



**TOWN OF LAKE HAMILTON  
TOWN COUNCIL  
REGULAR MEETING AGENDA  
Tuesday, AUGUST 2, 2022  
6:00 P.M.**

The Town Council of the Town of Lake Hamilton will hold a Regular Council Meeting on Tuesday, August 2, 2022, at 6:00 PM at the Town Hall, 100 Smith Ave, Lake Hamilton, FL 33851.

- 1. CALL TO ORDER BY THE MAYOR**
- 2. INVOCATION**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ROLL CALL OF COUNCIL MEMBERS BY THE CLERK**
- 5. SCHEDULED PRESENTATIONS**
  - a. Proclamation for Florida Water Professionals Month- *pages 1-4*
  - b. Ridge Scenic Highway, Ryan Kordek, Polk County- *no pages*
- 6. CONSENT AGENDA**
  - a. July 12, 2022, Regular Council Meeting Minutes- *pages 5-7*
  - b. July 19, 2022, Special Council and Workshop Meeting Minutes- *pages 8-11*
- 7. RECOGNITION OF CITIZENS (Non-Agenda Items)**
- 8. OLD BUSINESS-**
  - a. Future Planning Items/Update/Action on WUP/AWS/WW/PRWC- *no pages*
- 9. NEW BUSINESS-**
  - a. Resolution R-2022-12 Notice of Budget Hearing Date and Millage Certification- *pages 12-27*
  - b. Consider ADG Software purchase- *pages 28-48*
  - c. Consider Certipay and H.R. Software and Services Purchase- *pages 49-71*
  - d. Consider Town Attorney Contract- *pages 72-73*
  - e. Consider Town Clerk Contract- *pages 74-78*
- 10. STAFF REPORTS**
  - a. Interim Town Administrator- *no pages*
  - b. Town Clerk- *pages 79*
  - c. Police Department- *pages 80-87*
  - d. Code Enforcement- *pages 88-89*
  - e. Community Development- *pages 90-91*
  - f. Public Works- *no pages*
- 11. ATTORNEY COMMENTS**
- 12. COUNCIL MEMBERS COMMENTS**
- 13. ADJOURNMENT**

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT AND F. S. 286.26, PERSONS WITH DISABILITIES NEEDING SPECIAL ACCOMMODATIONS TO PARTICIPATE IN THESE PROCEEDINGS PLEASE CONTACT TOWN CLERK, BRITTNEY SANDOVALSOTO, TOWN HALL, LAKE HAMILTON, FL AT 863-439-1910 WITHIN TWO (2) WORKING DAYS OF YOUR RECEIPT OF THIS NOTIFICATION. IF A PERSON DESIRES TO APPEAL ANY DECISION MADE BY THE TOWN COUNCIL WITH RESPECT TO ANY MATTER CONSIDERED AT ITS MEETING, HE OR SHE WILL NEED A RECORD OF THE PROCEEDINGS, AND THAT, FOR SUCH PURPOSE, AFFECTED PERSONS MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE WHICH THE APPEALS IS TO BE BASED. (F.S. 286.26.105)



# Florida Water & Pollution Control Operators Association

A Non-Profit Association Serving Water and Wastewater Professionals in the State of Florida

June 7, 2022

Mayors, Commissioners and Councils

RE: Proclamation request for *Florida Water Professionals Month, August 2022*

Dear Mayors, Commissioners and Councils:

The Florida Water & Pollution Control Operators Association (FW&PCOA) is a non-profit organization whose members are engaged in the production and distribution of drinking water, and the collection, treatment and disposal of wastewater and storm water. Our goal is to protect the health of citizens and preserve natural resources. We accomplish this by advancing the professional status of all water industry employees, arranging educational programs for treatment plant operators and customer service representatives, and providing a training and certification program for system operators.

The FW&PCOA embarked on a program in 2007 to recognize all water industry employees for their dedication and hard work providing safe drinking water to Florida's citizens and protecting Florida's environment and natural resources. We did this by proclaiming a month as "*Florida Water Professionals Month*" for August during the same month as the FW&PCOA Annual Short Schol. We are holding the training beginning August 1-5, 2022 at Indian River State College, Ft. Pierce. We would like to invite you to join us in recognizing the efforts of water and wastewater professionals in your community. You can do this by executing a proclamation recognizing "*Florida Water Professionals Month*" for August.

Attached is a sample proclamation for your review. Thank you for your past participation and we hope you will join us again this year. If you have any questions or need assistance please contact Katherine Kinloch, (863) 679-3572 or email [catloch3@verizon.net](mailto:catloch3@verizon.net).

Sincerely,

A handwritten signature in blue ink, appearing to read "Charles Nichols", is written over a horizontal line.

Charles Nichols  
Director, Region Ten  
Polk, Hardee & Highlands counties





## Florida Water & Pollution Control Operators Association

A Non-Profit Association Serving Water and Wastewater Professionals in the State of Florida

### About Us - History

The "Florida Water and Pollution Control Operators Association" is an organization made up of members who are actively engaged in or deal with the production, treatment, or distribution of water and/or the collection, treatment, or disposal of wastewater, be it industrial or domestic. The FWPCOA was organized; to advance the professional status of Water and Wastewater Operators; to provide a system for licensing operators, and to arrange educational and training programs for operators. The FWPCOA works in close cooperation with the Florida Section of the American Water Works Association, the Florida Water Environment Association, the Florida State Department's of Health, Environmental Regulation, Professional Regulation, and the State's Educational System, including a special relationship with the University of Florida's TREEO Center.

The birth of the FWPCOA officially took place in May of 1940. However, the beginnings of the Association can be traced as far back as the late 1920's. It was during this time that a group of individuals from the Florida Section of the American Water Works Association approached the University of Florida to put on a short course for water works operators. This resulted in the first short course, which was organized by Dr. A.P. Black in April, 1930. With the growth of Florida and the demand for more and better water supplies, the value of the operator training provided by the short schools was recognized by the State Board of Health and encouraged.

In 1938, Bob Hoy of Jacksonville suggested a Water Works Operator's Association to, through education and training, upgrade the quality of operators, and to work for the certification of operators by the State Board of Health who were deemed to be competent. W.B. "Dick" Gibson, at the time superintendent of the water system at Fort Myers, was appointed chairman of a committee to investigate the feasibility of an operator's association and to him must go most of the credit for subsequent events. At the annual meeting of the FS/AWWA in May 1940, he presented a very comprehensive report recommending the formation of the Florida Water Works Operator's Association. Following the enthusiastic acceptance of Gibson's report a committee was formed to act on the formation of such an association.

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## **Florida Water & Pollution Control Operators Association**

A Non-Profit Association Serving Water and Wastewater Professionals in the State of Florida

During the next two years a voluntary certification plan was developed, and in March of 1943 three persons took and passed the first water exam. The next few years saw a steady increase in operators both in the water and wastewater field. Several discussions had taken place about changing the Association to include wastewater personnel and in June 1947 the Association became the "Water and Sewage Works Operators Association." In 1949 the Association officially went on record as supporting mandatory licensing.

The 50's saw the membership in the Association expanding. The need for local training for operators who could not attend the Annual Short School became apparent. As a result, Regional Short Schools began to take place. This movement also led to the formation of Regions. Initially the State was divided up into four broad regions. Gradually these four broad areas have been subdivided and modified to form the thirteen regions we have today.

The 60's saw a continued growth in the Association. This growth, along with increased activity from within the regions, helped to solidify the Association into a strong organization. Articles of Incorporation were drawn up and in 1964 the Association officially became the Florida Water and Pollution Control Operators Association.

The 60's also saw a renewed effort on the part of the operators Association to bring about mandatory certification. Several Bills were introduced before the Legislature calling for mandatory certification but none were accepted or voted into Law. It wasn't until 1971 that mandatory certification became a reality.

No one can predict the future, but it's certain that the Florida Water and Pollution Control Operators Association will continue to be a driving force in our industry, and provide the training and support for the improvement of our members and the industry as a whole.

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## PROCLAMATION

**WHEREAS**, the Florida Water & Pollution Control Operators Association is a statewide organization composed of water industry professionals who dedicate themselves to the production and distribution of safe drinking water, as well as the proper collection, treatment, reuse, and disposal of wastewater and stormwater; and

**WHEREAS**, this organization is committed to protecting the health of Florida's citizens and our state's natural resources, and supports the training, certification, and licensing of water industry personnel as a means to achieve these goals; and

**WHEREAS**, this organization, in recognizing the importance of the Florida Statutes and Administrative Code that regulate the water industry, acts as liaison between the Florida Department of Environmental Protection and industry personnel; and

**WHEREAS**, each year the Florida Water & Pollution Control Operators Association recognizes all those who have played a significant part in operating and maintaining drinking water, wastewater, and stormwater systems in Florida by celebrating *Florida Water Professionals Month*, which applauds their constant efforts to protect our health and environment.

**NOW, THEREFORE**, I Mayor Michael Kehoe, by virtue of the authority vested in me as Mayor of the Town of Lake Hamilton, in the State of Florida, do hereby declare the month of August 2022 as

### Florida Water Professionals Month

and ask our citizens to join us in thanking all water and wastewater professional staff for their hard work and dedication to preserving Florida's water resources.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Official Seal of the Town of Lake Hamilton, Polk County, Florida, to be affixed this 2<sup>nd</sup> day of August 2022.

**Town of Lake Hamilton**

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Mayor Michael Kehoe

**TOWN OF LAKE HAMILTON  
MINUTES  
TOWN COUNCIL REGULAR MEETING  
TUESDAY, JULY 12, 2022  
6:00 PM**

The Town Council of Lake Hamilton held a Regular Meeting on Tuesday July 12, 2022, at 100 Smith Ave., Lake Hamilton, FL 33851.

**CALL TO ORDER**

Mayor Kehoe called the meeting to order at 6:00 p.m.

**INVOCATION**

Invocation was given by Angie Hibbard.

**PLEDGE OF ALLEGIANCE**

Pledge of Allegiance was recited by all.

**ROLL CALL**

Roberson, Tomlinson, Wagner, and Mayor Kehoe were present. O'Neill was absent. Town Clerk Sandovalsoto were present. Attorney Maxwell was present virtually via Teams.

**SCHEDULED PRESENTATIONS**

**CONSENT AGENDA**

**Motion made** by Wagner and a second by Roberson to approve consent agenda item a, b, c, and d.

No comments.

**Motion Passed 4-0.**

**RECOGNITION OF CITIZENS**

No citizens were signed in to speak.

**OLD BUSINESS**

- **Mayor Kehoe closed the regular meeting and opened the public hearing at 6:04 PM.**

**Second reading of Ordinance O-22-21 Planned Unit Development-  
Attorney Maxwell read the title for the record.**

An ordinance of the Town of Lake Hamilton, Florida, amending a Planned Unit Development (PUD) named "Weiberg West", adding property located approximately 640 feet east of Scenic Highway and approximately 1335 feet south of Hatchineha Road on 10.23 acres in section 21, township 28 south, range 27 east, Polk County, Florida; providing for scrivener's errors; repealing all ordinances in conflict herewith; providing for severability; and providing an effective date.

Clarence Peoples asked if there was a way to broadcast the Ordinance on the television in the Council room.

**Motion made** by Wagner and a second by Roberson to adopt on second reading, Ordinance O-22-21.

No additional comments were received.

A roll call vote was taken, Roberson aye, Tomlinson aye, Wagner aye, Kehoe aye.

**Motion passed 4-0.**

- **Mayor Kehoe closed the public hearing at 6:15 PM and resumed the regular meeting.**

#### **Future Planning Items Update/Action on WUP/AWS/WW-**

Steve Elias, Pennoni gave an updated on the wastewater treatment facility (WWTF) bids. He noted the bids would be submitted tomorrow as well as the Septic to Sewer bids. They are currently looking at phase 2 of the WWTF expansion. He noted the groundwater modeling that is currently being conducted is looking good at meeting the 5-year demand.

Donielle Mixon questioned how they would prevent sewage from leaking into drinking water.

Steve Elias noted that they have obtained a permit from the Department of Environmental Protection and the plant will meet state standards before they can break ground.

There was discussion regarding the WWTF and overflow.

Ernest Wormley questioned if the taxpayers would be paying for the wastewater and water plant.

Mayor Kehoe noted that the State of Florida is covering the cost for the septic to sewer program.

Susan Pelletier commented regarding wastewater plants up North.

#### **Consider the Transfer of Proposed County Roads in Lake Hamilton-**

Mayor Kehoe noted that the agenda item was to accept the roads from the county. Additionally, he gave insight regarding the agenda item.

Associate Planner Hibbard gave a detailed description of the roads that are being considered and the locations.

There was discussion in the audience regarding if the Town would try to annex properties on the County side after acquisition of the roads from the county.

**Motion made** by Wagner and a second by Kehoe to approve the agreement between Polk County and Lake Hamilton to accept Detour Road.

**Motion passed 3-1.**

**Motion made** by Wagner and a second by Kehoe to approve the agreement between Polk County and Lake Hamilton to accept Hughes Road.

**Motion passed 3-1.**

**Motion made** by Wagner and a second by Kehoe to approve the agreement between Polk County and Lake Hamilton to accept Water Tank Road.

**Motion passed 4-0.**

**Motion made** by Wagner and a second by Kehoe to approve the agreement between Polk County and Lake Hamilton to accept White Clay Pit Road.

**Motion Passed 4-0.**

**NEW BUSINESS**

**Resolution R-2022-10 Support of the Polk Parkway-  
Attorney Maxwell read the title for the record.**

Providing for directions to the Town Clerk was removed due to typographical error.

A resolution of the Town of Lake Hamilton, Florida, in support of the central Polk Parkway east Polk County, Florida; providing for incorporation of recitals; providing for conflicting resolutions; providing for severability; and providing for an effective date.

William Fockner noted that all the development that is coming in is going to stress the roads and the Town needs to work on infrastructure.

Additional comments were received regarding the placement of the Parkway.

**ADJOURNMENT:**

**Motion made** by Roberson and a second by Tomlinson to adjourn the meeting at 7:24 PM.

**Motion Passed 4-0.**

ATTEST:

\_\_\_\_\_  
Michael Kehoe, Mayor

\_\_\_\_\_  
Brittney Sandovalsoto, Town Clerk

\_\_\_\_\_  
Michael Teague, Interim Town Administrator



**TOWN OF LAKE HAMILTON  
MINUTES  
SPECIAL MEETING  
TUESDAY, JULY 19, 2022  
4:30 PM**

The Town Council of Lake Hamilton held a Special Meeting on Tuesday July 19, 2022, at 4:30 PM, at 100 Smith Ave., Lake Hamilton, FL 33851.

**CALL TO ORDER**

Mayor Kehoe called the meeting to order at 4:37 p.m.

**INVOCATION**

Invocation was given by Angie Hibbard.

**PLEDGE OF ALLEGIANCE**

Pledge of Allegiance was recited by all.

**ROLL CALL**

O'Neill, Vice Mayor Wagner, and Mayor Kehoe were present. Roberson and Tomlinson were absent. Interim Town Administrator Teague, Fiscal Coordinator Christie, Town Administrator Irvine, Associate Planner Hibbard, and Community Development Director Leonard were present. Town Clerk Sandovalsoto and Attorney Maxwell were present virtually via Teams.

**SPECIAL MEETING BUSINESS**

**Resolution R-2022-11 Update Signers on Bank Account-**

**Mayor Kehoe read the title for the record.**

A resolution of the Town Council of the Town of Lake Hamilton, Florida, establishing updated signers on the Town bank accounts; providing for conflicting resolutions; providing for severability; and providing for an effective date.

Town Administrator Irvine recommended tabling due the new finance employee. Mayor Kehoe noted that she could be added at a later date.

No public comments were received.

**Motion made** by O'Neill and a second by Wagner to approve Resolution R-2022-11. **Motion passed 3-0.**

**Ordinance O-22-22 Assessment Procedures-**

**Town Clerk Sandovalsoto read the title for the record.**

An Ordinance of the Town of Lake Hamilton, Florida relating to the funding of capital improvements and essential services through the imposition of special assessments; providing the procedure for the imposition of such special assessments; providing definitions and findings; authorizing the imposition and collection of special assessments to fund the cost of capital improvements and essential services providing a special benefit to real property within the town; authorizing the creation of assessment areas; providing for the optional and mandatory prepayment of assessments; establishing procedures for notice and adoption of assessment rolls

and for correction of errors and omissions; providing that assessments constitute a lien on assessed property upon adoption of the assessment rolls; establishing procedures and methods for collection of assessments, including assessments imposed on government property; authorizing the issuance of obligations secured by assessments; providing for various rights and remedies of the holders of such obligations; providing that such obligations will not create a general debt or obligation of the town; providing for severability; and providing an effective date.

Mayor Kehoe noted that this ordinance would be added to the code for assessments done in the future.

Debra Lawson questioned why assess properties if the builders are paying for the wastewater plant.

Mayor Kehoe noted that only the newly developed properties would be assessed for the wastewater plant.

Ernest Wormley questioned would the residents be paying for the wastewater plant.

O'Neill gave an overview of the process including assessing the properties that are located in the new developments and it would be spread out over years for the wastewater plant.

**Motion made** by O'Neill and a second by Wagner to approve Ordinance O-22-22.

No further comments were received. **Motion passed 3-0.**

#### **Consider Engagement with Bryant, Miller, Olive (BMO)-**

O'Neill noted that engaging with Bryant, Miller, Olive and the cost was reasonable to guide through the process.

Mayor Kehoe noted they are attorneys with the Florida League of Cities that are assigned by the League.

There were questions regarding if the Town considered reviews of the company before engaging.

**Motion made** by Wagner and a second by O'Neill to approve engagement with Bryant, Miller, Olive (BMO).

No further comments were received. **Motion passed 3-0.**

#### **Recommendation of Award to Low Bidder- WWTF Phase 1-**

Steve Elias with Pennoni addressed the council and presented a short video of the concept of the wastewater treatment facility that went out to bid. He noted they received three bids for the project which ranged between 7.768 million dollars and 8.278 million dollars. US Water Service Corp was the lowest bidder. They will check references of the company. They recommend negotiating with contractor to reduce the cost because it came in overbudget. They recommend awarding the job to the lowest bidder for the maximum price of \$7,768,000.

There were questions from the audience as to why the Town was going with the lowest bidder.

Steve Elias noted that because it is a government entity and they are using state funds, they are obligated to give the bid to the lowest bidder.

There were questions regarding the contractor and their history.

**Motion made** by O'Neill and a second by Wagner to award the Wastewater treatment facility contract to the lowest bidder, US Water Service Corp to not exceed \$7,768,000 and to give the

Interim Town Administrator authority to negotiate with the contractor to reduce the cost and to give authority to sign the final approval.

No further public comments were received. **Motion passed 3-0.**

### **Recommendation of Award to Low Bidder- SR 17 Septic to Sewer-**

Steve Elias from Pennoni addressed the council and advised they received 4 bids for this project ranging from \$3.888 million to \$6.449 million dollars. The lowest bidder was Benchmark Construction.

Steve Elias noted that the company is relatively new to Florida. The Lakeland branch of the company has completed 2 projects in Florida, and both gave glowing reviews. He also needed if they are not meeting standards by the engineer, they can kick them off the job. The bid came in 1 million dollars under budget which can go towards the WWTF.

**Motion made** by Wagner and a second by O'Neill to award the Wastewater Treatment Facility bid to the lowest bidder, US Water Service Corp.

No further comments were received. **Motion passed 3-0.**

### **Discuss Phase 1 WWTF Funding Sources-**

There was a discussion regarding the options for funding of the wastewater treatment facility. They will have a meeting with the Florida Department of Environmental Protection to see about loans available.

Interim Town Administrator Teague also noted they will figure out what the true up cost with the developer will be regarding the WWTF.

### **Pennoni Phase 2 WWTF Preliminary Design Report Findings-Consider Approval of Concept Plan-**

Steve Elias from Pennoni gave an overview of the proposed plan for phase 2 of the WWTF. It would be for a 1.25 million gallons per day plant with an estimated cost of 32.6 million dollars. He gave an overview of the possible grants available to fund phase 2.

### **Consider approval of Pennoni Phase 2 Design Contract-**

This item was tabled.

### **ADJOURNMENT:**

**Motion made** by Wagner and a second by O'Neill to adjourn the special meeting at 5:48 PM.

The budget workshop will commence at 6:00 PM

No public comments were received.

**Motion passed 3-0.**

### **The Budget Workshop commenced at 6:00 PM.**

#### **Continued Budget Discussion-**

Interim Town Administrator Teague handed out a draft budget and classification scale. It was shown what would the budget be for wages if no increases were given, if a 4.5% increase was given, and if \$1.00 an hour was given across the board.

The budget workshop was adjourned at 6:37 PM.

**ATTEST:**

\_\_\_\_\_  
Michael Kehoe, Mayor

\_\_\_\_\_  
Brittney Sandovalsoto, Town Clerk

\_\_\_\_\_  
Michael Teague, Interim Town Administrator



**LAKE HAMILTON TOWN COUNCIL  
AUGUST 2, 2022**

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**1.) Public Hearing: Resolution 22-12: Proposed Millage Rate and Budget Hearing Date**

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**Issue:** The Town Council will consider approving the proposed millage rate for the 2022/2023 fiscal year and set the date, time, and place of the first public hearing on the budget.

**Attachments:**

- Resolution R-2022-12
- DR-420

**Analysis:** The Town is required to advise the Property Appraiser's office of its tentative millage rate, roll-back rate, as well as the date, time, and place of the proposed budget hearing.

- The proposed millage for FY 22/23 is 9.0000 mills, which is above the current millage rate of 8.4276 mills and is 20.09% above the calculated roll-back rate of 7.4944 mills.
- The date, time, and place of the first public hearing on the fiscal year 2022/2023 budget is set for Thursday, September 13, 2022, at 5:05 p.m. in Town Hall located at 100 Smith Avenue, Lake Hamilton, Florida.

The proposed resolution sets the millage rate ceiling for the next fiscal year. The millage rate can be lowered when considered for adoption in September, but it cannot be increased beyond the initial limit set within this resolution.

The draft FY 22/23 Budget is currently balanced with a millage rate of 9.000 which is an increase of from the current rate. If adopted in September, a 9.000 rate would represent an 20.09% increase over the rollback rate which is above the CPI inflation rate of 9.1% as of June of 2022.

**Staff Recommendation:** Approve Resolution R-2022-12

**RESOLUTION R-2022-12**

**A RESOLUTION OF THE TOWN OF LAKE HAMILTON, FLORIDA; SETTING THE PROPOSED MILLAGE RATE PURSUANT TO SECTION 200.065(2)(b) OF THE FLORIDA STATUTES, AND SETTING THE DATE, TIME, AND PLACE AT WHICH A PUBLIC HEARING WILL BE HELD TO CONSIDER THE PROPOSED MILLAGE RATE AND TENTATIVE BUDGET FOR THE FISCAL YEAR 2022/2023; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, pursuant to Florida Statute 200.065, the Town of Lake Hamilton must advise the Property Appraiser of the proposed millage rate, the rolled-back rate, and the date, time, and place at which the public hearing will be held to consider the proposed millage rate and the tentative budget for the Fiscal Year 2022-2023.

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

**SECTION 1. OPERATIONS AND EXPENSES.**

It has been determined by Town Staff the amount as necessary in the Town of Lake Hamilton, Florida, for the operation and expenses for the administration of the affairs of the Town is the sum of \$918,707.

**SECTION 2. MILLAGE.**

The proposed property tax millage rate of the Town of Lake Hamilton for the fiscal year 2022/2023 shall not exceed 9.0000 mills. This is a 20.09% increase over the current rolled-back rate of 7.4944 mills.

**SECTION 3. BUDGET HEARING.**

The Town of Lake Hamilton hereby sets the date, time, and location of the public hearing as follows:

Date: Tuesday, September 13, 2022, Time: 5:05 PM

Place: Town Hall, 100 Smith Ave, Lake Hamilton, Florida, 33851

**SECTION 4. CONFLICTS.**

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

**SECTION 5. 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 6. 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 2<sup>nd</sup> day of August 2022.

**TOWN OF LAKE HAMILTON, FLORIDA**

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MICHAEL KEHOE, MAYOR

**ATTEST:**

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BRITTNEY SANDOVALSOTO, TOWN CLERK

**Approved as to form:**

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HEATHER R. MAXWELL, ESQ., TOWN ATTORNEY

<b>Record of Vote</b>	<b>YES</b>	<b>NO</b>
O'Neill		
Roberson		
Tomlinson		
Wagner		
Kehoe		



# CERTIFICATION OF TAXABLE VALUE

Reset Form

015

Print Form

DR-420  
R. 5/12  
Rule 12D-16.002  
Florida Administrative Code  
Effective 11/12

Year : 2022	County : POLK
Principal Authority : TOWN OF LAKE HAMILTON	Taxing Authority : TOWN OF LAKE HAMILTON

## SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value of real property for operating purposes	\$	106,330,560	(1)
2.	Current year taxable value of personal property for operating purposes	\$	9,250,869	(2)
3.	Current year taxable value of centrally assessed property for operating purposes	\$	0	(3)
4.	Current year gross taxable value for operating purposes <i>(Line 1 plus Line 2 plus Line 3)</i>	\$	115,581,429	(4)
5.	Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	\$	5,099,719	(5)
6.	Current year adjusted taxable value <i>(Line 4 minus Line 5)</i>	\$	110,481,710	(6)
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	\$	98,247,575	(7)
8.	Does the taxing authority include tax increment financing areas? If yes, enter number of worksheets (DR-420TIF) attached. If none, enter 0	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Number 0	(8)
9.	Does the taxing authority levy a voted debt service millage or a millage voted for 2 years or less under s. 9(b), Article VII, State Constitution? If yes, enter the number of DR-420DEBT, <i>Certification of Voted Debt Millage</i> forms attached. If none, enter 0	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Number 0	(9)
SIGN HERE	<b>Property Appraiser Certification</b>	I certify the taxable values above are correct to the best of my knowledge.		
	Signature of Property Appraiser:  Electronically Certified by Property Appraiser	Date :  6/28/2022 5:05 PM		

## SECTION II : COMPLETED BY TAXING AUTHORITY

If this portion of the form is not completed in FULL your taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year. If any line is not applicable, enter -0-.				
10.	Prior year operating millage levy <i>(If prior year millage was adjusted then use adjusted millage from Form DR-422)</i>	8.4276	per \$1,000	(10)
11.	Prior year ad valorem proceeds <i>(Line 7 multiplied by Line 10, divided by 1,000)</i>	\$	827,991	(11)
12.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value <i>(Sum of either Lines 6c or Line 7a for all DR-420TIF forms)</i>	\$	0	(12)
13.	Adjusted prior year ad valorem proceeds <i>(Line 11 minus Line 12)</i>	\$	827,991	(13)
14.	Dedicated increment value, if any <i>(Sum of either Line 6b or Line 7e for all DR-420TIF forms)</i>	\$	0	(14)
15.	Adjusted current year taxable value <i>(Line 6 minus Line 14)</i>	\$	110,481,710	(15)
16.	Current year rolled-back rate <i>(Line 13 divided by Line 15, multiplied by 1,000)</i>	7.4944	per \$1000	(16)
17.	Current year proposed operating millage rate	9.0000	per \$1000	(17)
18.	Total taxes to be levied at proposed millage rate <i>(Line 17 multiplied by Line 4, divided by 1,000)</i>	\$	1,040,233	(18)



19.	TYPE of principal authority (check one)		<input type="checkbox"/> County	<input type="checkbox"/> Independent Special District	(19)
			<input checked="" type="checkbox"/> Municipality	<input type="checkbox"/> Water Management District	
20.	Applicable taxing authority (check one)		<input checked="" type="checkbox"/> Principal Authority	<input type="checkbox"/> Dependent Special District	(20)
			<input type="checkbox"/> MSTU	<input type="checkbox"/> Water Management District Basin	
21.	Is millage levied in more than one county? (check one)				(21)
	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
DEPENDENT SPECIAL DISTRICTS AND MSTUs			STOP		
STOP HERE - SIGN AND SUBMIT					
22.	Enter the total adjusted prior year ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs levying a millage. <i>(The sum of Line 13 from all DR-420 forms)</i>			\$ 827,991	(22)
23.	Current year aggregate rolled-back rate <i>(Line 22 divided by Line 15, multiplied by 1,000)</i>			7.4944 per \$1,000	(23)
24.	Current year aggregate rolled-back taxes <i>(Line 4 multiplied by Line 23, divided by 1,000)</i>			\$ 866,213	(24)
25.	Enter total of all operating ad valorem taxes proposed to be levied by the principal taxing authority, all dependent districts, and MSTUs, if any. <i>(The sum of Line 18 from all DR-420 forms)</i>			\$ 1,040,233	(25)
26.	Current year proposed aggregate millage rate <i>(Line 25 divided by Line 4, multiplied by 1,000)</i>			9.0000 per \$1,000	(26)
27.	Current year proposed rate as a percent change of rolled-back rate <i>(Line 26 divided by Line 23, minus 1, multiplied by 100)</i>			20.09 %	(27)
First public budget hearing		Date : 9/13/2022	Time : 1:00 AM EST	Place : 100 Smith Ave., Lake Hamilton, FL 33851	
SIGN HERE	Taxing Authority Certification		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.		
	Signature of Chief Administrative Officer :			Date :	
	Electronically Certified by Taxing Authority			7/29/2022 12:22 PM	
	Title : Brittney Sandovalsoto, Town Clerk		Contact Name and Contact Title : Brittney Sandovalsoto, Town Clerk		
	Mailing Address : 100 Smith Ave		Physical Address : PO BOX 126		
	City, State, Zip : LAKE HAMILTON, FL 33851		Phone Number : 8634391910		Fax Number : 8634391421

# CERTIFICATION OF TAXABLE VALUE INSTRUCTIONS

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

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

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

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

## Section I: Property Appraiser

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

### Line 8

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

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

### Line 9

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

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

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

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

## Section II: Taxing Authority

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

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

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

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

### Lines 12 and 14

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

### Line 24

Include only those levies derived from millage rates.



# MAXIMUM MILLAGE LEVY CALCULATION FINAL DISCLOSURE

For municipal governments, counties, and special districts

Reset Form


Print Form

018

DR-420MM  
R. 5/12  
Rule 12D-16.002  
Florida Administrative Code  
Effective 11/12

Year : <b>2022</b>		County : POLK	
Principal Authority : TOWN OF LAKE HAMILTON		Taxing Authority : TOWN OF LAKE HAMILTON	
1.	Is your taxing authority a municipality or independent special district that has levied ad valorem taxes for less than 5 years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (1)
<b>IF YES, STOP STOP HERE. SIGN AND SUBMIT. You are not subject to a millage limitation.</b>			
2.	Current year rolled-back rate from Current Year Form DR-420, Line 16	7.4944	per \$1,000 (2)
3.	Prior year maximum millage rate with a majority vote from <b>2021</b> , Form DR-420MM, Line 13	14.5775	per \$1,000 (3)
4.	Prior year operating millage rate from Current Year Form DR-420, Line 10	8.4276	per \$1,000 (4)
<b>If Line 4 is equal to or greater than Line 3, skip to Line 11. If less, continue to Line 5.</b>			
<b>Adjust rolled-back rate based on prior year majority-vote maximum millage rate</b>			
5.	Prior year final gross taxable value from Current Year Form DR-420, Line 7	\$ 98,247,575	(5)
6.	Prior year maximum ad valorem proceeds with majority vote (Line 3 multiplied by Line 5 divided by 1,000)	\$ 1,432,204	(6)
7.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value from Current Year Form DR-420 Line 12	\$ 0	(7)
8.	Adjusted prior year ad valorem proceeds with majority vote (Line 6 minus Line 7)	\$ 1,432,204	(8)
9.	Adjusted current year taxable value from Current Year form DR-420 Line 15	\$ 110,481,710	(9)
10.	Adjusted current year rolled-back rate (Line 8 divided by Line 9, multiplied by 1,000)	12.9633	per \$1,000 (10)
<b>Calculate maximum millage levy</b>			
11.	Rolled-back rate to be used for maximum millage levy calculation (Enter Line 10 if adjusted or else enter Line 2)	12.9633	per \$1,000 (11)
12.	Adjustment for change in per capita Florida personal income (See Line 12 Instructions)	<b>1.0613</b>	(12)
13.	Majority vote maximum millage rate allowed (Line 11 multiplied by Line 12)	13.7580	per \$1,000 (13)
14.	Two-thirds vote maximum millage rate allowed (Multiply Line 13 by 1.10)	15.1338	per \$1,000 (14)
15.	Current year adopted millage rate	0.0000	per \$1,000 (15)
16.	<b>Minimum vote required to levy adopted millage:</b> (Check one)		
<input checked="" type="checkbox"/>	a. Majority vote of the governing body: Check here if Line 15 is less than or equal to Line 13. The maximum millage rate is equal to the majority vote maximum rate. <b>Enter Line 13 on Line 17.</b>		
<input type="checkbox"/>	b. Two-thirds vote of governing body: Check here if Line 15 is less than or equal to Line 14, but greater than Line 13. The maximum millage rate is equal to adopted rate. <b>Enter Line 15 on Line 17.</b>		
<input type="checkbox"/>	c. Unanimous vote of the governing body, or 3/4 vote if nine members or more: Check here if Line 15 is greater than Line 14. The maximum millage rate is equal to the adopted rate. <b>Enter Line 15 on Line 17.</b>		
<input type="checkbox"/>	d. Referendum: The maximum millage rate is equal to the adopted rate. <b>Enter Line 15 on Line 17.</b>		
17.	The selection on Line 16 allows a maximum millage rate of (Enter rate indicated by choice on Line 16).	13.7580	per \$1,000 (17)
18.	Current year gross taxable value from Current Year Form DR-420, Line 4	\$ 115,581,429	(18)

Continued on page 2

Taxing Authority :			
19.	Current year adopted taxes <i>(Line 15 multiplied by Line 18, divided by 1,000).</i>	\$	0 (19)
20.	Total taxes levied at the maximum millage rate <i>(Line 17 multiplied by Line 18, divided by 1,000).</i>	\$	1,590,169 (20)
<b>DEPENDENT SPECIAL DISTRICTS AND MSTUs</b>			<b>STOP HERE. SIGN AND SUBMIT.</b>
21.	Enter the current year adopted taxes of all dependent special districts & MSTUs levying a millage. <i>(The sum of all Lines 19 from each district's Form DR-420MM)</i>	\$	0 (21)
22.	Total current year adopted taxes <i>(Line 19 plus Line 21).</i>	\$	0 (22)
<b>Total Maximum Taxes</b>			
23.	Enter the taxes at the maximum millage of all dependent special districts & MSTUs levying a millage <i>(The sum of all Lines 20 from each district's Form DR-420MM).</i>	\$	0 (23)
24.	Total taxes at maximum millage rate <i>(Line 20 plus Line 23).</i>	\$	1,590,169 (24)
<b>Total Maximum Versus Total Taxes Levied</b>			
25.	Are total current year adopted taxes on Line 22 equal to or less than total taxes at the maximum millage rate on Line 24? (Check one)	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	(25)
<b>S I G N  H E R E</b>	<b>Taxing Authority Certification</b>		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.
	Signature of Chief Administrative Officer :		Date :
	Title : Brittney Sandovalsoto, Town Clerk	Contact Name and Contact Title : Brittney Sandovalsoto, Town Clerk	
	Mailing Address : 100 Smith Ave	Physical Address : PO BOX 126	
	City, State, Zip : LAKE HAMILTON, FL 33851	Phone Number : 8634391910	Fax Number : 8634391421

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



# MAXIMUM MILLAGE LEVY CALCULATION FINAL DISCLOSURE INSTRUCTIONS

## General Instructions

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

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

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

This form calculates the maximum tax levy for 2022 allowed under s. 200.065(5), F.S. Counties and municipalities, including dependent special districts and MSTUs, which adopt a tax levy at the final hearing higher than allowed under s. 200.065, F.S., may be subject to the loss of their half-cent sales tax distribution.

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

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

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

## Line Instructions

### Lines 5-10

Only taxing authorities that levied a 2021 millage rate less than their maximum majority vote rate must complete these lines. The adjusted rolled-back rate on Line 10 is the rate that would have been levied if the maximum vote rate for 2021 had been adopted. If these lines are completed, enter the adjusted rate on Line 11.

### Line 12

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

### Lines 13 and 14

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

### Line 16

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

### Line 17

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



Reset Form

021

Print Form

# MAXIMUM MILLAGE LEVY CALCULATION PRELIMINARY DISCLOSURE

For municipal governments, counties, and special districts


DR-420MM-P

R. 5/12

Rule 12D-16.002

Florida Administrative Code

Effective 11/12

Year: <b>2022</b>		County: POLK	
Principal Authority : TOWN OF LAKE HAMILTON		Taxing Authority: TOWN OF LAKE HAMILTON	
1.	Is your taxing authority a municipality or independent special district that has levied ad valorem taxes for less than 5 years?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No (1)
<b>IF YES,</b>  <b>STOP HERE. SIGN AND SUBMIT. You are not subject to a millage limitation.</b>			
2.	Current year rolled-back rate from Current Year Form DR-420, Line 16	7.4944	per \$1,000 (2)
3.	Prior year maximum millage rate with a majority vote from <b>2021</b> Form DR-420MM, Line 13	14.5775	per \$1,000 (3)
4.	Prior year operating millage rate from Current Year Form DR-420, Line 10	8.4276	per \$1,000 (4)
<b>If Line 4 is equal to or greater than Line 3, skip to Line 11. If less, continue to Line 5.</b>			
<b>Adjust rolled-back rate based on prior year majority-vote maximum millage rate</b>			
5.	Prior year final gross taxable value from Current Year Form DR-420, Line 7	\$ 98,247,575	(5)
6.	Prior year maximum ad valorem proceeds with majority vote (Line 3 multiplied by Line 5 divided by 1,000)	\$ 1,432,204	(6)
7.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value from Current Year Form DR-420 Line 12	\$ 0	(7)
8.	Adjusted prior year ad valorem proceeds with majority vote (Line 6 minus Line 7)	\$ 1,432,204	(8)
9.	Adjusted current year taxable value from Current Year form DR-420 Line 15	\$ 110,481,710	(9)
10.	Adjusted current year rolled-back rate (Line 8 divided by Line 9, multiplied by 1,000)	12.9633	per \$1,000 (10)
<b>Calculate maximum millage levy</b>			
11.	Rolled-back rate to be used for maximum millage levy calculation (Enter Line 10 if adjusted or else enter Line 2)	12.9633	per \$1,000 (11)
12.	Adjustment for change in per capita Florida personal income (See Line 12 Instructions)	<b>1.0613</b>	(12)
13.	Majority vote maximum millage rate allowed (Line 11 multiplied by Line 12)	13.7580	per \$1,000 (13)
14.	Two-thirds vote maximum millage rate allowed (Multiply Line 13 by 1.10)	15.1338	per \$1,000 (14)
15.	Current year proposed millage rate	9.0000	per \$1,000 (15)
16.	<b>Minimum vote required to levy proposed millage:</b> (Check one)		
<input checked="" type="checkbox"/>	a. Majority vote of the governing body: Check here if Line 15 is less than or equal to Line 13. The maximum millage rate is equal to the majority vote maximum rate. <b>Enter Line 13 on Line 17.</b>		
<input type="checkbox"/>	b. Two-thirds vote of governing body: Check here if Line 15 is less than or equal to Line 14, but greater than Line 13. The maximum millage rate is equal to proposed rate. <b>Enter Line 15 on Line 17.</b>		
<input type="checkbox"/>	c. Unanimous vote of the governing body, or 3/4 vote if nine members or more: Check here if Line 15 is greater than Line 14. The maximum millage rate is equal to the proposed rate. <b>Enter Line 15 on Line 17.</b>		
<input type="checkbox"/>	d. Referendum: The maximum millage rate is equal to the proposed rate. <b>Enter Line 15 on Line 17.</b>		
17.	The selection on Line 16 allows a maximum millage rate of (Enter rate indicated by choice on Line 16)	13.7580	per \$1,000 (17)
18.	Current year gross taxable value from Current Year Form DR-420, Line 4	\$ 115,581,429	(18)

Continued on page 2

Taxing Authority : TOWN OF LAKE HAMILTON			
19.	Current year proposed taxes <i>(Line 15 multiplied by Line 18, divided by 1,000)</i>	\$ 1,040,233	(19)
20.	Total taxes levied at the maximum millage rate <i>(Line 17 multiplied by Line 18, divided by 1,000)</i>	\$ 1,590,169	(20)
<b>DEPENDENT SPECIAL DISTRICTS AND MSTUs</b>		<b>STOP HERE. SIGN AND SUBMIT.</b>	
21.	Enter the current year proposed taxes of all dependent special districts & MSTUs levying a millage. <i>(The sum of all Lines 19 from each district's Form DR-420MM-P)</i>	\$ 0	(21)
22.	Total current year proposed taxes <i>(Line 19 plus Line 21)</i>	\$ 1,040,233	(22)
<b>Total Maximum Taxes</b>			
23.	Enter the taxes at the maximum millage of all dependent special districts & MSTUs levying a millage <i>(The sum of all Lines 20 from each district's Form DR-420MM-P)</i>	\$ 0	(23)
24.	Total taxes at maximum millage rate <i>(Line 20 plus Line 23)</i>	\$ 1,590,169	(24)
<b>Total Maximum Versus Total Taxes Levied</b>			
25.	Are total current year proposed taxes on Line 22 equal to or less than total taxes at the maximum millage rate on Line 24? (Check one)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	(25)
<b>S I G N  H E R E</b>	<b>Taxing Authority Certification</b>		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.
	Signature of Chief Administrative Officer :		Date :
	Electronically Certified by Taxing Authority		7/29/2022 12:22 PM
	Title : Brittney Sandovalsoto, Town Clerk	Contact Name and Contact Title : Brittney Sandovalsoto, Town Clerk	
	Mailing Address : 100 Smith Ave	Physical Address : PO BOX 126	
	City, State, Zip : LAKE HAMILTON, FL 33851	Phone Number : 8634391910	Fax Number : 8634391421

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

# MAXIMUM MILLAGE LEVY CALCULATION PRELIMINARY DISCLOSURE INSTRUCTIONS

## General Instructions

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

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

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

This form calculates the maximum tax levy for 2022 allowed under s. 200.065(5), F.S. Counties and municipalities, including dependent special districts and MSTUs, which adopt a tax levy at the final hearing higher than allowed under s. 200.065, F.S., may be subject to the loss of their half-cent sales tax distribution.

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

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

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

## Line Instructions

### Lines 5-10

Only taxing authorities that levied a 2021 millage rate less than their maximum majority vote rate must complete these lines. The adjusted rolled-back rate on Line 10 is the rate that would have been levied if the maximum vote rate for 2021 had been adopted. If these lines are completed, enter the adjusted rate on Line 11.

### Line 12

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

### Lines 13 and 14

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

### Line 16

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

### Line 17

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

All TRIM forms for taxing authorities are available on our website at

<http://floridarevenue.com/property/Pages/Forms.aspx>



# CERTIFICATION OF FINAL TAXABLE VALUE

024  
Reset Form Print Form

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

Year : 2022	County : POLK	Is VAB still in session? <input type="checkbox"/> Yes <input type="checkbox"/> No
Principal Authority : TOWN OF LAKE HAMILTON		Check type : <input type="checkbox"/> School District <input type="checkbox"/> County <input checked="" type="checkbox"/> Municipality <input type="checkbox"/> Independent Special District <input type="checkbox"/> Water Management District
Taxing Authority : TOWN OF LAKE HAMILTON		Check type : <input checked="" type="checkbox"/> Principal Authority <input type="checkbox"/> MSTU <input type="checkbox"/> Dependent Special District <input type="checkbox"/> Water Management District Basin

## SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year gross taxable value from Line 4, Form DR-420	\$ 115,581,429	(1)
2.	Final current year gross taxable value from Form DR-403 Series	\$ 0	(2)
3.	Percentage of change in taxable value (Line 2 divided by Line 1, minus 1, multiplied by 100)	-100.00 %	(3)

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

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

## SECTION II : COMPLETED BY TAXING AUTHORITY

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

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

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

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

Are you going to adjust adopted millage ?

☐ YES

☐ NO

If No, STOP HERE, Sign and Submit.



Taxing Authority :

**COUNTIES, MUNICIPALITIES, SCHOOLS, and WATER MANAGEMENT DISTRICTS** may adjust the non-voted millage rate only if the percentage on Line 3 is greater than plus or minus 1% . (s. 200.065(6), F.S.)

5.	Unadjusted gross ad valorem proceeds (Line 1 multiplied by Line 4a, 4e, or 4f as applicable, divided by 1,000)	\$	0	(5)
6.	Adjusted millage rate (Only if Line 3 is greater than plus or minus 1%) (Line 5 divided by Line 2 multiplied by 1,000)	0.0000	per \$1000	(6)

**MSTUs, DEPENDENT SPECIAL DISTRICTS , and INDEPENDENT SPECIAL DISTRICTS** may adjust the non-voted millage rate only if the percentage on Line 3 is greater than plus or minus 3% (s. 200.065(6), F.S.)

7.	Unadjusted gross ad valorem proceeds (Line 1 multiplied by Line 4b, 4c, or 4d as applicable, divided by 1,000)	\$	0	(7)
8.	Adjusted Millage rate (Only if Line 3 is greater than plus or minus 3%) (Line 7 divided by Line 2, multiplied by 1,000)	0.0000	per \$1000	(8)

S I G  N   H E R E	<b>Taxing Authority Certification</b>		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.		
	Signature of Chief Administrative Officer :			Date :	
	Title : Brittney Sandovalsoto, Town Clerk		Contact Name and Contact Title : Brittney Sandovalsoto, Town Clerk		
	Mailing Address : 100 Smith Ave		Physical Address : PO BOX 126		
	City, State, Zip : LAKE HAMILTON, FL 33851		Phone Number : 8634391910		Fax Number : 8634391421

## INSTRUCTIONS

## SECTION I: Property Appraiser

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

## SECTION II: Taxing Authority

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

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

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

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

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

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

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

All TRIM forms for taxing authorities are available on our website at

<http://dor.myflorida.com/dor/property/trim>



# CERTIFICATION OF FINAL TAXABLE VALUE

026  
Reset Form Print Form

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

Year : 2022	County : POLK	Is VAB still in session? <input type="checkbox"/> Yes <input type="checkbox"/> No
Principal Authority : TOWN OF LAKE HAMILTON		Check type : <input type="checkbox"/> School District <input type="checkbox"/> County <input checked="" type="checkbox"/> Municipality <input type="checkbox"/> Independent Special District <input type="checkbox"/> Water Management District
Taxing Authority : TOWN OF LAKE HAMILTON		Check type : <input checked="" type="checkbox"/> Principal Authority <input type="checkbox"/> MSTU <input type="checkbox"/> Dependent Special District <input type="checkbox"/> Water Management District Basin

## SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year gross taxable value from Line 4, Form DR-420	\$ 115,581,429	(1)
2.	Final current year gross taxable value from Form DR-403 Series	\$ 0	(2)
3.	Percentage of change in taxable value (Line 2 divided by Line 1, minus 1, multiplied by 100)	-100.00 %	(3)

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

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

## SECTION II : COMPLETED BY TAXING AUTHORITY

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

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

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

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

Are you going to adjust adopted millage ?

☐ YES

☐ NO

If No, STOP HERE, Sign and Submit.

Taxing Authority :		DR-422 R. 5/13 Page 2	
<b>COUNTIES, MUNICIPALITIES, SCHOOLS, and WATER MANAGEMENT DISTRICTS</b> may adjust the non-voted millage rate only if the percentage on Line 3 is greater than plus or minus 1% . (s. 200.065(6), F.S.)			
5.	Unadjusted gross ad valorem proceeds <i>(Line 1 multiplied by Line 4a, 4e, or 4f as applicable, divided by 1,000)</i>	\$ 0	(5)
6.	Adjusted millage rate (Only if Line 3 is greater than plus or minus 1%) <i>(Line 5 divided by Line 2 multiplied by 1,000)</i>	0.0000 per \$1000	(6)
<b>MSTUs, DEPENDENT SPECIAL DISTRICTS , and INDEPENDENT SPECIAL DISTRICTS</b> may adjust the non-voted millage rate only if the percentage on Line 3 is greater than plus or minus 3% (s. 200.065(6), F.S.)			
7.	Unadjusted gross ad valorem proceeds <i>(Line 1 multiplied by Line 4b, 4c, or 4d as applicable, divided by 1,000)</i>	\$ 0	(7)
8.	Adjusted Millage rate (Only if Line 3 is greater than plus or minus 3%) <i>(Line 7 divided by Line 2, multiplied by 1,000)</i>	0.0000 per \$1000	(8)
<b>S I G N  H E R E</b>	<b>Taxing Authority Certification</b>		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.
	Signature of Chief Administrative Officer :		Date :
	Title : Brittney Sandovalsoto, Town Clerk	Contact Name and Contact Title : Brittney Sandovalsoto, Town Clerk	
	Mailing Address : 100 Smith Ave	Physical Address : PO BOX 126	
	City, State, Zip : LAKE HAMILTON, FL 33851	Phone Number : 8634391910	Fax Number : 8634391421

## INSTRUCTIONS

### SECTION I: Property Appraiser

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

### SECTION II: Taxing Authority

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

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

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

All TRIM forms for taxing authorities are available on our website at

<http://dor.myflorida.com/dor/property/trim>

Lake Hamilton Town Council  
August 2, 2022

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**ADG Accounting Government Software recommendation**

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**Issue:** The Towns use of current software is not recommended as to budgeting purposes, and governmental software for accounting purposes is recommended.

**Attachment:**

- Proposal from ADG Software company.
- Recommendation letter from CPA Mike

**Analysis:** A recent look into the current software being used by the Town of Lake Hamilton showed a deficiency in how the account standards were being performed based upon the available fields of the software being used now. A call to several local Cities was done and a list of the software being used was compiled with the majority of the communities using ADG. Recommendation and any issues with the software was asked of these communities. Town Clerk, Finance, and Intern Town Manager did travel to Davenport and reviewed the software with the Finance Director while receiving feedback to ease of use and accessibility for Directors and employee use for budget decisions.

Contact was made with ADG to receive a proposal of the software. Initial Quote did come in at \$54,800 with an annual user fee of \$7000.00. Contact was made again and after speaking with the company a revised bid did come back at \$42,800 with an annual user fee of \$5000.00

**Staff Recommendation:** Approval of the contract for new updated accounting software.

**Budget Analysis:** Funds Available from the General Fund



QUOTE

5730 E Otero Avenue  
Suite 300  
Cenntennial, CO 80112

July 25, 2022

TO: Town of Lake Hamilton  
100 Smith Avenue  
Lake Hamilton, FL 33851  
Attn: Michael W Kehoe, Mayor

**CONFIDENTIAL**

[illegible]

Future Add On's			
UBS	Utility Billing System		\$20,000

**NOTE:**

\* Estimated time for data conversion

\*\*The above services are billed at \$160 per hour. We estimate the approximate hours to give a fair look at total cost.

Please note that you only pay for services actually incurred.

Additionally, for on-site services, we bill for expenses such as airfare, rental cars, meals and lodging.

Annual Maintenance will be prorated from installation date to normal billing month.

**ADG does NOT charge User License Fees.** Software is licensed to the entity upon a signed contract.

Quote given is good for 120 days from the date of this quote.

**Email:** kgm@adginc.net

**THANK YOU FOR YOUR BUSINESS AND SUPPORT!**

Prepared by: Kelly Metcalf

Ph. 772-584-0255

Office, 303-741-5711



July 25, 2022

Town of Lake Hamilton Council  
100 Smith Ave.  
Lake Hamilton, FL 33851

Dear Mayor and Members of the Town of Lake Hamilton Council,

The information below is in response to your request for my opinion as to the effectiveness of the American Data Group (ADG) municipal accounting software as it relates to the Town of Lake Hamilton.

I have used ADG for over 20 years as an auditor and as an ADG administrator which gives me a wide variety of experiences in which I have used ADG to accurately report transaction activity; generate financial reports; prepare and track annual budgets; and to validate, trace and audit the flow information through the system. In my opinion ADG has proven itself as a robust accounting system that can accurately process transactions as well as handle the unique requirements of governmental fund accounting which can prove difficult in a QuickBooks environment. The ADG accounting information system is capable of handling the financial reporting needs of the Town.

There are limitations to all software systems and there are a many equally qualified competing accounting information systems on the market. One limitation that seems to be pervasive to my clients who utilize ADG is the inability for them to use the ADG system bank reconciliation to complete the entire bank reconciliation process. Generally, my ADG clients use the system to track outstanding checks but utilize an excel schedule to perform the remainder of the reconciliation process. This is not to say that it cannot be done but, in my experience, none of my clients do so.

I have recommended the use of a true municipal accounting information system such as ADG in the past and I am excited that the Town Commission is moving in this direction. Regardless of the software, system setup and staff training are paramount to a smooth transition from one accounting system to another and if not done properly, typically leads to dissatisfaction and an accounting mess to clean up.

I would recommend reaching out to the finance directors of other Polk County municipalities that use ADG to request their feedback as well. Local municipalities that utilize ADG include Auburndale, Lake Alfred, Mulberry, Polk City, Davenport and Lake Wales.

If you have any questions, please feel free to contact me using the contact information below. Also, I would be happy to attend the next Town Commission meeting to discuss further.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Mike', is written over a faint, larger signature.

Mike Brynjulfson, CPA  
For Brynjulfson CPA, P.A.





**American Data Group, Inc.**  
Integrated Enterprise Software  
Solutions for Government

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## Company & New Client Project Information

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## A. Executive Summary

American Data Group, Inc. (ADG) has served the public sector by providing financial management and utility billing software for over 30 years. Over these many years, we have collected extensive feedback for improvements from our clients which have led to very robust solutions. We have met their needs in the past, continually today and will in the future. The software is easy to understand and use, followed by training, which makes the number of support calls minimal. This enables ADG to remain a conservative company, maintaining steady growth while continually providing dedicated support to our existing clients.

The ADG business dynamic is authentic and focused on the long-term business relationships we have with our end users. In our 30+ years of service we have never been involved in any lawsuits or asked to refund money for our products and/or services. It should be noted that during the last 10 years, in the development and installation of our Web version release, we communicated to all users that there would be a free upgrade for all customers with an active annual maintenance contract. Our annual maintenance contracts are year to year, thus not locking anyone into a fixed, multi-year trap where consistent increases in cost are common. In fact, over the last 30 years, we've only increased our annual maintenance fees twice which were less than 5% of their existing cost.

We currently have 104 customers throughout the United States in which 99% are local government entities (county governments, municipalities, and special districts). We don't try to sell to everyone. Our business model of adding approximately 3 new customers per year has been very successful in many ways. Users who have moved on to other organizations have recommended management to pursue our applications when their current applications did not meet their needs.

ADG is committed to providing software that meets and exceeds the goals and expectations of our customers. Considering a new client's goals, we feel confident in our ability to provide a productive experience for the client, its employees, and any other persons that may be involved in the business process. Often times, management finds that changing a system is a great opportunity to improve the way one does business. During the installation of our software, we are going to spend dedicated time with you to understand and review your business processes. We will draw upon our experiences with similar customers and identify ways to improve your working environment and process.

No two installations are exactly the same which is why we customize the event based on your timing and needs with a logical, adaptable flow. Because ADG has performed a variety of installations on a number of different platforms, we have developed and continue to create programs that perform system conversions as smoothly and accurately as possible. Our specialists will capture your entire data history, or as much as instructed, from a previous system and convert it to our Web version. During the process, we will work with you to clean up fields (invalid dates and other data), and any other organizational changes that are desired. As part of the conversion process, your converted data will be

online for your review to ensure its absolute correctness. This process, including extensive training, may take as little as 120 days.

The software may be installed using any of the following databases: MySQL, SQL Server, Oracle, and IBM DB2. MySQL is the preferred database because it is open source and maintained by ADG. If another database is selected, its costs and maintenance become the responsibility of the client. ADG source code is provided since the applications are written in php (non-complied language). The applications are accessed by a supported web browser via your internal network. The application is also accessible from the internet when a web server is properly configured with an SSL certificate. No other VPN software is required.

Leave the hassle of navigating an endless phone tree behind with ADG's direct and friendly support. We offer remote, on-going support directly to your end user via Go Meet Now web conferencing product. Our dedicated Support Technicians are always a phone call or click away, and you will even get to learn their names. With the annual maintenance and support agreement, we don't charge for your questions, it is included. Additional training is always available by request and priced reasonably. We are continually expanding our Online Help resources to provide further convenience in support. ADG software even has a feature for your staff to create their own Online Help User Notes or SOP's that are attached directly to a specific program for future reference and make sense to your own organization's uniqueness.

Accessing accurate information in a timely manner can have tremendous impacts for both the community and employees. Employees benefit in terms of productivity, but also morale and job satisfaction. To facilitate this, we offer unique features such as allowing each user to configure the programs they use most often into a favorites directory. They can schedule reports and processes to run automatically and can tell the system to maintain and store certain views of data relevant to their tasks. This involves the end user customizing filters and sorts to access appropriate information with as few keystrokes as possible. To top that off, we have a feature that allows users to add date sensitive reminders to their notes so when they login they will see a listing of any notes or actions they need to take action on. Wherever a user adds a note, they can set a reminder for just them, or globally, for others. These features and more can be found within the ADG Software General Features document.

Finally, quality of product with appropriate pricing is at the heart of our business dynamic. As a conservative company, we don't over charge for services that may not be performed and we are flexible in administering payment schedules.

Kelly Metcalf, ADG Representative and Primary Vendor Contact, or Mark Jost, ADG Founder and President, may be contacted by the following methods **in regard to content within this document**.

Phone: 303.506.3710 or 303.741.5711

Email: [kgm@adginc.net](mailto:kgm@adginc.net); [mjj@adginc.net](mailto:mjj@adginc.net)

Address: 5730 E. Otero Ave., Suite 300, Centennial, CO 80112

## **B. Company Background**

American Data Group, Inc. (ADG) was established in 1983 in the State of Colorado as a DBA and converted to an S Corporation in 1998. ADG's President & Founder began writing programs, in the relational database and 4GL called Progress, to service the needs of our first client, a municipality within Colorado (and still a client 35 years later). Since then, the programs and the company evolved to meet clients' needs and requests. Approximately 10 year years ago, ADG began transitioning the software from the Progress version to the current Web-browser based version. The new Web version was released to all active customer accounts free-of-charge, including data conversion, proving that ADG is committed to customers' investment in their software and our long-term business relationships.

ADG has a total of 10 staff members of which 3 are in full time development, 2 in sales and marketing, and 5 in support, training, and installation as they each rotate in these areas as Account/Project Managers and Support Technicians. The level of the software is easy to understand and use, followed by training, which makes the amount of support minimal. ADG is a conservative company that maintains a steady growth, year to year, to allow new implementations be met with dedicated resources and as not to take away from existing client support.

Our ongoing mission is to write, maintain and support the most user-friendly, state-of-the-art financial software in today's marketplace while providing the best customer service possible. Our vision is to continue to provide and support an Enterprise Application Suite of software that increases productivity and efficiency when tracking the financial and enterprise activities between multiple departments of a county, municipality, special district or similar government entities work environment. These factors help showcase our core values which include leadership, commitment, innovation, community and most importantly, quality software at a reasonable price.

Subcontractors or third party suppliers will not be used in any facet of the ADG installation.

## C. Software Application Summary

### Software Products

ADG software is fully integrated and allows for unlimited users, encouraging custom menu creation focused around job tasks. All products provided are in the Web version of build # 57 and are listed below. Additional information can be found within their respective overview documents.

#### ❖ **ADG System Manager**

#### ❖ **Building Permit System**

- Building Permit System Online Citizen Link\*
- Code Enforcement\*
- Building & Code Online Payment Portal\*
- Contractor Licensing
- Miscellaneous Inspections

#### ❖ **Court Management System**

- Court Management System Online Citizen Link\*

#### ❖ **Cemetery Plot Tracking System**

#### ❖ **Fixed Asset System**

- Preventative Maintenance
- Sundry Item Tracking

#### ❖ **Fund Management System**

- Purchase Orders
- Electronic Requisitions\*
- Accounts Payables
- Accounts Receivables
- Accounts Receivable Online Payment Portal\*
- General Ledger
- Advanced Financial Report Writer
- Job/Project Costing
- Budget Preparation
- Centralized Cash Receipting\*
- Inventory Control



#### ❖ **Payroll & Human Resources**

- Payroll & Leave Benefits Processing
- Electronic Time Card System with Leave Requests\*
- Applicant Tracking\*
- Applicant Tracking Online Citizen Link\*
- Open Enrollment\*
- Personnel Action Requests\*
- Position Control
- Training & Skills Tracking

#### ❖ **Global Work Order System**

- Global Work Order System Online Citizen Link\*

#### ❖ **Money Track System**

#### ❖ **Special Assessments**

#### ❖ **Tax & Business Licensing System**

- Tax & Business Licensing System Online Citizen Link\*

#### ❖ **Utility Billing System**

- Backflow Tracking\*
- Utility Billing System Online Citizen Link\*
- Work Orders

*\* Must be purchased in addition to the application*

### **Ongoing/Future Software Development**

Software is continually enhanced as part of the mission to continually provide and support the most user friendly, state-of-the-art accounting and enterprise software in today's marketplace. These enhancements are included with the Annual Maintenance agreement. Notifications of these enhancements are emailed to clients and end-users, who opt-in to receive notifications, on a weekly basis.

At our bi-annual Users Group Conferences, held within the states of Colorado and Florida, we showcase enhancements made to the software over the year as requested from end-user suggestions. Also at these conferences, additional software improvements and ideas are discussed.

New, additional software applications and modules are developed as requested by clients and can be purchased separately as they are released.

## Advanced Web Technologies

ADG provides Web-Based software which makes the applications fully dynamic. Software online provides endless points of access. Whether users are working in the office, remotely in the field or from home, it's accessible. ADG allows unlimited users without charging expensive user license fees. Each user may optionally have a custom menu that applies to their job tasks while an administrator designates various user security levels.

Software applications are installed on your preference in operating platforms. Whether you favor Windows or Linux, ADG can accommodate your requirements.

## Customized Solutions

ADG clients select us because we have proven to meet and exceed their growing needs - from the past to today and in the future - by listening to requests and transforming them into realities with affordable custom modifications. Modifications are handled with professional consultation to ensure the approach is accomplished efficiently and accurately.

No two organizations are the same so we provide customized installations and conversions based on your timing and needs with a logical, adaptable flow.

## Scalability

ADG's robust enterprise software grows with client organizations. Software is installed at organizations with as few as 10 employees to as many as 4,000+. Clients have the option to manage additional organizations which can operate independently from one another. The simple, yet scalable design provides flexible solutions for both detailed processing as well as summarized executions, all with the ability to go paperless.

## Third-Party Products

ADG can develop interface files to third-party vendors as requested by the client. Interface file development is a billable service at \$140/hr. Please note it is difficult to estimate the costs before seeing the data to exchange.

To process credit card and echeck payments whether at the counter or online, ADG requires an account be established with Point & Pay. Point & Pay is our third-party payment partner and is used so that ADG and its clients do not have to maintain strict PCI compliancy standards. The Point & Pay interface exists for taking payments through Centralized Receipting and Online Citizen Links. Point & Pay is flexible in that the client may choose who is to pay the Convenience/Service Charge Fee required to process credit card and echeck transactions. Either the client will pay this fee on behalf of their customers, or the client may pass on this fee to be paid by customers and ensuring 100% revenue is received. This fee is a rate negotiated with Point & Pay. Please visit [www.pointandpay.com](http://www.pointandpay.com) for more information.

## **D. Implementation Plan**

Overall, ADG will lead the efforts regarding each of the implementation areas. ADG has over 30+ years of highly technical data conversion and detailed implementation success.

### **General Approach**

As mentioned previously, no two installations are exactly the same which is why we customize the event based on your timing and needs with a logical, adaptable flow. Because ADG has performed a vast variety of installations on a number of different platforms, we have developed and continue to create programs that perform system conversions as smoothly and accurately as possible. Our specialists will capture your entire data history, or as much as instructed, from a previous system and convert it to our Web version, on your behalf. In the meantime, we will work with you to clean up fields, codes, and any other organizational changes that are desired. The converted data will be available online for your review, ensuring its absolute correctness. This process, including extensive training, may be completed in as little as 90 days from the date of receiving the conversion data.

The software will be installed on your choice of database and accessed through your own internal network. We provide the source code, if requested, at no additional cost for your IT staff to have easy access for maintenance. The software will also be accessible remotely for employees out of the office when an SSL certificate is in place, firewall permissions are allowed and authorization by the organization to do so is granted.

The following provides a general overview of ADG's implementation methodology. Communication will occur directly between Project Managers for both the new client and ADG to schedule training and Go Live dates. ADG's expectations of client resources/personnel are to assist in extracting data from the legacy system to be exported into a plain text or CSV format, and test certain functions to ensure that data is converted correctly for all system applications (generally covered during training). During the process, ADG will be dedicated to an efficient and successful implementation and assign any required and additional resources as needed.

While there are usually three types of implementation methodologies companies use (all-at-once, modular and process-oriented), we will say that ADG is largely flexible to meet your unique and specific requirements. We prefer not to run a parallel process with a legacy system, excluding a payroll run and a utility billing cycle. In ALL circumstance, when our suggestion was not followed, the conversions became lengthy in time because the end-users were not able to properly track and enter information into both systems simultaneously. In both P/R and Utility Billing, the validation is not only in the data conversion - which has its own balancing process for accuracy - but the code tables being setup to perform the calculations correctly.

We have four project leaders on staff. One will be selected to be responsible for your installation and training. ADG Personnel are well versed in overseeing the conversion process which has occurred for

many various systems over the years including Sage, QuickBooks, Solomon, Caselle, Tyler Technologies, Sungard HTE, Harris TBS, Innoprise/Harris ERP, Blackbaud, and other well and lesser known systems.

### **Project Management Approach**

ADG will be the only company involved in performing the conversion, implementation and training of our software. ADG will work with the new client to develop a detailed plan. The functions involved with implementing any module are listed below. The detailed plan developed between ADG and the client will determine the preferred order of software installation; training dates, times, and attendees; and planning consultations to continually review/discuss the plan and data. Our systems are typically installed and “run live” within 90 - 120 days of receiving conversion data.

The following is an overview of the process used to convert each application and module(s) within the application.

1. Upon award of the bid, ADG will contact the client's Project manager to:
  - a. Review the installation process.
  - b. Determine the order of modules to be installed.
  - c. Setup a goal of when each module should be installed.
  - d. Schedule meeting by module with responsible party for each module to be installed.
  - e. Discuss the providing of conversion data.
  - f. Arrange with IT to discuss the platform the application will be installed on, database to be used, access to the server, and back-up process.
  - g. ADG will build and maintain the schedule reflecting the installation. The schedule will be provided to the client Project Manager and any other employees requested.
2. At the on-site or remote meetings for each module.
  - a. Review requests for functionality.
  - b. Review any manual procedures users are doing which they feel should be changed.
  - c. Review any special forms.
  - d. Review any interfaces with other systems – available or desired.
  - e. Review any hardware considerations: scanners, printers, memory chips, etc.
  - f. Provide a brief overview of the module and its functionality. The goal is to look for process or functionality differences or expectations so there are no surprises when training is conducted.
  - g. Identify contact person to review conversion data with.
  - h. Determine actual training dates, schedule, attendees, and go live dates.
  - i. Obtain any interface files currently used by the module.
  - j. Determine roll-out/training plan to the city employee's as needed (ie: inquiries, reports, time card input, requisition creation).
  - k. Determine Menu/Security for module users.
3. Based on the order of module installation as determined in step 1b, ADG will work on importing the data provided by the client into our conversion database for scrubbing and analysis. As the data is analyzed and converted, ADG will be in contact with an assigned individual from the

client regarding the module, so questions may be asked, answered about the data, and presented to for verification.

4. Prior to on-site training, we will review the training dates, schedule, and Go Live date, verify any required hardware is installed and special forms are available. We will also request another set of conversion data for the module(s) being trained on so the training uses the most current data. We will also review users and menu's security that have been added by the client.
5. During training, and based on the schedule defined:
  - a. Conduct Training on the modules setup, usage, and features.
  - b. Test any third party interfaces.
  - c. Verify printing to special forms.
  - d. Verify any special hardware/equipment is functioning properly.
  - e. Discuss any issues and resolution that was found during training.
6. Upon completion of training:
  - a. Confirm user acceptance of the module.
  - b. Confirm the go-live date and process.
7. Based on size of the client and training desires, Go Live is generally immediately following training. If not, any follow-up training will be scheduled prior to GoLive.
8. Go-Live:
  - a. Over the weekend, prior to the Monday Go Live date, ADG will receive data from the client regarding the module(s) being installed. ADG will convert the data and load onto the client's server.
  - b. Depending on the module, a list of balancing procedures is run through to insure conversion accuracy and auditor satisfaction.
  - c. If requested, ADG will remain on-site (per installation plan) to provide support in running the modules. For payroll and utility billing, a parallel run is performed to verify accuracy of the conversion.
  - d. Perform any 3<sup>rd</sup> party integration processes.
9. Prior to ADG's departure, we will review all that was accomplished and any issues that arose during the process with the client and discuss the resolution.

### Sample Implementation Schedule

Date	Activity	Involving
	Official notice for new client implementation; contract and/or price negotiations, if needed	ADG & Client
Month 1	Project Planning Meeting <ul style="list-style-type: none"> <li>• Review installation process</li> <li>• Confirm applications/modules to install; FMS, Payroll, ETC, FAS, UBS, CPT, Citizen Links               <ul style="list-style-type: none"> <li>○ Determine plan for each application/module</li> </ul> </li> </ul>	ADG & Client

Date	Activity	Involving
	<p>including:</p> <ul style="list-style-type: none"> <li>▪ Data to migrate from which system (New World Systems, Excel)</li> <li>▪ Primary contact(s)</li> <li>▪ On-site Training date(s)</li> <li>▪ Go Live goal date</li> <li>▪ Remote meeting date(s) prior to on-site training</li> <li>▪ Interface requirements (meter reader, bank files, etc.)</li> <li>▪ Custom Modifications (if any)</li> </ul> <ul style="list-style-type: none"> <li>• Discuss and review any obstacles from meeting goals such as holidays, Client staff schedules/vacations, other ADG implementations etc.</li> <li>• Plan/schedule to be provided to all parties involved</li> </ul>	
Month 2	<p>Export Data</p> <ul style="list-style-type: none"> <li>• Data should be exported in .csv or flat file format</li> <li>• ADG can assist in extracting data, if requested</li> <li>• All data can be exported at once or by software application in stages</li> </ul>	Client
Month 2	Receipt of all data to convert (dependent on data export step)	Client to provide to ADG
Month 2 – Month 3	<p>Data Conversion</p> <ul style="list-style-type: none"> <li>• ADG may be in touch with designated Client contact(s) to clarify questions about data</li> </ul>	ADG
Month 3	<p>Remote Meeting(s); Likely by module</p> <ul style="list-style-type: none"> <li>• Brief overview of module to review functions/expectations; determine certain parameters</li> <li>• Review specific RFP requirements, goals, desires</li> <li>• Confirm custom modifications, if needed</li> <li>• Confirm actual training dates, schedule, attendees and go live date(s)</li> <li>• Create/Determine users, departments, menus, etc.</li> </ul>	ADG & Client Primary Contact(s)
Month 4	On-site Training for first software application as determined during project planning meeting (usually UBS). If UBS or PR, training should occur when the Client processes utility billing or payroll. Go-Live on following Monday with optional on-site Support.	ADG @ Client
Month 5 -	<p>Data Conversion, Remote Meetings, On-site Training and Go-Live repeat per installation plan. ADG recommended software installation stages typically begin with UBS followed by:</p> <ul style="list-style-type: none"> <li>• FMS – PO, RQ, AP, AR, IC, CCR – 1 week on-site training</li> <li>• Payroll, HR, Electronic Time Cards – 2 weeks on-site training (during payroll processing)</li> <li>• Fixed Assets System, Building Permit System, Tax &amp; Licensing System, Court Management System, etc.</li> </ul>	ADG @ Client



Date	Activity	Involving
	optionally spread out, performed remotely or on-site	
Implementation Conclusion Date	Organization acceptance of software products; On-going Remote Support	ADG
TBD	Additional training or department roll-out, as/if needed	

## Software and Hardware Installation Coordination

Depending on your security level comfort, the Utility Billing System Citizen Link server may be the DB Application server, or it may be its own VM in a DMZ. The Citizen Link server will require an SSL Certificate to be installed and maintained by the client.

We require access through your firewall to install our software and perform support functions.

Cash Receipt Printer(s) and Drawer(s) testing are important. Occasionally, Microsoft updates disrupt receipt printer printing.

If new laser printers are needed for check printing, the logo and signature testing is required. If not, we need to verify your current printers will support the required chip.

## Data Conversion Plan

If you intend to have ADG pull the data that is to be converted, then access will need to be granted to the PC that has the required tools and connection to the legacy software server to extract the data.

When converting data, we take all available files and look at the data in each file. Based on the file name, content, and size, we determine how the file is used. We look at each field of data; determine the variations in the data, which leads to information as to how the client uses the system. It tells us what features in the application you are or are not using, which also assists in determining training and planning of the installation. There is a goal of not just teaching you our system, but understanding what you are doing in the existing system so no existing functionality is skipped.

Our conversion specialist has completed over 150 client conversions. He is experienced and knowledgeable in what to look for, expect, and translate into our system. We always import the client's data (as is) into a database which helps us build file relationships, to analyze data. Our standard conversion programs are tweaked so the data will be loaded into our table formats and loaded into the application database.

As tables are converted, we will be in contact with questions regarding code values and how fields are used, or what they mean. We will ask the customer to look at a specific account to see how the data is represented on their existing system to understand the field, when it's not obvious. If we feel a table is not worthy of conversion, you will be notified and given a reason why. A Utility example is a client's history is in 4 tables – billing history, payment history, adjustment history, and total history. The first 3 files are also contained in total history; therefore there is no need to convert them since it's a duplication of data.

As tables are loaded into a database on our servers, we will ask the client to review the data with us. This assists in the conversion accuracy process, assists in the training since they see the system prior to hands-on training, and may lead to questions which eliminates surprises during training.

We always take 100% of the data that is stored electronically and able to be exported to a csv or flat file. History is never limited to the last X years. There should never be a reason to retain the legacy system in order to view old history not converted.

Database size does not inhibit a properly designed system. Most ADG clients have never deleted history.

## Training

ADG provides extensive “at your site” training for your staff. It is our intention to be there until each team member is fully competent in the use of the product. To go a step further, we may stay on site with you during each system implementation “go live” event to ensure that there are no issues and if there are, we will be there to resolve them for you.

Training is offered hourly at \$140/hour. Each session will be tailored to the audience and their job tasks, processes and access levels within the system. If you prefer, ADG can also provide a train-the-trainer format, but typically with a system-wide implementation we recommend letting us handle all of the necessary training. For normal questions that arise after training and run-live, our support personnel will be directly available, by phone and email, to individual users and will be familiar with your unique processes.

ADG provides on-going training for those who need a refresher course, as well as new team members who were not available for the initial training. This can be provided on site or by use of web conference sessions (Go Meet Now). These sessions may be performed at a reasonable cost.

## General Time Frames

Training will occur during each system installation (Fund Management System, Payroll & Human Resources, Utility Billing System, etc.). The client’s preferred order will be discussed during the initial project conference/meeting. ADG will, at a minimum, train at the client’s location roughly 1-2 weeks per application, after legacy data has been converted onto the new ADG software platform. Client staff will have a week to test and practice the system with remote ADG support available. ADG will then be on-site the following week to assist with go-live assistance. Please see the previous Project Management Approach for more information.

## Nature/Level/Amount of Training

Technical training will be provided to System Administrator(s) and IT staff involved with the general maintenance and setup of the software operating platform, network configurations, user management, printer management, etc. This will occur prior to ADG staff arriving on-site to train users on each software application.

User training will occur during each application training session for staff that has any involvement in decision-making, workflow approvals, data entry, account management, etc. Again, these time frames

will be discussed during the initial implementation conference and once decided. End-users can be notified on when training will take place. ADG training staff will train in classroom style, train-the-trainer, one-on-one, and/or a combination of these to client staff. Staff will also have the opportunity, to attend ADG's Users Group Conference, if available.

During training, materials will be provided and developed by both ADG and client staff. Towards the end, a Standard Operational Procedure manual may be provided to staff to use for training new hires. ADG can also train new hires as requested. This training will be billable at \$140/hr.

## Testing

Within each module, it's more important to identify why to test vs. what to test. Each customer has different comfort levels and experiences, so testing becomes varied based on their desires. It's not our plan to test the obvious which, in essence, gets done during training. Scenarios where testing will take place are, for example, whether/when Journal entries update to the G/L master and history, does an A/P invoice get created correctly, etc. From an applications point of view, the two major tests are utility billing calculations and payroll calculations.

Payroll testing is rather easy. A conversion is done prior to the p/r process being completed. After the p/r process is completed, we run the same payroll again in the ADG system and compare the calculations. The testing is really on the tables being used in the process and whether they are setup correctly.

The utility billing calculation test is more difficult. Timing of the conversion with the import of readings and availability of staff controls when and how to proof the calculation. As with p/r, the testing is not that the program works, but ensuring the data is converted correctly. With utilities, we start with a small sample size to prove values before working into full cycles.

Each special interface will be run and balanced. A current file will be used and loaded and compared to the edit list. Journal Entry import, Positive Pay, Check Reconciliations, P-Cards are proved by ADG and also during training. Any test to a 3<sup>rd</sup> Party (ex. P/R NOD, P/R Insurances, Positive Pay, UB 3<sup>rd</sup> Party Bill Printing) will need to be scheduled with each company so they know a test file is being loaded.

## System Documentation and Manuals

Documentation, user manuals and technical guides are provided within the software itself and are included with the purchase of the software. Additional documentation is continually added to the Online Help software as it is enhanced. Every screen within the software has a life saver icon and when clicked, will display these materials. Users also have to ability to store their own notes regarding the software or their unique process and even save these notes to a specific program.

Documentation developed during the course of the project includes the basis of a Standard Operating Procedure Manual. How end-users will operate the software in relation to the job task(s) will be recorded as well as whom, by position, is to be involved. Work flow will be covered and discussed as well. Client personnel are welcome to develop their own materials and record sessions, if preferred.

## **E. Ongoing Support Services**

ADG provides the same excellent and thorough support to all customers. Unlimited telephone (toll-free) and email support to the end users of our software are available to clients who have entered into and pay the annual maintenance contract and fee. The end user will find our phone number and email address on the login screen of software and all calls are answered directly by the support department which is made up of our installers and trainers. You will learn their names and more as we strive to be a friendly staff and environment. If preferred, the client users may ask directly for the installer/trainer who provided on-site support and is therefore well versed in the client's operations. Otherwise, all support personnel are vastly familiar and demonstrate expertise in the financial and related areas of the software, its functions, and integrations.

ADG support staff will review the issue identified by a user, try to repeat the error or gain further information for clarification, and walk through the steps to correct the error or answer a question via Go Meet Now web conferencing product. This ensures that there is no miscommunication or incorrect information given and makes for a more interactive approach to resolving issues. Upon notice of the issue, a resolution is provided within the day if not the hour.

Online Help Documentation is available within both the ADG application software and ADG's home website. A unique feature to the Online Help program, within ADG application software, is the ability for users to create and attach their own notes to specific programs for future reference. These have proven to be helpful in cases where the organization has a unique process or workflow in making the software work for them.

Also included with the annual maintenance contract, which is year to year and does not lock anyone into a multi-year trap, are ongoing upgrades, enhancements, patches, and technical bug fixes. Developers at ADG have automated the behind-the-scenes upgrade and fix releases which will not affect the client's normal operations. We try to provide our clients with the most efficient and up to date software as often as possible. A support staff person assigned will review that your system is current and will oversee the File Server on your premises.

ADG's business and support hours are Monday through Friday, 7 am to 5:30 pm MST. Special appointments for technical support can be arranged outside of normal business hours.

Another form of keeping our users challenged to go to the next level of using our software, is via Users Group Conferences. We have so priced these conferences for the end user to come learn more on how to let the software work for them, as well as hear and meet the many users who have come up with improvements, innovative uses and recommendations to the software process flow. The users have told us that networking with peers has been a great strength to these conferences. Annually, we offer an Eastern region conference which is typically held in Orlando metro area, FL sometime in the Spring and a Rocky Mountain region conference which is typically held in the Denver metro area, CO sometime in the Fall.

## American Data Group Software Products

ADG software is fully integrated and allows for unlimited users, encouraging custom menu creation focused on job tasks. All products provided are in the Web version of build # 57 and are listed below. Additional information can be found within their respective overview documents.

### ❖ **ADG System Manager**

### ❖ **Building Permit System**

- Building Permit System Online Citizen Link\*
- Code Enforcement\*
- Building & Code Online Payment Portal\*
- Contractor Licensing
- Miscellaneous Inspections

### ❖ **Court Management System**

- Court Management System Online Citizen Link\*

### ❖ **Cemetery Plot Tracking System**

### ❖ **Fixed Asset System**

- Preventative Maintenance
- Sundry Item Tracking

### ❖ **Fund Management System**

- Purchase Orders
- Electronic Requisitions\*
- Accounts Payables
- Accounts Receivables
- Accounts Receivable Online Payment Portal\*
- General Ledger
- Advanced Financial Report Writer
- Job/Project Costing
- Budget Preparation
- Centralized Cash Receipting\*
- Inventory Control

### ❖ **Payroll & Human Resources**

- Payroll & Leave Benefits Processing

- Electronic Time Card System with Leave Requests\*
- Applicant Tracking\*
- Applicant Tracking Online Citizen Link\*
- Open Enrollment\*
- Personnel Action Requests\*
- Position Control
- Training & Skills Tracking

❖ **Global Work Order System**

- Global Work Order System Online Citizen Link\*

❖ **Money Track System**

❖ **Special Assessments**

❖ **Tax & Business Licensing System**

- Tax & Business Licensing System Online Citizen Link\*

❖ **Utility Billing System**

- Backflow Tracking\*
- Utility Billing System Online Citizen Link\*
- Work Orders

*\* Must be purchased in addition to the application*



**Lake Hamilton Town Council**  
**August 2, 2022**

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**Certipay Payroll and HR Software and Services**

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**Issue:** The Town payroll and HR shortfalls and loss of employee time competing these

**Attachment:**

- Proposal from Cetipay.
- Certipay information

**Analysis:** Currently the payroll and HR function of the Town is set back with different areas performing different ways with multiple individuals being involved in the process of putting time sheets together adding up the times filling out the sheets, printing off sheets for signing, emailing PDF copies of sheets to be put in a system for payment which leads to several hours a month of employee time as well as several areas for mistakes to occur. Department Directors have no visual of how much sick or vacation is available which makes is hard when approving these for payments and incidents have occurred where an employee has been out of time when it was needed and turned in. Employees traveled to Davenport and spoke with their HR Director who recommended the software which includes several modules:

Time Clock: Where each employee signs into their phone or computer and adds their hours, they can request vacation and time off and see their current Vacation and Sick Available. At the end of the pay period a Supervisor or director can then review the Time sheet and approve which then is sent to Finance for final approval and sending to Certipay. Certipay will take care of all taxes, and other deductions including retirement and send these funds to proper location as well as competing quarterly tax submissions and yearly W-2's.

HR/Employee Onboarding w E-Verify along with Labor Law update posters yearly and employee benefit enrollment

Applicant Pool: Location for applicants for job openings to place their resumes and then can be pulled from this and reviewed.

**Staff Recommendation:** Approval of the contract with Certipay for the annual amount of \$8050.00  
Based on current employees. Cost savings from Employees time completing each of the items currently which would be based on each employees current wage x number of hours each week manually competing this process currently.

**Budget Analysis:** Funds Available from the General Fund



# 321Onboarding

**Electronic New Hiring**

# The Process

**1. HR staff begins by setting up a new employee account.**



**2. Employee logs in to complete paperwork.**



**3. HR reviews/processes/archives new hire forms.**

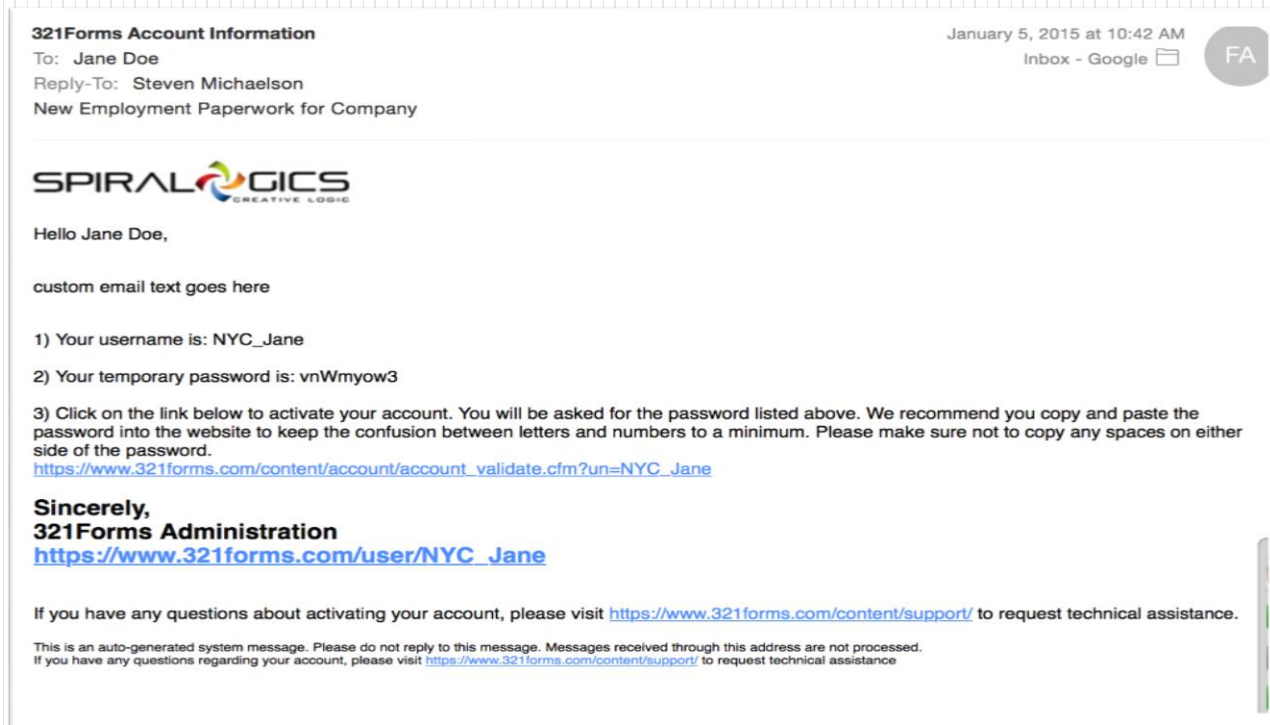


# Onboarding Security Levels

1. System Level
2. HR Administrator Level
3. HR Staff Level
4. Employee Level

# Employee Onboarding


The employee will receive an activation email. By clicking on the URL link within the email, it will take them directly to the branded site. They have the option to change password and answer a few security questions.



# Employee Onboarding

A disclaimer will display for employee to accept, then the landing page will display welcoming the employee and provide simple instructions.

## Employee Dashboard

Jane Doe ▾

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### CONSENT TO ELECTRONIC DISCLOSURE OF EMPLOYMENT-RELATED DOCUMENTS

By clicking "I AGREE" below and consenting to the electronic delivery of disclosures, you agree that 321Forms may provide electronically all and all notices, agreements, disclosures and communications concerning your employment with Company (the "Disclosures"). The Disclosures may include new employee forms, benefits information, payroll-related information, any agreements you have with your employer, employee handbook information, other notices, agreements, disclosures and communications and other information required by applicable federal, state or local laws or regulations. Your consent applies not only to the Disclosures you initially receive in connection with your employment through this website but to any employment-related Disclosures provided to you in the future. To electronically receive, view and save or print the Disclosures, you must have a personal computer equipped with a compatible web browser, a supported version of Adobe Reader and one of the following: a printer, a hard drive or another storage device. For a list of compatible browsers and supported versions of Adobe Reader, please [click here](#) . If you decide not to consent, you should exit this website. If, at any time, you wish to withdraw your consent to receiving future Disclosures electronically, you should request paper Disclosures from your employer and pay any fee that your employer may charge for this service. You have the option to receive any Disclosure provided to you electronically through this website in paper form by requesting the Disclosure from your employer and paying any fee that your employer may charge for this service. To update the contact information that 321Forms has on file for you, please visit the *Employee Information* link from your home page.

BY CLICKING "I AGREE" BELOW, YOU ACKNOWLEDGE THAT YOU HAVE READ, UNDERSTAND AND AGREE TO BE BOUND BY THE ABOVE CONSENT. IF YOU DO NOT AGREE, YOU WILL NOT BE PERMITTED TO RECEIVE DISCLOSURES ELECTRONICALLY.

# Employee Onboarding

From the Available Forms section, employees will select the forms they would like to populate.

☐ Select all available forms

### Available Forms


<b>Basic Employee Information</b> Information about the employee, including demographic, contact, and emergency contact data.	<u>REQUIRED</u>
<b>Form I-9 (Expires 3/31/2016)</b> Form I-9, Employment Eligibility Verification. <b>New employees must present required identification documents to the employer.</b>	<u>REQUIRED</u>
<b>8850 Pre-Screening Notice and Certification Request Form</b> Pre-Screening Notice and Certification Request for the Work Opportunity Credit	<u>REQUIRED</u>
<b>Virginia VA-4</b> VIRGINIA DEPARTMENT OF TAXATION EMPLOYEE'S VIRGINIA INCOME TAX WITHHOLDING EXEMPTION CERTIFICATE	<u>REQUIRED</u>
<b>PFNY - Notice and Acknowledgement of Pay Rate and Payday</b> This form is the Notice and Acknowledgement of Pay Rate and Payday for New York.	<u>REQUIRED</u>
<b>Handbook Acknowledgement</b> Employee Handbook Receipt Acknowledgement	<u>REQUIRED</u>
<b>Emergency Contact Information</b> This form contains the employee's emergency contacts.	<u>REQUIRED</u>



# Employee Onboarding

New hire begins to complete the question process that will populate your onboarding forms.

## Employee Dashboard

Jane Doe ▾

**Welcome to the New Employee Dashboard!**

The new employee dashboard is your home for viewing and accessing everything 321Forms.

The menus listed on the top of the page are designed to display your important information and allow you to quickly navigate to the areas of 321Forms in which you need to work.

**Before filling out forms, we need you to enter some basic information about yourself. These standard questions contain the basic identity information about yourself that will be used to populate your forms.**

Please enter your name as it appears on your Social Security Card or a similar legal document.

**First Name:**  
(This response is required)

**Middle Initial:**

**Last Name (without suffix):**  
(This response is required)

**Birth Date:**  
(This response is required)

**Gender:**  
(This response is required)

# Employee Onboarding

Continued....

Questions about Jane R. Doe:

## Basic Information

Social security number: ?

(This response is required)

00000007

Example: 111223333

Have you served in the military?

☐ Yes

☒ No

[Clear my answer](#)

Ethnicity

☐ American Indian

☐ Asian

☐ African American

☐ Hispanic

☐ Caucasian

☒ Multi-racial

[Clear my answer](#)

## W-4 Tax Information

Your answers to these questions will determine the monthly amount of tax that will be taken out of your paycheck. You can view a copy of the W-4 form and the accompanying worksheet that will help you determine your answers by clicking [here](#).

Are you married or single?

(This response is required)

☐ Single

☒ Married

# Employee Onboarding

Continued....

## I-9 (Employment Eligibility Verification) Information

The next questions are needed to determine your eligibility for employment. If you cannot or choose not to answer a question, please type **N/A** (not applicable) instead of leaving a box blank. You can view a copy of the I-9 Form by clicking [here](#).

I attest, under penalty of perjury, that I am:

(This response is required)

- ☐ A citizen of the United States
- ☐ A noncitizen national of the United States
- ☒ A lawful permanent resident
- ☐ An alien authorized to work

[Clear my answer](#)

Alien Registration/USCIS Number:

This application was completed by:

(This response is required)

- ☒ Myself
- ☐ Preparer and/or Translator

[Clear my answer](#)

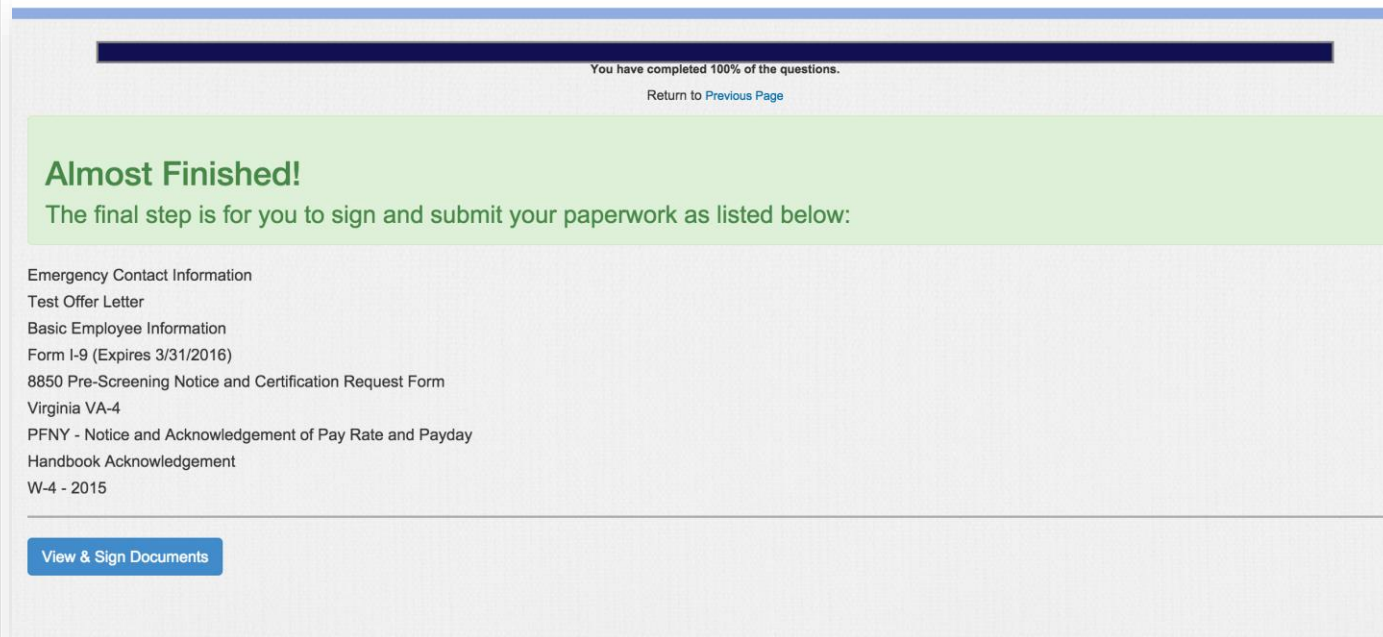
Please enter all other names used, if any (including maiden name).

Example: Nicole Smith, Nikki Smith, Nikki S. Anderson

**Save and Continue**

# Employee Onboarding

Continued....



This is a screenshot of an employee onboarding progress screen. At the top, a dark blue progress bar is filled, indicating 100% completion. Below the bar, a message states 'You have completed 100% of the questions.' with a link to 'Return to Previous Page'. A green banner with the text 'Almost Finished!' and 'The final step is for you to sign and submit your paperwork as listed below:' is displayed. Below this, a list of documents to be signed is provided. At the bottom, there is a blue button labeled 'View & Sign Documents'.

You have completed 100% of the questions.  
[Return to Previous Page](#)

**Almost Finished!**  
The final step is for you to sign and submit your paperwork as listed below:

- Emergency Contact Information
- Test Offer Letter
- Basic Employee Information
- Form I-9 (Expires 3/31/2016)
- 8850 Pre-Screening Notice and Certification Request Form
- Virginia VA-4
- PFNY - Notice and Acknowledgement of Pay Rate and Payday
- Handbook Acknowledgement
- W-4 - 2015

[View & Sign Documents](#)

# Employee Onboarding

## New Hire Reviews & Electronically Signs Each Document

Once all questions are answered the employee will sign and submit each document.

The Form I-9 (Expires 3/31/2016) form  
is ready to be electronically submitted.

Before you electronically submit your form, please view the PDF to ensure accuracy:

 PDF

[View Form](#)  
( Opens in a new window)

You need to change anything on this form simply [Skip Submission](#) and make the changes.

Please read carefully:

To sign this form electronically, you must agree to the statement below and type your full legal name in the box.

**NOTE:** If the employee is under the age of 18 (a legal minor) and cannot present an identity document for Form I-9, the Preparer and/or Translator section must be filled out by a parent or legal guardian and the parent or legal guardian must type "minor under age 18" in place of an electronic signature below.

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form. (To view this form in its entirety, [click here](#)).

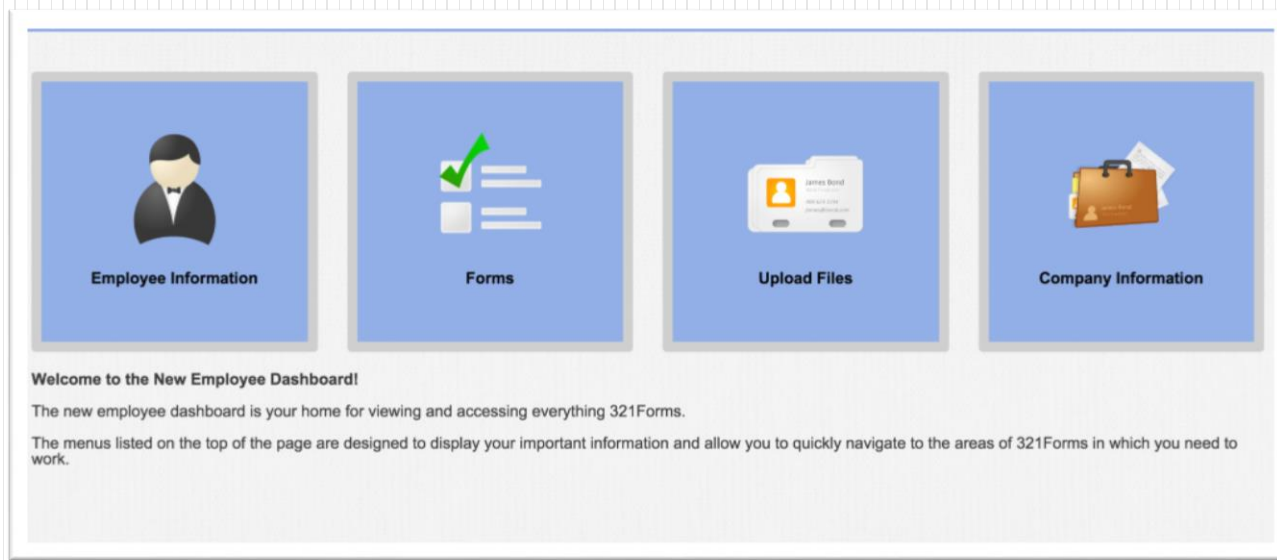
1) If you agree with this statement, please enter your full legal name as your electronic signature.  
(This response is required)

[Submit My Form](#)

# Employee Onboarding

## Employee Dashboard

From the dashboard, the employee can upload a file such as Identification and voided check they would like to provide to employer. View or print the forms. View company contact info and links or review personal information entered.



# HR Staff - Manage Staff Onboarding

Manage Employees - Click on the Manage Staff Icon and select function:

- **Current Employee** to manage documents
- **Add Employee** to send a new employee user/password for Onboarding
- **Add Group of Employees** to onboard groups of employees via CSV file
- **HR Staff** to edit or deactivate a HR Staff user
- **New HR Staff** to add new HR Staff user to division



Current Employees >

Add Employee >

Add Group of Employees >

HR Staff >

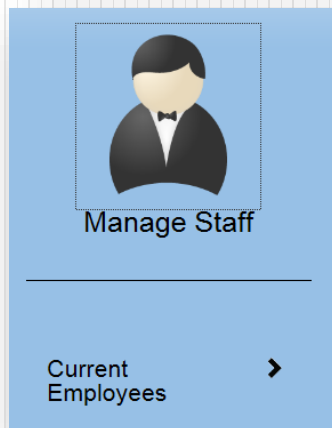
New HR Staff >



# HR Staff - Manage Staff Onboarding

Click **Current Employees** while in company/specific division.

- Select employees name to manage documents
- Edit to update (change password)
- Change status to active, deactivate or delete the employee



[Return to Division Home.](#) [Add New Employee](#)

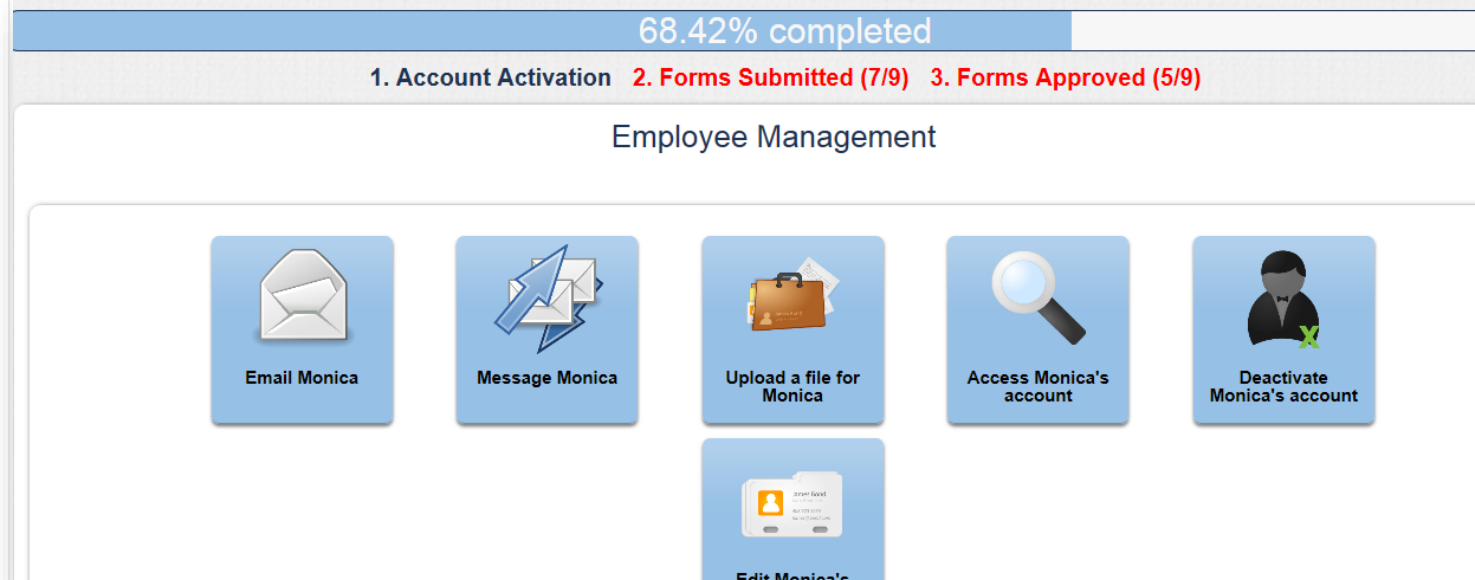
☐ Show Deactivated Employees Sort by: Name ▼

Name	Username	Update	Change Status	Account Access
<a href="#">Monica Lafond</a> 68.42% onboarded	mmlafond	<a href="#">Edit</a>	<a href="#">Deactivate</a>	<a href="#">Go</a>
<a href="#">Dottie Mccoy</a>	dmccoy	<a href="#">Edit</a>	<a href="#">Activate</a> <a href="#">Delete</a>	
<a href="#">Ashley Pearce</a> 47.37% onboarded	ashleypearce	<a href="#">Edit</a>	<a href="#">Deactivate</a>	<a href="#">Go</a>

# HR Staff - Manage Staff Onboarding

The employee folder will display a Onboarding completion bar along with function options to manage your employee.

Email, send message, upload a file (Identification and voided check) access employees account, deactivate or edit account.



# HR Staff - Manage Staff Onboarding

Employee Forms, select documents to manage:


**Employee Forms**

<b>Employee Benefit Program</b> Approved »	<b>Employment Information Report</b> Approved »
<b>Florida Drug Abuse Prevention Policy</b> Approved »	<b>Form I-9 (Expires 3/31/2016)</b> Approved »
<b>Medical History</b> Needs Approval »	<b>Notification of Employee Leasing Arrangement</b> -- No Submitted Forms --

# HR Staff - Manage Staff Onboarding

Once you have selected a document, you have an option to:

- Click the pdf to view, print or save the actual document
- Change Status to Pending Approved or Reject
- Complete Employer portion of forms
- Add note
- Archive/Un-archive the form
- Shred the document
- View History of managed document
- Assign the form to another HR Staff User to approve

 View W-4

Employee Name: Monica Lafond

Current Status: **Received**

Change Status To: Pending Update!

**Add Notes**

You may enter a note to this form below.

**Archive/Unarchive**

This form can be archived after changing it to an Approved or Rejected status.

Archive Application

onrea

Shredding this form will *permanently delete* it from 321Forms

Shred This Form

**Application History**

Date	User	Note
December 29, 2014 11:33:17 AM PST	Trixy Slaughter	Application Viewed.
December 29, 2014 11:27:22 AM PST	System	Form electronically submitted to CertiStaff Demo Division.

**Assign Form**

Slaughter, Trixy Assign

# HR Staff - Manage Staff Onboarding

For Documents that need additional company information or to be completed by employer, example I9 or Employee Payroll Information:

- Click the document and select approved
- The fillable questions will display for the employer to complete

[Return to Manage Form](#)


**Form Resolution**

1) **Employee Last Name, First Name, and Middle Initial from Section 1:**  
(This response is required)

Example: Smith, John A.

2) **Employee's first day of employment:**  
(This response is required)

Example: mm/dd/yyyy

3) **Type of document presented by employee:**   
(This response is required)

☐ List A

☐ List B and List C

# Onboarding Completion

- When the onboarding is complete, HR Staff will receive completion email and login to manage/approve the employee documents.
- After onboarding is 100% complete on employee and employer side, the **Integration** will automatically send the employee demographics information to **CertiPay HR** Applicant tracking area to become a new hire.
- Some fields like direct deposit account/routing numbers will need to be manually entered into the employees profile. The user can retain this information by accessing employee documents from the onboarding system.

**Town of Lake Hamilton**  
**P.O. Box 126**  
**Lake Hamilton, FL 33851**  
**Michael Teague**  
**863-391-1561**



**CertiPay**  
**Holly Amick**  
**904-210-1920**  
[hamick@certipay.com](mailto:hamick@certipay.com)

**July 28, 2022**

**Service Agreement**

Total # of Employees: **23** Pay Periods: **26**

Processing Fee Schedule	Units	Unit Fee	Total Charges
Complete Payroll Base Fee (Per FEIN)	1	\$ 40.00	\$ 40.00
Complete Payroll Processing Per Check	23	\$ 2.50	\$ 57.50
Tax Filing (1 Federal, 1 State, 1 Local)		Included	
New Hire Reporting Per Item	TBD	\$ 2.50	
Wage Garnishments Per Item		Included	
Direct Deposit		Included	
Employee Self-Service Portal		Included	
Access to Over 200 Standard Reports		Included	
ACA Reporting Suite		Included	
Labor Distribution Reporting		Included	
Census Data Reporting		Included	
Ad-Hoc Report Writing Tool		Included	
Complete Reminder System (To Do List)		Included	
Future Dating by Earning or Deduction		Included	
EEO Tracking/Reporting		Included	
FMLA Tracking/Reporting		Included	
Unused Deductions Reporting		Included	
401K Match Calculation		Included	
401K File Upload to Current Vendor	1	\$ 15.00	\$ 15.00
Standard 401K Report		Included	
Standard General Ledger Reporting		Included	
Pending Changes		Included	
I-9 To Do Reporting		Included	
Employee & Dependent Benefit Information		Included	
Certificate Tracking and Renewal Reminders		Included	
Education History		Included	
Company Property Tracking & Reporting		Included	
Emergency Contacts		Included	
Custom HR Fields		Included	
Performance Review System		Included	
Disciplinary Action Tracking		Included	
Employee Notes (Unlimited Space)		Included	
Unlimited Date Reporting		Included	
Global Recalculation (benefits, deductions, earnings)		Included	
OSHA Reporting System (Form 300, 301, 301A)		Included	
Employee Benefit Statement		Included	
CertiPay HR Advisor Newsletter (Produced Monthly)		Included	
Delivery Per Location		At Cost	

**Total Per Processing Charges \$ 112.50**



Monthly Fees	Units	PEPM	Monthly Fees
Time & Attendance	23	\$ 2.75	\$ 63.25
Electronic Onboarding w/ E-Verify	1		\$ 96.00
Labor Law Poster Replacement Service	1		\$ 10.00
Benefits Enrollment***	23	\$ 3.00	\$ 69.00
<b>Total Estimated Monthly Fees</b>			<b>\$ 337.25</b>

\*\*\*Benefits Administration & Enrollment Technology billed for total benefit eligible employees ONLY.

Annual Fee Schedule	Units	Unit Fee	Annual Est. Totals
Year End W2 Package ( <i>Includes Company W2 Set-Up and W2's Online</i> )	1	\$ 150.00	\$ 150.00
Per Employee W2	23	\$ 6.00	\$ 138.00
1094 C Summary Transmittal Efile to IRS	1	\$ 175.00	\$ 175.00
1095 C Prepared for each required employee	23	\$ 5.00	\$ 115.00
Annual Open Enrollment Set-Up	1	\$ 500.00	\$ 500.00
<b>Total Estimated Annual Fees</b>			<b>\$ 1,078.00</b>

One Time Fees	One Time Totals
Complete Payroll Setup and Training	\$ 250.00
Time & Attendance Setup and Training	\$ 350.00
Electronic Onboarding Setup and Training	\$ 350.00
E-Verify Integration within Onboarding	\$ 350.00
Benefits Enrollment Setup and Training	\$ 995.00
401k Interface Set-Up	\$ 350.00
Labor Law Poster	\$ 35.00
<b>Total One Time Set-Up &amp; Installation Fees</b>	<b>\$ 2,680.00</b>

<b>Total Annual Estimated Cost (Not including Set-up)</b>	<b>\$ 8,050.00</b>
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**Client Signature**

Michael Teague  
Town of Lake Hamilton  
P.O. Box 126  
Lake Hamilton, FL 33851

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**Sales Associate Signature**

Holly Amick  
CertiPay  
101 Bates Ave SW Suite 101  
Winter Haven, FL 33880

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**Date**


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**Date**

Quotation valid for 30 Days and is confidential. If your quote has expired please contact your CertiPay representative for a new quote. All rights reserved by CertiPay and its shareholders.

**CAI PR/HR 2.1.2022**



## CERTIPAY ONLINE BENEFIT ENROLLMENT SYSTEM

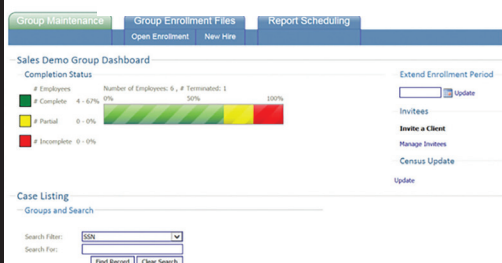
### Year-Around Enrollment System

- Open Enrollment
- Qualifying Events
- New Hire Enrollment
- Evidence of Insurability (EOI) Tracking

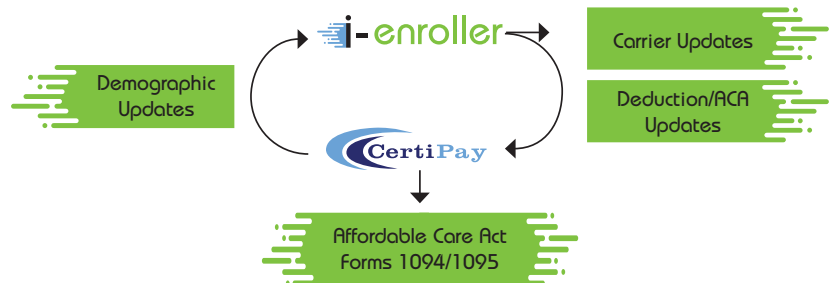
### Dashboard Administrator Capabilities

- Standard Reports
- Custom Report Writer
- Administrator Access to Enrollments
- Email Notification of Enrollment Changes

#### Dashboard



#### Complete Cycle



## Advantages

- Carrier Feeds
- Eliminate Paper
- Payroll Interface
  - Waive Dates
  - Terminations
  - Demographic Data
  - Employee Deductions and Employer Earnings
- Plan Library for all Plan Material
- Customizable to Employer Plans and Language
- Dashboard with Real Time View of Enrollment Status
- Short Implementation (2 weeks prior to Open Enrollment)
- Simple to Use with Intuitive Page Calculations
  - Eligible Plans and Rates Specific to each Employee
  - Tier Elected Checked Against Family Data
  - EOI Required based on Current and Late Entrant Rules
  - Plan Documentation Link next to each Benefit
- Automated Report Scheduler with Email Notification
  - Schedule Reports Daily, Weekly, Bi-Weekly, Monthly
  - Email Notification when Complete
- Low Cost (Per Eligible Per Month)

## **TOWN ATTORNEY CONTRACT**

**THIS TOWN ATTORNEY CONTRACT** (hereinafter "Contract"), made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2022, by and between the Town of Lake Hamilton, a Florida municipal corporation, (hereinafter "Town") as party of the first part, and Christman Law, P.L., (hereinafter "Town Attorney") as party of the second part, as follows:

In consideration of the mutual covenants herein contained, the parties agree as follows:

### **1. RATE**

For all services rendered, Town Attorney's office shall be paid a reduced hourly rate of \$175.00 per hour, portal to portal. The above stated rates shall apply beginning with the billing cycle starting July 1, 2022, through September 30, 2022. Thereafter, the above hourly rates shall increase in an amount equal to the greater of cost of living increase paid to the employees of the Town of Lake Hamilton or \$5.00 per hour. The Town will be responsible for costs such as photocopying, legal research charges, and the like, if any, which are incurred as part of the Town Attorney's representation of Town.

### **2. SEMINARS, CONFERENCES AND CONTINUING EDUCATION**

Town agrees to pay reasonable travel, registration, hotel, and subsistence expenses, not to exceed \$1,500.00 per fiscal year, for travel, meetings and occasions adequate to continue the professional development of Town Attorney, including the Florida Municipal Attorneys Association seminar, and short courses, institutes and seminars offered from time to time. In the event Town Attorney voluntarily resigns within three (3) months after the Town Attorney's attendance to any seminar, conference, or continuing education program, Town Attorney shall reimburse the Town for the full amount paid by Town for said attendance including but not limited to travel, registration, hotel and subsistence expense, whether paid directly or reimbursed.

### **3. FUTURE AMENDMENTS**

Except as otherwise stated hereinabove, any request to amend the professional services contract of the Town Attorney, as to any term and condition, including price, shall be presented for Council consideration, whenever possible, by July 15 prior to the fiscal year in which said amendment will be effective.

### **4. HEALTH INSURANCE**

Town recognizes the Town Attorney as an Officer of the Town of Lake Hamilton. As such, Town has no objection to, and does hereby authorize, the Town Attorney, and Town Attorney staff members providing services to the Town, becoming members of the Town's group health insurance policy on the same terms and conditions as provided to Town employees, except Town Attorney shall pay, or reimburse, Town 100% of the premium costs related thereto. Town's consent hereto is subject to the approval of the Town's insurance carrier whenever said insurance coverage may be sought.

## **5. TOWN RETREAT AND SIMILAR FUNCTIONS**

Town Attorney agrees to make her best efforts to attend Town civic activities, if any, at no fee charge to Town.

**IN WITNESS WHEREOF**, the Town of Lake Hamilton and Town Attorney have caused this Contract to be signed and executed, in duplicate, the day and year first written above.

ATTEST:

TOWN OF LAKE HAMILTON

\_\_\_\_\_  
Brittney Sandavolsoto, Town Clerk

\_\_\_\_\_  
Michael Kehoe, Mayor

CHRISTMAN LAW, P.L.

\_\_\_\_\_  
Heather R. Maxwell, Member/Manager

## TOWN CLERK EMPLOYMENT AGREEMENT

This Town Clerk Employment Agreement (hereinafter "Agreement"), is made and entered into this 1<sup>st</sup> day of October 2022, by and between Town of Lake Hamilton, a Florida municipal corporation, (hereinafter "Employer") as party of the first part, and **Brittney Sandovalsoto**, (hereinafter "Employee") as party of the second part, who agree as follows:

**WHEREAS**, Employer desires to continue to employ the services of Employee as Town Clerk, as provided by the Charter of the Town of Lake Hamilton, Florida; and

**WHEREAS**, it is the desire of the Governing Board of Employer, hereinafter called "Council" to provide certain benefits, to establish certain conditions of employment and to set working conditions of Employee as Town Clerk; and

**WHEREAS**, it is the desire of Council to: (1) secure and retain the services of Employee and to provide inducement for Employee to accept and remain in such employment; (2) make possible full work productivity by assuring Employee's morale and peace of mind with respect to future security; (3) deter against malfeasance or dishonesty for personal gain on the part of Employee; and (4) provide a just means for terminating Employee's services at such time as Employee may be unable to fully discharge Employee's duties or when Employer may otherwise desire to terminate Employee; and

**WHEREAS**, Employee desires employment as Town Clerk of Employer;

**NOW THEREFORE**, in consideration of the mutual covenants herein contained, the parties agree as follows:

### **SECTION 1: EMPLOYMENT RELATIONSHIP**

#### **1.1 Town Clerk**

Employee shall serve the function as the Town Clerk of Employer.

#### **1.2 Duties and Responsibilities as Town Clerk**

Employee, as Town Clerk, shall perform the duties as set forth under Employer's Charter and as follows:

- (a) The Town Clerk shall give notice of all Town meetings to the Council members and the public as required by law and shall attend all such meetings in person or by designee and shall keep minutes of all such proceedings.
- (b) The Town Clerk shall certify the correctness of such journal by signature upon council approval.
- (c) The Town Clerk shall authenticate by signature and be the custodian of this Charter, all ordinances, resolutions, and other official Town documents and shall perform such other duties as required by law or by the Town Council.
- (d) The Town Clerk shall be the custodian of the seal of the Town, and of all records and papers of a general character pertaining to the affairs of the Town.
- (e) The Town Clerk shall have power to administer oaths and to certify, under seal of the Town, true copies of all minutes, journal entries and other records of the Town.
- (f) The Town clerk shall perform such other duties as may be required by the general laws of the State of Florida, or by direction of the town council not inconsistent with the charter or with any ordinance or resolution passed by the council.
- (g) The Town Clerk shall be the supervisor of elections for the Town.

### **1.3 Employment Relationship.**

Employee is hereby hired as a full-time, salaried Employee of Employer as Employer's Town Clerk. Employer and Employee agree to this employment relationship for three (3) years from the date of agreement approval. Employee shall not accept employment, on a full-time or part-time basis, with any other person, firm, agency, or entity while Employee is gainfully employed with Employer. Notwithstanding the above, Employee shall be permitted to occasionally volunteer, serve on committees, teach, write, or consult for other persons, firms, agencies, or entities provided said activity does not: 1) involve specific parties or activities of Employer which could potentially result in a conflict of interest; and 2) interfere with Employee's ability to perform and fulfill Employee's responsibilities and obligations to Employer.

Nothing contained herein shall prevent, limit or otherwise conflict or interfere with Employee's right to resign from employment with Employer. However, Employee shall provide notice as set forth at paragraph 5.4. As well, nothing contained herein shall prevent, limit or otherwise conflict or interfere with Employer's right to terminate Employee's employment with Employer, consistent with the terms and conditions of Employer's Charter and any other applicable law, rule, or regulation.

Employer, through its council, in consultation with Employee, shall be permitted to determine any other terms and conditions of Employment, as Employer may deem reasonable provided such terms and conditions are consistent with the provisions of this agreement, Employer's Charter, Ordinances, Resolutions and Policies and any other applicable law, rule or regulation.

## **SECTION 2: SALARY**

2.1 Employer shall pay Employee as of October 1, 2022, for Employee's services rendered pursuant hereto, a base salary of **\$70,720.00** subject to tax withholding, FICA and other deductions required by law or authorized by employee and agreed to by Employer, payable in periodic installments at intervals as other employees of Employer are paid.

2.2 Employee shall receive a cost-of-living increase based on the CPI annually every October 1<sup>st</sup>, beginning on October 1<sup>st</sup>, 2023, and throughout the term of this agreement. The Consumer Price Index for All Urban Consumers (CPI-U); U.S. City Average; All items, not seasonally adjusted; standard reference base shall be used. Such cost-of-living increase shall be capped at 2.5% on any given year.

2.3 In addition to 2.2 above, Council shall consider an annual merit pay adjustment to Employee's salary during the budget adoption process, as outlined in Chapter 3 of the Lake Hamilton Personnel Policies and Procedures, as amended from time to time. During this Agreement, if employee's wages are reduced, employee may treat such action as a termination of this Agreement by employer. Per Chapter 3, Section 3-4, all salary adjustments shall be based upon budgetary conditions as approved by the Town Council.

## **SECTION 3: AUTOMOBILE ALLOWANCE AND BUSINESS EXPENSES**

3.1 Employee must use the town vehicle when conducting town business. However, in cases when town vehicle is not available and employee is required to use personal vehicle, Employer shall reimburse Employee for travel based on actual mileage in a manner consistent with law and at a rate authorized by Florida Statute 112.061(7)(d) 1, Mileage reimbursement shall not be reported on Employee's W-2 and shall not be subject to withholding.

3.2 Employee shall be reimbursed for business expenses incurred on town business. Employer shall provide Employee with the necessary electronic equipment, computer laptop, and cell phone, to perform the duties of Town Clerk.

3.3 Employee shall provide proof of insurance to Council, who shall in council's discretion determine the adequacy of same. The employer has the right to establish set policies at any time during the term of this agreement relating to the town's Insurance liabilities, when employee utilizes personal vehicles while conducting town business.

**SECTION 4: VACATION AND SICK TIME**

4.1 Employee shall receive 160 hours (4 weeks) of Vacation Leave Annually on October 1st until such time that this agreement is modified. Employee will accrue sick leave pursuant to the Town of Lake Hamilton's Personnel Policy.

4.2 In the event Employee's employment is terminated voluntarily per this agreement and Town of Lake Hamilton's Personnel Policy, Employee shall be compensated for ~~all accrued vacation and~~ sick leave in accordance with the Town of Lake Hamilton Personnel Policies, Section 11-2.

**SECTION 5: SEVERANCE BENEFITS**

5.1 If employment is terminated by a vote of the Council pursuant to the Town's Charter, Employee shall receive Severance Pay, as that term is defined in §215.425(4)(d) of the Florida Statutes. One (1) month's severance pay for each year of service, effective the date employee was first employed by the town, not to exceed twenty (20) weeks' severance pay, pursuant to F.S. 215.425(4)(a)(1). Employee shall be compensated for accrued sick and vacation leave in accordance with the Town Personnel policies, Section 11-2, and applicable Florida Law.

5.2 In the event (1) Employee voluntarily terminates employment with the Town or (2) in the event this Agreement expires and is not renewed by agreement of the parties or (3) is terminated for misconduct as defined in Section 443.036(29) of the Florida Statutes, or because of charges and/or arrest for any illegal act which shall reflect adversely upon the Town unless and until such time as the Employee is found not guilty of any charges by a court of competent jurisdiction or any charges are completely dismissed for reason of innocence or insufficient evidence of guilt to warrant continuation of prosecution and/or as may be further provided for under applicable Florida law, then in any of those events the Town shall have no obligation to pay that portion of the severance sum that represents compensation as defined in Section 215.425(4)(d) of the Florida Statutes.

5.3 Except as otherwise provided in Subparagraph 5.1 and/or 5.2 above, severance shall be paid to Employee in a lump sum when employment is terminated by a vote pursuant to the Town's Charter.

5.4 Employee shall give at least a 30-day notice of any intention to separate employment with the Town, in accordance with any restrictions laid out in this agreement.

5.5 Employer shall be permitted to deduct from Severance Pay any monies due from Employee, including but not limited to monies which may be due pursuant to Sections 7 and 8 hereof.

**SECTION 6: OTHER BENEFITS, RIGHTS, AND OBLIGATIONS OF THE PARTIES**

Employer currently has in existence a comprehensive Personnel Policy which sets forth the details of the Employer/Employee relationship. As such, except as otherwise provided herein, Employee shall be entitled to the benefits set forth in the Personnel Policy in accordance with the terms and conditions set forth therein. Correspondingly, where applicable, Employee shall comply with the terms and conditions of the Personnel Policy. For purposes of this Agreement and the application of the Personnel Policy referenced hereinabove, Council shall be considered Employee's supervisor. Notwithstanding the above and the Personnel Policy, Employee shall not be entitled to compensatory time a/k/a "comp time" and shall be entitled to a salary only.

**SECTION 7: DUES AND SUBSCRIPTIONS**

The Employer agrees to pay as budgeted, the reasonable professional dues and subscriptions of Employee for continuation and full participation in national, regional, state, and local associations or organizations which Employer and Employee agree are necessary and desirable for Employee's continued professional participation, growth and advancement, and for the good of the Employer. Such dues and subscriptions may include but are not limited to,

Florida Association of City Clerks, International Institute of Municipal Clerks, Florida Records Management Association, and Polk County Clerk's Association.

## **SECTION 8: PROFESSIONAL DEVELOPMENT**

8.1 Employer agrees to pay the reasonable travel, registration, and subsistence expenses of Employee for travel, meetings, and occasions adequate to continue the professional development of Employee and to adequately pursue appropriate functions for Employer. At Employer's discretion this may include the Annual Conference to the International Institute of Municipal Clerks, Florida Association of City Clerks, Florida Records Management Association and such other national, regional, state, and local governmental groups and committees thereof on which Employee serves as a member. Employee shall seek approval from Council prior to incurring any such expenditure through the annual budget process. Notwithstanding the above, in the event Employee submits a letter of resignation or resigns within six (6) after the professional development event, Employee shall reimburse Employer for the full amount paid by Employer for said professional development event, including but not limited to registration fees, mileage, meals, and hotel expenses.

8.2 Employer agrees to pay for the reasonable travel, registration, and subsistence expenses of Employee for short courses, institutes and seminars that are necessary for Employee's professional development and for the good of Employer. Employee shall seek prior approval from Council prior to any such expenditure through the annual budget process. Notwithstanding the above, in the event Employee submits a letter of resignation or resigns within six (6) months after the professional development event, Employee shall reimburse Employer for the full amount paid by Employer for said professional development event, including but not limited to registration fees, mileage, meals, and hotel expenses.

## **SECTION 9: INDEMNIFICATION BOND**

9.1 To the extent permitted by law, without waiver of Employer's Sovereign immunities, Employer shall defend, save harmless and indemnify Employee against any tort, professional liability claims or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as Town Clerk.

9.2 Employer shall bear the full cost of any fidelity or other bonds required of Employee as a condition of employment or as required by law.

9.3 This provision constitutes a term agreed to between the parties hereto and shall not: 1) serve as an independent basis of liability to third parties; 2) serve as a provision which benefits third parties; 3) be relied upon by third parties; and 4) extend to persons or entities not parties to this Agreement.

9.4 Notwithstanding paragraph 9.1 above, Employer shall not be liable in tort for the acts or omissions of Employee committed while acting outside the course and scope of Employee's employment or committed in bad faith or with Malicious purpose or in a manner exhibiting wanton and willful disregard of human rights, safety, or property. Nor shall the above stated indemnification extend to the vicarious liabilities of Employee or third parties as owner of any vehicle driven by Employee during the course and scope of Employee's employment.

## **SECTION 10: OTHER TERMS AND CONDITIONS OF EMPLOYMENT**

The Council and Employee may mutually agree to modify, amend, or fix such other terms and conditions of employment as may be determined, from time to time, to be necessary or appropriate, provided that such terms and conditions are not inconsistent with or in conflict with the provisions of Charter or any other law.



**SECTION 11: GENERAL PROVISIONS**

11.1 This Agreement, from the time it shall take effect, shall supersede all prior Agreements, whether claimed to be oral or in writing. The parties have incorporated in this Agreement their entire understanding. No oral statement or prior written matter extrinsic to this Agreement shall have any force or effect.

11.2 This Agreement shall be binding upon and inure to the benefit of the heirs, administrators, and executors of the Employee.

11.3 In the event any clause or portion of this Agreement shall be held invalid by any Court, it is understood and agreed that such invalid clause or portion of this Agreement shall have no effect upon the validity of other portions of this Agreement, and all the other provisions of this Agreement shall be valid and enforceable.

11.4 In the event that it becomes necessary for any reason to construe this Agreement as permitted by the rules of evidence of the State of Florida, this Agreement will be construed as being jointly prepared and written by all parties hereto.

11.3 The laws of Florida shall govern the validity, construction, interpretation, and effect of this agreement.

11.5 Any number of counterparts of this Agreement may be signed and delivered, each of which shall be considered an original and all of which, together, shall constitute one and the same instrument.

11.6 Wherever possible the terms of the Personnel Policy, this Agreement and the Charter shall be read and interpreted as consistent with each other. In the event the terms of the Personnel Policy conflict with the terms of this Agreement, the terms of this Agreement shall control. In the event the terms of the Personnel Policy or this Agreement conflict with the terms of the Charter, the terms of the Charter shall control.

IN WITNESS WHEREOF, the Town of Lake Hamilton, Florida has caused this Agreement to be signed and executed in its behalf by its mayor, and duly attested by its Town Administrator, and the Employee has signed and executed this Agreement, both in duplicate, the day and year first written above.

**EMPLOYER, TOWN OF LAKE HAMILTON, FLORIDA**


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**Michael W. Kehoe, Mayor**

ATTEST:

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**Michael Teague, Interim Town Administrator**

EMPLOYEE

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**Brittney Sandovalsoto, Town Clerk**



## Memorandum

To: Town Council

From: Town Clerk, Brittney Sandovalsoto, CMC

Date: July 29, 2022

Subject: Monthly Update.

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We are working to transition duties in the office and train the new fiscal coordinator.

I posted the Administrator position as instructed by Council to the Town's website, the FLC website, and the Florida Managers Association website. We have received 10 applications so far. The postings must be renewed if you wish to keep those listings posted. I am looking on direction to renew those postings and make any changes if needed.

We have sent out the yearly business tax receipt renewal letters to the current licensed businesses in town. Those are due by September 30, 2022.

I submitted the first step to the state regarding the TRIM notice and will be working with staff to ensure we are compliant.

Other business as usual.

From the Desk of ...

*Chief Michael Teague*



07/28/2022

**TO:** Staff

**SUBJECT:** Council Report

**March Items:**

- 1 new Officer (Summerlin) in Phase II Training
- 4 applicants being reviewed
- Back to School Splash (July 30, 2022)
- Accreditation in Process
- Gina attended Reunification Training
- All Officers attended Active School Shooting Training
- Rapid ID Fingerprint station is operational

Michael Teague

081

[illegible]



# LAKE HAMILTON POLICE DEPARTMENT

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

PHONE: 863-437-4711/ FAX: 863-439-1136

## JULY 2022 - MONTHLY ACTIVITY REPORT

	TOTAL CALLS	TOTAL ARRESTS
ABANDONED/ IMPOUNDED	0	0
ABANDONED / FOUND PROPERTY	2	0
ABDUCTION	0	0
AED ASSIST	1	0
ALARM	14	0
ANIMAL COMPLAINT	0	0
ANIMAL COMPLAINT - DOMESTIC	0	0
ANIMAL COMPLAINT - LIVESTOCK	1	0
ANIMAL COMPLAINT - WILDLIFE	0	0
ASSAULT	0	0
ASSAULT - AGGRAVATED	0	0
ASSIST OTHER AGENCY	5	0
ATTEMPT TO CONTACT	3	0
BATTERY	2	0
BATTERY - AGGRAVATED	0	0
BATTERY - DOMESTIC	0	0
BURGLARY - BUSINESS	0	0
BURGLARY - CONVEYANCE	1	0
BURGLARY - RESIDENTIAL	0	0
BURGLARY - STRUCTURE	1	0
CHILD ABUSE	0	0
CRIMINAL MISCHIEF	0	0
CRUELTY TO ANIMALS	0	0
CURFEW VIOLATION	0	0
CUTTING	0	0
DANGEROUS SHOOTING	1	0
DEATH INVESTIGATION	0	0
DIRECTED TRAFFIC ASSIGNMENT	15	0
DISABLED VEHICLE	2	0
DISTURBANCE - CIVIL	9	0
DISTURBANCE - FAMILY	1	0
DISTURBANCE - JUVENILE	0	0
DISTURBANCE - NOISE	3	0
DISTURBANCE - VEHICLE NOISE	1	0
DISTURBANCE - WEAPON	1	0
DISTURBANCE	5	0
DROWNING	0	0
DRUNK DRIVER	0	0
DRUNK PERSON	0	0

ESCAPED PRISONER	0	0
EXCITED DELIRIUM	0	0
EXTORTION	0	0
FELONY	0	0
FIGHT	2	0
FILING FALSE REPORT	0	0
FIRE	1	0
FIRE ASSIST	0	0
FIRST RESPONDER REQUEST	0	0
FRAUD/FORGERY/COUNTERFEITING/UTTERING	0	0
FUNERAL ESCORT	0	0
GAMBLING	0	0
GRAND THEFT	1	0
HARRASSING PHONE CALLS	0	0
HIT & RUN FATALITY	0	0
HIT & RUN INJURIES	0	0
HIT & RUN PROPERTY DAMAGE ONLY	1	0
HIT & RUN SERIOUS INJURY TO RESULT IN DEATH	0	0
HITCHHIKER	0	0
HIGHWAY OBSTRUCTION	1	0
IDENTITY THEFT	0	0
INDUSTRIAL ACCIDENT	0	0
INFORMATION	71	0
INJURED PERSON	0	0
INVESTIGATION	2	0
LAW ENFORCEMENT CALL	0	0
LEWD ACT	0	0
LITTERING	0	0
LOST PROPERTY	1	0
LOST/ABANDONED TAG OR DECAL	0	0
MAIL THEFT	0	0
MEDICAL ASSIST	0	0
MENTALLY ILL PERSON	1	0
MISDEMEANOR	1	0
MISSING / ENDANGERED PERSON	0	0
MOLESTING	0	0
MURDER	0	0
NARCOTICS VIOLATION	0	0
NATURAL DISASTER	0	0
OPEN DOOR / WINDOW	1	0
OVERDOSE	1	0
PATROL BUSINESS	861	0
PATROL REQUEST	1	0
PATROL RESIDENCE	10	0
PERIMETER CHECK	43	0
PETIT THEFT	0	0
POSS FIREARM BY FELON	0	0
PROPERTY DAMAGE NON-CRIMINAL	0	0

PROWLER	0	0
RESISTING OFFICER	0	0
RETAIL THEFT	0	0
RIOT	0	0
ROBBERY	0	0
RUNAWAY	0	0
SERVE CIVIL PROCESS	0	0
SEXUAL BATTERY (FAMILY,UNK,KNOWN)	0	0
SHOOTING/THROWING MISSILE INTO BUILDING	0	0
SHOOTING/THROWING MISSILE INTO VEHICLE	0	0
SHOOTING/ PERSON	0	0
SOLICITATION VIOLATION	0	0
SPECIAL DETAIL	16	0
STOLEN TAG / DECAL	0	0
STOLEN VEHICLE	0	0
STOLEN VEHICLE RECOVERED	0	0
SUBJECT STOP	0	0
SUICIDE ATTEMPT	1	0
SUSPICIOUS AIRCRAFT	0	0
SUSPICIOUS INCIDENT	4	0
SUSPICIOUS PERSON	5	0
SUSPICIOUS VEHICLE	5	0
TAMPERING	0	0
THEFT	0	0
TRAFFIC ASSIGNMENT	0	0
TRAFFIC COMPLAINT	3	0
TRAFFIC STOP	92	14
TRESPASSING	3	0
UNCONFIRMED EMERGENCY	11	0
VEHICLE CRASH	14	0
WORTHLESS CHECK	0	0
VIOLATION OF INUNCTION	0	0
WARRANT / CAPIAS ARREST	1	0
<b>OVERALL TOTAL</b>	<b>1253</b>	<b>14</b>

	TOTAL CITATIONS	TOTAL ARRESTS
CRIMINAL TRAFFIC	13	0
NON-CRIMINAL TRAFFIC	66	0
PARKING TICKETS	0	0
WARNINGS	77	0
<b>OVERALL TOTAL</b>	<b>66</b>	

	TOTAL WGT / VALUE	TOTAL ARRESTS
Recovered Cannabis	351.8	0
Recovered Cocaine	0	0
Recovered Meth	0	0
Recovered Heroin	0	0

Recovered Pills	0	0
Seized Currency	0	0
Based on Property received in Prop Room and not marked Dispo=COR Action=FX		



086

[illegible]

## Monthly Proficiency Reports -July 2022

## Lake Hamilton Police Department

## Patrol

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Year to Date	Same Month Last Year	(+ / -) (%)
<b>Patrol</b>															
Calls	1045	1095	1193	1276	1523	1377	1242						8751	1487	(-) 16%
Lima	44	29	38	52	55	44	57						319	33	(+) 42%
Warrant Arrest	2	0	0	0	1	0	0						3	1	(-) 100 %
Felony Arrest	0	1	2	0	1	1	1						6	0	(+) 100%
Misd. Arrest	6	8	5	13	19	16	14						81	3	(+) 79%
Total Arrest	8	9	7	13	21	17	15						90	4	(+) 73%
Cannabis	0	0	0	14.3	6.4	39	352						411.5	0	(+) 100%
Cocaine	0	0	0	0	0	0	0						0	0	(+) 0%
Methamphetamine	0	1.4	0	0	0	0	0						1.4	0	(+) 0%
Firearms	0	0	0	0	0	0	0						0	0	(+) 0%
Pills	0	0	0	0	0	0	0						0	0	(+) 0%
K2	0	0	0	0	0	0	0						0	0	(+) 0%
<b>Traffic</b>															
Citations	24	38	40	80	130	111	52						475	49	(+) .06%
Criminal Citations	4	7	5	11	21	12	13						73	1	(+) 92%
Warnings	142	96	89	79	73	68	77						624	69	(+) 10%
Crashes	11	8	5	9	18	6	14						71	4	(+) 71%
DUI	0	0	0	0	0	0	0						0	0	(+) 0%
DRE	0	0	0	0	0	0	0						0	0	(+) 0%
Deployments	0	0	0	0	1	0	0						1	0	(+) 0%
Apprehensions/Arrests	0	0	0	0	0	0	0						0	0	(+) 0%
Hours Trained	11	14	11	11	14	11	6						78	17	(-) 65%
Demos	0	0	0	0	0	0	0						0	0	(+) 0%
Searches	0	0	0	0	1	0	0						1	0	(+) 0%
Heroin	0	0	0	0	0	0	0						0	0	(+) 0%
<b>Patrol Cont</b>															
														0	(+) 0%
Seized Vehicles	0	0	0	0	0	0	0						0	0	(+) 0%
Deaths	0	0	0	0	0	0	0						0	0	(+) 0%
Seized Currency	0	0	0	0	0	0	0						0	0	(+) 0%

## Memorandum

To: Town Council  
From: Lisa Harris, Code Enforcement  
Date: 6/25/22  
Subject: Code Enforcement Report

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Code Enforcement would like to advise the town that this report is from May 7, 2022 through the entire month of June, 2022.

I conducted a sweep of (30) streets and found (79) violations. However, cases will not be generated until all cases from Investigator Mulvaney have been updated accordingly.

As of June 25, 2022, all active cases were reinspected. A total of (59) cases closed out. There is a total of (26) cases that remain open. There are approximately (10) cases I will ask the Town's Attorney to review for possible foreclosure (has fines / liens running). There is (1) I may seek abatement approval.

We have scheduled a July Special Magistrate (7/12/22) where I will request (4) cases to be rescinded due to no activity since 2018 – 2020. I will be presenting (2) repeat offender cases as well.

On May 31, 2022 I conducted a Minimum Housing Inspection and have created (13) new cases. As I worked through Iworq I found information was not merging into the documents. I contacted Iworq to help me through this process. Once I get confirmation regarding the next Special Magistrate hearing notices will be going out accordingly.

I am glad to be working with The Town of Lake Hamilton once more and look forward to assisting the Town and its residents.

Respectfully Submitted,  
Lisa Harris, Code Enforcement

## Memorandum

To: Town Council

From: Lisa Harris, Code Enforcement

Date: July 1, 2022 through July 31, 2022

Subject: Code Enforcement Report

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Code Enforcement would like to advise the Town that this report is from July 1, 2022 through July 31, 2022. The following is an update as to the July Special Magistrate hearing and cases worked.

- There was a conflict between the Town Council Meeting and the Special Magistrate hearing. Therefore, the July 12, 2022 hearing was cancelled. I am currently waiting to hear back from the Special Magistrate to schedule a hearing that will not interfere with other Town meetings. There will be (4) cases rescinded and (2) repeat offender cases presented at a future hearing.
- I have several properties with fines / liens. Most of the properties are vacant with no structures. These fines / liens have been going for quite some time. I would like to inquire about foreclosure ,proceedings,
- The documents within Iworq have been corrected. As I work through cases and am needing other documents I will review if changes are necessary.
- Currently we have (78) active cases:
  1. Approximately (15) cases with fines / liens running
  2. (55) new cases for 2022. Out of the (55) cases (32) cases have had courtesy letters sent. There are (20+) cases that need to have courtesy letters sent.
  3. There are approximately (8) cases needing reinspected.
- According to my list I have (20) new cases to generate
- Now receiving call backs from courtesy letter sent. Residents are receptive in getting their properties in compliance.

If the Board members or staff at the Town Hall have any questions, they are welcome to email me at [harrisl@townoflakehamilton.com](mailto:harrisl@townoflakehamilton.com) or call me at 863-207-1933 for specific details regarding the status of cases.

Code Enforcement has participated in donations to the “Back to School” Project.

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Respectfully Submitted,  
Lisa Harris, Code Enforcement



## Memorandum

To: Town Council

From: Community Development Department, Doug Leonard & Angie Hibbard

Date: July 27, 2022

Subject: Monthly Update

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1. **Scenic Highway Septic to Sewer Project** – Bids for the lines were opened on 8.13 and Council authorized awarding the lowest bid at the Special meeting on 7.19. Angie & Ethan have begun taking pictures of the current septic tank locations for the design for the 319 Grant.
  2. **The Grand at Lake Hamilton** – No new updates.
  3. **Scenic Terrace South** – Construction of Phase 2 of the subdivision is proceeding with Tucker Construction and Phase 1 with Jr. Davis is going slow. Tucker has begun running the Sewer lines down Church Street to Water Tank and then up to the plant location.
  4. **Hamilton Bluff** – Planning Commission will review some layout changes at the meeting on 8.10 and make recommendations for a PUD amendment, was originally scheduled for 7.13 meeting. This is primarily for a park redesign and the slope toward Lake Gordon.
  5. **Weiberg West** – Reviewing updated preliminary plat.
  6. **Feltrim Lakes** – Planning Commission will review application for comp plan amendment and for rezoning at the meeting on 8.10, was originally scheduled for 7.13 meeting.
  7. **Calvin, Giordano & Associates (CalGA) ongoing services** –
    - a. Staff is keeping CalGA in the loop on the status of projects as necessary.
    - b. **Scenic Highway Trail Master Plan** – Doug has reached out to the lead for an update on the status.
  8. **FRDAP** – Staff is working on bids from the playground equipment companies to verify if we need to resubmit to FRDAP a new Budget Cost Analysis for the increase in materials and labor costs. They have done this with several other municipalities and as long as we do not eliminate any elements of the original plan it should not affect anything.
  9. **Water Use Permit Renewal** – We should have a response letter to submit to SWFWMD on Monday.
  10. **Road Transfers with Polk County** – Passed at the BoCC July meeting.

11. **Planning Commission** – Did not have a quorum at the July meeting due Covid (one member was positive and another exposed). Next meeting is scheduled for August 10<sup>th</sup> at 10am.
12. **Retirement transition** – Angie is handling the review of Hamilton Bluff as well as Feltrim Lakes.
13. **Annexations** – We have not received any applications nor inquiries for applications for annexations in July.
14. **Town Hall Landscaping Project** – Doug is following up with Prince Landscaping for the updated status. We anticipate a written proposal this month. Prince Landscaping can assist us with being Water Star certified.
15. **Port 27 – Commercial** – They have submitted initial dock permit and plans for the remodel of the current building.
16. **Additional Development** – Staff is continuing talking with groups about several additional projects in Lake Hamilton, both commercial and residential.
  - a. Rubush Groves Hwy 27 – Mixed Use
  - b. Tiki Hut – Commercial
  - c. Center of Hwy 27 on Lake Hamilton – Commercial
  - d. Quintana Group – Commercial
  - e. Chicago Ave Railroad – Commercial
  - f. Kitto Water Tank – Commercial
  - g. Kokomo – Residential
  - h. South Hatchineha – Residential
  - i. Carlson Grove – Single Family Residential