Town of Lake Hamilton

Emergency Special Meeting Agenda – November 24, 2025

Time: 4:00 P.M.
Location: Chambers 100 Smith Avenue

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

1. **CALL TO ORDER**

2. **INVOCATION**

3. **PLEDGE OF ALLEGIANCE**

4. **ROLL CALL**

5. **SPECIAL MEETING BUSINESS**

   A. Resolution R-2025-28 FY 24-25 Budget Amendment

   ADJOURNMENT

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

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

   ATTN: PERSONS WITH DISABILITIES. In accordance with the American with Disabilities Act and Section 286.26, Florida Statutes, persons needing special accommodations to participate in this proceeding, please contact the Town Clerks Office at 863-439-1910, at least forty-eight (48) hours prior to the meeting, provide a written request

to the Office of the Town Clerk. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1 or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice).

5.A

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

THROUGH: Brittney Sandoval, Town Administrator

FROM: Nancy Oakes, Finance Director

AGENDA ITEM: Resolution R-2025-28 FY 24-25 Budget Amendment

DATE: November 24, 2025

SUMMARY & RECOMMENDATION: Staff is requesting Council consider budget amendment for the FY 24/25 for the close out of the year.

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

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☒ NO: ☐

If Yes, Please Explain:

The budget amendment is amending 2 departments that were over budget, one being the building annex department project that was budgeted for the previous fiscal year and the wastewater department due to the lift station upgrade approved by Council that exceeded the total budget. $196,000 for G/L 001-524-062 and $39000 for G/L 401-535-065 to be funded by the Contingency funds.

RECOMMENDATION:

ATTACHMENT(S):
Budget_Amendment FY24-25 final.pdf
Resolution_R-2025-28_budget_amendment_FY_2024-2025.pdf

EXHIBIT "A"

Town of Lake Hamilton
100 Smith Avenue - P.O. Box 126
Lake Hamilton, Florida 33851
(863) 439-1910
www.townoflakehamilton.com

BUDGET AMENDMENT REQUEST FORM

"FR0M ACCOUNT"			*"TO ACCOUNT"*		
Account Number	***Current Balance***	***Amount Transfer***	***Account Number***	***Amount Transferred***	***New Balance***
Enterprise Contingency Fund FY 24/25		$196,000	001-524-062 - FY 24/25	$196,000	
General Contingency - FY24/25		$ 39,000	401-535-065 - FY24/25	$ 39,000	

JUSTIFICATION:
The budget amendment is amending 2 departments that were over budget, one being the building annex department project that was budgeted for the previous fiscal year and the wastewater department due to the lift station upgrade approved by Council that exceeded the total budget.

APPROVALS:

_____
Brittney Sandoval, Town Administrator, *Signature / Date*

_____
Phyllis Hall, Mayor *Signature /Date*

Entry Control #_____

Fiscal Year _____

Transaction Date: _____/_____/_____

(For Finance Department Use Only)

_____
Finance Officer's - Signature / Date

(Request to be placed on Council Consent Agenda for Approval)

RESOLUTION R-2025-28

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, FLORIDA, POLK COUNTY, FLORIDA, ADOPTING A BUDGET AMENDMENT FOR THE TOWN OF LAKE HAMILTON FOR FISCAL YEAR 2024-2025; REFLECTING AN AMENDMENT TO REVENUE GENERATED TOGETHER WITH THE SOURCES OF THE REVENUE; DELINEATING AN AMENDMENT TO THE EXPENDITURES BY DEPARTMENT OF ACTIVITY; REPEALING ALL PROVISIONS IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, after a duly noticed meeting of the Town Council of the Town of Lake Hamilton, Florida, the 2024-2025 budget amendment was presented to the people of the Town of Lake Hamilton on November 24, 2025; and

WHEREAS, public comments and input were considered by the Town Council in approving the attached budget amendment.

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

SECTION 1.

The attached Enterprise and General Fund budget amendment request in "Exhibit A" for the Town of Lake Hamilton is hereby adopted and incorporated by reference.

SECTION 2.

The sums of money delineated therein, or as much as may be authorized by law, or as may be needed or deemed necessary to defray the expenses and liabilities of the Town are herein confirmed, ratified, and appropriated for the corporate purposes and objects of said Town herein specified.

SECTION 4. CONFLICTS.

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

SECTION 5. SEVERABILITY.

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

SECTION 6. EFFECTIVE DATE.

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

INTRODUCED and PASSED at the special meeting of the Town Council of Lake Hamilton, Florida, held this 24th day of November 2025.

TOWN OF LAKE HAMILTON, FLORIDA

_____
PHYLLIS HALL, MAYOR

ATTEST WITH SEAL:

_____
JACQUELINE BORJA, TOWN CLERK

Approved as to form:

_____
ANTHONY SABATINI. TOWN ATTORNEY

Record of Vote	Yes	No
Roberson		
Mathis		
Demanche		
Hall		