



# TOWN OF LAKE HAMILTON

## TOWN COUNCIL REGULAR MEETING AGENDA Tuesday, March 2, 2021 6:00 P.M.

The Town Council of the Town of Lake Hamilton will hold a Regular Council Meeting on Tuesday, March 2, 2021 at 6:00 PM at the Lake Hamilton Woman's Club, 85 N Omaha Street, Lake Hamilton, FL 33851.

- 1. CALL TO ORDER BY THE MAYOR**
- 2. INVOCATION**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ROLL CALL OF COUNCIL MEMBERS BY THE CLERK**
- 5. SCHEDULED PRESENTATIONS**
  - a. Proclamation for Florida Government Finance Officers-*pages 1*
  - b. Proclamation for National Nutrition Month-*pages 2*
  - c. Chief Teague, Presentation Recognizing Officers-*no pages*
  - d. David Ramos, CPA – FYE 2020 Audit Presentation-*pages 3-51*
  - e. PRWC Update
- 6. CONSENT AGENDA**
  - a. February 2, 2021 Regular Meeting Minutes-*pages 52-54*
  - b. February 16, 2021 Special Meeting Minutes-*pages 55-56*
- 7. RECOGNITION OF CITIZENS (Non-Agenda Items)**
- 8. OLD BUSINESS-**
  - a. Future Planning Items-*no pages*
- 9. NEW BUSINESS-**
  - a. PRWC Action items if any-*no pages*
  - b. Consider approval of David Ramos, CPA Audit contract-*pages 57-62*
  - c. First Reading of Ordinance O-21-06 Scenic Terrace Comp Plan Amendment-*pages 63-69*
  - d. First Reading of Ordinance O-21-07 Mask Wearing-*pages 70-73*
  - e. First Reading of Ordinance O-21-08 Water Policy Amendment-*pages 74-77*
- 10. STAFF REPORTS**
  - a. Town Administrator-*no pages*
    - i. Town Clerk- *pages 78*
    - ii. Police Department- *pages 79-86*
    - iii. Code Enforcement- *pages 87*
    - iv. Community Development-*pages 88-89*
    - v. Public Works-*no pages*
- 11. ATTORNEY COMMENTS**
- 12. COUNCIL MEMBERS COMMENTS**
- 13. ADJOURNMENT**

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)

## PROCLAMATION

### TOWN OF LAKE HAMILTON, POLK COUNTY, FLORIDA

**WHEREAS**, The Florida Government Finance Officers Association is a professional association founded in 1937 and serves more than 3,300 professionals from state, county and city governments, school districts, colleges and universities, special districts and private firms; and

**WHEREAS**, the FGFOA is dedicated to being your professional resource by providing opportunities through education, networking, leadership and information; and

**WHEREAS**, this Government Finance Professionals Week, sponsored by the FGFOA and all of its member governmental organizations, is a weeklong series of activities aimed at recognizing government finance professionals and the vital services that they provide to our state and our community; and

**WHEREAS**, during this week, government finance professionals throughout the State of Florida will be acknowledged for their hard work, dedication, and leadership.

**NOW, THEREFORE**, I, Michael Kehoe, Mayor, do hereby proclaim the week of March 15-19, 2021 to be:

### **GOVERNMENT FINANCE PROFESSIONALS WEEK**

in the Town of Lake Hamilton and extend our appreciation to all government finance professionals throughout the state and here in the Town of Lake Hamilton for their hard work, dedication, and leadership.

In Witness Whereof, I have hereunto set my hand and caused the Great Seal of the Town of Lake Hamilton, Florida to be affixed this 2nd day of March 2021.

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Michael Kehoe, Mayor

## PROCLAMATION

TOWN OF LAKE HAMILTON, POLK COUNTY, FLORIDA

**WHEREAS** food is the substance by which life is sustained; and

**WHEREAS** the type, quality, and amount of food that individuals consume each day plays a vital role in their overall health and physical fitness; and

**WHEREAS** there is a need for continuing nutrition education and a wide-scale effort to enhance healthy eating practices;

**NOW, THEREFORE**, I, Michael Kehoe, Mayor, do hereby proclaim the month of March to be:

### **National Nutrition Month**

in the Town of Lake Hamilton and encourage all citizens to join the campaign and become concerned about their nutrition and the nutrition of others in the hope of achieving optimum health for both today and tomorrow.

In Witness Whereof, I have hereunto set my hand and caused the Great Seal of the Town of Lake Hamilton, Florida to be affixed this 2nd day of March 2021.

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Michael Kehoe, Mayor

*Annual Financial Report*

Town of Lake Hamilton, Florida

Year Ended September 30, 2020

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**TABLE OF CONTENTS****FINANCIAL SECTION**

Independent Auditor's Report.....	1
Management's Discussion and Analysis (unaudited required supplementary information .....	3

**BASIC FINANCIAL STATEMENTS**

## Government Wide Financial Statements:

Statement of Net Position .....	10
Statement of Activities.....	11

## Fund Financial Statements:

Balance Sheet – Governmental Fund.....	12
Reconciliation of the Balance Sheet – Governmental Fund to the Statement of Net Position.....	13
Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Fund.....	14
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Fund to the Statement of Activities.....	15
Statement of Net Position – Proprietary Fund .....	16
Statement of Revenues, Expenses and Changes in Fund Net Position – Proprietary Fund .....	17
Statement of Cash Flows – Proprietary Fund .....	18
Notes to the Financial Statements.....	19

**REQUIRED SUPPLEMENTARY INFORMATION**

Budgetary Comparison Schedule – General Fund .....	37
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**OTHER REPORTS**

Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters based on an Audit of Financial Statements performed in Accordance with <i>Government Auditing Standards</i> .....	38
Independent Accountant's Examination Report on Compliance with the Requirements of Section 218.415, <i>Florida Statutes</i> .....	40
Independent Auditor's Management Letter.....	41

**OTHER INFORMATION**

Management's Affidavit of Compliance with Section 163.31801, Florida Statutes .....	43
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## Independent Auditor's Report

Honorable Mayor and Town Council  
Town of Lake Hamilton, Florida

### ***Report on the Financial Statements***

I have audited the accompanying financial statements of the governmental activities, the business-type activities, and each major fund of Town of Lake Hamilton, Florida (the "Town"), as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

My responsibility is to express opinions on these financial statements based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risks assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting principles used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions.

**Opinions**

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, and each major fund of the Town as of September 30, 2020, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Other Matters****Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the *Management's Discussion and Analysis* on pages 3-9 and the budgetary comparison information on page 36 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. I have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, I have also issued my report dated February 10, 2021, on my consideration of the Town's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town's internal control over financial reporting and compliance.

*David R. Ramos, CPA*

Lakeland, Florida  
February 10, 2021

**TOWN OF LAKE HAMILTON, FLORIDA**

Management's Discussion and Analysis

September 30, 2020

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As management of the Town of Lake Hamilton, Florida (the Town), we offer readers of the Town's financial statements this narrative overview and analysis of the financial activities of the Town for the fiscal year ended September 30, 2020. We encourage readers to consider the information presented here in conjunction with the basic financial statements beginning on page 10.

Financial Highlights

- The assets of the Town exceeded its liabilities at the close of the most recent fiscal year by \$7,655,908 (net position). Of this amount, \$1,130,934 (unrestricted net position) may be used to meet the government's ongoing obligations to citizens and creditors.
- The government's total net position increased by \$4,178.
- As of the close of the current fiscal year, the Town's general fund (governmental fund level) reported ending fund balance of \$1,558,866. Of this total amount, \$822,275 is available for spending at the government's discretion (unassigned and assigned fund balance).

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Town's basic financial statements. The Town's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains required supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements: The government-wide financial statements are designed to provide readers with a broad overview of the Town's finances, in a manner like a private-sector business.

The statement of net position presents information on all the Town's assets, liabilities, and deferred inflows and outflows of resources with the residual measure reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Town is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported in a manner like the approach used by private-sector business in that revenue is recognized when earned or established criteria are satisfied, and expenses are reported when incurred. Accordingly, revenues are reported even when they may not be collected for several months after the end of the year, and expenses are reported even though they may not have used cash during the current fiscal year.

Both government-wide financial statements distinguish functions of the Town that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the Town include general government, building and code enforcement, law enforcement, streets, sanitation and parks and recreation. The business-type activities of the Town include the water and sewer department.

**TOWN OF LAKE HAMILTON, FLORIDA**

Management's Discussion and Analysis

September 30, 2020

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The government-wide financial statements can be found on pages 10 and 11 of this report.

**Fund financial statements:** Funds are a group of self-balancing accounts. Funds are used to account for specific activities of the Town, rather than reporting on the Town as a whole. The Town, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All the funds of the Town can be divided into two categories: governmental funds and proprietary funds.

**Governmental funds:** Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Town maintains one governmental fund, the general fund. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances.

The basic governmental fund financial statements can be found on pages 12 through 15 of this report.

**Proprietary funds:** The Town utilizes one type of proprietary fund, an enterprise fund. Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The Town uses an enterprise fund to account for its water and sewer segments. Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail.

The basic proprietary fund financial statements can be found on pages 16 to 18 of this report.

All the Town's funds are considered major funds.

**Notes to the financial statements:** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 19 to 36 of this report.

**Other information:** In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the Town's general fund's budgetary comparisons. Required supplementary information can be found on page 37 of this report.

Government-wide Financial Analysis

The following is a summary of the information presented in the Statement of Net Position on page 10 of this report.

**Statement of Net Position (Summary)**  
as of September 30,

	<u>Governmental Activities</u>		<u>Business-type Activities</u>		<u>Total Primary Government</u>	
	<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>2019</u>
Current and other assets	\$ 1,866,317	\$ 1,277,129	\$ 192,338	\$ 32,779	\$ 2,058,655	\$ 1,309,908
Capital assets	3,483,054	2,954,533	7,782,405	6,809,780	11,265,459	9,764,313
Total assets	<u>\$ 5,349,371</u>	<u>\$ 4,231,662</u>	<u>\$ 7,974,743</u>	<u>\$ 6,842,559</u>	<u>\$ 13,324,114</u>	<u>\$ 11,074,221</u>
Long-term liabilities outstanding	\$ 1,659,985	\$ 741,728	\$ 3,267,411	\$ 2,411,097	\$ 4,927,396	\$ 3,152,825
Other liabilities	322,174	136,876	418,636	132,790	740,810	269,666
Total liabilities	<u>\$ 1,982,159</u>	<u>\$ 878,604</u>	<u>\$ 3,686,047</u>	<u>\$ 2,543,887</u>	<u>\$ 5,668,206</u>	<u>\$ 3,422,491</u>
Net position:						
Net investment in capital assets	\$ 2,101,224	\$ 2,222,023	\$ 4,235,969	\$ 4,399,230	\$ 6,337,193	\$ 6,621,253
Restricted	27,270	27,179	160,511	92,425	187,781	119,604
Unrestricted	<u>1,238,718</u>	<u>1,103,856</u>	<u>(107,784)</u>	<u>(192,983)</u>	<u>1,130,934</u>	<u>910,873</u>
Total net position	<u>\$ 3,367,212</u>	<u>\$ 3,353,058</u>	<u>\$ 4,288,696</u>	<u>\$ 4,298,672</u>	<u>\$ 7,655,908</u>	<u>\$ 7,651,730</u>

Eighty-three percent (83%) of the Town's net position reflects its net investment in capital assets (e.g., land, buildings, sewer and water system, machinery, and equipment); less any related debt used to acquire those assets that is still outstanding. The Town uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the Town's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

Two percent (2%) of the Town's net position represents resources that are subject to external restrictions on how they may be used and are reported as restricted net position. The remaining balance of unrestricted net position may be used to meet the government's ongoing obligations to citizens and creditors.

**TOWN OF LAKE HAMILTON, FLORIDA**  
Management's Discussion and Analysis  
September 30, 2020

The following is a summary of the information presented in the Statement of Activities on page 11 of this report.

**Statement of Activities (Summary)**  
For the year ended September 30,

	<b>Governmental Activities</b>		<b>Business-type Activities</b>		<b>Total Primary Government</b>	
	<b>2020</b>	<b>2019</b>	<b>2020</b>	<b>2019</b>	<b>2020</b>	<b>2019</b>
<b>Revenues:</b>						
<i>Program Revenues:</i>						
Charges for services	\$ 435,081	\$ 404,434	\$ 607,276	\$ 582,540	\$ 1,042,357	\$ 986,974
Operating grants and contributions	3,048	6,966	-	-	3,048	6,966
Capital grants and contributions	2,560	11,187	41,008	104,153	43,568	115,340
<i>General revenues:</i>						
Taxes	1,193,957	1,137,043	-	-	1,193,957	1,137,043
Intergovernmental	133,244	149,865	-	-	133,244	149,865
Gain (loss) on disposal of property	10,744	(59,569)	-	(65,492)	10,744	(125,061)
Other	43,062	27,562	-	-	43,062	27,562
<b>Total revenues</b>	<b>1,821,696</b>	<b>1,677,488</b>	<b>648,284</b>	<b>621,201</b>	<b>2,469,980</b>	<b>2,298,689</b>
<b>Expenses:</b>						
General government	544,325	535,054	-	-	544,325	535,054
Law enforcement	701,628	642,141	-	-	701,628	642,141
Streets	142,385	134,696	-	-	142,385	134,696
Sanitation	249,612	212,885	-	-	249,612	212,885
Stormwater	12,607	17,357	-	-	12,607	17,357
Parks and recreation	104,962	108,225	-	-	104,962	108,225
Interest on long-term debt	52,023	23,093	-	-	52,023	23,093
Water utility	-	-	590,715	741,245	590,715	741,245
Sewer utility	-	-	67,545	53,246	67,545	53,246
<b>Total expenses</b>	<b>1,807,542</b>	<b>1,673,451</b>	<b>658,260</b>	<b>794,491</b>	<b>2,465,802</b>	<b>2,467,942</b>
Change in Net Position	14,154	4,037	(9,976)	(173,290)	4,178	(169,253)
Net position - October 1	3,353,058	3,349,021	4,298,672	4,471,962	7,651,730	7,820,983
Net position - September 30	<b>\$ 3,367,212</b>	<b>\$ 3,353,058</b>	<b>\$ 4,288,696</b>	<b>\$ 4,298,672</b>	<b>\$ 7,655,908</b>	<b>\$ 7,651,730</b>

Governmental activities: Governmental activities' change in net position for 2020 was an increase of \$14,154 as compared to an increase of \$4,037 for the prior year. The main reasons for the increase in the change in net position are as follows:

- Total revenue increased by \$144,208 or 29% mainly due to an increase in general revenues of \$126,106 (10%).
- Total expenses increased by \$134,091 or 8% mainly due to an increase in general sanitation functional expenses (\$36,727), law enforcement functional expenses (\$59,487) and increased interest on long term debt (\$28,930).

Program revenues of the governmental activities increased from \$422,587 in 2019 to \$440,689 in 2020, a 4% increase.

**TOWN OF LAKE HAMILTON, FLORIDA**

Management's Discussion and Analysis

September 30, 2020

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Business-type activities: Business-type activities decreased the Town's net position by \$9,976 in 2020, compared to a decrease of \$173,290 in 2019.

The main reason for the improvement in the change in net position when compared to the prior year is mainly due to a \$136,231 (17%) decrease in expenses caused by reduced repair and maintenance expenses as well as the operating expenses associated with connecting new customers to the utility system also declined in 2020.

Financial Analysis of the Government's Funds

**Governmental funds:** The focus of the Town's governmental funds statements is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Town's financing requirements. Unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the Town's governmental fund (the general fund) reported ending fund balances of \$1,558,866, an increase of \$414,413 in comparison with the previously reported balance in the prior year. Of this total, \$231,915 for the general fund constitutes unassigned fund balance, which is available for spending at the government's discretion. The remainder of fund balance is nonspendable, assigned for road repaving and to the economic uncertainties emergency reserve or restricted by enabling legislation or contract and can only be spent on the purposes for which it is intended.

Activity during the current fiscal year included the following key components:

- Total governmental funds revenues increased by \$86,568 due to:
  - Increased revenues:
    - Tax revenue (\$57,477).
    - Charges for service (\$40,584).
    - Fine and forfeitures (\$12,561).
    - Other revenue (\$23,692).
  - Decreased revenues:
    - Intergovernmental revenue (\$25,247).
    - licenses and permits of (\$22,499).
- Total governmental funds expenditures decreased by 12% or \$312,971 mainly due to decreased capital outlay.

**Proprietary funds:** The Town's proprietary fund provides the same type of information found in the government-wide financial statements, but in more detail. The major changes between 2020 and 2019 are discussed above under the "business-type activities" heading.

**TOWN OF LAKE HAMILTON, FLORIDA**  
Management's Discussion and Analysis  
September 30, 2020

General Fund Budgetary Highlights

Actual revenue was more than the final budgeted amount by \$27,159, actual expenditures were \$309,800 less than the final budgeted amount and other financing sources (loan proceeds) were \$661,135 less than the final budgeted amount resulting in an overall unfavorable budget variance of \$324,176.

The original budget for the fiscal year ending September 30, 2020 was amended in November of 2020 resulting in a \$878,000 decrease in budgeted revenue and a \$878,000 decrease in budgeted expenditures. The budget amendment mainly reflected capital expenditures and the related funding for projects that did not take place during the current fiscal year as originally anticipated.

Capital Assets and Debt Administration

Capital assets: The Town's investment in capital assets for its governmental and business type activities as of September 30, 2020, amounts to \$11,265,459 (net of accumulated depreciation) which is an increase of \$1,501,146. This increase is the result of current year additions in excess of depreciation expense.

Information on the Town's capital assets is summarized in the following table.

**Capital Assets Activity**  
(net of depreciation)  
as of September 30,

	<u>Governmental Activities</u>		<u>Business-type Activities</u>		<u>Total Primary Government</u>	
	<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>2019</u>
Land	\$ 348,426	\$ 348,426	\$ -	\$ -	\$ 348,426	\$ 348,426
Buildings and improvements	204,982	213,525	-	-	204,982	213,525
Utility system, infrastructure and improvements	-	-	6,221,808	6,371,611	6,221,808	6,371,611
Equipment	422,717	471,345	103,908	74,155	526,625	545,500
Construction in progress	1,528,329	917,784	1,456,689	364,014	2,985,018	1,281,798
Infrastructure	978,600	1,003,453	-	-	978,600	1,003,453
<b>Total</b>	<b>\$ 3,483,054</b>	<b>\$ 2,954,533</b>	<b>\$ 7,782,405</b>	<b>\$ 6,809,780</b>	<b>\$ 11,265,459</b>	<b>\$ 9,764,313</b>

Additional information on the Town's capital assets can be found in note 5 on page 28 of this report.

Long-Term Debt: As shown in the table below, the Town had total long-term debt outstanding of \$4,915,483 which represents an increase of \$1,772,423 (56%) over the prior year.

**Revenue Notes and Notes Payable**  
as of September 30,

	<u>Governmental Activities</u>		<u>Business-type Activities</u>		<u>Total Primary Government</u>	
	<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>2019</u>
Revenue notes	\$ -	\$ -	\$ 2,417,784	\$ 2,199,920	\$ 2,417,784	\$ 2,199,920
Notes payable	1,649,159	732,510	848,540	210,630	2,497,699	943,140
<b>Total</b>	<b>\$ 1,649,159</b>	<b>\$ 732,510</b>	<b>\$ 3,266,324</b>	<b>\$ 2,410,550</b>	<b>\$ 4,915,483</b>	<b>\$ 3,143,060</b>

Additional information on the Town's long-term debt can be found in note 6 on page 30 of this report.

#### Economic Factors and Next Year's Budgets and Rates

It is anticipated that the following significant items will affect the 2020 fiscal year:

- Long-term debt payments for water and wastewater system long term debt.
- Ongoing Town Hall renovation project (approximately \$1,550,000 funded by a bank loan of which \$1,159,785 has been spent as of September 30, 2020).
- Water distribution improvement project (approximately \$4,180,000 to be funded by a USDA loan of \$1,255,000, USDA grant of \$2,846,300 and Town contribution of \$78,700).

These significant factors were considered in preparing the Town's budget for the 2021 fiscal year and are expected to influence the Town's fiscal year 2021 financial results.

#### Requests for information

This financial report is designed to provide a general overview of the Town of Lake Hamilton, Florida, finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Town of Lake Hamilton, P.O. Box 126, Lake Hamilton, Florida 33851.

**TOWN OF LAKE HAMILTON, FLORIDA**

Statement of Net Position

September 30, 2020

015

	Primary Government		
	Governmental Activities	Business-type Activities	Total
<b>ASSETS</b>			
Pooled cash and cash equivalents	\$ 1,070,864	\$ -	\$ 1,070,864
Receivables, current:			
Customer accounts, net	29,764	124,189	153,953
Franchise and public service taxes	29,098	-	29,098
Intergovernmental	-	103,203	103,203
Restricted assets:			
Pooled cash and cash equivalents	417,485	284,052	701,537
Internal balances	319,106	(319,106)	-
Capital Assets:			
Non-depreciable	1,876,755	1,456,689	3,333,444
Depreciable, net	1,606,299	6,325,716	7,932,015
<b>TOTAL ASSETS</b>	<b>5,349,371</b>	<b>7,974,743</b>	<b>13,324,114</b>
<b>LIABILITIES</b>			
Accounts payable	82,784	12,307	95,091
Construction costs payable	122,886	280,112	402,998
Due to other governments	66,940	-	66,940
Accrued payroll	28,841	2,676	31,517
Accrued interest payable	14,723	-	14,723
Customer deposits	6,000	123,541	129,541
Long-term obligations:			
Due within one year	94,933	901,294	996,227
Due in more than one year	1,565,052	2,366,117	3,931,169
<b>TOTAL LIABILITIES</b>	<b>1,982,159</b>	<b>3,686,047</b>	<b>5,668,206</b>
<b>NET POSITION</b>			
Net investment in capital assets	2,101,224	4,235,969	6,337,193
Restricted for:			
Debt service	-	160,461	160,461
Water system improvements	-	50	50
Law enforcement	27,270	-	27,270
Unrestricted	1,238,718	(107,784)	1,130,934
<b>TOTAL NET POSITION</b>	<b>\$ 3,367,212</b>	<b>\$ 4,288,696</b>	<b>\$ 7,655,908</b>

**TOWN OF LAKE HAMILTON, FLORIDA**  
Statement of Activities  
for the year ended September 30, 2020

FUNCTIONS/PROGRAMS	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position		
		Charges for Services	Operating Grant and Contributions	Capital Grant and Contributions	Governmental Activities	Business-Type Activities	Total
<b>PRIMARY GOVERNMENT</b>							
<b>Governmental activities:</b>							
General government	\$ 544,325	\$ 113,734	\$ 3,048	\$ -	\$ (427,543)	\$ -	\$ (427,543)
Law enforcement	701,628	41,708	-	2,560	(657,360)	-	(657,360)
Streets	142,385	6,821	-	-	(135,564)	-	(135,564)
Sanitation	249,612	230,762	-	-	(18,850)	-	(18,850)
Stormwater	12,607	42,056	-	-	29,449	-	29,449
Parks and recreation	104,962	-	-	-	(104,962)	-	(104,962)
Interest	52,023	-	-	-	(52,023)	-	(52,023)
<b>Total governmental activities</b>	<b>1,807,542</b>	<b>435,081</b>	<b>3,048</b>	<b>2,560</b>	<b>(1,366,853)</b>	<b>-</b>	<b>(1,366,853)</b>
<b>Business-type activities</b>							
Water utility	590,715	589,583	-	33,817	-	32,685	32,685
Wastewater utility	67,545	17,693	-	7,191	-	(42,661)	(42,661)
<b>Total business-type activities</b>	<b>658,260</b>	<b>607,276</b>	<b>-</b>	<b>41,008</b>	<b>-</b>	<b>(9,976)</b>	<b>(9,976)</b>
<b>TOTAL PRIMARY GOVERNMENT</b>	<b>\$ 2,465,802</b>	<b>\$ 1,042,357</b>	<b>\$ 3,048</b>	<b>\$ 43,568</b>	<b>(1,366,853)</b>	<b>(9,976)</b>	<b>(1,376,829)</b>
<b>GENERAL REVENUES</b>							
Taxes:							
					707,592	-	707,592
					149,266	-	149,266
					212,921	-	212,921
					124,178	-	124,178
					133,244	-	133,244
					6,852	-	6,852
					10,744	-	10,744
					36,210	-	36,210
					1,381,007	-	1,381,007
					14,154	(9,976)	4,178
					3,353,058	4,298,672	7,651,730
					\$ 3,367,212	\$ 4,288,696	\$ 7,655,908

See Accompanying Notes to Financial Statements

**TOWN OF LAKE HAMILTON, FLORIDA**

Balance Sheet – Governmental Fund

September 30, 2020

017

	<b>General Fund</b>
<b>ASSETS</b>	
Pooled cash and cash equivalents	\$ 1,070,864
Receivables, current:	
Customers	29,764
Franchise and public service taxes	29,098
Due from enterprise fund	319,106
Restricted assets:	
Pooled cash and cash equivalents	417,485
Total assets	<u>\$ 1,866,317</u>
<b>LIABILITIES</b>	
Accounts payable	\$ 82,784
Construction costs payable	122,886
Accrued payroll	28,841
Due to other governments	66,940
Deposits	6,000
Total liabilities	<u>307,451</u>
<b>FUND BALANCE</b>	
Nonspendable:	
Due from enterprise fund	319,106
Restricted:	
Law enforcement expenditures	27,270
Town Hall renovations (unspent bond proceeds)	390,215
Assigned:	
Emergency reserve	390,360
Road repaving	200,000
Unassigned	231,915
Total fund balance	<u>1,558,866</u>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<u><u>\$ 1,866,317</u></u>

**TOWN OF LAKE HAMILTON, FLORIDA**

## Reconciliation of the Balance Sheet – Governmental Fund to the Statement of Net Position

September 30, 2020

**Amounts reported for governmental activities in the statement of net position are different because:**

<b>FUND BALANCES - TOTAL GOVERNMENTAL FUNDS</b>	\$	1,558,866
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds.		3,483,054
Long-term liabilities, including bonds payable, are not due and payable in the current period and, therefore, are not reported in the governmental funds.		
Bonds and notes payable		(1,649,159)
Accrued interest payable		(14,723)
Compensated absences		(10,826)
<b>NET POSITION OF GOVERNMENTAL ACTIVITIES</b>	<b>\$</b>	<b><u>3,367,212</u></b>

**TOWN OF LAKE HAMILTON, FLORIDA**Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Fund  
for the year ended September 30, 2020

	<b>General Fund</b>
<b>REVENUES:</b>	
Taxes	\$ 1,196,325
Licenses and permits	62,484
Intergovernmental revenue	135,804
Charges for services	292,356
Fines and forfeitures	80,240
Other	56,709
Total revenues	<u>1,823,918</u>
<b>EXPENDITURES:</b>	
Current:	
General government	537,730
Public safety	628,933
Physical environment	231,755
Transportation	105,454
Culture/recreation	88,291
Capital outlay	687,742
Debt service	75,801
Total expenditures	<u>2,355,706</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>(531,788)</u>
<b>OTHER FINANCING SOURCES (USES)</b>	
Debt proceeds	946,201
Total other financing sources (uses)	<u>946,201</u>
<b>NET CHANGE IN FUND BALANCE</b>	414,413
<b>FUND BALANCE, beginning of year</b>	<u>1,144,453</u>
<b>FUND BALANCE, end of year</b>	<u>\$ 1,558,866</u>

**TOWN OF LAKE HAMILTON, FLORIDA**
 Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances –  
 Governmental Fund to the Statement of Activities  
 for the year ended September 30, 2020
 

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Amounts reported for governmental activities in the statement of activities are different because:

**NET CHANGE IN FUND BALANCES - TOTAL GOVERNMENTAL FUNDS** \$ 414,413

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of these assets is allocated over their estimated useful lives and reported as depreciation expense.

This is the amount of capital assets recorded in the current period.	677,520
This is the amount of depreciation recorded in the current period.	(146,776)
This is the book value of capital assets disposed in the current period.	(2,223)

Long-term obligations including bonds and notes payable and compensated absences are reported as liabilities in the government-wide statement of net position but are not reported as liabilities in the governmental funds because they do not require the use of current financial resources:

This is the change in accrued compensated absences during the year.	(1,608)
Loan proceeds reported as an other financing source in governmental funds.	(946,201)
Repayment of loan principal reported as an expenditure in governmental funds.	29,552
This is the change in accrued interest payable during the year.	(10,523)

<b>CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES</b>	<u>\$ 14,154</u>
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**TOWN OF LAKE HAMILTON, FLORIDA**  
Statement of Net Position – Proprietary Fund  
September 30, 2020

021

	<u>Enterprise Fund</u>
<b>ASSETS</b>	
Current assets:	
Pooled cash and cash equivalents	\$ -
Customer accounts receivable, net	124,189
Due from other governments	103,203
Total current assets	<u>227,392</u>
Noncurrent assets:	
Restricted assets:	
Pooled cash and cash equivalents	284,052
Capital assets:	
Non-depreciable	1,456,689
Depreciable, net	6,325,716
Total noncurrent assets	<u>8,066,457</u>
<b>TOTAL ASSETS</b>	<u>8,293,849</u>
<b>LIABILITIES</b>	
Current liabilities:	
Accounts payable	12,307
Construction costs payable	280,112
Accrued payroll	2,676
Due to general fund	319,106
Bonds and notes payable, current	901,294
Total current liabilities	<u>1,515,495</u>
Noncurrent liabilities:	
Compensated absences	1,087
Liabilities payable from restricted assets:	
Customer deposits	123,541
Bonds and notes payable, noncurrent portion	2,365,030
Total noncurrent liabilities	<u>2,489,658</u>
<b>TOTAL LIABILITIES</b>	<u>4,005,153</u>
<b>NET POSITION</b>	
Net investment in capital assets	4,235,969
Restricted for:	
Debt service	160,461
Water system improvements	50
Unrestricted	(107,784)
<b>TOTAL NET POSITION</b>	<u>\$ 4,288,696</u>

**TOWN OF LAKE HAMILTON, FLORIDA**

Statement of Revenues, Expenses and Changes in Fund Net Position – Proprietary Fund  
for the year ended September 30, 2020

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	<b>Enterprise Fund</b>
<b>OPERATING REVENUES:</b>	
Charges for services	\$ 607,276
Total operating revenues	<u>607,276</u>
<b>OPERATING EXPENSES:</b>	
Personal services	158,299
Operating expenses	218,512
Depreciation	201,907
Total operating expenses	<u>578,718</u>
<b>OPERATING INCOME</b>	<u>28,558</u>
<b>NONOPERATING REVENUE (EXPENSE)</b>	
Interest expense and other fiscal charges	<u>(79,542)</u>
Total nonoperating revenues (expenses)	<u>(79,542)</u>
<b>INCOME BEFORE CONTRIBUTIONS</b>	<u>(50,984)</u>
Capital contributions	<u>41,008</u>
Total contributions	<u>41,008</u>
<b>CHANGE IN NET POSITION</b>	(9,976)
<b>TOTAL NET POSITION, beginning of year</b>	<u>4,298,672</u>
<b>TOTAL NET POSITION, end of year</b>	<u>\$ 4,288,696</u>

**TOWN OF LAKE HAMILTON, FLORIDA**  
Statement of Cash Flows – Proprietary Fund  
for the year ended September 30, 2020

023

	<b>Enterprise Fund</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>	
Receipts from customers	\$ 617,969
Payments to suppliers	(223,529)
Payments for salaries and benefits	(156,656)
Net cash flows provided by operating activities	<u>237,784</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:</b>	
Advance from general fund	20,333
Net cash flows provided by noncapital financing activities	<u>20,333</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</b>	
Acquisition and construction of capital assets, net of related payables	(894,420)
Principal paid on long-term debt	(50,210)
Interest paid on borrowings	(79,542)
Impact fees received	41,008
Loan proceeds	802,781
Net cash (used for) capital and related financing activities	<u>(180,383)</u>
<b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	77,734
<b>POOLED CASH AND CASH EQUIVALENTS, beginning of year</b>	<u>206,318</u>
<b>POOLED CASH AND CASH EQUIVALENTS, end of year</b>	<u><u>\$ 284,052</u></u>
<b>Reconciliation of operating income (loss) to net cash provided by operating activities:</b>	
Operating income (loss)	\$ 28,558
Adjustments to reconcile operating income to net cash provided by operating activities:	
Depreciation	201,907
(Increase) decrease in accounts receivable	1,045
Increase (decrease) in customer deposits	9,648
Increase (decrease) in accounts payable	(5,017)
Increase (decrease) in accrued wages and comp absences	1,643
Net cash flows provided by operating activities	<u><u>\$ 237,784</u></u>
<b>As shown in the accompanying financial statements</b>	
Pooled cash and cash equivalents	\$ -
Restricted pooled cash and cash equivalents	284,052
<b>Total pooled cash and cash equivalents</b>	<u><u>\$ 284,052</u></u>
<b>Schedule of non-cash capital and related financing activities:</b>	
Bond proceeds in transit at year-end recorded as a receivable and long term debt	<u><u>\$ 103,203</u></u>

**TOWN OF LAKE HAMILTON, FLORIDA**

Notes to the Financial Statements

September 30, 2020

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Town's financial statements are prepared in accordance with generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its statements (GASBS) and interpretations (GASBI). The more significant accounting policies established in GAAP and used by the Town are discussed below.

**A. REPORTING ENTITY**

The Town of Lake Hamilton, Florida (the "Town") is a Municipal Corporation incorporated in 1925 by Chapter 10781, Laws of Florida. The Town operates under a council-town administrator form of government. These financial statements include all of the funds, organizations, agencies, and departments of the Town (the "primary government") and any "legally separate entities" ("component units") required by generally accepted accounting principles to be included in the reporting entity.

The accompanying financial statements present the Town's primary government and component units over which the Town exercises significant influence. Criteria for determining if other entities are potential component units of the Town which should be reported with the Town's basic financial statements are identified and described in the *GASB Codification of Governmental Accounting and Financial Reporting Standards*. The application of these criteria provides for identification of any entities for which the Town is financially accountable and other organizations for which the nature and significance of their relationship with the Town are such that exclusion would cause the Town's basic financial statements to be misleading or incomplete. A blended component unit, although legally separate, is in substance part of the Town's operations and presented in the financial statements as "blended" components. Blending refers to the fact that the component unit's funds are combined with those of the primary government for financial reporting purposes.

Based on these criteria, the financial reporting entity does not include or exclude any component units.

The financial reporting entity does not include the assets of the employee defined contribution pension plan, which were determined not to be assets of the Town.

**B. BASIS OF PRESENTATION**

The basic financial statements consist of the government-wide financial statements and fund financial statements.

**Government-wide Financial Statements** - The required government-wide financial statements are the Statement of Net Position and the Statement of Activities, which report information on all of the nonfiduciary activities of the Town. The effects of interfund activity have been removed from these statements. The Town has no fiduciary funds, however, if it did they would be excluded from the government-wide financial statements since by definition these assets are being held for the benefit of a third party and cannot be used to fund activities or obligations of the government. *Governmental activities*, which normally are supported by taxes and intergovernmental revenues, are reported separately from *Business-type activities*, which rely to a significant extent on fees and charges for support.

**TOWN OF LAKE HAMILTON, FLORIDA**

Notes to the Financial Statements

September 30, 2020

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (cont...)

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment, including depreciation. The Town does not allocate the interest expense of governmental fund debt or indirect costs such as finance, personnel, legal, etc. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment, and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

**Fund Financial Statements** - The financial transactions of the Town are recorded in individual funds. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, fund equity, revenues and expenditures/expenses. The emphasis in fund financial statements is on the major funds in either the governmental or business-type activities categories. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements. GASB Cod. Sec 2200 sets forth minimum criteria (percentage of the assets, liabilities, revenues or expenditures/expenses of either fund category or the governmental and enterprise combined) for the determination of major funds. Non-major funds by category are summarized into a single column. Due to the Town's fund structure, there were no non-major funds. The various funds are reported by type within the financial statements.

The following fund types and funds are used and reported by the Town:

**Governmental Funds** - The focus of the governmental funds' measurement (in the fund statements) is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income. The following is a description of the governmental fund of the Town:

- **General Fund** is the general operating fund of the Town. It is used to account for all financial resources except those required to be accounted for in another fund.

**Proprietary Funds** - The focus of proprietary fund measurement is upon determination of operating income, changes in net position, overall financial position, and cash flows. The generally accepted accounting principles applicable are those similar to businesses in the private sector. The following is a description of the proprietary funds of the Town:

- **Enterprise funds** are required to be used to account for operations for which a fee is charged to external users for goods or services and the activity (a) is financed with debt that is solely secured by a pledge of the net revenues, (b) has third party requirements that the cost of providing services, including capital costs, be recovered with fees and charges, or (c) establishes fees and charges based on a pricing policy designed to recover similar costs. The Town has one *Enterprise Fund* which accounts for the activities associated with providing potable water and sewer collection, treatment and disposal services to area residents.

**TOWN OF LAKE HAMILTON, FLORIDA**

Notes to the Financial Statements

September 30, 2020

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (cont...)**C. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING**

The government-wide financial statements, and the proprietary fund financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Imposed nonexchange resources (property taxes, fines) are reported as deferred inflows if received before the tax is levied or before the date when use is first permitted. Government mandated nonexchange transactions (grants) and voluntary nonexchange transactions (donations) resources are reported as liabilities until the eligibility requirements are met and as deferred inflows if received before time requirements are met.

Proprietary fund operating revenues generally result from producing and providing potable water services to area residents. Operating expenses for these operations include all costs related to providing the service or product. These costs include billing and collection, personnel and purchased services, repairs and maintenance, depreciation, materials and supplies, and other expenses directly related to costs of services.

All other revenue and expenses not meeting these definitions are reported as nonoperating revenues and expenses.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to claims and judgments, are recorded only when payment is due.

Property taxes, franchise and public service taxes and interest associated with the current fiscal period are all considered to be susceptible to accrual as revenue of the current period. Grant revenues are considered earned and are accrued simultaneously with the grant expenditure. In applying the susceptibility-to-accrual concept to intergovernmental revenues, the legal and contractual requirements of the numerous individual programs are used as guidance. There are, however, essentially two types of these revenues. In one, monies must be expended for the specific purpose or project before any amounts will be paid to the Town; therefore, revenues are recognized based upon the expenditures recorded. In the other, monies are virtually unrestricted as to purpose of expenditure and substantially irrevocable; i.e. revocable only for failure to comply with prescribed compliance requirements. These resources are reflected as revenues at the time of receipt or earlier if they meet the availability criteria. All other revenue items are measurable and available only when cash is received by the government.

**TOWN OF LAKE HAMILTON, FLORIDA**

Notes to the Financial Statements

September 30, 2020

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (cont...)**D. ASSETS, LIABILITIES AND NET POSITION OR EQUITY**

**CASH AND CASH EQUIVALENTS** – Cash is reflected as though it was pooled to conform to actual operations. The amounts reported as cash represent each fund’s recorded equity in the pool of cash. For purposes of the Statement of Cash Flows, all pooled cash is considered cash and cash equivalents. The caption “pooled cash and cash equivalents” includes all bank demand deposits, certificates of deposit, money-market and savings accounts and all short-term highly liquid investment securities with a maturity of three months or less when purchased. At September 30, 2020, all of the Town’s cash and investments met this definition.

**RECEIVABLES** - The Town accrues the unbilled service of its enterprise fund which represents the estimated value of service from the last billing date to year end and totaled \$9,403 at September 30, 2020. A reserve for doubtful accounts is maintained in the enterprise fund equal to the value of the utility customer receivables that are not expected to be collected. As of September 30, 2020, the reserve for uncollectible accounts totaled \$65,071.

**INTERFUND BALANCES** - To the extent any current interfund balances exist, management anticipates that they will be settled in cash as opposed to a permanent transfer.

**INVENTORY** - Enterprise fund inventories are valued at the lower of cost or market determined on a first-in, first-out basis.

**CAPITAL ASSETS** - In the government-wide financial statements capital assets include land, buildings, improvements, utility plant, infrastructure, and furniture and equipment. Governmental fund infrastructure assets (e.g., roads, bridges, sidewalks, streets, drainage systems and lighting system) acquired prior to October 1, 2003, have not been reported. Capital assets are defined by Town resolution as tangible property or improvements with an individual cost of \$1,000 or more and an estimated useful life in excess of two years. Such assets are recorded at historical cost, if purchased and at acquisition value at date of gift, if donated. Major additions are capitalized while maintenance and repairs which do not improve or extend the life of the respective assets are charged to expense.

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition. Capital assets used in proprietary fund operations are accounted for the same as in the government-wide statements.

Capital asset depreciation is recognized using the straight-line method over the estimated useful lives as follows:

	<u>Years</u>
Buildings	10-40
Improvements other than buildings	40-45
Machinery and equipment	3-5
Infrastructure	50

**TOWN OF LAKE HAMILTON, FLORIDA**

Notes to the Financial Statements

September 30, 2020

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (cont...)

**RESTRICTED ASSETS** – Restricted assets include cash and investments that are legally restricted to specific uses by external parties. The Town generally uses restricted resources first when an expense is incurred for which both restricted and unrestricted resources are available.

**INTEREST COSTS** - Interest costs are capitalized when incurred on debt the proceeds of which were used to finance the construction of enterprise fund capital assets. Interest earned on proceeds of tax-exempt borrowing arrangements restricted to the acquisition of qualifying assets is offset against interest costs in determining the amount to be capitalized. No interest cost was capitalized for the year ended September 30, 2020.

**DEFERRED OUTFLOWS/INFLOWS OF RESOURCES** - In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and will *not* be recognized as an outflow of resources (expense/expenditure) until that time.

In addition to liabilities, the statement of net position will sometimes report a section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applied to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time.

**LONG-TERM OBLIGATIONS** - In the government-wide financial statements and proprietary fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the bonds outstanding method. Debt issuance costs are reported as an expense in the period incurred. Bond premiums and discounts are reported, net of amortization, in the related debt balances shown in the financial statements. For current refundings and advance refundings resulting in defeasance of debt reported by governmental activities, business-type activities, and proprietary funds, the difference between the reacquisition price and the net carrying amount of the old debt is reported as a deferred outflow of resources or a deferred inflow of resources and recognized as a component of interest expense over the remaining life of the old debt or the life of the new debt, whichever is the shorter. Long-term debt for governmental funds is not reported as liabilities in the fund financial statements; rather the debt proceeds are reported as other financing sources and payments of principal and interest are reported as expenditures.

**COMPENSATED ABSENCES** - Employees accumulate vacation leave ranging from 80 to 120 hours per year. The maximum number of vacation leave hours that may be accrued and carried forward shall not exceed 25% of their annual accrual rate. Any hours accrued in excess of 25% of their annual rate will be forfeited if not used by the end of each fiscal year. Accrued vacation is paid by the Town upon retirement or termination at the employee's current hourly rate of pay. Employees accumulate sick days at the rate of 12 days per year without limitation. The Town pays accrued sick leave to employees with at least 10 consecutive years of full-time service to the Town who separate employment in good standing. The amount of sick leave to be paid to eligible employees is 50 percent of accrued sick leave hours not to exceed 300 hours.

The liability for these compensated absences is recorded as long-term in the government wide statements and in the proprietary fund financial statements because the maturities are not determinable. In the fund financial statements, the governmental funds do not report the compensated absence liability because it is generally not payable from expendable available financial resources.

**TOWN OF LAKE HAMILTON, FLORIDA**

Notes to the Financial Statements

September 30, 2020

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (cont...)

**INTERFUND TRANSFERS** - Interfund transactions are reflected as either loans, services provided, reimbursements or transfers. Loans are reported as receivables and payables as appropriate, are subject to elimination upon consolidation and are referred to as either “due to/from other funds”. Any residual balances outstanding between the governmental activities and the business-type activities are reported in the government-wide financial statements as “internal balances”.

Services provided, deemed to be at market or near market rates, are treated as revenues and expenditures/expenses. Reimbursements are when one fund incurs a cost, charges the appropriate benefiting fund and reduces its related cost as a reimbursement. All other interfund transactions are treated as transfers. Transfers between governmental and proprietary funds are netted as part of the reconciliation to the government-wide presentation.

**CONNECTION FEES AND IMPACT FEES** - Water connection fees represent reimbursement of the costs incurred to perform the connection of the respective utilities and are recorded as operating revenue when received. Impact fees, which are not considered connection fees since they substantially exceed the cost of connection, are recorded as capital contributions when received. Prepaid impact fees received, which reserve capacity in the Town’s future water facilities, are deferred and reported as capital contributions when the requirements of the Developer agreements are met by the Town.

**EQUITY CLASSIFICATIONS** -

**Government-wide Statements** - The difference between (a) assets and deferred outflows of resources and (b) liabilities and deferred inflows of resources is classified as net position and displayed in three components:

- *Net investment in capital assets* - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- *Restricted net position* - Consists of restricted assets reduced by liabilities related to those assets. The government-wide statement of net position reports \$187,781 of restricted net position, of which \$27,270 is restricted by enabling legislation.
- *Unrestricted net position* - Consists of the net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of net investment in capital assets or the restricted component of net position.

When both restricted and unrestricted net position is available for use, it is the Town’s policy to use restricted net position first, and then unrestricted net position as they are needed.

**TOWN OF LAKE HAMILTON, FLORIDA**

Notes to the Financial Statements

September 30, 2020

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (concluded)

**Fund Statements** - The governmental fund financial statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the Town is bound to honor the constraints on the specific purposes for which amounts in those funds can be spent. Spendable resources are to be shown as restricted, committed, assigned and unassigned as considered appropriate in the Town's circumstances. The following classifications describe the relative strength of the spending constraints:

- *Nonspendable* — amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.
- *Restricted* — amounts that can be spent only for specific purposes stipulated by (a) external resource providers such as creditors (by debt covenants), grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.
- *Committed* — amounts constrained to specific purposes by formal action (ordinance) of the Town using its highest level of decision-making authority (the Town Council). To be reported as committed, amounts cannot be used for any other purpose unless the Town Council takes the same highest-level action (ordinance) to remove or change the constraint.
- *Assigned* — amounts that are constrained by the Town's intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the Town Council or through the Town Council delegating this responsibility to the Town Administrator through the budgetary process. The Town Council has not established a formal policy regarding authorization to assign fund balance amounts for a specific purpose.
- *Unassigned* — all other spendable amounts.

The Town uses restricted fund balances first, followed by committed resources, and then assigned resources, as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first to defer the use of these other classified funds.

The Town has established an emergency reserve policy consisting of a base of \$125,000 plus the lesser of 18 percent of annual expenditures or two months of general fund operating expenditures. This Economic Uncertainties Fund is reported as assigned fund balance within the general fund.

**USE OF ESTIMATES** – The preparation of the basic financial statements in conformity with generally accepted accounting principles, as applicable to government entities, requires management to make use of estimates that affect the reported amounts in the basic financial statements. Actual results could differ from estimates.

**TOWN OF LAKE HAMILTON, FLORIDA**

Notes to the Financial Statements

September 30, 2020

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**NOTE 2 - PROPERTY TAX CALENDAR**

Under Florida Law, the assessment of all properties and the collection of all county, municipal and school board property taxes are consolidated in the offices of the County Property Appraiser and County Tax Collector. The tax levy of the Town is established by the Town Council prior to October 1 of each year and the Polk County Property Appraiser incorporates the millages into the total tax levy, which includes the municipalities, the County, independent districts and the County School Board tax requirements. State statutes permit cities to levy property taxes at a rate of up to 10 mills. The Town's millage rate in effect for the fiscal year ended September 30, 2020 was 8.4276.

All taxes are due and payable on November 1 (levy date) of each year and unpaid taxes become delinquent on April 1 following the year in which they are assessed. Discounts are allowed for early payment as follows: 4% in of November, 3% in December, 2% in January, 1% in February. The taxes paid in March are without discount. Delinquent taxes on real and personal property bear interest of 18% per year. On or prior to June 1 following the tax year, certificates are sold for all delinquent taxes on real property.

**NOTE 3 - BUDGETARY LAW AND PRACTICE**

The budget is adopted by Resolution on a Town-wide basis for all Town funds on or before October 1 of each year as required by State Statute. Town policy establishes the legal level of budgetary control at the department level. Expenditures may not exceed appropriations at this level. Within these control levels, management may transfer appropriations subject to notification of the Town Council; however, any revisions that alter the total expenditure of any fund must be approved by Ordinance. Budgets for all funds are adopted on the basis of cash receipts and disbursements which differs from the basis used for financial reporting purposes. These differences are usually not significant for the governmental funds; however they are for the enterprise fund as the budget includes capital outlay and debt principal repayments as expenses and does not include depreciation.

**TOWN OF LAKE HAMILTON, FLORIDA**

Notes to the Financial Statements

September 30, 2020

**NOTE 4 - DEPOSITS AND INVESTMENTS**

**DEPOSITS IN FINANCIAL INSTITUTIONS** - The Town's deposits are insured by the FDIC up to \$250,000 per financial institution. Monies invested in amounts greater than the insurance coverage are secured by the qualified public depositories pledging securities with the Chief Financial Officer, State of Florida ("CFO") in such amounts required by the Florida Security for Public Deposits Act. In the event of a default or insolvency of a qualified public depositor, the CFO will implement procedures for payment of losses according to the validated claims of the Town pursuant to Section 280.08 Florida Statutes.

**INVESTMENTS** - The types of investments in which the Town may invest are governed by State Statutes and Town Policy. According to State Statutes, the Town is authorized to invest in the following instruments: Local Government Surplus Funds Trust Fund, or any intergovernmental investment pool authorized through the Florida Interlocal Cooperation Act; S.E.C. registered money market funds with the highest credit quality rating from a nationally recognized rating company; interest-bearing time deposits and savings accounts in qualified public depositories and direct obligations of the U.S. Treasury.

According to Town policy, the Town is authorized to invest in obligations issued or unconditionally guaranteed by the U.S. Government or its agencies and instrumentalities, including open-ended mutual funds whose underlying securities are comprised of these securities, direct obligations of the U.S. Treasury, repurchase agreements, and certificates of deposit and savings accounts in State qualified public depositories.

The captions on the government-wide statement of net position for "cash and cash equivalents", both restricted and unrestricted, are summarized below. There were no investment securities maintained during the year.

Cash and cash equivalents:	
Cash on hand	\$          250
Deposits in financial institutions:	
Insured or fully collateralized bank deposits, including non-negotiable certificates of deposit	1,772,151
Total cash and cash equivalents	\$      1,772,401

The Town has no policy regarding custodial credit risk, concentration of credit risk, interest rate risk or foreign currency risk.

## TOWN OF LAKE HAMILTON, FLORIDA

## Notes to the Financial Statements

September 30, 2020

**NOTE 5 - CAPITAL ASSETS**

Capital assets activity for the year ended September 30, 2020 was as follows:

	Balance October 1, 2019	Transfers	Increases	Decreases	Balance September 30, 2020
<b><u>Governmental Activities:</u></b>					
<b>Capital assets, not being depreciated:</b>					
Land	\$ 348,426	\$ -	\$ -	\$ -	\$ 348,426
Construction-in-progress	917,784	-	610,545	-	1,528,329
Total capital assets, not being depreciated	<u>\$ 1,266,210</u>	<u>\$ -</u>	<u>\$ 610,545</u>	<u>\$ -</u>	<u>\$ 1,876,755</u>
<b>Capital assets, being depreciated:</b>					
Buildings and improvements	303,663	-	-	-	303,663
Machinery and equipment	908,360	-	66,975	(15,554)	959,781
Infrastructure	1,242,637	-	-	-	1,242,637
Total capital assets, being depreciated	<u>2,454,660</u>	<u>-</u>	<u>66,975</u>	<u>(15,554)</u>	<u>2,506,081</u>
Less accumulated depreciation for:					
Buildings and improvements	(90,138)	-	(8,543)	-	(98,681)
Equipment and furniture	(437,015)	-	(113,380)	13,331	(537,064)
Infrastructure	(239,184)	-	(24,853)	-	(264,037)
Total accumulated depreciation	<u>(766,337)</u>	<u>-</u>	<u>(146,776)</u>	<u>13,331</u>	<u>(899,782)</u>
Total capital assets being depreciated, net	<u>1,688,323</u>	<u>-</u>	<u>(79,801)</u>	<u>(2,223)</u>	<u>1,606,299</u>
Governmental activities capital assets, net	<u><u>\$ 2,954,533</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 530,744</u></u>	<u><u>\$ (2,223)</u></u>	<u><u>\$ 3,483,054</u></u>
<b><u>Business-type activities:</u></b>					
<b>Capital assets, not being depreciated:</b>					
Construction-in-progress	\$ 364,014	\$ (32,050)	\$ 1,124,725	\$ -	\$ 1,456,689
Total capital assets, not being depreciated	<u>\$ 364,014</u>	<u>\$ (32,050)</u>	<u>\$ 1,124,725</u>	<u>\$ -</u>	<u>\$ 1,456,689</u>
<b>Capital assets, being depreciated:</b>					
Equipment and furniture	136,236	-	49,807	-	186,043
Utility system, infrastructure and improvements	7,596,905	32,050	-	-	7,628,955
Total capital assets, being depreciated	<u>7,733,141</u>	<u>32,050</u>	<u>49,807</u>	<u>-</u>	<u>7,814,998</u>
Less accumulated depreciation for:					
Equipment and furniture	(62,081)	-	(20,054)	-	(82,135)
Utility system, infrastructure and improvements	(1,225,294)	-	(181,853)	-	(1,407,147)
Total accumulated depreciation	<u>(1,287,375)</u>	<u>-</u>	<u>(201,907)</u>	<u>-</u>	<u>(1,489,282)</u>
Total capital assets being depreciated, net	<u>6,445,766</u>	<u>32,050</u>	<u>(152,100)</u>	<u>-</u>	<u>6,325,716</u>
Business-type activities capital assets, net	<u><u>\$ 6,809,780</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 972,625</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 7,782,405</u></u>

**TOWN OF LAKE HAMILTON, FLORIDA**

Notes to the Financial Statements

September 30, 2020

**NOTE 5 - CAPITAL ASSETS** (concluded)

Depreciation expense was charged to the following programs and functions:

**Governmental Activities:**

General government	\$	5,449
Law enforcement		64,773
Streets		36,041
Parks		15,681
Sanitation		24,832
Total depreciation expense - governmental activities	\$	<u>146,776</u>

**Business-type Activities:**

Water	\$	169,289
Sewer		32,618
Total depreciation expense - business-type activities	\$	<u>201,907</u>

## TOWN OF LAKE HAMILTON, FLORIDA

## Notes to the Financial Statements

September 30, 2020

**NOTE 6 - LONG-TERM OBLIGATIONS**

The following is a summary of changes in long-term obligations for the year ended September 30, 2020:

	Balance October 1, 2019	Increases	Decreases	Balance September 30, 2020	Amounts Due within One Year
<b>Governmental Activities:</b>					
<b>Long-term liabilities:</b>					
Bonds and notes payable:					
Capital improvement revenue bond, Series 2018	\$ 603,799	\$ 946,201	\$ -	\$ 1,550,000	\$ 64,141
Equipment financing note	128,711	-	(29,552)	99,159	30,792
Total bonds and notes payable	732,510	946,201	(29,552)	1,649,159	94,933
Compensated absences	9,218	50,662	(49,054)	10,826	-
Total long-term liabilities	\$ 741,728	\$ 996,863	\$ (78,606)	1,659,985	\$ 94,933
Less amounts due in one year				(94,933)	
Net long-term liabilities in excess of one year				\$ 1,565,052	
<b>Business-type Activities:</b>					
<b>Long-term liabilities:</b>					
Bonds and notes payable:					
Water system revenue bonds, Series 2012	\$ 2,199,920	\$ -	\$ (43,769)	\$ 2,156,151	\$ 44,972
WW531640 installment note to FDEP	-	261,633	-	261,633	205,350
Water system revenue bond anticipation note, Series 2020	-	644,351	-	644,351	644,350
DW531610 installment note to FDEP	210,630	-	(6,441)	204,189	6,622
Total bonds and notes payable	2,410,550	905,984	(50,210)	3,266,324	901,294
Compensated absences	547	6,362	(5,822)	1,087	-
Total long-term liabilities	\$ 2,411,097	\$ 912,346	\$ (56,032)	3,267,411	\$ 901,294
Less amounts due in one year				(901,294)	
Net long-term liabilities in excess of one year				\$ 2,366,117	

**Notes to Long-Term Obligations Table**

All the Town's long-term debt arose through direct borrowings or direct placements.

**Governmental Activities:**

- The equipment financing note is funding for a debris removal vehicle/loader in the amount of \$154,753. The equipment financing note bears interest at 4.12% and requires monthly payments of principal and interest of \$2,858 until maturity on October 17, 2023. The note is secured by the debris removal vehicle/loader.

**TOWN OF LAKE HAMILTON, FLORIDA**

Notes to the Financial Statements

September 30, 2020

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**Notes to Long-Term Obligations Table** (cont...)**Governmental Activities** (concluded):

- The Capital Improvement Revenue Bond, Series 2018 is being utilized to finance the construction, renovation, and improvements of the Town Hall complex. The original loan amount of \$1,055,000 was increased during the current year to \$1,550,000. The bond bears interest at an annual rate of 3.75%. Interest-only payments were due semiannually until June 30, 2020. Thereafter, principal and interest payments commence on November 1, 2020 and are due semiannually on May 1<sup>st</sup> and November 1<sup>st</sup> of each year until maturity on November 1, 2039. The Town has pledged to appropriate non-ad valorem revenues to repay the bond.

**Business-Type Activities:**

- The State of Florida Department of Environmental Protection Revolving Fund Water Loan Agreement DW531610 is secured by the net revenues of the water system. The loan is payable semiannually with principal and interest payments due on December 15 and June 15. The loan bears interest at a weighted average rate of 2.74% with a final maturity of December 15, 2038. The loan agreement requires that funds be deposited into a sinking fund monthly at amounts which will fully fund the next succeeding principal and interest payments when due. The loan proceeds were used to purchase a hydrogen sulfide removal system for the Town water system.
- The USDA Rural Utilities Service Series 2012 Water Revenue Bonds are secured by the net revenues of the water system. The bonds bear interest at 2.75% with a final maturity of September 1, 2051. The bond proceeds were used to construct a new water plant. The bonds require the maintenance of sinking and reserve funds.
- The Water System Revenue Bond Anticipation Note, Series 2020 is a non-revolving draw down line of credit in the amount of \$1,255,000 and is being used as interim financing for water distribution system improvements and expansions. Permanent financing will be provided by the United States Department of Agriculture, Rural Development. The note matures on May 5, 2021 and bears interest at 2.40% with interest due and payable monthly until maturity. All unpaid interest and principal are due at maturity. The note is collateralized by a covenant to budget and appropriate from non-ad valorem revenues amounts available to pay debt service upon maturity. It is anticipated this note will be repaid by the proceeds of the permanent financing in the form of bonds to be issued and sold to the United States Department of Agriculture, Rural Development, upon completion of the project. As of September 30, 2020, the Town has drawn \$644,341 on the note.
- The State of Florida Department of Environmental Protection Revolving Fund Water Loan Agreement WW531640 is secured by the amounts on deposit in the loan repayment reserve bank account. The loan is payable semiannually with principal and interest payments due on November 15 and May 15. The loan bears interest at a rate of .47% per annum with a final maturity of May 15, 2041. The loan agreement includes a \$209,306 principal forgiveness grant that will be applied to the outstanding balance on May 15, 2021. The loan agreement requires the amounts on deposit in the loan repayment reserve bank account be at least equal to the outstanding principal due on the non-grant forgiveness portion of the loan. Because of this, a sinking fund is not required. The amounts on deposit in the loan repayment reserve bank account on September 30, 2020 was \$57,660. The loan proceeds were used to construct a gravity sewer system and a master pumping station to transfer wastewater.

## TOWN OF LAKE HAMILTON, FLORIDA

## Notes to the Financial Statements

September 30, 2020

**Notes to Long-Term Obligations Table** (cont...)

**Maturities:** Annual requirements to repay all bonds, notes payable and lease obligations of the business-type activities as of September 30, 2020, were as follows:

Fiscal Year Ending	Governmental Activities		Business-type Activities	
	Principal	Interest	Principal	Interest
2021	\$ 94,933	\$ 51,735	\$ 901,294	\$ 74,124
2022	88,827	57,841	55,780	63,805
2023	92,339	54,339	57,256	62,329
2024	64,003	51,223	58,773	60,613
2025	63,487	48,881	60,330	59,255
2026-2030	355,669	206,169	326,550	271,374
2031-2035	428,893	132,945	372,420	225,504
2036-2040	461,008	44,645	424,936	172,989
2041-2045	-	-	439,722	113,860
2046-2050	-	-	468,107	53,228
2051-2055	-	-	101,156	2,782
Total	<u>\$ 1,649,159</u>	<u>\$ 647,778</u>	<u>\$ 3,266,324</u>	<u>\$ 1,159,863</u>

**TOWN OF LAKE HAMILTON, FLORIDA**

Notes to the Financial Statements

September 30, 2020

**Notes to Long-Term Obligations Table** (concluded)

The long-term debt obligations all allow for the lenders to take whatever legal actions necessary to collect the amounts due in the event of default. The following debt obligations have additional remedies in the event of default as follows:

- Equipment financing note – The lender has a right to terminate the Town’s right to use the equipment and has the right to forcibly repossess and sell or otherwise dispose of the equipment and apply the net proceeds of the disposition towards the amount owed by the Town. The Town would remain liable for any deficiency while any sale proceeds in excess of the amounts owed is retained by the lender.
- Water system revenue bonds, Series 2012 – The lender may declare the entire outstanding principal amount and accrued interest immediately due and payable, incur and pay reasonable expenses for repair, maintenance and operation of the utility systems and such other reasonable expenses as may be necessary to cure the cause of default or take possession and repair, maintain, rent or operate the systems.
- DW531610 and WW531640 installment notes to FDEP – The lender, subject to the rights of superior liens on the pledged revenues, may request a court to appoint a receiver to manage the Town’s utility systems, intercept the delinquent amount from any unobligated funds due to the Town under any revenue or tax sharing fund established by the State of Florida, impose a penalty in the amount not to exceed a rate of 18 percent per annum on the amount due, notify financial market credit rating agencies and potential creditors and may accelerate the repayment schedule or increase the interest rate on the unpaid principal of the loan to as much as 1.667 times the loan interest rate.

**NOTE 7 - INTERFUND TRANSACTIONS****Interfund Receivables and payables as of September 30, 2020:**

<u>Receivable Fund</u>	<u>Payable Fund</u>	<u>Amount</u>
General Fund	Enterprise Fund	\$ 319,106

**Interfund transfers for the year ended September 30, 2020, consisted of:**

There were no interfund transfers during the year ended September 30, 2020.

**Other interfund transactions:**

The Town’s enterprise fund charged \$3,576 for the water supplied to general fund operations.

**TOWN OF LAKE HAMILTON, FLORIDA**

Notes to the Financial Statements

September 30, 2020

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**NOTE 8 - DEFINED CONTRIBUTION PENSION PLAN**

The Town Council has established by Resolution an Internal Revenue Code Section 457 and a 401(a) defined contribution pension plan. The plan trust is administered by the Florida League of Cities, Inc. and the assets of the plans are not considered part of the Town's reporting entity. Participation is voluntary, and the employee determines the amount of their contribution. Employees that participate in the plan may contribute up to the lesser of \$7,500 or 33 1/3% percent of their wages. The Town contributes a matching amount up to 5.5% of each employee's wages. Pension costs are accrued and funded on a current basis and all required contributions for the year were made. Contributions for the fiscal year ended September 30, 2020 totaled \$89,900 which consisted of \$61,970 contributed by employees and \$27,930 contributed by the Town. The Town's payroll totaled approximately \$871,3.0, of which pension contributions were provided on approximately \$507,280.

**NOTE 9 - OTHER POST EMPLOYMENT BENEFITS**

The Town follows GASB Cod. Sec. P50 for certain post-employment health care and dental benefits provided by the Town.

*Plan Description* – The Other Postemployment Benefits Plan (OPEB Plan) is a single employer defined benefit plan administered by the Town. The OPEB Plan allows employees who retire and meet retirement eligibility requirements under the Town's defined contribution plan to continue medical insurance coverage as a participant in the Town's health insurance plan.

Pursuant to the provisions of Section 112.0801, Florida Statutes, former employees who retire from the Town are eligible to participate in the Town's healthcare and life insurance benefits. The Town subsidizes the premium rates paid by retirees by allowing them to participate in the OPEB Plan at reduced or blended group (implicitly subsidized) premium rates for both active and retired employees. These rates provide an implicit subsidy for retirees because, on an actuarial basis, their current and future claims are expected to result in higher costs to the OPEB Plan on average than those of active employees.

The Town does not offer any explicit subsidies for retiree coverage. The OPEB Plan doesn't issue a stand-alone financial report and is not included in the annual report of a public employee retirement system or another entity.

*Funding Policy* – Currently, the Town's OPEB benefits are unfunded. The Town has not advance-funded or established a funding methodology for the annual other postemployment benefit (OPEB) costs or the OPEB obligation, and the OPEB Plan is financed on a pay-as-you-go basis.

*Benefits Provided* – The benefits provided are the same as those provided for active employees. Spouses and dependents of eligible retirees are also eligible for medical coverage. All employees of the Town who meet the eligibility requirements of the Town's defined contribution plan are eligible to receive postemployment health care benefits. All retiree, spouse and dependent coverage is at the expense of the retiree.

*Total OPEB Liability* – The Town assessed their estimated total OPEB liability as of September 30, 2019 as determined by an actuarial valuation as of October 1, 2017.

**TOWN OF LAKE HAMILTON, FLORIDA**

Notes to the Financial Statements

September 30, 2020

**NOTE 9 - OTHER POST EMPLOYMENT BENEFITS** (concluded)

The actuarial assumptions used in the October 1, 2017 valuation were as follows:

Inflation	2.50%
Salary Increases	2.50%
Discount Rate	4.18%
Initial Trend Rate	8.50%
Ultimate Trend Rate	4.00%
Year to Ultimate Trend Rate	55

For all lives, mortality rates were RP-2000 Combined Healthy Mortality Tables projected to the valuation date using projection scale AA.

*Discount Rate* – The discount rate was based on a high-quality municipal bond rate of 4.18%. The high-quality bond rate was based on the week closest but not later than the measurement date of the Bond Buyer 20-Bond index as published by the Federal Reserve. The 20-Bond Index consists of 20 general obligation bonds that mature in 20 years. The average rating of the 20 bonds is roughly equivalent to Moody's Investors Service's Aa2 rating and Standard & Poor's Corp.'s AA.

The results of the October 1, 2017 actuarial valuation produced an estimated actuarial determined OPEB obligation and OPEB expense that was immaterial to the Town's financial statements and accordingly, there is no OPEB liability recorded in the financial statements. The estimated total OPEB liability will be reassessed in the future and if the estimate is material, the total OPEB liability will be reported in the financial statements.

**NOTE 10 - RISK MANAGEMENT AND LITIGATION**

During the ordinary course of its operations, the Town is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions, injuries to employees, and natural disasters. The Town maintains commercial insurance coverage in amounts management feels are adequate to protect and safeguard the assets of the Town. There have been no significant reductions in coverage nor have settlement amounts exceeded the Town's coverage during the year ended September 30, 2020 or the previous two fiscal years. In the opinion of the Town's management and legal counsel, legal claims and litigation are not anticipated to have material impact on the financial position of the Town. The Town's workers compensation coverage is provided through a nonassessable, nonprofit, tax-exempt risk sharing pool. Settled claims resulting from these risks have not exceeded insurance coverage.

**NOTE 11 - COMMITMENTS AND CONTINGENCIES**

The Town participates in several programs that are fully or partially funded by grants received from Federal, state, or county agency sources. Expenditures financed by grants are subject to audit by the appropriate grantor government/agency. If expenditures are disallowed due to non-compliance with grant program regulations, the Town may be required to reimburse the grantor government/agency. As of September 30, 2020, the Town believes that disallowed expenditures discovered in subsequent audits, if any, will not have a material effect on any of the individual funds or the overall financial position of the Town.

**TOWN OF LAKE HAMILTON, FLORIDA**

Notes to the Financial Statements

September 30, 2020

**NOTE 12 - FUTURE REVENUES THAT ARE PLEDGED**

The Town has pledged various future revenue sources for various debt issues. For the water system, the Town has pledged future revenues, net of certain operating expenses. The following table provides a summary of the pledged revenues for the Town's outstanding debt issues. Additional information regarding the Town's pledged revenue can be found in note 6.

<u>Pledged Revenue</u>	<u>Total Principal and Interest Outstanding</u>	<u>Current Year Principal and Interest Paid</u>	<u>Current Year Revenue</u>	<u>% of Revenues to Principal and Interest Paid</u>
Water system net revenue	\$ 4,426,187	\$ 116,562	\$ 247,699	212.50%

**NOTE 13 – JOINT VENTURE**

**Background** - The Polk Regional Water Cooperative (PRWC) was created on April 1, 2016 by a interlocal agreement between the Town of Lake Hamilton, City of Auburndale, City of Bartow, City of Davenport, Town of Dundee, City of Eagle Lake, City of Fort Meade, City of Frostproof, City of Haines City, City of Lake Alfred, City of Lakeland, City of Lake Wales, City of Mulberry, Polk City, City of Winter Haven, and Polk County in accordance with Chapters 163 and 373 of the Florida Statutes.

These local government units are collectively considered the Member Governments. The PRWC is a separate legal entity organized under the laws of the State of Florida, and the Member Governments have no equity ownership in the PRWC.

The PRWC is devoted to encouraging the development of fully integrated, robust public water supply systems comprised of diverse sources managed in a manner that take full advantage of Florida's intense climatic cycles to ensure reliable, sustainable and drought resistant systems which maximize the use of alternative water supplies to the greatest extent practicable. The PRWC will evaluate, plan and implement water projects and coordinate partnerships with other water users.

**Membership fees** - The terms of the interlocal agreement require each Member Government to contribute their proportionate share of the PRWC's annual working capital needs which are established annually by a resolution of the PRWC's Board of Directors. For the year ended September 30, 2020, the total annual working capital needs of the PRWC was \$195,000 of which the Town's proportionate share was \$940.

**Combined projects background** - The Member Governments, except for the City of Frostproof, entered into a combined projects implementation agreement on March 16, 2017. This agreement established three combined projects to be pursued by the PRWC with a total estimated cost of \$23,000,000. The South West Florida Water Management District (SWFWMD) is funding 50% of the total estimated cost and the remainder is funded by the Member Governments based upon their average water use in comparison to the total average water use by all Member Governments. The City's required contribution for the combined projects totaled \$4,948 and was paid to the PRWC in a prior year.

**Contact** - Complete financial statements of the PRWC may be obtained from the PRWC's Executive Director at 330 W. Church Street, P.O. Box 9005, Drawer CA01, Bartow, FL 33831-9005.

**REQUIRED SUPPLEMENTARY INFORMATION**

**TOWN OF LAKE HAMILTON, FLORIDA**  
 Budgetary Comparison Schedule – General Fund  
 for the year ended September 30, 2020

	<b>Budgeted Amounts</b>		<b>Actual Amounts (Budgetary Basis)</b>	<b>Variance with Final Budget Favorable (Unfavorable)</b>
	<b>Original</b>	<b>Final</b>		
<b>Revenues:</b>				
Taxes	\$ 1,147,422	\$ 1,169,422	\$ 1,196,325	\$ 26,903
Licenses and permits	80,743	80,743	62,484	(18,259)
Intergovernmental revenue	1,051,845	151,845	135,804	(16,041)
Charges for services	295,633	295,633	292,356	(3,277)
Fines and forfeitures	65,000	65,000	80,240	15,240
Other	34,116	34,116	56,709	22,593
Total revenues	<u>2,674,759</u>	<u>1,796,759</u>	<u>1,823,918</u>	<u>27,159</u>
<b>Expenditures:</b>				
General government				
Council	809,381	831,381	819,036	12,345
Finance and administration	254,104	254,104	236,880	17,224
Building and planning	173,003	173,003	150,082	22,921
Total general government	<u>1,236,488</u>	<u>1,258,488</u>	<u>1,205,998</u>	<u>52,490</u>
Law enforcement	760,771	760,771	665,882	94,889
Sanitation	249,933	249,933	255,740	(5,807)
Streets	948,232	298,232	132,231	166,001
Parks	348,082	98,082	95,855	2,227
Total expenditures	<u>3,543,506</u>	<u>2,665,506</u>	<u>2,355,706</u>	<u>309,800</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>(868,747)</u>	<u>(868,747)</u>	<u>(531,788)</u>	<u>336,959</u>
<b>OTHER FINANCING SOURCES</b>				
Loan proceeds	1,607,336	1,607,336	946,201	(661,135)
<b>CHANGE IN FUND BALANCE</b>	<u>\$ 738,589</u>	<u>\$ 738,589</u>	<u>\$ 414,413</u>	<u>\$ (324,176)</u>

**OTHER REPORTS**



**Independent Auditor's Report on Internal Control  
Over Financial Reporting and on Compliance and Other Matters  
Based on an Audit of Financial Statements Performed in  
Accordance with *Government Auditing Standards***

Honorable Mayor and Town Council  
Town of Lake Hamilton, Florida

I have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, and each major fund of the Town of Lake Hamilton, Florida (the "Town") as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements, and have issued my report thereon dated February 10, 2021.

***Internal Control Over Financial Reporting***

In planning and performing my audit of the financial statements, I considered the Town's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing my opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, I do not express an opinion on the effectiveness of the Town of Lake Hamilton's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant weakness* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

My consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during my audit I did not identify any deficiencies in internal control that I consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

***Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the Town's financial statements are free from material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

***Purpose of this Report***

The purpose of this report is solely to describe the scope of my testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the Town's internal control or on compliance. This report is an integral part of an audit performed in accordance with the *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*David R. Ramos, CPA*

Lakeland, Florida  
February 10, 2021



**Independent Accountant's Examination Report on Compliance  
With the Requirements of Section 218.415, Florida Statutes**

To the Members of the Town Council of  
Town of Lake Hamilton, Florida

I have examined the Town of Lake Hamilton, Florida's (the "Town") compliance with Section 218.415, *Florida Statutes*, concerning the investment of public funds during the year ended September 30, 2020. Management is responsible for the Town's compliance with those requirements. My responsibility is to express an opinion the Town's compliance based on my examination.

My examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that I plan and perform the examination to obtain reasonable assurance about whether the Town complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Town complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on my judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. I believe that the evidence I obtained is sufficient and appropriate to provide a reasonable basis for my opinion.

My examination does not provide a legal determination on the Town's compliance with specified requirements.

In my opinion, Town of Lake Hamilton, Florida complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2020.

This report is intended solely for the information and use of the Town of Lake Hamilton, Florida, and the Auditor General, State of Florida, and is not intended to be and should not be used by anyone other than these specified parties.

*David R. Ramos, CPA*

Lakeland, Florida  
February 10, 2021



## Independent Auditor's Management Letter

Honorable Mayor and Town Council  
Town of Lake Hamilton, Florida

### Report on the Financial Statements

I have audited the financial statements of the Town of Lake Hamilton, Florida (the "Town"), as of and for the year ended September 30, 2020, and have issued my report thereon dated February 10, 2021.

### Auditor's Responsibility

I conducted my audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller of the United States; and Chapter 10.550, *Rules of the Auditor General*.

### Other Reports and Schedule

I have issued my Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*; and Independent Accountant's Examination Report on an examination conducted in accordance with AICPA Professional Standards, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated February 10, 2021, should be considered in conjunction with this management letter.

### Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that I determine whether or not corrective actions have been taken to address significant findings and recommendations made in the preceding annual financial audit report. Corrective actions were not necessary as there were no significant findings or recommendations made in the prior year annual financial audit report.

### Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. For the legal authority of the Town of Lake Hamilton, Florida, refer to the summary of significant accounting policies in the notes to the financial statements.

**Financial Condition and Management**

Sections 10.554(1)(i)5.a. and 10.558(1), Rules of the Auditor General, require me to apply appropriate procedures and communicate the results of my determination as to whether or not the Town of Lake Hamilton, Florida has met one or more of the specific conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with my audit, I determined that the Town of Lake Hamilton, Florida did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Section 10.554(1)(i)5.b. and 10.556(8), Rules of the Auditor General, I applied financial condition assessment procedures. It is management's responsibility to monitor the Town of Lake Hamilton, Florida's financial condition, and my financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that I communicate any recommendations to improve financial management. In connection with my audit, I did not have any such recommendations.

**Additional Matters**

Section 10.554(1)(i)3., Rules of the Auditor General, requires that I address noncompliance with provisions of contracts and grant agreements, or abuse, that have occurred, or are likely to occur, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance in connection with my audit. In connection with my audit, I did not have any such findings.

**Purpose of this Letter**

This management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, federal and other granting agencies, the Mayor, Town Council and applicable management, and is not intended to be, and should not be, used by anyone other than these specified parties.

*David R. Ramos, CPA*

Lakeland, Florida  
February 10, 2021

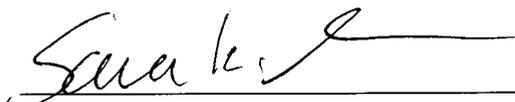
**OTHER INFORMATION**

**AFFIDAVIT**

BEFORE ME, the undersigned authority, personally appeared Sara Irvine, who being duly sworn, deposes and says on oath that:

1. I am the Town Administrator of Town of Lake Hamilton which is a municipality of the State of Florida;
2. Town of Lake Hamilton adopted (Ordinance No. 2018-03 or Resolution No. \_\_\_\_\_) implementing an impact fee; and
3. Town of Lake Hamilton has complied and, as of the date of this Affidavit, remains in compliance with Section 163.31801, Florida Statutes.

FURTHER AFFIANT SAYETH NAUGHT.

  
 \_\_\_\_\_  
 Town Administrator, Town of Lake Hamilton

STATE OF FLORIDA  
COUNTY OF POLK

SWORN TO AND SUBSCRIBED before me this 18<sup>th</sup> day of February, 2021.

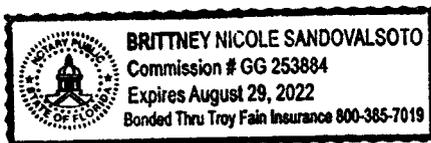
  
 NOTARY PUBLIC  
 Print Name Brittney Sandovalsoto

Personally known  or produced identification \_\_\_\_\_

Type of identification produced: \_\_\_\_\_

My Commission Expires:

\_\_\_\_\_



**TOWN OF LAKE HAMILTON  
MINUTES  
TOWN COUNCIL REGULAR MEETING  
TUESDAY, FEBRUARY 2, 2021  
6:00 PM**

The Town Council of Lake Hamilton held a Regular Meeting on Tuesday February 2, 2021 at 85 N Omaha Street, Lake Hamilton, FL 33851.

**CALL TO ORDER**

Mayor Kehoe called the meeting to order at 6:05 p.m.

**INVOCATION**

Invocation was given by Angie Hibbard.

**PLEDGE OF ALLEGIANCE**

Pledge of Allegiance led by all

**ROLL CALL**

O'Neill, Vice Mayor Wagner, and Mayor Kehoe were present. Roberson was absent. Tomlinson arrived after the meeting commenced. Town Administrator Irvine was present.

**SCHEDULED PRESENTATIONS**

Mayor Kehoe read and signed a proclamation marking February as Black History Month for Lake Hamilton.

Angie Guy, MMC, the Florida Association of City Clerks Central West Director congratulated Town Clerk, Brittney Sandovalsoto on her recent Certification as a Certified Municipal Clerk on behalf of the FACC. She was accompanied by other clerks from around the District.

**CONSENT AGENDA**

**Motion made** by O'Neill and a second by Wagner to approve consent agenda item a.

**Motion Passed 3-0.**

**RECOGNITION OF CITIZENS**

No Citizens were signed in for comments.

**OLD BUSINESS**

**Mayor Kehoe opened the public hearing at 6:18 PM.**

**Second Reading of Ordinance O-21-01 Cassidy Group 6A**

Attorney Dawson read the title into the record.

An Ordinance of the Town Council of the Town of Lake Hamilton extending the corporate limits of the town so as to include additional territory lying contiguous and adjacent to the present boundaries of the Town of Lake Hamilton, Florida; describing said additional territory; repealing all ordinances in conflict herewith and providing for applicability; providing for severability; and providing an effective date. The location is 660 feet east of detour road on the side north of water tank road and containing 14.82 acres.

Community Development Director Leonard explained the annexation and what would be included.

**Motion made** by Wagner and a second by O'Neill to approve second reading of Ordinance O-21-01 Cassidy Group 6A Annexation.

No public comments were received.

A roll call vote was taken. Wagner aye, O'Neill aye, Kehoe aye **Motion Passed 3-0.**

**Second Reading of Ordinance O-21-04 Town Water & Wastewater Rate**

Attorney Dawson read the title into the record.

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 sections 32-14 & 32-15, Lake Hamilton Code establishing water & sewer monthly user charges by ordinance; providing for this ordinance to control in the event of conflict with prior ordinances or resolutions; providing for severability' providing for an effective date. Town Administrator Irvine explained changes that occurred after the first reading which included adding language regarding credit card service fees.

**Motion made** by O'Neill and a second by Wagner to approve Ordinance O-21-04 Town water & wastewater rates.

No public comments were received.

A roll call vote was taken. O'Neill aye, Wagner aye, Kehoe aye. **Motion Passed 3-0.**

**Mayor Kehoe closed the public hearing at 6:24 PM.**

**Future Planning Discussion-**

Community Development Director Leonard discussed capacity of water and sewer in the future and the future wastewater plan with regards to development.

-Councilmember Tomlinson arrived at the meeting-

**NEW BUSINESS**

**Resolution R-2021-03 Lake Hamilton Ridge Plat Approval**

**Attorney Dawson read the title into the record.**

A Resolution adopting the Lake Hamilton Ridge Subdivision, a replat of a portion of lot 24, replat of Marie Villa Sample's subdivision, providing for severability; and providing for an effective date.

Community Development Director Leonard presented the Resolution as this is the stage, they are in with Heritage Investments. Kyle Kylne, with Heritage Investments announced they already have contracts on 10 of the lots.

No public comments were received.

**Motion made** by Wagner and a second by O'Neill to approve Resolution R-2021-03 Lake Hamilton Ridge plat approval. A roll call vote was taken. Tomlinson aye, Wagner aye, O'Neill aye, Kehoe aye. **Motion Passed 4-0.**

**First Reading of Ordinance O-21-05 Moratorium for Land Development**

Attorney Dawson read the title into the record.

An Ordinance of the Town of Lake Hamilton, Florida, superseding and rescinding Ordinance O-2020-14; enacting a temporary moratorium in order to study, review and to amend the land development regulations for certain non-residential land uses and commercial and industrial zoning districts; located adjacent to the State Road 17 and U.S. Highway 27 transportation corridors; providing for a six-month term to be extended if necessary, by the Town Council; providing for early termination if the project is complete; providing for conflicts; providing for severability; providing an effective date.

Community Development Director Leonard presented the Ordinance and stated that staff consulted with Attorney regarding changes to the moratorium enacted previous because the first did not specify the highway corridors. Town Administrator Irvine noted that there was a memo included in the packet from the Town Clerk.

Jim Edwards, owner of Keyes Contracting addressed concerns about a permit that he submitted. Attorney Dawson announced that those issues were not appropriate in this forum.

Steve Packard who also submitted a permit during the time of the moratorium, was present and asked questions to ensure after the new Ordinance is enacted, he would be able to continue with his building.

No further comments were received.

**Motion made** by O'Neill and a second by Tomlinson to approve Ordinance O-21-05 a moratorium for land development. A roll call vote was taken. O'Neill aye, Wagner aye, Tomlinson aye, Kehoe aye. **Motion Passed 4-0.**

### **Staff Reports-**

**Town Administrator-** Town Administrator Irvine requested there be a special meeting on February 16, 2021 at 6:00 PM for the second reading of the moratorium and impact fee study.

**Town Clerk-** included in packet

**Police Department-** included in packet

**Code Enforcement-** no comments

**Community development-** Community Development Director Leonard gave an overview of the streets that have been resurfaced, which have been rated for the need to be repaired and unpaved roads. The unpaved roads would be in a separate bid when getting bids for the resurfacing project.

**Public Works-** Town Administrator Irvine stated that a walk-through inspection was done for the new PD building which resulted in a seven page punch list. An email was sent to the contractor regarding the issues.

**ATTORNEY COMMENTS:** Attorney Dawson announced that the case they have been working on regarding the dogs is going to court. He also gave comments about the Noise Ordinance in which he stated there is no authority to regulate sound that is out of the jurisdiction. He will present his recommendations at the following Council meeting.

**COUNCIL COMMENTS:** Vice Mayor Wagner inquired about a mask mandate by Ordinance regarding public facilities.

### **ADJOURNMENT:**

**Motion made** by O'Neill and a second by Wagner to adjourn the meeting at 7:30 PM. **Motion Passed 4-0.**

ATTEST:

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

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

\_\_\_\_\_  
 Sara K. Irvine, Town Administrator

**TOWN OF LAKE HAMILTON  
MINUTES  
TOWN COUNCIL SPECIAL MEETING  
TUESDAY, FEBRUARY 16, 2021  
6:00 PM**

The Town Council of Lake Hamilton held a Special Meeting on Tuesday February 16, 2021 at 85 N Omaha Street, Lake Hamilton, FL 33851.

**CALL TO ORDER**

Mayor Kehoe called the meeting to order at 6:03 p.m.

**INVOCATION**

Invocation was given by Angie Hibbard.

**PLEDGE OF ALLEGIANCE**

Pledge of Allegiance led by all

**ROLL CALL**

Tomlinson, O'Neill, Vice Mayor Wagner, and Mayor Kehoe were present. Roberson was absent. Town Administrator Irvine was present.

**SPECIAL MEETING BUSINESS**

**Mayor Kehoe opened a Public Hearing at 6:04 PM.**

**Second reading of Ordinance O-20-15**

Attorney Dawson read the title into the record.

An Ordinance of the Town of Lake Hamilton, Florida, amending the comprehensive plan of the Town of Lake Hamilton, Florida, said amendment being known as amendment 20-04ESR, amending the future land use classification from agriculture to residential lands – 5 for one parcel of 19.26 acres of land located south of Hatchineha Road and a second parcel of 21.23 acres of land located east of Scenic Highway (SR17) across the highway from Crystal Lake Drive; and transmitting said amendment to the Department of Economic Opportunity for review and compliance; providing for severability; and providing for an effective date.

Chuck Walter gave information regarding a the Town's comp plan which states the Town should maintain agriculture as a major land use. He stated when compared with the projects presented, it contrasts with the comp plan. He expressed concerns about allowing 5 units per acre.

Clarification was made that they do not plan on maxing on the allowable 5 units per acre.

Town Administrator Irvine clarified this is the first step in the process and does not guarantee max density.

Community Development Director Leonard explained the process further and stated a company has been hired to look at the land development regulations and they are designing plans.

**Motion made** by O'Neill and a second by Wagner to approve Ordinance O-20-15

Comprehensive plan for Cassidy Group 2. A roll call vote was taken. O'Neill aye, Wagner aye, Tomlinson nay, Kehoe aye. **Motion Passed 3-1.**

**Second Reading of Ordinance O-21-05 Moratorium for Land Development**

Attorney Dawson read the title into the record.

An Ordinance of the Town of Lake Hamilton, Florida, superseding and rescinding Ordinance 0-2020-14; enacting a temporary moratorium in order to study, review and to amend the land development regulations for certain non-residential land uses and commercial and industrial zoning districts; located adjacent to the State Road 17 and U.S. Highway 27 transportation corridors; providing for a six-month term to be extended if necessary, by the Town Council; providing for early termination if the project is complete; providing for conflicts; providing for severability; providing an effective date.

Community Development Director presented the Ordinance and stated they are amending the previous Ordinance enacted to be more specific for the Highway 27 and Scenic Hwy corridor. No public comments were received.

**Motion made** by O'Neill and a second by Wagner to approve Ordinance O-21-05 a moratorium for land development. A roll call vote was taken. Wagner aye, Tomlinson aye, O'Neill aye, Kehoe aye. **Motion Passed 4-0.**

**Mayor Kehoe closed the public hearing at 6:22 PM.**

**Review Impact Fee Proposals**

Town Administrator Irvine stated they received three proposals for the impact fee study. Staff recommended Wildan Financial Services after checking on several references.

**Motion made** by O'Neill and a second by Wagner to authorize execution of the Professional Services Agreement with Wildan Financial Services and approve the proposals for the two impact fee studies in the amount of \$15,000.

No public comments were received.

**Motion Passed 4-0.**

**Community Partnership Competitive Grant Update-**

Town Administrator Irvine announced there will be a workshop next Tuesday night and introduced Beneshea Frazier and Jennifer Codo-Salsbury from CFRPC to discuss the virtual meeting. The meeting will be held virtually where they will discuss what people in the community would like to see in the Town. There is a survey that can be completed online or by paper copy. They will be handing out post cards, posting on the website, and handing out information regarding the workshop.

**ADJOURNMENT:**

**Motion made** by Wagner and a second by O'Neill to adjourn the meeting at 6:29 PM. **Motion Passed 4-0.**

ATTEST:

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

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

\_\_\_\_\_  
Sara K. Irvine, Town Administrator



February 25, 2021

To Mayor and Council Members of the Town of Lake Hamilton

I am pleased to confirm my understanding of the services I am to provide Town of Lake Hamilton for each of the years ended September 30, 2021, 2022 and 2023. This document serves as an amendment to our earlier agreement dated February 8, 2020.

I will audit the financial statements of the governmental activities and the business-type activities, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the Town of Lake Hamilton as of and for the year ended September 30, 2021, 2022 and 2023. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Town of Lake Hamilton's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of my engagement, I will apply certain limited procedures to Town of Lake Hamilton's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I will not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

Management's Discussion and Analysis; Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual – General Fund.

I have also been engaged to report on supplementary information other than RSI that accompanies Town of Lake Hamilton's financial statements. I will subject the following supplementary information to the auditing procedures applied in my audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole, in a separate written report accompanying my auditor's report on the financial statements or in a report combined with my auditor's report on the financial statements:

Schedule of expenditures of federal awards.

### **Audit Objectives**

The objective of my audit is the expression of opinion(s) as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole.

The objective also includes reporting on—

- Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administration Requirements, cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Member: AICPA, FICPA

4215 Old Road 37 • Lakeland, Florida 33813

Telephone: 863-701-7885 • 863-709-8306 • Fax: 863-701-7857 • Email: david@davidramoscpa.net

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the result of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of internal control over compliance and the results of that testing based on the requirement of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

My audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Governmental Auditing Standards*, issued by the Comptroller General of the United States; and the provisions of the Uniform Guidance, and will include tests of the accounting records of Town of Lake Hamilton, Florida, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures I consider necessary to enable me to express such opinions. I will issue a written report upon completion of my audit of Town of Lake Hamilton's financial statements and any Single Audit. My report will be addressed to the mayor and members of the town council of Town of Lake Hamilton. I cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for me to modify my opinions or emphasis-of-matter or other matter paragraphs. If my opinions are other than modified, I will discuss the reasons which you in advance. If, for any reason, I am unable to complete the audit or am unable to form or have not formed opinions, I may decline to express opinions or issue reports, or may withdraw from this engagement.

#### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, my audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. I will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because I will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by me, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, I will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to my attention, unless clearly inconsequential, and of any material abuse that comes to my attention. I will also inform the appropriate level of management of any violations of laws or governmental regulations that come to my attention, unless clearly inconsequential. I will include such matters in the reports required for a Single Audit. My responsibility as auditor is limited to the period covered by my audit and does not extend to any later periods for which I am not engaged as auditor.

My procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. I will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of my audit, I will require certain written representations from you about the financial statements, schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by general accepted auditing standards.

### **Audit Procedures—Internal Control**

My audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that I consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. My tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in my report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, I will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that I consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, my tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in my report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, I will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, I will perform tests of Town of Lake Hamilton's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and I will not express such an opinion in my report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that I also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations and the terms and conditions of federal awards applicable to major programs. For federal programs that are included in the 2019 Compliance Supplement, my compliance and internal control procedures will relate to the compliance requirements that the 2019 Compliance Supplement identifies as being subject to audit. My procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Town of Lake Hamilton's major programs. The purpose of these procedures will be to express an opinion on Town of Lake Hamilton's compliance with requirements applicable to each of its major programs in my report on compliance issued pursuant to the Uniform Guidance.

### **Other Services**

I will also perform an examination related to the Town's compliance with F.S. Section 218.415. This will be performed pursuant to the attestation standards established by the American Institute of Certified Public accountants. This service will not constitute an audit under *Government Auditing Standards* and will not be conducted in accordance with *Government Auditing Standards*. I, in my sole professional judgment, reserved the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. Work for this engagement will be separately from the audit services.

### **Management Responsibilities**

Management is responsible for (1) designing, implementing, and maintaining effective internal controls, including internal controls, over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and activities are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor

relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to me and for the accuracy and completeness of that information. You are also responsible for providing me with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that I may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom I determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to me in the management representation letter that the effects of any uncorrected misstatements aggregated by me during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing me about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing me of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that I report. Additionally, as required by the Uniform Guidance, it is management's responsibility to follow up and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for my review as soon as possible and prior to the conclusion of my audit procedures.

You are responsible for identifying all Federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including cash and noncash assistance received) in conformity with the Uniform Guidance. You agree to include in my report on the schedule of expenditures of federal awards in any document that contains and indicates that I have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal award that includes my report thereon OR make the audited financial statements are readily available to intended users of the schedule of expenditures of federal awards no later than that date the schedule of expenditures of total awards is issued with my report thereon. Your responsibilities include acknowledging to me in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to me any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplemental information, which I have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include my report on the supplementary information in any document that contains and indicates that I have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes my report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with my report thereon. Your responsibilities include acknowledging to me in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to me any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for me previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to me corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on my current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services I provide. You will be required to acknowledge in the management representation letter my assistance with any of the nonattest services above and that you have reviewed and approved such related work products prior to their issuance and have accepted responsibility for them. You also agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Engagement Administration, Fees, and Other**

I may from time to time, and depending on the circumstances, use third-party service providers in serving your account. I may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, I maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, I will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and I will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that I am unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, I will remain responsible for the work provided by any such third-party service providers.

I understand that your employees will prepare all cash, accounts receivable, or other confirmations I request and will locate any documents selected by me for testing.

At the conclusion of the engagement, I will complete the appropriate sections of the Data Collection Form that summarizes my audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. I will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

I will provide copies of my reports to the Town's Town Clerk. Distribution of the reports and the financial statements is the responsibility of the Town. Unless restricted by law or regulation, or containing privileged or confidential information, copies of my reports are to be made available for public inspection.

The audit documentation for this engagement is the property of David R. Ramos, CPA and constitutes confidential information. However, pursuant to authority given by law or regulation, I may be requested to make certain audit documentation available to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. I will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of David R. Ramos, CPA personnel. Furthermore, upon request, I may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by a cognizant agency or oversight agency. If I am aware that a federal awarding agency, or auditee is contesting an audit finding, I will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

I expect to begin my audit after a trial balance is made available to me and to issue my report no later than the June following year-end. David R. Ramos is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

My fee for these services [the audit subject to Government Auditing Standards, the Single Audit and the examination] will be charged at my standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.). I do not expect that my gross fee, will exceed \$27,750. This estimated fee does not include the required project audit, however. My standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. My invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with my firm policies, work may be suspended if your account becomes 31 days or more overdue and may not be resumed until your account is paid in full. If I elect to terminate my services for nonpayment, my engagement will be deemed to have been completed upon written notification of termination, even if I have not completed my report(s). You will be obligated to compensate me for all time expended and to reimburse me for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, I will discuss it with you and arrive at a new fee estimate before I incur the additional costs.

Should both parties agree to renew this agreement, it shall be renewable in one additional separate multi-year term as follows: October 1, 2024 – September 30, 2026.

I appreciate the opportunity to be of service to the Town of Lake Hamilton and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let me know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to me.

Very truly yours,

*David R. Ramos, CPA*

David R. Ramos, CPA

RESPONSE:

This letter correctly sets forth the understanding of the Town of Lake Hamilton.

Signature: \_\_\_\_\_

Title: Mayor

Date: \_\_\_\_\_

## ORDINANCE O-21-06

AN ORDINANCE OF THE TOWN OF LAKE HAMILTON, FLORIDA, AMENDING THE COMPREHENSIVE PLAN OF THE TOWN OF LAKE HAMILTON, FLORIDA, SAID AMENDMENT BEING KNOWN AS AMENDMENT **21-04ESR**, AMENDING THE FUTURE LAND USE MAP CLASSIFICATION FROM AGRICULTURAL TO RESIDENTIAL LANDS – 5 FOR A 47.32 ACRE PARCEL OF LAND LOCATED AT BOTH THE SOUTHWEST CORNER AND THE NORTHEAST CORNER OF THE INTERSECTION OF THE SCENIC HIGHWAY (STATE ROAD 17) AND HUGHES ROAD; AND A 18.77 ACRE PARCEL OF LAND LOCATED ON THE WEST SIDE OF THE SCENIC HIGHWAY (STATE ROAD 17) BEGINNING 660 FEET NORTH OF KOKOMO ROAD; AND AMENDING THE FUTURE LAND USE CLASSIFICATION FROM UNDESIGNATED TO RESIDENTIAL LANDS – 5 FOR A 48.03 ACRE PARCEL OF LAND ON THE NORTHEAST AND SOUTHEAST CORNERS OF THE INTERSECTION OF HUGHES ROAD AND DETOUR ROAD; AND TRANSMITTING SAID AMENDMENT TO THE DEPARTMENT OF ECONOMIC OPPORTUNITY FOR REVIEW AND COMPLIANCE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

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

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

**WHEREAS**, pursuant to Section 163.3184, Florida Statutes, the Town Council has held meetings and hearings on **Ordinance O-21-06**, the amendment to the Comprehensive Plan and made a part hereof; and the meetings were advertised and held with due public notice to obtain public comment; and having considered written and oral comments received during public hearings, find the amendment complete and appropriate to the needs of the Town.

**NOW, THEREFORE BE IT ENACTED** by the Town Council of the Town of Lake Hamilton, Florida:

**SECTION 1. RECITALS.** The provisions set forth in the recitals of this Ordinance (whereas clauses) are hereby adopted by the Town Council as legislative findings and intent of the Ordinance.

**SECTION 2. AMENDMENT TO THE COMPREHENSIVE PLAN.** The **Town of Lake Hamilton Comprehensive Plan**, Future Land Use Map is hereby amended as set forth in Exhibit "A".

**SECTION 3. SEVERABILITY.** If any provision or portion of this Ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this Ordinance shall remain in full force and effect.

**SECTION 4. COPY OF ORDINANCE ON FILE.** A copy of this Ordinance shall be kept on file in the office of the Lake Hamilton Town Clerk.

**SECTION 5. CONFLICTS WITH OTHER ORDINANCES.** That portion of any Ordinance which may be in conflict with this Ordinance is hereby repealed with the adoption of this Ordinance.

**SECTION 6. EFFECTIVE DATE.** The effective date of this plan amendment, if the amendment is not timely challenged, shall be 31 days after the state land planning agency notifies the local government that the plan amendment package is complete. If timely challenged, this amendment shall become effective on the date the state land planning agency or the Administration Council enters a final order determining this adopted amendment to be in compliance. No development orders, development permits, or land uses dependent on this amendment may be issued or commence before it has become effective. If a final order of noncompliance is issued by the Administration Council, this amendment may nevertheless be made effective by adoption of a resolution affirming its effective status, a copy of which resolution shall be sent to the state land planning agency.

**SECTION 7. INCORPORATION INTO COMPREHENSIVE PLAN.** It is the intention of the Town Council that the provisions of this Ordinance shall become and be made a part of the Comprehensive Plan of the Town; and that sections of this Ordinance may be renumbered or relettered and the word "ordinance" may be changed to "chapter", "section", "article", or such other appropriate word or phrase in order to accomplish such intentions; and regardless of whether such inclusion in the Comprehensive Plan is accomplished, sections of this Ordinance may be renumbered or relettered and the correction of typographical and/or scrivener's errors which do not affect the intent may be authorized by the Town Administrator or her designee, without need of public hearing, by filing a corrected or recodified copy of same with the Town Clerk.

INTRODUCED AND PASSED on first reading at the regular meeting of the Town Council of Lake Hamilton, Florida, held this 2<sup>nd</sup> day of March 2021.

PASSED AND ADOPTED on second reading at the Regular meeting of the Town Council of Lake Hamilton, Florida, held this \_\_\_\_ day of April 2021.

TOWN OF LAKE HAMILTON, FLORIDA

\_\_\_\_\_  
MICHAEL KEHOE, MAYOR

ATTEST:

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

Approved as to form:

\_\_\_\_\_  
JEFFREY S. DAWSON, TOWN ATTORNEY

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

**EXHIBIT "A"**

**TOWN OF LAKE HAMILTON  
COMPREHENSIVE PLAN AMENDMENT  
Ordinance O-21-06**

**Cassidy Holdings Inc., L Dicks Inc., Turner Investments Ltd Properties**

**Legal Descriptions:**

**Parcel No. 272810-000000-034010:** The North 1/2 of the Northwest 1/4 of the Southwest 1/4 of Section 10, Township 28 South, Range 27 East, Polk County, Florida.

**Parcel No. 272810-000000-043020:** The South 1/2 of the Southwest 1/4 of the Northwest 1/4 of Section 10, Township 28 south, Range 27 East, Polk County, Florida.

**Parcel No. 272810-000000-041030:** The West 400 feet of the North 990 feet of the NE ¼ of the SW ¼ of Section 10, Township 28 South, Range 27 East, Polk County, Florida.

**Parcel No. 272809-000000-014030:** The N ½ of the SW ¼ of the NE ¼ and the SE ¼ of the SW ¼ of the NE ¼ of Section 9, Township 28 South, Range 27 East, Polk County, Florida.

**Parcel No. 272809-000000-014020:** The SW ¼ of the SW ¼ of the NE ¼ of Section 9, Township 28 South, Range 27 East, Polk County, Florida; Less right of way for Highway 27 on the West side thereof and subject to county-maintained road right of way on the South side thereof.

**Parcel No. 272809-000000-041050:**

All that part of the North ½ of the NE ¼ of the SW ¼ of Section 9, Township 28 South, Range 27 East, Polk County, Florida, lying East of the right of way of the Atlantic Cost Line Railroad Company, West of the right of way of State Highway No 8.

**Parcel No. 272809-000000-041040:** That Part Of Following Desc Which Lies In N1/2 Of Ne1/4 Of Sw1/4 Comm N1/4 Cor Of Sec N 88 Deg 26 Min 30 Sec E 494.76 Ft To C/L Abandoned Rr S 47 Deg 11 Min 38 Sec W 674.37 Ft Swly Along Curve 365.63 Ft To Pob S 53 Deg 46 Min 25 Sec E 65 Ft To Ely Rr R/W Swly Along Curve 1314.72 Ft S 04 Deg 36 Min 00 Sec E 1344.26 Ft To S Line Of N1/2 Of Ne1/4 Of Sw1/4 S 88 Deg 43 Min 39 Sec W 100.17 Ft N 04 Deg 36 Min 00 Sec W 1338.45 Ft Nely Along Curve 1385.98 Ft S 53 Deg 46 Min 25 Sec E 35 Ft To Pob

**Parcel No. 272809-000000-041020:** SE ¼ of NE ¼ of SW ¼ & NE ¼ of the SE ¼ of the SW ¼, of Section 9, Township 28 South, Range 27 East. Less and except that part thereof lying within right of way conveyed to Atlantic Coast Line Railroad Company in Deed Book 101, page 120, and Deed Book 146, Page 408, also less and except right of way for S.R. No. 17 on the East boundary thereof.

Ordinance O-21-06

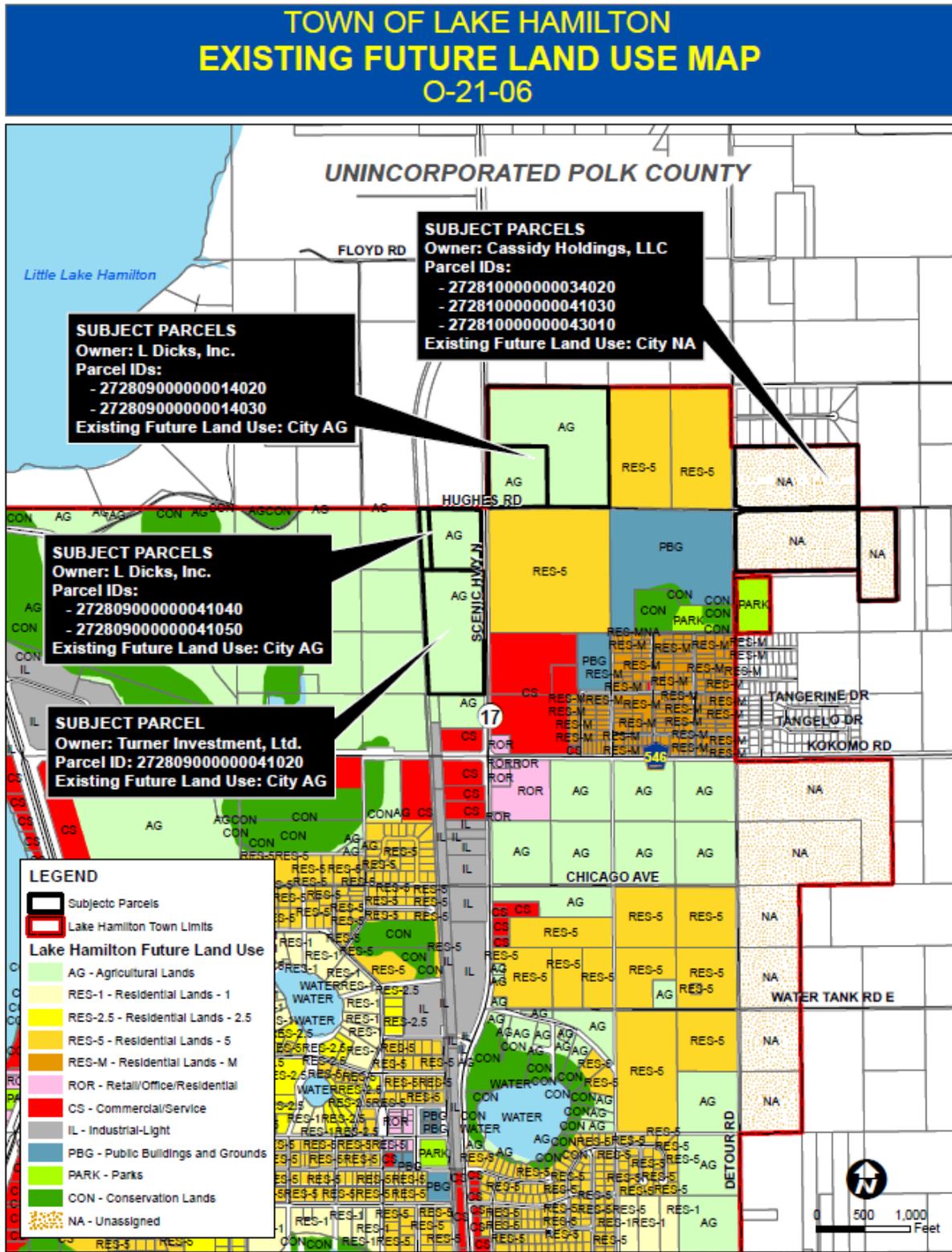
Page 5 of 7

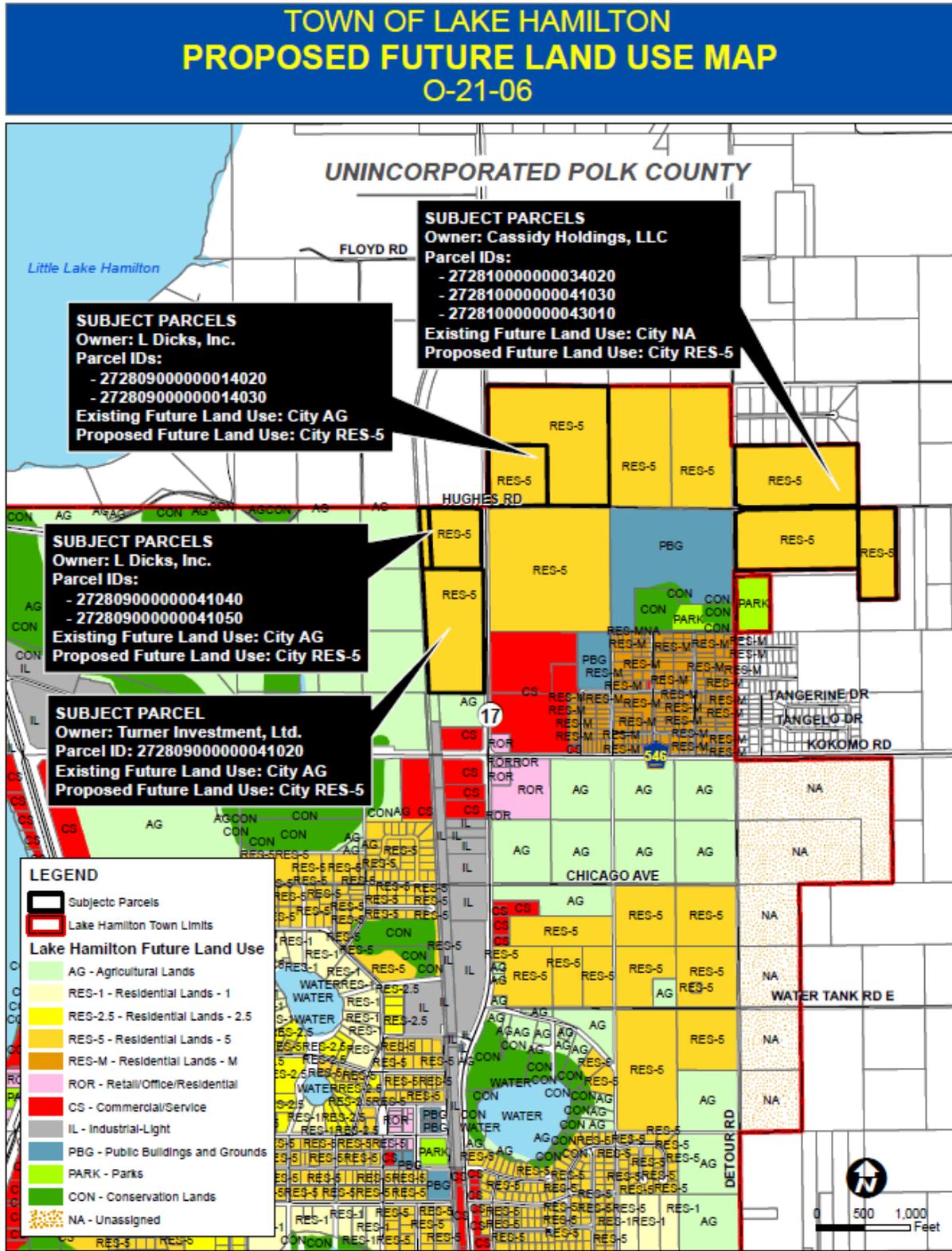
All of that certain land situate in Section 9, Township 28 South, Range 27 East, Polk County, Florida more fully described as follows: Tract A: That part of the Easterly 100 ft of Grantor's right of way lying between N & S boundaries of S  $\frac{1}{2}$  of NE  $\frac{1}{4}$  of SW  $\frac{1}{4}$  Section 9, Township 28 South, Range 27 East, Polk County, Florida.

A strip or parcel of Seaboard System Railroad, Inc's vacated 130 foot wide right of way, lying 65 feet each side of the center line of Seaboard System Railroad, Inc's former Haines City Sebring Main Track, said parcel of right of way being the Easterly 100 ft and beginning at the North line of the SE  $\frac{1}{4}$  of SW  $\frac{1}{4}$  of Section 9, Township 28 South, Range 27 East, Polk County, Florida and extending South 655 feet, being part of Seaboard System Railroad, Inc's right of way as recorded by deed dated August 21, 1910, Deed Book 101, Page 119, Recorded October 20, 1910, and by deed dated August 2, 1926, Patent No. 984227.

**Existing and Proposed Future Land Use Maps:**

Remainder of page left blank intentionally





**ORDINANCE O-21-07****AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA, REQUIRING THE USE OF FACIAL COVERINGS IN CERTAIN PUBLIC PLACES DURING THE COVID PANDEMIC; PROVIDING FOR LEGISLATIVE FINDINGS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town Council of the Town of Lake Hamilton, Florida (hereinafter “Town”), finds that COVID-19 presents a danger to the health, safety and welfare of the public; and

**WHEREAS**, COVID-19 is spread through airborne transmission from individuals sneezing, speaking, and coughing; and

**WHEREAS**, Governor DeSantis has issued a series of executive orders to re-open Florida, and some of the restrictions to slow the spread of COVID-19 have correspondingly been relaxed; and

**WHEREAS**, the continued operation of businesses providing goods and services is necessary to provide essential goods and services to the public and visitors and to support the local economy; and

**WHEREAS**, the re-opening of the State will lead to more contact between individuals and the potential for increased community spread of the disease; and

**WHEREAS**, conditions presented by the threat of COVID-19 continue to pose a threat to the public health that warrants the imposition of additional mitigation strategies; and

**WHEREAS**, the use of face coverings has been identified as a measure to assist in preventing individuals from spreading COVID-19 to others; and

**WHEREAS**, to reduce the spread of the disease, the Centers for Disease Control (“CDC”) recommends the use of cloth face coverings in public settings where other social distancing measures are difficult to maintain, such as grocery stores and pharmacies, since many individuals with no symptoms can spread the virus, and even individuals who develop symptoms can transmit the virus to others before showing symptoms; and

**WHEREAS**, the CDC recommends only simple cloth face coverings for the general population and not surgical masks or N-95 respirators because these are critical supplies that must continue to be reserved for healthcare workers and other medical first responders; and

**WHEREAS**, the CDC does not recommend wearing a cloth face covering for children under the age of 2, or anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove a mask without assistance; and

WHEREAS, the Town Council finds that adoption of this Ordinance is necessary for the preservation of the health, safety and welfare of the community.

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

**Section 1.** Incorporation of Recitals as Legislative Findings.

The recitals of this Ordinance are incorporated herein and constitute the legislative findings of the Town Council. The recitals are made fully a part of this Ordinance as if the recitals were set out in a section hereunder.

**Section 2.** Definitions.

- (i) **Face Covering.** A “face covering” is a material that covers the nose and mouth and that fits snugly against the sides of the face so there are no gaps. It can be secured to the head with ties or straps or is simply wrapped around the lower face. It can be made of a variety of materials such as cotton, silk or linen. Coverings with materials made of layers is highly encouraged. A cloth face covering may be factory-made or sewn by hand, or the cloth face covering can be improvised from household items. The CDC has posted additional information regarding how to make, wear, and wash a cloth face covering on the CDC website.
- (ii) **Public Meetings and Public Places.** “Public meetings and public places” mean locations with a roof overhead under which any public meetings and/or public places where Town business is conducted or Town services are rendered where more than two people are present. The term also includes locations where non-profit, governmental, and quasi-governmental entities facilitate public interactions and conduct business. The term does not include property over which the Polk County School Board has management, control, operation, administration, and supervision.
- (iii) **Lodging Establishment.** A “lodging establishment” shall have the same meaning as the term “transient public lodging establishment” has in section 509.013(4)(a)1, Florida Statutes. Accordingly, for the purposes of this Ordinance, a “lodging establishment” means any unit, group of units, dwelling, building, or group of buildings when a single complex of buildings which is rented to guests more than three times in a calendar year for periods of less than 30 days or 1 calendar month, whichever is less, or which is advertised or held out to the public as a place regularly rented to guests.

**Section 3.** Mandatory Requirements.

- (i) An individual in a public meeting or public place must wear a face covering while in that such location.

- (ii) The requirement in this section does not apply to:
  - a. A child under the age of 6.
  - b. Persons who have trouble breathing due to a chronic pre-existing condition or individuals with a documented or demonstrable medical problem. It is the intent of this provision that those individuals who cannot tolerate a facial covering for a medical, sensory or other condition which makes it difficult for them to utilize a face covering and function in the public are not required to wear one.
  - c. Public safety, fire and other life safety and health care professional, as their personal protective equipment requirements will be governed by their respective agencies.
  - d. Persons exercising which observing at least 6 feet of distancing from another person.
  - e. Restaurant and bar patrons while eating or drinking. It is the intent of this provision that a face covering will be worn while traversing a business establishment for ingress and egress, to use the facilities, and while otherwise standing when persons are unable to maintain at least 6 feet of distancing.
  - f. Managers and employees who are in the area of a public meeting or public places that are not open to customers, patrons, or the public, provided that at least 6 feet of distance exists between persons.
  - g. An individual in a lodging establishment who is inside of the lodging unit, including, but not limited to, a hotel room, motel room, vacation rental unit, timeshare unit, or similar unit.
- (iii) Every public place and/or public meeting place is required to post signage notifying all persons of the requirement to wear a face covering as provided in this section.
- (iv) Nothing herein shall require or allow a person to wear a face covering to conceal the identity of the wearer in violation of Chapter 876, Florida Statutes.

#### **Section 4.** Applicability and Conflict.

This Ordinance shall apply within the incorporated boundaries of the Town of Lake Hamilton, Florida and establish minimum standards throughout the Town. All Town ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed to the extent of said conflict.

#### **Section 5.** Severability.

If any word, phrase, clause, section, or portion of this Ordinance is declared by any court of competent jurisdiction to be invalid, void, unconstitutional or unenforceable, then all remaining provisions and portions of this Ordinance shall remain in full force and effect.

#### **Section 6.** Effective Date.

This Ordinance shall be effective immediately upon adoption.

**INTRODUCED AND PASSED** on first reading at the regular meeting of the Town Council of Lake Hamilton, Florida, held this \_\_\_\_ day of March 2021.

**PASSED AND ADOPTED** on second reading at the Regular meeting of the Town Council of Lake Hamilton, Florida, held this \_\_\_\_ day of April 2021.

TOWN OF LAKE HAMILTON, FLORIDA

\_\_\_\_\_  
MICHAEL KEHOE, MAYOR

ATTEST:

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

Approved as to form:

\_\_\_\_\_  
JEFFREY S. DAWSON, TOWN ATTORNEY

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

**ORDINANCE: O-21-08**

**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 32-15, LAKE HAMILTON CODE; CREATING SECTION 32-17, WATER & WASTEWATER CAPACITY SALE RULES; PROVIDING FOR THIS ORDINANCE TO CONTROL IN THE EVENT OF CONFLICT WITH PRIOR ORDINANCES OR RESOLUTIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.**

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

**SECTION 1. REVISIONS TO SECTION 32-15, LAKE HAMILTON CODE.**

Section 32-15 of the Code of Ordinances of the Town of Lake Hamilton, Florida, (the “Lake Hamilton Code”) is hereby amended to read as follows:

**Sec. 32-15. - Utility service policies.**

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

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

(a) Payments can be made in person at town hall on any Monday, Wednesday, or Friday not a state or federal holiday by cash, check, money order or credit card (service fees apply). Payments can be dropped in the after-hours payment box located outside of town hall. Credit card payments by phone can only be done on Fridays and the 20<sup>th</sup> of the month. A service charge is collected for all in person or over the phone credit card payments.

(b) User and service charges not paid on or before the 20th of the month will have a late charge added to the bill and said fee shall be payable by the next month on the 20th. If the 20<sup>th</sup> falls on a weekend or a holiday, the late charge will be applied to the unpaid bill on the working day following the due date.

(c) Accounts will be considered delinquent ~~for~~ if any account balance is 60 days past due after sixty (60) days of nonpayment and will be subject to water service being discontinued with no further notice. A \$30 disconnect fee will be applied to the account. Monthly water base fee and all other service charges will continue to be billed.

(d) Water service that has been discontinued ~~for non-payment~~ shall require the payment of any and all balances due before service will be resumed. A reconnection fee of \$30.00 will be charged on the next bill. At any time that the User's Account is delinquent for more than sixty (60) days and is over \$200, the amount on deposit for the customer will be withdrawn from the deposit account and applied toward payment of the delinquent bill. Such amount will then be invoiced to the User's Account. In the case of an account that has become so delinquent that the original deposit has been depleted, the deposit to re-establish water service will be double the current deposit of \$200, which would be \$400.

(e) Hardship Status – The town understands that some customers may not be able to pay the full balance due to a hardship. If that is the case, the town must have a signed payment plan from the account holder. If a payment plan has been approved, future late fees will be waived if the payment plan is being adhered to. If the account holder does not abide by the payment plan, the account will be turned off and item 5(d) above will prevail. Payment plans cannot extend past three months.

## **SECTION 2. CREATION OF SECTION 32-17, LAKE HAMILTON**

**CODE.** Section 32-17 of the Lake Hamilton Code is hereby created to read as follows:

### **Sec. 32-17. Application For Service.**

(1) It shall be unlawful for any person to connect Town retail water and/or wastewater services without first making application in writing for water and/or wastewater service and paying all charges incident to said application. Application shall be made on forms furnished by the Town, shall constitute an agreement by the customer to abide by the utility rules in regard to its service, and shall be in accord with the Town's Rate Ordinance and other Town rules, regulations, ordinances, resolutions, codes, and policies (hereafter "Town Requirements"). Applications for services requested by firms, partner ships, associations and corporations shall be tendered only by their duly authorized agents, and the official title of the agent shall be shown on the application.

(2) All applications for an extension of the Town's retail water and wastewater system shall be addressed to the Town stating the location, beginning and termination thereof, with plans and specifications in triplicate attached where such plans and specifications are required.

(3) Effectively immediately, the Town hereby designates a period of time (hereinafter referred to as an "allocation period") when all those persons or entities who own land within all or a portion of the exclusive service area subsequently defined may now apply and pay applicable fees to the Town for water and wastewater service capacity in the Town's retail water and wastewater system. This allocation period shall continue indefinitely unless and until the Town terminates the period. The Town may require all information on said application that it deems reasonable and necessary, and may reject applications it determines are incomplete. Any application for a permit shall contain a legal description of the land constituting the service area for which such permit is to be issued. The legal description shall include only those lands owned by the applicant for which the permit is to serve. If any such person described hereinabove fails to apply for and purchase water and/or wastewater service capacity under these rules, the Town may consider such failure in determining whether or not to grant or deny any development or construction permit or approval or rezoning application filed by such person.

(4) If an application is approved, a written agreement containing all terms and conditions relating to such system extensions, approved by the Town or its designee, shall be made and executed by and between the applicant property owner(s) and Town.

**SECTION 3. CREATION OF SECTION 32-18, LAKE HAMILTON CODE.** Section 32-18 of the Lake Hamilton Code is hereby created to read as follows:

**Sec. 32-18. Allocation and Sale of Water and Wastewater Service Capacity.** Upon a determination by the Town that water and/or wastewater service capacity is or will be available in a Town water and wastewater system (whether or not a Florida Department of Environmental Protection Construction Permit has been issued for the construction of facilities necessary to create said capacity), the Town may allocate any and all such available, unallocated water and/or wastewater service capacity of the Town's retail water and wastewater system. The Town may allocate water and/or wastewater service capacity to those qualified applicants as determined by the Town in the order of time and date of application and only after payment of applicable water and/or wastewater capital charges/impact fees in accordance with the Town rate resolutions and ordinances by applicants whose applications have been accepted by the Town and in accordance with the terms of any applicable agreement between the Town and the person, firm, or corporation.

**SECTION 4. CREATION OF SECTION 32-19, LAKE HAMILTON CODE.** Section 32-19 of the Lake Hamilton Code is hereby created to read as follows:

**Sec. 32-19. Capacity Allocation and Sale.** The Town Council hereby continues pursuant to Section 4 hereof a capacity sale within the Town's exclusive water and wastewater service area set forth in section 32-4, as amended from time to time. The allocation will be subject to the following terms and conditions:

(1) Capacity shall be available to those potential customers and developers with lands located within the Town's exclusive service area.

(2) Allocations shall be subject to execution by applicants of an agreement to address the advanced payment of capital charges/connection fees and other relevant issues.

(3) Subject to applicable requirements, the Town shall fulfill all requests for allocation for those applicants that execute and make the upfront payments on a first come, first served basis up to but not exceeding available capacity.

(4) This agreement shall be binding upon the applicant, its successors and assigns for the original property in need of service. Transfers of service capacity must run with the land and resales of service capacity in excess of established rates and charges are prohibited.

**SECTION 5. CONFLICTS.** If the event of a conflict with any other Town ordinances or part of ordinances, the provisions of this Ordinance shall control.

**SECTION 6. INCLUSION IN CODE.** The Town Council intends that the provisions of this ordinance shall become and shall be made part of the Code of the Town of Lake Hamilton.

**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 on February 2, 2021.

INTRODUCED on first reading this \_\_\_\_\_ day of March, 2021.

PASSED on second reading this \_\_\_\_\_ day of April, 2021.

TOWN OF LAKE HAMILTON, FLORIDA

\_\_\_\_\_  
MICHAEL KEHOE, MAYOR

ATTEST:

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

Approved as to form:

\_\_\_\_\_  
JEFFREY S. DAWSON, TOWN ATTORNEY

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



## Memorandum

To: Town Council

From: Town Clerk, Brittney Sandovalsoto, CMC

Date: February 26, 2021

Subject: Monthly Update

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We are continuing the process of implementation of our new utility billing software and currently everything is on track to transition in April. We take time each Thursday to enter information into our new system and it seems to be coming along smoothly.

We are currently training in our new BTR system and hope to go live by April 2021.

We have received 3 building permits so far for the new Hamilton Ridge Subdivision; construction should commence shortly.

March utility invoices will include the sewer charge for customers we are not connected.

Other business as usual.

From the Desk of ...

*Chief Michael Teague*



February 26, 2021

**TO:** Staff

**SUBJECT:** Council Report

August Items:

- Officers have increased patrols of businesses and residences
- Gina attended Soma Training (New Report and records/evidence software)
- Continued moving some items into the new building
- Accreditation weekly meetings have started
- Working on the purchase's items for the 50,000 grant as well as the LPR Grant
- 

Michael Teague





## LAKE HAMILTON POLICE DEPARTMENT

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

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

### FEBRUARY 2021 - MONTHLY ACTIVITY REPORT

	TOTAL CALLS	TOTAL ARRESTS
ABANDONED/ IMPOUNDED	0	0
ABANDONED / FOUND PROPERTY	2	0
ABDUCTION	0	0
AED ASSIST	0	0
ALARM	2	0
ANIMAL COMPLAINT	1	0
ANIMAL COMPLAINT - DOMESTIC	0	0
ANIMAL COMPLAINT - LIVESTOCK	1	0
ANIMAL COMPLAINT - WILDLIFE	0	0
ASSAULT	0	0
ASSAULT - AGGRAVATED	0	0
ASSIST OTHER AGENCY	10	0
ATTEMPT TO CONTACT	0	0
BATTERY	1	0
BATTERY - AGGRAVATED	0	0
BATTERY - DOMESTIC	0	0
BURGLARY - BUSINESS	0	0
BURGLARY - CONVEYANCE	2	0
BURGLARY - RESIDENTIAL	1	0
BURGLARY - STRUCTURE	0	0
CHILD ABUSE	0	0
CRIMINAL MISCHIEF	0	0
CRUELTY TO ANIMALS	0	0
CURFEW VIOLATION	0	0
CUTTING	0	0
DANGEROUS SHOOTING	0	0
DEATH INVESTIGATION	0	0
DIRECTED TRAFFIC ASSIGNMENT	6	0
DISABLED VEHICLE	3	0
DISTURBANCE - CIVIL	6	0
DISTURBANCE - FAMILY	0	0
DISTURBANCE - JUVENILE	0	0
DISTURBANCE - NOISE	9	0
DISTURBANCE - VEHICLE NOISE	3	0
DISTURBANCE - WEAPON	0	0
DISTURBANCE	2	0
DROWNING	0	0

DRUNK DRIVER	0	0
DRUNK PERSON	0	0
ESCAPED PRISONER	0	0
EXCITED DELIRIUM	0	0
EXTORTION	0	0
FELONY	0	0
FIGHT	0	0
FILING FALSE REPORT	0	0
FIRE	1	0
FIRE ASSIST	0	0
FIRST RESPONDER REQUEST	0	0
FRAUD/FORGERY/COUNTERFEITING/UTTERING	0	0
FUNERAL ESCORT	0	0
GAMBLING	0	0
GRAND THEFT	1	0
HARRASSING PHONE CALLS	0	0
HIT & RUN FATALITY	0	0
HIT & RUN INJURIES	0	0
HIT & RUN PROPERTY DAMAGE ONLY	0	0
HIT & RUN SERIOUS INJURY TO RESULT IN DEATH	0	0
HITCHHIKER	0	0
HIGHWAY OBSTRUCTION	1	0
IDENTITY THEFT	0	0
INDUSTRIAL ACCIDENT	0	0
INFORMATION	133	0
INJURED PERSON	0	0
INVESTIGATION	9	0
LAW ENFORCEMENT CALL	0	0
LEWD ACT	1	0
LITTERING	0	0
LOST PROPERTY	1	0
LOST/ABANDONED TAG OR DECAL	0	0
MAIL THEFT	0	0
MEDICAL ASSIST	0	0
MENTALLY ILL PERSON	0	0
MISDEMEANOR	0	0
MISSING / ENDANGERED PERSON	0	0
MOLESTING	0	0
MURDER	0	0
NARCOTICS VIOLATION	0	0
NATURAL DISASTER	0	0
OPEN DOOR / WINDOW	1	0
OVERDOSE	1	0
PATROL BUSINESS	784	0
PATROL REQUEST	10	0
PATROL RESIDENCE	18	0
PERIMETER CHECK	334	0

PETIT THEFT	1	0
POSS FIREARM BY FELON	0	0
PROPERTY DAMAGE NON-CRIMINAL	1	0
PROWLER	0	0
RESISTING OFFICER	0	0
RETAIL THEFT	0	0
RIOT	0	0
ROBBERY	0	0
RUNAWAY	1	0
SERVE CIVIL PROCESS	0	0
SEXUAL BATTERY (FAMILY,UNK,KNOWN)	0	0
SHOOTING/THROWING MISSILE INTO BUILDING	0	0
SHOOTING/THROWING MISSILE INTO VEHICLE	0	0
SHOOTING/ PERSON	0	0
SOLICITATION VIOLATION	0	0
SPECIAL DETAIL	10	0
STOLEN TAG / DECAL	0	0
STOLEN VEHICLE	1	0
STOLEN VEHICLE RECOVERED	0	0
SUBJECT STOP	1	0
SUICIDE ATTEMPT	0	0
SUSPICIOUS AIRCRAFT	0	0
SUSPICIOUS INCIDENT	6	0
SUSPICIOUS PERSON	1	0
SUSPICIOUS VEHICLE	2	0
TAMPERING	0	0
THEFT	0	0
TRAFFIC ASSIGNMENT	0	0
TRAFFIC COMPLAINT	8	0
TRAFFIC STOP	123	7
TRESPASSING	0	0
UNCONFIRMED EMERGENCY	8	0
VEHICLE CRASH	9	0
WORTHLESS CHECK	0	0
VIOLATION OF INUNCTION	0	0
WARRANT / CAPIAS ARREST	0	0
<b>OVERALL TOTAL</b>	<b>1535</b>	<b>7</b>
	<b>TOTAL CITATIONS</b>	<b>TOTAL ARRESTS</b>
CRIMINAL TRAFFIC	6	7
NON-CRIMINAL TRAFFIC	55	0
PARKING TICKETS	0	0
WARNINGS	93	0
<b>OVERALL TOTAL</b>	<b>154</b>	
	<b>TOTAL WGT / VALUE</b>	<b>TOTAL ARRESTS</b>

Recovered Cannabis	19.600	0
Recovered Cocaine		
Recovered Meth	3	0
Recovered Heroin		
Recovered Pills	30	0
Seized Currency		
Based on Property received in Prop Room and not marked Dispo=COR Action=FX		

STAT SHEET 21-Feb

Officer	Calls	Reports	Checks	FIR	Arrest-T	Arrest-F	Arrest-M	Arrest-W	R-Cannabis	R-Cocaine	R-K2	Pills	R-Meth	R-Firearms	S-Currency	S-Vehicles	Accidents	Citations	CR-Citations	Warnings	Community Outreach	Training Hours	
Lorenzo	109	11	48															2	2		1		
Weissman	309	5	231		1	1												1	9		10		40
Mcintosh	234	14	145		3		3											3	10	3	27		
Knecht	284	6	243															1	2		1		
Giffin	286	2	229		1		1												9	1	11		
Teague	3	2			1		1												1	1			
Gilman	322	7	210	6	1		1												8	1	43	3	
Meyer																							
Total	1547	47	1106	6	7	1	6	0	0	0	0	0	0	0	0	0	0	7	41	6	93	3	40

Reserve Hrs

Monthly Proficiency Reports -February 2021  
 Lake Hamilton Police Department  
 Patrol

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Year to Date	Same Month Last Year	(+ / -) (%)
<b>Patrol</b>															
Calls	2442	1547											3989	879	(+) .43%
Lima	63	47											110	42	(+) 10%
Warrant Arrest	0	0											0	0	(-) 100 %
Felony Arrest	4	1											5	2	(-) 50%
Misd. Arrest	20	6											26	9	(-) 33%
Total Arrest	24	7											31	11	(-) 36%
Cannabis	7.8	0											7.8	0	(+-) 0%
Cocaine	0	0											0	0	(+-) 0%
Methamphetamine	0	0											0	0	(+-) 0%
Firearms	0	0											0	0	(+-) 0%
Pills	0	0											0	0	(+-) 0%
K2	0	0											0	0	(+-) 0%
<b>Traffic</b>															
Citations	123	41											164	49	(-) 16%
Criminal Citations	18	6											24	5	(+) 16%
Warnings	183	93											276	130	(+) 28%
Crashes	9	7											16	6	(+) 14%
DUI	0	0											0	0	(+-)0%
DRE	0	0											0	0	(+-) 0%
<b>K9</b>															
Deployments	0	0											0	0	
Apprehensions/Arrests	0	0											0	0	
Hours Trained	0	40											40	0	(+) 100%
Demos	0	0											0	0	
Searches	0	0											0	0	
Heroin	0	0											0	0	
<b>Patrol Cont</b>															
														0	(+-)0%
Seized Vehicles	0	0											0	0	(+-)0%
Deaths	0	0											0	0	(+-)0%
Seized Currency	0	0											0	0	(+-)0%

# Memorandum

To: Town Council

From: Tom Mulvaney, Code Enforcement

Date: February 25, 2021

Subject: Monthly Update

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## **Operations:**

Code enforcement continues to focus its 2021 operations efforts on reconciling outstanding code cases and aging liens from as early as 2016. Moving forward with abatement activities, foreclosure proceedings, and other manner of financial collections and legal action is anticipated for some cases.

Code enforcement has also started a comprehensive review of Ordinances and Resolutions in the Town of Lake Hamilton to improve operational effectiveness moving forward. Look for amendment proposals and language revisions in the upcoming months.

## **Staff Highlights:**

Tom Mulvaney continues to serve as President of the Polk Association of Code Enforcement and has partnered with the neighboring City of Lake Wales Code Enforcement personnel to provide guidance on best practices and to implement corresponding policy and procedural changes.

Tom Mulvaney has been appointed to serve on the Community Redevelopment Agency (CRA) board for the City of Mulberry and hopes to bring those ideas and successes to the Town of Lake Hamilton.

## **Important Dates:**

The next code enforcement Special Magistrate hearing for the Town of Lake Hamilton is scheduled for Tuesday, March 09 , 2021 at 10:00am.

A Household Hazardous Waste Disposal event is scheduled for Saturday, March 06, 2021 in Haines City. This event is open to all Polk County residents and is being promoted to Lake Hamilton Residents through Social Media and the Town website.

The Annual Lake Hamilton Curbside Clean up is scheduled for Saturday, April 03, 2021 and is being promoted to Lake Hamilton Residents through Social Media, the Town website, and circulated flyers.

## **Public Health & Safety Announcement:**

### **March is National Nutrition Month.**

*National Nutrition Month® is an annual campaign created by the Academy of Nutrition and Dietetics. During the month of March, everyone is invited to learn about making informed food choices and developing healthful eating and physical activity habits. Learn more at [www.EatRight.org](http://www.EatRight.org)*

Respectfully Submitted,  
Tom Mulvaney, Code Enforcement



## Memorandum

To: Town Council

From: Doug Leonard, Community Development Director

Date: February 25, 2021

Subject: Status of Projects for March 2, 2021 Council Meeting

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1. **USDA Water Distribution System Improvement Project.** The project is proceeding on schedule and is approximately 60 percent complete.
2. **CDBG Stormwater Project.** The project is complete.
3. **State Road 17 (Scenic Highway) Sewer Project.** Staff has also authorized Tom Cloud to continue to work with Haines City Attorney to develop an interlocal for this grant project.
4. **Floridino's Project.** The restaurant is under construction.
5. **Hamilton Ridge.** Staff has received a request for preliminary Subdivision Plat approval.
6. **The Grand at Lake Hamilton.** Staff continues to meet with the developer and his engineers to finalize plans for construction of the subdivision infrastructure.
7. **Planning Project with Calvin, Giordano & Associates (CalGA)** – Staff has had two virtual meetings with the consultants and phone conversations and has scheduled an “all day” meeting for Monday March 1, 2021. The priority is the revisions to the zoning districts and design criteria for land uses in the U.S.27 and S.R.17 highway corridors.
8. **FRDAP.** The initial site survey for Detour Road Ballfield and Gunter Park are complete and title opinions for both parks have been received. The parks committee will meet to review plans in March.
9. **Water Use Permit Renewal** – Staff has met with SWFWMD for an initial review of the process. The staff has begun gathering the necessary information and forms for the submittal. Additional meetings are being coordinated as the information is assembled, including a Pre-application meeting with SWFWMD.

- 10. Preliminary Wastewater Report** – Staff has met twice with the engineers and included a developer’s representative Rennie Heath. Meetings with Mr. Heath, staff and the developer’s engineers have produced agreement on the magnitude and timing of development proposals that will create future wastewater demand. The demand is divided into two parts.
- a. The first is the Scenic Terrace development area the stretches a mile on both sides of Hughes Road from 48 acres east of Detour Road to 28 acres west of Scenic Highway (SR17). A total of 196.35 acres where an estimate 700 dwellings are planned. A part of this area is on the Council agenda for approval of a Comprehensive Land Use Map amendment.
  - b. The second part is 242 acres on both sides of Detour Road, from Kokomo Road on the north to Hatchineha Road on the south. It also encompasses land on the north side of Water Tank Road to Scenic Highway (SR17). The estimate for development if more than 1,100 dwellings.