



**AMENDED**  
**TOWN OF LAKE HAMILTON**  
**TOWN COUNCIL**  
**REGULAR MEETING AGENDA**  
**TUESDAY, NOVEMBER 1, 2022**  
**6:00 P.M.**

The Town Council of the Town of Lake Hamilton will hold a Regular Council Meeting on Tuesday, November 1, 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**
- 6. CONSENT AGENDA**
  - a. October 11, 2022, Regular Meeting Minutes-*pages 1-3*
  - b. Updated Job Descriptions-*pages 4-8*
- 7. RECOGNITION OF CITIZENS (Non-Agenda Items)**
- 8. OLD BUSINESS-**
  - a. Future Planning Items/Update/Action on WUP/AWS/WW/PRWC-*no pages*
- **Open Public Hearing**
  - b. Ordinance O-22-23 Hamilton Bluff PUD Amendment-*pages 9-12*
  - c. Ordinance O-22-24 Feltrim Lakes Comp Plan Amendment-*pages 13-16*
  - d. Ordinance O-22-25 Feltrim Lakes PUD-*pages 17-22*
- 9. NEW BUSINESS**
  - a. Ordinance O-22-26 Hamilton Bluff Rezoning-*pages 23-26*
- **Close Public Hearing**
  - b. Resolution R-2022-18 Write off Debt from Inactive Account-*pages 27-32*
  - c. Resolution R-2022-19 Garbage Service Fee Increase-*pages 33-34*
  - d. Discussion regarding future Council Meeting Dates-*no pages*
  - e. Consider Purchase of Server for ADG Accounting Software-*pages 35-36*
  - f. Consider Pennoni Revised Supplemental Agreement for The Bluffs Phases 1&2-*pages 37-39*
  - g. Consider Pennoni Revised Supplemental Agreement for Weiberg West Subdivision-*pages 40-42*
  - h. Consider Foreclosure Lien Orders from SM hearing-*pages 43-46*
- 10. STAFF REPORTS**
  - a. Interim Town Administrator-*no pages*
  - b. Town Clerk-*pages 47*
  - c. Police Department-*pages 48-58*
  - d. Code Enforcement-*pages 59*
  - e. Community Development-*pages 60-61*
  - 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 SANDOVAL SOTO, 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)

**TOWN OF LAKE HAMILTON  
MINUTES  
TOWN COUNCIL REGULAR MEETING  
TUESDAY, OCTOBER 11, 2022  
6:00 PM**

The Town Council of Lake Hamilton held a Regular Meeting on Tuesday October 11, 2022, at 100 Smith Ave., Lake Hamilton, FL 33851.

**CALL TO ORDER**

Mayor Kehoe called the meeting to order at 6:06 p.m.

**INVOCATION**

Invocation was given by Marlene Wagner.

**PLEDGE OF ALLEGIANCE**

Pledge of Allegiance led by all.

**ROLL CALL**

Roberson, Wagner, and Mayor Kehoe were present. Tomlinson and O'Neill were absent. Interim Town Administrator Teague and Town Clerk Sandoval were present. Attorney Maxwell was present via virtual conference.

**SCHEDULED PRESENTATIONS**

**National Community Planning Month-**

Mayor Kehoe read the proclamation for the record and signed the proclamation for presentation to Doug Leonard, the Town's Planner.

**CONSENT AGENDA**

**Motion made** by Wagner and a second by Roberson to approve consent agenda items a, b, and c. No public comments were received.

**Motion Passed 3-0.**

**RECOGNITION OF CITIZENS**

There were no citizens signed in to speak.

**OLD BUSINESS**

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

Interim Town Administrator Teague noted all the details of these items are addressed in the staff report.

- Clerk Sandoval Soto requested to skip over the opening of the public hearing (the items for public hearing were not on the agenda).

## **NEW BUSINESS**

### **Consider Pennoni Addendum 2 Phase 1 WWTF Design-**

Interim Administrator Teague noted that the wastewater treatment facility bid came in much higher than expected and they had to find more money to fund the plant. Pennoni was tasked to complete the finding of funds and this addendum is to cover those fees. It was noted that \$2.5 million dollars was acquired for funding.

**Motion made** by Wagner and a second by Kehoe to approve Pennoni addendum 2 to agreement for Phase 1 for the wastewater treatment facility design.

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

### **Consider Pennoni Supplemental Agreement for GIS System License Renewal-**

Interim Administrator Teague presented this request and noted that a couple of years ago the Town went into agreement with Pennoni regarding the GIS System and that there are several parts to the system. There is an annual fee and additional things that the new water lines need to be added. Last year Pennoni was paid twice for an agreement and that extra payment will go towards this agreement. The total amount due is pending the credit of the extra payment.

**Motion made** by Wagner and a second by Kehoe to approve the Pennoni supplemental agreement for the GIS system license renewal.

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

### **Town Clerk Evaluations-**

Mayor Kehoe noted that the evaluations and final tally sheet were given to the Council members to review totals.

**Motion made** by Wagner and a second by Roberson to approve the Town Clerk evaluations.

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

### **Consider pausing wastewater increase for FY 2022-2023-**

Clerk Sandoval Soto noted that Council waived the fees the previous year as well due to the high rates implemented due to the increase of Dundee's rate. She noted that the rates are still very high compared to other cities and recommends pausing those rate increases that are set by Ordinance.

**Motion made** by Wagner and a second by Roberson to pause the wastewater increase for FY 2022-2023.

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

### **Staff Reports-**

**Town Administrator-** Interim Administrator Teague announced that the Town's Trunk or Treat will be held on Sunday, October 30<sup>th</sup> at Town Hall. They are still in need of candy donations and people. There will be a hayride again this year. Freedom Church will provide hot meals and have games and giveaways this weekend the 15<sup>th</sup> from 2-5 PM. Debris pick up has been continuous will the Town's 1 claw truck running 5 days a week. It wasn't required, but the Town got the claw truck certified to pick up the hurricane debris. The Town will probably be in one of the last areas for hurricane debris pick up.

**Town Clerk-** included in packet.

**Police Department-** Included in packet.

**Code Enforcement-** Included at desk.

**Community development-** Included in packet.

**Public Works-**Interim Administrator Teague noted that the town suffered damage to the Water Plant parking area. The around the water tank needed emergency repair. Town Hall had damage to the window in the planning office where a lot of water entered. The damaged signs are being repaired and those that are replaced will have the Towns seal on them. Town Hall's generator needs repair as the box was damaged. It has not been operational since March of this year. They need to go out to bid for repair. He also noted that the lift stations do not have generators and it is something the Town should look into for the future. The lift stations located in the new subdivisions will have generators.

**ATTORNEY COMMENTS:** No comments

**COUNCIL COMMENTS:** Roberson noted that there is sand in front of Church Street that needs moved.

**ADJOURNMENT:**

**Motion made** by Wagner to adjourn the regular meeting at 6:28 PM. **Motion passed 3-0.**

ATTEST:

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

\_\_\_\_\_  
Brittney Sandoval Soto, Town Clerk

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



## Town of Lake Hamilton

100 Smith Avenue - P.O. Box 126

Lake Hamilton, Florida 33851

(863) 439-1910

[www.townoflakehamilton.com](http://www.townoflakehamilton.com)

# Administrative Specialist/Assistant Town Clerk

**Position:** Administrative Specialist/Assistant Town Clerk  
**Department:** Finance Department  
**Hourly Range:** \$17.00 - \$23.80  
**Full-time:** Non-Exempt  
**Hours:** Mondays – Fridays, 8:00 a.m. to 5:00 p.m. Closed from 12:00 PM to 1:00 PM for lunch  
**Location:** Lake Hamilton Town Hall

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### SUMMARY:

Under the supervision of the Town Clerk, the Administrative Specialist is a non-exempt position under FLSA. This employee is responsible for maintaining customer utility account data, preparing, and mailing utility bills, entering utility payment data into the Town's software, preparing reports and assisting with citizen inquiries regarding all Town services. They are also responsible for preparing and issuing various licenses and receiving such payments, assisting the Clerk with meeting and agenda preparation, taking minutes and administration, Election preparation and compliance, and the maintaining and compliance of public records. They will also fill in for the Clerk when not available including but not limited to: having custody of the seal and execution of official documents, handling public records request and all other duties assigned in the absence of the clerk. This employee should possess excellent organizational, public relations, and communication skills.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Duties may include, but are limited to, the following. The omission of an essential work task does not preclude management from assigning duties or tasks not listed if such functions are a logical assignment to the position.
- Receives, evaluates, and processes private and commercial customer service requests, through friendly, professional customer service skills, ascertains the needs of the customer, and provides appropriate assistance and information.
- Performs routine clerical and administrative work by answering phones; disseminates mail; filing papers, records retention.
- Submits and tracks worker orders through the online system for maintenance and utility requests.
- Performs both routine and non-routine administrative duties, as dictated by the nature of the task, e.g., data entry, records maintenance, filing, basic calculations, generate reports.
- Receives telephone inquiries from the public and business community, ascertains the nature of the call, and resolves personally or directs it to the appropriate individual or department.
- Maintains open communication with various departments, management, utility and private companies, Property Appraisers, emergency services, and the public for the dissemination of information.
- Performs related duties as directed.
- Receipt all cash, checks credit cards, electronic payments and enters the same into the utility billing and/or accounting system.

- Assists with citizen inquiries and concerns regarding utilities or other Town Services.
- Process new utility accounts, close utility accounts and prepare documents for reimbursement or billing.
- Prepares monthly delinquent report each month and sends to the public works department for turn offs.
- Process late fees on all delinquent accounts.
- Prepare meter reading documents and send to public works for meter reading on the 20<sup>th</sup> (or next business day if it is a weekend).
- Print and mail utility billing cards at the end of the month.
- Prepare documents for filing, copying, and mailing.
- Assist Clerk and prepare in the absence of; meeting agenda preparation including, noticing meetings and contacting members for all committee and boards. Providing copies on the website, Facebook, physical locations and sending out mass email to subscribers.
- Takes minutes for various boards and commissions.
- Assists in managing all records according to their retention schedule.
- Must be able to provide coverage for the Town Clerk's duties in his or her absence.
- Process paperwork for special permits including but not limited to; golf carts, chickens, special events, and solicitors.
- Process business tax receipts issuances and renewals. Prepares all receipts and collects documents for review. Sends all information to the appropriate departments for review.
- Assists in communicating official plans, policies, and procedures to the general public.
- Maintains inventories and ordering of office supplies and materials.
- Performs additional duties as assigned, which may include projects/ special assignments; attending town special events; attending meetings; specialized training, custodial.

#### **REQUIREMENTS AND QUALIFICATIONS:**

- High School Diploma or GED is required.
- A minimum of two (2) years of responsible clerical, secretarial, or customer service experience is preferred.
- Any equivalent combination of the above education, certification, training and/or experience.
- Must be proficient in MS Office, including Excel, Adobe Acrobat and be comfortable with learning new technologies.
- Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six to twelve months of employment.
- Must possess and maintain a valid Florida driver's license.
- Must be a Notary Public or become one within three (3) months of hire.
- Must be a Certified Municipal Clerk or obtain certification within 3 years of hire
- Previous experience in municipal permitting preferred.
- Ability to speak Spanish is preferred.

#### **SPECIAL CONSIDERATIONS:**

Certain essential town services are required to be maintained in any civil emergency (i.e., hurricanes). Depending upon the type of emergency, any and all employees may be activated as essential employees in the event of an emergency. Depending on the nature of the emergency, employees may be called upon to perform tasks outside of their daily duties.

#### **Residency**

The Town of Lake Hamilton has no residency requirement but is preferred.



## Town of Lake Hamilton

100 Smith Avenue - P.O. Box 126

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# Fiscal Coordinator

**Position:** Fiscal Coordinator  
**Department:** Finance Department  
**Hourly Range:** \$22.00- \$30.80  
**Full-time:** Exempt  
**Hours:** Mondays – Fridays, 8:00 a.m. to 5:00 p.m. Closed from 12:00 PM to 1:00 PM for lunch  
**Location:** Lake Hamilton Town Hall

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### SUMMARY:

Under the supervision of the Town Clerk, the Fiscal Coordinator is an exempt position under FLSA. This employee is responsible for performing basic and advanced accounting, fiscal management, and administrative duties to ensure accurate financial reports in accordance with laws, rules, regulations, town policies, best practices, and as applicable, generally accepted accounting principles. Effective, efficient, and timely performance of accounting functions in the areas of accounts receivable, accounts payable, payroll, revenue and expense monitoring, utility billing, grants, debt, month-end and year-end closing, annual audit support, cash and investments reconciliation and analysis, general ledger maintenance, and financial reporting.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Duties may include, but are limited to, the following. The omission of an essential work task does not preclude management from assigning duties or tasks not listed if such functions are a logical assignment to the position.
- Receives, evaluates, and processes private and commercial customer service requests, through friendly, professional customer service skills, ascertains the needs of the customer, and provides appropriate assistance and information.
- Performs routine clerical and administrative work by answering phones; disseminates mail; filing papers, records retention.
- Performs both routine and non-routine administrative duties, as dictated by the nature of the task, e.g., data entry, records maintenance, filing, basic calculations, generate reports.
- Receives telephone inquiries from the public and business community, ascertains the nature of the call, and resolves personally or directs it to the appropriate individual or department.
- Maintains open communication with various departments, management, utility and private companies, Property Appraisers, emergency services, and the public for the dissemination of information.
- Prepares and maintains accounts payable and revenue records by fund, grant, project and account. Maintains an automated accounting system.
- Reviews, verifies, and processes reimbursement requests.
- Assists in preparing and monitoring annual town budget. Works with CPA and Auditor on fiscal year end reports and audit.

- Reviews and processes vendor invoices for payment of services which includes maintaining compliance with the Town's policy guidelines and procedures.
- Prepares monthly and quarterly financial reports for funds, grants, and projects to accurately track revenue and expenditures. Analyzes and reconciles accounts to identify discrepancies and accurately maintains records and reports. Maintains accurate records of goods and services ordered and received.
- Processes bi-weekly payroll; ensures benefit deductions, taxes, retirement, others are properly reported and paid in timely manner.
- Coordinates, prepares and reviews fiscal, legal and administrative contractual/RFPs/Purchase Order (P.O.) items, such as: auditing proposals; IT service, engineers, sheriff's office.
- Works with departments, CPA and Auditor to develop improved fiscal and administrative procedures (workflows and processes). Initiates, coordinates, recommends, and prepares procedure documents. Monitors procedures: recommends and/or prepares revisions, as needed. Assists in the evaluation of the successful implementation and maintenance of the procedures.
- Coordinates special projects, assignments, and programs within all Departments as requested.
- Analyzes and interprets proposed legislation, documents of technical and non-technical nature, emergency response plans, etc. as related to financial matters to develop and provide recommendations and/or impact statements.
- Coordinates and prepares open enrollment documents and meets deadlines. Disseminates all information to employees in a timely manner.
- Follow state guidelines regarding TRIM procedures and submitting all documentation required including notices required by Florida Statute.
- Assists in writing and processing grant applications for Federal, State, and Local funding programs.
- Coordinates financial needs during emergency operation activation.
- Performs related duties as directed.
- Performs additional duties as assigned, which may include projects/ special assignments; attending town special events; attending meetings; specialized training, custodial.

## **REQUIREMENTS AND QUALIFICATIONS:**

- High School Diploma or GED is required.
- Bachelor's degree from an accredited institution in Accounting, Finance, Business or Public Administration or a closely related field and two years of accounting or financial experience in a government setting; or an equivalent combination of relevant education and experience (5 years).
- Knowledge of governmental accounting and auditing principles and experience with federal, state, and/or local grants.
- Familiar with Uniform Accounting System Chart of Accounts and skilled in ADG Accounting Software.
- Advanced computer skills
- Self-starter with ability to understand and carry out directions.
- Ability to prepare, organize and maintain effective working and professional relationships with town employees, other public employees and town officials, and the public. The position requires the ability to communicate effectively and have interpersonal, public relations, problem-solving/stress management and self-discipline skills.
- Must pass applicable post offer pre-employment testing, background and credit check process requirements.
- Will be required to demonstrate proficiency in accounting software and procedures, spreadsheets, and word processing software.
- Any equivalent combination of the above education, certification, training and/or experience.
- Must be proficient in MS Office, including Excel, Adobe Acrobat and be comfortable with learning new technologies.



- Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six to twelve months of employment.
- Must possess and maintain a valid Florida driver's license.
- Previous experience in municipal permitting preferred.
- Ability to speak Spanish is preferred.

**SPECIAL CONSIDERATIONS:**

Certain essential town services are required to be maintained in any civil emergency (i.e., hurricanes). Depending upon the type of emergency, any and all employees may be activated as essential employees in the event of an emergency. Depending on the nature of the emergency, employees may be called upon to perform tasks outside of their daily duties.

**Residency**

The Town of Lake Hamilton has no residency requirement but is preferred.

## **ORDINANCE O-22-23**

**AN ORDINANCE OF THE TOWN OF LAKE HAMILTON, POLK COUNTY, FLORIDA, AMENDING A PLANNED UNIT DEVELOPMENT (PUD) NAMED “HAMILTON BLUFF”, AMENDING THE LAYOUT, INCREASING THE PARKS TOTAL ACREAGE AND AMENDING THE PERCENTAGE OF FORTY-FOOT-WIDE AND FIFTY-FOOT-WIDE LOTS BUT NOT INCREASING OVERALL DENSITY; AMENDING THE “HAMILTON BLUFF PUD” APPROVED OCTOBER 5, 2021 VIA ORDINANCE O-21-16; PROVIDING FOR SEVERABILITY, PROVIDING FOR CORRECTION OF SCRIVENER’S ERRORS; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Section 163.3167(c), Florida Statutes, empowers the Town to adopt land development regulations to guide the growth and development of the Town, and to amend such regulations from time to time; and

**WHEREAS**, pursuant to Section 166.041(c) 2, Florida Statutes, the Planning Commission, and the Town Council have held Public Hearings to consider the rezoning of lands described below, which will amend the Zoning Map of the Town; and

**WHEREAS**, pursuant to Section 166.041(c) 2, Florida Statutes, the Planning Commission and the Town Council have held Public Hearings to consider the rezoning of lands described below, which will amend the Zoning Map of the Town; and

**WHEREAS**, the change will further the general health, safety, and welfare and be a benefit to the Town as a whole; and

**WHEREAS**, the amendment of the Planned Unit Development requested by the applicant is consistent with the Future Land Use Element of the 2030 Lake Hamilton Comprehensive Plan.

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

### **SECTION 1. PROPERTY IDENTIFICATION**

The property identified in the legal description below shall establish a Town of Lake Hamilton Zoning classification of Planned Unit Development (PUD). See the attached Map “A”.

**PETITIONER:** Heather Wertz of Absolute Engineering on behalf of property owners, LLC, T J Peaches LLC, Northeast Polk Land Investment LLC, Cassidy Holdings LLC, CH Dev LLC, Chicago Ave Development LLC, Cassidy Property Investments LLC, GLK Real Estate LLC, PHC I Property LLC, GAMA Investor LLC, ABC IRA LLC, SLC IRA LLC.

**LEGAL DESCRIPTIONS:** The general location of the parcel is located South of Kokomo

Road and North of Hatchineha Road and East of Scenic Highway and along both sides of Detour Road.

## **SECTION 2. LOCATION.**

The property is zoned Planned Unit Development and is hereby amended as shown in Map “A” attached hereto and made a part of this Ordinance. The regulations of that District contained in the Land Development Code and the conditions stated in this Ordinance shall govern further public review and development of the property within this District with the following specific conditions.

## **SECTION 3. CONDITIONS.**

The rezoning to Planned Unit Development (PUD) zoning district and the assignment of Planned Unit Development (PUD) zoning shall be subject to the conditions established in Ordinance O-21-16.

## **SECTION 2. SEVERABILITY.**

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

## **SECTION 3. SCRIVENER’S ERRORS.**

The Town Council intends that this Ordinance be made part of the Town of Lake Hamilton Comprehensive Plan, and that sections of this Ordinance can be renumbered or re-lettered and the word “Ordinance” may be changed to “Section”, “Article”, or some other appropriate word or phrase to accomplish codification, and regardless of whether this Ordinance is ever codified, the Ordinance may be renumbered or re-lettered and typographical errors and clarification of ambiguous wording that do not affect the intent may be corrected with the authorization of the Town Administrator without the need for a public hearing.

## **SECTION 4. CONFLICTS.**

All ordinances or part of ordinances in conflict herewith are hereby repealed to the extent necessary to give this ordinance full force and effect

## **SECTION 5. EFFECTIVE DATE.**

This ordinance shall become effective immediately upon adoption after second reading.

**INTRODUCED AND PASSED** on first reading this 1<sup>st</sup> day of November 2022.

**PASSED AND ADOPTED** on second reading this     day of     2022.

TOWN OF LAKE HAMILTON, FLORIDA

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MICHAEL KEHOE, MAYOR

ATTEST:

\_\_\_\_\_  
BRITTNEY SANDOVAL SOTO, TOWN CLERK

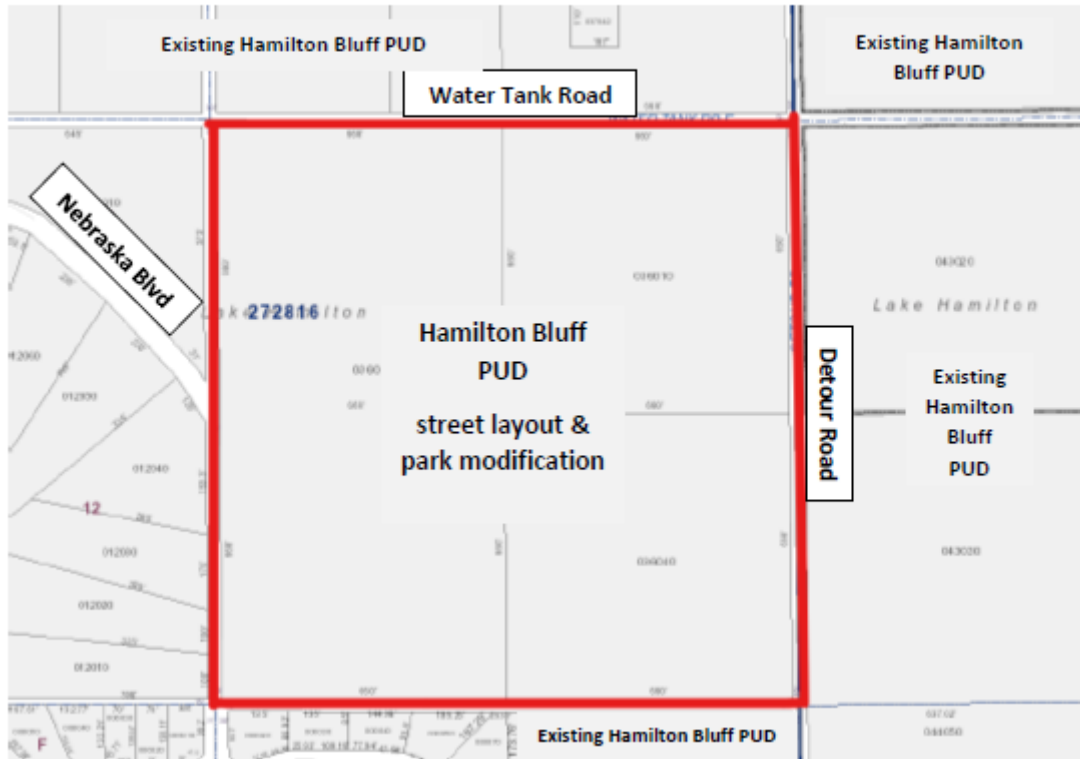
Approved as to form:

\_\_\_\_\_  
HEATHER R. MAXWELL, ESQ., TOWN ATTORNEY

Record of Vote	Yes	No
<b>Roberson</b>		
<b>Tomlinson</b>		
<b>O'Neill</b>		
<b>Wagner</b>		
<b>Kehoe</b>		

## Map A

### Hamilton Bluff PUD Modification



## **ORDINANCE O-22-24**

**AN ORDINANCE OF THE TOWN OF LAKE HAMILTON, FLORIDA, AMENDING THE COMPREHENSIVE PLAN OF THE TOWN OF LAKE HAMILTON, FLORIDA, SAID AMENDMENT BEING KNOWN AS AMENDMENT 22S06, AMENDING THE FUTURE LAND USE MAP CLASSIFICATION FROM AGRICULTURAL LANDS AND RETAIL/OFFICE/ RESIDENTIAL TO RESIDENTIAL LANDS M FOR A 27.13 ACRE PARCEL OF LAND LOCATED ADJACENT TO THE EAST SIDE OF SCENIC HIGHWAY AND ADJACENT TO SOUTH SIDE OF KOKOMO ROAD; AND TRANSMITTING SAID AMENDMENT TO THE DEPARTMENT OF ECONOMIC OPPORTUNITY FOR COMPLIANCE REVIEW; PROVIDING FOR SEVERABILITY, PROVIDING FOR CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Section 163.3161 through 163.3215, Florida Statutes, empowers local governments to adopt and amend comprehensive plans, or elements or portions thereof, to guide their future development and growth; and

**WHEREAS**, in exercise of its authority the Town Council has determined it necessary to adopt amendments to the Town's Comprehensive Plan, which are attached hereto as Exhibit "A" and by this reference made a part hereof, to ensure that the Comprehensive Plan is in full compliance with the laws of the State of Florida; and

**WHEREAS**, pursuant to Section 163.3184, Florida Statutes, the Town Council has held meetings and hearings on Ordinance O-20-19, the amendment to the Comprehensive Plan and made a part hereof; and, the meetings were advertised and held with due public notice, to obtain public comment; and having considered written and oral comments received during public hearings, find the amendment complete and appropriate to the needs of the Town.

**WHEREAS**, the change will further the general health, safety, and welfare and be a benefit to the Town as a whole; and

**WHEREAS**, the amendment of the Comprehensive Plan requested by the applicant is consistent with the Future Land Use Element of the 2030 Lake Hamilton Comprehensive Plan.

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

### **SECTION 1. RECITALS.**

The provisions set forth in the recitals of this Ordinance (whereas clauses) are hereby adopted by the Town Council as legislative findings and intent of the Ordinance.

**SECTION 2. AMENDMENT OF THE COMPREHENSIVE PLAN.**

The **Town of Lake Hamilton Comprehensive Plan**, Future Land Use Map is hereby amended as set forth in Exhibit “A”

**SECTION 3. SEVERABILITY.**

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

**SECTION 4. SCRIVENER’S ERRORS.**

The Town Council intends that this Ordinance be made part of the Town of Lake Hamilton Comprehensive Plan, and that sections of this Ordinance can be renumbered or re-lettered and the word “Ordinance” may be changed to “Section”, “Article”, or some other appropriate word or phrase. The Ordinance may be renumbered or re-lettered and typographical errors and clarification of ambiguous wording that do not affect the intent may be corrected with the authorization of the Town Administrator without the need for a public hearing.

**SECTION 5. CONFLICTS.**

All ordinances or part of ordinances in conflict herewith are hereby repealed to the extent necessary to give this ordinance full force and effect

**SECTION 6. EFFECTIVE DATE.**

This ordinance shall become effective 31 days after adoption. If challenged within 30 days after adoption, small scale development amendments may not become effective until the state land planning agency or the Administration Commission, respectively, issues a final order determining that the adopted small scale development amendment is in compliance.

**INTRODUCED AND PASSED** on first reading this 1<sup>st</sup> day of November 2022.

**PASSED AND ADOPTED** on second reading this     day of     2022.

TOWN OF LAKE HAMILTON,  
FLORIDA

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MICHAEL KEHOE, MAYOR

Ordinance O-22-24

Page 3 of 4

ATTEST:

\_\_\_\_\_  
BRITTNEY SANDOVALSOTO, TOWN CLERK

Approved as to form:

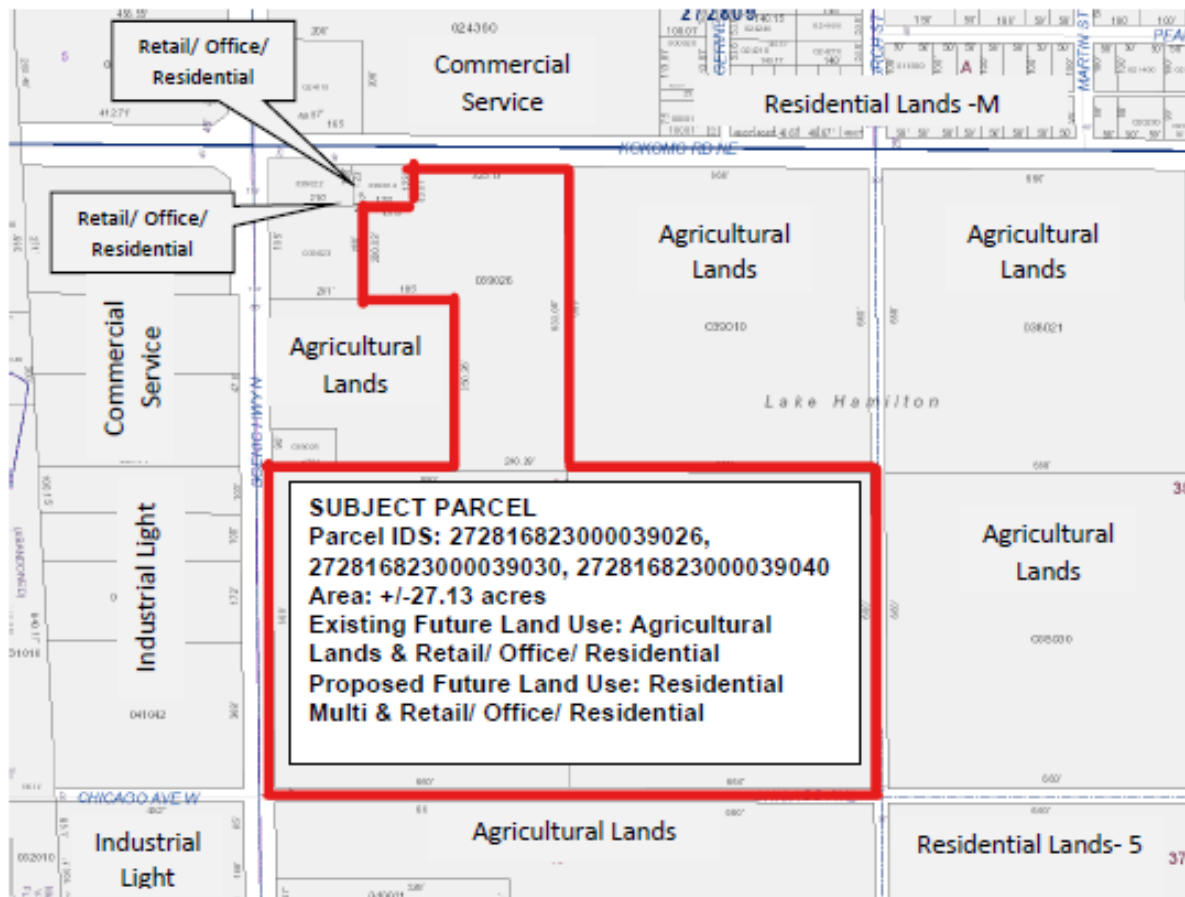
\_\_\_\_\_  
HEATHER R. MAXWELL, ESQ., TOWN ATTORNEY

Record of Vote	Yes	No
<b>Roberson</b>		
<b>Tomlinson</b>		
<b>O'Neill</b>		
<b>Wagner</b>		
<b>Kehoe</b>		



**EXHIBIT “A”**

## Feltrim Lakes Comprehensive Plan Map



## **ORDINANCE O-22-25**

**AN ORDINANCE OF THE TOWN OF LAKE HAMILTON, FLORIDA, REZONING A 27.13 ACRE PARCEL OF LAND LOCATED ADJACENT TO THE EAST SIDE OF SCENIC HIGHWAY AND ADJACENT TO SOUTH SIDE OF KOKOMO ROAD FROM AG – AGRICULTURAL AND C-2 NEIGHBORHOOD COMMERCIAL TO PUD – PLANNED UNIT DEVELOPMENT ZONING DISTRICT; PROVIDING FOR SEVERABILITY, PROVIDING FOR CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Section 163.3167(c), Florida Statutes, empowers the Town to adopt land development regulations to guide the growth and development of the Town, and to amend such regulations from time to time; and

**WHEREAS**, pursuant to Section 166.041(c) 2, Florida Statutes, the Planning Commission, and the Town Council have held Public Hearings to consider the rezoning of lands described below, which will amend the Zoning Map of the Town; and

**WHEREAS**, the change will further the general health, safety, and welfare and be a benefit to the Town as a whole; and

**WHEREAS**, the amendment of the Planned Unit Development requested by the applicant is consistent with the Future Land Use Element of the 2030 Lake Hamilton Comprehensive Plan.

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

### **SECTION 1. PROPERTY IDENTIFICATION**

The property identified in the legal description below shall establish a Town of Lake Hamilton Zoning classification of Planned Unit Development (PUD). See the attached Map "A".

**PETITIONER:** Dave Schmitt Engineering on behalf of property owners, Family Life Church Fellowship Inc., Dhaneshwar T & Rozana Udit.

**LEGAL DESCRIPTIONS:** The general location of the parcel is located adjacent to the east side of Scenic Highway and adjacent to south side of Kokomo Road. The land is predominantly vacant and undeveloped with a total of approximately 27.13 acres. The Legal descriptions are as follows.

**Parcel 1:** 27-28-16-823000-039026 - LAKE HAMILTON PB 3A PG 34 BLK 39 LOT 2 THAT PT DESC AS: COMM NW COR OF NE1/4 OF SEC RUN S89-41-21E 660.23 FT S00-34-58E 40 FT INT OF E LINE OF LOT 2 & S R/W LINE OF KOKOMO RD FOR POB RUN S00-34-58E 633.08 FT TO SE COR OF LOT 2 N89-44-17W 240.28 FT N00-39-28W 350.26 FT N89-41-21W 185 FT N00-39-38W 200.03 FT S89-41-21E 101.01 FT

N00-39-38W 83.01 FT TO S R/W LINE OF KOKOMO RD S89-41-21E 325.13 FT TO POB

**Parcel 2:** 27-28-16-823000-039030 - LAKE HAMILTON PB 3A PG 34 BLK 39 LOT 3

**Parcel 3:** 27-28-16-823000-039040 - LAKE HAMILTON PB 3A PG 34 BLK 39 LOT 4

The parcels described above, do not constitute more than five percent (5%) of the zoned area of the Town.

The property to be zoned Feltrim Lakes PUD is shown in Exhibit “B” Location Map attached hereto and made a part of this Ordinance.

## SECTION 2. CONDITIONS.

The property is zoned Planned Unit Development and is hereby amended as shown in Map “A” attached hereto and made a part of this Ordinance. The regulations of that District contained in the Land Development Code and the conditions stated in this Ordinance shall govern further public review and development of the property within this District with the following specific conditions.

The rezoning to Planned Unit Development (PUD) zoning district and the assignment of Planned Unit Development (PUD) zoning shall be subject to the following conditions:

- A. **Uses:** Uses shall be limited to a maximum of 207 townhome/ multifamily residential units and C-2 Neighborhood Commercial. Other permitted uses include home occupations, recreation areas, and ancillary accessory uses.
- B. **PUD Plan:** The Feltrim Lakes PUD Plan is attached as Exhibit “B” of this Ordinance and contains a conceptual development plan for lots, internal roadways, buffers, amenity areas, parks, trails, open space, and stormwater management areas, all of which will be detailed and verified for compliance with this Ordinance when the plat and construction plans are developed and submitted to the Town. The regulations of the PUD District are those contained in the Lake Hamilton Code of Ordinances, Land Development Code and the conditions stated in this Ordinance that shall govern further public review and development of the property within this District with the following specific conditions. All development shall be consistent with the conceptual plan as further described in Exhibit “B” attached hereto and made a part of this ordinance; however, deviation from the conceptual site plan, including changes which may impact specific interior lot configuration, to address safety, design, technical, wetland, or permitting issues identified during formal site plan review may be permitted. The shown layout of residential lots and infrastructure is for illustrative purposes.
- C. Enter a developer agreement to financially aid the Town of Lake Hamilton constructing a Wastewater Treatment Facility (WWTF) to produce capacity to meet the projected demand of the proposed PUD.
- D. Enter a developer agreement to financially aid the Town of Lake Hamilton in increasing Water Service capacity to meet the projected demand of the proposed

PUD.

- E. **Traffic Study:** Prior to site plan approval, a traffic study shall be submitted for review. At a minimum, the traffic study shall evaluate the proposed development's impact on adjacent roads, as well as any intersection located within five (5) miles where projected trips from the subdivision exceed 5 percent.
- F. **Amenities:** The design of parks, trails, open space, the Community and Neighborhood Gateways and Monuments, Walls and Fences, and Landscaping is conceptual. The location of all of the park and open space elements is shown on the Planned Unit Development Map attached hereto as Exhibit B. As a condition of Final Subdivision Plat approval and phasing of the overall development, final design of the amenities within the various phases shall be submitted to the Town for approval. It is understood that the Town's interest shall be limited to determining the compliance of the development and the phase with the Lake Hamilton Comprehensive Plan and the Land Development Regulation and the spirit of follow through by the developer with the construction of buildings, parks, pools, special outdoor areas and walkways that the images portrayed in the visual presentation shown by the development to the Planning Commission and Town Council. The development, ownership and maintenance of the common amenities will be the responsibility of the Homeowner's Association.
- G. **Schools:** Compliance with the regulations of the Polk County School Board regarding school concurrency shall be completed and submitted when the subdivision plat is certified to the Town for review and approval.
- H. **Master stormwater:** The plan for the site is required at the time the subdivision plat is certified to the Town for review and approval. The Community Development District and/or Homeowner's Association will be responsible for permits, ownership, maintenance, and repair of the installed system.
- I. **Street Lighting:** The Town shall be included in any decision by the developer regarding street and community lighting design and service. The Community Development District and/or Homeowner's Association will be responsible for all costs associated with street and community lighting including maintenance and repair of the installed system.

#### **SECTION 4. SEVERABILITY.**

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

#### **SECTION 5. SCRIVENER'S ERRORS.**

The Town Council intends that this Ordinance be made part of the Town of Lake Hamilton Comprehensive Plan, and that sections of this Ordinance can be renumbered or re-lettered and the word "Ordinance" may be changed to "Section", "Article", or some other appropriate word or phrase. The Ordinance may be renumbered or re-lettered and typographical errors and clarification of ambiguous wording that do not affect the intent

may be corrected with the authorization of the Town Administrator without the need for a public hearing.

**SECTION 6. CONFLICTS.**

All ordinances or part of ordinances in conflict herewith are hereby repealed to the extent necessary to give this ordinance full force and effect

**SECTION 7. EFFECTIVE DATE.**

This ordinance shall become effective immediately upon adoption after second reading.

**INTRODUCED AND PASSED** on first reading this 1<sup>st</sup> day of November 2022.

**PASSED AND ADOPTED** on second reading this     day of     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:

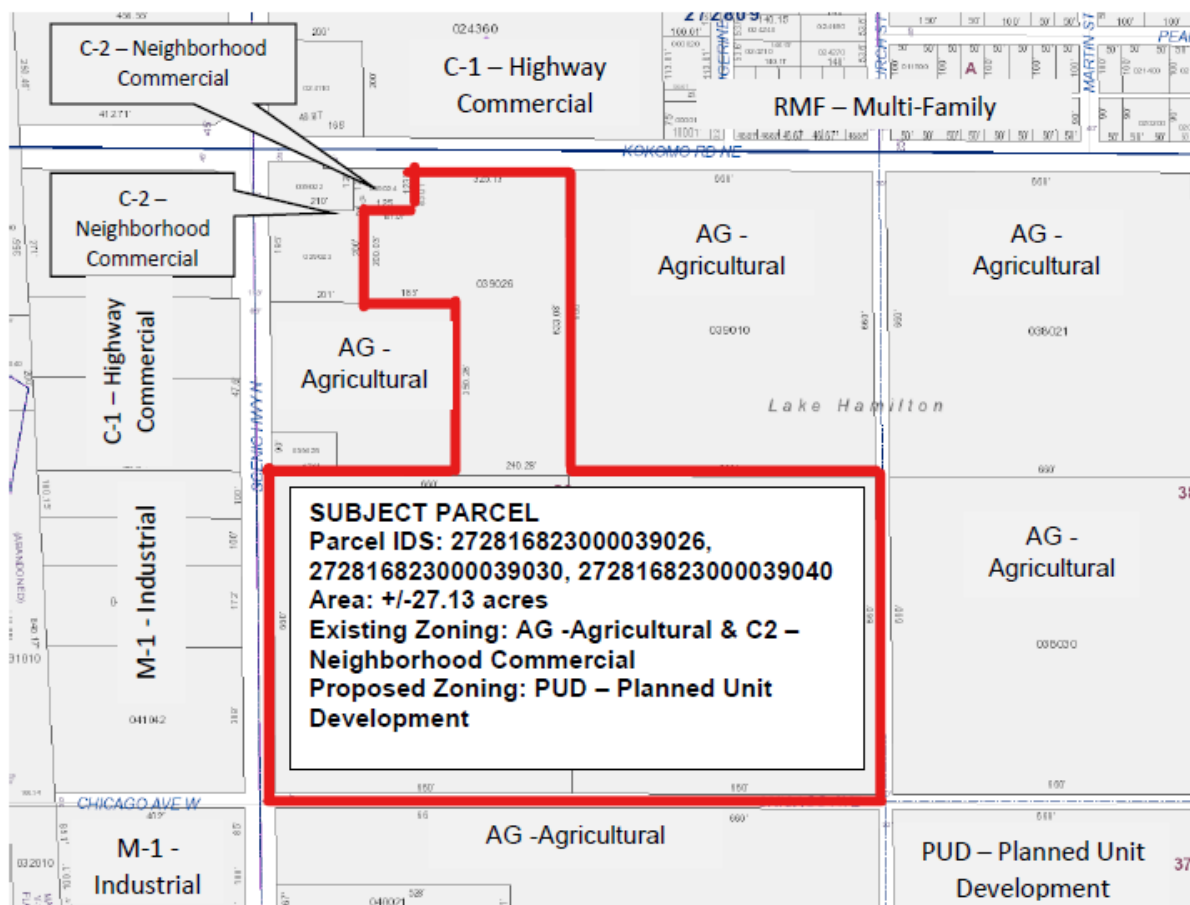
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HEATHER R. MAXWELL, ESQ., TOWN ATTORNEY

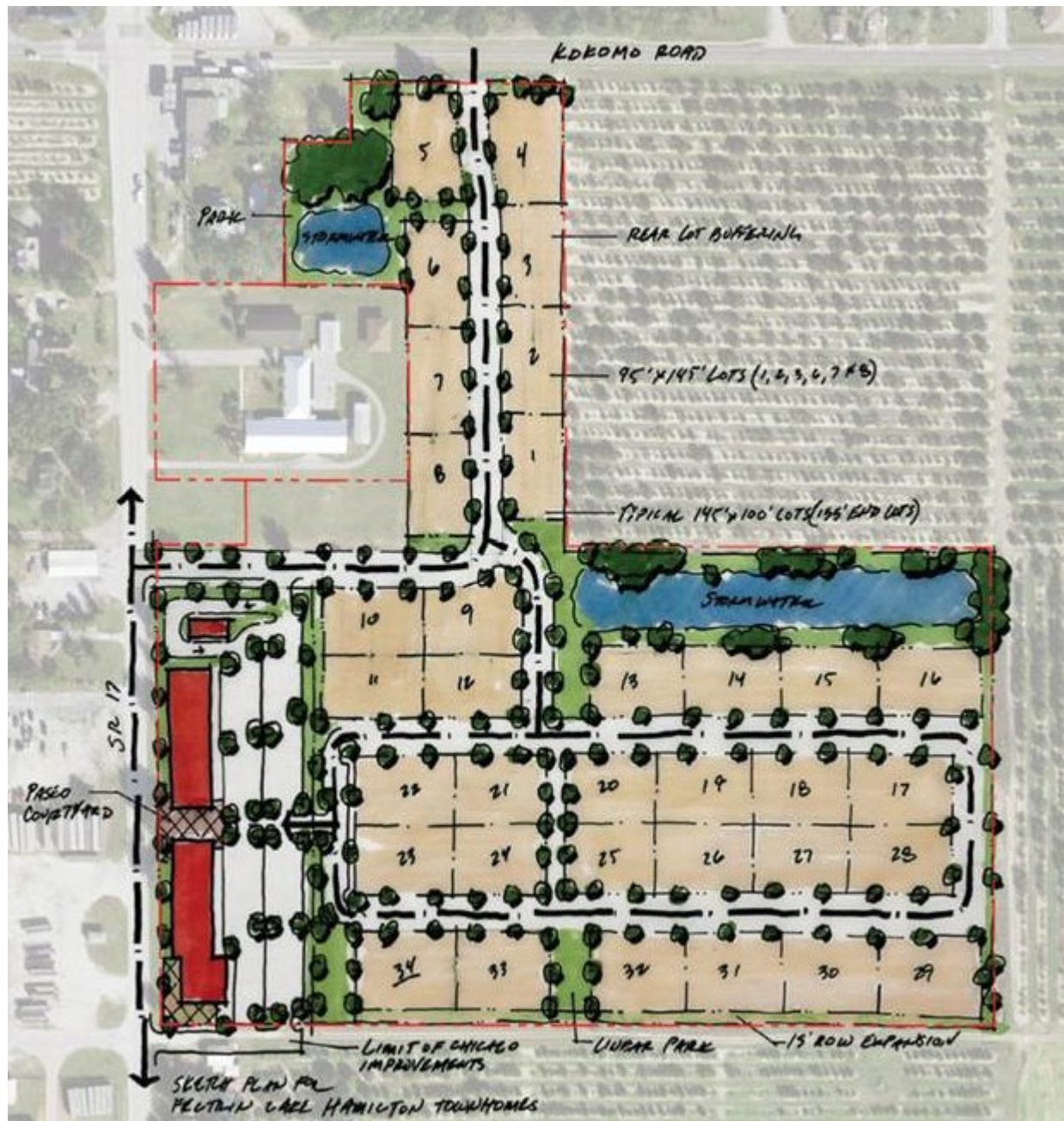
Record of Vote	Yes	No
Roberson		
Tomlinson		
O'Neill		
Wagner		
Kehoe		

## Exhibit “A”

### Feltrim Lakes Zoning Map



### Exhibit "B"



**ORDINANCE O-22-26**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, POLK COUNTY, FLORIDA, AN ORDINANCE REZONING 9.89 ACRES OF LAND LOCATED AT THE NORTHWEST CORNER OF DETOUR ROAD AND CHICAGO AVENUE FROM AG AGRICULTURE DISTRICT TO PUD PLANNED UNIT DEVELOPMENT ZONING DISTRICT TO BE INCLUDED IN AN EXISTING PUD KNOWN AS HAMILTON BLUFF; AMENDING THE HAMILTON BLUFF PUD TO INCLUDE THE 9.89 ACRE PARCEL THAT LIES IN SECTION 16, TOWNSHIP 28 SOUTH, RANGE 27 EAST, POLK COUNTY, FLORIDA; PROVIDING FOR SEVERABILITY; PROVIDING FOR CORRECTION OF SCRIVENER'S ERRORS; REPEALING ALL ORDINANCES IN CONFLICT HERewith; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, there has been a request for approval of a rezoning of the property described below; and

**WHEREAS**, the change will further the general health, safety, and welfare and be a benefit to the Town as a whole; and

**WHEREAS**, the zoning change requested by the applicant is consistent with the Future Land Use Element of the Lake Hamilton Comprehensive Plan.

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

**SECTION 1.**

The parcel is located along and adjacent to the west right-of-way of Scenic Highway (S.R.17) as shown on Map "A", which is attached hereto, and consists of a total of approximately 9.89 acres, and is described as follows:

**SECTION 2.**

A parcel of land lying in the Northeast 1/4 of Section 17, Township 28 South, Range 27 East, Polk County, Florida, further described as follows:

Lot 4 Block 38 Lake Hamilton, according to the plat thereof as recorded in Plat Book 3A, Page 34 of the Public Records of Polk County, Florida.

The parcel, as platted and described above, constitutes less than five percent (5%) of the municipally zoned area of the Town.

**SECTION 3.**

Said property is hereby rezoned from AG Agriculture to PUD Planned Unit Development and the regulations of that District contained in the Land Development Code shall govern



further public review and development of the property within this District with the following specific conditions:

**SECTION 4. SEVERABILITY.**

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

**SECTION 3. CORRECTION OF SCRIVENER'S ERRORS.**

The Ordinance may be renumbered or re-lettered and typographical errors and clarification of ambiguous wording that do not affect the intent may be corrected with the authorization of the Town Administrator without the need for a public hearing.

**SECTION 4. CONFLICTS.**

All ordinances in conflict herewith are hereby repealed to the extent necessary to give this ordinance full force and effect

**SECTION 5. EFFECTIVE DATE.**

This ordinance shall become effective immediately after passage.

**INTRODUCED AND PASSED** on first reading this 1<sup>st</sup> day of November 2022.

**PASSED AND ADOPTED** on second reading this    day of    2022.

TOWN OF LAKE HAMILTON, FLORIDA

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MICHAEL KEHOE, MAYOR

ATTEST:

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BRITTNEY SANDOVALSOTO, TOWN CLERK

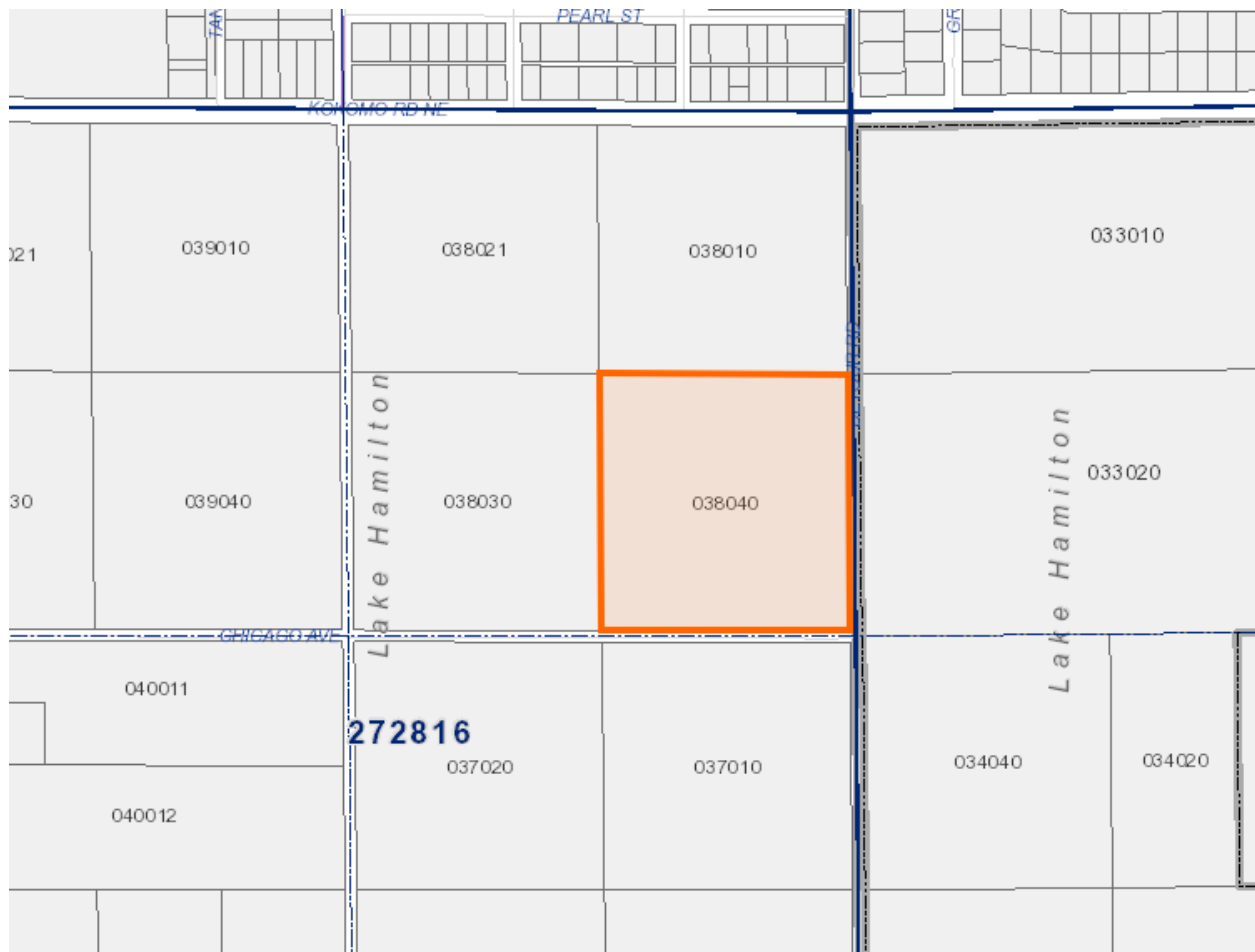
Approved as to form:

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HEATHER R. MAXWELL, ESQ., TOWN ATTORNEY

Record of Vote	Yes	No
O'Neill		
Roberson		
Tomlinson		
Wagner		
Kehoe		

MAP A



**RESOLUTION R-2022-18**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA, POLK COUNTY, FLORIDA, AUTHORIZATING THE FINANCE DEPARTMENT TO WRITE OFF UNPAID BALANCES FROM INACTIVE UTILITY ACCOUNTS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Lake Hamilton charges customers monthly charges for utility services including but not limited to; water, sewer, stormwater, sanitation, utility tax, connection fees and other miscellaneous fees; and

**WHEREAS**, the Town of Lake Hamilton has on its books numerous delinquent accounts that are inactive for past due payments for utility bills; and

**WHEREAS**, the Town recognizes that the ability to effectively collect on outstanding utility bills has become a cumbersome activity, and the likelihood collecting is extremely minimal; and

**WHEREAS**, many of the delinquent accounts for outstanding utility bills are still maintained as available revenue on the accounts receivable ledgers or the Town; and

**WHEREAS**, it is the desire of Town staff to clean up the financial records and books of the Town of Lake Hamilton and avoid the carry-over of accounts receivables as available revenue, which stand a minimal possibility of collection; and,

**WHEREAS**, the Town Council has determined that writing off delinquent accounts receivables from inactive accounts would clear up the books and financial records of the Town; and,

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

**SECTION 1.**

The Town Council hereby authorizes Town Staff to take appropriate action to write off the accounts listed on Exhibit "A" which is attached hereto and incorporated herein.

**SECTION 2.**

The Town Council hereby authorize the Town Staff to take whatever action is deemed appropriate to remove as available revenue from the financial books and records of the Town of Lake Hamilton for the accounts listed on Exhibit "A" which is attached hereto and incorporated herein.

**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 1<sup>st</sup> day of November 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:

---

HEATHER R MAXWELL, ESQ., TOWN ATTORNEY

Record of Vote	Yes	No
Roberson		
Tomlinson		
O'Neill		
Wagner		
Kehoe		

**Customer Write-Offs**

Accounts ended before 09/30/2022 Billing Group: Utility Billing

**Exhibit A**

029

Status	Account #	Service Address	End Date	Water	Sewer	Sanitatio	Stormwa	Other	Unapplie	CONVE	Total
I	3171-0	609 TANGERINE DR	09/27/2022	273.62	0.00	0.00	0.00	0.00	d Cash	RSION	273.62
I	2876-0	182 8TH STREET	09/21/2022	34.43	0.00	0.00	0.00	0.00		BALAN	34.43
I	2390-0	453 OMAHA ST.	09/16/2022	56.34	0.00	59.59	7.45	0.00		CE	123.38
I	3342-0	129 GORDON DR	09/15/2022	84.59	0.00	58.48	7.31	0.00			150.38
I	2411-0	101 KAIGEN COURT	08/31/2022	8.33	0.00	8.61	4.00	0.00			20.94
I	3305-0	2 ROELS ST	08/22/2022	419.70	0.00	0.00	0.00	0.00			419.70
I	3041-0	37 TANGELO DR. LH	07/29/2022	52.18	0.00	0.00	0.00	0.00			52.18
I	3359-2	113 POINSETTIA	07/01/2022	124.25	0.00	86.33	10.79	0.00			221.37
I	2937-0	6 ROELS ST	06/23/2022	137.23	0.00	0.00	0.00	0.00			137.23
I	2761-0	930 ROBERTS RD #47	06/09/2022	26.40	0.00	0.00	6.45	0.00			32.85
I	2892-0	1022 ROSE ST APT G	06/01/2022	56.25	0.00	31.60	5.55	0.00			93.40
I	3194-0	618 KOKOMO RD	06/01/2022	191.03	0.00	0.00	0.00	0.00			191.03
I	3351-1	423 W MAIN ST APT C	05/04/2022	81.92	0.00	76.59	11.26	0.00			169.77
I	397-0	1058 DETOUR RD.	04/26/2022	16.40	0.00	0.00	0.00	0.00			16.40
I	436-0	9 TANGERINE DRIVE	04/01/2022	306.32	0.00	0.00	0.00	0.00			306.32
I	3099-0	11 TANGERINE DR	04/01/2022	606.96	0.00	0.00	0.00	0.00			606.96
I	2678-0	98 E. GORDON	03/23/2022	60.78	0.00	16.91	4.40	0.00			82.09
I	3201-0	139 ORANGE DR.	03/17/2022	375.85	0.00	243.70	30.46	0.00			650.01
I	3361-0	501 OMAHA ST	03/01/2022	250.08	0.00	448.00	56.00	0.00			754.08
I	594-0	321 GUNTER ST	02/07/2022	179.84	0.00	145.32	18.75	0.00			343.91
I	189-0	420 CHICAGO AVE.	01/22/2022	71.58	0.00	48.92	8.84	0.00			129.34
I	2854-0	401 HATCHINEHA RD	12/27/2021	152.83	0.00	71.07	8.88	0.00			232.78
I	3197-0	930 ROBERTS RD # 48/53 LH	12/07/2021	55.49	0.00	0.00	0.00	0.00			55.49
I	2874-0	924 ROBERTS ROAD #92	12/06/2021	202.68	0.00	0.00	66.74	0.00			269.42
I	3223-0	417 PEARL STREET	12/06/2021	287.28	0.00	330.44	41.31	0.00			782.92
I	2950-0	924 ROBERTS RD #62	12/06/2021	193.47	0.00	0.00	56.74	0.00			250.21
I	2277-0	333 S.R. 17	12/06/2021	129.48	0.00	151.13	19.61	0.00			300.22



# Customer Write-Offs

Accounts ended before 09/30/2022 Billing Group: Utility Billing

030

Status	Account #	Service Address	End Date	Water	Sewer	Sanitatio	Stormwa	Other	Unapplie	CONVE	Total
I	3304-0	1142 ROSE ST	12/06/2021	247.94	0.00	315.99	39.50	0.00	d Cash	RSION	677.71
I	3359-0	113 POINSETTIA	10/07/2021	874.58	0.00	120.71	15.09	0.00		BALAN	1,010.38
I	3243-0	1113 MARTIN ST. APT. 3	10/01/2021	56.20	0.00	32.00	4.00	0.00		CE	92.20
I	361-0	122 GROVE DRIVE	09/29/2021	66.92	0.00	32.00	4.00	0.00			102.92
I	3287-0	134 POINSETTIA DR	09/23/2021	66.54	0.00	0.00	0.09	0.00			66.63
I	2495-0	111 HAMILTON BLVD.	09/15/2021	111.45	0.00	0.00	0.00	0.00			111.45
I	2765-0	152 GROVE DR	08/31/2021	41.38	0.00	32.00	4.00	0.00			77.38
I	3078-0	47 BENNETT ST.	08/26/2021	220.53	0.00	0.00	0.00	0.00			220.53
I	1544-0	209 HAMILTON BLVD	08/02/2021	243.50	0.00	115.82	14.48	0.00			373.80
I	620-0	212 BRYANT	07/22/2021	53.40	0.00	30.55	8.28	0.00			92.23
I	365-0	151 GROVE DRIVE	06/30/2021	41.92	0.00	36.93	5.24	0.00			84.09
I	330-0	39 BENNET STREET	06/29/2021	139.20	0.00	0.00	0.00	0.00			1,223.68
I	3301-1	103 GORDON DR	05/28/2021	51.45	0.00	2.21	0.28	0.00			53.94
I	367-0	139 GROVE DRIVE	05/25/2021	0.00	0.00	0.00	0.00	0.00			36.47
I	3147-0	423 MAIN ST APT B	05/24/2021	0.00	0.00	0.00	0.00	0.00			47.67
I	3135-0	113 CHELSEA DR	05/24/2021	0.00	0.00	0.00	0.00	0.00			116.97
I	3221-0	LUIS COSSIO	05/24/2021	0.00	0.00	0.00	0.00	0.00			142.84
I	2910-0	0 UNKNOWN	05/24/2021	0.00	0.00	0.00	0.00	0.00			311.53
I	3274-0	VICTORIA DEJESU	05/24/2021	0.00	0.00	0.00	0.00	0.00			113.49
I	3009-0	0 UNKNOWN	05/24/2021	0.00	0.00	0.00	0.00	0.00			72.55
I	3301-0	103 GORDON DR	05/18/2021	58.34	0.00	29.86	3.73	0.00			158.44
I	3331-0	518 CUNNINGHAM ST	04/19/2021	23.51	0.00	0.00	0.00	0.00			23.51
I	3163-0	1112 MARTIN ST APT B	03/31/2021	0.00	0.00	0.00	0.00	0.00			227.10
I	3101-0	29890 HWY 27	11/30/2020	0.00	0.00	0.00	0.00	0.00			1,596.16
I	3049-0	315 PEARL ST. APT B	10/30/2020	0.00	0.00	0.00	0.00	0.00			268.12



# Customer Write-Offs

Accounts ended before 09/30/2022 Billing Group: Utility Billing

# 031

Status	Account #	Service Address	End Date	Water	Sewer	Sanitatio	Stormwa	Other	Unapplie	CONVE	Total
I	3150-0	2 ROELS ST	10/14/2020	0.00	0.00	0.00	0.00	0.00	d Cash	RSION	332.03
I	3031-0	912 ROBERTS RD #16	10/06/2020	0.00	0.00	0.00	0.00	0.00		BALAN	366.41
I	526-0	521 GUNTER	09/02/2020	0.00	0.00	0.00	0.00	0.00		CE	835.83
I	3086-0	315 PEARL ST APT A	09/02/2020	0.00	0.00	0.00	0.00	0.00			689.99
I	510-0	1133 ROSE STREET	08/21/2020	0.00	0.00	0.00	0.00	0.00			1,334.75
I	2949-0	900 ROBERTS RD #39	07/31/2020	0.00	0.00	0.00	0.00	0.00			441.03
I	3114-0	329 SCENIC HWY N	07/17/2020	0.00	0.00	0.00	0.00	0.00			377.86
I	2868-0	515 STATE ROAD 17 L.H.	07/16/2020	0.00	0.00	0.00	0.00	0.00			239.52
I	310-0	210 PALM DRIVE	06/30/2020	0.00	0.00	0.00	0.00	0.00			308.03
I	3061-0	526 MAIN ST.	03/20/2020	0.00	0.00	0.00	0.00	0.00			632.87
I	2907-0	808 BOOKER ST	03/18/2020	0.00	0.00	0.00	0.00	0.00			384.36
I	168-0	515 SAMPLE AVE	03/18/2020	0.00	0.00	0.00	0.00	0.00			208.85
I	2917-0	910 ROSE STREET APT B	03/18/2020	0.00	0.00	0.00	0.00	0.00			436.85
I	2212-0	1101 ROSE STREET	12/31/2019	0.00	0.00	0.00	0.00	0.00			971.13
I	2252-0	1133 CHURCH STREET APT C LH	12/30/2019	0.00	0.00	0.00	0.00	0.00			965.26
I	3015-0	417 PEARL STREET APT 1	12/30/2019	0.00	0.00	0.00	0.00	0.00			1,164.83
I	2652-0	930 ROBERTS ROAD #44	11/20/2019	0.00	0.00	0.00	0.00	0.00			601.09
I	2933-0	2 ROELS ST	09/27/2019	0.00	0.00	0.00	0.00	0.00			321.79
I	3011-0	233 SCENIC HWY	09/27/2019	0.00	0.00	0.00	0.00	0.00			249.68
I	2971-0	315 PEARL ST APT B	10/31/2018	0.00	0.00	0.00	0.00	0.00			254.72
I	1497-0	418 SMITH AVE	10/23/2018	0.00	0.00	0.00	0.00	0.00			217.72
I	2814-0	423 W MAIN STREET	09/28/2018	0.00	0.00	0.00	0.00	0.00			326.16
I	2029-0	782 PHILLIPS WAY	09/26/2018	0.00	0.00	0.00	0.00	0.00			421.53
I	2668-0	900 ROBERTS ROAD #37	09/26/2018	0.00	0.00	0.00	0.00	0.00			285.21
I	2894-0	1142 MARTIN STREET	07/16/2018	0.00	0.00	0.00	0.00	0.00			516.61
I	1356-0	798 PHILLIPS WAY	07/09/2018	0.00	0.00	0.00	0.00	0.00			364.40
I	2921-0	4075 CRUMP ROAD	07/09/2018	0.00	0.00	0.00	0.00	0.00			244.71





## Customer Write-Offs

Accounts ended before 09/30/2022 Billing Group: Utility Billing

# 032

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Status	Account #	Customer Name	Service Address	End Date	Water	Sewer	Sanitatio	Stormwa	Other	Unapplie	CONVE	Total
I	2879-0		229 S.R. 17 FRONT HOUSE	06/21/2018	0.00	0.00	0.00	0.00	0.00	d Cash	RSION BALAN CE	281.71

***Total : 27777.15***

## **RESOLUTION R-2022-19**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA, POLK COUNTY, FLORIDA, PROVIDING AN ADJUSTMENT TO THE REFUSE SERVICE CHARGE EFFECTIVE DECEMBER 1, 2022; REPEALING ALL PROVISIONS IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Lake Hamilton provides Garbage (Solid Waste, Refuse) service to certain residential areas within the town limits; and

**WHEREAS**, the Town of Lake Hamilton approved an amendment to the contract for residential curbside automated solid waste service and basic recycling service effective on October 1, 2022, which increased the service cost to the town every year by 5%; and

**WHEREAS**, the Town provides for the collection of service charges and fees which may be provided from time to time by Resolution per section 24-25 of the Ordinances of the Town of Lake Hamilton; and

**WHEREAS**, the Town must increase the current service charge to maintain a positive revenue flow; and

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

### **SECTION 1.**

The Town Council hereby authorizes a rate increase of 5% for the Garbage collection service rate effective December 1, 2022, for all residential customers who are provided service for refuse collection.

### **SECTION 2.**

The Town Council hereby authorizes an automatic rate increase for the Garbage collection service by 5% every year on October 1<sup>st</sup> for the next three fiscal years.

### **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 1<sup>st</sup> day of November 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

Record of Vote	Yes	No
Roberson		
Tomlinson		
O'Neill		
Wagner		
Kehoe		



### Quote for Lake Hamilton PD

Quote Valid for 10 days from 10/18/2022

#### Overview and total cost for recommended hardware.

Qty	Description	Each	Total
1	<u>Dell Poweredge Server</u>	<u>\$4,889.70</u>	<u>\$4,889.70</u>
		<b>Parts total</b>	<b>\$4,889.70</b>

#### Available Add-ons:

No Additional add-ons

N/A

\*Labor is not included in equipment price. Labor is listed on page 2

### Network Administration:

The rate of labor for network administration such as migration of data, set up of emails, Etc... is \$110.00 per hour. After the initial conversion and set up, a monthly contractual rate may be put in place, or remain on a per call basis. Although all clients receive exceptional service, contractual clients have the added benefit of premium response times.

### Software:

**All applicable practice software (Company must have a paid support plan with software Vendor)**

### Labor:

Workstations will need patches and updates installed (Bench Time) prior to on-site installation.

On-site installation includes: Delivery, setup, moving data, installation of applicable software. Tops will endeavor to install all software. If support or upgrades are needed client assumes all cost.

Setup and installation Labor:

Total bench hours: 5

Total onsite hours: 4 (Estimate only)

Total Labor hours – 9 (Estimate only)

Labor Cost Estimate: \$990.00

<u>Dell Server Specifications:</u> PowerEdge T440 Xeon Processor RAID 5 with 4 TB of usable space. Expandable for future use. 32 GB Memory DVD R/W drive Mouse and keyboard Server 2019 Standard 5 Year Dell Pro Support	
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***TOTAL ESTIMATED INVESTMENT COST: \$ 5,879.70***

October 14, 2022

LAKHA22010P

Mr. Doug Leonard, Community Development Director  
Town of Lake Hamilton  
Post Office Box 126  
Lake Hamilton, Florida 33851

**RE: REVISED SUPPLEMENTAL AGREEMENT NO. 22-010 TO MASTER AGREEMENT FOR CONSULTING ENGINEERING SERVICES - ENGINEERING REVIEW SERVICES FOR THE BLUFFS SUBDIVISION PHASES 1 AND 2**

Dear Mr. Leonard:

In accordance with your request, Pennoni Associates, Inc. (Pennoni) will perform engineering review services for the proposed Hamilton Bluffs Phase 1 and 2 Subdivision ("Development") as described below. Scope of work is based on Developer Design plans dated August 1, 2022, which include 92 design page sheets and draft traffic impact study methodology statement (final approval not yet approved by Town) dated October 4, 2022. Please note that a potable water hydraulic report, stormwater design report, pump station design report, or reuse hydraulic report to support the design plans have not yet been submitted as potentially required by the Town. Note: Town shall define what assumptions to be made with regard to Detour Road R/W associated with accommodating Polk Regional Water Cooperative water line needs to prevent the need for multiple reviews.

#### **SCOPE OF SERVICES**

- 1) Meet with Lake Hamilton (Town) staff and the applicant to discuss the proposed development and the associated infrastructure needs;
- 2) Conduct site visit to review the site layout, topography, and proposed improvements;
- 3) Evaluate and advise on proposed water and wastewater utility, drainage, survey, and transportation infrastructure needs;
- 4) Review construction plans and associated design reports (drainage, potable water, and wastewater) for general conformance with the Town's Utility Code, Master Plans(s), and Land Development Code (two reviews maximum assumed);
- 5) Provide Professional Engineering review of written traffic study methodology, models, traffic impact study report, and corrective action recommendations for off-site capacity improvements (turn lanes, traffic signals, etc.) for general conformance with Town requirements (optional);
- 6) Prepare and submit a letter report(s) of our findings to the Town for consideration to pass along to the Developer for implementation (at Town discretion) (two formal reviews); and
- 7) Attend two meeting(s) with Town staff or Developer to discuss/review the proposed development.

## **FEE**

Pennoni will complete the professional services described above for a Not-To-Exceed (NTE) fee described below.

Engineering Reviews . . . . . \$30,000

Traffic Impact Study (optional). . . . . \$12,000

NOTE: Due to the unpredictable nature of the services herein, including but not limited to, the number of pages and completeness of design plan submittals, the number of developer submittals, the extent of design non-compliance with Town LDRs and standards, number of meetings requested, schedule, etc., it is not possible to predict whether additional services beyond what is described herein will be requested by the Town and/or required to achieve final completion status. If additional services are requested and/or required, Pennoni will process an addendum for approval to perform said additional services.

## **BILLING AND PAYMENT**

An invoice for professional services completed will be presented for payment on a monthly basis. Invoices are due upon receipt. The Client acknowledges that the method of billing and payment has been discussed in detail, that the terms agreed upon can only be changed by a written addendum agreed to by both parties, and that work may be stopped until payment is made in accordance with the agreement.

## **EXCLUDED SERVICES**

- 1) Master planning (water, wastewater, transportation, drainage, etc);
- 2) Updating, researching, or recommending changes to the Town's Land Development Regulations, Engineering Manual, Standard CAD Details, technical specifications, or other related standards;
- 3) Assistance calculating proportional fair share or other contributions for off-site infrastructure and negotiating and/or preparing development agreements;
- 4) Coordinate technical review(s) and meet with outside entities (FDOT, Polk County, etc.) to help ensure consistent technical feedback, permits, financial contributions, etc. are implemented in a consistent manner to help meet Town objectives;
- 5) Professional Survey, plat, landscaping plan, or irrigation plan review(s);
- 6) Construction observation, engineering, and as-built review services; and
- 7) Services not explicitly described herein.

## **TERMS AND CONDITIONS**

This is Supplemental Agreement 22-010 between the Town and Pennoni for engineering services. Except as provided for herein, the provisions of the Master Agreement between the Town and Engineer dated

February 9, 2007 and our Town-approved 2022 rate schedule shall apply to this Supplemental Agreement. References to the Pennoni/Consultant/ Engineer regarding Limitation of Liability also pertain to the Project's Engineer of Record.

Please call us if you have any comments or questions. We sincerely appreciate the opportunity to serve the Town of Lake Hamilton on this important Project.

Sincerely,

**PENNONI ASSOCIATES INC.**



Roger Homann, PE  
Division Manager – Water and Wastewater



Steven Elias, PE  
Associate VP and Municipal Division Manager

**Accepted By:**

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Authorized Representative of the Client

---

Print Name & Title

---

Date



October 14, 2022

LAKHA22014P

Mr. Doug Leonard, Community Development Director  
Town of Lake Hamilton  
Post Office Box 126  
Lake Hamilton, Florida 33851

**RE: REVISED SUPPLEMENTAL AGREEMENT NO. 22-014 TO MASTER AGREEMENT FOR CONSULTING ENGINEERING SERVICES - ENGINEERING REVIEW SERVICES FOR THE WEIBERG WEST SUBDIVISION PHASES 2 AND 5**

Dear Mr. Leonard:

In accordance with your request, Pennoni Associates, Inc. (Pennoni) will perform engineering review services for the proposed Weiberg West Phases 2 and 5 Subdivision ("Development") as described below. Scope of work is based on Developer Design plans dated August 1, 2022, which include 62 design page sheets (no potable water hydraulic report, stormwater design report, pump station design report, reuse hydraulic report, or transportation impact study methodology or report has yet been submitted to date as potentially required by the Town).

#### **SCOPE OF SERVICES**

- 1) Meet with Lake Hamilton (Town) staff and the applicant to discuss the proposed development and the associated infrastructure needs;
- 2) Conduct site visit to review the site layout, topography, and proposed improvements;
- 3) Evaluate and advise on proposed water and wastewater utility, drainage, survey, and transportation infrastructure needs;
- 4) Review construction plans and associated design reports (drainage, potable water, and wastewater) for general conformance with the Town's Utility Code, Master Plans(s), and Land Development Code (two reviews maximum assumed);
- 5) Provide Professional Engineering review of traffic study methodology, traffic model, traffic impact study report, and corrective action recommendations for offsite capacity improvements (turn lanes, traffic signals, etc) for general conformance with Town requirements (optional);
- 6) Prepare and submit a letter report(s) of our findings to the Town for consideration to pass along to the Developer for implementation (at Town discretion) (two formal reviews); and
- 7) Attend two meeting(s) with Town staff or Developer to discuss/review the proposed development.

## **FEE**

Pennoni will complete the professional services described above for a Not-To-Exceed (NTE) fee described below.

Engineering Reviews . . . . . \$25,000

Traffic Impact Study (optional). . . . . \$10,000

NOTE: Due to the unpredictable nature of the services herein, including but not limited to, the number of pages and completeness of design plan submittals, the number of developer submittals, the extent of design non-compliance with Town LDRs and standards, number of meetings requested, schedule, etc., it is not possible to predict whether additional services beyond what is described herein will be requested by the Town and/or required to achieve final completion status. If additional services are requested and/or required, Pennoni will process an addendum for approval to perform said additional services.

## **BILLING AND PAYMENT**

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## **EXCLUDED SERVICES**

- 1) Master planning (water, wastewater, transportation, drainage, etc);
- 2) Updating, researching, or recommending changes to the Town's Land Development Regulations, Engineering Manual, Standard CAD Details, technical specifications, or other related standards;
- 3) Assistance calculating proportional fair share or other contributions for off-site infrastructure and negotiating and/or preparing development agreements;
- 4) Coordinate technical review(s) and meet with outside entities (FDOT, Polk County, etc.) to help ensure consistent technical feedback, permits, financial contributions, etc. are implemented in a consistent manner to help meet Town objectives;
- 5) Professional Survey, plat, landscaping plan, or irrigation plan review;
- 6) Construction observation, engineering, and as-built review services; and
- 7) Services not explicitly described herein.

## **TERMS AND CONDITIONS**

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February 9, 2007 and our Town-approved 2022 rate schedule shall apply to this Supplemental Agreement. References to the Pennoni/Consultant/ Engineer regarding Limitation of Liability also pertain to the Project's Engineer of Record.

Please call us if you have any comments or questions. We sincerely appreciate the opportunity to serve the Town of Lake Hamilton on this important Project.

Sincerely,

**PENNONI ASSOCIATES INC.**



Roger Homann, PE  
Division Manager – Water and Wastewater



Steven Elias, PE  
Associate VP and Municipal Division Manager

**Accepted By:**

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Authorized Representative of the Client

---

Print Name & Title

---

Date

IN AND FOR THE TOWN OF LAKE HAMILTON, FLORIDA

CASE NO: CE2018-0113

IN RE: 1001 TANGERINE STREET  
272809-000000-024150  
BEG 1485.37 FT W & 282.8 FT N OF SE COR RUN W 165.15 FT  
N 53.6 FT E 165.17 FT S 53.6 FT TO POB LESS W 25 FT  
FOR

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TOWN OF LAKE HAMILTON, a Florida municipal corporation

Petitioner,

v.

SHIRLEY WILCOX  
Respondent.

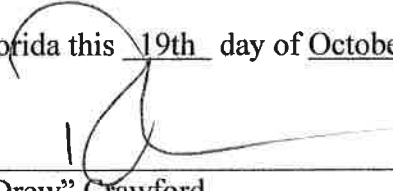
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ORDER AUTHORIZING LIEN FORECLOSURE OR SUIT FOR MONEY JUDGMENT

An ORDER IMPOSING FINE/ADMINISTRATIVE LIEN was entered in this case on July 9, 2019 and recorded July 9, 2019 in Official Records Book 10901, Page 1040, Public Records of Polk County, Florida. Pursuant to F.S. § 162.09(3), it is hereby ORDERED that the attorney for Petitioner TOWN OF LAKE HAMILTON, a Florida municipal corporation, is authorized to foreclose on such lien, or sue to recover a money judgment for the amount of such lien plus accrued interest.

DONE and ORDERED at Lake Hamilton, Florida this 19th day of October, 2022.

ATTEST:

  
\_\_\_\_\_  
W.A. "Drew" Crawford  
Special Magistrate, Town of Lake Hamilton

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

Copies to: Respondent; Counsel for Respondent; Code Enforcement; Town Attorney

NOTICE: YOU ARE NOTIFIED THAT IF THIS ORDER IMPOSES A FINE, ABATEMENT COSTS, OR PROSECUTION COSTS AGAINST YOU THAT pursuant to § 162.09(3), Florida Statutes, once final, this ORDER may be recorded in the public records and thereafter may constitute a lien against the captioned real property and upon any other real or personal property owned by YOU. This ORDER is final upon rendition thereof. This ORDER may be appealed to Circuit Court within thirty (30) days of the date of its rendition pursuant to § 162.11, Florida Statutes, by filing a timely Notice of Appeal with the Secretary to the Special Magistrate and complying with any and all applicable court rules of procedure. All notices of appeal must be in writing and stamped received at Town Hall no later than 5:00 P.M. on or before the date the period expires to be considered timely.

IN AND FOR THE TOWN OF LAKE HAMILTON, FLORIDA

CASE NO: CE2020-0034

IN RE: 1001 TANGERINE STREET  
272809-000000-024150  
BEG 1485.37 FT W & 282.8 FT N OF SE COR RUN W 165.15 FT  
N 53.6 FT E 165.17 FT S 53.6 FT TO POB LESS W 25 FT  
FOR

---

TOWN OF LAKE HAMILTON, a Florida municipal corporation

Petitioner,

v.

SHIRLEY WILCOX  
Respondent.

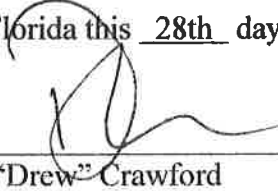
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ORDER AUTHORIZING LIEN FORECLOSURE OR SUIT FOR MONEY JUDGMENT

An ORDER IMPOSING FINE/ADMINISTRATIVE LIEN was entered in this case on October 13, 2020 and recorded October 20, 2020 in Official Records Book 11420, Page 1015, Public Records of Polk County, Florida. Pursuant to F.S. § 162.09(3), it is hereby ORDERED that the attorney for Petitioner TOWN OF LAKE HAMILTON, a Florida municipal corporation, is authorized to foreclose on such lien, or sue to recover a money judgment for the amount of such lien plus accrued interest.

DONE and ORDERED at Lake Hamilton, Florida this 28th day of September, 2022.

ATTEST:

  
\_\_\_\_\_  
W.A. "Drew" Crawford  
Special Magistrate, Town of Lake Hamilton

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

Copies to: Respondent; Counsel for Respondent; Code Enforcement; Town Attorney

NOTICE: YOU ARE NOTIFIED THAT IF THIS ORDER IMPOSES A FINE, ABATEMENT COSTS, OR PROSECUTION COSTS AGAINST YOU THAT pursuant to § 162.09(3), Florida Statutes, once final, this ORDER may be recorded in the public records and thereafter may constitute a lien against the captioned real property and upon any other real or personal property owned by YOU. This ORDER is final upon rendition thereof. This ORDER may be appealed to Circuit Court within thirty (30) days of the date of its rendition pursuant to § 162.11, Florida Statutes, by filing a timely Notice of Appeal with the Secretary to the Special Magistrate and complying with any and all applicable court rules of procedure. All notices of appeal must be in writing and stamped received at Town Hall no later than 5:00 P.M. on or before the date the period expires to be considered timely.



## Memorandum

To: Town Council

From: Town Clerk, Brittney Sandoval, CMC

Date: October 27, 2022

Subject: Monthly Update.

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Staff continues to work through the finances and clean up the accounts to prepare for the new budget year and the audit. CPA Mike has been working with us to get the books how they should be.

Certipay has begun processing payroll and we work through changing over completely with clocking in, within the next couple of weeks.

We had our initial call with ADG regarding the new accounting software and we are setting up training within the next week.

The TRIM process is complete, and all documents were sent to the State.

Job openings were posted to INDEED and are now live on the site. We have received over 80 applications total.

Due to limited staff and reduced productivity from covering shifts, Town Hall will now be closed for Lunch from 12:00 PM to 1:00 PM.

New water rates are now in effect.

I have included updated job descriptions for approval. We currently do not have another staff member with knowledge of the clerks' duties. I have added those duties to the Administrative Specialist position so that in the case of an absence or emergency, there will be someone able to continue normal operations. I am not recommending a change in the classification scale or salary, only change is the job title and description. Once we have transitioned to training and implementing the new job duties, I may request in the future to consider those changes. The fiscal coordinator job description did not accurately describe the position or duties as there were added responsibilities that did not correctly depict the job functions or role. I removed duties and created both job descriptions in the same format, so all are more fluid and easier to use.

Other business as usual.



From the Desk of ...

*Chief Michael Teague*



10/27/2022

**TO:** Staff

**SUBJECT:** Council Report

March Items:

- 1 new Officer (Summerlin) in Phase IV Training
- 4 applicants being reviewed
- Officer Hylton has left for another agency
- Accreditation in Process
- 1 replacement vehicle has arrived.
- 1 Officer complaint being completed by Capt. Meyer.

Michael Teague

[illegible]



# LAKE HAMILTON POLICE DEPARTMENT

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

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

## OCTOBER 2022 - MONTHLY ACTIVITY REPORT

	TOTAL CALLS
ABANDONED/ IMPOUNDED	0
ABANDONED / FOUND PROPERTY	0
ABDUCTION	0
AED ASSIST	0
ALARM	12
ANIMAL COMPLAINT	0
ANIMAL COMPLAINT - DOMESTIC	0
ANIMAL COMPLAINT - LIVESTOCK	0
ANIMAL COMPLAINT - WILDLIFE	0
ASSAULT	0
ASSAULT - AGGRAVATED	0
ASSIST OTHER AGENCY	22
ATTEMPT TO CONTACT	1
BATTERY	3
BATTERY - AGGRAVATED	0
BATTERY - DOMESTIC	2
BURGLARY - BUSINESS	0
BURGLARY - CONVEYANCE	0
BURGLARY - RESIDENTIAL	0
BURGLARY - STRUCTURE	0
CHILD ABUSE	0
CRIMINAL MISCHIEF	0
CRUELTY TO ANIMALS	1
CURFEW VIOLATION	0
CUTTING	1
DANGEROUS SHOOTING	0
DEATH INVESTIGATION	0
DIRECTED TRAFFIC ASSIGNMENT	18
DISABLED VEHICLE	5
DISTURBANCE - CIVIL	3
DISTURBANCE - FAMILY	1
DISTURBANCE - JUVENILE	1
DISTURBANCE - NOISE	0
DISTURBANCE - VEHICLE NOISE	2
DISTURBANCE - WEAPON	2
DISTURBANCE	7
DROWNING	0
DRUNK DRIVER	0

DRUNK PERSON	1
ESCAPED PRISONER	0
EXCITED DELIRIUM	0
EXTORTION	0
FELONY	0
FIGHT	0
FILING FALSE REPORT	0
FIRE	0
FIRE ASSIST	0
FIRST RESPONDER REQUEST	0
FRAUD/FORGERY/COUNTERFEITING/UTTERING	0
FUNERAL ESCORT	0
GAMBLING	0
GRAND THEFT	1
HARRASSING PHONE CALLS	1
HIT & RUN FATALITY	0
HIT & RUN INJURIES	0
HIT & RUN PROPERTY DAMAGE ONLY	5
HIT & RUN SERIOUS INJURY TO RESULT IN DEATH	0
HITCHHIKER	0
HIGHWAY OBSTRUCTION	2
IDENTITY THEFT	0
INDUSTRIAL ACCIDENT	0
INFORMATION	61
INJURED PERSON	0
INVESTIGATION	6
LAW ENFORCEMENT CALL	1
LEWD ACT	0
LITTERING	0
LOST PROPERTY	2
LOST/ABANDONED TAG OR DECAL	0
MAIL THEFT	0
MEDICAL ASSIST	0
MENTALLY ILL PERSON	0
MISDEMEANOR	0
MISSING / ENDANGERED PERSON	1
MOLESTING	0
MURDER	0
NARCOTICS VIOLATION	1
NATURAL DISASTER	0
OPEN DOOR / WINDOW	0
OVERDOSE	0
PATROL BUSINESS	909
PATROL REQUEST	0
PATROL RESIDENCE	1
PERIMETER CHECK	22
PETIT THEFT	0

POSS FIREARM BY FELON	0
PROPERTY DAMAGE NON-CRIMINAL	2
PROWLER	0
RESISTING OFFICER	0
RETAIL THEFT	1
RIOT	0
ROBBERY	0
RUNAWAY	0
SERVE CIVIL PROCESS	0
SEXUAL BATTERY (FAMILY,UNK,KNOWN)	1
SHOOTING/THROWING MISSILE INTO BUILDING	0
SHOOTING/THROWING MISSILE INTO VEHICLE	1
SHOOTING/ PERSON	0
SOLICITATION VIOLATION	0
SPECIAL DETAIL	15
STOLEN TAG / DECAL	0
STOLEN VEHICLE	0
STOLEN VEHICLE RECOVERED	1
SUBJECT STOP	0
SUICIDE ATTEMPT	1
SUSPICIOUS AIRCRAFT	0
SUSPICIOUS INCIDENT	6
SUSPICIOUS PERSON	11
SUSPICIOUS VEHICLE	8
TAMPERING	0
THEFT	0
TRAFFIC ASSIGNMENT	1
TRAFFIC COMPLAINT	4
TRAFFIC STOP	62
TRESPASSING	0
UNCONFIRMED EMERGENCY	8
VEHICLE CRASH	8
WORTHLESS CHECK	0
VIOLATION OF INUNCTION	0
WARRANT / CAPIAS ARREST	1
<b>OVERALL TOTAL</b>	<b>1254</b>
	<b>TOTAL CITATIONS</b>
CRIMINAL TRAFFIC	5
NON-CRIMINAL TRAFFIC	40
PARKING TICKETS	0
WARNINGS	80
<b>OVERALL TOTAL</b>	<b>40</b>
	<b>TOTAL WGT / VALUE</b>
Recovered Cannabis	38.400
Recovered Cocaine	

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

## PORT

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055

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TOTAL ARRESTS	


## Monthly Proficiency Reports -October 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	1409	1489	1465	1181			13053	1167	(+) .01%
Lima	44	29	38	52	55	44	65	53	57	40			477	40	(+)- 0%
Warrant Arrest	2	0	0	0	1	0	0	1	1	0			5	0	(+)- 0%
Felony Arrest	0	1	2	0	1	1	1	1	6	5			18	0	(+) 100%
Misd. Arrest	6	8	5	13	19	16	19	18	19	8			131	10	(-) 20%
Total Arrest	8	9	7	13	21	17	20	20	26	13			154	10	(+) 23%
Cannabis	0	0	0	14.3	6.4	39	352	104.3	44.9	20			580.7	0	(+) 100%
Cocaine	0	0	0	0	0	0	0	0	0	0			0	0	(+)- 0%
Methamphetamine	0	1.4	0	0	0	0	0	0	0	0			1.4	4	(-) 100%
Firearms	0	0	0	0	0	0	0	0	0	0			0	0	(+)- 0%
Pills	0	0	0	0	0	0	0	0	0	0			0	0	(+)- 0%
K2	0	0	0	0	0	0	0	0	0	0			0	0	(+)- 0%
<b>Traffic</b>															
Citations	24	38	40	80	130	111	70	104	107	31			735	30	(+) .03%
Criminal Citations	4	7	5	11	21	12	19	14	15	5			113	9	(-) 44%
Warnings	142	96	89	79	73	68	101	136	120	80			984	34	(+) 58%
Crashes	11	8	5	9	18	6	15	5	8	12			97	13	(-) .08%
DUI	0	0	0	0	0	0	0	0	0	0			0	0	(+)- 0%
DRE	0	0	0	0	0	0	0	0	0	0			0	0	(+)- 0%
Deployments	0	0	0	0	1	0	0	0	0	0			1	0	(+)- 0%
Apprehensions/Arrests	0	0	0	0	0	0	0	0	0	0			0	0	(+)- 0%
Hours Trained	11	14	11	11	14	11	9	9	11	9			110	16	(-) 44%
Demos	0	0	0	0	0	0	0	0	1	0			1	0	(+) 100%
Searches	0	0	0	0	1	0	0	0	0	0			1	0	(+)- 0%
Heroin	0	0	0	0	0	0	0	0	0	0			0	0	(+)- 0%
<b>Patrol Cont</b>															
															(+)-0%
Seized Vehicles	0	0	0	0	0	0	0	0	0	0			0	0	(+)-0%
Deaths	0	0	0	0	0	0	0	0	0	0			0	0	(+)-0%
Seized Currency	0	0	0	0	0	0	0	0	0	0			0	0	(+)-0%

## Memorandum

To: Town Council

From: Lisa Harris, Code Enforcement

Date: August 1 through August 31, 2022

Subject: Code Enforcement Report

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Code Enforcement would like to advise the Town that this report is from August 1 through August 31, 2022.

- There were (19) courtesy letters mailed
- August 26, 2022, Special Magistrate Hearing
  1. See agenda attached
    - a. The January, April and August 2021 minutes were approved
    - b. A total of (4) cases were rescinded due to no action since the original Special Magistrate hearing
    - c. There were (2) first offender cases: (1) was continued to the September S/M hearing and (1) was adjudicated
  2. A total of (2) cases for 0 Tangerine Street (next to 1001 Tangerine) was approved for the Town to move forward with foreclosure
- There are (15) cases to be rechecked after the courtesy letters mailed
- There are (4) cases with courtesy letters to mail
- There are (9) cases to have notices mailed / posted
- There were (16) cases closed out
- There are (9) cases with notices mailed for the S/M hearing on September 28, 2022
- There are (60) open / active cases. Out of the (60), (6) cases were granted extensions
- Next Special Magistrate hearing is scheduled for September 28, 2022
- Picked up signs in the right of ways

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.

Respectfully Submitted,

Lisa Harris, Code Enforcement



## Memorandum

To: Town Council

From: Doug Leonard, Town Planner

Date: October 28, 2022

Subject: Monthly Update

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1. **State Road 17 (Scenic Highway) Septic to Sewer Project** – Construction is underway.  
  
**Scenic Terrace South** – Construction of Phase 2 of the subdivision is proceeding with Tucker Construction. More than half of the streets have Miami gutters in place and the base down. No sidewalks yet. Most of the stormwater ponds are complete but are without sod.  
  
 Phase 1 with JR Davis Construction is picking up and perhaps half of the water pipe has been installed.
2. **Weiberg West – Section 2** located at the northeast corner of Scenic Highway and Weiberg Road and Section 5 located at the northeast corner of Detour Road and Weiberg Road Subdivision. Construction plans are being reviewed.
3. **Feltrim Lakes** – Ordinances amending the Comprehensive Plan from Agriculture (AG) to Residential/Office/Commercial Services (ROR) to Residential Lands – M. And, Rezoning the property from Agriculture and C-2 Neighborhood Commercial to Planned Unit Development (PUD) for a townhouse community with a shopping center fronting Scenic Highway. Due to the interruption of service caused by Hurricane Ian, the Ordinances were re-advertised and are on the Council agenda.
4. **Hamilton Bluff** – The PUD amendment modification is also on the Council agenda.
5. **Planning Project with Calvin, Giordano & Associates (CalGA)** – The financial status of the Town has impacted the continuation of this project. Staff will present the current cost of obligations to the consultants at the Council meeting and suggest a schedule to proceed with the project. This may involve a pause in the work for an undetermined time. The consultants remain on hold.
6. **FRDAP** - We have received notice to proceed from the State for both projects and are working out the details to overcome the increase in the cost of materials and equipment to be installed, so we can proceed to receiving bids.
7. **Water Use Permit Renewal** – Staff and consulting engineers submitted the completed application to SWFWMD on August 19, 2022 and received a letter response on September 7<sup>th</sup>. The letter is lengthy and will require detailed responses from us in order to “complete”

the application. We have 90 days to do so but expect to meet with SWFWMD to determine exactly how to respond.

8. **Repaving & Road Project** – Staff will be meeting with the engineer to determine the best way to bid the project since the available funds will now be almost \$ 2.5 million.