector	D	790	45	Y	Y	N	N	N
LHR030	CR 542/Lk Hatchineha Rd	NS Connector Rd	Alford Rd	0.5	2	Major Collector	Urban Collector	D	790	45	Y	Y	N	N	N
LHR040	CR 542/Lk Hatchineha Rd	Alford Rd	H.L. Smith Rd	0.7	2	Major Collector	Urban Collector	D	790	45	Y	Y	N	N	N
LHR050	CR 542/Lk Hatchineha Rd	H.L. Smith Rd	Lk Hamilton East Limit	0.7	2	Major Collector	Urban Collector	D	790	55	Y	Y	N	N	N
WBR010	Weiberg Rd	Detour Rd	NS Connector Rd	0.5	2	Collector		D	640	35	Y	N	N	N	N
WBR020	Weiberg Rd	NS Connector Rd	Alford Rd	0.5	2	Collector		D	640	35	Y	N	N	N	N
WBR030	Weiberg/Edwards Rd	Alford Rd	H.L. Smith Rd	0.7	2	Collector		D	640	45	Y	N	N	N	N

* LOS Std = Adopted LOS, PHD Capacity = Peak Hour Directional Capacity, Y = Yes, N = No, P = Partial, n/a = Not Applicable

Table 2 – Planned Network Characteristics

Seg Num	Roadway	Segment Limits From	Segment Limits To	Length	Lanes	Lk Hamilton Classification	LOS Std	PHD Capacity	Posted Speed	Characteristics Paved	Characteristics Shoulders	Characteristics Transit	Characteristics Sidewalks	Characteristics Bike Lanes
S17010	SR 17/Scenic Hwy	Haines City Limit	Hughes Rd	0.4	2	Major Collector	D	640	45	Y	Y	N	P	P
S17020	SR 17/Scenic Hwy	Hughes Rd	Kokomo Rd/CR 546	0.5	2	Major Collector	D	640	45	Y	Y	N	P	P
S17030	SR 17/Scenic Hwy	Kokomo Rd/CR 546	Water Tank Rd	0.5	2	Major Collector	D	640	45	Y	Y	N	P	P
S17040	SR 17/Scenic Hwy	Water Tank Rd	Lk Hatchineha Rd/CR 542	0.5	2	Major Collector	D	640	45	Y	Y	N	P	P
S17050	SR 17/Scenic Hwy	Lk Hatchineha Rd/CR 542	Weiberg Rd Extension	0.5	2	Major Collector	D	640	45	Y	Y	N	P	P
DET010	Detour Rd	Haines City Limit	Hughes Rd	0.4	2	Collector	E	790	45	Y	N	N	N	N
DET020	Detour Rd	Hughes Rd	Kokomo Rd/CR 546	0.5	2	Collector	E	790	25	Y	N	N	N	N
DET030	Detour Rd	Kokomo Rd/CR 546	Water Tank Rd	0.5	2	Collector	E	790	45	Y	N	N	N	N
DET040	Detour Rd	Water Tank Rd	Lk Hatchineha Rd/CR 542	0.5	2	Collector	E	790	45	Y	N	N	N	N
DET050	Detour Rd	Lk Hatchineha Rd/CR 542	Weiberg Rd	0.5	2	Collector	E	790	45	Y	N	N	P	N
NSC010	NS Connector Rd	Haines City Limit	Hughes Rd	0.4	2	Collector	E	790	n/a	n/a	n/a	n/a	n/a	n/a
NSC020	NS Connector Rd	Hughes Rd	Kokomo Rd/CR 546	0.5	2	Collector	E	790	n/a	n/a	n/a	n/a	n/a	n/a
NSC030	NS Connector Rd	Kokomo Rd/CR 546	Water Tank Rd	0.5	2	Collector	E	790	n/a	n/a	n/a	n/a	n/a	n/a
NSC040	NS Connector Rd	Water Tank Rd	Lk Hatchineha Rd/CR 542	0.5	2	Collector	E	790	n/a	n/a	n/a	n/a	n/a	n/a
NSC050	NS Connector Rd	Lk Hatchineha Rd/CR 542	Weiberg Rd	0.5	2	Collector	E	790	n/a	n/a	n/a	n/a	n/a	n/a
ALF010	Alford Rd Ext	Haines City Limit	Hughes Rd	0.4	2	Collector	E	790	n/a	n/a	n/a	n/a	n/a	n/a
ALF020	Alford Rd Ext	Hughes Rd	Kokomo Rd/CR 546	0.5	2	Collector	E	790	n/a	n/a	n/a	n/a	n/a	n/a
ALF030	Alford Rd Ext	Kokomo Rd/CR 546	Water Tank Rd	0.5	2	Collector	E	790	n/a	n/a	n/a	n/a	n/a	n/a
ALF040	Alford Rd Ext	Water Tank Rd	Lk Hatchineha Rd/CR 542	0.5	2	Collector	E	790	n/a	n/a	n/a	n/a	n/a	n/a
ALF050	Alford Rd	Lk Hatchineha Rd/CR 542	Weiberg Rd	0.5	2	Collector	E	790	30	Y	N	N	N	N
HLS010	H.L. Smith Rd	Water Tank Rd	Lk Hatchineha Rd/CR 542	0.5	2	Collector	D	790	35	Y	N	N	N	N
HLS020	H.L. Smith Rd	Lk Hatchineha Rd/CR 542	Weiberg Rd	0.5	2	Collector	D	790	40	Y	N	N	N	N
BGR010	Bice Grove Rd	Haines City Limit	Hughes Rd	0.4	2	Collector	D	790	45	Y	N	N	N	N
BGR020	Bice Grove Rd	Hughes Rd	Kokomo Rd/CR 546	0.5	2	Collector	D	790	45	Y	N	N	N	N
BGR030	Bice Grove Rd	Kokomo Rd/CR 546	Water Tank Rd	0.5	2	Collector	D	790	45	Y	N	N	N	N
HGR010	Hughes Rd	US 27	SR 17/Scenic Hwy	1.2	2	Collector	E	790	n/a	n/a	N	n/a	n/a	n/a
HGR020	Hughes Rd	SR 17/Scenic Hwy	Detour Rd	0.5	2	Collector	E	790	n/a	n/a	N	n/a	n/a	n/a
HGR030	Hughes Rd	Detour Rd	NS Connector Rd	0.5	2	Collector	E	790	n/a	n/a	N	n/a	n/a	n/a
HGR040	Hughes Rd	NS Connector Rd	Alford Rd Ext	0.5	2	Collector	E	790	n/a	n/a	n/a	n/a	n/a	n/a
HGR050	Hughes Rd	Alford Rd Ext	Bice Grove Rd	1	2	Collector	D	790	n/a	n/a	n/a	n/a	n/a	n/a
HGR060	Hughes Rd	Bice Grove Rd	Lk Hamilton East Limit	0.5	2	Collector	D	790	n/a	n/a	n/a	n/a	n/a	n/a
KKR010	CR 546/Kokomo Rd	US 27	SR 17/Scenic Hwy	0.9	4	Major Collector	E	1,800	55	Y	N	N	N	N
KKR020	CR 546/Kokomo Rd	SR 17/Scenic Hwy	Detour Rd	0.5	2	Major Collector	D	790	40	Y	N	N	P	P
KKR030	CR 546/Kokomo Rd	Detour Rd	NS Connector Rd	0.5	2	Collector	D	790	55	Y	N	N	P	P
KKR040	CR 546/Kokomo Rd	NS Connector Rd	Alford Rd Ext	0.5	2	Collector	D	790	55	Y	N	N	P	P
KKR050	CR 546/Kokomo Rd	Alford Rd Ext	Bice Grove Rd	1	2	Collector	D	790	55	Y	N	N	P	P
KKR060	CR 546/Kokomo Rd	Bice Grove Rd	Lk Hamilton East Limit	0.5	2	Collector	D	790	55	Y	N	N	P	P
WTR010	Water Tank Rd	SR 17/Scenic Hwy	Detour Rd	0.5	2	Collector	E	790	45	Y	N	N	N	N
WTR020	Water Tank Rd	Detour Rd	NS Connector Rd	0.5	2	Collector	D	750	45	Y	N	N	N	N
WTR030	Water Tank Rd	NS Connector Rd	Alford Rd Ext	0.5	2	Collector	D	750	45	Y	N	N	N	N
WTR040	Water Tank Rd	Alford Rd Ext	H.L. Smith Rd	0.7	2	Collector	D	750	45	Y	N	N	N	N
WTR050	Water Tank Rd	H.L. Smith Rd	Bice Grove Rd	0.3	2	Collector	D	750	45	Y	N	N	N	N
WTR060	Water Tank Rd	Bice Grove Rd	Lk Hamilton East Limit	0.5	2	Collector	D	640	45	Y	N	N	N	N
CRR010	Crump Rd	Canal	US 27	0.9	2	Collector	D	720	35	Y	P	N	P	N
MNS010	Main Street	US 27	6th St	0.5	2	Minor Collector	E	790	25	Y	P	N	P	N
MNS020	Main Street	6th St	SR 17/Scenic Hwy	0.4	2	Minor Collector	E	790	25	Y	P	N	P	N
LHR010	CR 542/Lk Hatchineha Rd	SR 17/Scenic Hwy	Detour Rd	0.5	2	Major Collector	D	790	45	Y	Y	N	N	N
LHR020	CR 542/Lk Hatchineha Rd	Detour Rd	NS Connector Rd	0.5	2	Major Collector	D	790	45	Y	Y	N	N	N
LHR030	CR 542/Lk Hatchineha Rd	NS Connector Rd	Alford Rd	0.5	2	Major Collector	D	790	45	Y	Y	N	N	N
LHR040	CR 542/Lk Hatchineha Rd	Alford Rd	H.L. Smith Rd	0.7	2	Major Collector	D	790	45	Y	Y	N	N	N
LHR050	CR 542/Lk Hatchineha Rd	H.L. Smith Rd	Lk Hamilton East Limit	0.7	2	Major Collector	D	790	55	Y	Y	N	N	N
WBR010	Weiberg Rd	Detour Rd	NS Connector Rd	0.5	2	Collector	D	640	35	Y	N	N	N	N
WBR020	Weiberg Rd	NS Connector Rd	Alford Rd	0.5	2	Collector	D	640	35	Y	N	N	N	N
WBR030	Weiberg/Edwards Rd	Alford Rd	H.L. Smith Rd	0.7	2	Collector	D	640	45	Y	N	N	N	N

* LOS Std = Adopted LOS, PHD Capacity = Peak Hour Directional Capacity, Y = Yes, N = No, P = Partial, n/a = Not Applicable

Table 3 – Existing Capacity Conditions

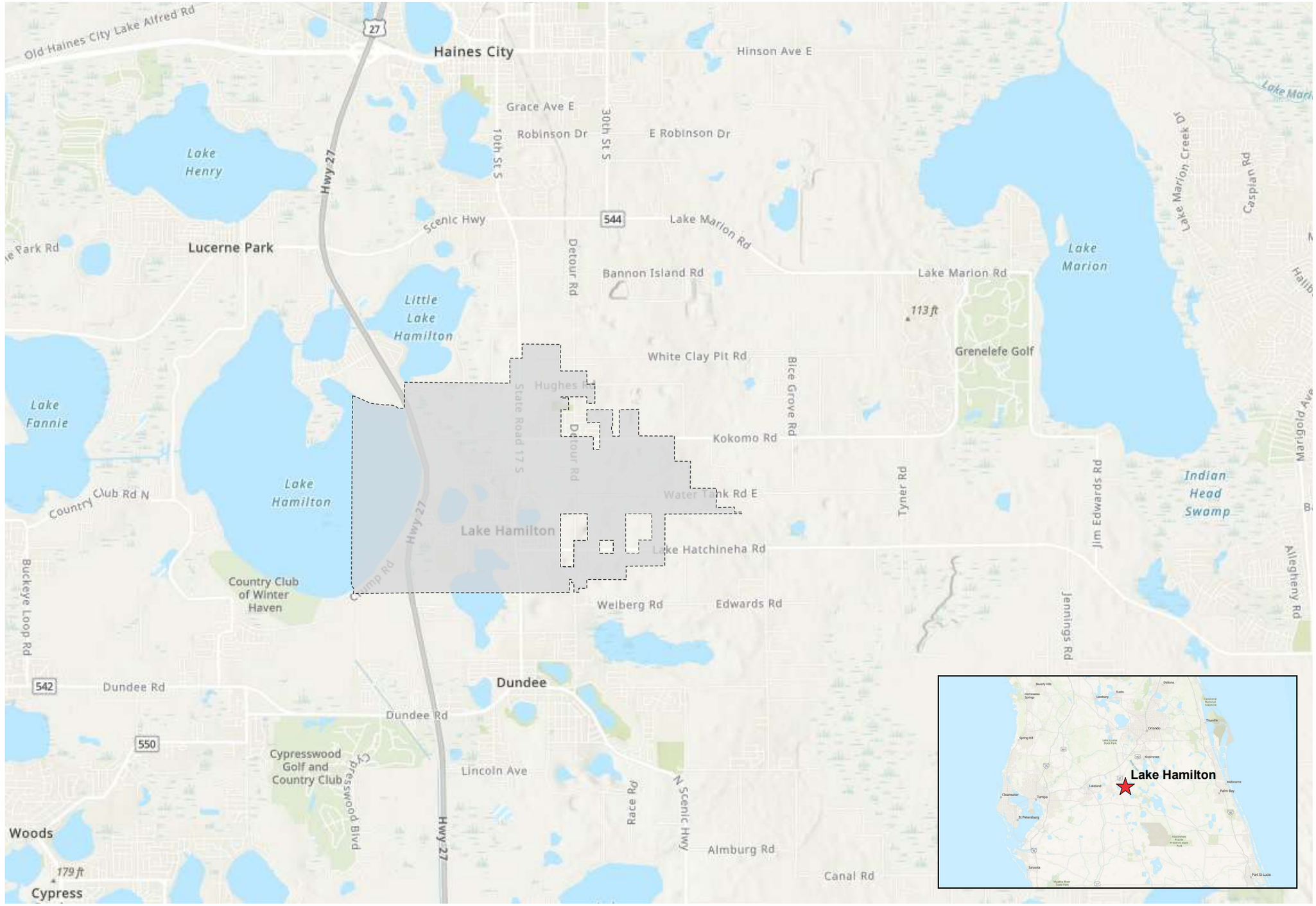
Seg Num	Roadway	Segment Limits From	Segment Limits To	Lns	LOS Std	Posted Speed	Capacity	Existing Conditions* AADT	NB/EB	SB/WB	V/C
S17010	SR 17/Scenic Hwy	Haines City Limit	Hughes Rd	2	D	45	640	7,100	258	248	0.40
S17020	SR 17/Scenic Hwy	Hughes Rd	Kokomo Rd/CR 546	2	D	45	640	7,100	258	248	0.40
S17030	SR 17/Scenic Hwy	Kokomo Rd/CR 546	Water Tank Rd	2	D	45	640	7,100	258	248	0.40
S17040	SR 17/Scenic Hwy	Water Tank Rd	Lk Hatchineha Rd/CR 542	2	D	45	640	7,100	258	248	0.40
S17050	SR 17/Scenic Hwy	Lk Hatchineha Rd/CR 542	Weiberg Rd Extension	2	D	45	640	7,100	258	248	0.40
DET010	Detour Rd	Haines City Limit	Hughes Rd	2	E	45	790	2,700	94	98	0.12
DET020	Detour Rd	Hughes Rd	Kokomo Rd/CR 546	2	E	25	790	2,700	94	98	0.12
DET030	Detour Rd	Kokomo Rd/CR 546	Water Tank Rd	2	E	45	790	2,700	94	98	0.12
DET040	Detour Rd	Water Tank Rd	Lk Hatchineha Rd/CR 542	2	E	45	790	2,700	94	98	0.12
DET050	Detour Rd	Lk Hatchineha Rd/CR 542	Weiberg Rd	2	E	45	790	2,700	94	98	0.12
ALF050	Alford Rd	Lk Hatchineha Rd/CR 542	Weiberg Rd	2	E	30	790	n/a	n/a	n/a	n/a
HLS010	H.L. Smith Rd	Water Tank Rd	Lk Hatchineha Rd/CR 542	2	D	35	790	2,900	128	133	0.17
HLS020	H.L. Smith Rd	Lk Hatchineha Rd/CR 542	Weiberg Rd	2	D	40	790	2,900	128	133	0.17
BGR010	Bice Grove Rd	Haines City Limit	Hughes Rd	2	D	45	790	1,400	62	64	0.08
BGR020	Bice Grove Rd	Hughes Rd	Kokomo Rd/CR 546	2	D	45	790	1,400	62	64	0.08
BGR030	Bice Grove Rd	Kokomo Rd/CR 546	Water Tank Rd	2	D	45	790	1,400	62	64	0.08
KKR010	CR 546/Kokomo Rd	US 27	SR 17/Scenic Hwy	2	E	55	790	6,500	227	236	0.30
KKR020	CR 546/Kokomo Rd	SR 17/Scenic Hwy	Detour Rd	2	D	40	720	3,600	159	165	0.23
KKR030	CR 546/Kokomo Rd	Detour Rd	NS Connector Rd	2	D	55	720	3,600	159	165	0.23
KKR040	CR 546/Kokomo Rd	NS Connector Rd	Alford Rd Ext	2	D	55	720	3,600	159	165	0.23
KKR050	CR 546/Kokomo Rd	Alford Rd Ext	Bice Grove Rd	2	D	55	720	3,600	159	165	0.23
KKR060	CR 546/Kokomo Rd	Bice Grove Rd	Lk Hamilton East Limit	2	D	55	720	3,600	159	165	0.23
WTR010	Water Tank Rd	SR 17/Scenic Hwy	Detour Rd	2	E	45	790	500	17	18	0.02
WTR020	Water Tank Rd	Detour Rd	NS Connector Rd	2	D	45	750	500	22	23	0.03
WTR030	Water Tank Rd	NS Connector Rd	Alford Rd Ext	2	D	45	750	500	22	23	0.03
WTR040	Water Tank Rd	Alford Rd Ext	H.L. Smith Rd	2	D	45	750	500	22	23	0.03
WTR050	Water Tank Rd	H.L. Smith Rd	Bice Grove Rd	2	D	45	750	500	22	23	0.03
WTR060	Water Tank Rd	Bice Grove Rd	Lk Hamilton East Limit	2	D	45	640	200	9	9	0.01
CRR010	Crump Rd	Canal	US 27	2	D	35	720	3,400	150	156	0.22
MNS010	Main Street	US 27	6th St	2	E	25	790	1,900	69	66	0.09
MNS020	Main Street	6th St	SR 17/Scenic Hwy	2	E	25	790	1,900	69	66	0.09
LHR010	CR 542/Lk Hatchineha Rd	SR 17/Scenic Hwy	Detour Rd	2	D	45	790	760	335	349	0.44
LHR020	CR 542/Lk Hatchineha Rd	Detour Rd	NS Connector Rd	2	D	45	790	760	335	349	0.44
LHR030	CR 542/Lk Hatchineha Rd	NS Connector Rd	Alford Rd	2	D	45	790	760	335	349	0.44
LHR040	CR 542/Lk Hatchineha Rd	Alford Rd	H.L. Smith Rd	2	D	45	790	760	335	349	0.44
LHR050	CR 542/Lk Hatchineha Rd	H.L. Smith Rd	Lk Hamilton East Limit	2	D	55	790	760	335	349	0.44
WBR010	Weiberg Rd	Detour Rd	NS Connector Rd	2	D	35	640	n/a	n/a	n/a	n/a
WBR020	Weiberg Rd	NS Connector Rd	Alford Rd	2	D	35	640	n/a	n/a	n/a	n/a
WBR030	Weiberg/Edwards Rd	Alford Rd	H.L. Smith Rd	2	D	45	640	n/a	n/a	n/a	n/a

* Existing traffic* Existing traffic volumes obtained from nearest available 2025 RND segment data. n/a = Data is not available

Table 4 – Projected 2045 Capacity Conditions

Seg		Segment Limits			LOS	Posted		2045 No Build			2045 Build		
Num	Roadway	From	To	Lns	Std	Speed	Capacity	AADT	PkHr Dir	V/C	AADT	PkHr Dir	V/C
S17010	SR 17/Scenic Hwy	Haines City Limit	Hughes Rd	2	D	45	640	10,318	567	0.89	10,201	561	0.88
S17020	SR 17/Scenic Hwy	Hughes Rd	Kokomo Rd/CR 546	2	D	45	640	12,021	661	1.03	7,351	404	0.63
S17030	SR 17/Scenic Hwy	Kokomo Rd/CR 546	Water Tank Rd	2	D	45	640	13,713	754	1.18	10,158	559	0.87
S17040	SR 17/Scenic Hwy	Water Tank Rd	Lk Hatchineha Rd/CR 542	2	D	45	640	11,395	627	0.98	10,590	582	0.91
S17050	SR 17/Scenic Hwy	Lk Hatchineha Rd/CR 542	Weiberg Rd Extension	2	D	45	640	9,144	503	0.79	11,040	607	0.95
DET010	Detour Rd	Haines City Limit	Hughes Rd	2	E	45	790	8,144	448	0.57	3,088	170	0.22
DET020	Detour Rd	Hughes Rd	Kokomo Rd/CR 546	2	E	25	790	8,132	447	0.57	4,220	232	0.29
DET030	Detour Rd	Kokomo Rd/CR 546	Water Tank Rd	2	E	45	790	8,313	457	0.58	3,399	187	0.24
DET040	Detour Rd	Water Tank Rd	Lk Hatchineha Rd/CR 542	2	E	45	790	6,698	368	0.47	2,579	142	0.18
DET050	Detour Rd	Lk Hatchineha Rd/CR 542	Weiberg Rd	2	E	45	790	4,797	264	0.33	1,961	108	0.14
NSC010	NS Connector Rd	Haines City Limit	Hughes Rd	2	E	0	790	n/a	n/a	n/a	6,572	361	0.46
NSC020	NS Connector Rd	Hughes Rd	Kokomo Rd/CR 546	2	E	0	790	n/a	n/a	n/a	9,033	497	0.63
NSC030	NS Connector Rd	Kokomo Rd/CR 546	Water Tank Rd	2	E	0	790	n/a	n/a	n/a	12,964	713	0.90
NSC040	NS Connector Rd	Water Tank Rd	Lk Hatchineha Rd/CR 542	2	E	0	790	n/a	n/a	n/a	7,468	411	0.52
NSC050	NS Connector Rd	Lk Hatchineha Rd/CR 542	Weiberg Rd	2	E	0	790	n/a	n/a	n/a	3,901	215	0.27
ALF010	Alford Rd Ext	Haines City Limit	Hughes Rd	2	E	0	790	n/a	n/a	n/a	184	10	0.01
ALF020	Alford Rd Ext	Hughes Rd	Kokomo Rd/CR 546	2	E	0	790	n/a	n/a	n/a	876	48	0.06
ALF030	Alford Rd Ext	Kokomo Rd/CR 546	Water Tank Rd	2	E	0	790	n/a	n/a	n/a	2,996	165	0.21
ALF040	Alford Rd Ext	Water Tank Rd	Lk Hatchineha Rd/CR 542	2	E	0	790	n/a	n/a	n/a	2,882	159	0.20
ALF050	Alford Rd	Lk Hatchineha Rd/CR 542	Weiberg Rd	2	E	30	790	4,130	227	0.29	2,261	124	0.16
HLS010	H.L. Smith Rd	Water Tank Rd	Lk Hatchineha Rd/CR 542	2	D	35	790	4,027	221	0.28	5,490	302	0.38
HLS020	H.L. Smith Rd	Lk Hatchineha Rd/CR 542	Weiberg Rd	2	D	40	790	7,032	387	0.49	6,698	368	0.47
BGR010	Bice Grove Rd	Haines City Limit	Hughes Rd	2	D	45	790	2,819	155	0.20	2,219	122	0.15
BGR020	Bice Grove Rd	Hughes Rd	Kokomo Rd/CR 546	2	D	45	790	3,142	173	0.22	2,550	140	0.18
BGR030	Bice Grove Rd	Kokomo Rd/CR 546	Water Tank Rd	2	D	45	790	5,867	323	0.41	6,273	345	0.44
HGR010	Hughes Rd	US 27	SR 17/Scenic Hwy	2	E	0	790	n/a	n/a	n/a	7,133	392	0.50
HGR020	Hughes Rd	SR 17/Scenic Hwy	Detour Rd	2	E	0	790	n/a	n/a	n/a	7,719	425	0.54
HGR030	Hughes Rd	Detour Rd	NS Connector Rd	2	E	0	790	n/a	n/a	n/a	3,409	187	0.24
HGR040	Hughes Rd	NS Connector Rd	Alford Rd Ext	2	E	0	790	n/a	n/a	n/a	954	52	0.07
HGR050	Hughes Rd	Alford Rd Ext	Bice Grove Rd	2	D	0	790	n/a	n/a	n/a	974	54	0.07
HGR060	Hughes Rd	Bice Grove Rd	Lk Hamilton East Limit	2	D	0	790	n/a	n/a	n/a	242	13	0.02
KKR010	CR 546/Kokomo Rd	US 27	SR 17/Scenic Hwy	4	E	55	790	17,315	952	1.21	14,311	787	1.00
KKR020	CR 546/Kokomo Rd	SR 17/Scenic Hwy	Detour Rd	2	D	40	720	14,194	781	1.08	10,171	559	0.78
KKR030	CR 546/Kokomo Rd	Detour Rd	NS Connector Rd	2	D	55	720	12,598	693	0.96	8,432	464	0.64
KKR040	CR 546/Kokomo Rd	NS Connector Rd	Alford Rd Ext	2	D	55	720	5,328	293	0.41	3,126	172	0.24
KKR050	CR 546/Kokomo Rd	Alford Rd Ext	Bice Grove Rd	2	D	55	720	4,873	268	0.37	4,163	229	0.32
KKR060	CR 546/Kokomo Rd	Bice Grove Rd	Lk Hamilton East Limit	2	D	55	720	13,388	736	1.02	11,668	642	0.89
WTR010	Water Tank Rd	SR 17/Scenic Hwy	Detour Rd	2	E	45	790	13,882	764	0.97	9,648	531	0.67
WTR020	Water Tank Rd	Detour Rd	NS Connector Rd	2	D	45	750	8,936	491	0.65	3,821	210	0.28
WTR030	Water Tank Rd	NS Connector Rd	Alford Rd Ext	2	D	45	750	8,936	491	0.65	2,156	119	0.16
WTR040	Water Tank Rd	Alford Rd Ext	H.L. Smith Rd	2	D	45	750	3,376	186	0.25	2,478	136	0.18
WTR050	Water Tank Rd	H.L. Smith Rd	Bice Grove Rd	2	D	45	750	6,372	350	0.47	2,478	136	0.18
WTR060	Water Tank Rd	Bice Grove Rd	Lk Hamilton East Limit	2	D	45	640	4,607	253	0.40	1,428	79	0.12
CRR010	Crump Rd	Canal	US 27	2	D	35	720	6,421	353	0.49	6,224	342	0.48
MNS010	Main Street	US 27	6th St	2	E	25	790	16,403	902	1.14	12,170	669	0.85
MNS020	Main Street	6th St	SR 17/Scenic Hwy	2	E	25	790	12,393	682	0.86	11,722	645	0.82
LHR010	CR 542/Lk Hatchineha Rd	SR 17/Scenic Hwy	Detour Rd	2	D	45	790	11,107	611	0.77	7,662	421	0.53
LHR020	CR 542/Lk Hatchineha Rd	Detour Rd	NS Connector Rd	2	D	45	790	8,672	477	0.60	5,317	292	0.37
LHR030	CR 542/Lk Hatchineha Rd	NS Connector Rd	Alford Rd	2	D	45	790	8,672	477	0.60	6,822	375	0.47
LHR040	CR 542/Lk Hatchineha Rd	Alford Rd	H.L. Smith Rd	2	D	45	790	5,111	281	0.36	5,934	326	0.41
LHR050	CR 542/Lk Hatchineha Rd	H.L. Smith Rd	Lk Hamilton East Limit	2	D	55	790	8,118	446	0.56	7,143	393	0.50
WBR010	Weiberg Rd	Detour Rd	NS Connector Rd	2	D	35	640	3,365	185	0.29	7,040	387	0.60
WBR020	Weiberg Rd	NS Connector Rd	Alford Rd	2	D	35	640	3,365	185	0.29	3,140	173	0.27
WBR030	Weiberg/Edwards Rd	Alford Rd	H.L. Smith Rd	2	D	45	640	955	53	0.08	1,537	85	0.13

FIGURES



Legend

- Location
- Town Limits

Figure 1
Lake Hamilton
Location Map

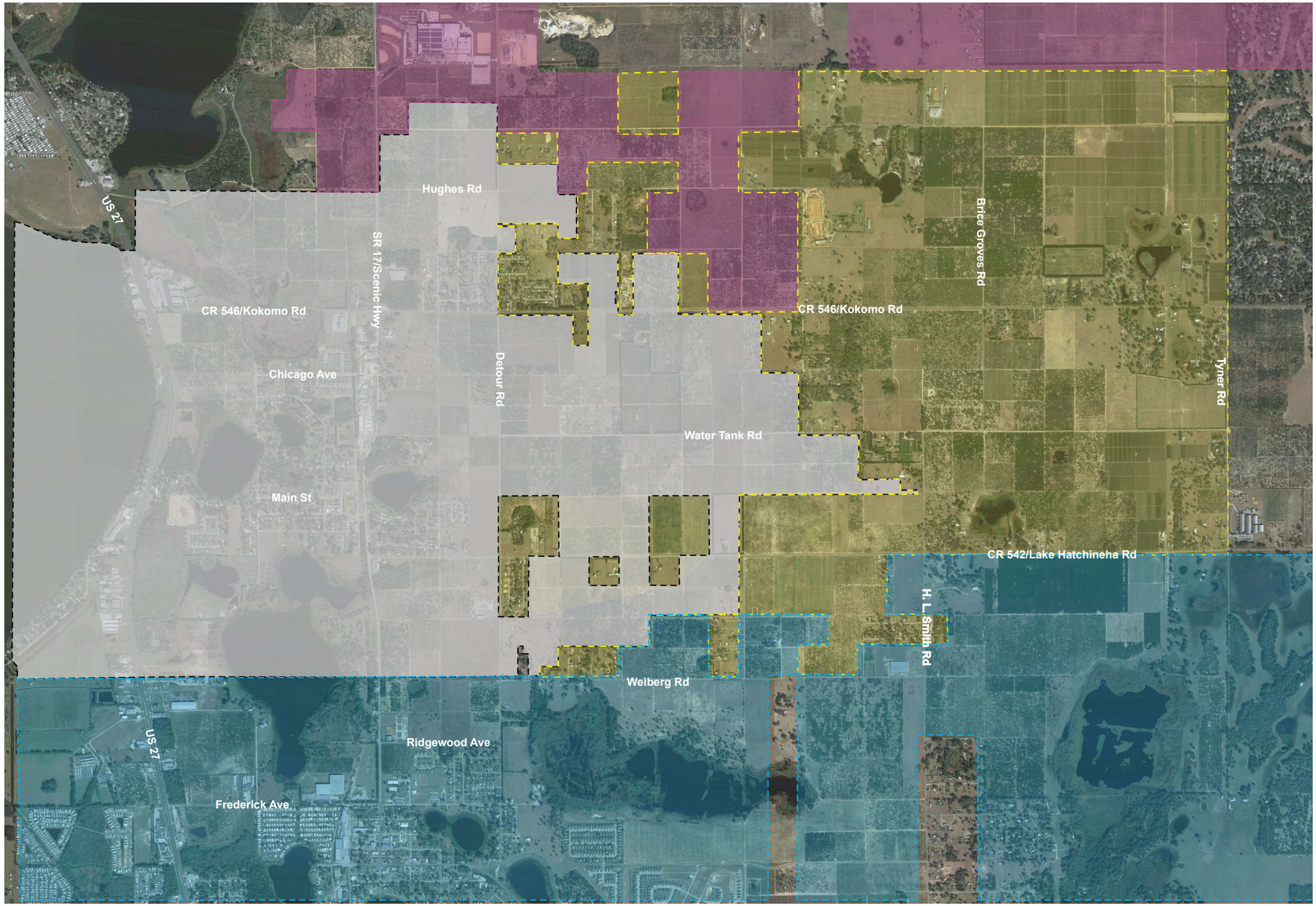


Figure 2
Town Limits &
Planning Area

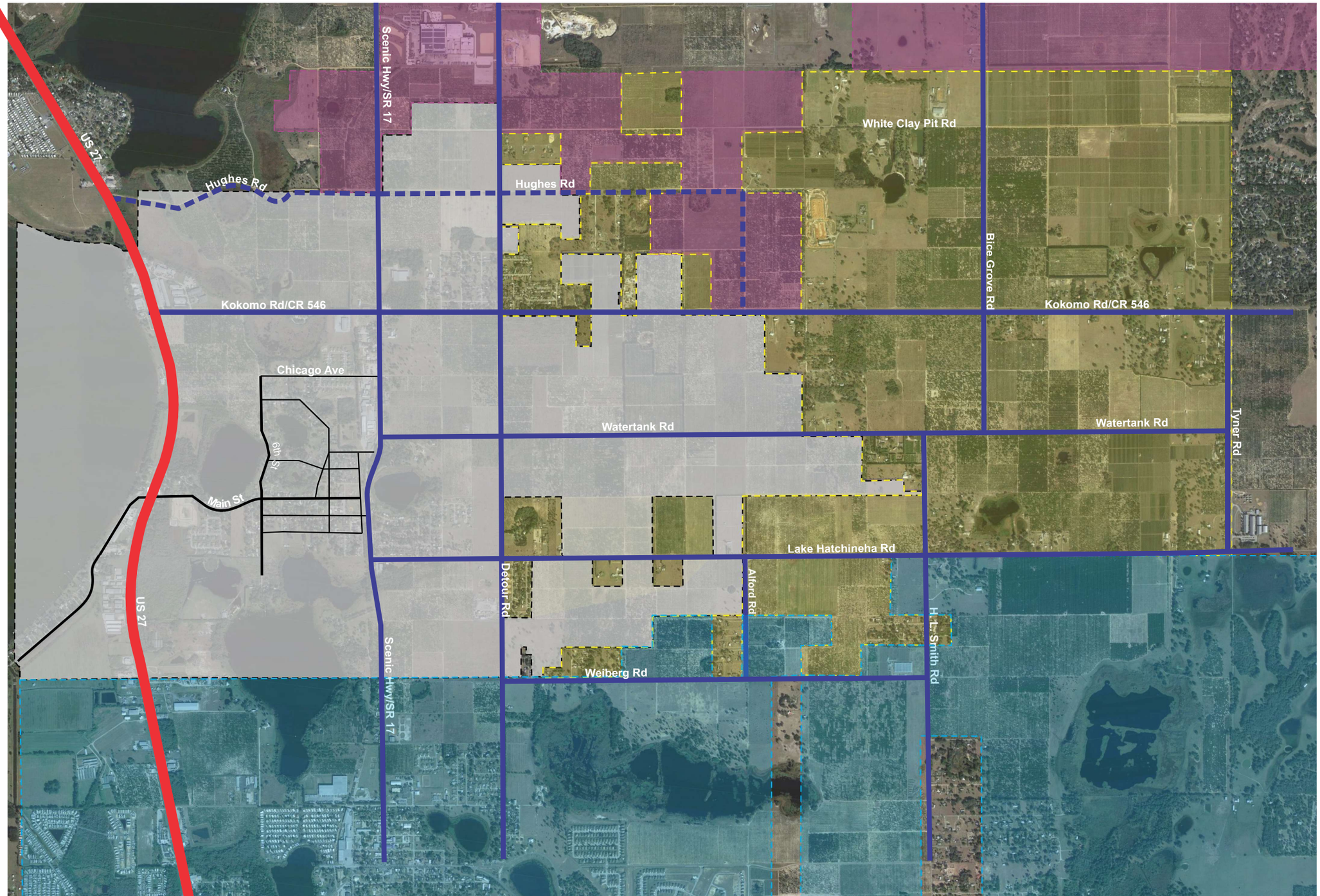
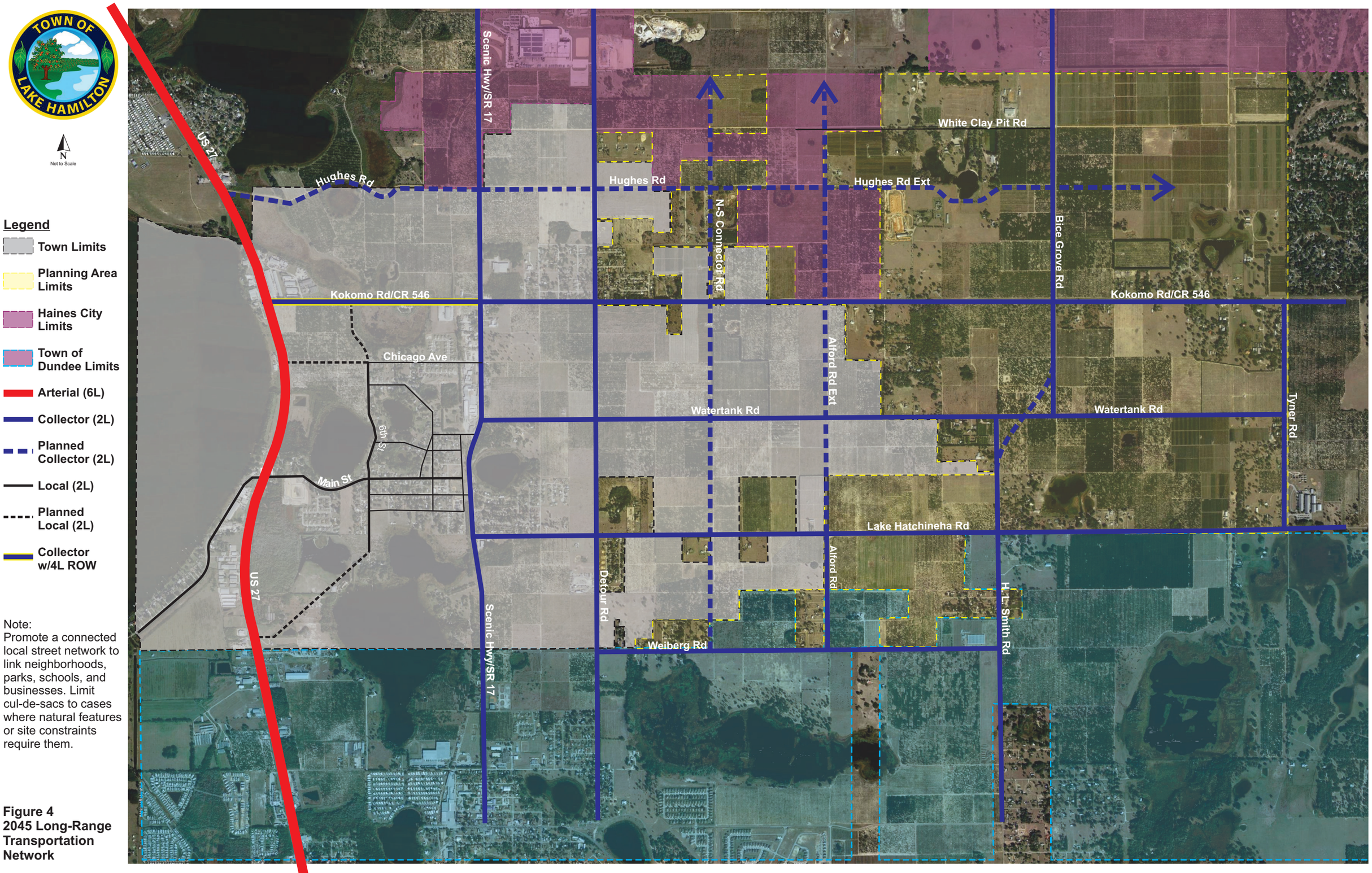
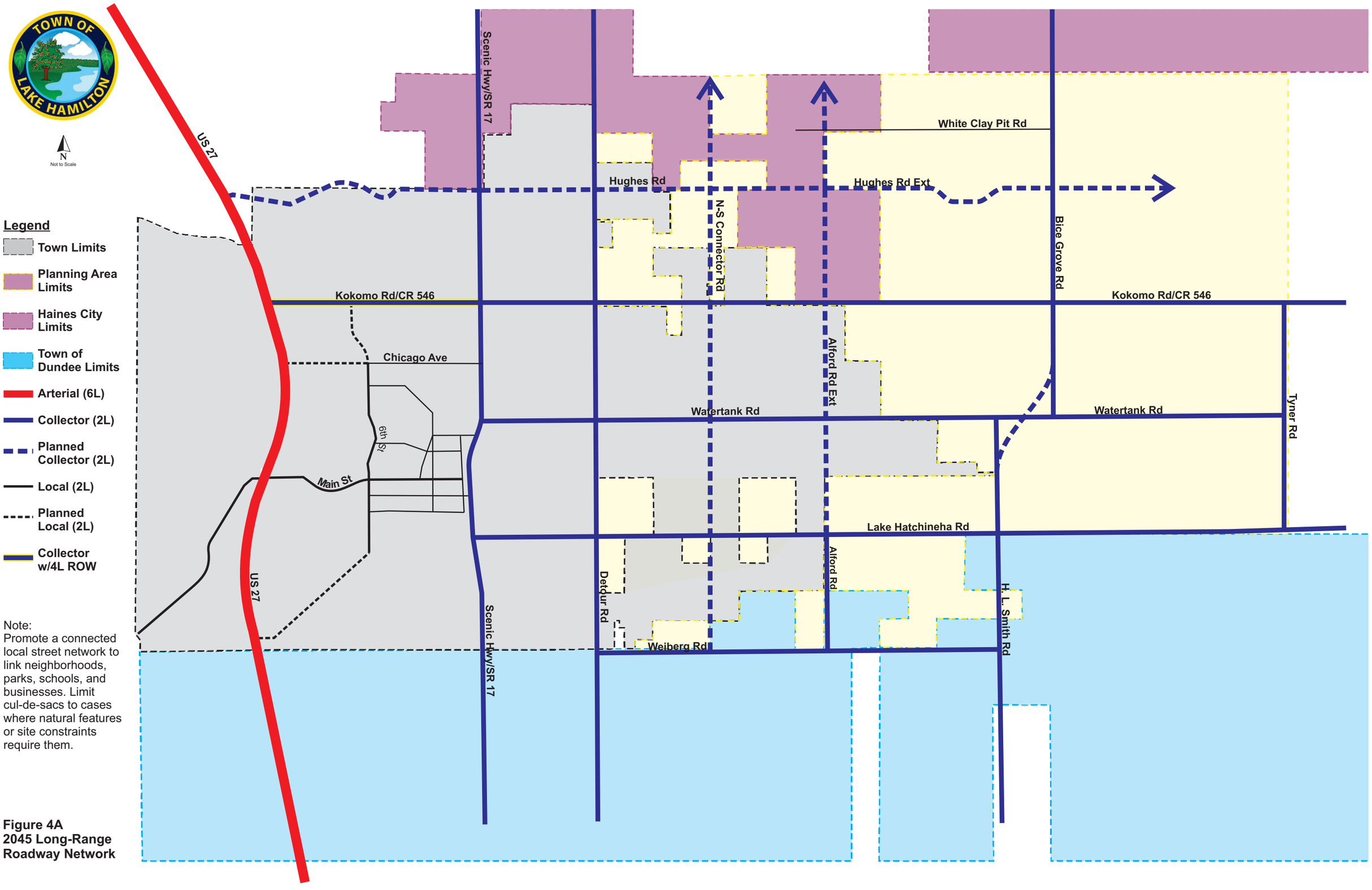


Figure 3
Existing
Roadway Network



Note:
Promote a connected local street network to link neighborhoods, parks, schools, and businesses. Limit cul-de-sacs to cases where natural features or site constraints require them.

Figure 4
2045 Long-Range Transportation Network



Note:
Promote a connected local street network to link neighborhoods, parks, schools, and businesses. Limit cul-de-sacs to cases where natural features or site constraints require them.

Figure 4A
2045 Long-Range Roadway Network

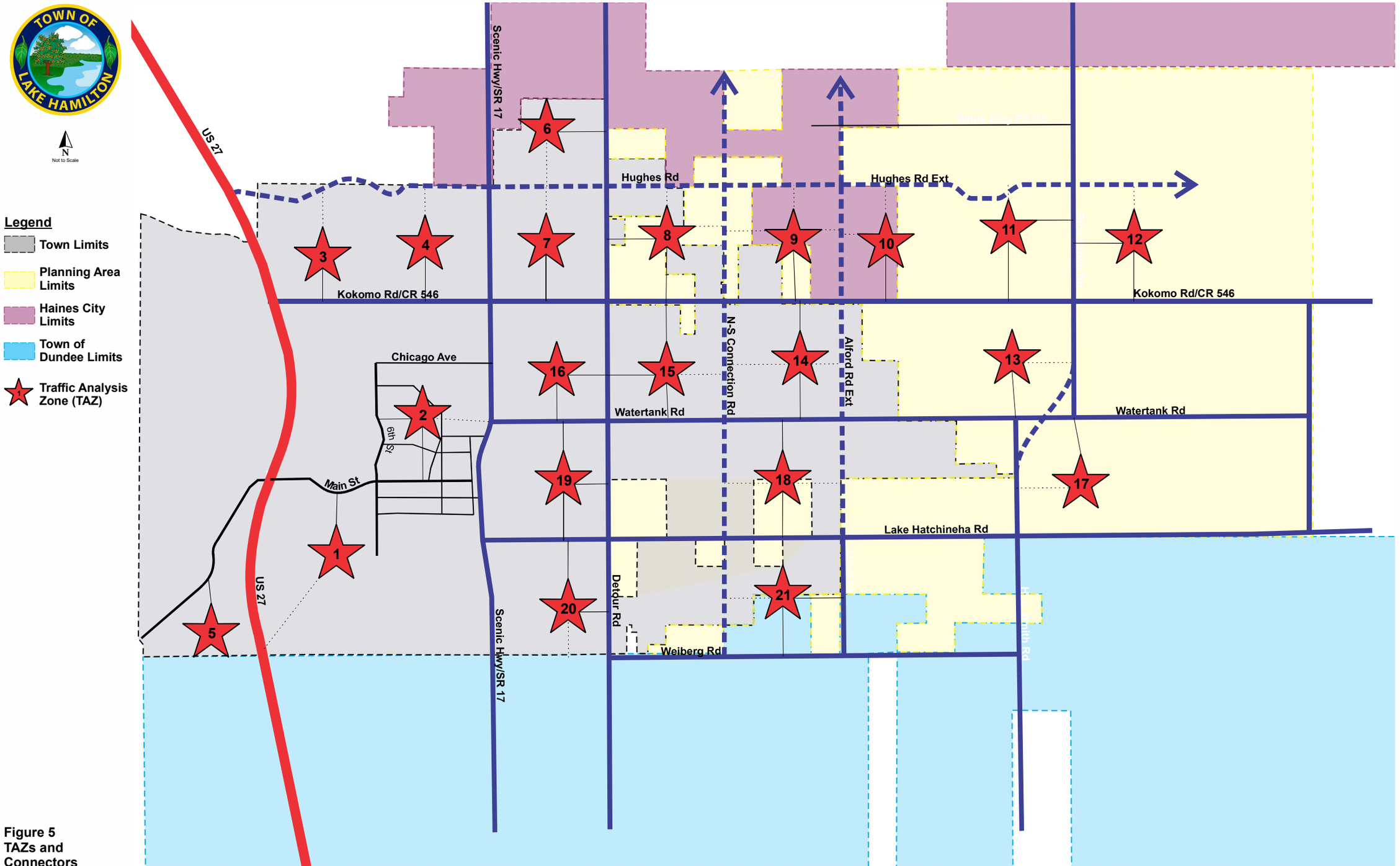
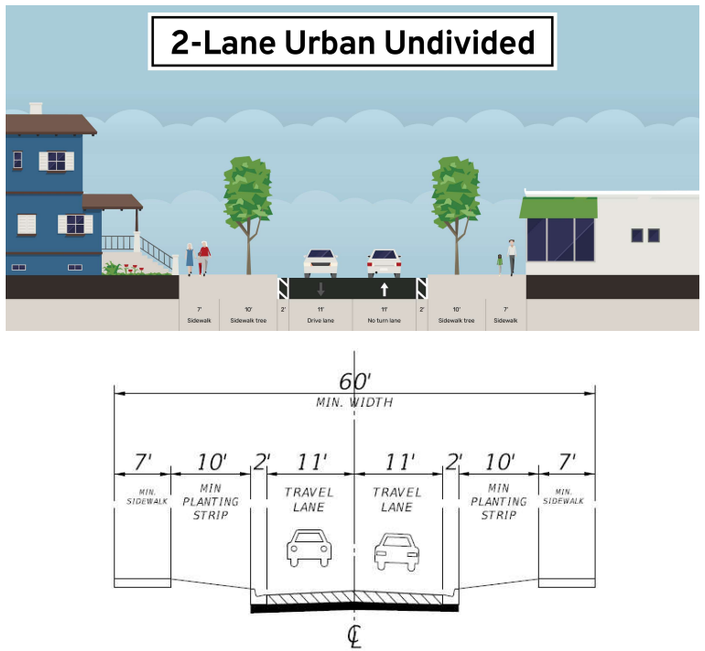


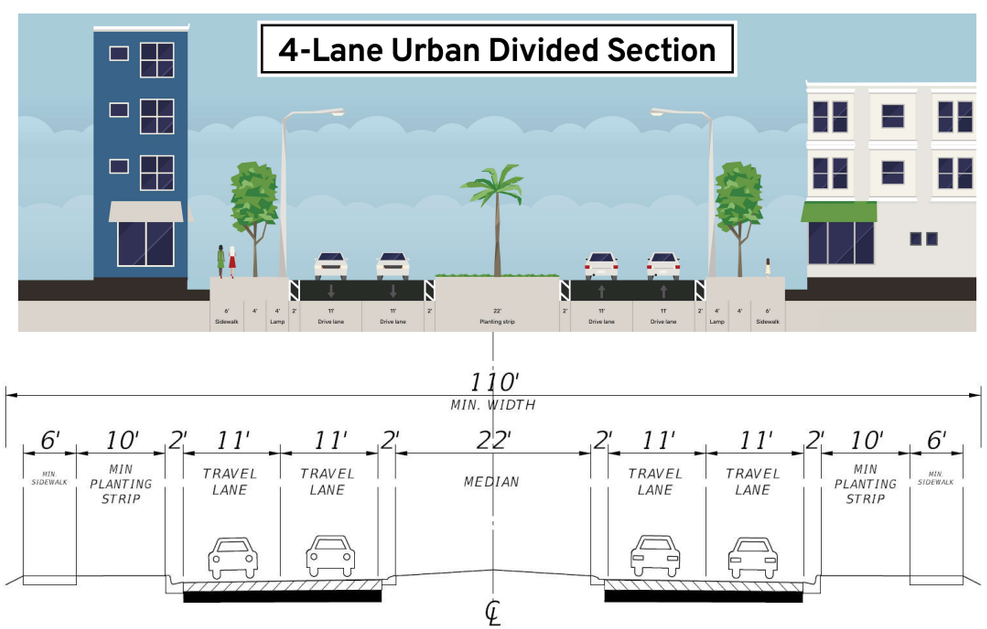
Figure 5
TAZs and
Connectors

N
Not to Scale

2-Lane Urban Section



4-Lane Urban Divided Section



2-Lane Swale Section

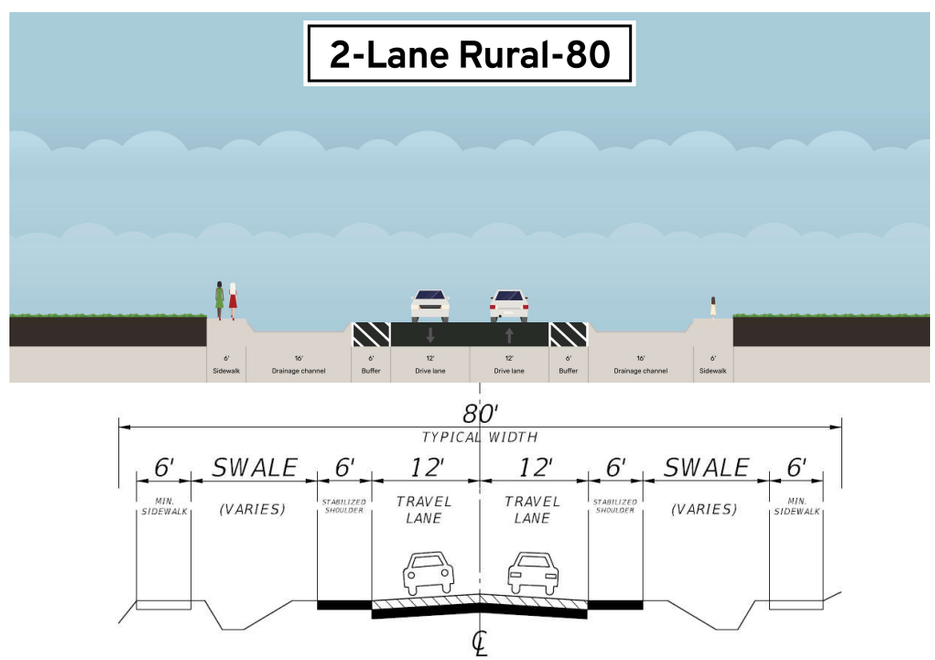


Figure 6
Conceptual
Cross Sections

Kokomo Road 4-Lane typical section

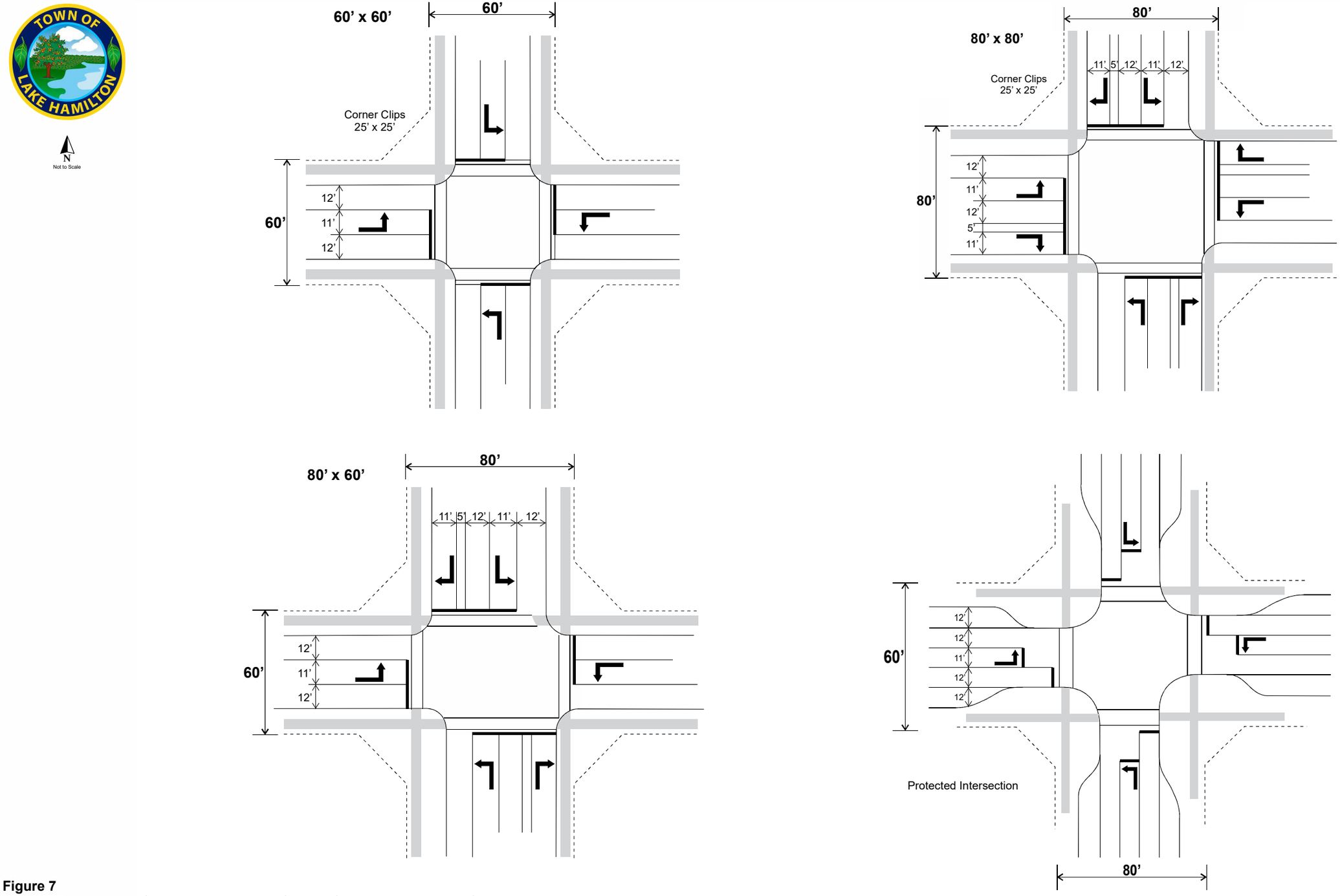


Figure 7
Intersections

* Through lanes may be 11 feet wide if the roadway lanes are 11 feet wide

ATTACHMENTS

ATTACHMENT A
Lake Hamilton Development Information

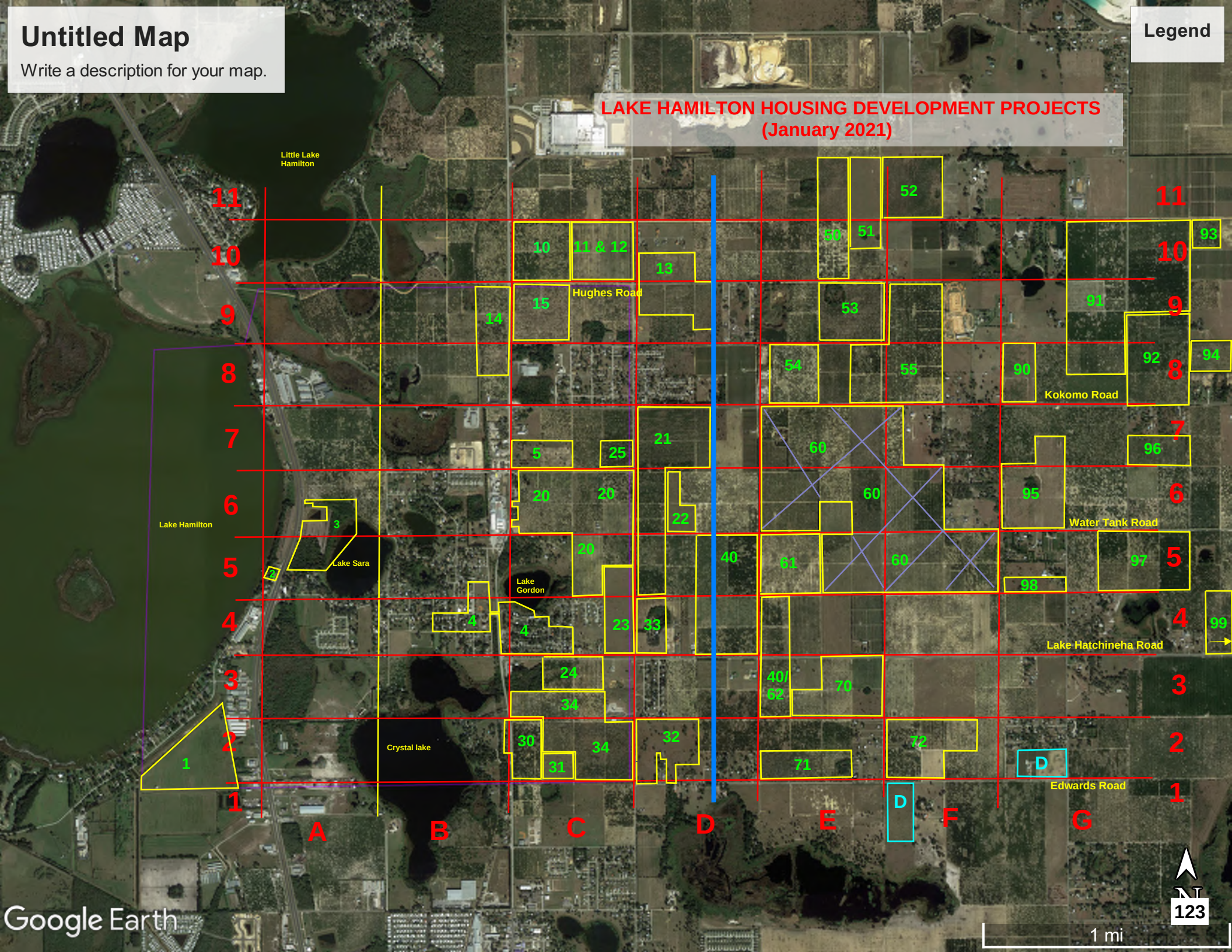
							Cumulative **Unit** Buildout by end of period (start 1/1/21) (20% buildout every 6 months)						
Engineer Group #	**Parcel ID#**	**Location**	**Grid Location**	**Est Plat approval**	**Acres**	**Est # homes (4.5/ac)**	**1 year** (12/31/21)	**1.5 year** (7/1/22)	**2 year** (12/31/22)	**3 year** (12/31/23)	**4 year** (12/31/24)	**5 year** (12/31/25)	**10 year**
The Grand	1	Hwy 27		4/1/2022	47.46	207	0	40	120	207	207	207	207
US 27 Comm'l exist	2	Hwy 27				32	32	32	32	32	32	32	32
PUD-1	15	Adjacent to Gunter Park Lorenz	C-9	3/1/2022	38.89	185	0	19	57	131	185	185	185
PUD-2a	11	W of Detour/ N of Gunter Park	C-10	3/1/2022	19.49	92	0	9	27	64	92	92	92
PUD-2b	12	W of Detour/ N of Gunter Park	C-10	3/1/2022	19.23	93	0	9	27	65	93	93	93
Scenic Terrace	13	Adjacent to Detour Ballfield (Gr)	D-9/10	3/1/2022	48.02	216	0	21	63	150	216	216	216
No name - JDA		S of Aldi & E Rubush	C-11	6/1/2022	9.93	45	0	0	9	27	45	45	45
No name - JDA	10	Adj Lorenz & Hwy 17 (Bl) by PUDs	C-10	3/1/2022	37.74	170	0	17	51	119	170	170	170
No name - JDA	14	W of Hwy 17 @ S corp limit (Bl)	B-8/9	6/1/2022	28.35	128	0	0	26	77	128	128	128
Group 1	20	N of Chicago to Water Tank (Gr)	C-5/6	2/4/2022	90.98	409	0	82	164	328	409	409	409
Group 1A	23		C-4/5	2/4/2022	28.36	128	0	26	52	104	128	128	128
Group 2	24 &30	S Hatchineha (Gr) & E 17 (Bl)	C-2/3	2/4/2022	40.49	182	0	36	72	144	182	182	182
Group 2 PUD	31	N corp E 17 (Gr) Olson	C-2	5/1/2022	10.24	46	0	9	27	46	46	46	46
Group 5	32	N Weiberg E Detour (Pr)	D-2	5/1/2022	34.78	157	0	16	79	142	157	157	157
Group 6	21	Corner Kokomo & Detour (Pr)	D-5/6/7	2/4/2022	88.34	398	0	80	160	320	398	398	398
Group 6A	22		D-6	2/4/2022	14.82	67	0	13	26	52	67	67	67
*Scenic Sewer SRF	4	Gordon Heights AND Town Hall	C-4	N/A		152	0	0	76	152	152	152	152
					557.12	**2553**	**32**	**409**	**1,068**	**2,160**	**2,707**	**2,707**	**2,705**
Udit	5	Adj to Scenic & Chicago	C-7	3/1/2023	19.6	88	0	9	26	61	88	88	88
Marsan	3	Rubush - Hwy 27		3/1/2023	35.42	159	0	16	48	112	159	159	159
117.28 E-3/4	40	Water Tank crs Hatch Detour (Bl)	D-4/5	9/1/2022	78.5	353	0	0	70	141	353	353	353
	61	S Water Tank adj to above (Gr)	E-5	5/1/2023	39.61	178	0	18	54	126	178	178	178
	70	S Hatch adj to 2 above (Gr)	E-3	5/1/2023	48.74	219	0	22	66	154	219	219	219
	71	N Weiberg (Pr)	E-2	5/1/2023	29.71	134	0	13	40	94	134	134	134
	40/62	N Weiberg E Alford (Bl)	E-3/4	5/1/2023	38.24	172	0	17	51	120	172	172	172
	72	Adj & E Alford N Edwards Rd (Bl)	F-2	11/1/2023	48.26	217	0	0	0	0	87	174	217
	60	S Kokomo (E/W of Alford if there) (Pr)	E/F - 5/6/7	1/1/2024	323.7	1457	0	0	0	0	583	1,165	1,457
125.78	55	N Kokomo adj to above multiple (Pr)	E/F-8/9	12/31/2024	96.59	435	0	0	0	0	0	174	435
	54	N Kokomo adj to above single (Pr)	E-8	12/31/2024	29.19	131	0	0	0	0	0	53	131
	53	N Kokomo crs Hughes (Gr)	E-9/10	12/31/2024	49.92	225	0	0	0	0	0	90	225
	50	N Hughes S White Clay Pit (Bl)	E-10/11	12/31/2024	39.7	179	0	0	0	0	0	71	179
	51	N Hughes S White Clay Pit (Pr)	E-10/11	12/31/2024	29.7	134	0	0	0	0	0	53	134
	52	N White Clay Pit (Bl)	F-11	12/31/2024	39.6	178	0	0	0	0	0	71	178
					946.48	**4259**	**0**	**95**	**355**	**808**	**1,973**	**3,155**	**4,258**
**HC Annex													
		N Copr limit & W Scenic (Bl)	B-10/11	9/1/2022	100.07	450	0	0	90	270	450	450	450
			C-11	9/1/2022	9.86	44	0	0	9	27	44	44	44
2+ miles	98	S Water Tank adj 323.7 ac above (Gr)	G-5	1/1/2026	7.85	35	0	0	0	0	0	0	35
	95	N Water Tank E Clayton Ln (Bl)	G-6/7	1/1/2026	49.65	223	0	0	0	0	0	0	223
	90	N Kokomo S Hughes (Bl)	G-8	1/1/2026	19.36	87	0	0	0	0	0	0	87
	91	Crs Crawsnest & Bice Grove (Pr)	G-8/9/10	1/1/2026	136.54	614	0	0	0	0	0	0	614
	93	Adj to above NE (Bl)	G+-11	1/1/2026	9.7	44	0	0	0	0	0	0	44
	92	N Kokomo adj to above S (Bl)	G-8/9	1/1/2026	48.28	217	0	0	0	0	0	0	217
	94	N Kokomo adj to above (Pr)	G+-8	1/1/2026	20.13	91	0	0	0	0	0	0	91
	96	S Kokomo N Water Tank (Pr)	G+-7	1/1/2026	19.88	89	0	0	0	0	0	0	89
	97	Adj S Water Tank N Lk Hatch (Bl)	G+-5	1/1/2026	59.25	267	0	0	0	0	0	0	267
	99	Adj N Lk Hatch W Tyner (Bl)	G+-4	1/1/2026	20.11	90	0	0	0	0	0	0	90
					500.68	**1758**	**0**	**0**	**99**	**297**	**494**	**494**	**2,252**
					2,004	**8,571**	**32**	**504**	**1,522**	**3,265**	**5,174**	**6,356**	**9,216**

Untitled Map

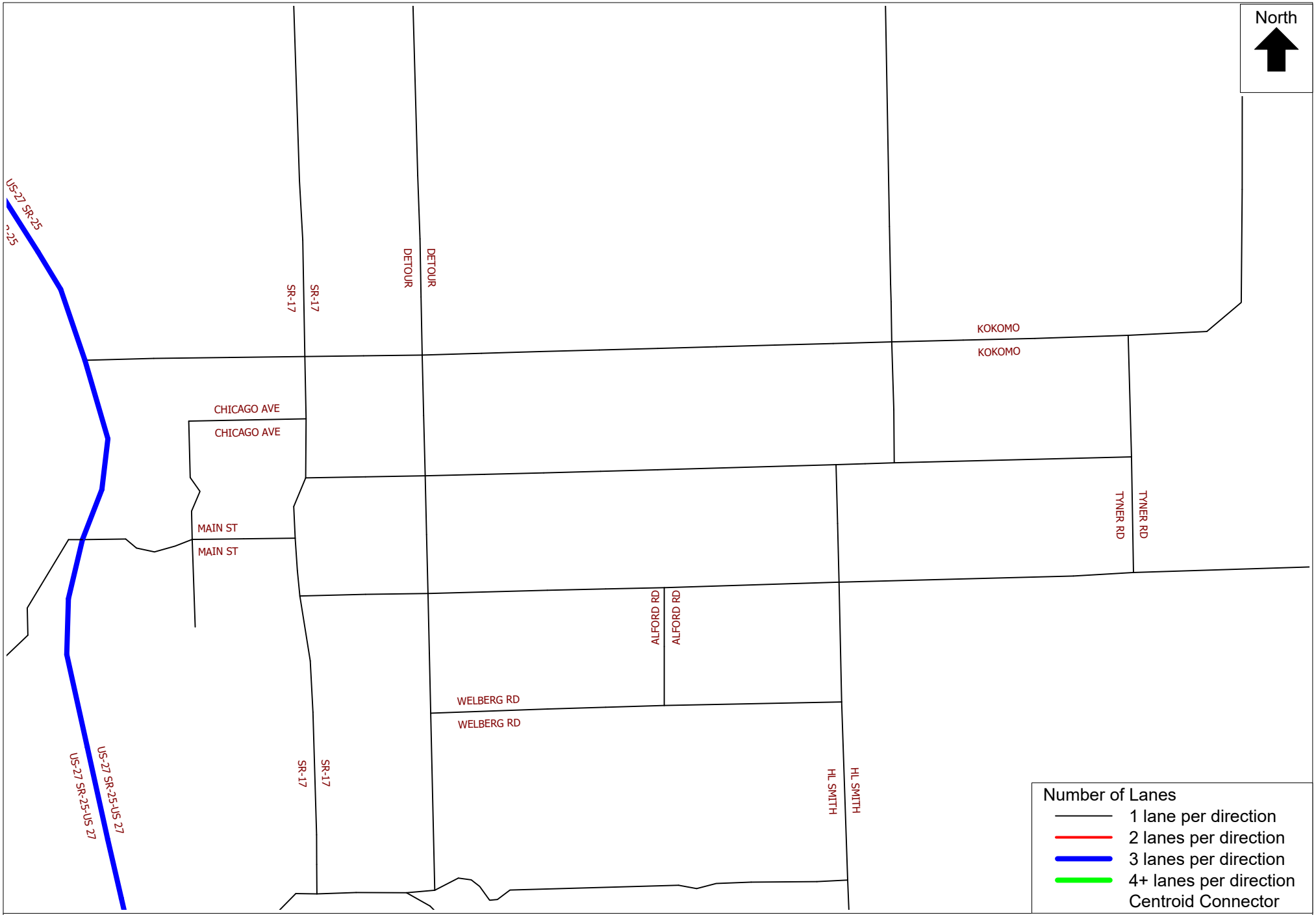
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Legend

LAKE HAMILTON HOUSING DEVELOPMENT PROJECTS (January 2021)

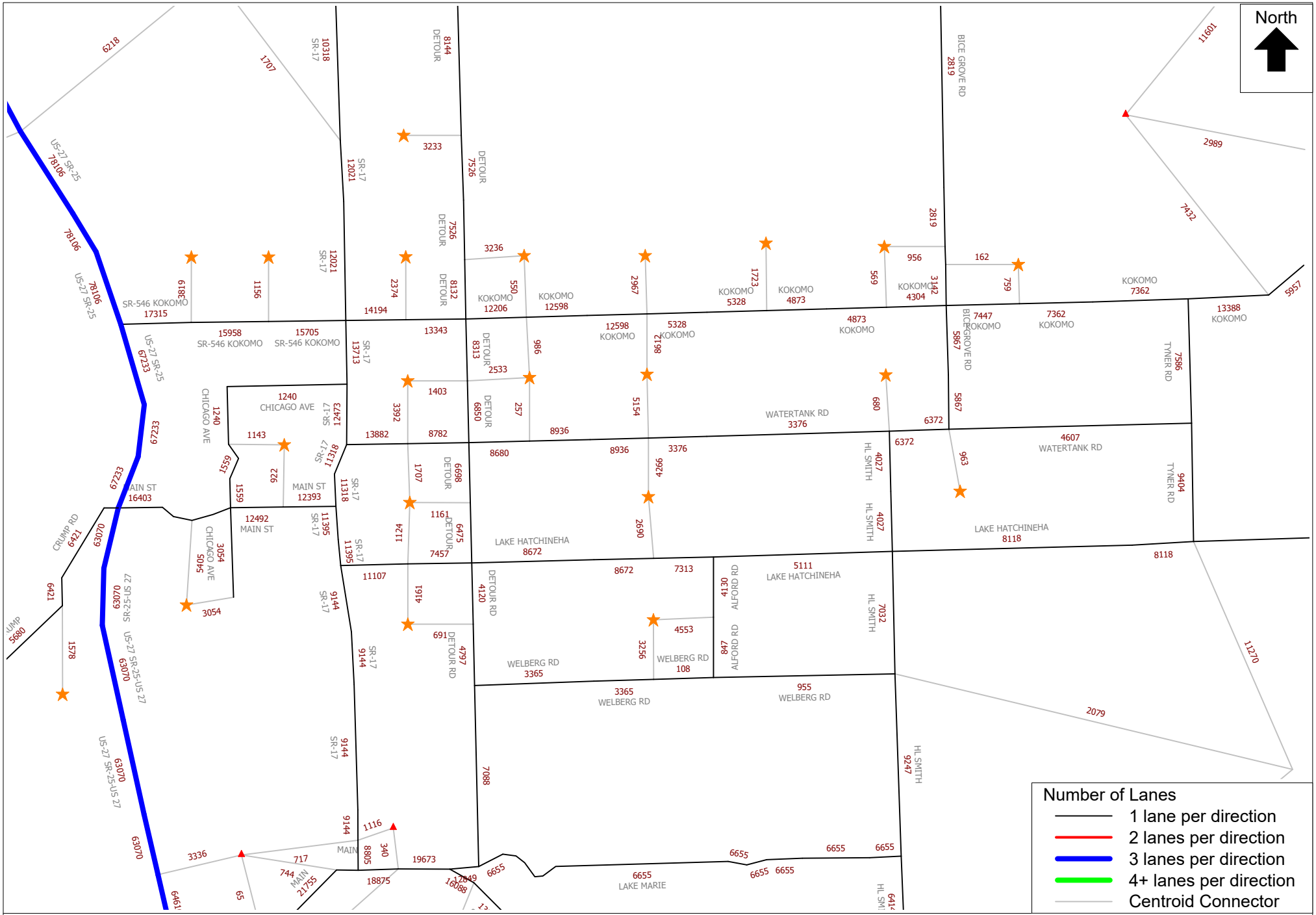


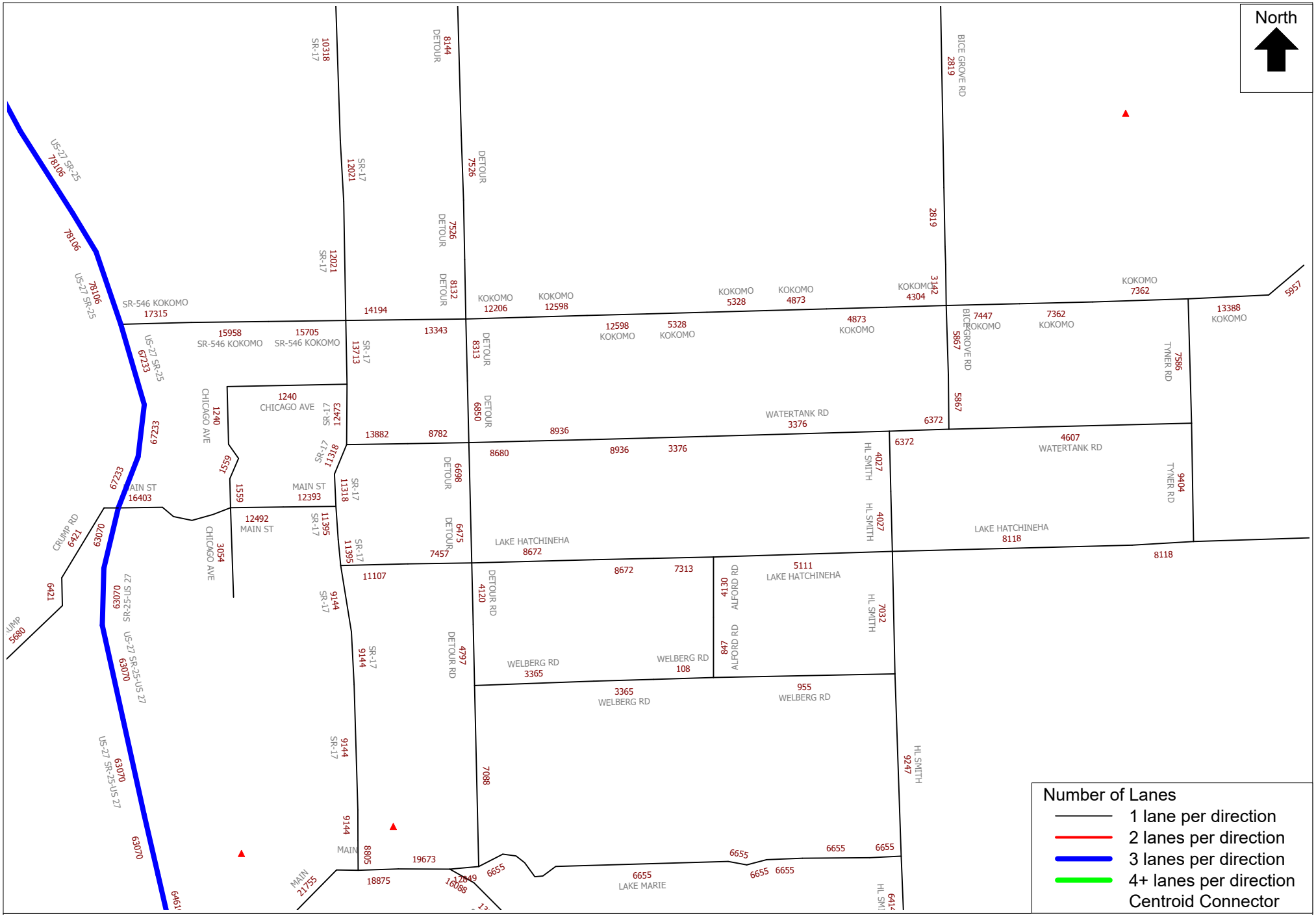
ATTACHMENT B
2045 Model Output Plots



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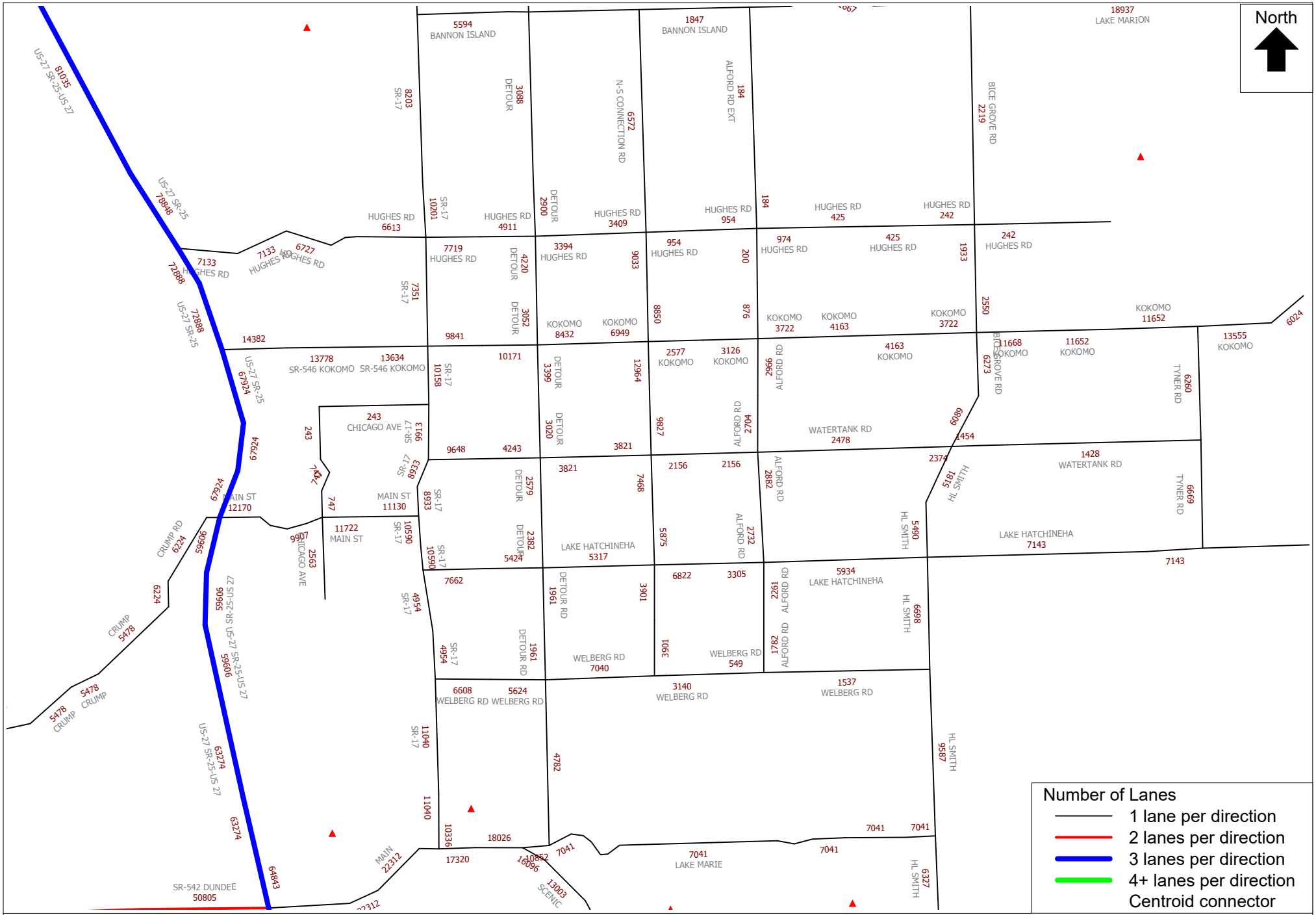
(Licensed to Traffic & Mobility Consultants, LLC)


North
Number of Lanes
1 lane per direction
2 lanes per direction
3 lanes per direction
4+ lanes per direction
Centroid Connector
SR-546 KOKOMO
17315
15958
SR-546 KOKOMO
15705
SR-546 KOKOMO
CHICAGO AVE
1240
MAIN ST
16403
MAIN ST
12393
12492
MAIN ST
CRUMP RD
6421
US-27 SR-25
78106
US-27 SR-25
67233
SR-17
12021
SR-17
13713
SR-17
11318
SR-17
11395
SR-17
9144
US-27 SR-25-US 27
63070
DETOUR
8144
DETOUR
7526
DETOUR
8132
DETOUR
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DETOUR
6850
DETOUR
6698
DETOUR
6475
DETOUR
4797
DETOUR RD
4120
KOKOMO
12206
KOKOMO
12598
KOKOMO
5328
KOKOMO
4873
KOKOMO
4304
KOKOMO
7362
BICE GROVE RD
2819
BICE GROVE RD
5867
WATERTANK RD
3376
WATERTANK RD
4607
TYNER RD
7586
TYNER RD
9404
HL SMITH
4027
HL SMITH
7032
HL SMITH
9247
LAKE HATCHINEHA
8672
LAKE HATCHINEHA
8118
LAKE HATCHINEHA
5111
WELBERG RD
3365
WELBERG RD
108
WELBERG RD
955
ALFORD RD
4130
ALFORD RD
847
LAKE MARIE
6655
13388
KOKOMO
11601
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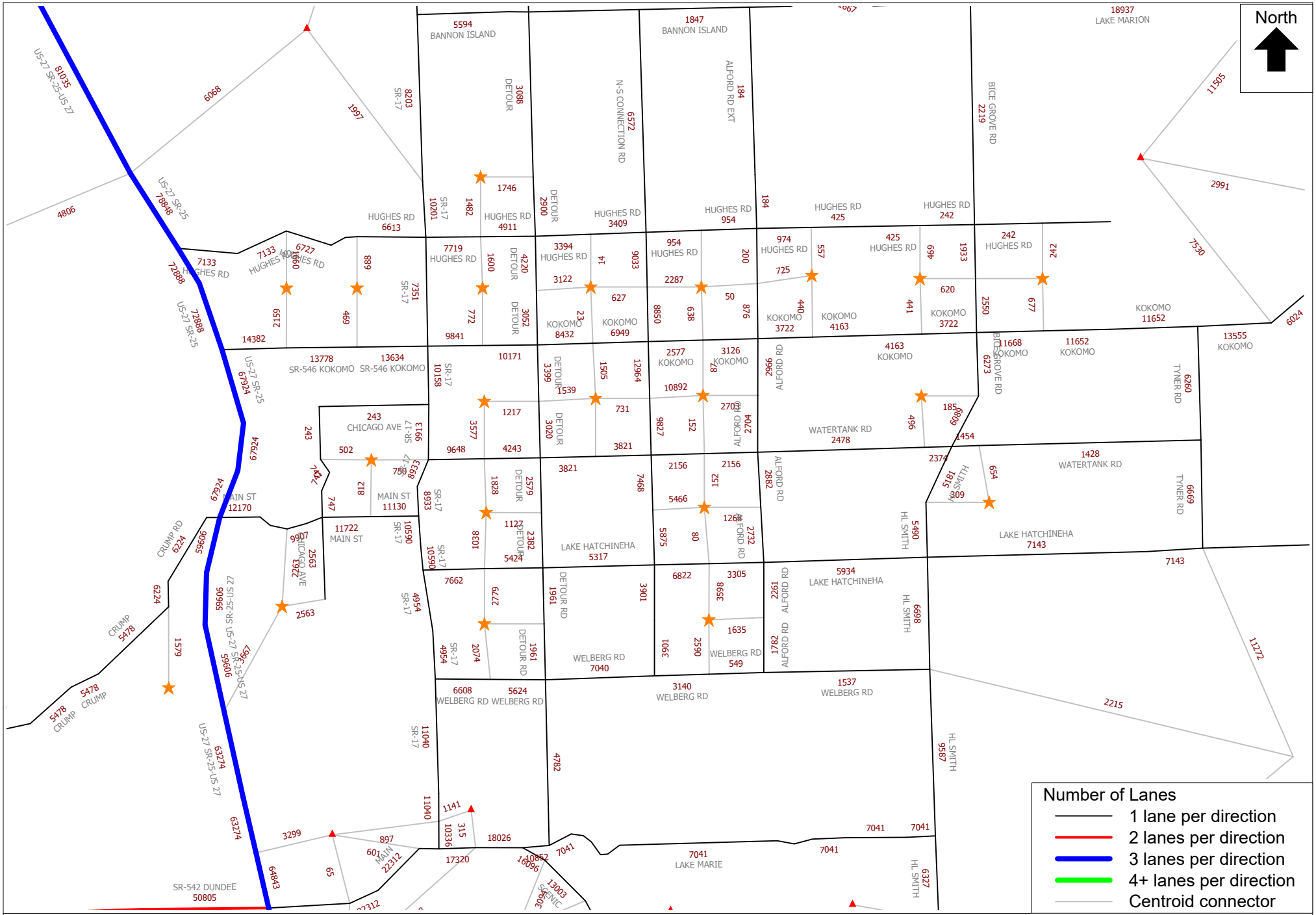
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AADT (PSWADT X MOCF = 0.97) - New TAZs on Existing Network
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ATTACHMENT C
Traffic Impact Study Methodology

TIS STANDARD METHODOLOGY

September 9, 2025

INTRODUCTION

The Town of Lake Hamilton has established a town specific context sensitive approach to evaluating traffic impacts on the transportation network within the Town. The Traffic Impact Study (TIS) Standard Methodology provides data and information necessary to support the Town of Lake Hamilton's vision of a balanced, connected, multimodal transportation network serving Town residents into the future. It is the Town's goal to support strategic, context appropriate growth that enhances the Town's character, standard of living, and vision in accordance with the Town's Comprehensive Plan, Land Development Code, and Policies.

The intent of this document is to define the requirements and methodology for the preparation of a TIS in the Town of Lake Hamilton in accordance with Article IX Division 2 of the Town Code and Chapter 16 of the Land Development Code (LDC). The TIS standard methodology is established to provide an equitable and consistent method to evaluate and determine the impact of development applications on the Town's transportation network.

POLK COUNTY/TPO REQUIREMENTS

The Town's TIS Standard Methodology supplements and does not replace the latest adopted Polk County/ Polk Transportation Planning Organization (TPO) TIS Methodology and Procedures. The Town adopts the County's TIS tiers:

1. Small Projects – up to 50 ADT (Net New Average Daily Trips)
2. Minor TIS – 50 < ADT ≤ 750 ADT
3. Major TIS – Greater than 750 ADT

STUDY AREA

1. Small Projects

Small Projects generating less than 50 ADT (defined as net new average daily trips) are not required to submit a TIS to the Town, unless otherwise required by the Town Manager or their designee. The Town Manager may require a TIS if necessary to address a specific impact to the Town's transportation network. In such cases, the Small Project shall provide a Minor TIS.

2. Minor TIS:

a. Performed in accordance with the Town and Polk TPO/Polk County LDR requirements.

b. Include the elements presented in the TIS Elements section.

c. Include a capacity analysis of all roadway segments partially or fully located within a ¼-mile buffer of the project site's boundaries. (Note: If the site is not adjacent to a major roadway, the analysis shall include at a minimum the nearest major roadway segment).

d. Include an analysis of the project's access points and the adjacent major intersections on the major roadway network.

3. Major TIS:

a. Performed in accordance with the Town of Lake Hamilton and Polk TPO/Polk County LDR requirements.

b. Include the elements presented in the TIS Elements section.

c. Include a capacity analysis of all roadway segments within the Town's planning area that are partially or fully within a 1-mile buffer of the property boundary. Additionally, include roadway segments within the Town's planning area that are outside of the 1-mile buffer and where project traffic is equal to 5% or more of the segment's adopted capacity.

d. Include an analysis of project's access points and all major intersections within the study area, as agreed in the study methodology.

TIS ELEMENTS

All TIS reports submitted to the Town shall include the following minimum elements established for sufficiency and conformance with the Town's TIS Standards.

Methodology Statement

1. For a Major TIA, the applicant shall submit a TIS methodology statement for approval by the Town staff prior to the conduct of the TIS. The methodology statement shall conform to the minimum study guidelines and include the following:
    a. Project description (including location, land use, size, and definition)
    b. Location map (showing site location and property boundary)
    c. Site plan (showing internal circulation/network and external connections)
    d. Trip generation (using latest ITE Trip Generation data or Town approved local information)
    e. Provide a trip distribution map based on D1RPM output, or provide a description/justification of modifications therein
    f. Statement of proposed analysis methods (analysis periods, tools, references, software…)
    g. Final letter of acceptance and approval of the TIS methodology from the Town Engineer

Project Information & Trip Generation

2. Project description, including:
    a. Project description (including location, land use, size, and definition)
    b. Location map (showing site location and property boundary)
    c. Site plan (showing internal circulation/network and external connections)
3. Trip generation (using the latest edition of the ITE Trip Generation Manual or local information, with previous approval by the Town Manager).
4. Trip distribution map with documentation and explanation of the preparation of the trip distribution and assignment pattern for the project.
    a. Minor TIS may be performed based on a manually generated trip distribution pattern that is consistent with the anticipated travel patterns of the minor development.
    b. Major TIS shall provide a transportation model-based trip distribution pattern (with adjustments as appropriate and agreed upon during the methodology). The latest adopted D1RPM model shall be used for this purpose with the addition of the Town's existing and committed Major Roadway Network.

Background Traffic Projections

5. Calculation of background traffic in the buildout year of the proposed development based on the greater of the following:
    a. Traffic generated from approved developments within the Town. Approved development information shall be obtained from the Town Planner prior to the conduct of the TIS.
    b. Calculation of historical growth rate from annual traffic volume counts published by Polk County and/or the Florida Department of Transportation.
    c. A minimum 2% annual growth rate.

Capacity Evaluation

6. Capacity analysis of roadway segments in the Study Area. The analysis shall be based on the latest FDOT Multimodal Quality Level of Service (MQLOS) standards and generalized directional peak hour service volumes.
7. Capacity and operations analysis of all major intersections within the project's study area. Analysis of AM peak hour conditions at driveways and intersections is required for developments that have an AM peak hour trip generation that is equal to or greater than 65% of the PM peak hour trip generation (i.e., residential, office/industrial, and certain commercial).
8. The impact of project traffic on the study roadway segment(s) and intersections shall be evaluated relative to adopted Level of Service. Additional impacted segments or intersections may be added to the study area if deemed necessary by the Town to evaluate the development application.
9. Operations and configuration of all project access points onto the external roadway network. The analysis shall include an evaluation of traffic control, geometry, and turn lane requirements to ensure that safe, adequate, and orderly access is provided onto the transportation network.

Access Evaluation

10. Conduct an analysis of access capacity, operations, and turn lane warrants. Left and right turn lane warrants shall be evaluated in accordance with the requirements of the Polk County Land Development Code Driveway Types or the FDOT Access Management Guidebook.
11. Provide a review of connection and intersection spacing in accordance with the standards of the FDOT Access Management Guidebook.

12. Identify improvements necessary to provide the development safe and adequate access on the transportation network.

Multimodal Evaluation

13. Multimodal transportation conditions shall be evaluated and documented on the transportation network adjacent to the site. The multimodal review of the adjacent roadway segments shall at a minimum include the following:
    a. An inventory of roadway cross sections on adjacent roadway segments (pavement condition, shoulders, edge treatment, lane widths, stormwater, etc.)
    b. An inventory of sidewalks, (including width, continuity, and condition). Where sidewalks are available, provide an inventory of pedestrian ramps, marked crosswalks, and other facilities at adjacent intersections. Additionally, inventory of any on-street bicycle facilities adjacent to the site.
    c. Inventory of transit services within ½ mile of the site, including fixed transit routes, stops, condition of stops and amenities (concrete pad, bench, receptacle, lighting, shelter, etc.).
    d. Consult with the Town Planner to obtain information on planned trail systems or the Towns Trails Masterplan. Identify trails or multiuse paths planned or programmed adjacent to, near, or within the proposed development.
14. Prepare an inventory of adjacent roadway conditions, including apparent ROW widths (based on property appraiser records, or survey where available), pavement widths, availability, and type of curb/shoulder.
15. If a proposed development has direct access or significantly impacts a roadway facility that is identified for future improvements in the latest Polk TPO Long Range Transportation Plan (LRTP), Cost Feasible Plan, and Town Capital Improvement Plan (CIP), but is currently unimproved, the applicant shall be required to evaluate the need for capacity, safety, connectivity, and multimodal improvements needed to serve the development.

Safety Analysis

Obtain a minimum of three (3) years of historical crash data for study area roadways and intersections from the Signal Four Analytics.

16. Examine crash type, severity levels, time of day patterns, and potential contributing factors. Identify high-crash locations.

17. Provide safety countermeasures for locations with identifiable safety concerns. Countermeasures may include access management strategies, intersection control changes, speed management treatment, and enhanced signage or lighting.

Mitigation & Proportionate Share

18. Based on the information submitted in the Major TIS, if the Town determines that the Level of Service will fall below the required standard, then the applicant shall propose mitigating measures required to restore acceptable conditions and present the development's proportionate share calculation of such improvements.
19. Proportionate share calculations shall be based on the development's demand for capacity as a proportion of the capacity generated by the approved mitigating improvement, calculated as described in the formula below:

$$Proportionate\ Share = \frac{Project\ Trips}{\Delta\ Capacity}\ x\ Approved\ Cost\ of\ Improvement$$

20. The development shall identify and contribute its proportionate share of the cost to mitigate impacts to facilities determined as deficient at buildout of the development, or completion of the development phase seeking approval.
21. All improvements to the transportation network that are deemed necessary to provide safe and adequate access to the site, within the study area, shall be the sole responsibility of the development and are not subject to proportionate share mitigation.
22. Alternative equivalent mitigating strategies may be agreed with the Town in lieu of a proportionate share payment to the Town. Such alternative strategy shall be at the Town's sole option and shall be documented in a Developer's Agreement prior to final approval of the TIS by the Town.

Report

23. Provide a TIS report incorporating all elements of the analysis and providing clear information, figures, tables, calculations, and supporting documentation for review by the Town. The final TIS report shall be signed and sealed by a Professional Traffic Engineer registered in the State of Florida.

ATTACHMENT D
Transportation Policy Discussion

Transportation Policy Discussion

BACKGROUND

In response to the unprecedented Town growth in recent years. the Town of Lake Hamilton is working to improve its transportation concurrency management system to align with recent changes to Florida growth management laws under F.S. 163.3180. The Town is also actively updating its long-range transportation maps to convert rural 2-lane sections into urban 2-lane cross-sections, create new 2-lane corridors, plan for future 4-lane widenings where appropriate, and improve access management and intersection control. These improvements aim to support growth, ensure developer accountability, and promote safety, multimodal access, and public health.

In order to allocate roadway capacity improvement costs to the appropriate parties in a consistent, fair, and equitable manner, a transportation policy must be adopted by the Town. We propose three policy options for the Town's consideration to support and implement its efforts. Each policy option is supported by implementation strategies and pros/cons analysis, which should be considered prior to adoption as the Town's policy.

The traditional proportionate share system requires developers to fund transporation improvements only after a level of service failure is identified. This reactive approach often leads to delays, piecemeal infrastructure, and legal challenges, especially under updated Florida law. Recent changes to F.S 163.3180 and the impact fee F.S. 163.31801, now encourages proactive and plan based funding. Local governments may require contributions for future improvements, provided they're in the Capital Improvements Element and meet nexus, and proportionality standards. The Town's current code does not sufficiently address roadway impact fee or proportionate share system for transportation. To comply with the latest Florida Statutes, the Town should consider replacing outdated methods with a performance based approach tied to its 2045 Long Range Transportation Plan and Traffic Impact Study guidelines.

POLICY OPTION 1: Tiered Mobility Fee System with District-Based Rates

Implement a mobility fee system replacing traditional proportionate share, with rates based on land use type, trip generation, and district-specific characteristics.

Implementation Strategy:

- Update the Comprehensive Plan to include a Mobility Element and performance-driven goals
- Amend Land Development Regulations to establish mobility districts and define eligible improvements
- Train staff on fee calculation, legal defensibility, and multimodal evaluation
- Engage stakeholders through a Mobility Fee Working Group with elected officials, department heads, and major developers

Pros:

- Predictable and equitable developer contributions
- Encourages context-sensitive multimodal improvements
- Streamlines review process

Cons:

- Requires upfront legal and technical consulting
- May encounter developer resistance during initial rollout

Funding

- Funding is generated through a standardized fee collected at permit issuance based on land use and trip generation, with revenues dedicated to planned capacity, safety, and multimodal improvements

POLICY OPTION 2: Concurrency Exception Area (CEA) with Performance-Based Monitoring

Designate targeted growth areas as CEAs where traditional concurrency is waived in favor of performance thresholds focused on safety, multimodal access, and connectivity.

Implementation Strategy:

- Update the Comprehensive Plan to identify CEA boundaries and define outcome-based performance standards
- Amend the LDC to formalize CEAs and developer responsibilities
- Train staff on performance monitoring tools and audit procedures
- Host public roundtables with departments, public health agencies, and developers to develop consensus on performance criteria

Pros:

- Supports infill and urban redevelopment
- Encourages developer investment in multimodal and safety improvements
- Highly flexible and adaptive

Cons:

- Requires robust tracking and evaluation system
- May need public funds to initiate key infrastructure upgrades

Funding

- Funding is secured through case-by-case performance based mitigation tied to localized safety and multimodal deficiencies, but does not generate consistent funding for capacity projects.

POLICY OPTION 3: Enhanced Concurrency System with 2045 Long Range Transportation Map, TIA Guidelines & Vested Trips Tracking

Modernize the existing concurrency system by embedding a Long-Range Concurrency 2045 Long-Range Transportation Map into the Comprehensive Plan, supported by new TIS guidelines and a system to track committed/vested trips on each roadway segment.

Implementation Strategy:

- Comprehensive Plan Update:
    - Adopt the 2045 Long Range Transportation Map showing planned roadway network, conceptual urban typical sections (context sensitive), and intersection layout
    - Define goals based on performance measures: capacity, safety, connectivity, multimodal, accessibility, and public health
- Land Development Regulations Update:
    - Reference and codify the use of the updated TIA Guidelines
    - Require development to demonstrate consistency with the 2045 Long Range Transportation Map

Vested/Committed Trips Tracking System:

- Establish a GIS-based ledger or spreadsheet to monitor available capacity and track reserved trips by segment
- Link trip reservation to concurrency certificates issued during development approvals

Staff Training:

- Train planning and engineering staff on map interpretation, TIA standards, and the concurrency management system
- Develop internal checklists and digital tools for consistent implementation

Public and Stakeholder Involvement:

- Present the map and policies to the Town Commission, Planning Board, and development community
- Hold technical workshops with department heads for map validation and update protocols

Pros:

- Builds on the existing system with minimal disruption
- Ensures fair developer cost-sharing tied to planned improvements
- Improves transparency and predictability for development review
- Encourages context-sensitive multimodal improvements

Cons:

- Requires consistent data maintenance and technical updates

- May require integration with permitting or GIS platforms

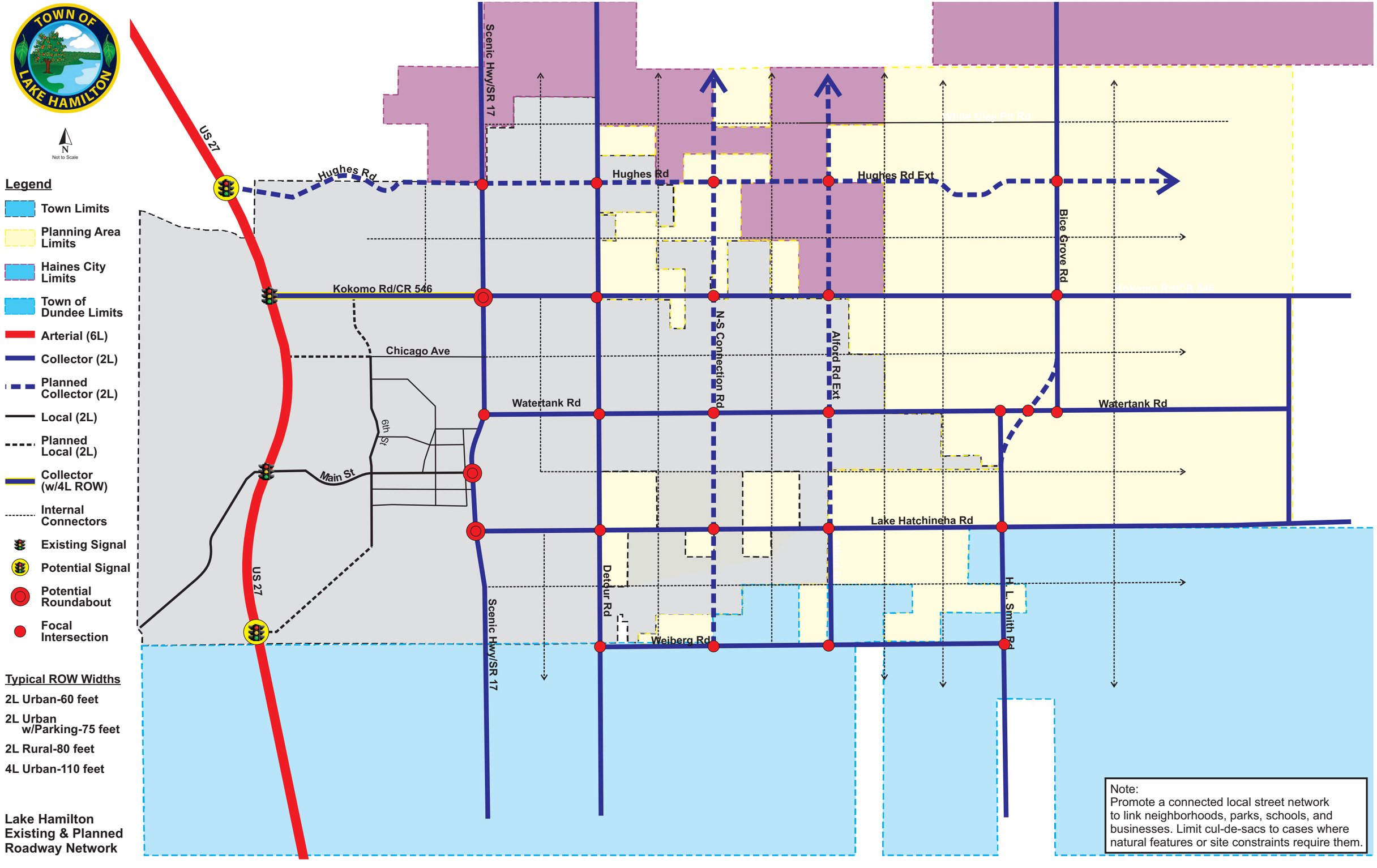
Funding

- Funding comes from proportionate share contributions when a development impacts a planned but unbuilt improvement on the adopted LRTP 2045 map. Contributions are tied to project impact and trip share, offering flexible but less predictable funding for both capacity and non-capacity improvement.

RECOMMENDATION

1. **Concurrency Management:** Establish a concurrency management system for tracking available capacity for roadways and intersections, current traffic volumes, committed capacity, and remaining available capacity.
2. **Transportation Policy:** Adopt Policy Option #3. We recommend **Policy Option 3** as the best approach for initial implementation. This option enables the Town to modernize its existing concurrency system while taking advantage of the long-range transportation improvements currently in development. It promotes context-sensitive design features and considers various performance measures, including multimodal transportation/complete streets, safety, and accessibility, rather than focusing solely on capacity. This hybrid approach is cost-effective, legally defensible, and scalable as the Town continues to grow. In the future, elements from **Policy Options 1** and **2** can be integrated to enhance flexibility and improve cost recovery.
3. **Traffic Study Methodology:** Adopt the traffic study methodology developed as part of this work effort (under separate cover) to help ensure uniform evaluation and implementation.
4. **Development Conditions:** Ensure requirement to contribute capital cost funding for roadway capacity improvements are memorialized as part of the Town's development approval process.
5. **Impact Fee:** In accordance with Section 163.31801(5), Florida Statutes, the Town shall ensure that any offsite transportation improvements funded or constructed by a developer are credited toward the required Streets Impact Fee.
6. **Town LDR Revisions:** Update the Town's Land Development Regulations as applicable to incorporate the adopted transportation policies and procedures.

EXHIBITS



Lake Hamilton Existing & Planned Roadway Network

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

THROUGH: Brittney Sandoval, Town Administrator

FROM: Chris Votour, Chief of Police

AGENDA ITEM: Request to purchase a Police Admin Vehicle.

DATE: October 14, 2025

SUMMARY & RECOMMENDATION: Requesting Council to consider the purchase of an administrative vehicle that is budgeted in the 25/26 FY.

CONSENT AGENDA ☐ **OLD BUSINESS** ☐ **NEW BUSINESS** ☒

ATTORNEY REVIEW: YES: ☐ NO: ☒ N/A: ☐

FINANCIAL IMPACT: YES: ☒ NO: ☐

If Yes, Please Explain: Purchasing a new vehicle and equipment with an estimated cost of $48,400.00

RECOMMENDATION:

ATTACHMENT(S):
20250930100253.pdf

Request for Payment $25,000 and Over

#VALUE!

Deparment:	Police
Request Date:	9/22/2025
Requested Amo	$48,400.00

Purchase Description

2024 Dodge 1500 Ram

GL-ACCT#:001-521-641

Only Use The Line Below If Funds Are Being Transsferred From Another GL-Account

GL-ACCT#:		GL-ACCT#:
FROM		TO

Dept. Director:	Approved Date:
Administrator: Whitney Landers	
Finance Director:	Town Clerk: