



**TOWN OF LAKE HAMILTON
TOWN COUNCIL
REGULAR MEETING AGENDA
TUESDAY, JULY 11, 2023
6:00 P.M.**

The Town Council of the Town of Lake Hamilton will hold a Regular Council Meeting on Tuesday, July 11, 2023, 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. Ramos & Floyd C.P.A PLLC 2021-2022 Annual Financial Report- *no pages*
 - b. Florida Rural Water Association Water Capacity Fee Study- *no pages*
 - c. Raftelis Wastewater Connection Fee Analysis- *no pages*
- 6. CONSENT AGENDA**
 - a. June 6, 2023, Regular Meeting Minutes- *pages 1-3*
 - b. June 16, 2023, Special Meeting Minutes- *pages 4*
 - c. June 20, 2023, Special Meeting Minutes- *pages 5-7*
- 7. RECOGNITION OF CITIZENS (Non-Agenda Items)**
- 8. OLD BUSINESS-**
 - a. Future Planning Items/Update/Action on WUP/AWS/WW/PRWC- *no pages*
 - b. Consideration of Revised Authorizing Resolution for project #DW531650- *no pages*
- 9. NEW BUSINESS-**
 - a. Ordinance O-23-09 Water Impact Fee- *no pages*
 - b. Ordinance O-23-10 Updated Water Rates- *no pages*
 - c. Ordinance O-23-11 Wastewater Capacity fee- *pages 8-40*
 - d. Resolution R-2023-13 Authorizing Additional Signatures on Bank Accounts- *pages 41-42*
 - e. Set the Tentative Millage Rate for FY 2023-2024- *pages 43-44*
 - f. Appoint Voting Delegate Designation for FLC Annual Conference- *pages 45-46*
- 10. STAFF REPORTS**
 - a. Town Administrator- *no pages*
 - b. Town Clerk- *pages 47*
 - c. Police Department- *no pages*
 - d. Code Enforcement- *pages 48*
 - e. Community Development- *pages 49-50*
 - 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, JUNE 6, 2023
6:00 PM**

The Town Council of Lake Hamilton held a Regular Meeting on Tuesday June 6, 2023, 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 Cora Roberson.

PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by all.

ROLL CALL

Roberson, Tomlinson, Wagner, and Mayor Kehoe were present. Slavens was absent. Interim Town Administrator Teague, Town Clerk Sandoval Soto and Attorney Maxwell were present.

SCHEDULED PRESENTATIONS

None

CONSENT AGENDA

Motion made by Roberson and a second by Tomlinson to approve consent agenda items a, and b. No public comments were received. **Motion Passed 4-0.**

RECOGNITION OF CITIZENS

Keith Pence addressed the Council with questions regarding the septic to sewer project, irrigation meters for sewer customers and the water rates. He also noted concerns regarding the alleyway behind Bryant Ave.

Elizabeth Monroe addressed the Council regarding her seat that was vacated from the Parks and Recreation Advisory Board. She also questioned how the Town communicates with residents.

OLD BUSINESS

Future Planning Items Update/Action on WUP/AWS/WW/PRWC

Interim Town Administrator Teague gave an update and noted that staff met with SWFMD and concluded that more modeling was needed for the water use permit. He noted that a contract would be forthcoming to finish the modeling so the water use permit could move forward. He advised the Council that SRF for the wastewater plant granted the additional \$2.5 million dollars without underwriting the expense and they were still in negotiations to continue to move the project forward.

Restated Resolution R-2023-08 SRF Loan Application for Project No. WW531654

Attorney Maxwell read the title for the record.

A resolution of Town of Lake Hamilton, Florida, relating to the State Revolving Fund loan program; making findings; authorizing the loan application; authorizing the loan agreement; establishing pledged revenues; designating authorized representatives; providing assurances; providing for conflicts, severability, and effective date.

There was discussion regarding the contents of the Resolution and its purpose. Attorney Maxwell gave an overview of the Resolution and the reasoning for the restatement.

Motion Made by Roberson and a second by Wagner to approve the restated Resolution R-2023-08 SRF Loan Application for Project No. WW531654. No additional comments were received. A roll call vote was taken. Tomlinson aye, Wagner aye, Roberson aye, Kehoe aye.

Motion passed 4-0.

Clarification of Town Administrator Candidates to be Interviewed-

Mayor Kehoe advised that he was not available for the special meeting and wanted to clarify the potential candidates for the Town Administrator position. He restated the candidates by name to be: Brittney Sandoval Soto, Steve Hunnicutt and John Barkley.

Motion made by Wagner and a second by Roberson to recommend interviewing the following candidates: Brittney Sandoval Soto, Steve Hunnicutt, and John Barkley.

There was discussion regarding a residency requirement. **Motion Passed 4-0.**

NEW BUSINESS

Resolution R-2023-11 Scenic Terrace South Phase 3 Plat Approval-

Attorney Maxwell read the title for the record.

A resolution approving that certain plat entitled “Scenic Terrace South phase 3” for filing in accordance with chapter 177, Florida statutes; and establishing an effective date.

There were questions regarding where this subdivision was in the Town and if it was annexed.

Motion made by Wagner and a second by Roberson to approve Resolution R-2023-11 approving the plat for Scenic Terrace South Phase 3.

No further comments were received. A roll call vote was taken. Wagner aye, Roberson aye, Tomlinson aye, Kehoe aye. **Motion Passed 4-0.**

Ordinance O-23-06 Hamilton Bluff Proposed Boundary Amendment-

This Ordinance was requested to be removed from the agenda.

Staff Reports-

Town Administrator- Interim Town Administrator Teague reminded Council about the upcoming Ridge League of Cities Dinner for the upcoming Thursday and advised Council that Councilmember Wagner would be receiving a Hometown Hero award at the dinner. Teague noted that a Special Meeting would be needed for June to address the following items: TANF committee needed to be put together for the upcoming CDBG grant, Water Use Permit modeling from Pennoni and ballistic shields needed due to the new school being opened. A special meeting was scheduled for June 20th at 5:00 PM.

Town Clerk- Clerk’s notes included in packet.

Police Department- none.

Code Enforcement- included in packet.

Community development- Community Development noted included in packet.

Public Works- Public Works comments included in packet.

COUNCIL COMMENTS:

Mayor Kehoe gave an update regarding the process for interviews for the Town Administrator position. He will be contacting candidates for interview times and to set up a Teams meeting for the candidate who is out of state. There was discussion regarding the current septic to sewer project and the future roads project.

ATTORNEY COMMENTS:

Attorney Maxwell noted that the form 1 financial disclosures will need to be submitted by July 1st and gave an update regarding the new form 6 that will be required next January.

ADJOURNMENT:

Motion made by Wagner and second by Roberson to adjourn the regular at 8:01 PM. **Motion passed 5-0.**

ATTEST:

Michael Kehoe, Mayor

Brittney Sandoval Soto, Town Clerk

Steve Hunnicutt, Town Administrator

**TOWN OF LAKE HAMILTON
MINUTES
SPECIAL MEETING
FRIDAY, JUNE 16, 2023
9:30 AM**

The Town Council of Lake Hamilton held a Special Meeting on Friday, June 16, 2023, at 9:30 AM, at 100 Smith Ave., Lake Hamilton, FL 33851.

CALL TO ORDER

Mayor Kehoe called the meeting to order at 9:32 a.m.

INVOCATION

The invocation was given by Councilmember Roberson.

PLEDGE OF ALLEGIANCE

Pledge of Allegiance was recited by all.

ROLL CALL

Roberson, Tomlinson, Slavens, Tomlinson, Wagner and Kehoe were present. Attorney Maxwell was present.

SPECIAL COUNCIL MEETING BUSINESS

Interviews for the Town Administrator Position-

An interview was conducted with Brittney Sandoval Soto for the Town Administrator Position.

An interview was conducted with John Barkley for the Town Administrator Position.

An interview was conducted with Steve Hunnicutt for the Town Administrator Position.

Council to Select New Administrator Contingent of Signing of the Administrator Agreement-

Motion made by Wagner and a second by Roberson to appoint Steve Hunnicutt as the Town Administrator contingent on signing the Administrator Agreement.

There was discussion regarding options if minor deviations were needed. It was advised that if any changes are needed, they will be placed on the special meeting on Tuesday. A roll call vote was taken. Wagner aye, Roberson aye, Slavens aye, Tomlinson aye, Kehoe aye. **Motion Passed 5-0.**

ADJOURNMENT:

Motion made by Roberson and a second by Slavens to adjourn the special meeting at 4:21 PM.

No public comments were received.

Motion passed 5-0.

ATTEST:

Michael Kehoe, Mayor

Brittney Sandoval Soto, Town Clerk

Steve Hunnicutt, Town Administrator

**TOWN OF LAKE HAMILTON
MINUTES
SPECIAL MEETING
TUESDAY, JUNE 20, 2023
5:00 PM**

The Town Council of Lake Hamilton held a Special Meeting on Tuesday, June 20, 2023, at 5:00 PM, at 100 Smith Ave., Lake Hamilton, FL 33851.

CALL TO ORDER

Mayor Kehoe called the meeting to order at 5:00 p.m.

INVOCATION

The invocation was given by Councilmember Roberson.

PLEDGE OF ALLEGIANCE

Pledge of Allegiance was recited by all.

ROLL CALL

Wagner aye, Roberson aye, Kehoe aye, Slavens nay, Tomlinson aye. Slavens was absent. Interim Town Administrator Teague was present, and Attorney Maxwell was present via virtual conference.,

SPECIAL COUNCIL MEETING BUSINESS

Proclamation for Juneteenth-

Mayor Kehoe read the proclamation for Juneteenth and presented it to Cora Roberson.

Ordinance O-22-08 Wastewater Impact Fees-

This ordinance was put on hold and will be presented at a later date.

Resolution R-2023-12 Authorizing Additional Signatures on Bank Accounts-

Attorney Maxwell read the title for the record.

A resolution of the Town Council of the Town of Lake Hamilton, Florida, Polk County, Florida, establishing updated signers on the town bank accounts with SouthState bank; providing for conflicts; providing for severability; and providing for an effective date.

Motion made by Wagner and a second by Tomlinson to approve Resolution R-2023-12 authorizing additional signatures on the bank accounts.

No public comment was received.

A roll call vote was taken. Wagner aye, Tomlinson aye, Roberson aye, Kehoe aye. **Motion Passed 4-0.**

Discussion on Water and Wastewater Study-

Interim Town Administrator Teague noted that a water and wastewater study is being requested by the SRF to continue with the grant/loan. There is a preliminary study, but they are still working on the final touches.

Consider Contracts with Scenic Terrace and Hamilton Bluff for Law Enforcement Perpetual Easement Agreement-

Interim Town Administrator Teague noted that Scenic Terrace and Hamilton Bluff are CDD's (Community Development Districts) and are considered private roads and subdivisions. This is an agreement to allow police to enter the subdivisions to patrol the area, look for speeders and other needs.

Motion made by Wagner and a second by Tomlinson to authorize the Town Administrator to sign the agreement with the Scenic Terrace Subdivision and the Hamilton Bluff Subdivision for the Lake Enforcement Perpetual Easement.

No public comments were received. **Motion Passed 4-0.**

Pennoni Agreement for Water Use Permit Modeling-

Interim Town Administrator Teague advised that SWFMD was requesting additional modeling for the water use permit. Pennoni will be utilizing an outside agency to conduct the modeling at the cost of \$22,100. He noted that there was an excess amount of funds from the loan agreements/grants and that could be used to cover the cost of the modeling.

Motion made by Wagner and a second by Roberson to approve the agreement with Pennoni for the Water Use Permit Modeling.

No public comments were received. **Motion Passed 4-0.**

Chief Teague Request to use Forfeiture Funds for Ballistic Shields-

Interim Town Administrator Teague advised that a school is opening on Scenic Highway in August and the Lake Hamilton Officers will most likely be the first to respond in any case and they are required to use ballistic shields in the event of an active shooter instance.

Motion made by Wagner and a second by Tomlinson to approve the forfeiture funds request for the purchase of the Ballistic Shields.

No public comments were received. **Motion Passed 4-0.**

Consider Request to Purchase 4 Police Vehicles on a Lease Program-

Interim Town Administrator Teague presented the Council with quotes from different dealers for the purchase of additional police vehicles. He is requesting to lease 4 vehicles with Bankcorp and purchasing from Bartow Ford who was the lowest bidder. The annual lease cost would be around \$75,000.

Motion made by Wagner and a second by Roberson to approve the purchase of the 4 police vehicles from Bartow Ford and lease them through Bankcorp for 4 years at an estimated cost of \$75,000 a year.

No public comments were received. **Motion Passed 4-0.**

Create TANF Committee and Appoint Members for CDBG 2023-2024 Grant-

Interim Town Administrator Teague advised that they are working with Fred Fox to apply for CDBG grant funding and a taskforce is required. Three of the 5 members required should fall in the low to medium income level to serve on the taskforce. They are looking for a grant to complete sidewalks in the J.T. Miller subdivision and to create connectivity to the Detour Road Ballfield and also to Gunter Park. There were a few recommendations of members including Nadine Randall, Charles Gunter, Dorothy Menty, Ellen Kehoe.

ADJOURNMENT:

The Special Meeting was adjourned at 5:32 PM.
No public comments were received.

Motion passed 5-0.

ATTEST:

Michael Kehoe, Mayor

Brittney Sandoval Soto, Town Clerk

Steve Hunnicutt, Town Administrator

ORDINANCE O-23-11

AN ORDINANCE OF THE TOWN OF LAKE HAMILTON, FLORIDA, RELATING TO WATER AND SEWER UTILITIES; AMENDING THE CODE OF ORDINANCES OF THE TOWN OF LAKE HAMILTON, FLORIDA (THE “CODE”); AMENDING SECTION 32-3, DEFINITIONS, TO MODIFY THE DEFINITION OF THE TERM “ERC”; AMENDING SECTION 32-8 TO ADD INCREASED WASTEWATER CONNECTION FEE; STRIKING SECTION 32-20, WASTEWATER CAPITAL CHARGES, IN ITS ENTIRETY; PROVIDING FOR CODIFICATION AND SCRIVENER’S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, the Town operates, controls, and manages an exclusive water, wastewater, and reclaimed water service area both within and without the Town limits; and

WHEREAS, the Town has determined that development at urban level densities should be served by a central potable water supply and central wastewater service; and

WHEREAS, demands for potable water and wastewater capacity have caused and will continue to cause the Town to acquire, construct, and expand central utilities plant and facilities and extensions of the Town’s utility system and central wastewater system; and

WHEREAS, the Town has also incurred bonded indebtedness to plan for and expand and maintain its central water system and central wastewater system; and

WHEREAS, stringent state and federal water and wastewater treatment and operation standards have been promulgated, and with these increasing costs of constructing central water and wastewater facilities, the Town’s ability to provide central water and wastewater service within the Town may be limited; and

WHEREAS, the financing of central water and wastewater facilities is complex, requires extensive planning and engineering, and calls for advanced participation by the development community so that adequate public facilities can be provided to meet the impacts of that development; and

WHEREAS, the use of water and sewer impact fees, also known as “connection fees” became widespread in Florida during the 1970’s when Florida was experiencing rapid growth; and

WHEREAS, the cost of providing the facilities to serve the influx of new residents resulted in a dramatic increase in taxes and utility rates. Additionally, during this time, more stringent environmental regulations were also driving utility rates higher; and

WHEREAS, municipalities and other governmental entities imposed water and wastewater connection fees to recover the cost of the new facilities required to serve Florida’s rapid growth; and

WHEREAS, the Florida Supreme Court has mandated that, to be valid, using water and wastewater connections fees to raise capital for expansion cannot exceed a pro rata share of reasonably anticipated costs of expansion, are permissible where expansion is reasonably required so long as use of the money collected is limited to meeting the costs of expansion. See *Contractors and Builders Association of Pinellas County v. Utilities Commission of Dunedin*, 329 So.2d 314 (Fla. 1976); and

WHEREAS, the Town has previously adopted water impact fees as set forth in section 32-8 of this Code; and

WHEREAS, on June 28, 2019, the Florida Legislature exempted water and sewer connection fees from the provisions of §163.31801, Florida Statutes, by virtue of the adoption of §5, Chapter 2019-165, Laws of Florida; and

WHEREAS, the Town is has previously adopted interim wastewater connection fees of \$4,150.00 per equivalent residential connection, which was to be re-evaluated as the Town’s wastewater infrastructure plan is finalized; and

WHEREAS, Raftelis Financial Consultants, Inc. (“Raftelis”) has, on behalf of the Town of Lake Hamilton, Florida, performed a comprehensive study of the Town of Lake Hamilton wastewater connection fees, entitled “Fiscal Year 2023 Wastewater Connection Fee Analysis” dated May 16, 2023 (the “Study”), a copy of which is attached hereto and incorporated herein as Composite Exhibit “A” to this Ordinance, which has provided a thorough fiscal analysis of the Town’s wastewater capital requirements, actual revenues generated and expected revenues from wastewater connection fees arising out of new growth and development within the corporate limits of Town of Lake Hamilton and has identified extraordinary circumstances within the Town of Lake Hamilton among other things but not limited to unprecedented growth within the Town; and

WHEREAS, based on the Study, and the comments received from members of the public and customers of the Town’s utility system during open and properly advertised meetings, the Town Council finds it necessary to revise the current rate schedule for wastewater connection fees to adjust and increase the effective rates to the utility plant that has been placed into service and financed by the Town during the immediate future and the estimated incremental costs for construction of the primary wastewater capital infrastructure anticipated to be incurred by the Town during the immediate future that are considered necessary to serve new development; and

WHEREAS, for these and other reasons, it is necessary for the Town to adjust and increase the wastewater connection fee proposed within this ordinance; and

WHEREAS, the Town has full and exclusive authority over the management, operation, and control of all of the Town's utilities and the authority to prescribe rules and regulations governing the use of such facilities whenever such are provided by the Town, and to make such changes from time to time in such rules and regulations as it deems necessary; and

WHEREAS, the Town has provided the required public notice and held the necessary public hearing(s) in order to adopt this wastewater capital charge which is the equivalent of a sewer connection fee as defined by state judicial precedent and statute.

NOW THEREFORE, BE IT ENACTED BY THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA, as follows:

SECTION 1. RECITALS.

The above WHEREAS clauses are hereby incorporated as a factual basis for the adoption of this Ordinance and the Town Council specifically makes all of the factual findings set forth in said WHEREAS clauses.

SECTION 2. AMENDMENT OF SECTION 32-3, LAKE HAMILTON CODE.

Section 32-3 of the Lake Hamilton Code is hereby amended and shall read as follows (~~struckthrough~~ language deleted, underline language added):

Sec. 32-3. – Definitions.

Available wastewater line shall mean an available wastewater line as defined in F.S. §381.0065.

Available water line means a municipal water line that is placed in any public right-of-way, easement, or town property, abutting the front, rear, or side property lines of a single-family dwelling unit, or within 500 feet of a property line for uses that exceed the flow from one standard single-family dwelling unit.

Commercial user means all structures, improvements, or uses other than single-family dwelling units.

Developer shall mean any person or entity seeking to, or otherwise required to, secure water and/or sewer services for property located within the town utility service area for the benefit of the person or entity or prospective future residential or commercial users.

Developer agreement shall mean a written contract setting forth in detail the terms and conditions under which the town will provide water and sewer services to developer's property, and setting forth the obligations and requirements for each party to the agreement. Developer

agreements shall be assignable and provide for modification of the project scope, subject to the consent of all parties to the contract.

Engineer shall mean a registered civil engineer who is currently licensed to practice engineering in the State of Florida.

Connection fees shall mean those charges, as adopted by the town, which are paid by users prior to connecting to a utility system, that represent the user's fair share of the cost of water and wastewater facilities system based upon the amount of water and wastewater capacity required to serve the property or properties of the user including, but not limited to, capital costs of construction of necessary capacity improvements created by the capacity demands of new development.

ERC shall mean an equivalent residential connection or ERC generally represents the equivalent usage requirements of a single-family residential customer. For the purpose of this ordinance, an ERU will have an assigned value of 1.0. One ERC is deemed to be equal to a flow of ~~260~~ 250 gallons per day (GPD) for wastewater. The assumed ERC gallonage has been based on statistical data establishing an average residential use.

Master plan shall mean the current town document that provides a guide for the planned, orderly expansion of the town's water and wastewater systems over a planning period, and identifies improvements to the systems that the town plans to undertake.

Public works/utilities director or director shall mean the head of the town department of public works who is in charge of the town water and sewer systems.

Residential user means all single-family dwelling units.

Service area or utility service area shall mean those designated portions of the town and unincorporated Polk County in which the town maintains the exclusive right to provide water and wastewater service. The service area shall be established by the town.

User charges shall mean other fees for service that are included on the monthly utilities bill, including but not limited to garbage collection, trash pickup, stormwater fee, and any other charges that may be adopted by the town from time to time.

Utility system shall mean collectively any town water or wastewater system, or components thereof.

Wastewater system or sewer system shall mean the structures, equipment and processes required to collect, convey and treat wastewater and dispose of the effluent and sludge, including collection and intercepting sewers, sewage pumping stations, force mains, wastewater treatment plants and disposal facilities, and all appurtenances thereto. Wastewater systems do not include stormwater sewers.

Water system shall mean major elements of the water system that include central wells, pumping stations, the water treatment plants, storage tanks, transmission and distribution mains, meters, fire hydrants, and all appurtenances thereto and related facilities that are part of the town water system. Water mains and appurtenances that are less than four inches in diameter shall not be considered major elements of the system.

SECTION 3. AMENDMENT OF SECTION 32-8, LAKE HAMILTON CODE.

Section 32-8 of the Lake Hamilton Code is hereby amended and shall read as follows (~~struckthrough~~ language deleted, underline language added):

Sec. 32-8. - Connection fees.

(a) *Water system.* Each new user of the water system and each user whose property is presently connected to the town's water system when structural changes, additions or changes in permitted use result in an additional connection to the town's water system shall pay an connection fee at the time of building permit approval of construction plans for a residential or non-residential structure in an amount established from time to time by a separate ordinance adopted by the town council.

(b) *Wastewater system.* A wastewater connection fee is hereby imposed and levied on each new user of the wastewater system and each user whose property is presently connected to the wastewater system when structural changes, additions or changes in permitted use result in an additional connection to the wastewater system and they shall pay an connection fee at the time application is made for new service to existing structures or prior to issuance of a building permit for new construction. The connection fee shall be in an amount set and imposed in accordance with applicable Florida law, including but not limited to future ordinance or specific contract.

(c) Connection fees shall be collected in addition to other fees charged by the town for water or sewer services and shall be set aside and placed into a reserve fund to be used solely for purposes of expanding the water system and expanding the wastewater system, as the case may be, and used for no other purpose. There shall be one reserve fund for water connection fees and one reserved fund for wastewater connection fees. The town shall be entitled to an administrative charge from the connection fee to offset the collection and administration of the water or wastewater connection fee, which charge shall be limited to actual cost.

(d) *Minimum charge.* Each commercial use shall have a minimum value of one single-family residence.

(e) *Water system connection fee imposition and amounts.* A water system connection fee is hereby levied and imposed on all developments requesting capacity from the town's water system to provide service to their properties and on all properties presently connected to the town's water system when structural changes, additions or changes in permitted use result in an additional connection to the town's water system. The water system connection fee will be charged based on the water meter size to be installed in accordance with the fee schedule

adopted in this section. When an existing development increases its water meter size, the development shall pay an additional water connection fee equal to the difference between the connection fee currently charged for the desired increased water meter size and the existing water meter size. The connection fee shall be charged over and above any service connection fee, lateral charge, inspection fee, monthly user charge, and monthly service charge as may be established by the town from time to time. A water connection fee shall be paid for each individual water meter to be installed. The water connection fees shall be imposed and paid in the amounts as follows:

Table 1: Water Connection Fees for Residential and Commercial development with meters up to 6.0 inches			
Meter Size (in inches)	Ratio to meter size	Water Connection Fee for Service Inside Town Limits	Water Connection Fee for Service Outside Town Limits
1.0 & less	1.0	\$2,319.29	\$2,899.11
1.5	2.0	4,638.58	5,798.23
2.0	5.0	18,554.32	14,495.56
3.0	8.0	37,108.64	46,385.80
4.0	16.0	57,982.28	72,477.79
6.0	25.0	115,964.56	144,955.70

(f) Wastewater Connection Fee imposition and amounts. Wastewater Connection Fees. Each new user of the Town's wastewater utility system shall pay a one-time wastewater connection fee of SIX THOUSAND THREE HUNDRED SEVENTY-ONE DOLLARS (\$6,371.00) per equivalent residential connection. The revenue generated hereunder shall be used only to pay for the expansion of the utility system for which they have been collected. All development and newly constructed structures connecting to the Town's wastewater utility system or existing structures who through additions, alterations or change of permitted use increase their impact to the said utility system within the Town's exclusive utility service area from and after the effective date of this section shall be subject to the payment of the wastewater connection fees. Wastewater Connection Fees shall be levied and charged in accordance with the following policies and rules:

(1) Regardless of the potable water meter size and corresponding wastewater Connection Fee, the smallest residential wastewater connection (lateral) shall be four (4) inches.

(2) Regardless of the potable water meter size and corresponding wastewater Connection Fee, the smallest commercial wastewater connection (lateral) shall be six (6) inches.

(3) The wastewater Connection Fee shall be based on the potable water meter size service for the proposed unit. (Unit refers to single residential home, separate commercial services, including lease and purchase space, etc.)

(4) The Wastewater Connection Fee does not include other fees.

(5) The Town shall maintain a separate capital account for the wastewater utility system Connection Fee which shall continue to be maintained separate and apart from all other accounts of the Town. All such utility Connection Fees received by the Town shall be deposited in such capital account immediately upon receipt. The monies deposited into the wastewater utility system Connection Fee account shall be used solely for the purpose of providing growth necessitated capital improvements and expansion to the wastewater system.

~~(f)~~ (g) *Sewer readiness to serve charge.* For the purpose of recovering the costs associated with the wastewater connection fee over time, the city may establish and set a sewer readiness to serve charge in accordance with applicable Florida law, including but not limited to further ordinance or by contract. Upon application for wastewater service via a developer agreement that permits payment of the sewer readiness to serve charge over time, the sewer readiness to serve charge shall be charged upon each developable lot, parcel of land, or premises that does not yet receive sewer service from the city but contemplates having the immediate availability for connection with the town's wastewater system. When established, such charge may be in lieu of the wastewater connection fee applicable against the property.

SECTION 4. STRIKING OF SECTION 32-20, LAKE HAMILTON CODE.

Section 32-20 of the Lake Hamilton Code is hereby stricken in its entirety, as follows (~~strikethrough~~ language deleted):

~~Sec. 32-20 Wastewater capital charges.~~

~~(a) Town council findings. In adopting this ordinance and modifying the town code of ordinances, the Town Council of Lake Hamilton, Florida, hereby makes the following findings:~~

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

~~(2) The town operates, controls, and manages an exclusive water, wastewater, and reclaimed water service area both within and without the town limits.~~

~~(3) The town has determined that development at urban level densities should be served by a central potable water supply and central wastewater service.~~

- ~~(4) Demands for potable water and wastewater capacity will cause the town to acquire, construct, and expand central utilities plant and facilities and extensions of the town's utility system to areas where new customers may connect.~~
- ~~(5) The town has also incurred bonded indebtedness to plan for and expand and maintain its central water system and central wastewater system.~~
- ~~(6) Stringent state and federal water and wastewater treatment and operation standards have been promulgated, and with these increasing costs of constructing central water and wastewater facilities, the town's ability to provide central water and wastewater service within the town may be limited.~~
- ~~(7) The financing of central water and wastewater facilities is complex, requires extensive planning and engineering, and calls for advanced participation by the development community so that adequate public facilities can be provided to meet the impacts of that development.~~
- ~~(8) The use of water and sewer impact fees, also known as "connection fees" became widespread in Florida during the 1970's when Florida was experiencing rapid growth.~~
- ~~(9) The cost of providing the facilities to serve the influx of new residents resulted in a dramatic increase in taxes and utility rates. Additionally, during this time, more stringent environmental regulations were also driving utility rates higher.~~
- ~~(10) Municipalities and other governmental entities imposed water and wastewater connection fees to recover the cost of the new facilities required to serve Florida's rapid growth.~~
- ~~(11) The Florida Supreme Court has mandated that, to be valid, using water and wastewater connections fees to raise capital for expansion cannot exceed a pro rata share of reasonably anticipated costs of expansion, are permissible where expansion is reasonably required so long as use of the money collected is limited to meeting the costs of expansion. See Contractors and Builders Association of Pinellas County v. Utilities Commission of Dunedin, 329 So.2d 314 (Fla. 1976).~~
- ~~(12) The town has previously adopted water impact fees as set forth in section 32-8 of this Code.~~
- ~~(13) On June 28, 2019, the Florida Legislature exempted water and sewer connection fees from the provisions of § 163.31801, Florida Statutes, by virtue of the adoption of § 5, Chapter 2019-165, Laws of Florida.~~
- ~~(14) The town has considered the currently adopted sewer connection fees of neighboring communities, including Polk County (\$4,195.00), Dundee (\$3,835.00), Auburndale (\$3,938.00), and Winter Haven (\$3,685.00 inside and \$4,606.00 outside).~~

~~(15) Based on this data, which is based on a 2021 wastewater impact fee study in a neighboring community and localized construction costs, the adoption of an interim wastewater capital charge of \$4,150.00 is in line with other neighboring communities.~~

~~(16) For these and other reasons, it is necessary for the town to adopt a wastewater connection fee proposed within this ordinance.~~

~~(17) The town has full and exclusive authority over the management, operation, and control of all of the town's utilities and the authority to prescribe rules and regulations governing the use of such facilities whenever such are provided by the town, and to make such changes from time to time in such rules and regulations as it deems necessary.~~

~~(18) The town has provided the required public notice and held the necessary public hearing(s) in order to adopt this wastewater capital charge which is the equivalent of a sewer connection fee as defined by state judicial precedent and statute.~~

~~(b) Wastewater capital charges. Each new user of the town's wastewater utility system shall pay a one-time wastewater capital charge of \$4,150.00 per equivalent residential connection. An equivalent residential connection shall be equal to 250 gallons per day, average annual basis, which is based on the average water flow of a single family residence served by a $\frac{5}{8}$ -inch by $\frac{3}{4}$ -inch water meter. The revenue generated hereunder shall be deposited in the capital accounts as set forth in section 32-20(d) below and shall be used only for the expansion of the utility system for which they have been collected. All development and newly constructed structures connecting to the town's wastewater utility system or existing structures who through additions, alterations or change of permitted use increase their impact to the said utility system within the town's exclusive utility service area from and after the effective date of this section shall be subject to the payment of the wastewater capital charge as set forth hereinbelow.~~

~~(c) Wastewater capital charges: Specific policies. Wastewater capital charges shall be levied and charged in accordance with the following policies and rules:~~

~~(1) Regardless of the potable water meter size and corresponding wastewater capital charge, the smallest residential wastewater connection (lateral) shall be four inches.~~

~~(2) Regardless of the potable water meter size and the corresponding wastewater capital charge, the smallest commercial wastewater connection (lateral) shall be six inches.~~

~~(3) The wastewater capital charge shall be based on the potable water meter size service for the proposed unit. (Unit refers to single residential home, separate commercial services, including lease and purchase space, etc.).~~

~~(4) The capital connection fee does not include other fees.~~

~~(d) Earmarking, deposit, and use of proceeds. The following rules and policies shall apply to the use of the proceeds and revenues generated and received by the town as wastewater capital~~

~~charges. The town shall maintain a separate capital account for the wastewater utility system capital charge which shall continue to be maintained separate and apart from all other accounts of the town. All such utility capital charges received by the town shall be deposited in such capital account immediately upon receipt. The monies deposited into the wastewater utility system capital charge account shall be used solely for the purpose of providing growth necessitated capital improvements and expansions to the wastewater system.~~

SECTION 5. CODIFICATION AND SCRIVENER'S ERRORS. The Town Council intends that this Ordinance be made part of the Town of Lake Hamilton Code of Ordinances, 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 scrivener's or 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. If the event of a conflict with any other Town ordinances or part of ordinances, the provisions of this Ordinance shall control.

SECTION 7. SEVERABILITY. If any section, subsection, sentence, clause, phrase, word or other part of this Chapter is for any reason declared unconstitutional or invalid by any court of competent jurisdiction, such part shall be deemed separate, distinct and independent and the remainder of this Chapter shall continue in full force and effect.

SECTION 8. EFFECTIVE DATE. This ordinance shall take effect ninety (90) days after the date of adoption.

INTRODUCED on first reading this ____ day of _____, 2023.

PASSED on second reading this ____ day of _____, 2023.

TOWN OF LAKE HAMILTON, FLORIDA

MICHAEL KEHOE, MAYOR

ATTEST:

BRITTNEY SANDOVALSOTO, TOWN CLERK

Approved as to form:

HEATHER R. MAXWELL, TOWN ATTORNEY

Record of Vote	Yes	No
Roberson	_____	_____
Tomlinson	_____	_____
Slavens	_____	_____
Wagner	_____	_____
Kehoe	_____	_____

ATTACHMENT
COMPOSITE EXHIBIT "A"
Raftelis Wastewater Connection Fee Report Dated May 16, 2023

**TOWN OF LAKE HAMILTON
WASTEWATER SYSTEM**

Fiscal Year 2023 Wastewater Connection Fee Analysis

FINAL REPORT / MAY 2023



May 16, 2023

The Honorable Mayor and Council Members
of the Town of Lake Hamilton
100 Smith Street
Lake Hamilton, FL 33851

Subject: **Wastewater Connection Fee Study**

Ladies and Gentlemen:

Raftelis Financial Consultants, Inc. ("Raftelis") has completed its evaluation of the wastewater connection fee for the Town of Lake Hamilton (the "Town") associated with the Town's wastewater utility system (the "System") and has summarized the results of our analyses, assumptions, recommendations, and conclusions in this report, which is submitted for your consideration. The purpose of our analysis was to evaluate the Town's wastewater expansion plans and make recommendations as to the level of charges that should reasonably be in effect consistent with i) the utility assets installed / in service for the System; ii) the capital expenditure requirements identified by the Town to implement a wastewater utility program; iii) industry guidelines and Florida Statutes; and iv) Town management objectives.

The proposed connection fees are intended to meet a number of goals and objectives:

1. Wastewater connection fees should be sufficient to recover the pro rata cost of capital previously installed to provide service to new development and fund the anticipated capital infrastructure requirements associated with providing wastewater conveyance, treatment, and disposal service to new development;
2. Connection fees should not be used to fund any deficiencies in the capital needs of the wastewater utility systems (i.e., expenditures for renewal and replacement or upgrade of facilities allocable to existing customers); and
3. Connection fees should be based upon reasonable level of service standards that meet the needs of the Town based on the customer demands of the System, be indicative of the criteria used by the Town for long-term wastewater infrastructure planning and should be consistent with industry standards.

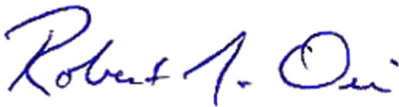
The Town is expecting new development within its wastewater system service area and plans to require this development to receive regional wastewater service from the Town which has not been constructed (the Town has no wastewater treatment and disposal utility plant; all wastewater is currently treated by the City of Dundee pursuant to an interlocal wastewater agreement between the parties). The Town is currently implementing their wastewater infrastructure construction program and adopted an interim wastewater connection fee equal to \$4,150 per equivalent residential connection (i.e., a typical single-family residence and referred to as an "ERC") which was to be re-evaluated as the Town's wastewater infrastructure plan is finalized.

The Honorable Mayor and Council Members
of the Town of Lake Hamilton
May 16, 2023
Page 2

The proposed connection fees were based on the recovery: i) of capital-related costs that have been incurred for utility plant that has been placed into service and financed by the Town which are estimated to have available capacity to serve new development and ii) the estimated incremental costs for construction of the primary wastewater capital infrastructure anticipated to be incurred by the Town during the immediate future that are considered necessary to serve new development. Based on the information provided by the Town and the assumptions and considerations outlined in this report, which should be read in its entirety, we are recommending an increase in the wastewater connection fee to \$6,371 per ERC. Raftelis considers the proposed connection fees to be cost-based, reasonable, and based on local costs in accordance with Florida law.

We appreciate the cooperation provided by the Town's staff that assisted in the completion of our analysis and this study.

Respectfully submitted,



Robert J. Ori
Executive Vice President



Trevor McCarthy, CGFM
Senior Consultant

RJO/dlc
Attachments

Contents

General	1
Purpose of Wastewater Connection Fees	2
Existing Wastewater Connection Fees	2
Development of Connection Fees.....	3
Capital Investment	4
Plant Capacity.....	6
Level of Service Requirements	6
Calculated Wastewater Connection Fee	7
Comparison with Other Utilities	9
Conclusions and Recommendations	10

Tables

Table 1: Summary of Capital Improvement Plan and Existing Fixed Assets

Table 2: Functionalized Wastewater Capital Improvement Program

Table 3: Development of Wastewater Connection Fee

Table 4: Comparison of Wastewater Connection Fees

WASTEWATER CONNECTION FEE ANALYSIS

General

The Town's water and wastewater utility systems, as well as other publicly owned utility systems, face large capital commitments necessary to provide water and wastewater system capacity to serve new growth. The utility business is capital intensive and requires the commitment of significant resources in advance of the growth in demand. In addition, system improvements and regulatory compliance also require significant capital expenditures in today's utility business environment, increasing the overall capital cost to provide service to both existing and new development. Further, the impact of inflation on the cost of new and replacement utility plant or infrastructure facilities continues to provide upward pressure on the ability to fund such infrastructure and provide utility service to new development. The compelling capital needs associated with the utility business and the desire to control the increase in monthly utility user rates and charges have resulted in the use of funding alternatives such as connection fees to finance, in part at least, the cost of system capacity and expansion.

The Town has adopted water connection fees and an interim wastewater connection fee in support of the initial development of its backbone conveyance and wastewater treatment / disposal facilities. Currently, all of the wastewater treatment and disposal requirements are met through a "treatment by contract" arrangement with the Town of Dundee. The Town is desirous to terminate this wastewater treatment provision and construct its own wastewater treatment and disposal facilities to better serve new development in the Town that is requiring wastewater service. The construction of the wastewater utility system infrastructure by the Town during the next five (5) to ten (10) years for the wastewater system service area will focus primarily on wastewater expansion and upgrades of treatment and transmission facilities to have adequate conveyance capacity and capabilities to provide wastewater capacity to new development. Recognizing the need to have a fee in place to fund anticipated capital needs, the Town adopted an interim wastewater fee of \$4,150 per equivalent residential connection (i.e., a typical single-family residence and referred to as an "ERC"). Due to the anticipated growth expected to occur in the Town requiring wastewater service and the need to adequately fund or recover the estimated facility or infrastructure costs allocable to such development, the Town requested that Raftelis Financial Consultants, Inc. ("Raftelis") assist in the development of the wastewater connection fees.

The scope of services to be performed by Raftelis included the following:

1. Review of documents and conducting certain analyses, to estimate the level of service to be applied to an equivalent residential connection or ERC;
2. Identify and evaluate the constructed and purchased wastewater plant capacity and estimate the available capacity to serve new development within the Town's respective wastewater utility service area;
3. Evaluate the current constructed cost of the wastewater utility infrastructure and allocate the costs among the functional categories of asset purpose (e.g., primary conveyance) to identify the installed cost of infrastructure to be included in the derivation of the average "per gallon" unit cost to provide wastewater capacity;

4. Evaluate the five to ten-year (near-term) capital improvement program to identify anticipated changes in the installed cost of facilities as well as anticipated new capital facilities to the System such that there is a match in the fee application to assets providing service or capacity to new development;
5. Prepare a connection fee comparison with other neighboring jurisdictions to evaluate fee levels, levels of service, and basis or method used to determine the amount to be charged to applicants requesting capacity; and
6. Based on the analysis, identify recommended connection fees for the wastewater utility system.

Purpose of Wastewater Connection Fees

The purpose of the application of a connection fee is to recover the pro-rata share of allocated capital costs that are considered as growth-related from new customers connecting to the System or from existing customers (development) that are requesting an increase in the reserved wastewater capacity associated with increased development on their property. To the extent that new population growth and associated development impose identifiable added capital costs to municipal services, capital funding practices to include the assignment of such costs to those residents or system users responsible for those costs rather than to the existing population base is reasonable and provides for the property match of initial capital investment to reserve capacity. Generally, this practice has been known as “growth paying its own way” without existing user cost burdens. The application of connection fees to finance capital infrastructure allocated to such new capacity requests is very common in Florida and the country and has been used as a source of contributed capital by the Town for its water utility systems for many years. In summary, the connection fee can be considered to be a new user’s contribution to those facilities or capital costs that are required in order to provide a comparable level of service to that being provided to existing customers.

Existing Wastewater Connection Fees

As previously mentioned, the Town adopted an interim wastewater fee of \$4,150 per ERC pursuant Chapter 32-20 (15). The Town’s utility ordinance provides for the application of a wastewater connection fee to new development, the general policies for fee application, and other attributes for the fee.

(Remainder of page intentionally left blank)

Based on the fee application methodology for the water system employed by the Town, the wastewater fees are to be applied to new development based on the size of the meter serving the applicant's property and are summarized in the following table.

Summary of Existing Interim Wastewater Connection Fees per ERC [1]

Meter Size	Meter Ratio	Wastewater Connection Fee	
		Inside Town	Outside Town
1-inch or Less [2]	1.0	\$4,150	\$5,187
1 1/2-inch	2.0	8,300	10,375
2-inch	5.0	20,750	25,97
3-inch	8.0	33,200	41,500
4-inch	16.0	66,400	83,000
6-inch	25.0	103,750	129,688

[1] Per Town's Code of Ordinances, Chapter 32 – Utilities, the Town charges the water connection fees on i) a meter size basis; and ii) customer location basis with customers located outside the Town corporate limits paying a surcharge of 25% of the inside Town rate. Assumes Town would apply the wastewater connection fee on a consistent basis. Wastewater fees considered by the Town as interim.

[2] Represents connection fee generally applied to the Single-family residential development (per residence).

Development of Connection Fees

There are three significant components addressed in the design of connection fees. These three components include: i) the level or amount of capital costs to be recovered from new development; ii) the total estimated System capacity that is available that links to the capital investment (expressed on a gallons per day basis); and iii) the level of service to be apportioned to an ERC (i.e., single-family residence) for applicants that request System capacity. The connection fee determination methodology is depicted in Figure 1 below:

FIGURE 1
Connection Fee Determination Methodology



All of these components are necessary to determine the amount of the connection fee to be charged to new applicants requesting service on an equivalent residential connection unit or “ERC” basis, which is more fully discussed later in this report.

In the development of capital costs to be recognized in the fee determination, there are three methods generally used, which include: i) the Standards Method; ii) the System Buy-in Method; and iii) the Improvements Method. The Standards Method would base the capital cost on a theoretical cost of the improvements for incremental development (e.g., the standard cost for the construction of a water treatment plant expressed on a \$/gallon basis). This method generally would not recognize the existing installed infrastructure that has capacity to serve new development and may also not recognize the current capital plan identified to provide service or complete the master planning of the system facilities. The System Buy-in (or historical) Method recognizes the installed original cost of the utility infrastructure in the determination of the capital costs to provide service. This method is applicable to mature or developed utility systems that have constructed the majority of its infrastructure, which is not the case for the Town. This method generally would only reflect the constructed capacity and not recognize any anticipated changes in service area infrastructure. The Improvements Method would be based on future capital costs and new capacity determined over a projected time period which is more applicable to the Town; it would not account for unused constructed capacity that may be available to serve new development. This fee is similar to the standards method in that it is based on a future cost (however, it is specific to the utility as opposed to a standard). This method may result in a disparity in the amount of growth to be served by the new facilities.

For the purposes of this study, a blending of the Buy-in Method and Improvements Method was recognized for the following reasons:

1. Since Florida law requires that the connection fee be based on localized costs, basing the fee on any recognized installed costs of the assets in service that would be necessary to serve future development would strongly promote this requirement since the costs are known.
2. The Town has identified expansion-related and System upgrade capital projects in the near term, which will provide wastewater treatment and disposal capacity to serve new growth and increase the installed cost of the utility plant in service available to meet service area growth or increased capacity demands. The near-term capital improvements were considered in the fee to recognize the estimated installed cost of capacity coincident with the time frame that the fee is to be charged to new development. Only the ten-year capital plan was considered since infrastructure needs can change over time due to, among other things, increased or changes in regulations, levels of service and development patterns, changes in wastewater treatment processes, changes in biosolids waste disposal requirements, and other factors.
3. The System Buy-in Method and Improvements Method were consolidated in our analysis, as appropriate, to identify the blended average cost of the installed capacity to serve growth during the near future, which places more emphasis on the Improvements Method since the Town is essentially entering into the wastewater service utility market.

The following is a discussion of these connection fee components.

Capital Investment

In the determination of the connection fee associated with the servicing of future customers, any constructed capacity in the existing treatment and transmission utility system that is available to serve such growth was

considered. Since this infrastructure was constructed and is available to serve the near-term incremental growth of the System, it is appropriate to recognize the availability of such facilities. As previously mentioned, the Town does not have a wastewater treatment plant; all capacity is provided on contractual services basis by the City of Dundee. The Town-constructed transmission line and pumping facilities in service that is necessary to deliver wastewater to the City of Dundee will remain in service and will be used to deliver wastewater to the anticipated Town wastewater treatment plant. The existing fixed asset cost as of September 30, 2023 as determined by the Town which would be included as a depreciable asset for the utility system on the Town's annual financial reports includes a master lift (pump) stations and wastewater transmission line constructed along State Road 27 in the amount of \$1,368,932.

The Town is in the process of developing and constructing a wastewater utility service plan that includes the development of a wastewater treatment plant and associated wastewater conveyance (transmission) facilities to serve the new development within the Town's utility service area. To develop a connection fee that is consistent with the anticipated capital costs of the System, the cost of the System's capital improvements that are anticipated be constructed in the near term to meet such future needs are reflected in the proposed connection fees (i.e., "improvements component" of the fee calculation).

The wastewater treatment plant is planned to be constructed in three (3) phases to minimize up-front costs from a financing standpoint and to expedite the availability of capacity to serve the immediately identified development. The analysis included in this report represents all the phases of the expansion to identify the total pro rata cost of capacity and to have an improved match as to asset construction (e.g., the headworks are designed for full plant capacity yet are constructed as part of the Phase 1 project) to the service demands. It is also assumed that the construction will be performed in the near future and thus will be in service. The Town provided the System Capital Improvement Plan, which outlines the capital expenditure plan for the wastewater service area as shown on Table 1 at the end of this report. Based on the System capital program as outlined on Table 1, approximately \$45,154,820 in capital improvements have been identified by the Town for the System of which approximately \$35,047,529 has been recognized in the determination of the fees or for which a portion of the cost is considered as being available to be funded from connection fees. The amount of capital needs identified as a cost recoverable from future growth through the application of a wastewater connection fee is shown on Table 1 and summarized below:

Capital Expenditures Assumed Being Available to be Funded from Connection Fees [1]

	Total Estimated Capital Improvement	Less Plant not Included [2]	Total Included Plant	Less Contributions and Grants [3]	Net Capital Expenditures Recognized
Wastewater Treatment (All Phases)	\$39,003,487	\$---	\$39,003,487	(\$5,981,861)	\$32,433,626
Wastewater Transmission	2,025,903	---	2,025,903	---	2,025,903
Wastewater Collection	4,125,430	(4,125,430)	---	---	---
Total Capital Costs	<u>\$45,154,820</u>	<u>(\$4,125,430)</u>	<u>\$41,029,390</u>	<u>(\$5,981,861)</u>	<u>\$35,047,529</u>

[1] Derived from Table 1 at the end of this report.

[2] Wastewater collection assets benefit the specific applicant parcel and are not generally included in the connection fee determination since they do not represent a system cost allocable to all users.

[3] Amounts shown represent funds that are anticipated to be received from outside agencies which represent cost free capital (grants and property contributions) and therefore are not included as a capital expenditure to be recovered from wastewater connection fees.

Plant Capacity

Based on the planning documents prepared by the Town, the estimated capacity of the wastewater treatment plant is anticipated to be 1.25 million gallons per day (“mgd”) expressed on an average annual daily flow basis. This capacity value represents the Phase 3 constructed value and was used since it fully incorporates the anticipated near-term construction and capacity needs in the near future.

Level of Service Requirements

In the evaluation of the capital facility needs for providing wastewater utility services, the level of service (“LOS”) standards should be addressed. Level of service shall indicate the capacity per unit of demand for each public facility. Essentially, the level of service standards is established to ensure that adequate facility capacity will be provided for future development.

For wastewater service, the level of service that is commonly used in the industry is the amount of capacity (service) allocable to an ERC expressed as the amount of usage (gallons) allocated on an average daily basis. This allocation of capacity would generally represent the amount of capacity allowable to an ERC, whether such capacity is actually used (commonly referred to as “readiness to serve”). As previously mentioned, an ERC is representative of the average capacity required to service a typical individually metered or serviced single-family residential account. This class of users represents the largest number of customers generally served by a public utility such as the Town and generally the lowest level of usage requirements for a specifically metered account.

It is our understanding based on discussions with the Town and as delineated in the Town’s Code of Ordinances, Section 32 – Utilities, the current level of service for a wastewater ERC equates to 260 gallons per day (“gpd”) expressed on an average daily use basis. The LOS is currently the same for the water system. Recognizing that there is discretionary use typically recognized with respect to water use (e.g., outdoor irrigation, car washing, pressure washing, etc.), the LOS for wastewater is generally less. Additionally, recognizing that the wastewater collection system will be brand new, it is assumed that limited inflow and infiltration (“I/I”). For the development of the Wastewater Connection Fee, the LOS was set at 225 gpd per ERC and was based on the following:

(Remainder of page intentionally left blank)

Development of Proposed Wastewater LOS per ERC

	Proposed – gpd per ERC
Average Persons per Household [1]	2.90
Indoor Water Use Allowance (gpcpd) [2]	60
Indoor Water Use (Gallons per Day)	174.0
Peak Month Factor Adjustment (Seasonality / Vacancy Adjustment) Assumed at 110%	191.4
I/I Allowance at 15% of Indoor Flow	<u>28.7</u>
Estimated LOS – Wastewater Service (Gallons per Day)	220.1
Recommended LOS – Wastewater Service (Gallons per Day)	<u>225.0</u>
<p>[1] Citation: U.S. Census Bureau (2021). <i>American Community Survey 5-year Estimates</i>. Retrieved from <i>Census Reporter Profile page for Lake Hamilton, FL</i>.</p> <p>[2] Represents average indoor use expressed on a gallon per capita per day basis based on information published by the Water Research Foundation in the publication entitled <i>End Users of Water, Version 2 Executive Report</i> dated April 2016.</p>	

A general industry guideline is that wastewater treated approximates 80% to 90% of the finished water delivered per ERC. The Town has adopted a LOS for the water system of 260 gallons per day (wastewater is currently the same level of use). The recommended wastewater LOS of 225 gallons per day is approximately 86.5% of the existing water LOS and is considered within the range of reasonableness for the recommended wastewater LOS recognized in this study.

Calculated Wastewater Connection Fee

As previously mentioned, for the development of the proposed wastewater connection fee the “Improvements Method” approach was primarily recognized since the implementation of the wastewater program is essentially a new utility service for the Town (which results in the addition of utility plant that will be owned by the Town). This method allocates the estimated proportionate share of capacity at cost (value) of the anticipated assets that are being constructed to initiate the wastewater utility system and in support of the near term expected development. Based on the identification of the capital costs to be constructed, the objective is that the applicant requesting capacity will pay for its share of the infrastructure to be constructed to serve System growth. It should be noted that this method does not impart or transfer asset ownership to the customer but is generally considered to provide access to and the dedication of capacity in the amount purchased.

Based on the estimated capital expenditures to build the required wastewater infrastructure, the anticipated capacity of the facilities to be built, which links to the service area demands and the proposed level of service per ERC, the following wastewater connection fee is recommended. The determination of the calculated fee is shown on Table 3 at the end of this study and is summarized below:

Existing and Calculated Wastewater Connection Fees per ERC by Service Area [1]

	Interim (Existing)	Proposed	Change in Fees
Wastewater Inside Town	\$4,150	\$6,371	\$2,221
Wastewater Outside Town [2]	\$5,187	\$7,964	\$2,777

[1] Amounts derived from Table 3 at the end of this Report.

[2] Town charges a 25% outside-city-surcharge for the water and wastewater connection fees charged as provided by Florida Statutes, Chapter 180; this is a policy decision of the Town and Raftelis is expressing no recommendation to this rate policy interpretation.

In the development of the proposed wastewater connection fees, several assumptions were utilized or incorporated in the analysis. The major assumptions utilized in the design of the proposed connection fees are:

1. The Town essentially does not have a wastewater system (limited transmission facilities and currently no wastewater treatment and disposal facilities). Accordingly, the determination of the wastewater connection fee is being based on the projected wastewater conveyance, treatment, and disposal-related capital improvement plan for the System that is anticipated to be constructed by the Town to serve new growth. A summary of capital improvement costs considered in the development of the wastewater connection fee was previously presented in this study and as reflected in Table 3 at the end of this report.
2. Because: i) the System is operated as an enterprise fund; ii) all wastewater-related financial resources received by the Town stay within the fund for the benefit of the wastewater system; iii) the facility costs reflected in the fee are assumed to be the cost when installed and placed into service and are not adjusted for any fair market value to reflect construction timing conditions; iv) there is no interest-expense carry proposed to be included in the connection fee associated with the financing of the capital investment to serve new development; and v) there are no other revenues received by the Town from new development for the capital costs / utility plant reflected in the connection fee (e.g., ad valorem taxes on the property), no credit for the future payment of any debt service allocable to the properties has been recognized. All connection fee funds remain in the enterprise system and the long-term capital financing costs for infrastructure constructed and available to serve new growth are mitigated by using the connection fees for ongoing expansion-related capital project financing or for the direct payment of the annual expansion-related debt service payments.
3. It is anticipated by the Town that certain utility assets to be constructed that are considered as "System-related" infrastructure and should be recognized in the fee determination are anticipated to be funded from developer contributions and grants. Since these contributions represent cost-free capital to the Town, the amount of such contributions that relate to the funding of the System-related infrastructure has been recognized as a deduction to the capital costs to be included in the connection fee determination.
4. The level of service for a wastewater ERC was assumed to be 225 gpd expressed on an average daily flow basis predicated on the estimated wastewater flow contribution requirements attributable to a typical ERC.
5. For the development of the proposed connection fee, no existing or planned capital facility costs associated with wastewater collection facilities have been included in the calculation of the charge since

i) the Town will require the developer to contribute such facilities on a cost-free basis to the Town as part of the development process; or ii) the Town may charge a separate fee (e.g., sewer connection or tap-in fee) to recover the cost of such capital additions (contribution-in-aid-of-construction). Such costs are considered as being solely allocable to the specific property receiving service (a secondary function) and are not considered as a System (primary function) asset.

As shown on Table 3 at the end of this report, the analysis utilizes estimated capital costs for the wastewater treatment and effluent disposal / transmission system, ERC service requirements, and current fixed asset and plant capacity data regarding the wastewater system. By designing the wastewater connection fee to recover costs on a prospective basis, an attempt is made to design a charge that will provide funds on a reasonable basis to reflect the cost of capacity needed to meet the future needs of the wastewater system.

Based on the capital facilities associated with the determination of the charge, the functional breakdown of the components of the wastewater connection fee are as follows:

Functional Breakdown of Calculated Wastewater Connection Fee per ERC [1]

Service Type	Amount
Wastewater Treatment / Disposal – Town-owned Infrastructure	\$5,943.89
Wastewater Transmission	428.31
Total Fee	\$6,372.20
Rounded Fee	\$6,371.00
Level of Service (gpd per ERC)	225
Cost per Gallon	\$28.32

[1] Amounts derived from Table 3 and reflects inside the Town fees.

Comparison with Other Utilities

To provide additional information to the Town regarding the proposed wastewater connection fees, included on the following summary table is a comparison of the Town's interim and calculated fees per ERC with other neighboring jurisdictions. Table 4 at the end of this report provides a comparison of the interim and calculated wastewater connection fees for single-family residential units (i.e., one ERC) for the Town with comparable fees currently imposed by other neighboring municipal / governmental water and wastewater. A number of factors can affect the level of charges collected by other utilities, including, but not limited to, level of treatment required for service, asset age and remaining service life, density of customer base, level of service adopted by local government, amount of grant (contributions) funds received, and other factors. No in-depth analysis has been performed to determine the affect these factors could have on the fees charged by other utilities or to determine the methods used in the development of the water and wastewater connection fees imposed by others, nor has any analysis been made to determine whether 100% of the cost of new facilities is recovered from the other utilities' charges, or some percentage less than 100% with the balance recovered through the user charges. As shown below the proposed connection fees are higher than those charged by surrounding communities.

Comparison of Connection Fees per ERC – Wastewater Capacity Request [1][2]

Description	Wastewater
Town Wastewater Connection Fees:	
Existing Interim Connection Fees [3]	\$4,150
Calculated Connection Fees	\$6,371
Other Florida Utilities Average	
	\$3,709
[1] Amounts shown derived from information provided on Table 4 at the end of this Report.	
[2] Reflects fee for standard individually metered residential unit (generally served through a 5/8-inch meter service and is considered to equate to one [1] ERC).	

We believe the primary reason for the proposed Town fees being higher than neighboring public utilities is due to the capital costs being recovered are expressed essentially at 100% of today's cost to construct (Fiscal Year 2023) which is not the case for the utilities reflected in the comparison which have an established wastewater utility system (fees based on original costs which are significantly less than the capital costs being incurred today for like-kind assets).

Conclusions and Recommendations

Based on the analyses and discussions provided herein, we are of the opinion that:

1. Pursuant to the analysis discussed herein, Raftelis is of the opinion that the proposed wastewater connection fee is reasonable and is based on the estimated local cost for providing service, the current capital improvement plan as detailed herein, and the approximate cost of capacity based on the level of service allocable to an equivalent residential connection. As such, Raftelis recommends that the System consider adjusting the existing interim wastewater connection fee of \$4,150 per ERC to the calculated wastewater connection fee of \$6,371 per ERC.
2. The proposed level of service per ERC for wastewater is proposed to equal 250gpd per ERC for wastewater capacity reservation.
3. The proposed wastewater connection fees are higher than those of neighboring jurisdictions since the fees are essentially based entirely on today's cost of construction which is higher than the embedded capital costs of the surveyed utilities presented in this study. It is anticipated as the other utilities begin to exhaust their available capacity to serve new development and are required to construct new capacity, the respective wastewater connection fees will be increased accordingly to reflect the current cost of construction.
4. It is recommended that the Town update the wastewater connection fee evaluation as the capital costs for the wastewater implementation program are more accurately known to improve the nexus between the fees being charged and the costs being incurred. Subsequently, it is recommended that the Town review the fees every two to three years to recognize changes in level of service requirements capacity requirements, actual construction costs for added facilities as well as anticipated cost changes identified as part of the Town's ongoing capital improvement program, or if the utility services are materially changed from what is presented herein.

Tables

Table 1: Summary of Capital Improvement Plan and Existing Fixed Assets

Table 2: Functionalized Wastewater Capital Improvement Program

Table 3: Development of Wastewater Connection Fee

Table 4: Comparison of Wastewater Connection Fees

Table 1
Town of Lake Hamilton
Fiscal Year 2023 Wastewater Connection Fee Analysis

Summary of Capital Improvement Plan and Existing Fixed Assets [1]

Line No.	Description	Cost	Adjustments	Adjusted Total	Grant Funding [2]	Net Town Funded	Function
1	<u>Wastewater System CIP</u>						
2	WWTP Phase 1 - 0.25 MGD	\$6,473,487	\$0	\$6,473,487	(\$4,452,835)	\$2,020,652	Treatment
3	WWTP Phase 2 - 0.50 MGD	5,973,000	0	5,973,000	(1,529,026)	4,443,974	Treatment
4	WWTP Phase 3 - 1.25 MGD	25,969,000	0	25,969,000	0	25,969,000	Treatment
5	WWTP Land	588,000	0	588,000	0	588,000	Treatment
6	Septic-to-Sewer Construction - Collection	3,206,730	0	3,206,730	0	3,206,730	Collection
7	Septic-to-Sewer Construction - Transmission	1,025,903	0	1,025,903	0	1,025,903	Transmission
8	Sewer Connection Program	918,700	0	918,700	(518,902)	399,798	Collection
9	Main St. Pump Station and Force Main Extension	1,000,000	0	1,000,000	0	1,000,000	Transmission
10	Total	<u>\$45,154,820</u>	<u>\$0</u>	<u>\$45,154,820</u>	<u>(\$6,500,763)</u>	<u>\$38,654,057</u>	
11	<u>Wastewater System Existing Fixed Assets</u>						
12	Lift Station and Line on SR 27	\$1,368,932	\$0	\$1,368,932	(\$1,015,146)	\$353,786	Transmission
13	Total	<u>\$1,368,932</u>	<u>\$0</u>	<u>\$1,368,932</u>	<u>(\$1,015,146)</u>	<u>\$353,786</u>	

Footnotes:

[1] Amounts based on the Town's adopted Fiscal Year 2023 Capital Improvement Plan as well as costs provided by the Town's consulting engineer.

[2] Amounts based on anticipated grant funding and approved principal forgiveness from FDEP's SRF program.

Table 2
Town of Lake Hamilton
Fiscal Year 2023 Wastewater Connection Fee Analysis

Functionalized Wastewater Capital Improvement Program [1]

Line No.	Project Description	Type	Purpose			Estimated Capital Cost	Adjustments	Net Amount For Future Expenditures	Functional Category					
			Expansion	Existing	Replace				Wastewater Treatment		Transmission		Collection/ Other	Total
1	WWTP Phase 1 - 0.25 MGD	Treatment	100.00%	0.00%	0.00%	\$6,473,487	\$0	\$6,473,487	\$0	\$6,473,487	\$0	\$0	\$0	\$6,473,487
2	WWTP Phase 2 - 0.50 MGD	Treatment	100.00%	0.00%	0.00%	5,973,000	0	5,973,000	0	5,973,000	0	0	0	5,973,000
3	WWTP Phase 3 - 1.25 MGD	Treatment	100.00%	0.00%	0.00%	25,969,000	0	25,969,000	0	25,969,000	0	0	0	25,969,000
4	WWTP Land	Treatment	100.00%	0.00%	0.00%	588,000	0	588,000	0	588,000	0	0	0	588,000
5	Septic-to-Sewer Construction - Collection	Collection	100.00%	0.00%	0.00%	3,206,730	0	3,206,730	0	0	0	0	3,206,730	3,206,730
6	Septic-to-Sewer Construction - Transmission	Trans	100.00%	0.00%	0.00%	1,025,903	0	1,025,903	0	0	0	1,025,903	0	1,025,903
7	Sewer Connection Program	Collection	100.00%	0.00%	0.00%	918,700	0	918,700	0	0	0	0	918,700	918,700
8	Main St. Pump Station and Force Main Extension	Trans	100.00%	0.00%	0.00%	1,000,000	0	1,000,000	0	0	0	1,000,000	0	1,000,000
9	TOTAL WASTEWATER PROJECTS					\$45,154,820	\$0	\$45,154,820	\$0	\$39,003,487	\$0	\$2,025,903	\$4,125,430	\$45,154,820
10	PERCENT OF TOTAL							100.00%	0.00%	86.38%	0.00%	4.49%	9.14%	100.00%

Footnotes:

[1] Amounts derived from Table 1.

Table 3
Town of Lake Hamilton
Fiscal Year 2023 Wastewater Connection Fee Analysis

Development of Wastewater Connection Fee

Line No.	Description	Amount
Wastewater Treatment Facilities:		
1	Wastewater Treatment Plant Design and Construction - CIP [1]	\$39,003,487
2	Less Receipt of Grant Funds	<u>(5,981,861)</u>
3	Total Wastewater Treatment Facility Costs	\$33,021,626
4	Planned Permitted Capacity of Plant Facilities (MGD) (ADF) [2]	1.250
5	Existing Average Daily Flow (ADF) (MGD) [3]	0.000
6	Equivalent Connection Factor - (GPD) [4]	225.0
7	Estimated Equivalent Connections to be Served by Facilities	5,556
8	Percent Remaining Capacity of Facilities	100.00%
9	Rate per Equivalent Connection of Wastewater Treatment Facilities	\$5,943.89
10	Rounded Rate per Equivalent Connection Allocable to Wastewater Treatment Facilities	\$5,943.00
Primary Transmission System:		
11	Existing Transmission System Assets [5]	\$1,368,932
12	Transmission System Design and Construction - CIP [1]	2,025,903
13	Less Receipt of Grant Funds	<u>(1,015,146)</u>
14	Total Primary Transmission Facility Costs	\$2,379,689
15	Total Estimated Equivalent Connections served by Transmission Facilities [6]	<u>5,556</u>
16	Rate per Equivalent Connection of Primary Transmission Facilities	<u>\$428.31</u>
17	Rounded Rate per Equivalent Connection of Primary Transmission Facilities	\$428.00
18	Total Combined Rate per Equivalent Connection	\$6,372.20
19	Rounded Rate per Equivalent Connection	<u>\$6,371.00</u>
20	Cost Per Gallon	\$28.32

ADF = Average Daily Flow

GPD = Gallons per Day

Footnotes continued on the following page.

Table 3
Town of Lake Hamilton
Fiscal Year 2023 Wastewater Connection Fee Analysis

Development of Wastewater Connection Fee

Footnotes:

- [1] Amounts derived from Table 2 and reflect the planned expansion-related improvements.
- [2] Amount reflects the planned permitted treatment capacity of the Town's wastewater treatment plant.
- [3] The Town currently has no Wastewater Treatment Plant.
- [4] Amount reflects the District's level of service provided for per equivalent connection.
- [5] Amounts derived from Table 1 and reflect existing transmission system assets.
- [6] Amount assumes transmission capacity is consistent with the existing and estimated future wastewater treatment capacity.

Table 4
Town of Lake Hamilton
Fiscal Year 2023 Wastewater Connection Fee Analysis

Comparison of Wastewater Connection Fees [1]

Line No.	Description	Wastewater Connection Fee
Town of Lake Hamilton		
1	Existing (Interim) Connection Fee	\$4,150
2	Recommended Connection Fee	6,371
<u>Other Florida Utilities:</u>		
3	City of Auburndale	\$4,258
4	City of Davenport [2]	\$3,500
5	City of Haines City	4,243
6	City of Lake Alfred	3,817
7	City of Lake Wales	3,247
8	City of Lakeland [2]	1,916
9	City of Plant City	3,120
10	City of St. Cloud	4,151
11	City of Winter Haven	4,197
12	Polk County	4,195
13	Toho Water Authority (Kissimmee System)	4,151
14	Other Florida Utilities' Average	\$3,709

[1] This schedule is intended to show comparable charges for similar service for comparison purposes only. All fees are as reported by the respective utility

[2] Utility is currently involved in a connection fee study and/or expects a revision to current connection fees within the next twelve months.

RESOLUTION R-2023-13

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

WHEREAS, the Town Council conducts finance business with SouthState Bank in Haines City
and

WHEREAS, the Town Council wishes to update the signers on all accounts at SouthState Bank;
and

WHEREAS, the Town Council authorizes Steve Hunnicutt, Town Administrator, Cora Perry Roberson, Vice Mayor and Angela Pettus, Fiscal Coordinator to be added as signers on these accounts;
and

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

SECTION 1.

The Town Council does hereby authorize Town Administrator Steve Hunnicutt, Vice Mayor Cora Perry Roberson, and Fiscal Coordinator Angela Pettus to act as additional signers on the town bank accounts at SouthState Bank.

SECTION 5. CONFLICTS.

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

SECTION 6. 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 7. EFFECTIVE DATE.

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

INTRODUCED AND PASSED at the special meeting of the Town Council of the Town of Lake Hamilton, Florida, held this 11th day of July, 2023.

TOWN OF LAKE HAMILTON, FLORIDA

MICHAEL KEHOE, MAYOR

ATTEST:

BRITTNEY SANDOVAL SOTO, TOWN CLERK

Approved as to form:

HEATHER R. MAXWELL, ESQ., TOWN ATTORNEY

Record of Vote	YES	NO
Roberson		
Tomlinson		
O'Neill		
Wagner		
Kehoe		

**TOWN OF LAKE HAMILTON FACT SHEET
TOWN COUNCIL**

DATE: July 11, 2023

TO: Mayor and Town Council

VIA: Heather Christman Town Attorney, Brittney Sandovalsoto Town Clerk

FROM: Steven Hunnicutt Town Administrator

SUBJECT: Set the tentative millage rate for Fiscal Year 2023-2024 and schedule the public hearing dates.

BACKGROUND: The Council is required to set the tentative millage by August 2nd. This rate will be advertised by the Property Appraiser and represents the cap for the City's milage rate for FY 2023-2024. During the budget process, the tentative millage rate can only be decreased.

Currently, the Town's milage rate is 8.4276. The Proposal of 9.0000 is considered. Also per TRIM the Town is required have two public hearings to adopt both a millage rate for ad valorem and an annual budget. These meetings cannot be held on the same dates as either Polk County School Board or Board of County Commissioners. Their public hearings have been set for:

Polk County School Board

Tuesday, September 05, 2023

Board of County Commissioners

Monday, September 11, 2023

Monday, September 18, 2023

The Town's regular Council meetings date in September are Tuesday the 5th and would be on September the 19th for the second hearing date.

FINANCIAL IMPACT: NONE

RECOMMENDATION: Staff recommends rescheduling the meeting to Wednesday the 6th, and keeping the second meeting as September 19th.

ATTACHMENTS: NONE



To: Key Official

From: Eryn Russell, Florida League of Cities

Date: June 6, 2023

Subject: 97th Annual Conference Voting Delegate Information

The Florida League of Cities Annual Conference will be held at the Hilton Orlando Bonnet Creek in Orlando, Florida, from August 10-12, 2023. This conference will provide valuable educational opportunities to help Florida's municipal officials serve their citizenry more effectively.

We ask that each member municipality sending delegates to the Annual Conference designate one of their officials to cast their votes at the Annual Business Session, which will be held on **Saturday, August 12**. Election of League leadership and adoption of resolutions are undertaken during the business meeting. One official from each municipality will vote on matters affecting the League.

In accordance with the League's by-laws, each municipality's vote is determined by population, and the League will use the Estimates of Population from the University of Florida.

Conference registration materials were sent to each municipality via the League's e-newsletter and are available online at flcities.com.

If you have any questions about voting delegates, please email erussell@flcities.com. **Voting delegate forms must be received by the League no later than July 31, 2023.**

Attachments: Form Designating Voting Delegate



97th Annual Conference
Florida League of Cities, Inc.
August 10-12, 2023
Orlando, Florida

It is important that each member municipality sending delegates to the Annual Conference of the Florida League of Cities designate one of their officials to cast their votes at the Annual Business Session. League By-Laws require each municipality to select one person to serve as the municipality's voting delegate. *Municipalities do not need to adopt a resolution to designate a voting delegate.*

Please fill out this form and return it to the League office so that your voting delegate may be properly identified. **Voting delegate forms must be received by the League no later than July 31, 2023.**

Designation of Voting Delegate

Name of Voting Delegate: _____

Title: _____

Delegate Email: _____

Municipality of: _____

AUTHORIZED BY:

Name

Title

Return this form to:
Eryn Russell
Florida League of Cities, Inc.
Post Office Box 1757
Tallahassee, FL 32302-1757
Email: erussell@flcities.com



Memorandum

To: Town Council

From: Town Clerk, Brittney Sandoval, CMC

Date: July 11, 2023

Subject: Monthly Update.

- Business Tax Receipt renewals are being prepared to be sent out at the beginning of this week for the 23-24 Fiscal Year.
- The Ethics Training will be held on July 18th at the Lake Eva Event Center from 9am to 1pm.
- I attended the 2023 FACC Annual Conference in June and had the opportunity to learn more information and gain valuable skills to continue my education and career as a municipal clerk.
- I am currently working towards obtaining my Master Municipal Clerk (MMC) designation and by attending conferences and additional training opportunities I hope to be complete by next year.
- We are reaching the final step in converting the website to the new dotgov website. I have a meeting with our IT contractor and Axtegrity Consultants to help obtain the final information needed to be approved and begin to convert over.

Other business as usual.

Memorandum

To: Town Council

From: Lisa Harris, Code Enforcement

Date: June 1, 2023 through June 30, 2023

Subject: Code Enforcement Report

Code Enforcement would like to advise the Town that this report is from June 1, 2023 through June 30, 2023

- Perged 1st Quarter of 2023 closed Code enforcement cases
- Intern perging all Special Magistrate case files – this will carry over into July '23
- (9) notices for August 16, 2023 SM hearing sent – includes a repeat offender and Crump Road Warehouses
- Tagged vehicles on Crump Rd
- (4) June '23 SM notices c/o
- (2) Aug '23 SM notice c/o
- (4) courtesy letter c/o
- (3) cases closed out w/o notification sent
- (1) inquired about fines / liens (bought on tax deed sale)
- (15) new cases generated
- (15) c/l sent so far
- (2) June '23 SM packets prepared
- (1) Working on reduction
- June Agenda
 - a. (4) first offenses
 - b. (2) continued from May '23 SM hearing
- (1) alleged violation closed without making a case
- Currently working on other businesses on Highway 27
- Next Special Magistrate Hearing is August 16, 2023 – 6:30 pm

If the Board members or staff at the Town Hall have any questions, they are welcome to email me at 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: Community Development Department, Chris Kirby

Date: July 11th, 2023

Subject: Monthly Update

1. **Scenic Terrace South – Phase 2** House construction has started. 42 building permits have been issued.
2. **Scenic Terrace South – Phase 1** Addresses approved. 13 building permits have been issued.
3. **Scenic Terrace South – Phase 3** Plat approval and addressing are pending.
4. **Feltrim Lakes** – Final construction plans are approved.
5. **Hamilton Bluff Phase 1 & 2** – Final construction plans have been approved.
6. **FRDAP** – Construction at both Gunter Park and Detour Road Ballfield is complete. All close-out documentation has been delivered.
7. **Water Use Permit Renewal** – SWFMD comments have been finalized.
8. **Road and Drainage Improvements Project** – Final plans are under review. Grant funding in place \$1,975,000. Grant expiration September 30, 2026.

Types of Permits Issued	Issued Permits By Type
Commercial Building	1
Commercial Electric	0
Commercial Mechanical	0
Commercial Plumbing	0
Commercial Roofing	0
New Single-Family Residence	8
Residential Alteration	1
Residential Building	0
Residential Electrical	4
Residential Fence	0
Residential Mechanical	0
Residential Plumbing	0
Residential Roof	6
Residential Swimming Pool (cage)	1
Right of Way	0
Temporary Construction Trailer	0
Site Work	0
TOTAL	0

NSFR Permits Approved - Ready for Pick Up	13
NSFR Permits Entered - In Review	7
NSFR Permits Pending	0
NSFR Permits Submitted – not yet entered	0
Inspections for the month	140
BTRs Issued / Amt Collected	1/\$25.00
Certificates of Occupancy Issued – Residential	0
Building Permit Fees Collected	\$14,213.54
Building Permit Review Fees Collected	\$12,523.09
Administration Fees Collected	\$860.00
Elec/Mech/Plumb New Construction/reinspection/Sign Fees Collected	\$3192.20
TOTAL ALL FEES COLLECTED	\$30,813.83