Town of Lake Hamilton

Town Council Regular Meeting Agenda – July 1, 2025

Time: 6:00 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 TO ALLEGIANCE

4. ROLL CALL

5. CONSENT AGENDA

Note: Members of the Council may remove items from the Consent Agendas if they wish to discuss them. Requests for removal need to be made known to the Mayor under the Approval of the Order of Business at the beginning of the meeting.

A. June 3, 2025, Regular Council Meeting

B. June 23, 2025, Charter Review Committee minutes

C. Town Hall Meeting Minutes

D. Consider Parks and Recreation Advisory Board recommendation to move the Photo Contest to August.

E. Consider Parks and Recreation Advisory Board recommendation for Veteran's Day Ceremony on November 8, 2025.

6. PUBLIC COMMENT – NON-AGENDA ITEMS (Limited to 3 Minutes)

Your Town Council welcomes and invites citizens to comment on items (Non- Agenda Items) of community interest/concern or to bring forth areas of personal attention which may not have been fully addressed by Town Staff after prior contact to Town Hall, the Council may immediately act on any item or may request it be placed on a future agenda for further consideration.

7. NEW BUSINESS

A. First Reading of Ordinance O-2025-04 changing the Future Land Use (FLU) from Commercial\ Service (CS) to Residential Land M (RL-M) for the Quintana development.

B. First Reading of Ordinance O-2025-05 changing the zoning district from Highway Commercial (C-1) to Planned Unit Development (PUD) for the Quintana development.

C. First Reading of Ordinance O-2025-06 regarding amendments to Chapter 26, Streets,

Sidewalks and other Public Spaces.

D. Consider approval of Central Florida Regional Planning Council (CFRPC) Evaluation and Appraisal Report (EAR) and Planning Advisory Services (PAS) contracts.

E. Resolution authorizing a budget amendment to transfer funds to the Community Development Department. Resolution of the Town of Lake Hamilton Council of the Town of Lake Hamilton, Polk County, Florida, adopting a budget amendment for the Town of Lake Hamilton for fiscal year 2024-2025; delineating an amendment to the expenditures by department of activity; repealing all provisions in conflict herewith; providing severability; and providing for an effective date.

F. Resolution authorizing a Budget Amendment for the Community Development Department to transfer funds from the Contingency budget to CD Professional Services. A Resolution of the Town Council of the Town of Lake Hamilton, Lake Hamilton, Polk County, Florida, adopting a budget amendment for the Town of Lake Hamilton for fiscal year 2024-2025; 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.

G. Resolution approving the Water System Asset Management and Fiscal Sustainability Plan. A Resolution of the Town of Lake Hamilton, Florida, Polk County, Florida, approving the Water System Asset Management and Fiscal Sustainability Plan; authorizing the Town Administrator and Public Works Director to take all actions necessary to effectuate the intent of this Resolution; repealing all provisions in conflict herewith; providing for severability; and providing for an effective date.

H. Resolution authorizing an amendment to the Town's Wastewater Asset Management and Fiscal Sustainability Plan. A Resolution of the Town Council of the Town of Lake Hamilton, Polk County, Florida, amending the Wastewater Asset Management and Fiscal Sustainability Plan; authorizing the Town Administrator and Public Works Director to take all actions necessary to effectuate the intent of this resolution; providing for repeal of conflicts; providing for severability; and providing for an effective date.

I. Consider Pennoni Contract addendum to Design and Construction Services Proposal for the Monroe St WTP LAKHA24005P.

J. Council discussion and staff direction for the White Clay Subdivision regarding access.

K. Resolution authorizing a budget amendment for the Police Department's maintenance and repair and uniform budget. A Resolution of the Town Council of the Town of Lake Hamilton, Lake Hamilton, Polk County, Florida, adopting a budget amendment for the Town of Lake Hamilton for fiscal year 2024-2025; 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.

L. Consider Interlocal Agreement with Polk County Sheriff Department

M. Consider options for Traffic Control on Main Street requested by Town Council on June

3, 2025 .

N. Consider approval of Parks and Recreation Advisory Board recommendation of placement of 4 dog waste stations.

O. Consider Charter Review Committee recommendations.

8. STAFF REPORTS

TOWN ADMINISTRATORS REPORT

TOWN CLERK REPORT

TOWN ATTORNEY REPORT

TOWN COUNCIL COMMENTS

9. ADJOURNMENT

10. **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 of the 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. Person 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:

THROUGH:

FROM:

AGENDA ITEM: June 3, 2025, Regular Council Meeting

DATE: July 1, 2025

SUMMARY & RECOMMENDATION:

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

ATTORNEY REVIEW: YES: ☐ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☐ NO: ☐

If Yes, Please Explain:

RECOMMENDATION:

ATTACHMENT(S):
June 3, 2025 Regular Council Meeting minutes.pdf

TOWN OF LAKE HAMILTON MINUTES
TOWN COUNCIL REGULAR MEETING
TUESDAY, JUNE 3, 2025
6:00 PM

The Town Council of Lake Hamilton held a Town Council Regular Meeting on Tuesday, June 3, 2025, at 100 Smith Ave., Lake Hamilton, FL 33851.

CALL TO ORDER
Mayor Hall called the meeting to order at 6:00 pm.

INVOCATION
Led by Slavens.

PLEDGE TO ALLEGIANCE
Led by all.

ROLL CALL
Hall, Mathis, Slavens, and Demanche were present. Roberson was absent.

PROCLAMATION
Motion made by Slavens and a second by Mathis to to remove item from the agenda.
A roll call vote was taken. Hall aye, Mathis aye, Slavens aye, and Demanche aye. **Motion passed 4-0.**

Proclamation

CONSENT AGENDA

Note: Members of the Council may remove items from the Consent Agendas if they wish to discuss them. Requests for removal need to be made known to the Mayor under the Approval of the Order of Business at the beginning of the meeting.

Motion made by Demanche and a second by Slavens to approve consent agenda.
A roll call vote was taken. Hall aye, Mathis aye, Slavens aye, and Demanche aye. **Motion passed 4-0.**

May 6, 2025, Regular Council Meeting

May 20, 2025, Budget Workshop Meeting

Board of Adjustment Application

Board of Adjustment Application

PUBLIC COMMENT – NON-AGENDA ITEMS (Limited to 3 Minutes)
Glenn Lawhorn commented.

OLD BUSINESS

Second and Final Public Hearing for Ordinance O-2025-03 regarding Hamilton Bluff Phases 8 and 9.
Town Administrator Sandoval presented.
Town Attorney read title for the record.

Mayor Hall opened the public hearing. No public comments were made; the public hearing was closed.
Motion made by Slavens and a second by Mathis to approve Second and Final Public Hearing for Ordinance O-2025-03 regarding Hamilton Bluff Phases 8 and 9.
A roll call vote was taken. Hall aye, Mathis aye, Slavens aye, and Demanche aye. **Motion passed 4-0.**

Continued from May 6, 2025 Council Meeting- Foreclosure: CE20180053 for 0 Kokomo Rd, Lake Hamilton LDC 16-176.1A and 1B Accessory Structures w/o Primary, IPMC 302.1 Exterior Property Sanitation, LDC Sec. 16-177 (I) Farm Animals, IPMC Sec. 302.4 Weeds, and IPMC Sec. 302.7 for Accessory Structures
Code Officer Lisa Harris updated the Council on the case and requested for the case to be withdrawn since 90% of the case has come into compliance.
Motion made by Mathis and a second by Slavens to approve To withdraw case Foreclosure: CE20180053 for 0 Kokomo Rd, Lake Hamilton LDC 16-176.1A and 1B Accessory Structures w/o Primary, IPMC 302.1 Exterior Property Sanitation, LDC Sec. 16-177 (I) Farm Animals, IPMC Sec. 302.4 Weeds, and IPMC Sec. 302.7 for Accessory Structures.
A roll call vote was taken. Hall aye, Mathis aye, Slavens aye, and Demanche aye. **Motion withdrawn 4-0.**

NEW BUSINESS

Resolution R-2025-XX authorizing the third-party sale and public consumption of alcohol for the July 3, 2025 Town event.
A Resolution of the Town Council of the Town of Lake Hamilton, Florida, Polk County, Florida, regarding the third-party sale and public consumption of alcohol on Town property during the Town's 2025 July celebration providing for conflicts; providing for severability; and providing an effective date.

Town Administrator Sandoval presented.
Town Attorney read title for the record.
Motion made by Mathis and a second by Demanche to to deny the Resolution R-2025-xx authorizing the third-party sale and public consumption of alcohol for the July 3, 2025 Town event. A Resolution of the Town Council of the Town of Lake Hamilton, Florida, Polk County, Florida, regarding the third-party sale and public consumption of alcohol on Town property during the Town's 2025 July celebration providing for conflicts; providing for severability; and providing an effective date.
A roll call vote was taken. Hall aye, Mathis aye, Slavens aye, and Demanche aye. **Motion passed 4-0.**

Town Clerk's contract
Motion made by Demanche and a second by Slavens to approve the Town Clerk's contract.
A roll call vote was taken. Hall aye, Mathis aye, Slavens aye, and Demanche aye. **Motion passed 4-0.**

Consider Amendment 2 for Loan Agreement WW531642 with the State of Florida Department of Environmental Protection Department.
Town Administrator Sandoval presented.
Motion made by Demanche and a second by Slavens to approve Amendment 2 for Loan Agreement WW531642 with the State of Florida Department of Environmental Protection Department.
A roll call vote was taken. Hall aye, Mathis aye, Slavens aye, and Demanche aye. **Motion passed 4-0.**

STAFF REPORTS

Town Administrator Sandoval presented staff reports to the Council.
She informed the Council the Kickball tournament was cancelled due to weather and staff is waiting on

the Fire Department to set a date. She also mentioned the Juneteenth float will be ready next week to decorate. She also requested for Budge workshop on July 8th at 5:00 pm. The Council was all in consensus.

Town Clerk Borja announced to the Council of upcoming events. The Ridge League Dinner will be hosted by Davenport in the Tom Fellows event center; Thursday June 12, 2025. The Chamber Luncheon will be on Thursday, 12, 2025 at Lake Eva Center, Haines City. Town Clerk Borja asked the Council if they would like to participate in one the upcoming Legislative policy committees with the Florida League of cities.

Council Member Slavens commented on stop signs
Council Member Mathis commented adding stop signs.
Council Discussed
Glenn Lawhorn commented
Josh Collier commented
Police Office Travis Clark commented

Mayor Hall directed staff to add for discussion annexing onto the next agenda.
Marlene Wagner commented.
Glenn Lawhorn commented.

ADJOURNMENT

Motion made by Mathis and a second by Slavens to adjourn the meeting
A roll call vote was taken. Hall aye, Mathis aye, Slavens aye, and Demanche aye. **Motion passed 4-0.**

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ATTEST:

_____
Phyllis Hall, Mayor

_____
Jacqueline Borja, Town Clerk

_____
Brittney Sandoval, Town Administrator

5.B

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO:

THROUGH:

FROM:

AGENDA ITEM: June 23, 2025, Charter Review Committee minutes

DATE: July 1, 2025

SUMMARY & RECOMMENDATION: Staff recommends approval of minutes.

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

ATTORNEY REVIEW: YES: ☐ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☐ NO: ☐

If Yes, Please Explain:

RECOMMENDATION:

ATTACHMENT(S):
June 23, 2025 Charter Review Committee Meeting minutes.pdf

TOWN OF LAKE HAMILTON
MINUTES
CHARTER REVIEW COMMITTEE MEETING
MONDAY, JUNE 23, 2025
5:00 PM

The Charter Review Committee of Lake Hamilton held a meeting on Monday, June 23, 2025, at 100 Smith Ave., Lake Hamilton, FL 33851.

CALL TO ORDER

Howard Cone called the meeting to order at 5:06 p.m.

ROLL CALL

Howard Cone, Michel Demanche and Catlyn Slavens were present. Gayle Mathis was absent.
Staff: Attorney Francesca Sabatini, Town Clerk Jacqueline Borja,

NEW BUSINESS

Approval of June 23, 2025, Charter Review Committee minutes

Motion made by Catlyn Slavens and a second by Michel Demanche to approve June 23, 2025, Charter Review Committee minutes.
All in consensus. Motion Passed 3-0.

Town Charter Review

Motion made by Catlyn Slavens and a second by Michel Demanche to accept the revision made by Town Attorney to Town Charter. **All in consensus. Motion Passed 3-0.**

Motion made by Catlyn Slavens and a second by Michel Demanche to accept and send to the Council for approval. **All in consensus. Motion Passed 3-0.**

ADJOURNMENT:

Motion made by Slavens and a second by Demanche to adjourn the meeting at 5:20 PM. **Motion Passed 3-0.**

ATTEST:

_____
Phyllis Hall, Mayor

Minutes prepared by Jacqueline Borja

Jacqueline Borja, Town Clerk

Brittney Sandoval, Town Administrator

Minutes prepared by Jacqueline Borja

5.C

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO:

THROUGH:

FROM:

AGENDA ITEM: Town Hall Meeting Minutes

DATE: July 1, 2025

SUMMARY & RECOMMENDATION: Approval of Meeting Minutes.

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

ATTORNEY REVIEW: YES: ☐ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☐ NO: ☐

If Yes, Please Explain:

RECOMMENDATION:

ATTACHMENT(S):
June 26, 2025 Town Hall meeting minutes.pdf

TOWN OF LAKE HAMILTON
MINUTES
TOWN HALL MEETING THURSDAY, JUNE 26, 2025
5:00 PM

The Town Council of Lake Hamilton held a meeting on Thursday, June 26, 2025, at 100 Smith Ave., Lake Hamilton, FL 33851.

CALL TO ORDER

Mayor Hall called the meeting to order at 5:07 p.m.

PRESENT

Mayor Phyllis Hall, Vice Mayor Robert Mathis, Council Member Cora Roberson, Council Member Patrick Slavens and Council Member Carmen Demanche were present.
Staff: Town Attorney Anthony Sabatini, Town Administrator Brittney Sandoval, Town Clerk Jacqueline Borja, Community Development Director Jeffery Ball, Public Works Director Patrick Henry, Finance Director Dell Peterson and Police Chief Votour were present.

Mayor Hall opens the meeting for the public.

The Town Administrator Sandoval opened the presentation with an overview of the Future projects and growths of Lake Hamilton.

The Public Works Director Henry presented.

The Community Development Director presented.

Chief of Police Votour presented.

There was a discussion with Council and the public.

ADJOURNMENT:

Mayor Hall adjourned the meeting at 6:26 PM.

ATTEST:

_____
Phyllis Hall, Mayor

_____
Jacqueline Borja, Town Clerk

_____
Brittney Sandoval, Town Administrator

Minutes prepared by Jacqueline Borja

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

THROUGH: Brittney Sandoval, Town Administrator

FROM: Parks and Recreation Advisory Board

AGENDA ITEM: Consider Parks and Recreation Advisory Board recommendation to move the Photo Contest to August.

DATE: July 1, 2025

SUMMARY & RECOMMENDATION: The Parks and Recreation Advisory Board recommends moving the Photo Contest that was scheduled for June for the Centennial Event to August due to the cancellation and rescheduling of the other events from May-July. The exact date to be determined at the next meeting and staff recommends granting the Town Administrator to set the dates in coordination with the Board.

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

ATTORNEY REVIEW: YES: ☐ NO: ☐ N/A: ☒

FINANCIAL IMPACT: YES: ☐ NO: ☒

If Yes, Please Explain: No further financial impact.

RECOMMENDATION:

5.E

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

THROUGH: Brittney Sandoval, Town Administrator

FROM: Parks and Recreation Advisory Board

AGENDA ITEM: Consider Parks and Recreation Advisory Board recommendation for Veteran's Day Ceremony on November 8, 2025.

DATE: July 1, 2025

SUMMARY & RECOMMENDATION: The Parks and Recreation Advisory Board is recommending an event to be held on November 8, 2025, for Veteran's Day. They are requesting upgrading the park by painting the wall and replacing the 2 permanent plaques as they are damaged. They recommend a ribbon cutting ceremony with the event for the newly dedicated park name and placing the new name on the wall. Details of the event would include a flag burning ceremony, taps, and small refreshments.

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

ATTORNEY REVIEW: YES: ☐ NO: ☐ N/A: ☒

FINANCIAL IMPACT: YES: ☒ NO: ☐

If Yes, Please Explain: Upgrades to the wall and the cost of the event for next fiscal year.

RECOMMENDATION:

7.A

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

THROUGH: Britney Sandoval, Town Administrator

FROM: Jeffrey Ball, AICP, Community Development Director

AGENDA ITEM: First Reading of Ordinance O-2025-04 changing the Future Land Use (FLU) from Commercial\ Service (CS) to Residential Land M (RL-M) for the Quintana development.

DATE: July 1, 2025

SUMMARY & RECOMMENDATION:

AN ORDINANCE OF THE TOWN OF LAKE HAMILTON, FLORIDA AMENDING THE FUTURE LAND USE CLASSIFICATION OF THREE (3) PARCELS COMPRISING +/-25.23 ACRES (PARCEL IDENTIFICATION NUMBERS: 272809-000000-024010, 272809-000000-024350 AND 272809-000000-024360), GENERALLY LOCATED NORTH OF KOKOMO ROAD BETWEEN STATE ROAD 17 (SCENIC HIGHWAY) AND TANGERINE STREET, FROM TOWN COMMERCIAL/SERVICE (CS) TO TOWN RESIDENTIAL LANDS M (RES-M); TRANSMITTING SAID AMENDMENT TO FLORIDA COMMERCE FOR NOTIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

Council May consider the request to change the Future Land Use from Town Commercial/Service (CS) to Town Residential Land M (RES-M).

This item will be heard at the June 25, 2025 Planning Commission meeting. Staff will update the Council of their recommendation.

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

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☐ NO: ☒

If Yes, Please Explain: N/A

RECOMMENDATION:

ATTACHMENT(S):
Quintana FLU Staff Report TC.pdf
Location Map.jpg
Quintana_FLUe_061225.pdf
Quintana_FLUp_061225.pdf
Ordinance O-25-04 - Quintana FLU V2.pdf

Town of Lake Hamilton

Town
Council
FLU Staff Report
July 1, 2025

TO: LAKE HAMILTON PLANNING COMMISSION

FROM: **Community Development**

SUBJECT: **FUTURE LAND USE MAP AMENDMENT**
Ordinance 2025-04: An applicant-initiated amendment to the Future Land Use Map of the Town of Lake Hamilton specifically changing the Future Land Use designation for parcels that totals approximately 25.23 acres, located on the east side of Scenic Highway on the northside Kokomo Road. (parcels 272809-000000-024010, 272809-000000-024350 AND 272809-000000-024360) from Town Commercial/Service to Town Res-M

AGENDA & HEARING DATES:

Planning Commission Meeting: Wednesday, June 25, 2025 at 5:30 PM
Anticipated Town Council Meeting (First Reading): July 1, 2025; 6:00 PM
Anticipated Town Council Meeting (Second Reading): August 5,2025 6:00PM

Attachments
Location Map Aerial Photo | Existing Future Land Use Map | Proposed Future Land Use Map | Ordinance 2025-04: Quintana Future Land Use

Overview:

APPLICATIONS	
Owner	Quintana Hamilton Holdings LLC
Agent	Dave Schmitt, P.E.
Property Size	± 25.23 acres
Property Location	North of Kokomo Road between State Road 17 (Scenic Highway) and Tangerine Street
Parcel ID's	272809-000000-024010, 272809-000000-024350 AND 272809-000000-024360
Future Land Use: Existing	Town Commercial/Service
Future Land Use: Proposed	Town Residential Lands M (RES-M)

BACKGROUND AND REASON FOR REQUEST:

The applicant is requesting a Future Land Use change from Town Commercial/Service to Town Residential Lands M (RES-M). The applicant has a companion rezoning application requesting Town Planned Unit Development (PUD) to facilitate the development of a mixed use 168 unit townhome and 53,500 sq. ft strip retail center. A proposed concept plan is included in the PUD application. Descriptions for both the existing and proposed Future Land Use are provided as follows:

Existing Future Land Use:

Town of Lake Hamilton Comprehensive Plan, Future Land Use Element, Policy

1.2.8: Commercial/Service (CS)

a) **Purpose:**
Identification of areas which are established for commercial uses of a service nature, including highway oriented businesses, and which are restricted in permissive use and/or intensity in direct relationship to their specific location.

b) **Range of Potential Uses:**

Motels, restaurants, curio shops, fruit sales, recreation uses, automotive service stations, automotive sales and service, machinery and equipment assembly and repair, warehousing, and public or semi-public uses.

c) Range of Potential Density/Intensity:
The maximum floor area ratio for non-residential development shall not exceed 0.5.

Proposed Future Land Use:

Town of Lake Hamilton Comprehensive Plan, Future Land Use Element, Policy

1.2.6 Residential Lands-M (RES-M)

a) **Purpose:**
Identification of areas which are established to recognize an existing medium-density residential environment of mixed-use urban character, and which may be utilized for compatible short- term agricultural activities.

b) **Range of Potential Uses:**
Urban residential uses, small or medium retail and office commercial uses short-term agricultural uses, agriculturally- compatible residential

uses, public or semi-public uses, and recreational uses.

c) Range of Potential Density/Intensity:
The maximum gross residential density is 9.99 dwelling units per acre and the maximum floor area ratio for non-residential development shall not exceed 0.25.

COMPREHENSIVE PLAN COMPATIBILITY:

Table 1 includes the density/intensity for the amendment to the Future Land Use Map request for the property, the potential change could result in a potential increase of 168 dwelling units and sf non-residential.

Table 1:
Analysis of Impacts from Proposed Future Land Use Map Amendment

	Existing FLU: Commercial Service (CS) (25.23 acres)	**Proposed FLU: RES-M (25.23 acres)**
Density/Intensity	CS: 4 DU/ acre FAR 0.5	RES-M; 9.99 DU/acre and FAR 0.25
Density Potential	100 DU's or 2,198,000 sf. of non -residential	252 DU's or 1,099,000 sf. non-residential
Difference	Increase of 152 DU's or 1,099,000 sf non-residential	

The proposed Future Land Use, can be considered compatible with the Comprehensive Plan conditions and can be considered compatible with the surrounding area based on the Future Land Uses assigned to nearby properties within the Town limits. More information is available in the Land Use Analysis located below:

Land Use Analysis:

The subject property is surrounded by properties within the incorporated Town limits, which has been assigned Town Residential Lands (RL) 5 to the North, RL-M, Public Buildings and Grounds (PBG), and Commercial Service (CS) to the East. To the South and across Kokomo Rd. is Retail/Office/Residential (ROR) and RL-5 (Feltrim Lakes). To the West across Kokomo Rd. is Retail/Office/Residential (ROR), RL-5, and Agricultural.

To the South is Feltrim Lakes which is a mixed use development with commercial retail and Townhomes and at the intersection is a convenience store with gas sales. The property to the north is Scenic Terrace Phase 1. To the West across Scenic Highway is Scenic Terrace Phase 3.

The Land Use Matrix below outlines the existing and proposed Future Land Use and zoning of the subject portion of the property, the existing Future Land Use and zoning of adjacent properties, and the existing land use of the subject and adjacent properties. Proposed Future Land Use and Zoning Maps are also provided for reference.

Land Use Matrix

Northwest	North	Northeast
FLU: Town RL-5 **ZONING**: PUD **EXISTING USE:** Singel-family subdivision	**FLU: Town** RL-5 **ZONING**: PUD **EXISTING USE:** Singel-family subdivision	**FLU: Town** RL-5 **ZONING**: PUD **EXISTING USE:** Singel-family subdivision
West	**Subject Property**	**East**
FLU: Agricultural\CS **ZONING**: AG\C-1 **EXISTING USE:** Agriculture\ Office/truck parking	**EXISTING FLU:** Town C/S **PROPOSED FLU:** Town RL-M **EXISTING ZONING:** Town C-1 **PROPOSED ZONING:** Town PUD (see companion application) **EXISTING USE:** Wherehouse/distribution facility	**FLU:** RL-5 **ZONING**: PBG/RMF/C-1 **EXISTING USE:** Water plant/SFR/vacant
Southwest	**South**	**Southeast**
FLU: CS **ZONING**: C-1 **EXISTING USE:** Agricultural	**FLU:** RL-5\ROR **ZONING**: PUD\C-2 **EXISTING USE:** Vacant\ Convenience store with gas sales	**FLU:** Agricultural **ZONING**: AG **EXISTING USE:** Agriculture

Public Facilities and Services Analysis:

The following is a summary analysis of the potential impacts on existing public facilities and services.

Potable Water

At this time, the Town can provide potable water for the development. Water lines exist west and south of the property. Water service is along Kokomo Rd. and Scenic Highway. The owner/developer will be responsible for the cost of any improvements related to the development of the subject property.

Sanitary Sewer

At this time, the Town can provide sanitary sewer for the development. A force main exists East of the property approximately 450 ft. on the south side of Kokomo Rd. The owner/developer will be responsible for the cost of any improvements related to the development of the subject property.

Transportation/Traffic:

The property is adjacent to Kokomo Road (Town maintained) on the south side and Scenic Highway (FDOT maintained) along the west. The applicant has submitted a traffic study and is currently under review.

Schools

The applicant is coordinating with the school board to obtain a non-binding school concurrency determination.

Recreation/Open Space:

Based on the Town's recreation and open space level of service standard of 4.5 acres per 1,000 population. Under the PUD zoning the site would permit a maximum of 168 townhomes. Based on 168 dwelling units, the project would require 1.89 acres of land (168 lots x 2.51 persons per home x 4.5/1000).

Emergency Services:

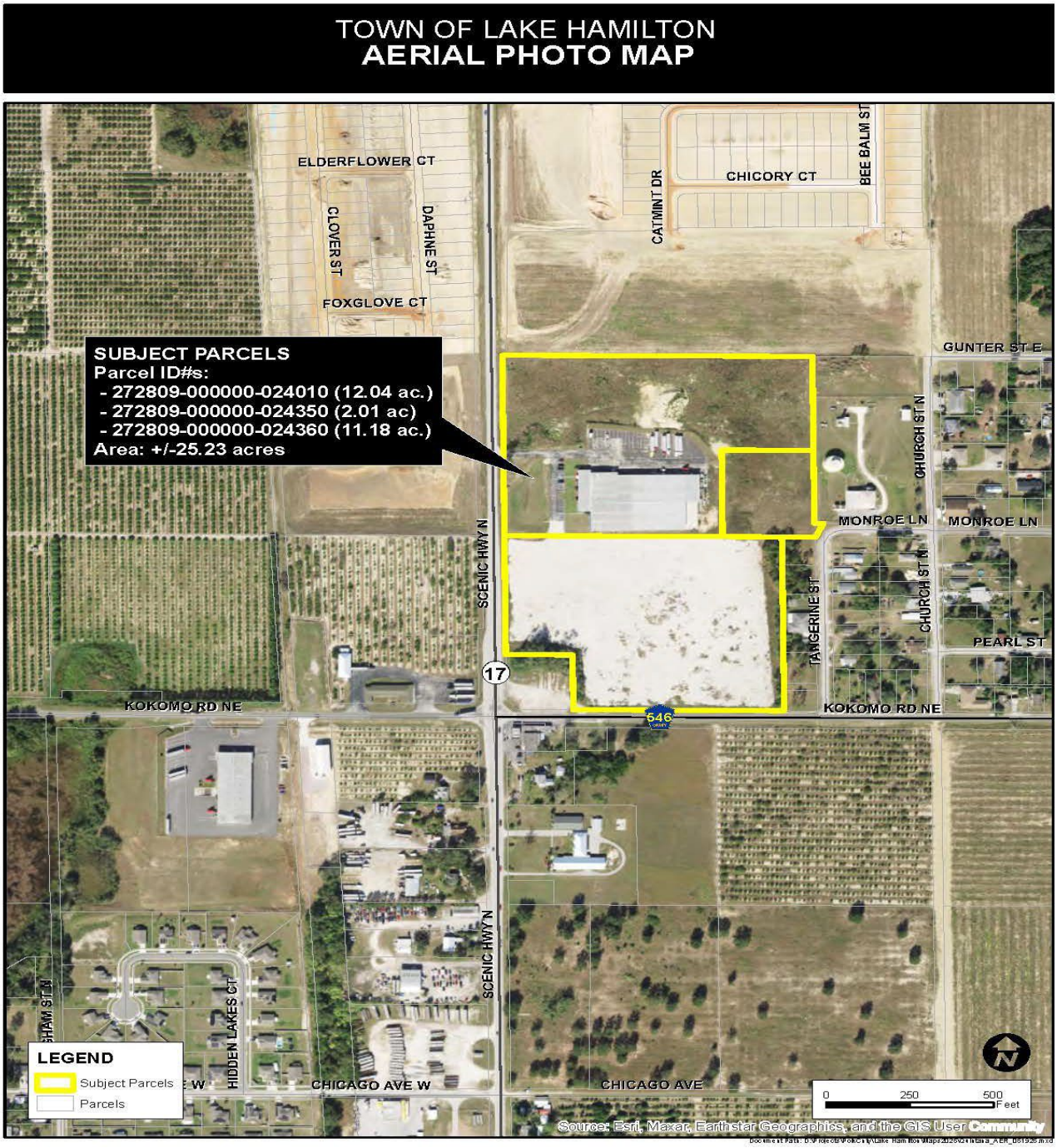
Emergency services for both City and County-operated facilities are all in close proximity to the subject property. Police, fire, and EMS are located within a 3-mile radius (by car) and travel time without sirens is 6 minutes or less.

- Polk County Fire Rescue – 1.5 Miles ~ 4 minutes
- Lake Hamilton Police Department – 1.5 Miles ~ 4 minutes
- Winter Haven Hospital Emergency Room – 9.9 miles ~ 22 minutes
- Lakeland Regional Hospital Emergency Room – 35.6 miles ~ 50 minutes

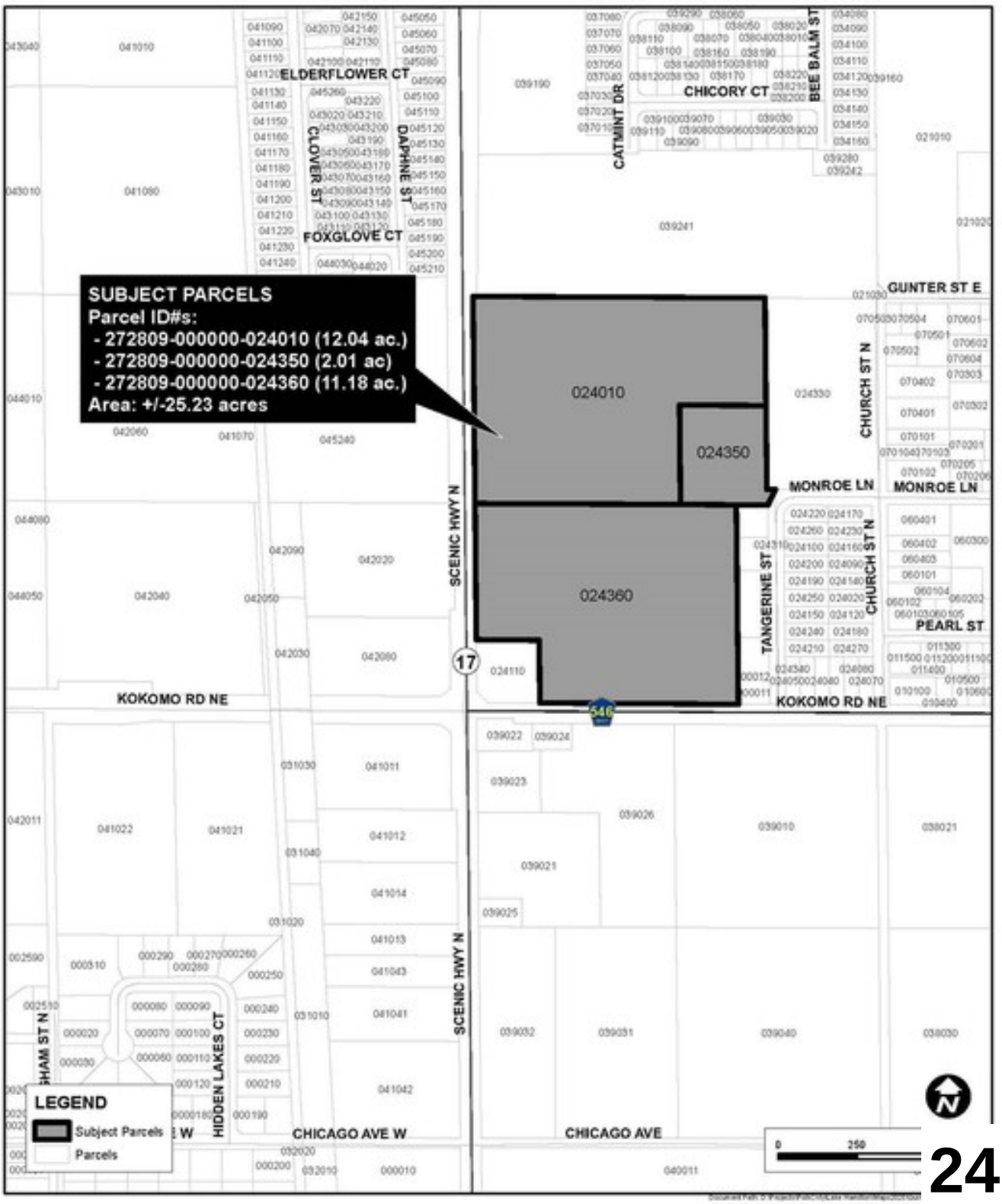
Environmental

The site does not include wetland or floodplains. Prior to development, the applicant will complete an environmental analysis to ensure compliance with Town code.

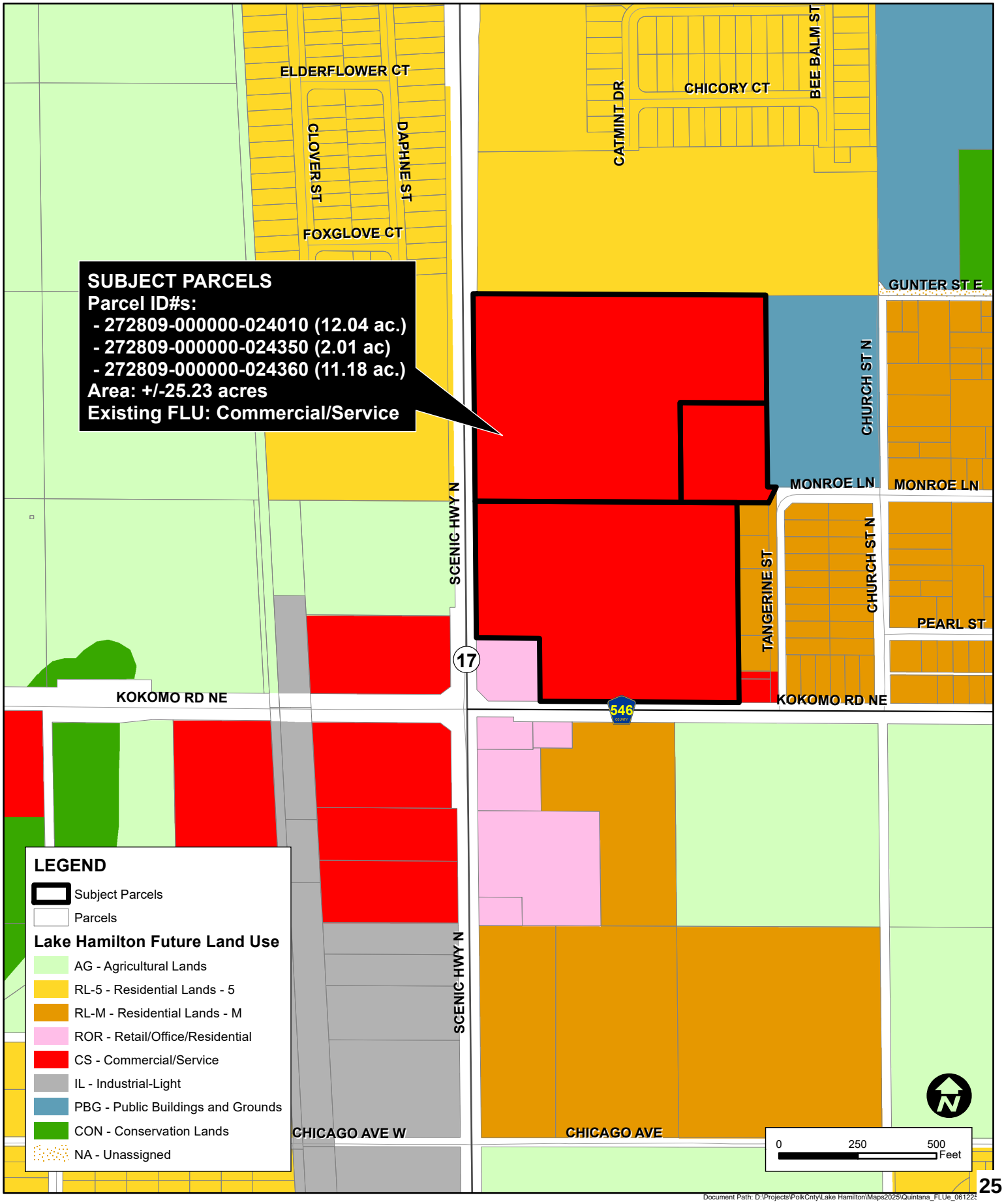
AERIAL MAP
QUINTANA



TOWN OF LAKE HAMILTON
LOCATION MAP

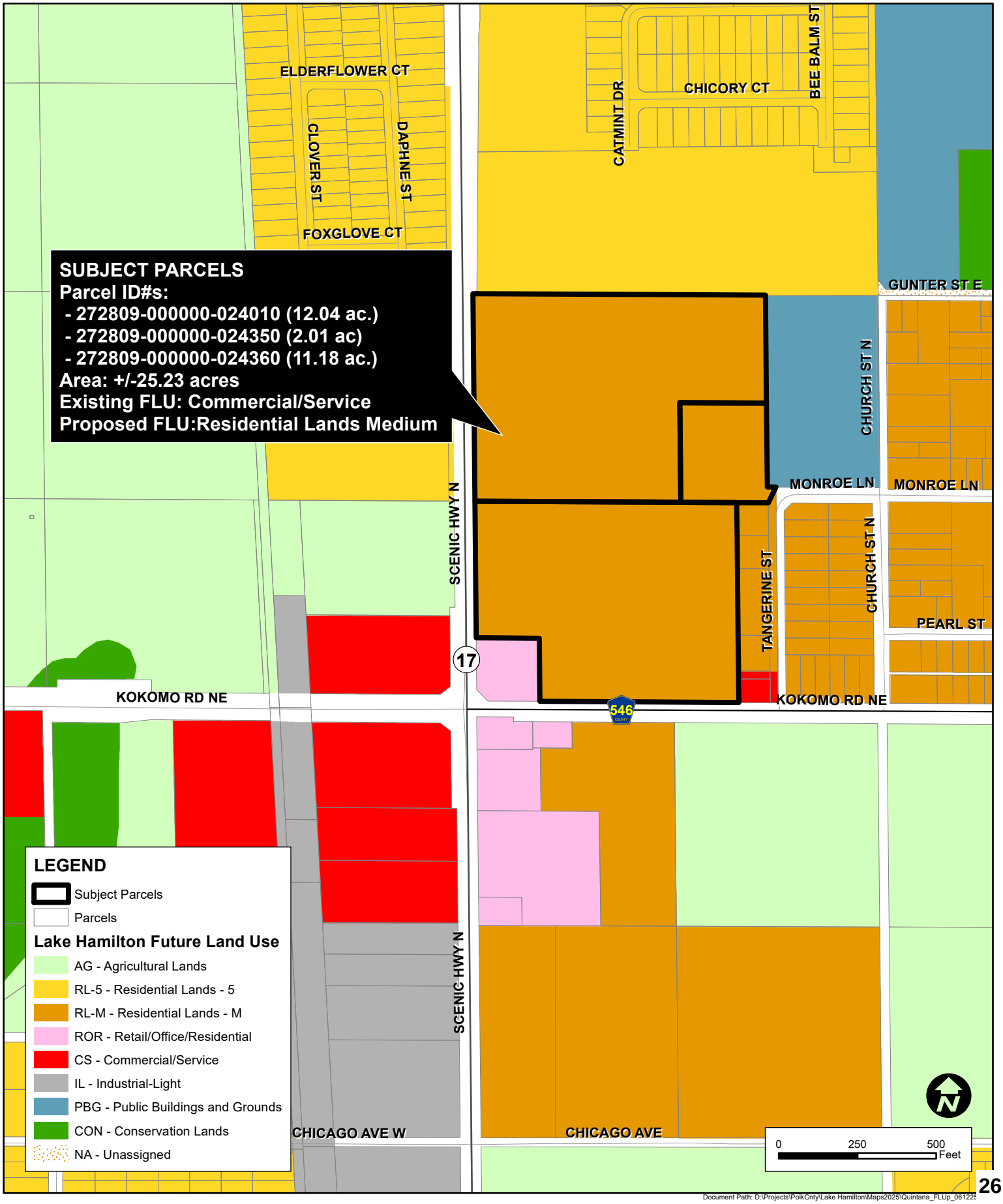


TOWN OF LAKE HAMILTON
EXISTING FUTURE LAND USE MAP



Document Path: D:\Projects\PolkCnty\Lake Hamilton\Maps2025\Quintana_FLUe_061225

TOWN OF LAKE HAMILTON
PROPOSED FUTURE LAND USE MAP



SUBJECT PARCELS
Parcel ID#s:
- 272809-000000-024010 (12.04 ac.)
- 272809-000000-024350 (2.01 ac)
- 272809-000000-024360 (11.18 ac.)

Area: +/-25.23 acres
Existing FLU: Commercial/Service
Proposed FLU:Residential Lands Medium

LEGEND

- Subject Parcels
- Parcels

Lake Hamilton Future Land Use

- AG - Agricultural Lands
- RL-5 - Residential Lands - 5
- RL-M - Residential Lands - M
- ROR - Retail/Office/Residential
- CS - Commercial/Service
- IL - Industrial-Light
- PBG - Public Buildings and Grounds
- CON - Conservation Lands
- NA - Unassigned

Document Path: D:\Projects\PolkCnty\Lake Hamilton\Maps2025\Quintana_FLUp_061225

ORDINANCE O-25-04

AN ORDINANCE OF THE TOWN OF LAKE HAMILTON, FLORIDA AMENDING THE FUTURE LAND USE CLASSIFICATION OF THREE (3) PARCELS COMPRISING +/-25.23 ACRES (PARCEL IDENTIFICATION NUMBERS: 272809-000000-024010, 272809-000000-024350 AND 272809-000000-024360), GENERALLY LOCATED NORTH OF KOKOMO ROAD BETWEEN STATE ROAD 17 (SCENIC HIGHWAY) AND TANGERINE STREET, FROM TOWN COMMERCIAL/SERVICE (CS) TO TOWN RESIDENTIAL LANDS M (RES-M); TRANSMITTING SAID AMENDMENT TO FLORIDA COMMERCE FOR NOTIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Section 163.3161 through 163.3215, Florida Statutes, the Community Planning Act, empowers and mandates the Town of Lake Hamilton, Florida, to plan for future development and growth and to adopt and amend comprehensive plans, or elements or portions thereof, to guide their future development and growth; and

WHEREAS, Quintana Hamilton Holdings LLC. An active Florida corporation (the "Applicant") requests to change of Future Land Use from Town Commercial/Service (CS) to Town Residential Lands M (RES-M) classification on approximately 25.23 acres pf land located north of Kokomo Road between State Road 17 (Scenic Highway) and Tangerine Street, legally described in Exhibit "A"; and

WHEREAS, pursuant to Section 163.3184, Florida Statutes, the Town Council held a public hearing on the small-scale Future Land Use Amendment as shown in Exhibit "B", with due public notice having provided, to obtain public comment, and considered all written and oral comments received during public hearings, including support documents; and

WHEREAS, in exercise of its authority the Town Council has determined it necessary to adopt this Map Amendment to the Town's Comprehensive Plan, which are attached hereto as Exhibit "B" and is attached and made a par thereof to ensure that the Plan is in full compliance with the Laws of the State of Florida ; to preserve and enhance present advantages ; encourage the most appropriate use of the land, water and resources consistent with the public interest; and deal effectively with future problems that may result from the use and development of land within the Town of Lake Hamilton.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

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

SECTION 1. ORDINANCE PROVISIONS. 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 FUTURE LAND USE MAP. The Future Land Use Map of the Town's Comprehensive Plan is hereby amended and reflect the change in Future Land Use from 25.23 acres Town Commercial/Service (CS) to Town Residential Lands M (RES-M) classification for the subject properties as legally described in Exhibit "A" and mapped as shown on Exhibit "B" which is attached and made part hereof.

SECTION 3. SEVERABILITY. If any section, subsection, sentence, clause or phrase of this ordinance is, for any reason held unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The Town of Lake Hamilton, Florida, by and through Town Council, hereby declares that it would have passed this Ordinance, and each section, subsection, sentence, clause, or phrase thereof irrespective of the fact that any one or more section, subsection, sentence, clause or phrases be declared unconstitutional.

SECTION 4. CONFLICT. All ordinances and/or resolutions or parts of ordinances and/or resolutions which are in conflict with this ordinance are hereby repealed but only to the extent necessary to alleviate the conflict but shall continue in effect insofar as they are not in conflict herewith.

SECTION 5. REPEALING. All other ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 6. CODIFICATION. An official, true, and correct copy of this Ordinance and the Town's Comprehensive Plan, as adopted and amended from time to time, shall be maintained by the Town Clerk. The Town Clerk shall make copies available to the public for a reasonable publication charge

SECTION 7. ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS. Sections of this Ordinance may be renumbered or re-lettered and the correction of typographical and/or scrivener's errors which do not affect the intent may be authorized by the Town Administrator or his/her designee, without need of public hearing, by filing a corrected or re- codified copy of same with the Town Clerk.

Section 8. TRANSMITTAL TO AGENCIES: A copy shall be provided to the Florida Commerce and review agencies as required by Section 163.3187, Florida Statutes.

Section 9. EFFECTIVE DATE. The small-scale amendment shall not become effective until thirty-one (31) days after adoption. If challenged within thirty (30) days after adoption, the amendment shall not become effective until the State Land Planning Agency or the Administration Commission, respectively, issues a final order determining the adopted amendment is in compliance.

INTRODUCED AND PASSED on first reading at the regular meeting of the Town Council of Lake Hamilton, Florida, held this 1st day of July, 2025.

PASSED AND ADOPTED on second reading at the Regular meeting of the Town Council of Lake Hamilton, Florida, held this 5th day of August, 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
Hall	____	____
Roberson	____	____
Mathis	____	____
Slavin	___	____
Demanche	____	____

EXHIBIT "A"

TOWN OF LAKE HAMILTON
COMPREHENSIVE PLAN AMENDMENT
Ordinance O-25-04

QUINTANA HAMILTON HOLDINGS LLC.

Legal Description:
PARCEL 1

THE WEST 3/4 OF THE SOUTH 1/2 OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 9, TOWNSHIP 28 SOUTH, RANGE 2 7 EAST, POLK COUNTY, FLORIDA.
LESS AND EXCEPT THE EAST 125 FEET THEREOF.
ALSO LESS AND EXCEPT:

COMMENCE AT THE SOUTHWEST CORNER OF THE SOUTHEAST 1/4 OF SECTION 9, TOWNSHIP 28 SOUTH, RANGE 27 EAST, POLK COUNTY, FLORIDA, AND RUN SOUTH 89 DEGREES 28 MINUTES 00 SECONDS EAST ALONG THE SOUTH BOUNDARY OF SAID SOUTHEAST 1/4, 68.91 FEET; THENCE NORTH 00 DEGREES 20 MINUTES 28 SECONDS WEST, 25.00 FEET TO THE POINT OF BEGINNING, SAID POINT BEING ON THE NORTH RIGHT OF WAY LINE OF KOKOMO ROAD; THENCE SOUTH 89 DEGREES 28 MINUTES 00 SECONDS EAST ALONG SAID NORTH RIGHT OF WAY LINE, 165 FEET, THENCE NORTH 00 DEGREES 20 MINUTES 28 SECONDS WEST, 200 FEET; THENCE NORTH 89 DEGREES 28 MINUTES 00 SECONDS WEST, 200.00 FEET TO A POINT ON THE EAST RIGHT OF WAY LINE OF U.S. ALTERNATE 27, THENCE SOUTH 00 DEGREES 20 MINUTES 28 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE, 165 FEET, THENCE SOUTH 44 DEGREES 54 MINUTES 14 SECONDS EAST, 49.87 FEET TO THE POINT OF BEGINNING.
ALSO LESS AND EXCEPT ANY PORTION THEREOF LYING IN SCENIC HIGHWAY (A/K/A U.S. ALTERNATE 27) AND KOKOMO ROAD.

PARCEL 2
A PARCEL OF LAND BEING A PORTION OF THE NORTH 1/2 OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 9, TOWNSHIP 28 SOUTH, RANGE 27 EAST, POLK COUNTY, FLORIDA, BEING DESCRIBED AS FOLLOWS:
COMMENCE AT THE INTERSECTION OF THE NORTH LINE OF THE WEST 3/4 OF THE SOUTH 1/2 OF THE SOUTHWEST 1/ 4 OF THE SOUTHEAST 1/4 OF SAID SECTION 9 AND THE EASTERLY RIGHT-OF-WAY LINE OF U.S. HIGHWAY 17; THENCE SOUTH 89 DEGREES 43 MINUTES 43 SECONDS EAST, ALONG SAID NORTH LINE, A DISTANCE OF 653.57 FEET TO THE POINT OF BEGINNING; THENCE NORTH 00 DEGREES 34 MINUTES 40 SECONDS WEST, PARALLEL WITH THE WEST

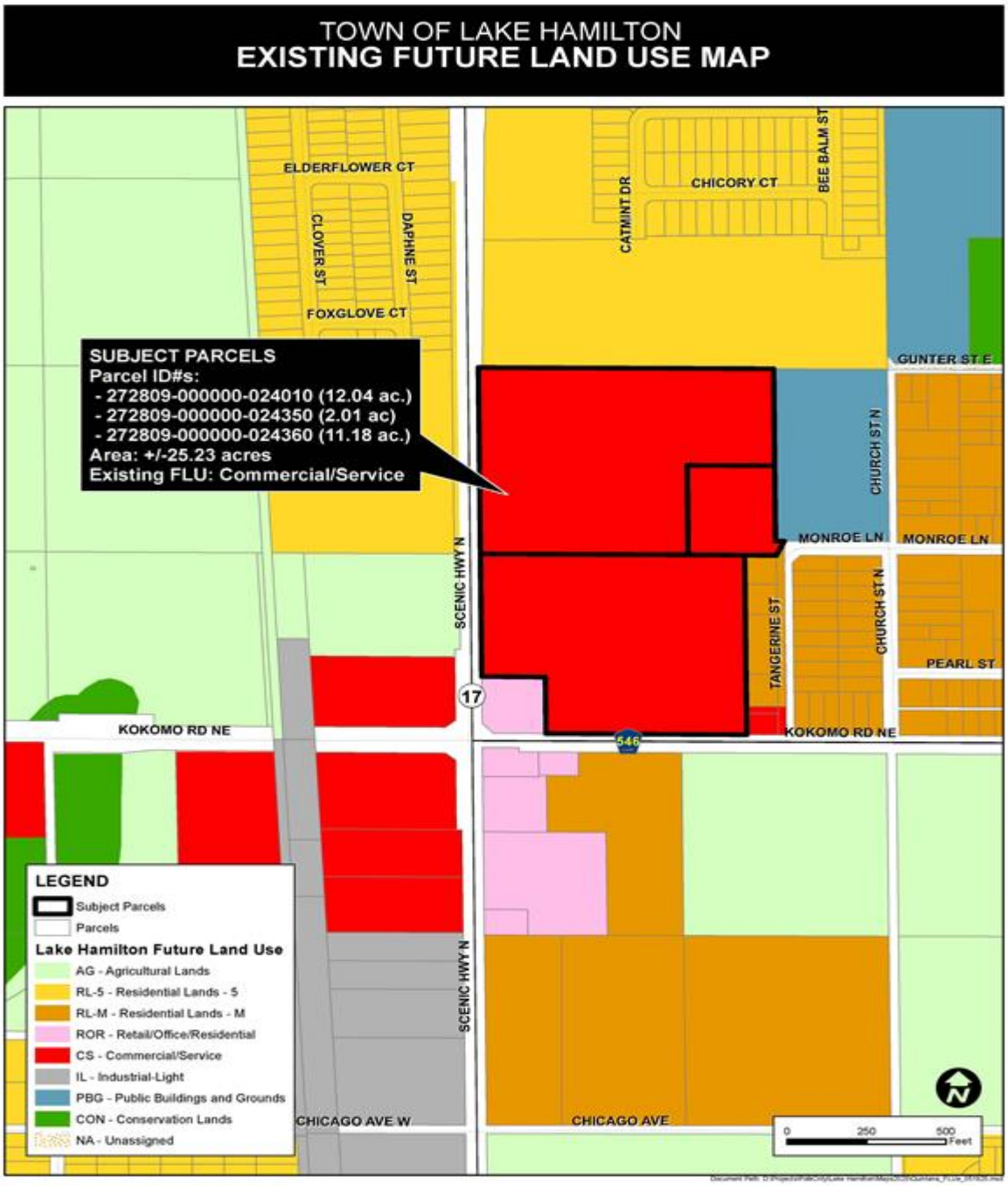
LINE OF THE EAST 357.62 FEET OF AFORESAID NORTH 1/2 OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 9, A DISTANCE OF 316.00 FEET; THENCE SOUTH 89 DEGREES 43 MINUTES 43 SECONDS EAST, A DISTANCE OF 275.00 FEET TO SAID WEST LINE OF THE EAST 357.62 FEET OF AFORESAID NORTH 1/2 OF THE SOUTHWEST 1/ 4 OF THE SOUTHEAST 1/ 4 OF SECTION 9; THENCE SOUTH 00 DEGREES 34 MINUTES 40 SECONDS EAST, ALONG SAID WEST LINE, A DISTANCE OF 266.01 FEET; THENCE SOUTH 89 DEGREES 42 MINUTES 38 SECONDS EAST, A DISTANCE OF 27.48 FEET; THENCE SOUTH 26 DEGREES 04 MINUTES 26 SECONDS WEST, A DISTANCE OF 55.52 FEET TO THE AFORESAID NORTH LINE OF THE WEST 3/4 OF THE SOUTH 1/2 OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SAID SECTION 9; THENCE NORTH 89 DEGREES 43 MINUTES 43 SECONDS WEST, ALONG SAID NORTH LINE, A DISTANCE OF 277.57 FEET TO THE POINT OF BEGINNING.

PARCEL 3
A PARCEL OF LAND BEING A PORTION OF THE NORTH 1/2 OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 9, TOWNSHIP 28 SOUTH, RANGE 27 EAST, POLK COUNTY, FLORIDA, BEING DESCRIBED AS FOLLOWS:
COMMENCE AT THE INTERSECTION OF THE NORTH LINE OF THE WEST 3/4 OF THE SOUTH 1/2 OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SAID SECTION 9 AND THE EASTERLY RIGHT-OF-WAY LINE OF U.S. HIGHWAY 17, FOR THE POINT OF BEGINNING; THENCE SOUTH 89 DEGREES 43 MINUTES 43 SECONDS EAST, ALONG SAID NORTH LINE, A DISTANCE OF 653.57 FEET; THENCE NORTH 00 DEGREES 34 MINUTES 40 SECONDS WEST, PARALLEL WITH THE WEST LINE OF THE EAST 357.62 FEET OF AFORESAID NORTH 1/2 OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 9, A DISTANCE OF 316.00 FEET; THENCE SOUTH 89 DEGREES 43 MINUTES 43 SECONDS EAST, A DISTANCE OF 275.00 FEET TO SAID WEST LINE OF THE EAST 357.62 FEET OF AFORESAID NORTH 1/2 OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 9; THENCE NORTH 00 DEGREES 34 MINUTES 40 SECONDS WEST, ALONG SAID WEST LINE, A DISTANCE OF 342.85 FEET TO THE NORTH LINE OF SAID NORTH 1/2 OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 9; THENCE NORTH 89 DEGREES 44 MINUTES 21 SECONDS WEST, ALONG SAID NORTH LINE, A DISTANCE OF 928.35 FEET TO THE AFORESAID EASTERLY RIGHT-OF-WAY LINE OF U.S. HIGHWAY 17; THENCE SOUTH 00 DEGREES 33 MINUTES 31 SECONDS EAST, ALONG SAID EASTERLY RIGHT-OF-WAY LINE, A DISTANCE OF 658.68 FEET TO THE POINT OF BEGINNING.

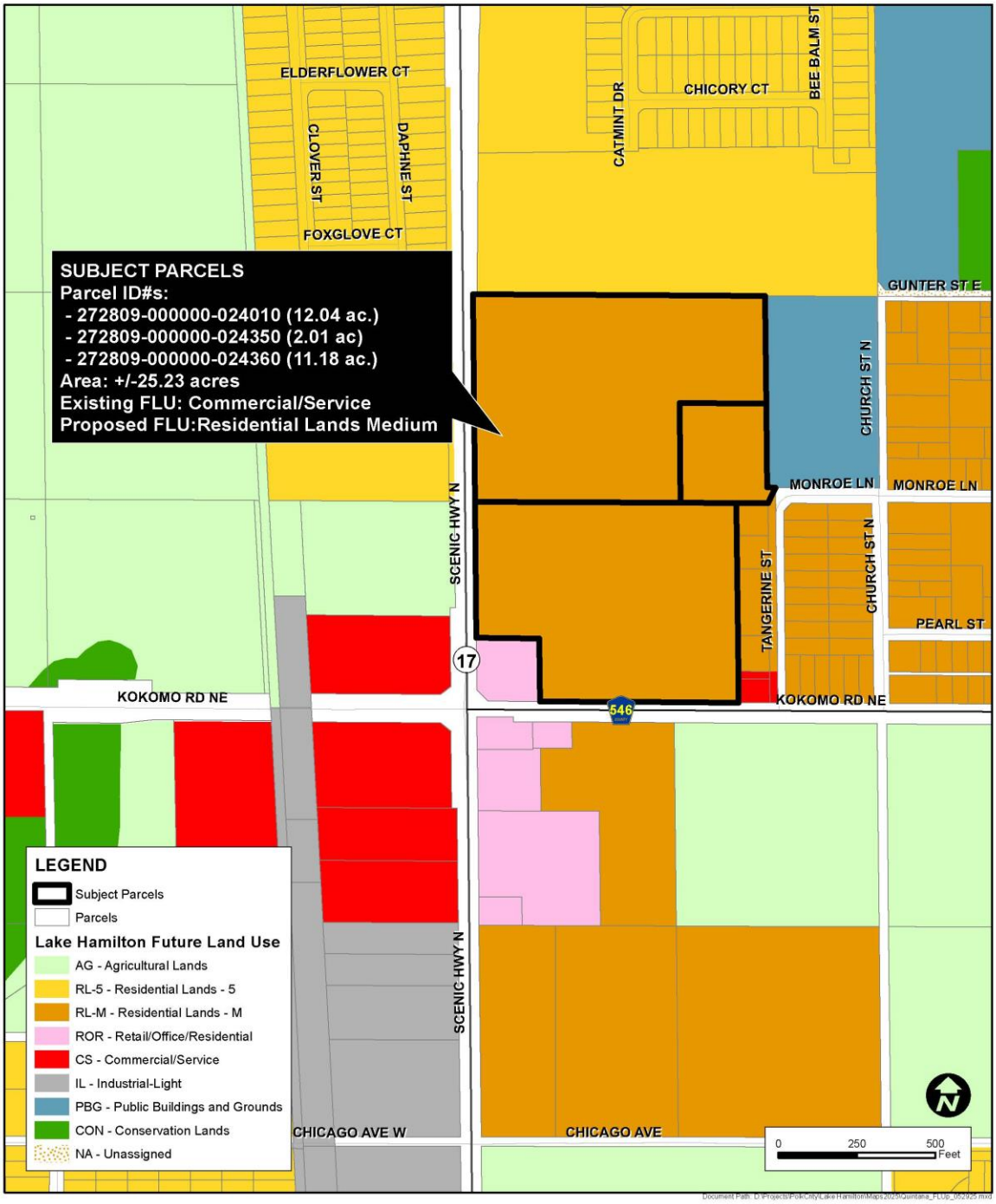
TOGETHER WITH A NON-EXCLUSIVE EASEMENT FOR UTILITIES FOR THE BENEFIT OF PARCEL 1 CREATED IN THAT CERTAIN EASEMENT AGREEMENT BY AND BETWEEN CONSOLIDATED INVESTMENT PROPERTIES, INC., AND WIELAND HOLDINGS, INC., RECORDED IN O.R. BOOK 10763, PAGE 50, PUBLIC RECORDS OF POLK COUNTY, FLORIDA.

Parcels: 272809000000024360, 272809000000024350, and 272809000000024010

Exhibit "B"
Excerpts from Future Land Use Map:



TOWN OF LAKE HAMILTON
PROPOSED FUTURE LAND USE MAP



Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

THROUGH: Britney Sandoval, Town Administrator

FROM: Jeffrey Ball, AICP, Community Development Director

AGENDA ITEM: First Reading of Ordinance O-2025-05 changing the zoning district from Highway Commercial (C-1) to Planned Unit Development (PUD) for the Quintana development.

DATE: July 1, 2025

SUMMARY & RECOMMENDATION:

AN ORDINANCE OF THE TOWN OF LAKE HAMILTON, FLORIDA ADOPTING A PLANNED UNIT DEVELOPMENT (PUD) NAMED "QUINTANA" FOR THREE (3) PARCELS COMPRISING +/-25.23 ACRES (PARCEL IDENTIFICATION NUMBERS: 272809-000000-024010, 272809-000000-024350 AND 272809-000000-024360), GENERALLY LOCATED NORTH OF KOKOMO ROAD BETWEEN STATE ROAD 17 (SCENIC HIGHWAY) AND TANGERINE STREET, TOWN OF LAKE HAMILTON, FLORIDA ; AMENDING THE ZOING MAP AND REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Council May consider the request to change the Future Land Use from Town Highway Commercial (C-1) to Town Planned Unit Development (PUD).

Staff will update Town Council of the June 25, 2025 Planning Commission recommendation.

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

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☐ NO: ☒

If Yes, Please Explain: N/A

RECOMMENDATION:

ATTACHMENT(S):
Ordinance O-25-05 - Quintana PUD.pdf
Quintana Staff Report PUD.pdf
Quintana_ZONp_051925.pdf
Location Map.jpg

ORDINANCE O-25-05

AN ORDINANCE OF THE TOWN OF LAKE HAMILTON, FLORIDA ADOPTING A PLANNED UNIT DEVELOPMENT (PUD) NAMED "QUINTANA" FOR THREE (3) PARCELS COMPRISING +/-25.23 ACRES (PARCEL IDENTIFICATION NUMBERS: 272809-000000-024010, 272809-000000-024350 AND 272809-000000-024360), GENERALLY LOCATED NORTH OF KOKOMO ROAD BETWEEN STATE ROAD 17 (SCENIC HIGHWAY) AND TANGERINE STREET, TOWN OF LAKE HAMILTON, FLORIDA ; AMENDING THE ZOING MAP AND REPEALING ALL ORIDNANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

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

WHEREAS, pursuant to Section 163.041(c) Florida Statutes, the Planning Commission and the Town Council have held Public Hearings to consider the rezoning of lands described below, which will amend the Zoning Map of the Town; and

WHEREAS, an application was submitted to the Town to amend the Future Land Use classification of the property from Commercial Service (CS) to Residential Lands (RL-M) , said amendment having been approved by the Town Council as set forth in Ordinance O-25-04; and

WHEREAS, an application has been submitted requesting approval of a rezoning to establish a Planned Unit Development (PUD) known as "Quintana"; and

WHEREAS, Section 16-103 of the Lake Hamiton Code of Ordinances establishes Zoning Districts, including Planned Unit Development (PUD) District; and

WHEREAS, Public Hearings were advertised and held with due public notice to obtain public comment, and have considered all written and oral comments received during public hearings, the Town Council finds the rezoning

is consistent with the Future Land Use Element of the Lake Hamilton Comprehensive Plan; and

WHEREAS, The zoning change will further the general health, safety, welfare, and will benefit the Town as a whole.

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

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

SECTION 2. The property rezoned is described in Exhibit "A" of this Ordinance and is attached hereto and made a part of this Ordinance.

SECTION 3. The property rezoned shall be known as Quintana Planned Unit Development (PUD) and is shown in Exhibit "B", which is attached hereto and made a part of this Ordinance.

SECTION 4. The Quintana PUD Plan is attached as Exhibit "C" of this Ordinance and contains a complete and accurate depiction of the design for development of lots, internal roadways, buffers, amenity areas, parks, trails, open space and stormwater management areas, all of which will be detailed and verified for compliance with this Ordinance when the plat and construction plans are developed and submitted to the Town.

SECTION 5. The Quintana PUD Narrative is attached as Exhibit "D" of this Ordinance and contains development standards, development program, and other conditions.

SECTION 6. The regulations of the PUD District contained in the Lake Hamiton Code of Ordinances, the Land Development Regulations, and the conditions stated in this section of this Ordinance shall govern further public review and the construction plans submitted to the Town for development of the property within this PUD District. A Developers Agreement containing the provisions and conditions of this Ordinance shall be in place prior to the commencement of construction of the subdivision.

1. Developer shall conduct a project traffic study, which will identify the impact of the Quintana Planned Unit Development (PUD). Streets and roads impacted by the development and called out for specific improvements shall be clearly communicated to the State of Florida and the Town. It shall be the sole responsibility of the developer to ensure that this is done so that the improvements, timing, and the cost to be constructed prior to any impacts. At a minimum the developer shall provide cross-access to parcel 272809000000024110, located at the NE corner of Kokomo Rd and Scenic Highway.

2. At a minimum, the active recreation tracts shall include the full-range amenities to serve all age groups with emphasis on the target population the market area will produce as prospective buyers of the homes. The final design of parks and other amenities shall be submitted to the Town for approval. No more than half of the lots in the project shall have received a Certificate of Occupancy prior to the construction of the active recreation facilities. The Developer may be permitted to replace any amenity discussed herein with a similar or substitute amenity which shall be considered for approval by the Town of Lake Hamilton Development Director at construction plan review.

3. The Developer shall comply with the regulations of the Polk County School Board regarding school concurrency by the time the subdivision plat is certified to the Town for review and approval. The applicant shall submit a non-binding letter of concurrency from the Polk County School Board prior to application for subdivision plan approval.

4. A master stormwater plan for the site is required at the time the subdivision plat is certified to the Town for review and approval. The Homeowners Association (HoA) shall be responsible for the permits, ownership, maintenance and repair of the installed system.

5. The Town shall be included in any decision by the developer regarding street and community lighting design and service. The CDD and the HoA will be responsible for all costs associated with street and community lighting, including any monthly utility payments, lease of equipment, maintenance and repair of the installed system.

6. The Master Development Plan is conceptual in nature. The narrative will identify any alternative development standards and are incorporated herein. Development must meet all code requirements and/or engineering standards, prior to final Plat approval.

SECTION 6. SEVERABILITY. If any provision 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 7. CONFLICTS. The portion of any Ordinance that may be found to be in conflict with this Ordinance is hereby repealed with the adoption of this Ordinance.

SECTION 8. INCORPORATION INTO THE 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 Lake Hamilton Comprehensive Plan; and that sections of this Ordinance may be renumbered or re-lettered and the word "ordinance" may be changed to "chapter, section, article" or such other appropriate word or phrase in order to accomplish the intention that the correction of typographical and/or scrivener's errors that do not affect the intent may be authorized by the Town Administrator or his or her designee without need of a public hearing, by filing a corrected or recodified copy of same with the Town Clerk.

SECTION 9. EFFECTIVE DATE. This Ordinance shall take effect immediately upon its passage.

INTRODUCED AND PASSED on first reading at the regular meeting of the Town Council of Lake Hamilton, Florida, held this 1st day of July, 2025.

PASSED AND ADOPTED on second reading at the Regular meeting of the Town Council of Lake Hamilton, Florida, held this 5th day of August, 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
Hall	____	____
Roberson	____	____
Mathis	____	____
Slavin	___	____
Demanche	____	____

EXHIBIT "A"

Legal Description:
PARCEL 1

THE WEST 3/4 OF THE SOUTH 1/2 OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 9, TOWNSHIP 28 SOUTH, RANGE 2 7 EAST, POLK COUNTY, FLORIDA.
LESS AND EXCEPT THE EAST 125 FEET THEREOF.
ALSO LESS AND EXCEPT:

COMMENCE AT THE SOUTHWEST CORNER OF THE SOUTHEAST 1/4 OF SECTION 9, TOWNSHIP 28 SOUTH, RANGE 27 EAST, POLK COUNTY, FLORIDA, AND RUN SOUTH 89 DEGREES 28 MINUTES 00 SECONDS EAST ALONG THE SOUTH BOUNDARY OF SAID SOUTHEAST 1/4, 68.91 FEET; THENCE NORTH 00 DEGREES 20 MINUTES 28 SECONDS WEST, 25.00 FEET TO THE POINT OF BEGINNING, SAID POINT BEING ON THE NORTH RIGHT OF WAY LINE OF KOKOMO ROAD; THENCE SOUTH 89 DEGREES 28 MINUTES 00 SECONDS EAST ALONG SAID NORTH RIGHT OF WAY LINE, 165 FEET, THENCE NORTH 00 DEGREES 20 MINUTES 28 SECONDS WEST, 200 FEET; THENCE NORTH 89 DEGREES 28 MINUTES 00 SECONDS WEST, 200.00 FEET TO A POINT ON THE EAST RIGHT OF WAY LINE OF U.S. ALTERNATE 27, THENCE SOUTH 00 DEGREES 20 MINUTES 28 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE, 165 FEET, THENCE SOUTH 44 DEGREES 54 MINUTES 14 SECONDS EAST, 49.87 FEET TO THE POINT OF BEGINNING.
ALSO LESS AND EXCEPT ANY PORTION THEREOF LYING IN SCENIC HIGHWAY (A/K/A U.S. ALTERNATE 27) AND KOKOMO ROAD.

PARCEL 2
A PARCEL OF LAND BEING A PORTION OF THE NORTH 1/2 OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 9, TOWNSHIP 28 SOUTH, RANGE 27 EAST, POLK COUNTY, FLORIDA, BEING DESCRIBED AS FOLLOWS:
COMMENCE AT THE INTERSECTION OF THE NORTH LINE OF THE WEST 3/4 OF THE SOUTH 1/2 OF THE SOUTHWEST 1/ 4 OF THE SOUTHEAST 1/4 OF SAID SECTION 9 AND THE EASTERLY RIGHT-OF-WAY LINE OF U.S. HIGHWAY 17; THENCE SOUTH 89 DEGREES 43 MINUTES 43 SECONDS EAST, ALONG SAID NORTH LINE, A DISTANCE OF 653.57 FEET TO THE POINT OF BEGINNING; THENCE NORTH 00 DEGREES 34 MINUTES 40 SECONDS WEST, PARALLEL WITH THE WEST LINE OF THE EAST 357.62 FEET OF AFORESAID NORTH 1/2 OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 9, A DISTANCE OF 316.00 FEET; THENCE SOUTH 89 DEGREES 43 MINUTES 43 SECONDS EAST, A DISTANCE OF 275.00 FEET TO SAID WEST LINE OF THE EAST 357.62 FEET OF AFORESAID NORTH 1/2 OF THE SOUTHWEST 1/ 4 OF THE SOUTHEAST 1/ 4 OF SECTION 9; THENCE SOUTH 00 DEGREES 34 MINUTES 40 SECONDS EAST, ALONG SAID WEST LINE, A DISTANCE OF 266.01 FEET; THENCE SOUTH 89 DEGREES 42 MINUTES 38 SECONDS EAST, A DISTANCE OF 27.48 FEET; THENCE SOUTH 26 DEGREES 04 MINUTES 26 SECONDS

WEST, A DISTANCE OF 55.52 FEET TO THE AFORESAID NORTH LINE OF THE WEST 3/4 OF THE SOUTH 1/2 OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SAID SECTION 9; THENCE NORTH 89 DEGREES 43 MINUTES 43 SECONDS WEST, ALONG SAID NORTH LINE, A DISTANCE OF 277.57 FEET TO THE POINT OF BEGINNING.

PARCEL 3
A PARCEL OF LAND BEING A PORTION OF THE NORTH 1/2 OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 9, TOWNSHIP 28 SOUTH, RANGE 27 EAST, POLK COUNTY, FLORIDA, BEING DESCRIBED AS FOLLOWS:
COMMENCE AT THE INTERSECTION OF THE NORTH LINE OF THE WEST 3/4 OF THE SOUTH 1/2 OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SAID SECTION 9 AND THE EASTERLY RIGHT-OF-WAY LINE OF U.S. HIGHWAY 17, FOR THE POINT OF BEGINNING; THENCE SOUTH 89 DEGREES 43 MINUTES 43 SECONDS EAST, ALONG SAID NORTH LINE, A DISTANCE OF 653.57 FEET; THENCE NORTH 00 DEGREES 34 MINUTES 40 SECONDS WEST, PARALLEL WITH THE WEST LINE OF THE EAST 357.62 FEET OF AFORESAID NORTH 1/2 OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 9, A DISTANCE OF 316.00 FEET; THENCE SOUTH 89 DEGREES 43 MINUTES 43 SECONDS EAST, A DISTANCE OF 275.00 FEET TO SAID WEST LINE OF THE EAST 357.62 FEET OF AFORESAID NORTH 1/2 OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 9; THENCE NORTH 00 DEGREES 34 MINUTES 40 SECONDS WEST, ALONG SAID WEST LINE, A DISTANCE OF 342.85 FEET TO THE NORTH LINE OF SAID NORTH 1/2 OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 9; THENCE NORTH 89 DEGREES 44 MINUTES 21 SECONDS WEST, ALONG SAID NORTH LINE, A DISTANCE OF 928.35 FEET TO THE AFORESAID EASTERLY RIGHT-OF-WAY LINE OF U.S. HIGHWAY 17; THENCE SOUTH 00 DEGREES 33 MINUTES 31 SECONDS EAST, ALONG SAID EASTERLY RIGHT-OF-WAY LINE, A DISTANCE OF 658.68 FEET TO THE POINT OF BEGINNING.

TOGETHER WITH A NON-EXCLUSIVE EASEMENT FOR UTILITIES FOR THE BENEFIT OF PARCEL 1 CREATED IN THAT CERTAIN EASEMENT AGREEMENT BY AND BETWEEN CONSOLIDATED INVESTMENT PROPERTIES, INC., AND WIELAND HOLDINGS, INC., RECORDED IN O.R. BOOK 10763, PAGE 50, PUBLIC RECORDS OF POLK COUNTY, FLORIDA.

PARCELS: 272809000000024360, 272809000000024350, AND 272809000000024010

EXHIBIT "B"

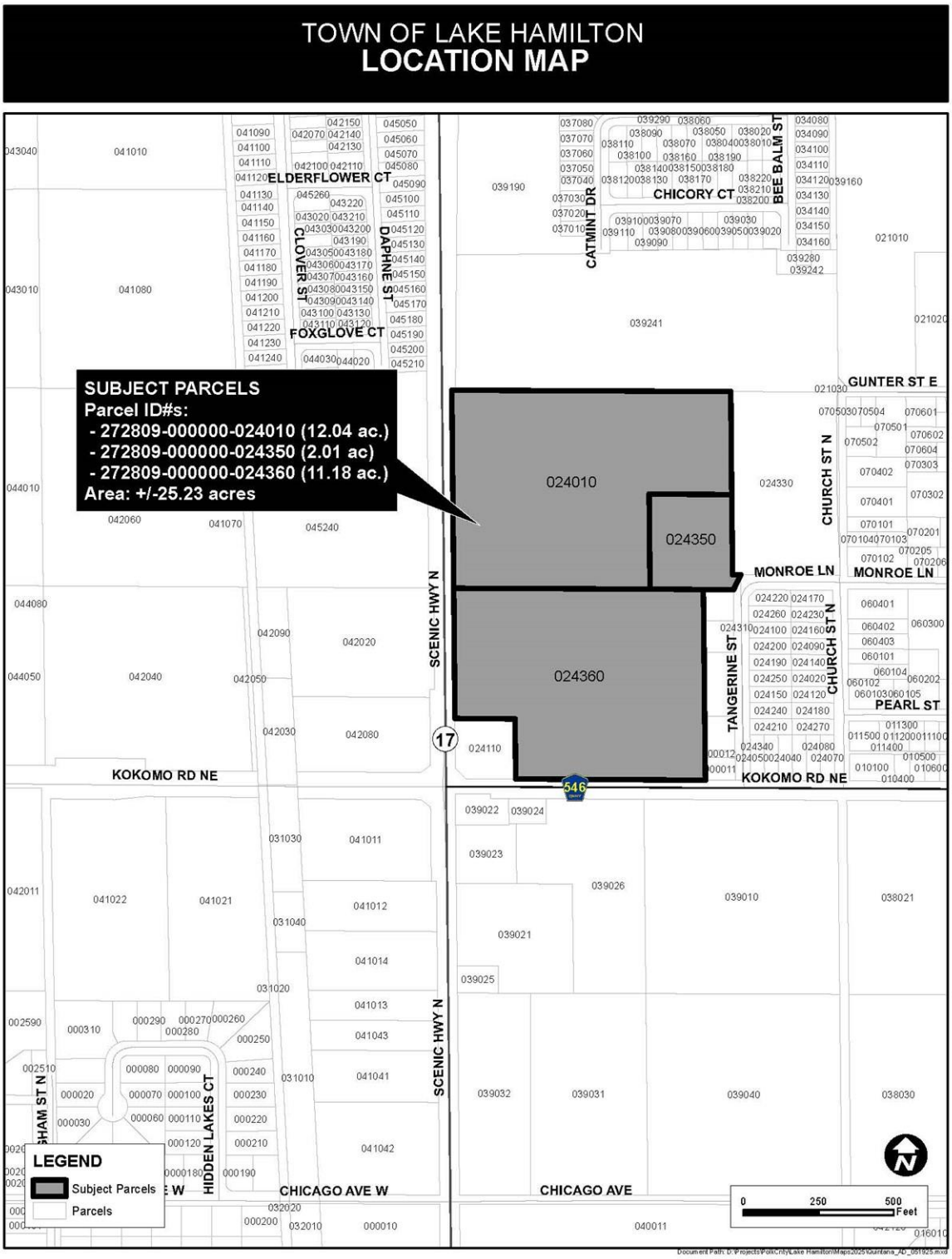

TOWN OF LAKE HAMILTON
LOCATION MAP
SUBJECT PARCELS
Parcel ID#s:
- 272809-000000-024010 (12.04 ac.)
- 272809-000000-024350 (2.01 ac)
- 272809-000000-024360 (11.18 ac.)
Area: +/-25.23 acres
024010
024350
024360
ELDERFLOWER CT
FOXGLOVE CT
CLOVER ST
DAPHNE ST
CATMINT DR
CHICORY CT
BEE BALM ST
GUNTER ST E
CHURCH ST N
MONROE LN
TANGERINE ST
PEARL ST
SCENIC HWY N
KOKOMO RD NE
HIDDEN LAKES CT
CHICAGO AVE W
CHICAGO AVE
LEGEND
Subject Parcels
Parcels
0
250
500
Feet

EXHIBIT "C"


The Boardwalk at Lake Hamilton
SITE DATA:
Gross Acreage: 19.13
Density: Un./ Ac. 8.78
Avg. Townhome Size: 1,200
1 Main Entry Gates & Guest Access
2 Amenity Building & Pool
3 Flex-green & Playground
4 Resident's Access (gated)
5 Commercial Parking Area
Commercial Acreage: +/- 6.1
Retail Building SF: +/- 53,500
CONCEPTUAL
MAR. 2025 SITE PLAN
The Boardwalk
AT LAKE HAMILTON
ADG
MAIN COMMERCIAL ACCESS
County Rd.-546
US State Rd.-17
RESIDENTIAL TOWNHOME
COMMERCIAL BUILDING
MAIN RESIDENTIAL ACCESS

EXHIBIT "D"

NARRATIVE

The proposed development will contain 168 2-story townhouses over 19.07 acres of highway/commercial with amenities such as two parking spaces per unit, a park, four ponds, a trail, tot lot, and a pool to support the entire site. In accordance with the Town of Lake Hamilton's standards, we are confident that this project will bring significant benefits to the neighborhood and contribute to the development goals of the Town of Lake Hamilton. Regarding the community's needs, we have established the following limitations for the 6.16 acres of the neighborhood commercial district:

- Business, medical, dental, or clinics offices are limited to 20,000 sq. ft
- Financial institutions limited to 20,000 sq. ft
- Retail stores for sale of merchandise with each use limited to 10,000 sq. ft like hardware, bakery, meat market, bookstore, florist, antique stores, boutique, pet stores, etc.
- The following establishments are limited to 2,500 sq. ft: travel agency, barbershop, beauty shop, shoe repair, electronics repair, small appliance repair, alterations, laundromat, dry cleaning, postal facilities, print shops, and restaurants
- Indoor commercial recreation facilities such as martial arts, dance studios, and gyms are limited to 2,500 sq. ft of total floor area

DEVELOPMENT PROGRAM : 168 TOWNHOME LOTS/ 53,500 SQFT. COMMERCIAL RETAIL

OPEN SPACE 2.42 AC. (9.59% GROSS AREA) / (12.70% RESIDENTIAL AREA)
POND 2.99 AC. (11.85% GROSS AREA) / (15.68% RESIDENTIAL AREA)
POND MAY ACCOUNT FOR UPTO 50% OF THE REQUIRED ACTIVE RECTATION AREA IF DESIGNED WITH A WALKING TRAIL (AS DEPICTED ON THE CONCEPT PLAN)

TOTAL: 5.41 AC. (21.44% GROSS AREA) / (28.40% RESIDENTIAL AREA)

ACTIVE RECREATION

0.86 AC. (PARK AREA + TOT LOT + POOL+ POOL CABANA) (AS DEPICTED ON THE CONCEPT PLAN)

(3.41% GROSS AREA) / (4.51% RESIDENTIAL AREA)

PERMITTED COMMERCIAL USES :

1. RETAIL / COMMERCIAL STORES FOR SALE OF MERCHANDISE WITH EACH USE LIMITED TO 10,000 SQ. FT ESTABLISHMENTS ARE LIMITED TO THE FOLLOWING: HARDWARE, BAKERY, DAIRY, MEAT MARKET, BOOKSTORE, NEWSSTAND, FLORIST, GIFT / CARD SHOP, SUNDRIES, FURNITURE, ANTIQUE STORES, CLOTHES AND SHOES, JEWELRY, ARTS AND CRAFTS, PET STORES, AND PICTURE FRAMING SHOP.
2. PERSONAL AND BUSINESS SERVICES LIMITED TO 2,500 SQ. FT OF TOTAL FLOOR AREA PER ESTABLISHMENT. ESTABLISHMENTS ARE LIMITED TO THE FOLLOWING: TRAVEL AGENCY, BARBERSHOP, BEAUTY SHOP, SHOE REPAIR, POSTAL FACILITIES, CONSUMER ELECTRONICS REPAIR AND SMALL APPLIANCE REPAIR, TAILORING AND ALTERATIONS, LAUNDROMAT, DRY CLEANING, RESTAURANTS, AND DOG GROOMERS.
3. PACK AND SHIP/PRINT SHOP LIMITED TO 2,500 SQUARE FEET OF GROSS AREA PER ESTABLISHMENT
4. OFFICES SUCH AS THE FOLLOWING, LIMITED TO 20,000 SQUARE FEET PER ESTABLISHMENT: PROFESSIONAL, BUSINESS OFFICES, MEDICAL OR DENTAL OFFICES OR CLINICS
5. BANKS AND FINANCIAL INSTITUTIONS, LIMITED TO 20,000 SQUARE FEET PER ESTABLISHMENT
6. INSTRUCTIONAL COMMERCIAL RECREATION USES LIMITED TO MARTIAL ARTS, DANCE STUDIOS, AND GYMS. THERE SHALL BE A MAXIMUM OF 2,500 SQUARE FEET OF TOTAL FLOOR AREA PER ESTABLISHMENT AND NO MORE THAN ONE PER COMMERCIAL CENTER

OWNERSHIP/MAINTENANCE:

1. ROADWAYS PRIVATE: TO BE OWNED AND MAINTAINED BY THE HOA.
2. STORM WATER PRIVATE: TO BE OWNED AND MAINTAINED BY THE HOA.
3. DRAINAGE EASEMENTS PUBLIC: TO BE OWNED AND MAINTAINED BY THE HOMEOWNER EASEMENT GRANTED TO THE TOWN OF LAKE HAMILTON.
4. UTILITY EASEMENTS PUBLIC: TO BE OWNED AND MAINTAINED BY THE HOMEOWNER WITH EASEMENT GRANTED TO THE TOWN OF LAKE HAMILTON.
5. SANITARY SEWER, PUBLIC: TO BE OWNED AND MAINTAINED BY THE TOWN OF LAKE HAMILTON.

6. POTABLE WATER PUBLIC: TO BE OWNED AND MAINTAINED BY THE TOWN OF LAKE HAMILTON.
7. RECREATION / AMENITY / PRIVATE: TO BE OWNED AND MAINTAINED BY THE HOA.

SETBACKS:
Townhome:

Min rear setback: 20’
Min front setback: 20’
Min side setback: 0’
Min corner side setback: 5’
Min lot depth: 100’
Min lot width: 20’
Min lot size: 2,000 sf
Max lot height: 35’

Commercial:

Min commercial lot size: 49,000 sf / 1.12 AC
Min commercial bldg. setback from ROW: 60’
Min commercial bldg. setback from residential tract: 20’

GENERAL:
PROJECT SHALL COMPLY WITH THE RESIDENTIAL DESIGN STANDARDS SET FORTH BY TOWN OF LAKE HAMILTON, FLORIDA. .

LANDSCAPING & IRRIGATION:
ALL LANDSCAPING AND IRRIGATION SHALL MEET OR EXCEED THE REQUIREMENTS OF THE TOWN OF LAKE HAMILTON LAND DEVELOPMENT CODE.

SIGNAGE:
BILLBOARDS AND POLE SIGNS SHALL BE PROHIBITED. GROUND AND FASCIA SIGNS SHALL COMPLY WITH THE TOWN OF LAKE HAMILTON LAND DEVELOPMENT CODE.

EASEMENTS:
ANY EASEMENT SHOWN AS PROPOSED WILL BE RECORDED PRIOR TO ISSUING THE CERTIFICATE OF OCCUPANCY.

STORMWATER MANAGEMENT:
OWNERSHIP AND MAINTENANCE OF STORM WATER POND SHALL BE THE RESPONSIBILITY OF THE HOMEOWNER'S ASSOCIATION. THE STORMWATER MANAGEMENT SYSTEM SHALL BE DESIGNED TO MEET TOWN OF LAKE HAMILTON CODES AND SOUTHWEST FLORIDA WATER MANAGEMENT

DISTRICT REQUIREMENTS. BASED ON THE NATIONAL FLOOD INSURANCE PROGRAM FIRM MAP NO. 12105C0390G EFFECTIVE DECEMBER 22, 2016, PROPERTY IS WITHIN ZONE "X".

SANITARY LIFT STATION:
OWNERSHIP AND MAINTENANCE OF THE SANITARY LIFT STATION SHALL BE THE RESPONSIBILITY OF THE TOWN OF LAKE HAMILTON UTILITY DEPARTMENT.

PHASING:
PROJECT WILL BE CONSTRUCTED AS ONE (1) PHASE. THESE PLANS DETAIL ALL PHASES OF CONSTRUCTION WHICH INCLUDE THE ROADWAY, ASSOCIATED UTILITIES AND PONDS.

FIRE:
FIRE DEPARTMENT ACCESS AND WATER SUPPLY SHALL COMPLY WITH NFPA 1 (2020 EDITION), FFPC (7TH EDITION), AND TOWN OF LAKE HAMILTON LDC.

PARKING:
IN ACCORDANCE WITH THE LAND DEVELOPMENT CODE SEC. 16-72 (CHART B).

Town of Lake Hamilton

Town Council

PUD Staff Report

July 1, 2025

TO: LAKE HAMILTON TOWN COUNCIL

FROM: COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: **PUD REZONING**

Ordinance 2025-05: An applicant-initiated amendment to the Official Zoning Map of the Town of Lake Hamilton specifically changing the zoning for parcels of land that total approximately 25.23 acres parcels that total approximately 25.23 acres, located on the east side of Scenic Highway on the northside Kokomo Road. (parcels 272809-000000-024010, 272809-000000-024350 AND 272809-000000-024360) from Town Highway Commercial (C-1) to Town Planned Unit Development (PUD).

AGENDA & HEARING DATES:

Planning Commission Meeting: Wednesday, June 25, 2025 at 5:30 PM
Anticipated Town Council Meeting (First Reading): July 1, 2025; 6:00 PM
Anticipated Town Council Meeting (Second Reading): August 5,2025 6:00PM

Attachments

Aerial Photo | Location Map | | Existing Zoning Map | Proposed Zoning Map | Proposed Master Development Plan | Ordinance 2025-05: Quintana PUD Concept Plan

Overview:

APPLICATIONS	
Owner	Quintana Hamilton Holdings LLC
Agent	Dave Schmitt, P.E.
Property Size	± 25.23 acres
Property Location	North of Kokomo Road between State Road 17 (Scenic Highway) and Tangerine Street
Parcel IDs	272809-000000-024010, 272809-000000-024350 AND 272809-000000-024360
Zoning: Existing	Town Highway Commercial (C-1)
Zoning: Proposed	Town Planned Unit Development (PUD)

BACKGROUND AND REASON FOR REQUEST:

The applicant is requesting a Future Land Use change from Town Commercial/Service to Town Residential Lands M (RES-M). The applicant has a companion rezoning application requesting Town Planned Unit Development (PUD) to facilitate the development of a mixed-use 168 townhome and 53,500 sq. ft retail center. A proposed concept plan is included in the PUD staff report. Descriptions for both the existing and proposed zoning districts are provided as follows:

Existing Highway Commercial (C-1) Zoning District:

Sec. 16-108. C-1 Commercial District.

(a) Scope, purpose and permitted uses. This section applies to the C-1 commercial district. The purpose of the C-1 commercial district is to:

(1) Provide for commercial uses of land and buildings along certain highway frontage in a manner that will recognize its economic utility in servicing the motoring public;

(2) Establish certain criteria to promote traffic safety in such service; and

(3) Minimize any adverse effect of such commercial uses on adjoining residential or agricultural districts.

Permitted principal uses are as provided in Table 16-103.1(A), table of land uses.

Proposed Planned Unit Development (PUD) zoning district:

The purpose of this district is to provide flexible land use and design regulations and to allow planned diversification and integration of uses and structures, while retaining to the town the authority to establish limitations and regulations thereon for the benefit of the public health, safety, and welfare. It is the intent of the planned unit development (PUD) processes to reduce improvement costs through a more efficient use of land, to preserve natural amenities and environmental assets by permitting a more economical and concentrated use of building areas, to provide maximum opportunity for the application of innovative concepts and generally more flexibility for sound planning than may be achieved in other zoning districts. This district is a "floating" district which is not placed on the official zoning map of the town until application is made and a rezoning and plan of development are approved by the town council in accordance with the requirements of this division.

(a) Generally. A PUD shall be permitted only upon an order of the Town Council approving the development plan which includes approval of the PUD concept plan and development standards. No PUD development plan shall be approved unless it complies with the eligibility standards in this division and all relevant provisions in this Code.

(b) Standards that may be varied. Development standards that depart from certain standards of this Code may be proposed and approved through the PUD process in consideration of unique, innovative, and superior project design. Where not specified in the PUD, the applicable standards of this Code shall apply. Standards that may be varied shall include the following:

(1) Setbacks.

(2) Lot coverage.

(3) Height.

(4) Landscaping.

(5) Internal buffering.

(6) Off-street parking.

(7) Signage.

COMPREHENSIVE PLAN COMPATIBILITY AND ZONING COMPATIBILITY:

Table 1 includes the density/intensity for the amendment to the Zoning Map designations for the property.

Table 1:
Analysis of Impacts from Proposed Rezoning

	Existing Zoning: Highway Commercial (C-1) (25.23 acres)	**Proposed Zoning: PUD (25.23 acres)**
Density/Intensity	C-1: 4 DU/ acre FAR 0.5	PUD; 9.99 DU/acre and FAR 0.25
Density Potential	100 DU's or 2,198,000 sf. of non-residential	252 DU's or 1,099,000 sf. non-residential
Difference	Increase of 152 DU's or 1,099,000 sf non-residential	

The proposed zoning change can be considered compatible with the surrounding area based on the Future Land Uses and zoning on nearby properties. More information is available in the Land Use Analysis located below

Zoning Analysis:

The subject property is surrounded by properties within the incorporated Town limits, which has been assigned Town PUD to the North (Scenic Terrace), Public Institutional (PI) (Town water plant) and Residential Multi-Family (RMF) to the East. To the South and across Kokomo Rd. is (Neighborhood (C-2) and PUD (Feltrim Lakes). To the West across Kokomo Rd. is PUD (Scenic

Terrace), Agricultural, and Highway Commercial (C-1).

The Matrix below outlines the existing and proposed Future Land Use and Zoning of the subject property and the existing Future Land Use and the Zoning of adjacent properties, and the existing land use and zoning of the adjacent properties.

Land Use Matrix

Northwest	North	Northeast
FLU: Town RL-5 **ZONING**: PUD **EXISTING USE:** Singel-family subdivision	**FLU: Town** RL-5 **ZONING**: PUD **EXISTING USE:** Singel-family subdivision	**FLU: Town** RL-5 **ZONING**: PUD **EXISTING USE:** Singel-family subdivision
West	**Subject Property**	**East**
FLU: Agricultural\CS **ZONING**: AG\C-1 **EXISTING USE:** Agriculture\ Office/truck parking	**EXISTING FLU:** Town C/S **PROPOSED FLU:** Town RL-M **EXISTING ZONING:** Town C-1 **PROPOSED ZONING:** Town PUD (see companion application) **EXISTING USE:** Wherehouse/distribution facility	**FLU:** RL-5 **ZONING**: PBG/RMF/C-1 **EXISTING USE:** Water plant/SFR/vacant
Southwest	**South**	**Southeast**
FLU: CS **ZONING**: C-1 **EXISTING USE:** Agricultural	**FLU:** RL-5\ROR **ZONING**: PUD\C-2 **EXISTING USE:** Vacant\ Convenience store with gas sales	**FLU:** Agricultural **ZONING**: AG **EXISTING USE:** Agriculture

<u>Public Facilities and Services Analysis</u>:

The following is a summary analysis of the potential impacts on existing public facilities and services.

Potable Water

At this time, the Town can provide potable water for the development. Water lines exist west and south of the property. Water service is along Kokomo Rd. and Scenic Highway. The owner/developer will be responsible for the cost of any improvements related to the development of the subject property.

Sanitary Sewer

At this time, the Town can provide sanitary sewer for the development. A force main exists East of the property approximately 450 ft. on the south side of Kokomo Rd. The owner/developer will be responsible for the cost of any improvements related to the development of the subject property.

Transportation/Traffic:

The property is adjacent to Kokomo Road (Town maintained) on the south side and Scenic Highway (FDOT maintained) along the west. The applicant has submitted a traffic study and is currently under review.

Schools

The applicant is coordinating with the school board to obtain a non-binding school concurrency determination.

Recreation/Open Space:

Based on the Town's recreation and open space level of service standard of 4.5 acres per 1,000 population. Under the PUD zoning the site would permit a maximum of 168 townhomes. Based on 168 dwelling units, the project would require 1.89 acres of land (168 lots x 2.51 persons per home x 4.5/1000).

Emergency Services:

Emergency services for both City and County-operated facilities are all in close proximity to the subject property. Police, fire, and EMS are located within a 3-mile radius (by car) and travel time without sirens is 6 minutes or less.

- Polk County Fire Rescue – 1.5 Miles ~ 4 minutes
- Lake Hamilton Police Department – 1.5 Miles ~ 4 minutes
- Winter Haven Hospital Emergency Room – 9.9 miles ~ 22 minutes
- Lakeland Regional Hospital Emergency Room – 35.6 miles ~ 50 minutes

Environmental

The site does not include wetland or floodplains. Prior to development, the applicant will complete an environmental analysis to ensure compliance with Town code.

Proposed Conditions

1. Developer shall conduct a project traffic study, which will identify the impact of the Quintana Planned Unit Development (PUD). Streets and roads impacted by the development and called out for specific improvements shall be clearly communicated to the State of Florida and the Town. It shall be the sole responsibility of the developer to ensure that this is done so that the improvements, timing, and the cost to be constructed

prior to any impacts. At a minimum the developer shall provide cross-access to parcel 272809000000024110, located at the NE corner of Kokomo Rd and Scenic Highway.

2. At a minimum, the active recreation tracts shall include the full-range amenities to serve all age groups with emphasis on the target population the market area will produce as prospective buyers of the homes. The final design of parks and other amenities shall be submitted to the Town for approval. No more than half of the lots in the project shall have received a Certificate of Occupancy prior to the construction of the active recreation facilities. The Developer may be permitted to replace any amenity discussed herein with a similar or substitute amenity which shall be considered for approval by the Town of Lake Hamilton Development Director at construction plan review.

3. The Developer shall comply with the regulations of the Polk County School Board regarding school concurrency by the time the subdivision plat is certified to the Town for review and approval. The applicant shall submit a non-binding letter of concurrency from the Polk County School Board prior to application for subdivision plan approval.

4. A master stormwater plan for the site is required at the time the subdivision plat is certified to the Town for review and approval. The Homeowners Association (HoA) shall be responsible for the permits, ownership, maintenance and repair of the installed system.

5. The Town shall be included in any decision by the developer regarding street and community lighting design and service. The CDD and the HoA will be responsible for all costs associated with street and community lighting, including any monthly utility payments, lease of equipment, maintenance and repair of the installed system.

6. The Master Development Plan is conceptual in nature. The narrative will identify any alternative development standards and are incorporated herein. Development must meet all code requirements and/or engineering standards, prior to final Plat approval.

AERIAL MAP
QUINTANA

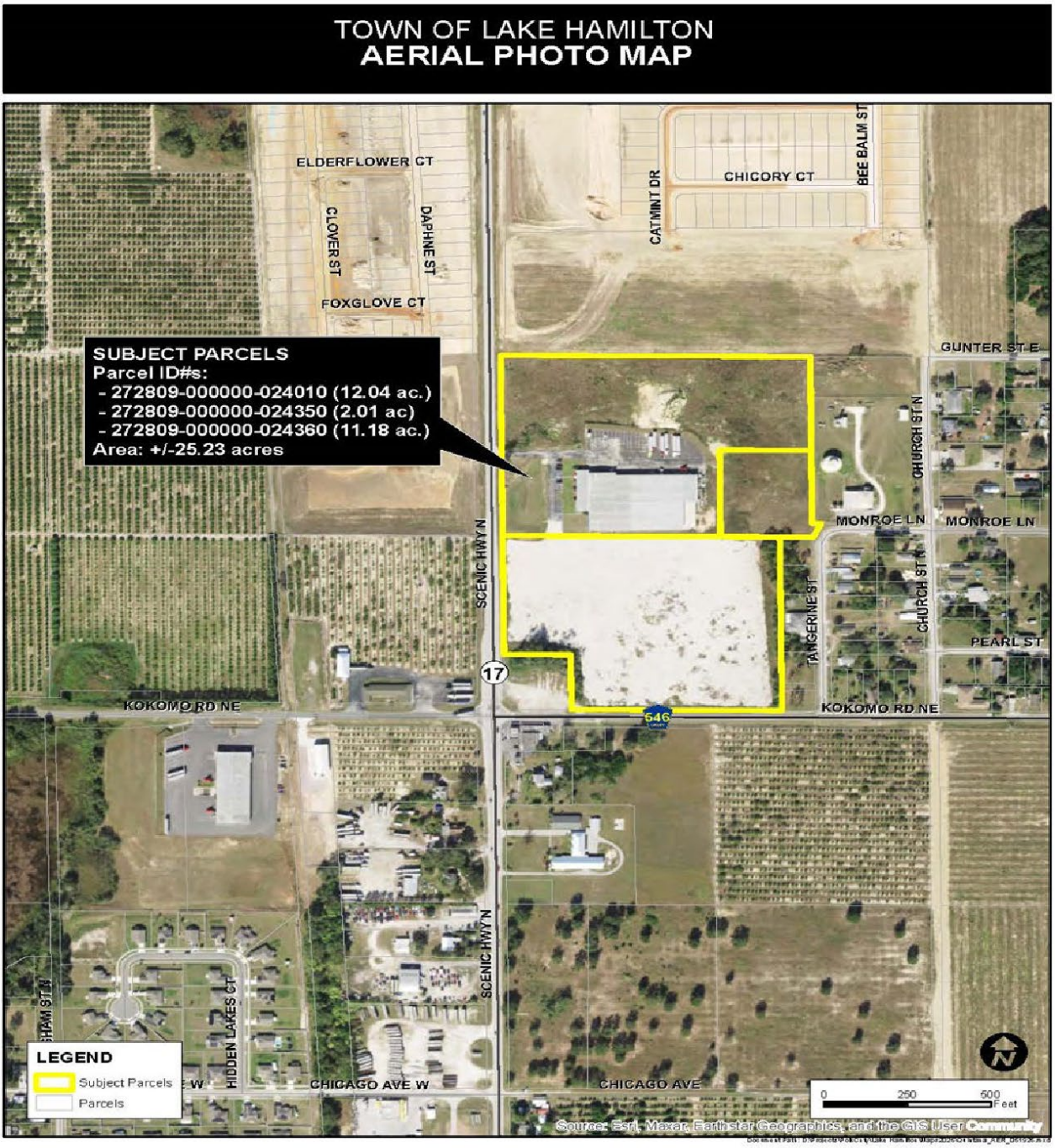


EXHIBIT "A"

Legal Description:
PARCEL 1

THE WEST 3/4 OF THE SOUTH 1/2 OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 9, TOWNSHIP 28 SOUTH, RANGE 2 7 EAST, POLK COUNTY, FLORIDA.
LESS AND EXCEPT THE EAST 125 FEET THEREOF.
ALSO LESS AND EXCEPT:

COMMENCE AT THE SOUTHWEST CORNER OF THE SOUTHEAST 1/4 OF SECTION 9, TOWNSHIP 28 SOUTH, RANGE 27 EAST, POLK COUNTY, FLORIDA, AND RUN SOUTH 89 DEGREES 28 MINUTES 00 SECONDS EAST ALONG THE SOUTH BOUNDARY OF SAID SOUTHEAST 1/4, 68.91 FEET; THENCE NORTH 00 DEGREES 20 MINUTES 28 SECONDS WEST, 25.00 FEET TO THE POINT OF BEGINNING, SAID POINT BEING ON THE NORTH RIGHT OF WAY LINE OF KOKOMO ROAD; THENCE SOUTH 89 DEGREES 28 MINUTES 00 SECONDS EAST ALONG SAID NORTH RIGHT OF WAY LINE, 165 FEET, THENCE NORTH 00 DEGREES 20 MINUTES 28 SECONDS WEST, 200 FEET; THENCE NORTH 89 DEGREES 28 MINUTES 00 SECONDS WEST, 200.00 FEET TO A POINT ON THE EAST RIGHT OF WAY LINE OF U.S. ALTERNATE 27, THENCE SOUTH 00 DEGREES 20 MINUTES 28 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE, 165 FEET, THENCE SOUTH 44 DEGREES 54 MINUTES 14 SECONDS EAST, 49.87 FEET TO THE POINT OF BEGINNING.
ALSO LESS AND EXCEPT ANY PORTION THEREOF LYING IN SCENIC HIGHWAY (A/K/A U.S. ALTERNATE 27) AND KOKOMO ROAD.

PARCEL 2
A PARCEL OF LAND BEING A PORTION OF THE NORTH 1/2 OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 9, TOWNSHIP 28 SOUTH, RANGE 27 EAST, POLK COUNTY, FLORIDA, BEING DESCRIBED AS FOLLOWS:
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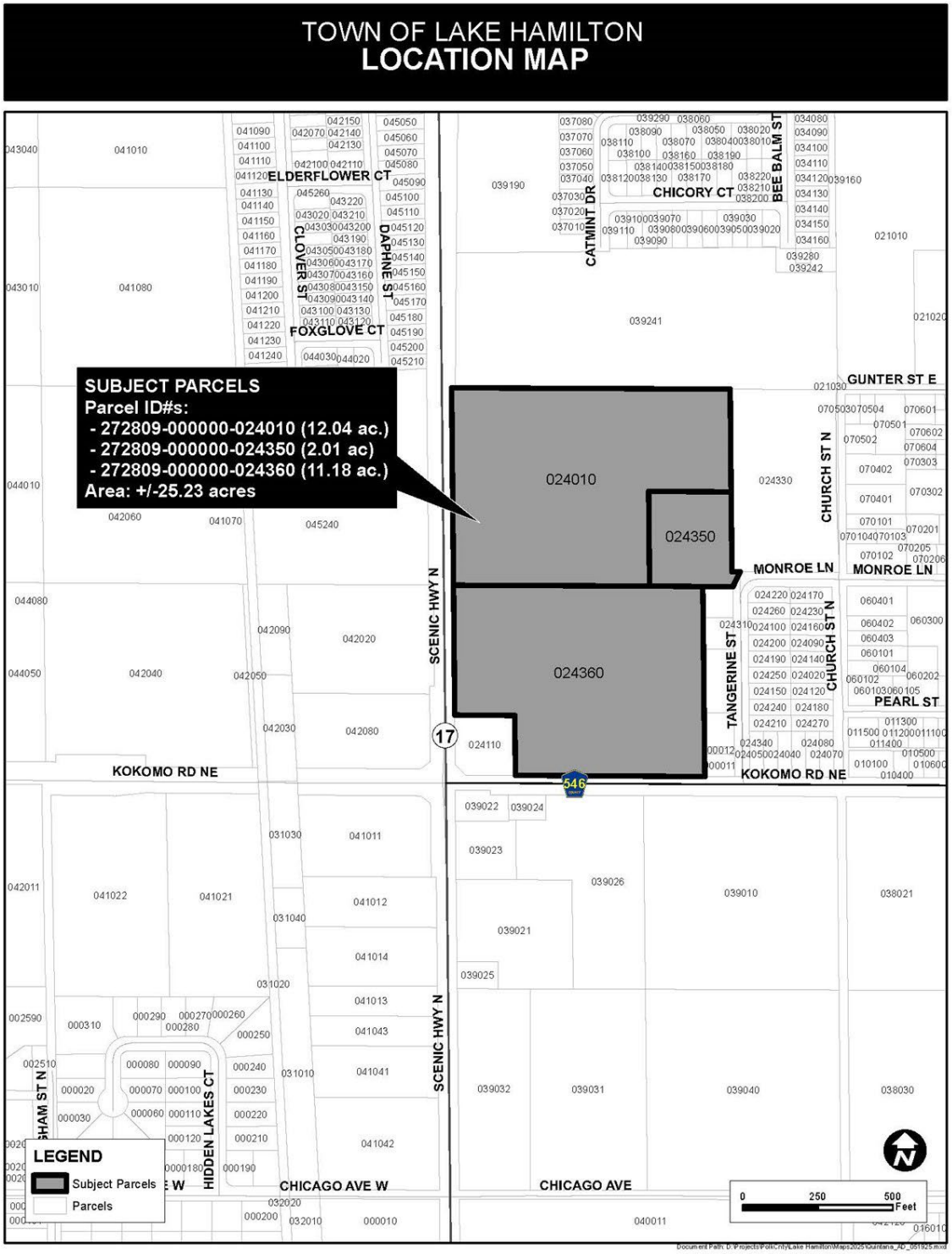
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CATMINT DR
CHICORY CT
BEE BALM ST
GUNTER ST E
CHURCH ST N
MONROE LN
TANGERINE ST
PEARL ST
SCENIC HWY N
KOKOMO RD NE
CHICAGO AVE W
CHICAGO AVE
HIDDEN LAKES CT
LEGEND
Subject Parcels
Parcels
0
250
500
Feet



The Boardwalk at Lake Hamilton

SITE DATA:

Gross Acreage:	19.13
Density: Un./ Ac.	8.78
Avg. Townhome Size:	1,200

(D Mc1in Entry Gutes& Guest Access

@ Amenity Building & Pool

@ Flex-green& Pl.;yground

@ Resident'sAccess (gated)

@ Commercial Parking Area

Commercial Acreage: +/- 6.1
Retail Building SF: +/- 53.500

5-!

ADG AHRENS DESIGN GROUP

AT LAKE HAMILTON

60 12"1 180

CONCEPTUAL SITE PLA.N
MAR. 2025

NARRATIVE

The proposed development will contain 168 2-story townhouses over 19.07 acres of highway/commercial with amenities such as two parking spaces per unit, a park, four ponds, a trail, tot lot, and a pool to support the entire site. In accordance with the Town of Lake Hamilton's standards, we are confident that this project will bring significant benefits to the neighborhood and contribute to the development goals of the Town of Lake Hamilton. Regarding the community's needs, we have established the following limitations for the 6.16 acres of the neighborhood commercial district:

- Business, medical, dental, or clinics offices are limited to 20,000 sq. ft
- Financial institutions limited to 20,000 sq. ft
- Retail stores for sale of merchandise with each use limited to 10,000 sq. ft like hardware, bakery, meat market, bookstore, florist, antique stores, boutique, pet stores, etc.
- The following establishments are limited to 2,500 sq. ft: travel agency, barbershop, beauty shop, shoe repair, electronics repair, small appliance repair, alterations, laundromat, dry cleaning, postal facilities, print shops, and restaurants
- Indoor commercial recreation facilities such as martial arts, dance studios, and gyms are limited to 2,500 sq. ft of total floor area

DEVELOPMENT PROGRAM : 168 TOWNHOME LOTS/ 53,500 SQFT. COMMERCIAL RETAIL

OPEN SPACE 2.42 AC. (9.59% GROSS AREA) / (12.70% RESIDENTIAL AREA)
POND 2.99 AC. (11.85% GROSS AREA) / (15.68% RESIDENTIAL AREA)
POND MAY ACCOUNT FOR UPTO 50% OF THE REQUIRED ACTIVE RECTATION AREA IF DESIGNED WITH A WALKING TRAIL (AS DEPICTED ON THE CONCEPT PLAN)

TOTAL: 5.41 AC. (21.44% GROSS AREA) / (28.40% RESIDENTIAL AREA)

ACTIVE RECREATION
0.86 AC. (PARK AREA + TOT LOT + POOL+ POOL CABANA) (AS DEPICTED ON THE CONCEPT PLAN)

(3.41% GROSS AREA) / (4.51% RESIDENTIAL AREA)

PERMITTED COMMERCIAL USES :

1. RETAIL / COMMERCIAL STORES FOR SALE OF MERCHANDISE WITH EACH USE LIMITED TO 10,000 SQ. FT ESTABLISHMENTS ARE LIMITED TO THE FOLLOWING: HARDWARE, BAKERY, DAIRY, MEAT MARKET, BOOKSTORE, NEWSSTAND, FLORIST, GIFT / CARD SHOP, SUNDRIES, FURNITURE, ANTIQUE STORES, CLOTHES AND SHOES, JEWELRY, ARTS AND CRAFTS, PET STORES, AND PICTURE FRAMING SHOP.
2. PERSONAL AND BUSINESS SERVICES LIMITED TO 2,500 SQ. FT OF TOTAL FLOOR AREA PER ESTABLISHMENT. ESTABLISHMENTS ARE LIMITED TO THE FOLLOWING: TRAVEL AGENCY, BARBERSHOP, BEAUTY SHOP, SHOE REPAIR, POSTAL FACILITIES, CONSUMER ELECTRONICS REPAIR AND SMALL APPLIANCE REPAIR, TAILORING AND ALTERATIONS, LAUNDROMAT, DRY CLEANING, RESTAURANTS, AND DOG GROOMERS.
3. PACK AND SHIP/PRINT SHOP LIMITED TO 2,500 SQUARE FEET OF GROSS AREA PER ESTABLISHMENT
4. OFFICES SUCH AS THE FOLLOWING, LIMITED TO 20,000 SQUARE FEET PER ESTABLISHMENT: PROFESSIONAL, BUSINESS OFFICES, MEDICAL OR DENTAL OFFICES OR CLINICS
5. BANKS AND FINANCIAL INSTITUTIONS, LIMITED TO 20,000 SQUARE FEET PER ESTABLISHMENT
6. INSTRUCTIONAL COMMERCIAL RECREATION USES LIMITED TO MARTIAL ARTS, DANCE STUDIOS, AND GYMS. THERE SHALL BE A MAXIMUM OF 2,500 SQUARE FEET OF TOTAL FLOOR AREA PER ESTABLISHMENT AND NO MORE THAN ONE PER COMMERCIAL CENTER

OWNERSHIP/MAINTENANCE:

1. ROADWAYS PRIVATE: TO BE OWNED AND MAINTAINED BY THE HOA.
2. STORM WATER PRIVATE: TO BE OWNED AND MAINTAINED BY THE HOA.
3. DRAINAGE EASEMENTS PUBLIC: TO BE OWNED AND MAINTAINED BY THE HOMEOWNER EASEMENT GRANTED TO THE TOWN OF LAKE HAMILTON.
4. UTILITY EASEMENTS PUBLIC: TO BE OWNED AND MAINTAINED BY THE HOMEOWNER WITH EASEMENT GRANTED TO THE TOWN OF LAKE HAMILTON.
5. SANITARY SEWER, PUBLIC: TO BE OWNED AND MAINTAINED BY THE TOWN OF LAKE HAMILTON.
6. POTABLE WATER PUBLIC: TO BE OWNED AND MAINTAINED BY THE TOWN OF LAKE HAMILTON.
7. RECREATION / AMENITY / PRIVATE: TO BE OWNED AND MAINTAINED BY THE HOA.

SETBACKS:
Townhome:

Min rear setback: 20’
Min front setback: 20’
Min side setback: 0’
Min corner side setback: 5’
Min lot depth: 100’
Min lot width: 20’
Min lot size: 2,000 sf
Max lot height: 35’

Commercial:

Min commercial lot size: 49,000 sf / 1.12 AC
Min commercial bldg. setback from ROW: 60’
Min commercial bldg. setback from residential tract: 20’

GENERAL:
PROJECT SHALL COMPLY WITH THE RESIDENTIAL DESIGN STANDARDS SET FORTH BY TOWN OF LAKE HAMILTON, FLORIDA. .

LANDSCAPING & IRRIGATION:
ALL LANDSCAPING AND IRRIGATION SHALL MEET OR EXCEED THE REQUIREMENTS OF THE TOWN OF LAKE HAMILTON LAND DEVELOPMENT CODE.

SIGNAGE:
BILLBOARDS AND POLE SIGNS SHALL BE PROHIBITED. GROUND AND FASCIA SIGNS SHALL COMPLY WITH THE TOWN OF LAKE HAMILTON LAND DEVELOPMENT CODE.

EASEMENTS:
ANY EASEMENT SHOWN AS PROPOSED WILL BE RECORDED PRIOR TO ISSUING THE CERTIFICATE OF OCCUPANCY.

STORMWATER MANAGEMENT:
OWNERSHIP AND MAINTENANCE OF STORM WATER POND SHALL BE THE RESPONSIBILITY OF THE HOMEOWNER'S ASSOCIATION. THE STORMWATER MANAGEMENT SYSTEM SHALL BE DESIGNED TO MEET TOWN OF LAKE HAMILTON CODES AND SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT REQUIREMENTS. BASED ON THE NATIONAL FLOOD INSURANCE PROGRAM FIRM MAP NO. 12105C0390G EFFECTIVE DECEMBER 22, 2016, PROPERTY IS WITHIN ZONE "X".

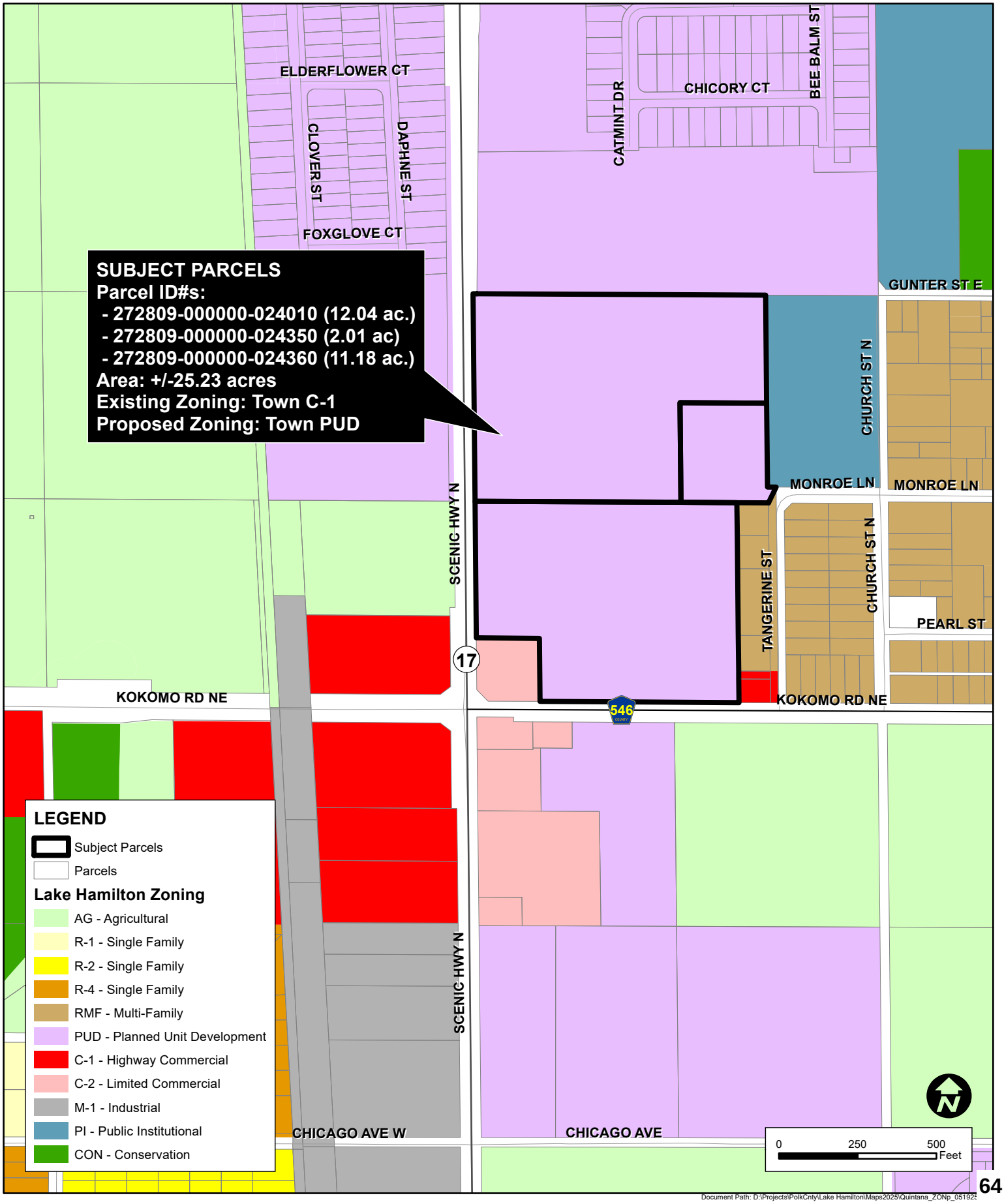
SANITARY LIFT STATION:
OWNERSHIP AND MAINTENANCE OF THE SANITARY LIFT STATION SHALL BE THE RESPONSIBILITY OF THE TOWN OF LAKE HAMILTON UTILITY DEPARTMENT.

PHASING:
PROJECT WILL BE CONSTRUCTED AS ONE (1) PHASE. THESE PLANS DETAIL ALL PHASES OF CONSTRUCTION WHICH INCLUDE THE ROADWAY, ASSOCIATED UTILITIES AND PONDS.

FIRE:
FIRE DEPARTMENT ACCESS AND WATER SUPPLY SHALL COMPLY WITH NFPA 1 (2020 EDITION), FFPC (7TH EDITION), AND TOWN OF LAKE HAMILTON LDC.

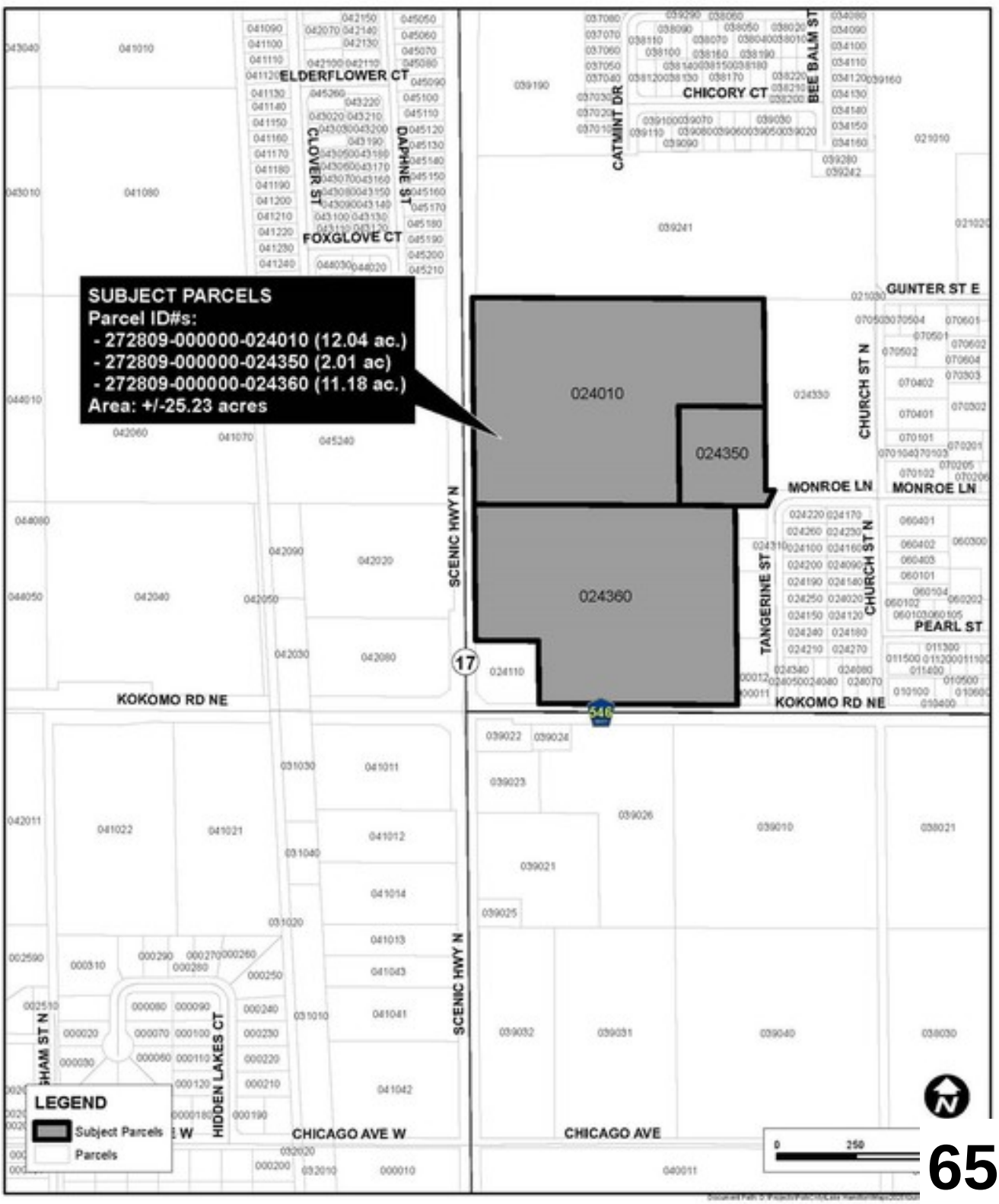
PARKING:
IN ACCORDANCE WITH THE LAND DEVELOPMENT CODE SEC. 16-72 (CHART B).

TOWN OF LAKE HAMILTON
PROPOSED ZONING MAP



Document Path: D:\Projects\PolkCnty\Lake Hamilton\Maps2025\Quintana_ZONp_051925

TOWN OF LAKE HAMILTON
LOCATION MAP



Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

THROUGH: Britney Sandoval, Town Administrator

FROM: Jeffrey Ball, AICP, Community Development Director

AGENDA ITEM: First Reading of Ordinance O-2025-06 regarding amendments to Chapter 26, Streets, Sidewalks and other Public Spaces.

DATE: July 1, 2025

SUMMARY & RECOMMENDATION:

AN ORDINANCE OF THE TOWN OF LAKE HAMILTON, FLORIDA, PERTAINING TO CHAPTER 26, STREETS, SIDEWALKS AND OTHER PUBLIC PLACES; AMENDING SECTION 6, USE OF AND/OR CONSTRUCTION OF RESIDENTIAL DRIVEWAY APRONS WITHIN TOWN RIGHTS-OF-WAY; REQUIRING THE USE OF CERTAIN CURBING STANDARDS OF THE CODE OF ORDINANCES OF THE TOWN OF LAKE HAMILTON; DECLARING THIS ORDINANCE IS INTENDED TO SECURE AND PROMOTE THE PUBLIC HEALTH, SAFETY, WELFARE AND QUALITY OF LIFE OF THE PUBLIC; INCLUDING A STANDARD PROHIBITING PAVERS WITHIN THE TOWNS RIGHT-OF-WAY; PROVIDING FOR A WAIVER PROCESS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

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

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☐ NO: ☒

If Yes, Please Explain: N/A

RECOMMENDATION:

ATTACHMENT(S):
Lake Ham Paver Ordinance FS_.pdf

ORDINANCE 0-25-06

AN ORDINANCE OF THE TOWN OF LAKE HAMILTON, FLORIDA, PERTAINING TO CHAPTER 26, STREETS, SIDEWALKS AND OTHER PUBLIC PLACES; AMENDING SECTION 6, USE OF AND/OR CONSTRUCTION OF RESIDENTIAL DRIVEWAY APRONS WITHIN TOWN RIGHTS-OF-WAY; REQUIRING THE USE OF CERTAIN CURBING STANDARDS OF THE CODE OF ORDINANCES OF THE TOWN OF LAKE HAMILTON; DECLARING THIS ORDINANCE IS INTENDED TO SECURE AND PROMOTE THE PUBLIC HEALTH, SAFETY, WELFARE AND QUALITY OF LIFE OF THE PUBLIC; INCLUDING A STANDARD PROHIBITING PAVERS WITHIN THE TOWNS RIGHT-OF-WAY; PROVIDING FOR A WAIVER PROCESS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

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

Whereas, the Town Council of the Town of Lake Hamilton has determined it necessary and desirable to revise and amend the regulations encompassed by the Land Development Code of the Town relating to streets, sidewalks, and other public spaces; and

Whereas, pursuant to Section 166.041(c)2 Florida Statutes, the Town Council has held two public hearings to amend the Land Development Code of the Town of Lake Hamilton; and

Whereas, the public hearings were advertised and held with due public notice to obtain public comment; and having considered all written and oral comments received during the public hearings the Town Council finds that the changes are necessary and appropriate to the needs of the Town

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

1. Chapter 26, Streets, Sidewalks, and other Public Spaces is hereby amended and shall read as shown in Exhibit "A" attached hereto and made a part hereof.
2. All ordinances in conflict herewith are repealed to the extent necessary to give this ordinance full force and effect.
3. Should any section, paragraph, clause, sentence, item, word or provision of this Ordinance be declared invalid by a court of competent jurisdiction, such decision shall not affect the validity of this Ordinance as a whole or any part hereof, not so declared to be invalid.
4. It is the intent of the Town Council that the provisions of Exhibit "A" to this Ordinance shall become codified and made a part of the Code of Ordinances of the Town of Lake Hamilton, Florida, and the sections cited in this Ordinance and set forth in Exhibit "A" hereto may be renumbered, reformatted or re-lettered to accomplish such intention.
5. This Ordinance shall take effect immediately upon its adoption by the Town of Lake Hamilton, Florida.

INTRODUCED AND PASSED on first reading at the regular meeting of the Town Council of Lake Hamilton, Florida, held this ____ day of _____ 2025.

PASSED AND ADOPTED on second reading at the Regular meeting of the Town Council of Lake Hamilton, Florida, held this ____ day of _____ 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**
Hall	____	____
Roberson	____	____
Mathis	____	____
Slavin	____	____
Demanche	____	____

ORDINANCE 0-25-06
Exhibit "A"

Chapter 26, Streets, Sidewalks, and other Public Spaces.

Sec. 26-1. Curb cuts.

(A) Regulations. In order to promote the safety of motorists and pedestrians, and to minimize traffic congestion and conflict by reducing the potential points of contact, the following regulations shall apply:

(1) Residential driveways intended for vehicular use to and/or from a public street shall not exceed 24 feet in width, nor be less than ten feet, at the right-of-way line, or 3 feet from any side property line, except as may otherwise be provided. An accessory parking pad max width is 10 feet.

(a) Surface Materials: New residential driveways and parking areas shall be constructed of asphalt, ornamental pavers, or concrete and shall be maintained as a durable, dust free surface at all times. Driveway aprons constructed within the Town's Right of Way shall be constructed of concrete. Ornamental pavers are prohibited. If an existing driveway apron needs to be replaced, it will be replaced with concrete, at the discretion of the Town's Public Works Director.

(2) The maximum number of curb cuts on to private property permitted onto any publicly or privately maintained street shall be:

Lot Width of Abutting Street	Number of Cuts
Less than 60 feet	1
60 feet to 150 feet	2
Over 150 feet	2, plus 1 for each additional 60 feet

(3) No curb cut or driveway apron shall be permitted nearer than 30 feet to any intersecting street curb or the proposed location of an intersecting street curb.

(4) There shall be a minimum of 20 feet between any two curb cuts on the same street and the same property. There shall be a minimum of ten feet between curb cuts at the property line on adjoining properties in commercial districts.

(B) Permit. No curb cut shall be made, nor any driveway apron placed until a permit has been applied for and issued by the Building Department An applicant shall submit with his application any and all necessary drawings and descriptive material showing not less than the location, width, number, shape, thickness, material, and elevations of grade at the property line and at each end of the curb cut or apron, in sufficient detail and accuracy that the building inspector may determine that these and any other legal requirements of the town are, or are not, met. No curb cut or apron shall be permitted which will permit surface

drainage to run from a public right-of-way onto private property unless a public utility or drainage easement exists or is provided.

(C) New residential subdivisions (excluding townhomes) require Type “F” curb. (as detailed in FDOT Design Standards) The Public Works Director, at their discretion, may allow alternative designs based on sound engineering principles and as may be necessary to protect the public health, safety, and welfare.

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

THROUGH: Brittney Sandoval, Town Administrator

FROM: Jeffrey Ball, AICP, Community Development Directory

AGENDA ITEM: Consider approval of Central Florida Regional Planning Council (CFRPC) Evaluation and Appraisal Report (EAR) and Planning Advisory Services (PAS) contracts.

DATE: July 1, 2025

SUMMARY & RECOMMENDATION: Staff is requesting Town Council to enter in two contracts with the ECFRPC, one for completing the EAR which is a requirement of F.S. 163. The other is for PAS relating to GIS (mapping) and transportation planning services support. The total amount of these two contracts are $60,000. Timeline for payments are stipulated in the contracts and are attached for review.

The current Community Development FY 2024-2025 budget did not account for these expenditures. These two contracts will obligate the Town $22,500 in FY 2024-2025. A budget amendment has been prepared for these expenditures. The remaining $37,500 will be billed in FY 2025-2026. The proposed FY 2025-2026 has accounted for these expenditures.

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

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☒ NO: ☐

If Yes, Please Explain: These two contracts will obligate the Town $22,500 in FY 2024-2025. A budget amendment has been prepared for these expenditures. The remaining $37,500 will be billed in FY 2025-2026. The proposed FY 2025-2026 has accounted for these expenditures.

RECOMMENDATION:

ATTACHMENT(S):
Lake Hamilton_CompPlanUpdate_CFRPC PAS.pdf

Lake Hamilton PAS_GIS FY 2024-2025.pdf

PLANNING ADVISORY SERVICES AGREEMENT

with the

TOWN OF LAKE HAMILTON

THIS AGREEMENT is made and entered into this _____ day of _____, 2025, by and between the **Central Florida Regional Planning Council** (hereinafter referred to as the "COUNCIL") and **Town of Lake Hamilton** (hereinafter referred to as the "TOWN").

BACKGROUND

A. The TOWN desires to engage the COUNCIL to provide professional planning services to assist the TOWN in preparing necessary Comprehensive Plan Amendments to update the planning horizon as detailed in Attachment A - Scope of Work, and is a part of this Agreement.

B. The COUNCIL desires to provide such professional services in accordance with this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the parties hereto do mutually agree as follows:

I. GENERAL

The TOWN engages the COUNCIL to assist the TOWN in fulfilling the requirements of Chapter 163, Florida Statutes and all relevant amendments to these statutes, and any other pertinent state law or rule related to Growth Management; and the COUNCIL shall provide the professional services required under this Agreement with the TOWN.

II. SCOPE OF WORK

The COUNCIL shall perform, in a satisfactory and proper manner, the work and services detailed in Attachment A - Scope of Work and shall satisfy all requirements of the guidelines specified therein.

III. COMPENSATION

The services provided in Attachment A - Scope of Work are provided as a fixed fee agreement. As consideration for performance of work rendered under Attachment A of this Agreement, the TOWN agrees to pay a fixed fee of **$50,000.00** (**fifty thousand dollars**) to be paid in four (4) payments with a final payment due September 30, 2026. Payment shall be made upon receipt of an acceptable completed invoice from the COUNCIL, which shall be presented to the TOWN. Payments will be due as follows:

Upon Execution of Agreement **$12,500**

January 30, 2026 **$12,500**

Deliverable 1: Evaluation and Appraisal-Based Amendments with Data and Analysis (Adoption Hearing Package)

June 1, 2026 **$12,500**
Deliverable 2: Transmittal Hearing Package for Comprehensive Plan Update

September 30, 2026 **$12,500**
Deliverable 3: Adoption Hearing Package, Transmittal to Florida Commerce

All fees and payments for additional Scope of Work, if required, shall be negotiated.

IV. PERIOD OF AGREEMENT

The services of the COUNCIL are to commence upon execution of this agreement. This agreement ends on September 30, 2025, unless amended through Section V. below.

V. MODIFICATION OF AGREEMENT

A. Either party may request changes in the services or Scope of Work to be performed by the COUNCIL pursuant to this Agreement, including adjustments in the funds provided under the Agreement if necessary and appropriate. Such changes mutually agreed upon by and between the TOWN and the COUNCIL shall be incorporated in written amendments to this Agreement signed by both parties.

B. Any extensions of the Agreement shall be mutually agreed upon by and between the TOWN and the COUNCIL and shall be incorporated in written amendments to this Agreement signed by both parties.

VI. TERMINATION

A. This Agreement may be terminated by the written mutual consent of the parties.

B. Either party may terminate this Agreement upon written notice of thirty (30) days. Written notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.

If to the TOWN: Town of Lake Hamilton
Attention: Town Administrator
100 Smith Ave. PO Box 126
Lake Hamilton, Florida 33851

If to COUNCIL: Central Florida Regional Planning Council
Attn: Executive Director
555 E. Church Street
Bartow, Florida 33830

C. In the event the Agreement is terminated, the COUNCIL shall be reimbursed in

the amount commensurate with the work satisfactorily accomplished on the effective date of termination.

VII. COMPLIANCE WITH LAWS

The COUNCIL warrants, represents, and agrees that it will comply with all federal, state, and local laws, rules, and regulations applicable to the fulfillment of the requirements of this Agreement.

VIII. PERSONNEL

A. The COUNCIL represents that it has, or will secure at its own expense, personnel necessary to perform the services under this Agreement.

B. The COUNCIL shall continuously staff the project with personnel as deemed necessary by the COUNCIL to fulfill its obligations under this Agreement. Qualified persons may be added, deleted, or substituted at any time during the period of this Agreement, as the COUNCIL may deem necessary or appropriate.

IX. DATA TO BE FURNISHED TO COUNCIL

Upon reasonable request of the COUNCIL, the TOWN shall provide to the COUNCIL, at no cost, all information, data reports, records, and maps in its possession, or which become available to it, that are necessary for the execution of work of the COUNCIL under this Agreement.

X. RIGHT TO WORK PRODUCTS

Copies of all work products shall become the property of the TOWN.

XI. ASSIGNMENT

This Agreement shall not be assignable.

XII. TERMS AND CONDITIONS

This Agreement and attachment incorporated by reference constitute all the terms and conditions agreed upon by the parties.

XIII. PUBLIC RECORDS ACCESS

The TOWN and COUNCIL agree that the COUNCIL shall comply with Florida's public records law to specifically include the following:

COUNCIL agrees to:

A. Keep and maintain public records required by the public agency to perform the service.

B. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copies within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the COUNCIL does not transfer the records to the public agency.

D. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the COUNCIL or keep and maintain public records required by the public agency to perform the service. If the COUNCIL transfers all public records to the public agency upon completion of the contract, the COUNCIL shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the COUNCIL keeps and maintains public records upon completion of the contract, the COUNCIL shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

IF THE COUNCIL HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE COUNCIL'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE TOWN CLERK, THE CUSTODIAN OF PUBLIC RECORDS AT LAKE HAMILTON (863) 439-1910, JBorja@townoflakehamilton.com**, TOWN OF LAKE HAMILTON, 100 SMITH AVENUE, PO Box 126, LAKE HAMILTON, FLORIDA 33851.**

If the COUNCIL does not comply with a public records request, TOWN shall enforce the contract provisions which may include immediate termination of contract.

The parties agree that all records that have been generated by the COUNCIL since this Agreement's effective date that qualify as public records will be kept and maintained in accordance with this Agreement. All other provisions and terms of the Agreement not expressly amended herein shall remain in full force and effect, and the parties hereto will be bound and perform in accordance with the terms of this Agreement. This Agreement shall be effective immediately upon approval by the TOWN Council.

IN WITNESS WHEREOF, the TOWN and the COUNCIL have caused this Agreement to be executed by their undersigned officials as duly authorized.

TOWN OF LAKE HAMILTON, FLORIDA	**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**
By: _____	By: _____ Jennifer Codo-Salisbury Executive Director
_____ Witness	_____ Witness

Approved as to legal form and sufficiency:

_____
Town Attorney

_____
Council Attorney

Attachment A

TOWN OF LAKE HAMILTON

SCOPE OF WORK – COMPREHENSIVE PLAN UPDATE

I. DELIVERABLE 1: EVALUATION AND APPRAISAL (EAR)-BASED AMENDMENTS WITH DATA AND ANALYSIS (TRANSMITTAL HEARING PACKAGE)
TOWN OF LAKE HAMILTON COMPREHENSIVE PLAN UPDATE TO 20 YEAR PLANNING HORIZON

The following outlines the Scope of Work that will be administered and coordinated by the COUNCIL for preparation and delivery of the Town of Lake Hamilton Comprehensive Plan Amendments to update the Comprehensive Plan to the 20-year planning horizon to meet Statutory requirements for the EAR-Based Amendments.

The following principals will guide the work and planning efforts:

- Comply with the minimum requirements of Chapter 163, Florida Statutes.
- Update the Comprehensive Plan horizon year.

A. DATA AND ANALYSIS

1. The COUNCIL shall prepare necessary data and analysis for the TOWN's service areas to support Comprehensive Plan amendments consistent with Chapter 163, Florida Statutes including but not limited to:

    a. Permanent and seasonal population projections;
    b. Amount of land required to accommodate anticipated growth;
    c. Character of undeveloped land;
    d. Availability of water supplies, public facilities, and services;
    e. Environmental suitability;
    f. Transportation analysis; and
    g. Other required and appropriate data and analysis to support the updated Comprehensive Plan 20-year horizon.

2. The COUNCIL shall compare the Town of Lake Hamilton 2030 Comprehensive Plan to changes in Florida Statutes since the last update of the Comprehensive Plan. Draft any amendments needed as a result of this review.

3. The COUNCIL shall compare the Town of Lake Hamilton 2030 Comprehensive Plan to the Town of Lake Hamilton Land Development Code to identify any inconsistencies and needed amendments to address such inconsistencies.

B. DRAFT COMPREHENSIVE PLAN AMENDMENTS

1. The COUNCIL shall draft text and/or map amendments to meet the Florida Statutes requirements for EAR-Based amendments.

2. The COUNCIL shall draft text and/or map amendments based on the following:

a. Data and analysis;
b. Review of Chapter 163, Florida Statutes;
c. Review of the Town of Lake Hamilton Land Development Code;
d. Consistency with the Polk Transportation Planning Organization 2045 Long Range Transportation Plan; and
e. Other pertinent information.

3. The COUNCIL shall revise draft amendments based on TOWN staff review and comments.

C. PUBLIC HEARINGS

1. The COUNCIL shall present the draft amendments to the Town's Planning Commission at a public hearing.

2. The COUNCIL shall present the draft amendments to the Town Council at a transmittal hearing.

D. FLORIDA DEPARTMENT OF COMMERCE

1. The COUNCIL shall prepare the Comprehensive Plan amendments transmittal package for the TOWN to submit to the Florida Department of Commerce and other required review agencies for State Coordinated Review within 10 days of the transmittal public hearing for review.

2. Following receipt of review comments from the Florida Department of Commerce and other required review agencies, the COUNCIL will revise the draft amendments for staff review.

E. ADOPTION PUBLIC HEARING

1. The COUNCIL shall prepare the revised amendments for the adoption public hearing before the TOWN Council.

2. The COUNCIL shall assist the TOWN in holding an adoption public hearing with the TOWN Council to adopt the Comprehensive Plan amendments.

3. The COUNCIL shall prepare the Comprehensive Plan amendments adoption package for the TOWN to transmit the adopted Comprehensive Plan amendments

to the Florida Department of Commerce and other required review agencies for State Coordinated Review within 10 days of the adoption public hearing for review.

II. DELIVERABLE 2: COMPREHENSIVE PLAN UPDATE (TRANSMITTAL HEARING PACKAGE)

The following outlines the Scope of Work that will be administered and coordinated by the COUNCIL for preparation and delivery of the Town of Lake Hamilton Comprehensive Plan Amendments to update the Comprehensive Plan in addition to the EAR-Based Amendments.

The following principals will guide the work and planning efforts:

- Comply with the minimum requirements of Chapter 163, Florida Statutes.
- Facilitate workshops with the TOWN Council and public hearings.
- Support TOWN staff at other public involvement activities scheduled by the TOWN if requested.

B. DRAFT COMPREHENSIVE PLAN AMENDMENTS

4. The COUNCIL shall draft text and/or map amendments in a user-friendly, ADA (Americans with Disabilities Act) compliant format.

5. The COUNCIL shall draft text and/or map amendments based on the following:

a. Review of changing conditions in the Town including newly annexed lands.
b. Input at public workshops and events.
c. Meetings with community stakeholders.
d. Review of the Town of Lake Hamilton Land Development Code;
e. Other pertinent information.

6. The COUNCIL shall revise draft amendments based on TOWN staff review and comments.

D. PUBLIC WORKSHOPS AND TRANSMITTAL PUBLIC HEARING

1. The COUNCIL shall facilitate two community workshops. One workshop will be held at the beginning of the project. A second community workshop will be held prior to the transmittal public hearing.

2. The COUNCIL shall assist the TOWN to facilitate one public workshop with the Planning Commission and one public workshop with the TOWN Council on specific to the proposed amendments.
3. The COUNCIL will update the proposed amendments based on input received at the workshops with the Planning Commission and TOWN Council.

4. The COUNCIL shall prepare the proposed amendments for the public hearing before the Planning Commission and the transmittal public hearing before the TOWN Council.

5. The COUNCIL shall assist the TOWN in holding a transmittal public hearing with the Planning Commission and TOWN Council.

E. FLORIDA DEPARTMENT OF COMMERCE

3. The COUNCIL shall prepare the Comprehensive Plan amendments transmittal package for the TOWN to submit to the Florida Department of Commerce and other required review agencies for State Expedited Review within 10 days of the transmittal public hearing for review.

4. Following receipt of review comments from the Florida Department of Commerce and other required review agencies, the COUNCIL will revise the draft amendments for staff review.

III. DELIVERABLE 3: COMPREHENSIVE PLAN UPDATE (ADOPTION HEARING PACKAGE)

A. ADOPTION PUBLIC HEARING

4. The COUNCIL shall prepare the revised amendments for the adoption public hearing before the TOWN Council.

5. The COUNCIL shall assist the TOWN in holding an adoption public hearing with the TOWN Council to adopt the Comprehensive Plan amendments.

6. The COUNCIL shall prepare the Comprehensive Plan amendments adoption package for the TOWN to transmit the adopted Comprehensive Plan amendments to the Florida Department of Commerce and other required review agencies for State Coordinated Review within 10 days of the adoption public hearing for review.

PLANNING ADVISORY SERVICES AGREEMENT

with the

TOWN OF LAKE HAMILTON

THIS AGREEMENT is made and entered into this _____ day of _____, 2025, by and between the **Central Florida Regional Planning Council** (hereinafter referred to as the "COUNCIL") and the **Town of Lake Hamilton** (hereinafter referred to as the "TOWN").

BACKGROUND

A. The TOWN desires to engage the COUNCIL to provide professional planning services to maintain the Future Land Use Map and the Official Zoning Map; as detailed in Attachment A, I - the Scope of Work, and is a part of this Agreement.

B. The COUNCIL desires to provide such professional services in accordance with this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the parties hereto do mutually agree as follows:

I. GENERAL

The TOWN engages the COUNCIL to assist the TOWN in fulfilling the requirements of Chapter 163, Florida Statutes and all relevant amendments to these statutes, and any other pertinent state law or rule related to Growth Management; and the COUNCIL shall provide the professional services required under this Agreement with the TOWN.

II. SCOPE OF WORK

The COUNCIL shall perform, in a satisfactory and proper manner, the work and services detailed in Attachment A - Scope of Work, and shall satisfy all requirements of the guidelines specified therein.

III. COMPENSATION

This is a fixed fee agreement. The fixed fee for the planning and mapping services listed in Attachment A, I-II, is **$10,000 (ten thousand dollars)**. As consideration for performance of all work rendered under this Agreement, the TOWN agrees to pay a fixed fee for the maintenance of GIS maps and special map requests of **$10,000 (ten thousand dollars)** to be paid in two (2) payments, with initial payment due upon execution of agreement and final payment due September 30, 2025. Payment shall be made upon receipt of an acceptable completed invoice from the COUNCIL, which shall be presented

to the TOWN. Payments will be due as follows:

Upon Execution of Agreement	$5,000
September 30, 2025	$5,000

All fees and payments for additional Scope of Work, if required, shall be negotiated.

IV. PERIOD OF AGREEMENT

The services of the COUNCIL for this agreement are from October 1, 2024, to September 30, 2025. The agreement may be modified consistent with Section V. below.

V. MODIFICATION OF AGREEMENT

A. Either party may request changes in the services or Scope of Work to be performed by the COUNCIL pursuant to this Agreement, including adjustments in the funds provided under the Agreement if necessary and appropriate. Such changes mutually agreed upon by and between the TOWN and the COUNCIL shall be incorporated in written amendments to this Agreement signed by both parties.

B. Any extensions of the Agreement shall be mutually agreed upon by and between the TOWN and the COUNCIL and shall be incorporated in written amendments to this Agreement signed by both parties.

VI. TERMINATION

A. This Agreement may be terminated by the written mutual consent of the parties.

B. Either party may terminate this Agreement upon written notice of thirty (30) days. Written notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.

C. In the event the Agreement is terminated, the COUNCIL shall be reimbursed in the amount commensurate with the work satisfactorily accomplished on the effective date of termination.

VII. COMPLIANCE WITH LAWS

The COUNCIL warrants, represents, and agrees that it will comply with all federal, state, and local laws, rules, and regulations applicable to the fulfillment of the requirements of this Agreement.

VIII. PERSONNEL

A. The COUNCIL represents that it has, or will secure at its own expense, personnel necessary to perform the services under this Agreement.

B. The COUNCIL shall continuously staff the project with personnel as deemed necessary by the COUNCIL to fulfill its obligations under this Agreement. Qualified persons may be added, deleted, or substituted at any time during the period of this Agreement, as the COUNCIL may deem necessary or appropriate.

IX. DATA TO BE FURNISHED TO COUNCIL

Upon reasonable request of the COUNCIL, the TOWN shall provide to the COUNCIL, at no cost, all information, data reports, records, and maps in its possession, or which become available to it, that are necessary for the execution of work of the COUNCIL under this Agreement.

X. RIGHT TO WORK PRODUCTS

Copies of all work products shall become the property of the TOWN.

XI. ASSIGNMENT

This Agreement shall not be assignable.

XII. TERMS AND CONDITIONS

This Agreement and attachments incorporated by reference constitute all the terms and conditions agreed upon by the parties.

IN WITNESS WHEREOF, the TOWN and the COUNCIL have caused this Agreement to be executed by their undersigned officials as duly authorized.

TOWN OF LAKE HAMILTON	**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**
By: _____	By: _____ Jennifer Codo-Salisbury, Executive Director
_____ Witness	_____ Witness

Approved as to legal form and sufficiency:

_____
Town Attorney

_____
Council Attorney

Attachment A

Town of Lake Hamilton
SCOPE OF WORK FOR FY 2024-2025

I. ROUTINE MAPPING (ON GIS BASE MAP)

A. The COUNCIL shall prepare updates to the Map Series for the Comprehensive Plan made necessary by annexations, land use changes and text amendments.

B. The COUNCIL shall prepare updates to the Official Zoning Map made necessary by annexations, requests for re-zonings and Comprehensive Plan amendments.

C. The COUNCIL shall prepare Quarterly updates of the Future Land Use and Zoning Maps.

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

THROUGH: Britney Sandoval, Town Administrator

FROM: Jeffrey Ball, AICP, Community Development Director

AGENDA ITEM: Resolution authorizing a budget amendment to transfer funds to the Community Development Department.

Resolution of the Town of Lake Hamilton Council of the Town of Lake Hamilton, Polk County, Florida, adopting a budget amendment for the Town of Lake Hamilton for fiscal year 2024-2025; delineating an amendment to the expenditures by department of activity; repealing all provisions in conflict herewith; providing severability; and providing for an effective date.

DATE: July 1, 2025

SUMMARY & RECOMMENDATION: Staff is requesting that Council approve a budget amendment for the Community Development Department's equipment in the amount of $10,000 from the Contingency Fund to G/L account # 001-524-062. The additional funding is needed to purchase a new 4 x 4 truck and to provide maintenance on the department's other vehicles.

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

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☒ NO: ☐

If Yes, Please Explain: Transferring funds from the Contingency Fund to 001-524-062 will reduce the amount in the Contingency Fund by $10,000.

RECOMMENDATION:

ATTACHMENT(S):
Resolution R-2025-XX budget amendment for CDD for agenda.pdf
Truck Quotes.pdf

RESOLUTION R-2025-XX

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, POLK COUNTY, FLORIDA, ADOPTING A BUDGET AMENDMENT FOR THE TOWN OF LAKE HAMILTON FOR FISCAL YEAR 2024-2025; 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 July 1, 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 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 1st day of July 2025.

TOWN OF LAKE HAMILTON, FLORIDA

PHYLLIS HALL, MAYOR

ATTEST:

JACQUELINE BORJA, TOWN CLERK

Approved as to form:

ANTHONY SABATINI. TOWN ATTORNEY

Record of Vote	Yes	No
Roberson		
Mathis		
Slavens		
Demanche		
Hall		

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**
Contingency	$	$10,000.00	001-524-064	$10,000.00	$59,200.00

JUSTIFICATION:
Additional funding for new vehicle and maintenance.

_____
_____
_____
_____

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)

Motor Vehicles (25100000-23-STC)
Price Quote Form (PQF)
(STATE AGENCIES MUST ALSO SUBMIT FORM MP6301)
Updated 3/5/2024

Awarded Contractor Information

Contractor Name:	TROPICAL FORD						
Street Address:	9900 S. ORANGE BLOSSOM TRAIL						
City, State, Zip:	ORLANDO, FL 32837						
Contact Person:	JEREMY SWAIN		**Title:**	FLEET MANAGER			
Original Quote Date:	6/12/2025	**Revised Quote Date:**			**Est. Delivery:**	180-365	
Phone #'s: **Primary:**	407-851-3800 EXT. 305			**Secondary:**			
Email Address:	WORKTRUCKS@TROPICALFORD.COM						
Fax #:	407-856-8345						
Contractor's Purchase Order #:							

Requesting Customer Information

Agency/Eligible User Name:	TOWN OF LAKE HAMILTON			
Contact Person:	JEFFREY BALL	**Title:**		
Phone #'s: **Primary:**	863-439-1910		**Secondary:**	
Email Address:	jball@townoflakehamilton.com			
Fax #:				

Secondary Contact for Customer (Optional)

Contact Person:		**Title:**		
Phone #'s: **Primary:**			**Secondary:**	
Email Address:				
Fax #:				

INFORMATION IN THIS SECTION MUST MATCH THE INFORMATION ON THE AWARDED COST SHEET.

UNSPSC Commodity Code*	Group	Sub-Group	Line Number
25101507	GROUP 5	SUB-GROUP B	14

Brand	Model	Cost Plus % (#.##%)
FORD	F-150	3.65%

MOTOR VEHICLE

COST PLUS % MUST BE EQUAL TO OR LESS THAN THE COST PLUS % SHOWN ON THE AWARDED COST SHEET.

Motor Vehicle Description	Cost (per unit)	Cost Plus %	Total Customer Price
2025 F-150 SUPER CAB XL 4X4 SHORT BOX 145" WHEELBASE (X1L)	$41,030.84	3.65%	$ 42,528.47

Non-standard accessories, components, equipment, features, parts, etc. that are attached to or provided with the vehicle when it is shipped from the Manufacturer:

TOTAL COST: Motor Vehicle (per unit)	**$ 42,528.47**

OEM OPTIONS

COST PLUS % MUST BE EQUAL TO OR LESS THAN THE COST PLUS % SHOWN ON THE AWARDED COST SHEET.

OEM Option Description	Manufacturer/Brand	Cost (per unit)	Customer Price (per unit)	Quantity (per Motor Vehicle)	Total Customer Price
OXFORD WHITE (YZ)	FORD	$0.00	$ -	1	$ -
VINYL SEATING SURFACE (AS)	FORD	$0.00	$ -	1	$ -
2.7L V6 / AUTOMATIC TRANSMISSION (99P/4G)	FORD	$0.00	$ -	1	$ -
POWER EQUIPMENT GROUP (STANDARD)	FORD	$0.00	$ -	1	$ -
REVERSE CAMERA (STANDARD)	FORD	$0.00	$ -	1	$ -
TRAILER HITCH (STANDARD)	FORD	$0.00	$ -	1	$ -
FRONT LICENSE PLATE BRACKET (153)	FORD	$0.00	$ -	1	$ -
			$ -		$ -
			$ -		$ -
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TOTAL COST: OEM Options (per Motor Vehicle)					**$ -**

NON-OEM OPTIONS

COST PLUS % MUST BE EQUAL TO OR LESS THAN THE COST PLUS % SHOWN ON THE AWARDED COST SHEET.

Non-OEM Option Description	Manufacturer/Brand	Cost (per unit)	Customer Price (per unit)	Quantity (per Motor Vehicle)	Total Customer Price
			$ -		$ -
COMPLIMENTARY DELIVERY	TROPICAL FORD	$0.00	$ -	1	$ -
TEMP TAG GOOD FOR 30 DAY	TROPICAL FORD	$0.00	$ -	1	$ -
			$ -		$ -
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TOTAL COST: Non-OEM Options (per Motor Vehicle)					$ -

BODY TRANSFER AND 3rd PARTY BODY INSTALLATIONS

Body Transfer and 3rd Party Body Installations Description	Manufacturer/Brand	Customer Price (per unit)	Quantity (per Motor Vehicle)	Total Customer Price
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
TOTAL COST: Body Transfer and 3rd Party Body Installations (per Motor Vehicle)				$ -
Customer Order Total with Cost % Applied Where Applicable				$ 42,528.47
Total Vehicles Quoted (with the same OEM and Non-OEM Options)				1
GRAND TOTAL				$ 42,528.47

Contractor Comments:	
Customer Comments:	

*UNSPSC = United Nations Standard Products and Services Commodity Code. Refer to the Discount Sheet for the code(s) applicable to each Group and Sub-Group.

CHRYSLER DODGE Jeep RAM

Woody Folsom Chrysler Dodge Jeep Ram of Vidalia

2101 E. 1st Street
Vidalia, GA 30474
Phone: 912-537-8278

BUYER'S ORDER

R6329 — Stock Number
06/04/2025 — Date
Salesman
Home
Work

DEAL #: 37074

Purchaser's Name/s | Date of Birth | SSN | Phone

Street | City | County | State | Zip

E-mail:

[XX] New [ ] Used [ ] Demo

Year	Make	Model	Body	Serial Number	Color	Stock #	Miles
2024	RAM	RAM 1500	4WD CREW C	1C6RR7XT5RS143878	BILLET SILV	R6329	5

Trade-in Information:

Year	Make	Model	Body	Serial Number	Color	Stock #	Miles

Payoff on Trade-in Vehicle's to:
Bank
Street
City, State, Zip
Contact & Phone #

Automobile Insurance Information:
Company
Policy #
Agent
Street
City, State, Zip
Phone
Valid Dates

Vehicle Price	42000.00
Trade Allowance	N/A
Difference	42000.00
Doc Fee	xxxxxxx
Theft Registration	xxxxxxx
Sub Total	42000.00
Sales Tax (Tax Rate & County)	N/A
Tag Fee	N/A
Title Fee	N/A
GWRA Fee (New Vehicles Only)	N/A
Service Contract	N/A
OTHER AFTERMARKETS	0.00
Sub Total	42000.00
Balance Owed on Trade	N/A
Total	42000.00
Deposit	N/A
Cash on Delivery	N/A
Rebate	N/A
Balance	42000.00

DISCLAIMER OF WARRANTIES

The seller, **Woody Folsom Chrysler Dodge Jeep Ram of Vidalia**, hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose and the seller, **Woody Folsom Chrysler Dodge Jeep Ram of Vidalia**, neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of the herein described vehicle.

Purchaser's Signature/s — 06/04/2025 Date

Manager Signature — 06/04/25 Date — Purchaser #1 Signature — 06/04/25 Date

Purchaser #2 Signature — Date

PREVIEW

www.townoflakehamilton.com

BARTOW FORD
INTEGRITY•TRUST•HONESTY
Since 1948

May 19, 2025

Town of Lake Hamilton
Patrick Henry

	DESCRIPTION	
X1L	2024 F150 SuperCab 4x4 6.5ft Bed	
101A	XL Series	
99P	2.7L V6 Ecoboost	
44G	10 Speed Auto Transmission	
XL6	3.73 Locking Rear Axle	
18B	Black Platform Running Boards	
67T	Trailer Brake Controller	
942	Daytime running Lamps	
	Factory Invoice	$46,291.94
	Government Price Concession Discount	$1,300.00
	4.27% Contract Discount	$1,921.16
	Single Lid Tool Box, 4 Corner Amber LED's, Spray in Bedliner, Deep Window Tint, 3rd Key, Bartow Ford Custom Installation	$3,324.00
	YELLOW CITY TAG	$138.95
	TOTAL PURCHASE AMOUNT PER UNIT	**$46,533.73**

Pricing in accordance with the Charlotte County contract # 2021000541

If you have any questions or need any additional information please feel free contact me anytime.

Sincerely Yours,
Jacob Kendrick
Commercial Fleet Sales
Direct Line (863) 640-1918
Fax (863) 533-8485

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

THROUGH: Brittney Sandoval, Town Administrator

FROM: Jeffrey Ball, AICP, Community Development Director

AGENDA ITEM: Resolution authorizing a Budget Amendment for the Community Development Department to transfer funds from the Contingency budget to CD Professional Services.

A Resolution of the Town Council of the Town of Lake Hamilton, Lake Hamilton, Polk County, Florida, adopting a budget amendment for the Town of Lake Hamilton for fiscal year 2024-2025; 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.

DATE: July 1, 2025

SUMMARY & RECOMMENDATION: Staff is requesting Town Council to enter in two contracts with the ECFRPC, one for completing the EAR which is a requirement of F.S. 163. The other is for PAS relating to GIS (mapping) and transportation planning services support. The total amount of these two contracts are $60,000. Timeline for payments are stipulated in the contracts and are attached for review.

The current Community Development FY 2024-2025 budget did not account for these expenditures. These two contracts will obligate the Town $22,500 in FY 2024-2025. A budget amendment has been prepared for these expenditures. The remaining $37,500 will be billed in FY 2025-2026. The proposed FY 2025-2026 has accounted for these expenditures.

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

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☒ NO: ☐

If Yes, Please Explain: These two contracts will obligate the Town $22,500 in FY 2024-2025. A budget amendment has been prepared for these expenditures. The remaining $37,500 will be billed in FY 2025-2026. The proposed FY 2025-2026 has accounted for these expenditures. The total requested

amendment is for $52,500, the remaining $30,000 is to cover expenses related to planning services from the CFRPC.

RECOMMENDATION:

ATTACHMENT(S):
Resolution R-2025-XX budget amendment for CD Department for FY24-25 prof servs.pdf

RESOLUTION R-2025-XX

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, POLK COUNTY, FLORIDA, ADOPTING A BUDGET AMENDMENT FOR THE TOWN OF LAKE HAMILTON FOR FISCAL YEAR 2024-2025; 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 July 1, 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 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 regular meeting of the Town Council of Lake Hamilton, Florida, held this 1st day of July 2025.

TOWN OF LAKE HAMILTON, FLORIDA

PHYLLIS HALL, MAYOR

ATTEST:

JACQUELINE BORJA, TOWN CLERK

Approved as to form:

ANTHONY SABATINI. TOWN ATTORNEY

Record of Vote	Yes	No
Roberson		
Mathis		
Slavens		
Demanche		
Hall		

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

"FROM ACCOUNT"			"TO ACCOUNT"		
Account Number	**Current Balance**	**Amount Transfer**	**Account Number**	**Amount Transferred**	**New Balance**
Contingency	$	$22,500.00	001-524-031	$52,500.00	$

JUSTIFICATION:

Additional funding for planning advisory services (EAR, mapping and transportation planning) and for additional contracts and planning services rolled over from FY23-24.

_____

_____

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)

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

THROUGH: Brittney Sandoval, Town Administrator

FROM: Patrick Henry, Public Works Director

AGENDA ITEM: Resolution approving the Water System Asset Management and Fiscal Sustainability Plan.

A Resolution of the Town of Lake Hamilton, Florida, Polk County, Florida, approving the Water System Asset Management and Fiscal Sustainability Plan; authorizing the Town Administrator and Public Works Director to take all actions necessary to effectuate the intent of this Resolution; repealing all provisions in conflict herewith; providing for severability; and providing for an effective date.

DATE: July 1, 2025

SUMMARY & RECOMMENDATION: Authorizing the Town Administrator and Public Works Director to take all actions necessary to effectuate the intent of this Resolution.

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

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☒ NO: ☐

If Yes, Please Explain: The Asset Management Plan will be integrated with financial planning and long-term budgeting.

RECOMMENDATION:

ATTACHMENT(S):
Resolution R-2025-XX adopting the water system asset management and fiscal sustainability plan.pdf

RESOLUTION R-2025-XX

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, POLK COUNTY, FLORIDA, APPROVING THE WATER SYSTEM ASSET MANAGEMENT AND FISCAL SUSTAINABILITY PLAN; AUTHORIZING THE TOWN ADMINISTRATOR AND PUBLIC WORKS DIRECTOR TO TAKE ALL ACTIONS NECESSARY TO EFFECTUATE THE INTENT OF THIS RESOLUTION; REPEALING ALL PROVISIONS IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Florida Statutes provides for financial assistance to local government agencies and public systems to finance construction of utility system improvements; and

WHEREAS, the Florida Department of Environmental Protection State Revolving Fund (SRF) has designated the Town of Lake Hamilton's Water System's water system improvements, identified in the Asset Management and Fiscal Sustainability Plan, as potentially eligible for available funding; and

WHEREAS, as a condition of obtaining funding from the SRF, the system is required to implement an Asset Management and Fiscal Sustainability Plan for the System's Water System Improvements; and

WHEREAS, the Town Council for the Town of Lake Hamilton has determined that approval of the attached Asset Management and Fiscal Sustainability Plan for the proposed improvements, in order to obtain necessary funding in accordance with SRF guidelines, is in the best interest of the System.

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

SECTION 1.

That the Town Council of the Town of Lake Hamilton hereby approves the Drinking Water System Asset Management and Fiscal Sustainability Plan, attached hereto as "Attachment A" and incorporated by reference as a part of this Resolution.

SECTION 2.

That the Town Administrator and Public Works Director are authorized to take all actions necessary to effectuate the intent of this Resolution and to implement the Water System Asset Management and Fiscal Sustainability Plan in accordance with applicable Florida law and Town Council direction in order to obtain funding from the SRF.

SECTION 3.

That the Town Council of the Town of Lake Hamilton will annually evaluate existing rates to determine the need for any increase and will increase rates in accordance with the financial recommendations found in the Water System Asset Management and Fiscal Sustainability Plan or in proportion to the System's needs as determined by the Town Council in its discretion.

SECTION 4 CONFLICTS.

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

SECTION 5. SEVERABILITY.

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

SECTION 6. EFFECTIVE DATE.

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

INTRODUCED and PASSED at the regular meeting of the Town Council of Lake Hamilton, Florida, held this 1ST day of July 2025.

TOWN OF LAKE HAMILTON, FLORIDA

_____
PHYLLIS HALL, MAYOR

ATTEST:

_____
JACQUELINE BORJA, TOWN CLERK

APPROVED AS TO FORM:

_____
ANTHONY SABATINI. TOWN ATTORNEY

Record of Vote	Yes	No
Roberson		
Mathis		
Slavens		
Demanche		
Hall		

FLORIDA RURAL WATER ASSOCIATION

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May 23, 2025

Mayor Hall
Town of Lake Hamilton
100 Smith Avenue
Lake Hamilton, FL 33851

Mayor Hall:

The Florida Rural Water Association (FRWA) is pleased to submit the Water System Asset Management and Fiscal Sustainability (AMFS) plan to the Town of Lake Hamilton Water System. FRWA prepared this Plan in partnership with the FDEP Safe Drinking Water State Revolving Fund (SDWSRF) Program to identify your system's most urgent and critical needs.

Water and wastewater systems represent critical infrastructure designed to protect the public health and the environment. This report assesses the current conditions of your water fixed capital assets (e.g., water production facilities, distribution system, hydrants, and valves), and more importantly provides recommendations, procedures, and tools to assist with long range asset protection and water utility reinvestment. FRWA will be available to support Lake Hamilton's Water System AMFS plan recommendations and implementation.

The following report is considered a living document with tools for your use which must be updated at least annually (quarterly updates are recommended) by the system's utility management. FRWA will provide electronic copies for your use and future modification and will remain available to assist in updating and revising the system's AMFS plan.

As a valued FRWA member, it is our goal to help make the most effective and efficient use of your limited resources. This tool is an unbiased, impartial, independent review and is solely intended for achievement of drinking water system fiscal sustainability and maintaining your valuable utility assets. Florida Rural Water Association has enjoyed serving you and wishes your system the best in all its future endeavors.

Sincerely,

Patrick Dangelo
FRWA Utility Asset Management Team

Copy: Eric Myers, DWSRF State Revolving Fund
Alicia Keeter, Florida Rural Water Association, Executive Director

Lake Hamilton Water System Asset Management and Fiscal Sustainability Plan

Prepared for:

Town of Lake Hamilton Drinking Water.
PWS #6530977
Prepared by:

FLORIDA RURAL WATER ASSOCIATION
Asset Management Program
In partnership with
Florida Department of Environmental Protection
and
State Revolving Fund Program

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Executive Summary

Asset Management Plan Defined

Asset Management Plan (AMP): The International Infrastructure Management Manual defines an asset management plan as a "plan developed for the management of one or more infrastructure assets that combines multi-disciplinary management techniques (including technical and financial) over the life cycle of the asset in the most cost-effective manner to provide a specific level of service."

Lowest life cycle cost refers to the most appropriate cost for rehabilitating, repairing, or replacing an asset. While the level of service is determined by the utility consisting of its staff, customers, board members and regulators. Asset management is implemented through an asset management program and includes a written asset management plan.

Benefits of an AMP

Implementing and maintaining an active Asset Management Plan will provide numerous benefits to the Utility and its Customers, such as:

- Prolonging asset life and aiding in rehabilitation/repair/replacement decisions.
- Increased operational efficiencies.
- Informed operational and management decisions.
- Increased knowledge of asset criticality.
- Meeting consumer demands with a focus on system sustainability and improved communication.
- Setting rates based on sound operational and financial planning.
- Budgeting by focusing on activities critical to sustained performance.
- Meeting system service expectations and regulatory requirements.
- Improving responses to emergencies.
- Improving security and safety of assets.
- Capital improvement projects that meet the true needs of the system and community.
- Provides an impartial unbiased report to help explain rate sufficiency to the community.

State Revolving Fund Requirement

An active Asset Management Plan (AMP) is a requirement for participation in the State Revolving Fund Program (SRF). Asset Management and Fiscal Sustainability (AMFS) program details are identified in Rulemaking Authority FS. Law Implemented 403.8532 (FS. History–New 4-7-98,

Amended 8-10-98, 7-17-17) and in Florida Administrative Code (FAC) 62-503.700(7). To be accepted for the interest rate adjustment and to be eligible for reimbursement, an asset management plan must be adopted by ordinance or resolution and written procedures must be in place to not only implement the plan, but to do so in a timely manner.

The plan must include each of the following:

(a) Identification of all assets within the system.

(b) An evaluation of the current age, condition, and anticipated useful life of each asset.

(c) The current value of the assets.

(d) The cost of operating and maintaining all assets.

(e) A capital improvement plan based on a survey of industry standards, life expectancy, life cycle analysis, and remaining useful life.

(f) An analysis of funding needs.

(g) An analysis of population growth and drinking water use projections, as applicable, for the planning area, and an impact fee model, if applicable, for commercial, industrial, and residential rate structures.

(h) The establishment of an adequate funding rate structure.

(i) A threshold rate set to ensure the proper operation of the utility. If the system transfers any of the utility proceeds to other funds, the rates must be set higher than the threshold rate to facilitate the transfer and proper operation of the utility.

(j) A plan to preserve the assets including renewal, replacement, and repair of the assets, as necessary and a risk-benefit analysis to determine the optimum renewal or replacement time.

AMP Development Stakeholders

The development of this AMFS plan involved the collective efforts of system Management and Staff, the Florida Department of Environmental Protection State Revolving Fund (FDEP-SRF), and the Florida Rural Water Association (FRWA). Resources included Engineers (technical and financial), Certified Operators (operation and maintenance), Rate Sufficiency Analysts and utility staff with first-hand experience with the system.

Critical Assets and Priority Action List

The Table located below contains a listing of the Town of Lake Hamilton's Water System's Critical Assets and Processes that were found to need Capital and/or Operational funding to operate as designed and within Regulatory Compliance. Please see Section 4 for a detailed description of the asset improvements listed below.

Critical Assets List				
Name	**Installed**	**Design Life**	**Condition**	**Consequence of Failure**
Hydrants (4)	Varies	50	Failed	Moderate
Hydrants (10)	Varies	50	Poor	Moderate
System Valves (2)	Varies	25	Failed	Moderate
System Valves (51)	Varies	25	Poor / Very Poor	Moderate
Degasifier	2009	50	Failed	Moderate

Based on the list of Critical Assets and Processes that were found to need Capital and/or Operational funding and the State requirements for participation in the State Revolving Fund Program (SRF), a Priority Action List was developed to help the Town of Lake Hamilton's Water System prioritize action items and establish target dates for timely completion. The Priority Action List is found on the following page.

Town of Lake Hamilton WATER SYSTEM PRIORITY ACTION LIST				
Action Item	**Target Date(s)**	**Cost Type**	**Cost**	**Responsible Party or Parties**
1. Pass Resolution Adopting AMFS Plan and Rate Schedule	Within 60 to 90 Days from Receipt of Final Plan	Administrative	No Cost	Council
2. Determine Level of Service (LOS) Attributes, Goals, Targets, and Metrics and Prepare LOS Agreement	90 Days after Adoption	Planning	No Cost *	Council, Town Administrator, Staff and Public
3. Train Staff and Continue Using AMFS Tools (Diamond Maps or similar).	90 Days after Adoption	Administrative	Annual Cost - $720 + local provider charge Training – No Cost *	Public Works Director or Designee
4. Train Staff and Begin Using RevPlan.	90 Days after Adoption	Administrative	No Cost *	Town Administrator or Designee
5. Develop Valve Exercising and Replacement Program	Within 6 Months after Adoption	Planning	No Cost *	Public Works Director and Staff
6. Develop Hydrant Flushing, Flow Testing and Maintenance Program	Within 6 months after Adoption	Planning	No Cost *	Public Works Director and Staff
7. Explore Financial Assistance Options	On-going beginning in FY 2025 / 2026	Administrative	No Cost	Town Administrator and Finance Staff
8. Document Water Line Condition and Develop Replacement Strategy	On-going beginning FY 2025 / 2026	Planning	No Cost	Public Works Director and Staff
9. Clean and Remove Obstructions, Debris, and Obsolete Equipment from Well Sites and Buildings	FY 2025 / 2026	Operational	$2,000	Public Works Director and Staff
10. Develop Operation and Maintenance Program and Procedures	Within 1 Year after Adoption	Planning	No Cost *	Public Works Director, or Designee
11. Develop Change Out/Repair and Replacement Program for Critical Assets	Within 1 Year after Adoption	Planning	No Cost *	Public Works Director or Designee

Town of Lake Hamilton WATER SYSTEM PRIORITY ACTION LIST				
Action Item	**Target Date(s)**	**Cost Type**	**Cost**	**Responsible Party or Parties**
12. Develop Comprehensive Capital Improvement Plan for Water System	Within 1 Year after Adoption	Planning	No Cost *	Public, Council, Town Administrator, Public Works Director and Staff
13. Continue Scheduled Work on Degasifier	2025-2026	Capital	$18,000	Public Works Director, Staff
14. Replace Hydrants in Failed Condition; Repair/Replace Hydrants in Poor Condition; Install 10 Hydrant Valves	Failed in FY 2026 Poor in FY 2027 and	Capital	Failed - $14,000; Poor - $5,000; Valves - $12,000;	Public Works Director, Staff
15. Replace Valves in Failed, Poor, Very Poor Condition and begin Replacing 2" wheel handle valves with Square Nut Valves	Failed, Very Poor, Poor in FY 2026 2" wheel handle in FY 2027	Capital	Failed, Very Poor, Poor - $5,700; and 2" wheel handle valves $5,000	Public Works Director, Staff
16. Engage a Registered Engineer To Review, Plan, Design, Permit, and Construct Capital Projects (e.g., Elevated Storage Tank, Interconnection)	On-going beginning FY 2026	Capital	Professional Service and Construction Cost based on Project Scope	Town Administrator, Public Works Director and Staff
17. Engage a Registered Engineer to Perform Hydraulic Study on Distribution System	FY 2026	Capital	Professional Service and Construction Cost based on Project Scope	Town Administrator, Public Works Director and Staff
18. Continue with Phase 2 of WTP upgrades	FY 2025- 2026	Capital	Estimated $11.7 Million (Actual costs will vary)	Town Administrator, Public Works Director and Staff

Town of Lake Hamilton WATER SYSTEM PRIORITY ACTION LIST				
Action Item	**Target Date(s)**	**Cost Type**	**Cost**	**Responsible Party or Parties**
19. Installation of new Ground Storage Tank (.8 MGD) and 2 Upper Floridan Wells	FY 2026 - 2027	Capital	Estimated Cost $2,600,055 (actual costs will vary)	Town Administrator, Public Works Director and Staff
20. Have Energy Audit Completed	FY 2026	Operational	No Cost *	Public Works Director, Staff
21. Locate, Clean Out and Evaluate Buried or Unlocated Valves Shown on System Maps	FY 2025 - 2026	Operational	No Cost *	Public Works Director, Staff
22. Update Water System Mapping	On-going	Administrative	No Cost	Public Works Director, Staff or designee
23. Provide Additional Staff Training Opportunities	On-going	Administrative	Cost May Vary *	Public Works Director
24. Implement Annual Asset Replacement Program	Annually	Operational	Cost will Vary Based on Asset Replacement Program and Strategy	Council, Town Administrator, Public Works Director and Staff
25. Conduct Rate Sufficiency Study and Adjust Rate Structure as Needed with RevPlan	Annually	Planning	No Cost *	Town Administrator, Public Works Director and Finance Staff
26. Revise AMFS Plan and RevPlan Model	Annually	Administrative	No Cost *	Council, Town Administrator, Public Works Director and Staff
27. Update Energy Audit	Every 2 to 3 Years	Administrative	No Cost *	Town Administrator, Public Works Director and Staff

*** As a member of the Florida Rural Water Association, FRWA is able to assist the Town of Lake Hamilton's Water System with this Service.**

Fiscal Strategy and AMP Process Recommendations.

Based on this asset management and fiscal sustainability study, **specific recommendations** related to capital expenditures and operating expenditures over the next five years found in the Priority Action List are as follows:

1. Adopt this Asset Management and Fiscal Sustainability Plan (AMFS) study in the form of a Resolution. Appendix A contains a sample Resolution for the Town of Lake Hamilton

2. Engage a Florida Registered Engineer to support the Utility in review, funding, planning, design, permitting, and construction of critical capital and operational action items as recommended in this AMFS study.

3. Make funding applications to the following programs/agencies in support of Utility System Upgrades/Improvements as recommended by this AMFS study. A synopsis of water utility funding programs can be found at the following link: http://www.frwa.net/funding.html.

    a. FDEP-State Revolving Fund (SRF)
    b. Regional Water Management District
    c. Florida Department of Economic Opportunity Community Development Block Grant (CDBG)
    d. USDA Rural Development Direct Loan/Grant (USDA RD)
    e. FDEO Rural Infrastructure Fund Grant (RIF)
    f. Local Funding Initiative Requests

4. Evaluate and Adopt a Utility rate structure that will ensure rate sufficiency as necessary to implement capital improvements.

5. Begin using Diamond Maps for Asset Management Planning (AMP) and Computerized Maintenance Management System (or another CMMS of your choice).

6. Continue to build your asset management program by:
    a. Collecting critical field data and attributes on any new or remaining assets.
    b. Improve processes which provide cost savings and improved service.
    c. Implementing a checklist of routine maintenance measures.
    d. Benchmarking critical processes annually.
    e. Develop policies that will support funding improvements.
    f. Develop manuals, SOPs, and guidelines for critical processes.
    g. Identify responsible persons or groups to implement processes to protect critical assets.
    h. Attend asset management training annually.

1. Introduction

In accordance with FDEP Rule 62-503.700(7), F.A.C., State Revolving Fund (SRF) recipients are encouraged to implement an Asset Management Plan for all funded assets to promote the utility system's long-term sustainability. To be accepted for the ***financing rate adjustment and to be eligible for principal forgiveness/reimbursement***, an asset management plan must:

A. Be adopted by Resolution or Ordinance.
B. Have written procedures in place to implement the plan.
C. Be implemented in a timely manner.

The plan must include each of the following:

1. Identification of all assets within the utility system.

2. An evaluation of the utility system assets' current:

    a. Age
    b. Condition
    c. Anticipated useful life of each asset.

3. Current value of utility system assets.

4. Operation and maintenance cost of all utility system assets.

5. A Capital Improvement Program Plan (CIPP) based on a survey of industry standards, life expectancy, life cycle analysis and remaining useful life.

6. An analysis of funding needs.

7. The establishment of an adequate funding rate structure.

8. An asset preservation plan that includes:

    a. Renewal
    b. Replacement
    c. Repair
    d. A risk-benefit analysis to determine optimum renewal or replacement timing.

9. An analysis of population growth and water treatment demand projections for the utility's planning area and an impact fee model, if applicable, for commercial, industrial, and residential rate structures; and

10. A threshold rate set to ensure proper water system operation and maintenance; if the potential exists for the project sponsor to transfer *any* of the system proceeds to other funds, rates must be set higher than the threshold rate to facilitate the transfer and maintain proper operation of the system.

Fiscal Sustainability represents the accounting and financial planning process needed for proper management of system assets. It assists in determining such things as:

a. Asset maintenance, repair, or replacement cost.
b. Accurate and timely capital improvement project budgeting.
c. Forecasting near and long-term capital improvement needs.
d. Whether the system is equipped for projected growth.
e. Whether adequate reserves exist to address emergency operations.

Fiscal sustainability analysis requires a thorough understanding of the system's assets' current condition and needs. Therefore, fiscal sustainability follows asset management and is improved by sound asset management. Conversely, asset management requires a healthy fiscal outlook since servicing and care of current assets is not free. Timely expenditures for proper servicing and care of current assets are relatively small when compared to repair and replacement expenditures that inevitably occur with component failure due to neglect.

Having a solid AMFS plan in place will benefit the Town of Lake Hamilton's Water System in determining which assets are to be insured and for what amount, and to more effectively and efficiently identify its capital improvement needs and solutions. Additionally, the State Revolving Fund (SRF) requires a system to adopt and implement an AMFS plan to qualify for loan interest rate reduction if funding is sought. An AMFS helps a system more effectively and efficiently identify its capital improvement needs and solutions.

This AMFSP's intended approach is to assist the Town of Lake Hamilton's Water System with conducting a basic inventory and condition assessment of its current assets. It is expected that the System will periodically re-evaluate the condition of its assets, at least annually, to determine asset remaining useful life. A reminder can be established for staff that a given component is nearing time for servicing, repair, or replacement. Furthermore, major capital improvement needs can be reassessed periodically as they are met or resolved. In short, **this plan is not designed to be set in stone, but is intended to be a living, dynamic, evolving document**. It is recommended that the System conduct at least an annual plan review and revise it as necessary throughout the year, resulting in a practical and useful tool for staff.

2. Asset Management Plan

Components of Asset Management

Asset Management can be described as 'a process for maintaining a desired level of customer service at the best appropriate cost.' Within that statement, 'a desired level of service' is simply what the utility wants their assets to provide. 'Best appropriate cost' is the lowest cost for an asset throughout its life. The goal is to provide safe, reliable service while at the same time being conscious of the costs involved both short and long term.

Asset Management includes building an inventory of the Town's assets, developing and implementing a program that schedules and tracks all maintenance tasks, generally through work orders, and developing a set of financial controls that will help manage budgeted and actual annual expenses and revenue. By performing these tasks, targeting the system's future needs will be much easier.

Asset Management provides documentation that helps the Town understand the assets they have, how long these assets will last, and how much it will cost to maintain or replace these assets. The Plan also provides financial projections which show the utility whether rates and other revenue mechanisms are sufficient to supply the utility's future needs, 5, 10, even 20 years ahead.

Asset Management is made up of five core questions:

1. What is the current status and condition of the Town's assets?
2. What is Level of Service (LOS) required?
3. What assets are considered critical to meeting the required LOS?
4. What are the utility's Capital Improvement Program Plan (CIPP), Operations and maintenance plan (O&M), and asset's Minimum Life Cycle Cost strategies?
5. What is the utility's long term financial strategy?

The purpose of an Asset Management and Fiscal Sustainability plan is to help the Town operate and maintain their system in the most effective and financially sound manner. An AMFS plan is a living document and is not intended to sit on a shelf. It must be maintained, updated, and modified as conditions and situations change. Experience will help the utility fine tune the plan through the years.

Implementation

In developing this plan, FRWA has collected information on most of the water system assets. The information has been entered into Diamond Maps; a cloud based geographical information system (GIS). FRWA, in partnership with FDEP, has contracted with Diamond Maps to develop

Asset Management software specifically for small systems at an affordable cost. The Town of Lake Hamilton has already begun utilizing Diamond Maps and its benefits. The assessments done will be updated into the Town's maps.

Having an asset management tool to keep data current is essential for tracking the utility's assets into the future, to assist with planning and funding for asset rehabilitation or replacement, to schedule and track asset maintenance by issuing work orders and assigning tasks to personnel who will perform the work and update in the system.

In addition to the CMMS tool, Diamond Maps, the Florida Rural Water Association (FRWA) has partnered with the Florida Department of Environmental Protection (FDEP) State Revolving Loan (SRF) program and Raftelis Financial Consultants to create an online financial tracking and revenue sufficiency modeling tool, RevPlan.

RevPlan is designed to enhance asset and financial management for small/medium Florida water and wastewater utilities. It provides a free-to-member online tool to achieve financial resiliency, and to maintain utility assets for long-term sustainability. Additionally, RevPlan is programmed to populate asset information directly from Diamond Maps.

By inputting your accurate budgetary, operation and maintenance costs, capital improvement plan costs, existing asset and funding information, this tool assists the user in identifying any rate adjustments and/or external funding necessary to meet the utility finance requirements, and the impact rate increases/borrowing may have on customers.

There are a few important elements of a successful RevPlan outcome:

- The tool is only as accurate as the information used.
- One person should be assigned the task of annual RevPlan updates.
- Updating asset information in Diamond Maps is essential.

FRWA staff has entered a preliminary model into RevPlan to help the utility get started. The assets collected along with financial information provided by the system were entered to create the model. Each year (or as projects come about) the system is encouraged to update RevPlan and use it to help understand the impacts of future projects and rate increases. Details from the model are located in the financial section of the plan.

Level of Service (LOS)

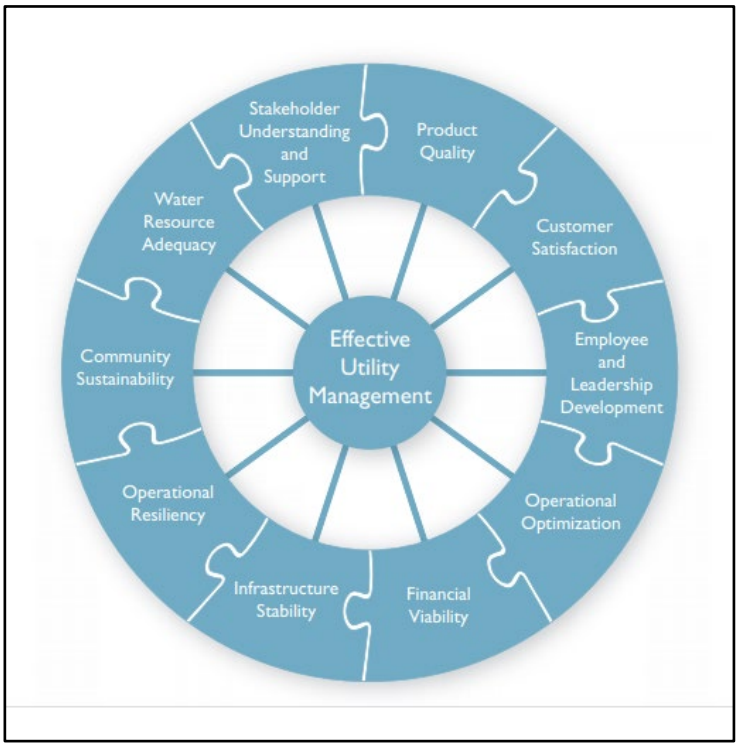
As a provider of water services, a utility must decide what Level of Service (LOS) is required for its customers. When setting these goals, most importantly, the utility must decide the level of service it will provide. Ideally, these goals would be conveyed to the utility's customers via a 'Level of Service Agreement.' This document demonstrates the utility's accountability in meeting the customer's needs and its commitment to do so. There are four key elements regarding LOS:

1. Provide safe and reliable water service while meeting regulatory requirements.
2. Budget improvement projects focused on assets critical to sustained performance based on sound operational and financial planning.
3. Maintain realistic rates and adjust as necessary to ensure adequate revenue reserves for targeted asset improvement.
4. Ensure long-term system resilience and sustainability.

Targets must be set for individual parameters. Metrics should be created to help the utility direct efforts and resources toward predetermined goals. The established goals must include consideration of costs, budgets, rates, service levels, and level of risk. These goals are set in an agreement between the Town and its customers.

In 2008, a unique coalition representing the "Collaborating Organizations," which include the U.S. Environmental Protection Agency and a growing number of major water sector associations supported an approach developed by water sector leaders for water utility management. The approach is based around the Ten Attributes of an Effectively Managed Utility and Five Keys to Management Success—known as Effective Utility Management (EUM). These Attributes provide a clear set of reference points and are intended to help utilities maintain a balanced focus on all important operational areas rather than reactively moving from one problem to the next or focusing on the "problem of the day."

The Ten Attributes of an Effectively Managed Utility provide useful and concise goals for water sector utility managers seeking to improve organization-wide performance. The Attributes describe desired outcomes that are applicable to all water and wastewater utilities. They comprise a comprehensive framework related to operations, infrastructure, customer satisfaction, community sustainability, natural resource stewardship, and financial performance.



Water and wastewater utilities can use the Attributes to select priorities for improvement, based on each organization's strategic objectives and the needs of the community it serves. The Attributes are not presented in a particular order, but rather can be viewed as a set of opportunities for improving utility management and operations.

To begin, the Town will assess current conditions by ranking the importance of each Attribute to the utility, based on the utility's vision, goals, and specific needs. The ranking should reflect the interests and considerations of all stakeholders (managers, staff, customers, regulators, elected officials, community interests, and others). Once you have chosen to improve one or more Attributes, the next step is to develop and implement a plan for making the desired improvements. Improvement plans support the implementation of effective practices in your chosen attribute area(s). An effective improvement plan will:

1. Set Near- and Long-term Goals: Set goals as part of the improvement plan to help define what is being worked toward. Near- and long-term goals for the utility should be linked to the strategic business plan, asset management plan, and financial plan. Goals should also be "SMART."

    - **S – Specific**: What exactly will be achieved? Make the goals specific and well defined. Each goal should be clear to anyone with even a basic knowledge of the utility.

    - **M – Measurable**: Can you measure whether you are achieving the objective? You must be able to tell how close you are to achieving the goal. You must also be able to determine when success is achieved.
    - **A – Assignable and Attainable**: Can you specify who is responsible for each segment of the objective? Is the goal attainable? Setting a goal to have zero water outages is great, but unrealistic. A better choice might be to set a goal that states no outage will exceed six hours.

    - **R – Realistic**: Do you have the capacity, funding, and other resources available? The staff and resources of the utility must be considered when setting goals. Available personnel, equipment, materials, funds, and time play a role in setting realistic targets.

    - **T – Time-Based**: What is the timeframe for achieving the objective? There must be a deadline for reaching the goal. Adequate time must be included to meet the target. However, too much time can lead to apathy and negatively affect the utility's performance.

2. Identify Effective Practices: Each Attribute area for improvement will be supported by effective practices implemented by the utility. A substantial number of water sector resources exist that detail effective utility practices for each of the Attributes.

3. Identify Resources Available and Resources Needed: For each practice/activity to be implemented as part of the improvement plan, identify resources (financial,

informational, staff, or other) that exist on-hand, and those that are needed, to support implementation.

4. Identify Challenges: For the overall improvement plan and for specific practices/activities to be implemented, identify key challenges that will need to be addressed.

5. Assign Roles and Responsibilities: For each improvement action, identify roles and responsibilities for bringing the implementation to completion.

6. Define a Timeline: Establish start date, milestones, and a completion target for each activity/improvement action.

7. Establish Measures: Establish at least one (or more) measure of performance for items to be implemented under the improvement plan.

More information and resources on Effective Utility Management (EUM) can be found at www.WaterEUM.org.

The idea is to set goals and meet them. Reaching the goals should not be overly easy. Effort should be involved. The goals should target areas where a need exists. If the bar is set too low, the process is pointless. Most importantly, the utility must decide the level of service it will provide. The following table shows examples of what might be included as Level of Service goals. The LOS items for the Town of Lake Hamilton's Water System must be specific to the system and ideally conveyed to the utility's customers via a 'Level of Service Agreement.' This document demonstrates the utility's accountability in meeting the customer's needs and its commitment to do so.

Town of Lake Hamilton Water System Drinking Water (DW) Level of Service Goals			
Attribute and Service Area	**Goal**	**Performance Targets**	**Timeframe/ Reporting**
Service Delivery - Health, Safety and Security	Reduce "down time" for water outages and reduce the number and duration of Boil Water Notices	Provide water distribution employees with training necessary to be proactive in water system maintenance and to rapidly and efficiently make emergency water system repairs.	Annual report to Council
Infrastructure Stability - Asset Preservation and Condition	Improve system wide preventive maintenance (PM)	Develop a comprehensive Preventive Maintenance monthly schedule for equipment and water system components (including valve exercising) and complete all preventative maintenance tasks as scheduled.	Monthly report to Public Works Director/ Annual report to Council

Infrastructure Stability - Asset Preservation and Condition	Establish a Predictive Maintenance Schedule (PdMS)	Develop a weekly PdMS to continuously monitor equipment for signs of unexpected problems. Adjust the PdMS as needed.	Monthly report to Public Works Director/ Annual report to Council
Infrastructure Stability - Asset Preservation and Condition	Develop an Asset Replacement Strategy	Develop an asset replacement strategy to be updated at least annually, including financing options.	Monthly report to Public Works Director / Annual report to Council
Financial Viability - Service Quality and Cost	Assure that the utility is financially self-sustaining.	Perform an annual utilities rate analysis and make any needed rate adjustments every three to five years.	Annual Report to Town Administrator, Finance and Board
Financial Viability – Service Quality and Cost	Enact automatic inflationary rate adjustments	Annual evaluation of the adequacy of inflationary rate adjustments	Annual report to Town Administrator, Finance and Council
Financial Viability - Service Quality and Cost	Minimize Life of Asset Ownership costs	Bi-annual evaluation of unexpected equipment repairs compared to the Preventive Maintenance Schedule (PMS). Adjust the PMS if warranted.	Annual report to Public Works Director and Council
Infrastructure Stability - Conservation, Compliance, Enhancement	Improve reliability of water distribution through the distribution system	Annual evaluation of the water distribution system, including piping, valves, and fire hydrants. Develop a long-range plan for replacements and improvements with timelines and funding options.	Monthly report to Public Works Director/ Annual report to Council

3. System Description

Overview

Lake Hamilton, named for the beautiful lake it borders—once called Lake Hambleton—is steeped in rich history and natural beauty. The lake, featuring 35 miles of shoreline, is one of the largest in the state and was home to Bonars Island, where Chief Chipco's tribe of Creek and Seminole Indians resided during the Indian conflicts of 1854–1856. Chief Chipco, known for his peaceful ways and friendly relations with settlers, refused to fight until warned of an imminent attack. He later relocated to Lake Pierce, where he died and was succeeded by Chief Tallahassee. A monument honoring Chief Chipco stands in Lake Hamilton Park, dedicated by the Daughters of the American Revolution in 1957. The town also claims a brush with presidential history, as President Grover Cleveland once fished in the lake, likely during his 1929 trip to dedicate Bok Tower.

The town began to take shape in 1913 when William Hosmer built the first residence and a store, followed by the establishment of a school, railroad station, and post office in 1914. The early 20th century saw Lake Hamilton emerge during Florida's land boom and citrus farming era, attracting Swedish immigrants and northern families. In 1925, the town was officially incorporated. During the 1960s and 1970s, Lake Hamilton gained recognition for manufacturing Hurricane Aircats—military airboats used in the Vietnam War. Though it never became a major metropolis, Lake Hamilton has grown into a diverse and close-knit community. With scenic highways, access to

larger neighboring cities like Lake Wales and Winter Haven, and a setting surrounded by tranquil lakes and fragrant orange blossoms, the town continues to attract families and retirees seeking peaceful small-town living:

- Population: The population of Lake Hamilton was 1,673 in the 2024 census, marking a 7.8% increase since the most recent census in 2020. This steady growth reflects the area's appeal and potential for ongoing development.
- Median Household Income: The estimated median household income in Lake Hamilton for 2022 was $48,593. This figure offers insights into the economic standing of local residents and contributes to understanding the community's overall prosperity.
- Per Capita Income: Lake Hamilton reported a per capita income of $19,748 in 2022. This metric indicates the average income per person in the city, providing a glimpse into individual earning levels.
- Cost of Living Index: As of March 2022, Lake Hamilton's cost of living index was 88.7. This value, below the national average of 100, suggests that living in Lake Hamilton is relatively more affordable than the U.S. average, contributing to its appeal as a residential area.
- Poverty Rate: In 2022, Lake Hamilton's poverty rate stood at 22%, which is higher than the state average of 12.7%. This data suggests that while Lake Hamilton offers many appealing qualities, a notable portion of its population faces economic challenge.

https://www.city-data.com/city/Lake-Hamilton-Florida.html

The Drinking Water system is currently comprised of 2,014 metered connections to the System's water supply. The water is supplied from two wells located inside the Water Treatment Plant. According to the most recent sanitary survey, the system's designed capacity is 3.456 MGPD. The total storage capacity is 400,000 gallons.

Water Treatment is achieved by the use of Ph adjustment, Packed Tower Aeration, Conventional Aeration, Hypo Chlorination and Phosphate Injection.

Form of Government

The Town of Lake Hamilton in Polk County, Florida, was established by the Florida State Legislature on November 6, 1924 and has continued as a municipal corporation with a Council and Administrator form of government.

The Town Council is the governing body of the Town of Lake Hamilton, as established by the Florida Legislature, and serves as the legislative branch of town, as defined in the town charter. The regular meetings of the Town Council are held on the first Tuesday of every month, unless changed by Council. The meetings are held at Town of Lake Hamilton Town Hall, 100 Smith Ave.

All powers of the town shall be vested in the Town Council except as otherwise provided by law

or the Town Charter. The government of the Town shall be vested in the following elective officers; a Mayor, whose term of office shall be three years; and, a Legislative Branch, the Town Council, consisting of four members, each Council Member having a term of three years. The Council seats will be numbered 1 through 4. The Vice-Mayor, shall be selected at the first meeting after the April Election (May of each year), from Members of the Town Council by majority vote of the Council, and shall act as Mayor during the absence or disability of the Mayor.

Town of Lake Hamilton Council	
Phyllis Hall	**Mayor**
Cora Perry Roberson	**Council Member Seat 1**
Robert Mathis	**Council Member Seat 2**
Patrick Slavens	**Council Member Seat 3**
Carmen Demanche	**Council Member Seat 4**

System Management and Water Staff

FRWA appreciates the assistance of those employees that helped in the preparation of this Plan. They include but not limited to the following:

Name	Job Title
Brittney Sandoval	**Town Administrator**
Patrick Henry	**Public Works Director**
Dalton Lake	**Maintenance Worker 1**
William Mills	**Maintenance Worker 1**
Harvey Sims III	**Chief Water Operator**
Noah St John	**Wastewater Operator**
Brandon Stanbridge	**Distribution & Collections Supervisor**
Cathy Sumner	**Office Coordinator**

Jerry Torrance	**Utilities Superintendent**
Jimmie Wesley	**Distribution & Collections Operator**

System Components

The System's water is supplied from 2 wells which use onsite treatment of chlorination and the addition of hydrated lime and one booster pump station. The system has a design capacity of 3.456 MGD, an average daily demand of 0.32 MGD and a maximum daily demand of 0.519 MGD (2021 sanitary survey). Storage components for water total 0.4 MGD.

Name	Capacity	Material	Last Inspected
WTP Ground Storage Tank	400,000	Concrete	12/2021
Packed Tower Aerator	40,000	Steel	N/A

The System has the tanks inspected regularly.

- WTP Ground Storage Tank – The interior and exterior were found to be in good condition. No deficiencies to the tank were noted during the inspection.
- Packed Tower Aerator – The Packed Tower Aerator has been off-line for the last few years. System staff is currently working on rehabbing the tower for full operation as plant was designed.

The bulk of the distribution system was originally installed in the early 1970's. There were some portions that were found to have been installed in the 1920's. Since that time, the distribution system has been updated, replaced and/or expanded to better meet the needs of the System. The system is comprised of primarily Polyvinyl Chloride (PVC) Pipe and Ductile Iron (DI) Pipe. The piping sizes range from two inches to ten inches used in the transmission of the finished water. The treatment process is achieved through chlorination and lime stabilization.

According to the last sanitary survey and the last consumer confidence report (2023), water quality and most of the system's equipment were in satisfactory condition and met all standards. Some areas of concern were noted in the sanitary survey but have been corrected by the System.

Besides the equipment and process listed above the Town is about to begin Phase 2 of the water plant upgrades that will include two additional wells and storage tanks and other necessary equipment.

Number of Connections and Average Use

The System has 2,014 metered connections throughout the system. The average use was not able to be determined at the time of this report. Once an updated RevPlan model is completed this information will be determined.

4. Current Asset Conditions

Assets Critical to Sustained Performance

The System's water utility is composed of ***critical infrastructure***. The utility provides essential services for the community. The proper provision of these services protects the public health and the environment. The Florida Department of Environmental Protection has strict requirements for the proper operation and maintenance of the utility system, and the System is responsible for meeting these requirements.

Every water and wastewater system are made up of assets. Some you can see, while some you cannot. These are the physical components of the system, such as blowers, pumps, valves, pipes, tanks, motors, manholes, and buildings. Each is important in its own way and serves a function to make the system operate as it should.

One trait common to all assets is that they lose value over time. With age comes deterioration; with deterioration comes a decreased ability to provide the level and type of service the utility should give to its customers. Another trait common to assets is that they must be maintained. Maintenance costs increase as these assets age. Operation costs can rise with age as equipment becomes worn and less efficient. At some point, it is wiser to replace components rather than continue with more frequent and costly repairs. Failed or failing equipment can cause inadequate treatment, customer complaints, damage to private property, negative environmental impacts, permit violations, and regulatory fines.

Another unfortunate reality is that all assets will ultimately fail, and if not properly maintained, some will fail prematurely. How the utility manages the consequences of these failures is vital. Not every asset presents the same failure risk. Not every asset is equally critical to the performance of the utility. Factors that contribute to asset failure are numerous and include age,

environment (e.g., weather, corrosive environments), excessive use and improper or inadequate maintenance.

Replacement versus rehabilitation is always a consideration. What is best for the utility? What is best for the customer? The proper decision must be made based on information gleaned from all available resources. Continuing the use of a Computerized Maintenance Management System (CMMS) will ensure the System's assets last longer, perform better, and provide more reliable service. Utilizing data contained in Diamond Maps, maintenance schedules can be created following both manufacturer's recommendations as well as those of industry professionals. Work orders should be created and scheduled to ensure that work is assigned and completed. Tracking and recording maintenance tasks encourages accountability of staff assigned to maintain the equipment. Diamond Maps can do this for you and is included with an active account. FRWA staff can assist the System in creating these schedules as well as provide training in Diamond Maps.

Collection and Assessment

It is the goal of FRWA and the AMP program to assess as close to 100% as possible the production and distribution assets of the System. The System's Water Mains and Water Meters were not assessed as a part of this report due to the difficulty in properly evaluating these components. These assets are shown to be in average condition; however, a percentage of these assets are likely to be found in poor or failed condition. FRWA encourages the system to update the age and condition of these components in Diamond Maps and the Plan when better information is made available.

Water Production Facilities

The water production facilities are overall in average to good condition with no major deficiencies noted on the last inspection. Previous tank inspections also concluded that there were no serious issues with the storage tanks associated with the water facility. The only item to be found with deficiencies was the de-gasifier that is currently undergoing scheduled repairs and should return to full working order within the next few months once minor repairs are finished.

The active assets at the water production facilities are generally in average to good condition. It was noted that some older equipment showed signs of deterioration and corrosion. Regular maintenance and upkeep of the equipment and supply lines at the wells and plants will ensure a longer life before the need for replacement. Time should also be taken to clean debris and remove obsolete equipment no longer needed in the operation of the facilities.

The current water production facility is scheduled for its Phase 2 of upgrades to include new tanks, larger pumps, additional wells, and other items needed to increase the plants pumping and treatment capacity. Once those upgrades are completed it is important to add these assets into Diamond Maps.

In addition to the above mentioned recommendations, the Town should explore, with the assistance of their engineer, an assessment for the need of an Elevated Storage Tank and an Interconnection for emergencies with a neighboring utility.

Distribution System

The water distribution is comprised of primarily Polyvinyl Chloride (PVC) Pipe and Ductile Iron (DI) Pipe. There are approximately 24 miles of pipes ranging from two inches (2”) to ten inches (10”) used in the transmission of the finished water.

As lines begin to approach the end of their useful lives, many will begin to deteriorate making full repairs difficult. The combination of main breaks and system leaks may cause challenges for the system and higher than expected water loss. As with most systems, water loss can be a significant portion of the water produced by a utility. The most commonly accepted maximum water loss is fifteen percent (15%) of water produced, with accepted ranges from seven and a half percent (7.5%) to twenty five percent (25%). While an assessment of the distribution piping was not conducted during this phase, the System should keep close records of the work conducted on the mains. This should include pictures of the interior of pipes, coupons when new taps are installed, and work orders of all service and main repairs. By compiling this data over time, the System will be able to determine which areas of the distribution system need further evaluation, and which may need replacement. This documentation can be compiled through the use of the work order component of Diamond Maps. The replacement of failing lines and older meters will help improve the System’s non-revenue water loss.

Old or poorly constructed pipelines, inadequate corrosion protection, poorly maintained valves and mechanical damage are some of the factors contributing to leakage. Water lost after treatment and pressurization, but before delivered for the intended use, is water, money and energy wasted. Accurate location and repair of leaking water pipes in a supply system reduces these losses. Once a leak is detected, Lake Hamilton’s Water System must take corrective action to minimize water losses in the water distribution system. Excessive loss of water in a system may require priority attention and corrective action to be taken.

Regular maintenance, collecting coupons and documenting water main breaks and water quality complaints is an effective way to monitor the existing conditions of the piping, as it is often difficult to adequately assess. This documentation will provide the System a good starting point on developing a replacement strategy for some of the older or problematic water mains, including the asbestos concrete pipe. Issues like lead service line connections or lead poured joints are a common occurrence with older water mains and should be removed from service, as well as any asbestos pipe which also contain health risks.

As the Distribution System has experienced growth in the last few years a hydraulic study should be performed. A hydraulic study can benefit the system in the following areas:

1. System Optimization and Efficiency:

- Identify bottlenecks and flow restrictions in the distribution network.
- Optimize pump operations and tank levels for energy savings.
- Balance pressures across the system to reduce customer complaints and infrastructure strain.

2. Planning for Growth and Development
- Evaluate whether the current infrastructure can support new developments or increased demand.
- Aid in capacity planning and help make informed decisions about pipe upsizing or new infrastructure.

3. Fire Flow Analysis
- Determine whether hydrants provide adequate fire flow under different demand scenarios.
- Support compliance with fire protection standards from ISO or NFPA.

4. Leak Detection and Water Loss Reduction
- Pinpoint areas with potential leaks or unaccounted-for water through pressure and flow inconsistencies.
- Help prioritize leak detection surveys and pipe replacement efforts.

5. Emergency Preparedness
- Simulate system failures (e.g., pipe breaks, pump outages) to understand impacts and develop response strategies.
- Model alternative routing of water to maintain service during maintenance or emergencies.

6. Regulatory Compliance
- Support data for DEP or EPA reporting related to pressure zones, storage needs, and fire flow.
- Demonstrate due diligence in infrastructure planning and system reliability.

7. Infrastructure Investment Justification
- Provide data to justify capital improvement projects or funding applications (e.g., SRF, CDBG, USDA).
- Help develop a prioritized, data-driven capital improvement plan (CIP).

8. Integration with Asset Management
- Enhance asset management by aligning hydraulic model outputs with asset criticality and condition.
- Use model results to better target risk-based maintenance and replacement schedules.

Hydrants

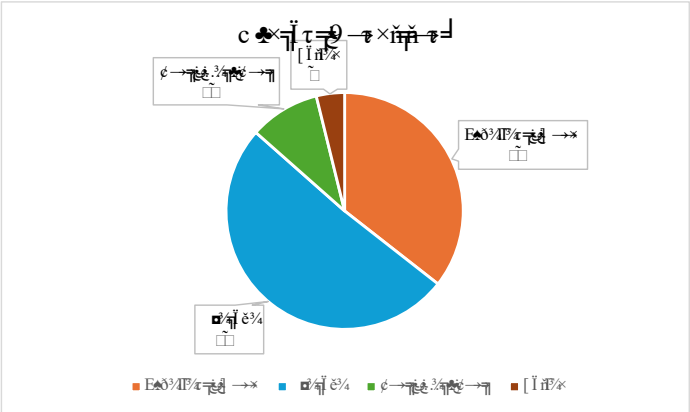
FRWA assessed all of the known 106 fire hydrants. The majority of hydrants assessed were in average working order and did not require any immediate need for repairs. Routine maintenance items like painting, replacing nozzle gaskets, repairing chains, and lubricating operating nuts and threads were the only deficiencies that were noted.

Fire hydrants have an expected life cycle of 50 years or more with proper routine maintenance and exercising. Three (3) of the hydrants were installed before 1975 meaning that those hydrants have already reached or are near to reaching the end of their useful life. The fire hydrants serve as a critical tool for firefighting and flushing water from dead-end lines. The hydrants should be inspected and exercised at least annually. The flow should be measured and recorded for each hydrant. Records of the flows and dates assessed and exercised can then be updated into Diamond Maps to create a historic database and a good record of work that has been or needs to be done. The work order feature in Diamond Maps may be utilized for the task of creating a hydrant maintenance and exercising program.

Of the 106 hydrants, 96 were observed to have hydrant valves. It is recommended that when a hydrant is added or replaced, that a hydrant valve be installed to match existing ground level with the addition of a concrete collar.

During the course of the assessment, FRWA assessed or visually inspected 106 hydrants. Of these:

- 37 hydrants were in Excellent / good condition (35%).
- 53 hydrants were in average condition (50%) – Minor to moderate corrosion, broken chains, minor leaks during flushing, needs painting and/or minor maintenance deficiencies.
- 10 hydrants were in poor / very poor condition (9.5%) – Moderate to heavy corrosion, some difficulty turning, leaking before flushing, damaged, and/or too low to the ground.
- 4 hydrants were in failed condition (3.7%) – Significant leaks. All outlets or operating nut seized.



Hydrant ID	Condition	Reported Issue	GPS Location	
wHyd-37	Failed	Hydrant free spins and caps are seized shut. Aux valve is off	28.0433401	-81.6223599

wHyd-48	Failed	Hydrant is bagged and out of service	28.0443053	-81.6212992
wHyd-55	Failed	Seized, no aux valve present	28.0486851	-81.6235678
wHyd-63	Failed	Seized	28.0509336	-81.6228818
wHyd-8	Poor	Buried below 18" minimum grade, stiff to turn	28.0421945	-81.6307495
wHyd-45	Poor	Buried below minimum grade, no year present	28.044308	-81.6223444
wHyd-46	Poor	Hard to turn, recommend replacement	28.045057	-81.6223984
wHyd-47	Very Poor	Hydrant leaking from top of operating nut, did not turn or assess	28.0450471	-81.6214281
wHyd-57	Poor	Unable to assess due to wasp nest	28.0502073	-81.6278179
wHyd-65	Poor	Stiff to turn but does operate	28.048412	-81.6279613
wHyd-80	Poor	Below minimum grade	28.0565268	-81.6345438
wHyd-83	Poor	Buried below minimum grade	28.0438558	-81.6151541
wHyd-87	Poor	Buried below minimum grade	28.0572854	-81.6157415
wHyd-88	Poor	Needs to be raised. Foot is buried. Will attach photo	28.0555014	-81.6156958

As the hydrant conditions change, poor condition hydrants need to be serviced, repaired, or replaced within two years. Failed hydrants should be repaired or replaced immediately for fire prevention capabilities as well as system flushing. A minimum of $3,500 should be budgeted for each hydrant replacement and an additional $1,200 for hydrants without a valve. This amount at a minimum should be budgeted for hydrant replacements until all hydrants have been repaired or replaced that are in a failed or poor condition. Poor condition hydrants need to be evaluated and repaired as needed. In some instances, the repair may be as simple as adding grease, while other repairs may include rebuilding or raising the hydrant. A minimum of $500 should be placed aside for repair of each hydrant rated as poor.

For future assessments of the hydrants, a flow test should be performed annually, and a report should be presented to the System with the findings. Typically, this is done by the local fire departments. Having the hydrants flow tested is a crucial piece of information needed for fire protection. Simply flowing the hydrant is different from a flow test. A special meter must be used to accurately measure the flow and gallons per minute (gpm) for each hydrant.

It is recommended that the system develop a written maintenance and flushing plan for the hydrants. As the hydrants begin to reach the end of their useful life, it is recommended that the System begin an annual hydrant replacement program and begin planning for the upgrading of four-inch lines to six-inch in order to accommodate the existing undersized hydrants. It is also recommended that the System install hydrant valves as hydrants are added or replaced in the system.

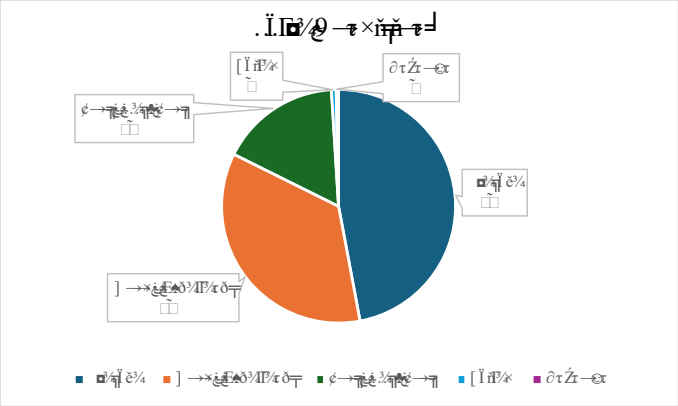
Estimated total cost to replace/repair hydrants throughout system: $ 29,200

- **Estimated cost to repair failed condition hydrants: $ 14,000**
- **Estimated cost to repair poor condition hydrants: $5,000**

- **Estimated cost to add hydrant valve to 10 hydrants: $ 10,200**

System and Hydrant Valves

A total of 212 System Valves and 98 Hydrant Valves were collected and assessed by FRWA. During the course of the assessment:



- 108 valves were in good / excellent condition (36%).
- 144 valves were in average condition (47%).
- 51 valves were in poor / very poor condition (17%).
- 2 valve were in failed condition (.7%).
- 1 valve was in unknown condition

FDEP requires a valve exercising program to be administered where all valves are turned at least once a year. Doing this will not only extend the life span of the valves but will help ensure that they are operational in a time of need. As the System begins exercising, repairing, and replacing valves, the ratings can be updated in Diamond Maps. Notating in Diamond Maps valves that are not operational and those that require repairs or replacement is useful information when they are used during emergencies and flushing programs.

Water valves used for the isolation of water are a crucial asset when dealing with water line breaks and to help direct flushing of clean water to a certain point or side of the system. These valves have a life span of 25 years or more and can continue to remain operational after that with proper exercise. During exercising, valves can be assessed or evaluated by closing off valves and checking flows at hydrants and other flush points. Some valves are required to be turned up and down multiple times if not exercised, to properly operate. While exercising valves, it is good practice to have a flush point open, if possible (hydrant or other flushing device fitting), to help wash out the buildup and deposits that form inside the seat of the valve.

Additionally, it was reported by the system that some valves may be completely buried or paved over. Buried valves should be located and the GPS locations of these valves should be updated during the implementation phase to reflect current conditions and changes should be made to locations if they are found to be inaccurate. As old lines are replaced or water breaks necessitate, new valves should be installed in order to better isolate sections of the system and to replace the smaller line size wheel valves.

Valve ID	Condition	Reported Issue	GPS Location	
wwValvInFac-13	Poor	Box filled with dirt	28.044416	-81.6326883
wwValvInFac-15	Poor	Box full of dirt	28.043921	-81.6319726

Valve ID	Condition	Reported Issue	GPS Location	
wwValvInFac-20	Poor	Valve box offset	28.0435883	-81.6306796
wwValvInFac-24	Poor	Valve box full of chunks of wood	28.0421746	-81.6316525
wwValvInFac-27	Poor	Box full of ants, unable to assess	28.0421795	-81.6307005
wwValvInFac-44	Poor	Needs raised to grade, buried under sod	28.0631491	-81.6132904
wwValvInFac-79	Poor	Unable to assess, wheel valve	28.0407046	-81.6283606
wwValvInFac-83	Poor	Buried, unable to locate from system map	28.0406207	-81.6278587
wwValvInFac-84	Poor	Unable to assess, wheel handle valve	28.0420907	-81.6221833
wwValvInFac-85	Poor	Unable to assess, wheel valve	28.0421632	-81.6211577
wwValvInFac-86	Very Poor	Leaks when turned	28.0421686	-81.6211573
wwValvInFac-88	Poor	Buried, unable to assess	28.0431942	-81.6212272
wwValvInFac-90	Poor	Valve was found off, did not assess	28.0432958	-81.6234571
wwValvInFac-92	Poor	Unable to assess, wheel valve	28.043208	-81.6234843
wwValvInFac-95	Poor	Unable to assess, wheel valve	28.0432115	-81.6265583
wwValvInFac-96	Poor	Paved over, located with metal detector	28.043218	-81.6278806
wwValvInFac-98	Poor	Unable to assess, wheel valve	28.0441983	-81.6278884
wwValvInFac-99	Poor	Unable to assess, wheel valve	28.0441917	-81.6279189
wwValvInFac-100	Poor	Valve box offset	28.0442017	-81.6271728
wwValvInFac-101	Poor	Valve box offset	28.0441928	-81.6271909
wwValvInFac-107	Poor	Very stiff to operate	28.0450424	-81.622344
wwValvInFac-112	Poor	Valve box offset	28.0465552	-81.6275166
wwValvInFac-114	Poor	Unable to assess, wheel valve	28.0465273	-81.6269287
wwValvInFac-121	Poor	Valve box sealed shut	28.047042	-81.6234284
wwValvInFac-122	Very Poor	Valve may be seized, did not turn felt like it would break	28.0470688	-81.6234262
wwValvInFac-129	Poor	Unable to locate from system map	28.0515275	-81.6276427
wwValvInFac-133	Poor	Debris in box	28.0530069	-81.6227401
wwValvInFac-134	Poor	Unable to turn due to no access	28.0515121	-81.6221147
wwValvInFac-135	Poor	Box full of dirt	28.0514948	-81.6219418
wwValvInFac-136	Poor	Box full of dirt.	28.0515137	-81.6219284
wwValvInFac-142	Poor	Buried	28.0416269	-81.6384379
wwValvInFac-144	Poor	Buried	28.0555382	-81.6308952
wwValvInFac-145	Poor	Full of dirt	28.0555298	-81.6327344
wwValvInFac-147	Poor	Unable to assess wheel handle valve	28.0560789	-81.6329032
wwValvInFac-148	Poor	Unable to assess the valve	28.0565525	-81.633058
wwValvInFac-150	Poor	Box is offset	28.0565152	-81.6345227
wwValvInFac-151	Poor	Extremely stiff. Cannot turn valve easily	28.0438955	-81.614733
wwValvInFac-154	Failed	seized	28.0438202	-81.6156626
wwValvInFac-7	Poor	Buried	28.0414699	-81.630633
wwValvInFac-8	Poor	Buried, needs raised	28.0421664	-81.6307527
wwValvInFac-9	Poor	Buried, unable to assess	28.0417047	-81.6325489

Valve ID	Condition	Reported Issue	GPS Location	
wwValvInFac-11	Poor	Buried, unable to locate	28.063112	-81.6127958
wwValvInFac-38	Failed	Valve seized, unable to turn	28.043225	-81.6272158
wwValvInFac-40	Poor	Debris in valve box, unable to assess	28.0441755	-81.6248626
wwValvInFac-41	Poor	Did not operate or assess due to hydrant being off	28.0443061	-81.6212852
wwValvInFac-48	Poor	Unable to assess due to wasp	28.0502073	-81.6278179
wwValvInFac-63	Poor	Box full of ants	28.0406951	-81.6392106
wwValvInFac-64	Poor	Full of ants	28.041614	-81.6384481
wwValvInFac-65	Poor	buried	28.0437739	-81.636985
wwValvInFac-66	Poor	Full of carpenter ants	28.0555409	-81.6309015
wwValvInFac-68	Poor	Offset box	28.0566644	-81.6329353
wwValvInFac-69	Poor	Box full of dirt. Needs vac	28.0437246	-81.6141853
wwValvInFac-77	Poor	Box need to be uncovered	28.0621299	-81.6079288

It is recommended that all valves buried or paved over be located, mapped, and assessed. It is also recommended that inline wheel valves be replaced and that all valves be raised to match the existing ground level with the addition of a concrete collar to prevent damage from mowers or adjacent road work.

- **Estimated cost to replace 2" (10) wheel handle valves: $ 5,000**
- **Estimated cost to replace Failed, Poor, Very Poor valves (6) throughout system: $5,700**
- **Cost to locate, evaluate, clean out and reset (37) valve boxes: Free if done by system.**

Control Valves

The System currently has 16 control valves which consists of two-inch blowoff valves, air release valves, and various sized check valves. During the course of the assessment all were found to be in average condition with no major deficiencies noted.

Water Meters

The System currently has and maintains 2,009 water meters throughout the System for residential and commercial use. The guidelines for meter replacement vary from different manufactures but industry standards are set at replacement being done every 20 years or 1,000,000 gallons. Older meters slow down over time and lead to higher numbers of unaccounted for water and lost revenue. It is recommended that the System begin putting funds aside to replace their meters.

- **Estimated cost to replace meters throughout the system (approximately 2,014 customers @ $500 per meter): $ 1,007,000**

The numbers above are an illustration from a system that has went through a meter replacement project recently and incorporated newer technology that lets the system obtain meter readings remotely. The actual cost will vary by the vendor and technology that is chosen to best fit the System's needs.

Water meters should be considered a critical component of the System's revenue stream. Inaccurate meters can cost a System thousands of dollars over time. Therefore, making sure that meters are working properly, and replacing old and broken meters annually, is an industry standard and best management practice. Regular testing of large meters (two inches and above) or meters installed at high use locations is also recommended. Meters testing below AWWA standards should be repaired or replaced ensuring accuracy and preventing lost revenue.

5. Operations and Maintenance Strategies (O&M)

O&M consists of preventive and emergency/reactive maintenance. The strategy for O&M varies by the asset, criticality, condition, and operating history. All assets have a certain risk associated with their failure. This risk must be used as the basis for establishing a maintenance program to make sure that the utility addresses the highest risk assets. In addition, the maintenance program should address the level of service performance objectives to ensure that the utility is running at a level acceptable to the customer. Unexpected incidents could require changing the maintenance schedule for some assets. This is because corrective action must be taken in response to unexpected incidents, including those found during routine inspections and O&M activities. Utility staff will record condition assessments when maintenance is performed, at established intervals, or during scheduled inspections. As an asset is repaired or replaced, its condition will improve and therefore it can reduce the overall risk of the asset failing. This maintenance strategy should be revisited annually.

Two important considerations in planning O&M strategies are:

- Unplanned repairs should be held at 30% or less of annual maintenance activities.
- Unplanned maintenance in excess of 30% indicates a need to evaluate causes and adjust strategies.

Staff Training

Utility maintenance is quite unique. It can involve one or a combination of water system repairs, customer service issues, troubleshooting and repair, pump and motor repairs and other technical work. This skill set is not common. Training staff, whether they are new or long-term employees, is especially important. It is recommended that the System initiate or enhance their training program for its employees. In addition to technical training, safety training is also necessary. Treatment Plants and distribution/collection systems can be dangerous places to work. Electrical

safety, troubleshooting panel boxes, trenching and shoring, and confined space entry are just a few of the topics that could benefit the System and its staff.

FRWA personnel can provide some of the training needed by the Town of Lake Hamilton's staff. Training services that we offer to members are listed on our website http://www.frwa.net under the Training Tab.

There is no such thing as too much training. The more your staff knows, the more capable, safe, and professional they become. This enhanced sense of professionalism will improve the quality of overall service and accountability to the community.

Preventive Maintenance

Preventive maintenance is the day-to-day work necessary to keep assets operating properly, which includes the following:

1. Regular and ongoing annual tasks necessary to keep the assets at their required service level.
2. Day-to-day and general upkeep designed to keep the assets operating at the required levels of service.
3. Tasks that provide for the normal care and attention of the asset including repairs and minor replacements.
4. Performing the base level of preventative maintenance as defined in equipment owner's manuals.

These preventative maintenance guidelines are supplemented by industry accepted best management practices (BMPs).

Equipment must be maintained according to manufacturer's recommendations to achieve maximum return on investment. By simply following the manufacturer's suggested preventive maintenance the useful life of equipment can be increased two to three times when compared to "run till failure" mode of operation. Communities that have disregarded preventive maintenance practices can achieve positive returns from a relatively small additional investment. Deferred maintenance tasks that have not historically been performed due to inadequate funding or staffing must be programmed into future operating budgets. Proper funding provides staffing and supplies to achieve life expectancy projected by the manufacturer and engineer.

Table 5.A on the following page is a sample O&M Program for this system and is based on best management practices, manufacturers' recommended service intervals, staff experience, and other sources. *This schedule is only an example*. The true schedule must be created by system staff, based on their historical knowledge and information gleaned from the O&M Manuals and other sources.

Diamond Maps can be used to schedule maintenance tasks. Recurring items (e.g., annual flow meter calibrations) can be set up in advance. In fact, all maintenance activities can be coordinated in Diamond Maps using its work order feature.

Table 5.A: Sample O&M Program

Task Name	Frequency	Task Name	Frequency
Visually Inspect Well Site for Damage or Tampering	Per Visit	Respond to any complaints	As they occur
Ensure proper operation of equipment (note any issues)	Per Visit	Decommission unnecessary equipment	As they occur
Calibrate all meters and necessary equipment	Per Visit	Inspect CL2 system and alarms	Every six months
Check plant as per DEP requirements	Per Visit	Perform P/M on pumps and motors	Manufacturer recommendation
Complete all log work	Per Visit	Perform P/M on plant and safety equipment	Manufacturer recommendation
Collect all samples	As required by Permit	Inspect storage tank	Annually
Perform general housekeeping on grounds and building.	Weekly	Calibrate meters and backflows	Annually
Exercise Generator	Monthly	Exercise hydrants and valves	Annually
Confirm submittal of monthly reports	Monthly	Update AMFSP	Annually

Table 5.B on the following page is a sample of work orders that are specific to The Town of Lake Hamilton

Table 5.B: Sample Work Orders – Diamond Maps

WO#	Status	Description	Type	Date Planned	Recurring	Date Started	Date Completed
WI1001	Planned	Replace hydrant.	Basic Work Order	8/1/2024			
WI1002	Planned	Replace hydrant.	Basic Work Order	8/1/2024			
WI1003	Planned	Hydrant not operable. Recheck and repair.	Basic Work Order	8/1/2024			
WI1004	Planned	Hydrant not operable. Recheck and repair.	Basic Work Order	8/1/2024			
WI1005	Planned	Repair or replace hydrant.	Basic Work Order	8/1/2024			
WI1006	Planned	Repair or replace hydrant.	Basic Work Order	8/1/2024			
WI1007	Planned	Repair or replace hydrant.	Basic Work Order	8/1/2024			
WI1008	Planned	Replace hydrant.	Basic Work Order	8/1/2024			
WI1009	Planned	Add hydrant extension. Recheck valve. Repair.	Basic Work Order	8/1/2024			
WI1010	Planned	Add hydrant extension.	Basic Work Order	8/1/2024			
WI1011	Planned	Add hydrant extension.	Basic Work Order	8/1/2024			
WI1012	Planned	Add hydrant extension.	Basic Work Order	8/1/2024			
WI1013	Planned	Repair or replace valve.	Basic Work Order	8/1/2024			
WI1014	Planned	Repair or replace valve.	Basic Work Order	8/1/2024			
WI1015	Planned	Repair or replace valve.	Basic Work Order	8/1/2024			
WI1016	Planned	Cut out valve and assess.	Basic Work Order	8/1/2024			
WI1017	Planned	Locate, dig out and assess valve.	Basic Work Order	8/1/2024			
WI1018	Planned	Remove valve box blockage and assess.	Basic Work Order	8/1/2024			
WI1019	Planned	Repair telemetry panel.	Basic Work Order	8/2/2024			
WI1021	Planned	Repair or replace flushing hydrant.	Basic Work Order	8/2/2024			
WI1022	Planned	Repair or replace flushing hydrant.	Basic Work Order	8/2/2024			
WI1023	Planned	Replace generator.	Basic Work Order	8/2/2024			
RECUR1025	Planned	Exercise generator on full load.	Basic Work Order		Monthly| 15		

Performing the work is important. Tracking the work is also important. Being able to easily check on when specific maintenance tasks were performed or are scheduled will make the utility run more efficiently and prolong the life of critical equipment.

Best Management Practices (BMP)

Utility owners, managers, and operators are expected to be responsible stewards of the system. Every decision must be based on sound judgment. Using Best Management Practices (BMPs) is an excellent tool and philosophy to implement. BMPs can be described as utilizing methods or techniques found to be the most effective and practical means in achieving an objective while making optimum use of the utility's resources.

Proactive vs Reactive Maintenance

Reactive maintenance is often carried out by customer requests or sudden asset failures.

Required service and maintenance to fix the customer's issue(s) or asset failure is identified by staff inspection and corrective action is then taken. Reactive maintenance is sometimes performed under emergency conditions, such as a main break at the treatment plant causing a water disruption. As mentioned above, if your system is responding to and performing reactive/emergency maintenance more than 30% of the time, you will need to adjust your maintenance schedules and increase proactive maintenance schedules.

Proactive maintenance consists of preventive and predictive maintenance. Preventive maintenance includes scheduled tasks to keep equipment operable. Predictive maintenance tasks try to determine potential failure points. An example of predictive maintenance is infrared analysis of electrical connections. Using special equipment, a technician can "see" loose or corroded connections that would be invisible to the naked eye. This allows the utility to "predict" and correct a potential problem early. Assets are monitored frequently, and routine maintenance is performed to increase asset longevity and prevent failure.

Upon adoption of this AMFS plan or any DEP-approved AMP, the FRWA Utility Asset Management (UAM) team intends to upload Lake Hamilton's asset data definition file into "Diamond Maps", described in Section 2, and will populate the field data. The appropriate System personnel will be trained in Diamond Maps functionality and can immediately begin using it for scheduling and tracking system asset routine and preventive maintenance.

6. Capital Improvement Plan

A Capital Improvement Plan is a multi-year financial planning tool that looks into the future to forecast the System's asset needs. It encourages the system and the community to forecast not only what expenditures they intend and expect to make, but also to identify potential funding sources in order to plan for the acquisition of the asset more carefully. The CIP is designed to be a flexible planning tool and is updated and revised on an annual basis.

Capital improvement projects generally create a new asset that previously did not exist or upgrades or improves an existing component's capacity. These projects are the consequence of growth, environmental needs, or regulatory requirements. Included in a CIP are typically:

1. Any expenditure that purchases or creates a new asset or in any way improves an asset beyond its original design capacity.
2. Any upgrades that increase asset capacity.
3. Any construction designed to produce an improvement in an asset's standard operation beyond its present ability.

Capital improvement projects will populate this list. Renewal expenditures do not increase the asset's design capacity, but restores an existing asset to its original capacity, such as:

1. Any activities that do not increase the capacity of the asset. (i.e., activities that do not upgrade and enhance the asset but merely restore them to their original size, condition, and capacity, for example, rebuilding an existing pump).
2. Any rehabilitation involving improvements and realignment or anything that restores the assets to a new or fresh condition (e.g., distribution main repair or hydrant replacement).

In making renewal decisions, the utility considers several categories other than the normally recognized physical failure or breakage. Such renewal decisions include the following:

1. Structural
2. Capacity
3. Level of service failures
4. Outdated functionality
5. Cost or economic impact

The utility staff and management typically know of potential assets that need to be repaired or rehabilitated. Reminders in the Diamond Maps task calendar let the staff members know when the condition of an asset begins to decline according to the manufacturer's life cycle recommendations. The utility staff members can take these reminders and recommendations into account. Because the anticipated needs of the utility will change each year, the CIP is updated annually to reflect those changes.

It is recommended that the Town of Lake Hamilton develop a comprehensive CIP and continue their work in planning and identifying improvement projects. Asset recommendations from this Plan can be incorporated into the process of developing and approving a Capital Improvement Plan as part of the annual budget process.

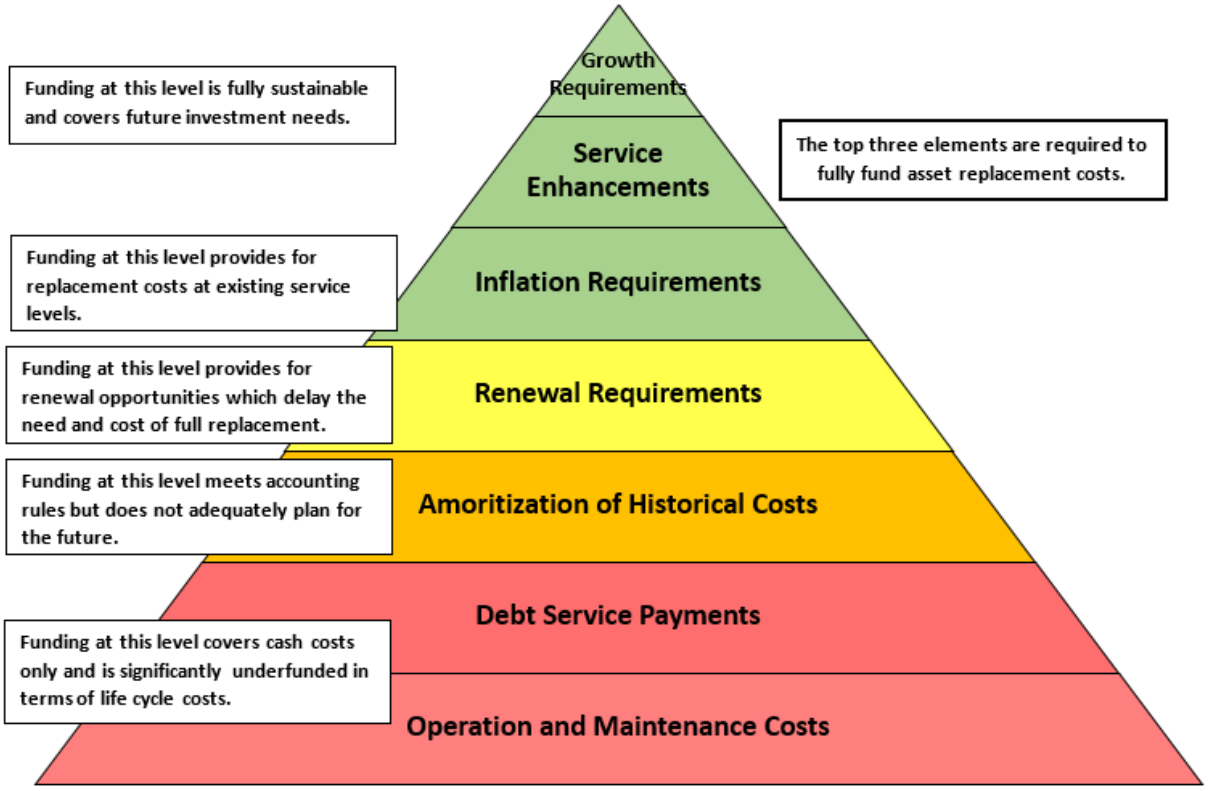
On the following page is a comprehensive CIP created in RevPlan with the information provided by the Town and recommendations from the Priority Action List.

Lake Hamilton											
L. Hamilton FY25											
Fiscal Year: 2025											
CIP Schedule											
Description	**Funding Source**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**2032**	**2033**	**2034**
WW 319	Wastewater Impact Fees	$418,300	$0	$0	$0	$0	$0	$0	$0	$0	$0
INFRASTRUCTURE (WTP Improvements)	Water Impact Fees	$272,500	$0	$0	$0	$0	$0	$0	$0	$0	$0
WW 319	Grant	$418,300	$0	$0	$0	$0	$0	$0	$0	$0	$0
PRWC	Water Revenues	$169,400	$171,600	$261,100	$631,400	$647,400	$652,200	$657,700	$814,600	$0	$0
New WW Employee	Wastewater Revenues	$122,900	$129,000	$135,500	$142,300	$149,400	$156,900	$164,700	$172,900	$0	$0
Estimated Additional WW O&M Expenses	Wastewater Revenues	$150,000	$150,000	$150,000	$150,000	$150,000	$150,000	$150,000	$150,000	$0	$0
Water Treatment Plant Phase 2	Existing Loan	$11,771,100	$0	$0	$0	$0	$0	$0	$0	$0	$0
Water Treatment Plant Phase 3	Water Impact Fees	$0	$0	$2,000,000	$8,000,000	$0	$0	$0	$0	$0	$0
Upper Floridan Wells (2)	Water Impact Fees	$0	$600,000	$0	$0	$0	$0	$0	$0	$0	$0
Ground Storage Tank (.8mgd) Design	Water Impact Fees	$0	$0	$55,000	$0	$0	$0	$0	$0	$0	$0
Ground Storage Tank (.8 mgd Construction)	Water Impact Fees	$0	$1,000,000	$1,000,000	$0	$0	$0	$0	$0	$0	$0
Wastewater Treatment Plant Phase 2	Existing Loan	$10,398,200	$0	$0	$0	$0	$0	$0	$0	$0	$0
Water Distribution	Water Revenues	$151,200	$151,200	$151,200	$151,200	$151,200	$151,200	$151,200	$151,200	$151,200	$151,200
Valve and Hydrant Replacement	Water Revenues	$0	$20,000	$20,000	$0	$0	$0	$0	$0	$0	$0
	Funding Source	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**2032**	**2033**	**2034**
	Water Revenues	$320,600	$342,800	$432,300	$782,600	$798,600	$803,400	$808,900	$965,800	$151,200	$151,200
	Wastewater Revenues	$272,900	$279,000	$285,500	$292,300	$299,400	$306,900	$314,700	$322,900	$0	$0
	Water Impact Fees	$272,500	$1,600,000	$3,055,000	$8,000,000	$0	$0	$0	$0	$0	$0
	Wastewater Impact Fees	$418,300	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Existing Loan	$22,169,300	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Grant	$418,300	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total	$23,872,000	$2,221,900	$3,772,800	$9,074,900	$1,098,000	$1,110,300	$1,123,600	$1,288,800	$151,200	$151,200

7. Financial

Budget/Financial Sufficiency

In order for an Asset Management Plan to be effectively put into action, it must be integrated with financial planning and long-term budgeting. The development of a comprehensive financial plan will allow Lake Hamilton's Water System to identify the financial resources required for sustainable asset management based on existing asset inventories, desired levels of service, and projected growth requirements.



The pyramid below depicts the various cost elements and resulting funding levels that should be incorporated into Asset Plans that are based on best practices.

This report, with the assistance of RevPlan, helps develop such a financial plan by presenting several scenarios for consideration and culminating with final recommendations.

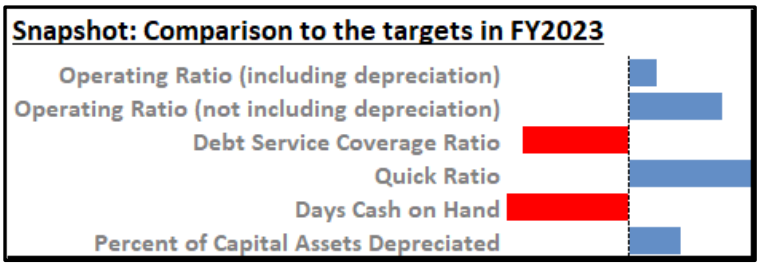
The assets collected, along with financial information provided by the system, were entered into RevPlan to create a preliminary financial sufficiency model for the System. Each year the system is encouraged to update RevPlan and use it to help understand the impacts of future projects and rate increases. Details from the model are located in Appendix C.

The use of RevPlan allows the system to input current financial data and develop their own financial planning projections based on various time frames. The System will have the ability to modify the rate structure to determine which proposed rate scenarios may support current and upcoming debt and expenses. Members of FRWA staff are available to assist the System with RevPlan and updating financial models.

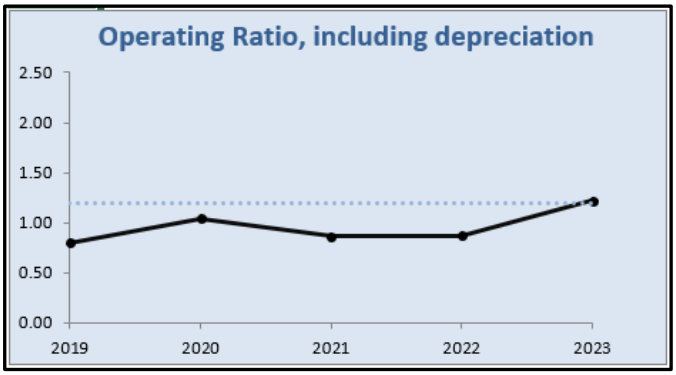
Financial Performance

Financial data available from the annual financial statements were copied into a Financial Health Checkup tool provided by the Environmental Finance Center at the University of Chapel Hill. This free tool assists in the assessment of the financial performance of a water utility fund by computing key financial indicators that measure a variety of important metrics. Each metric is compared against targets and demonstrates the financial strengths and weaknesses of the utility fund over the past five years.

As indicated by the Snapshot chart, Lake Hamilton's Water System met four out of the six financial targets indicating financial strength in the utility fund is being met in some areas but further strengthening of the utility may be needed.

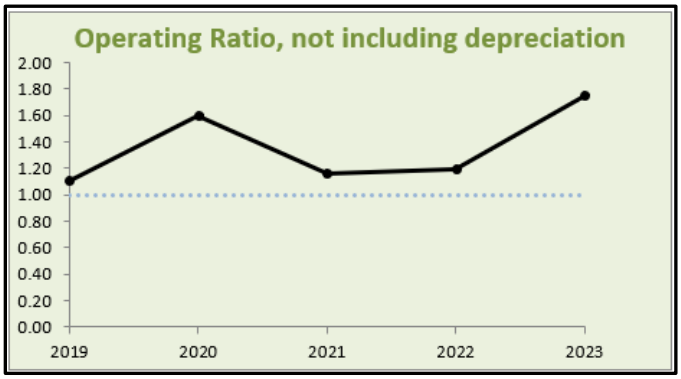


Operating Ratio (including depreciation): Did the system generate the revenue needed to pay for O&M and a little for capital? Benchmark is 1.20.



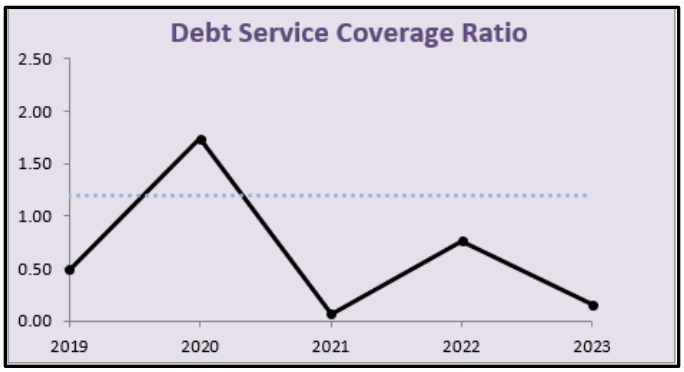
Value for Town of Lake Hamilton in Fiscal Year 2023:	1.22
Did you meet your target?	
Did you improve since the previous year?	

Operating Ratio (not including depreciation): Did the system generate the revenues to pay for O&M by itself? Benchmark is 1.50.



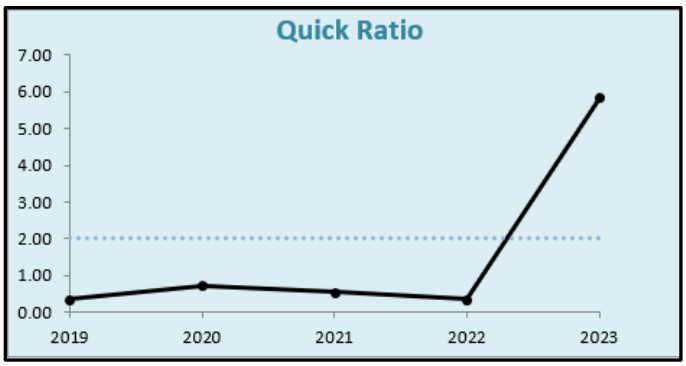
Value for Town of Lake Hamilton in Fiscal Year 2023:	1.75
Did you meet your target in Fiscal Year 2023?	✓
Did you improve since the previous year?	↑

Debt Service Coverage: Did the system generate the revenues needed to pay for O&M and existing debt service? Benchmark is >1.2.



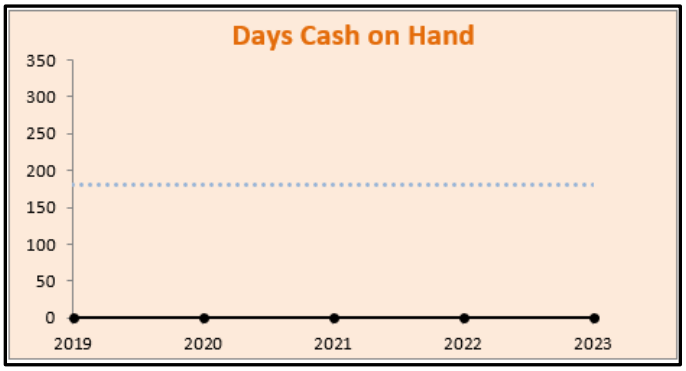
Value for Town of Lake Hamilton in Fiscal Year 2023:	0.16
Did you meet your target in Fiscal Year 2023?	✗
Did you improve since the previous year?	↓

Quick Ratio: Did you have enough liquidity to pay your current liabilities at the end of the year? Benchmark is at least 2.0.



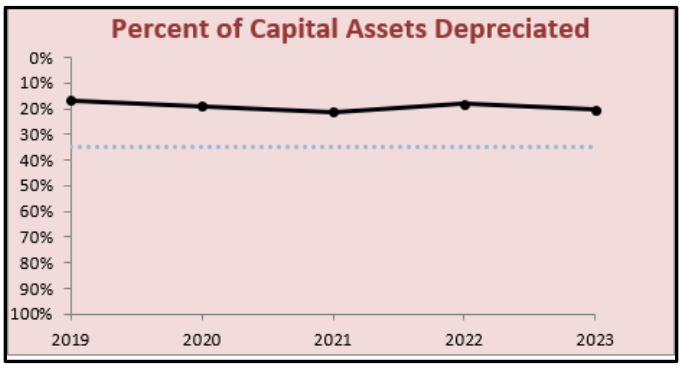
Value for Town of Lake Hamilton in Fiscal Year 2023:	5.8
Did you meet your target in Fiscal Year 2023?	✓
Did you improve since the previous year?	↑

Days Cash on Hand: How many days could you continue to operate the utility with the cash levels available? Benchmark is 270 days.



Value for Town of Lake Hamilton in Fiscal Year 2023:	0
Did you meet your target in Fiscal Year 2023?	✗
Did you improve since the previous year?	No data

Percent of Capital Assets Depreciated: How much have your utility's assets depreciated (nearing the end of their lives)? Benchmark is staying away from 100%.



Value for Town of Lake Hamilton in Fiscal Year 2023:	20%
Did you meet your target in Fiscal Year 2023?	✓
Did you improve since the previous year?	↓

Based on the results of the key financial indicators it is recommended that the Town of Lake Hamilton continue to strengthen their utility fund in order to have enough funds to cover daily expenses, debt service, capital replacement costs, emergencies, and unexpected revenue shortfalls. As the water system ages and the percent of assets depreciated increases each year, it is important for the water fund to become fully sustainable by securing funding levels that provide for renewal opportunities, the full replacement costs of assets, service enhancements and growth requirements.

Asset Statistics

The table below summarizes the asset information from the System collected by FRWA and found in RevPlan:

Town of Lake Hamilton Water System	
Total Replacement Cost of Water System	$9,627,372.43
Percent of Assets Needing Replacement	1.65%
Cost of Replacing All Assets Needing Replacement	$159,082.04
Annual Replacement Cost of System	$151,226.19

Please note that the $9.6 million dollar replacement cost of the water system documented above, along with the annual replacement cost of $151,226 for the system is low. These figures do not include certain assets such as large equipment, vehicles, and some property improvements normally associated with maintaining a utility system. As a result, any proposed rate adjustments suggested by FRWA should be considered a minimum or a starting point for review and consideration by the System.

Based on the findings of the Asset Management Plan, it is important for the Town of Lake Hamilton's Water System to start setting aside reserves for the replacement of its assets, to make sure that the base charge is adequately covering fixed costs and that its usage charges are sufficient to fund its variable costs.

Reserves

Reserve balances for utility systems are funds set aside for a specific cash flow requirement, financial need, project, task, or legal covenant. All types of reserves can play a significant role in addressing current and future challenges facing utility systems, such as demand volatility, water supply costs, large capital requirements, asset replacements, natural disasters and potential liabilities from system failures associated with aged infrastructure. All utilities should establish formal financial policies relative to reserves. Such policies should articulate how these balances are established, their use, and how the adequacy of each respective reserve fund balance is determined. Once reserve targets are established, they should be reviewed annually during the budgeting process.

The unrestricted cash available at end of FY 2024 was $7,090,075 with annual operating expenses (without depreciation) of approximately $1,043,800 in FY 2024 giving the System 2,479 days of cash on hand.

For planning purposes and without a stated reserve policy from the System, FRWA builds the financial model by increasing the annual unrestricted reserve funding to 270 days of the current year operation and maintenance budget. While there is not a one size fits all approach to building reserves, FRWA cautions utilities about dropping below 90 days and encourages them to work

towards a balance of cash on hand equal to or greater than 270 days. Cash reserves are essential to ensure a utility's long-term financial sustainability and resiliency. Each utility system has its own unique circumstances and considerations that should be factored into the selection of the types of reserves and corresponding policies that best meet its needs and objectives.

Rates

A 'rule of thumb' FRWA subscribes to regarding rates is that base charges pay for fixed expenses and usage charges fund the variable expenses. Rates should generate sufficient revenue to cover the full cost of operating a water system. By charging customers the full cost of water, small water systems send a message that water is a valued commodity that must be used wisely and not wasted. When rates are set to cover the full cost of production, water systems are more likely to have financial stability and security.

A rate study completed by FRWA on July 8th 2023 concluded that base rates and the usage charge need to be increased for all customers. The Council passed a multi year plan for all water and wastewater customers. Details of the plan are listed below. It is recommended that the Town annually update the RevPlan model to include new expenditures and revenue amounts to make sure that the utility is properly funded

The current residential and commercial rate structure is as follows:

Lake Hamilton
Rate Schedule

	2024	2025	2026	2027	2028	2029	2030	2031	2032
Drinking Water									
Residential Single Family									
Base Charges Inside City									
5/8-inch	$27.77	$29.16	$30.62	$32.15	$33.76	$35.45	$37.22	$39.08	$41.03
Base Charges Outside City									
5/8-inch	$34.72	$36.45	$38.28	$40.19	$42.20	$44.31	$46.53	$48.85	$51.30
Usage Charges Inside City									
0 to 5,000 gallons	$4.60	$4.83	$5.07	$5.33	$5.59	$5.87	$6.16	$6.47	$6.80
5,001 to 10,000 gallons	$5.06	$5.31	$5.58	$5.86	$6.15	$6.46	$6.78	$7.12	$7.48
10,001 to 15,000 gallons	$5.37	$5.64	$5.92	$6.22	$6.53	$6.85	$7.20	$7.56	$7.93
15,001 to 20,000 gallons	$5.69	$5.98	$6.28	$6.59	$6.92	$7.27	$7.63	$8.01	$8.41
20,001 to 25,000 gallons	$6.31	$6.63	$6.96	$7.31	$7.67	$8.06	$8.46	$8.88	$9.33
25,001 to 50,000 gallons	$6.96	$7.31	$7.67	$8.05	$8.46	$8.88	$9.32	$9.79	$10.28
50,001 gallons or more	$7.59	$7.97	$8.37	$8.79	$9.23	$9.69	$10.17	$10.68	$11.21

Lake Hamilton Rate Schedule									
	2024	2025	2026	2027	2028	2029	2030	2031	2032
Commercial									
Base Charges Inside City									
5/8-inch	$34.72	$36.45	$38.28	$40.19	$42.20	$44.31	$46.53	$48.85	$51.30
Base Charges Outside City									
5/8-inch	$43.40	$45.57	$47.85	$50.24	$52.75	$55.39	$58.16	$61.07	$64.12
Usage Charges Inside City									
0 to 5,000 gallons	$5.75	$6.04	$6.34	$6.66	$6.99	$7.34	$7.71	$8.09	$8.50
5,001 to 10,000 gallons	$6.33	$6.64	$6.97	$7.32	$7.69	$8.07	$8.48	$8.90	$9.34
10,001 to 15,000 gallons	$6.72	$7.05	$7.40	$7.77	$8.16	$8.57	$9.00	$9.45	$9.92
15,001 to 20,000 gallons	$7.12	$7.47	$7.85	$8.24	$8.65	$9.09	$9.54	$10.02	$10.52
20,001 to 25,000 gallons	$7.90	$8.30	$8.71	$9.15	$9.60	$10.08	$10.59	$11.12	$11.67
25,001 to 50,000 gallons	$8.69	$9.13	$9.59	$10.06	$10.57	$11.10	$11.65	$12.23	$12.84
50,001 gallons or more	$9.49	$9.96	$10.46	$10.98	$11.53	$12.11	$12.71	$13.35	$14.02

Once a rate structure is established, the rate increases must satisfy:

- The existing operational expenses.
- The existing debt service requirements.
- The annual replacement costs for the system and future capital improvement costs.
- The new operating expenses (assets in failed or poor condition) detailed in Section 4 of this plan.
- The future debt needed to adequately replace and sustain the assets of the system.
- The annual reserve requirements.
- The need to preserve the existing amount of funds in retained earnings.

8. Energy Management

Energy costs often make up twenty-five to thirty percent of a utility's total operation and maintenance costs. They also represent the largest controllable cost of providing water and wastewater services. EPA's "*Ensuring a Sustainable Future: An Energy Management Guidebook for Wastewater and Water Utilities"* provides details to support utilities in energy management and cost reduction by using the steps described in this guidebook. The Guidebook takes utilities through a series of steps to analyze their current energy usage, use energy audits to identify ways to improve efficiency and measure the effectiveness of energy projects.

Energy Conservation and Cost Savings

The System should ensure all assets, not just those connected to a power source, are evaluated for energy efficiency. The following are common energy management initiatives the System should implement going forward:

1. Load management.
2. Replace weather-stripping and insulation on buildings.
3. Installation of insulated metal roofing over energy inefficient shingle roofing.
4. On-demand hot water heaters.
5. Variable frequency driven pumps and electrical equipment.
6. Energy efficient infrastructure.
7. LED lighting.
8. Meg electric motors.
9. MCC electrical lug thermal investigation.
10. Flag underperforming assets for rehabilitation or replacement.

The above 10 energy saving initiatives are just a start and most can be accomplished in-house. A more comprehensive energy audit, conducted by an energy consultant/professional, is recommended to evaluate how much energy is consumed system-wide and identify measures that can be taken to utilize energy more efficiently. The primary goal is reducing power consumption and cost through physical or operational changes.

Each system will have unique opportunities to reduce energy use or cost depending on system specific changes and opportunities within the power provider's rate schedules. For example, an audit of an individual water treatment plant (WTP) will attempt to pinpoint wasted or unneeded facility energy consumption.

With the cost of electricity rising, the reduction of energy use should be a priority for systems. A key deliverable of an energy audit is a thorough analysis of the effect of overdesign on energy efficiency. Plants are designed to perform at maximum flow and loading conditions. Unfortunately, most plants are not efficient at average conditions. Aging infrastructure is another

source of inefficient usage of energy in WTPs across the country. The justification for addressing aging infrastructure related energy waste is also included in the energy audit process.

Energy Conservation Measures

The following table provides typical water and wastewater high-use energy operations and associated potential energy saving measures.

High Energy Using Operations	Energy Saving Measures
Lighting	• Motion sensors • T5 low and high bay fixtures • Pulse start metal halide • Indirect fluorescent • Super-efficient T8s • Comprehensive control for large buildings
Heating, Ventilation, Air Conditioning (HVAC)	• Water source heat pumps • Prescriptive incentives for remote telemetry units • Custom incentives for larger units • Low volume fume hood • Occupancy controls • Heat pump for generator oil sump

Energy Audit Approach

An energy audit is intended to evaluate how much energy is consumed and identify measures that can be taken to utilize energy more efficiently. The primary goal is reducing power consumption and costs through physical and operational changes. Each system will have unique opportunities to reduce energy use or cost depending on system specific changes and opportunities within the power provider's rate schedules. An audit of an individual treatment plant is an attempt to pinpoint wasted or unneeded facility energy consumption. It is recommended to perform an energy audit every two to three years to analyze a return on investment.

A water system energy audit approach checklist, similar to the one on the following page for pumps and motors, can be a useful tool to identify areas of potential concern and to develop a plan of action to resolve them.

Minimum Equipment Information to Gather	Additional Equipment Information to Gather	Conditions to Consider
• Pump style • Number of pump stages • Pump and motor speed(s) • Pump rated head (name plate) • Motor rated power and voltage (name plate) • Full load amps • Rated and actual pump discharge • Operation schedules	• Pump manufacturer's pump curves • Actual pump curve • Power factor • Load profile • Analysis of variable frequency drives (vfd's) if present • Pipe sizes • Water level (source) • Motor current • Pump suction pressure • Discharge pressure	• Maintenance records • Consistently throttled values • Excessive noise or vibrations • Buildup of sand and/or grit • Evidence of wear or cavitation on pump, impellers, or pump bearings. • Out-of-alignment conditions • Significant flow rate/ pressure variations • Active by-pass piping • Restrictions in pipes or pumps • Restrictive/leaking pump shaft packing

Several grants and loans are available to systems for completing such projects. A list of common funding sources is found in Section 9 of this Plan.

Please know that FRWA offers Energy Assessments to our members and SRF recipients that are participating in the AMFSP program. It is recommended that audits be completed every two to three years. For future energy assessments, please contact your local Circuit Rider or the FRWA office to participate.

9. Conclusions

Our conclusions are based on our observations during the data collection procedure, discussions with System staff, regulatory inspection data, and our experience related to similar assets.

Areas needing attention are detailed in Section 4 and include:

Water Production and Distribution System:

- Clean and remove any obstructions and debris in buildings and around water production sites.
- Provide for any maintenance activities at the Storage Tanks as outlined in future tank inspection reports.
- Develop a regular operational maintenance program for the system.
- Continue Scheduled improvements on degasifier at WTP
- Continue with scheduled upgrades to WTP
- Have engineer assessment for Elevated storage tank and interconnects to strengthen system resiliency.
- Perform Hydraulic Study on Distribution System
- Create and then regularly update the Capital Improvement Plan to fund the replacement of production and distribution assets following the creation of a Replacement Strategy.
- Set aside an annual amount in the Capital Improvement Plan for small distribution system improvement projects. Increase the amount in future years and begin line and valve replacements.

Hydrants and Hydrant Valves:

- Repair all poor condition hydrants and hydrant valves and replace all failed condition hydrants and hydrant valves.
- Ensure operation of accompanying hydrant valves and install new valves with any hydrant installation.
- Conduct an annual flow test at each of the hydrants.

- Raise hydrant valves to match the existing ground level with the addition of a concrete collar.

Water Valves:

- Continue the annual valve exercising program and record any deficiencies inside Diamond Maps.
- Repair all poor condition system valves and replace all failed condition system valves. Replace any inline 2” wheel valves throughout system.
- Locate and clean out buried valve boxes and exercise if possible. Evaluate any remaining valves throughout system for accurate representation in Diamond Maps.
- Raise system valves to match the existing ground level with the addition of a concrete collar.
- As old lines are replaced or water breaks necessitate, new valves should be installed in order to isolate sections of the system.

Control Valves:

- Routinely flush the system by using the control valves in accordance with the written flushing plan when needed.

Energy Audit:

- Have Energy Audit Completed and follow recommendations when provided. Update energy audit every 2 to 3 years.

Other Areas:

- An Asset Management Planning (AMP) and Computerized Maintenance Management System (CMMS) program must be implemented to maintain assets efficiently and effectively.
- Develop a Capital Improvement Plan and work in planning and identifying water system improvement projects. Pursue alternative revenue funding sources for capital improvement projects.
- Staff training on maintenance, safety, and use of the AMP/CMMS tool must be completed.
- Strengthen the water system fund in order to cover daily expenses, debt service, capital replacement costs, emergencies, and unexpected revenue shortfalls. Rates must be increased and routinely monitored to ensure adequate funding for operations and system improvements. Cash reserves are essential to a utility's operation, and it is recommended that the System continue building a water fund cash reserve.
- Determine Level of Service (LOS) Attributes, Goals, Targets, and Metrics and Prepare LOS Agreement.
- Perform regular audits of Energy Saving initiatives. Even small changes in energy use can result in large savings.
- ***The Asset Management Plan must be adopted by Resolution or Ordinance.*** This demonstrates the utility's commitment to the plan. After adoption, implementation of the AMP must occur.

Implementing this Asset Management and Fiscal Sustainability Plan

Implementing an Asset Management and Fiscal Sustainability Plan requires several items:

1. **Assign specific personnel** to oversee and perform the tasks of Asset Management.

2. **Develop and use a Computerized Maintenance Management System (CMMS) program**. The information provided in this AMFS plan will give the utility a good starting point to

begin. Properly maintaining assets will ensure their useful life is extended and will ultimately save money. Asset maintenance tasks are scheduled and tracked, new assets are captured, and assets removed from service are retired properly using CMMS. Transitioning from reactive to preventive and predictive maintenance philosophies will net potentially large savings for the utility. Diamond Maps is one example among many options that are available. FRWA can help with set up and implementation.

3. **Develop specific Level of Service items**. Create a Level of Service (LOS) Agreement and inform customers of the Utility's commitment to providing the stated LOS. Successes can be shared with customers. This can dramatically improve customer relations. This also gives utility employees goals to strive for and can positively impact morale. We have included a sample LOS list in Section 2.

4. **Develop specific Change Out/Repair/Replacement Programs**. The System budgets for Repair and Replacement and should continue to evaluate the system to adjust the annual budgeted amounts accordingly. An example includes budgeting for a certain number of stepped system refurbishments each year.

5. **Modify the existing rate structure.** The System should make changes to their rate structure to capture all possible revenue and share the burden of maintaining the system among all classes of users. Continue to make sure adequate funds are available to properly operate and maintain the facilities. Rate increases, when required, can be accomplished in a stepped fashion rather than an 'all now' approach to lessen the resulting customer impact.

6. **Explore financial assistance options.** Financial assistance is especially useful in the beginning stages of Asset Management since budget shortfalls are likely to exist and high cost items may be needed quickly. For a table of common funding sources, see Section 9.

7. **Revisit the AMFS plan annually.** An Asset Management Plan is a living document. It can be revised at any time but must be revisited and evaluated at least once each year. Common updates or revisions include:

    - Changes to your asset management team.
    - Updates to the asset inventory.
    - Updates to asset condition and criticality ranking charts.
    - Updates to asset condition and criticality assessment procedures.
    - Updates to operation and maintenance activities.
    - Changes to financial strategies and long-term funding plans.

The annual review should begin by asking yourself:

"What changes have occurred since our last Asset Management and Fiscal Sustainability Plan update?"

Funding Sources for Water and Wastewater Systems

On the following page is a table of common funding sources, including web links and contact information. All municipal systems should be making the effort to secure funding, which can be in the form of low or no interest loans, grants, or a combination of both.

FRWA offers funding and technical assistance in the form of preparing funding documentation. This includes Request for Inclusion (RFIs), Applications, and Disbursement Requests. FRWA offers this as a free service to communities in Florida using knowledgeable employees dedicated to assisting with funding. For more information on how your system can benefit from this assistance, please contact the FRWA office.

Agency/Program	Website	Contact
FDEP Drinking Water State Revolving Fund Program (DWSRF)	https://floridadep.gov/wra/srf/content/dwsrf-program	Eric Meyers eric.v.meyers@FloridaDEP.gov 850-245-2991
FDEP Clean Water State Revolving Fund Loan Program (CWSRF)	https://floridadep.gov/wra/srf/content/cwsrf-program	Catherine Murry Catherine.M.Murray@FloridaDEP.gov 850-245-2969
USDA Rural Development- Water and Wastewater Direct Loans and Grants	https://www.rd.usda.gov/programs-services/rural-economic-development-loan-grant-program https://www.rd.usda.gov/programs-services/water-waste-disposal-loan-grant-program	Jeanie Isler jeanie.isler@fl.usda.gov 352-338-3440
Economic Development Administration- Public Works and Economic Adjustment Assistance Programs	https://www.eda.gov/resources/economic-development-directory/states/fl.htm https://www.grants.gov/web/grants/view-opportunity.html?oppId=294771	Greg Vaday gvaday@eda.gov 404-730-3009
National Rural Water Association- Revolving Loan Fund	https://nrwa.org/initiatives/revolving-loan-fund/	Alicia Keeter Alicia@frwa.net 850-668-2746
Florida Department of Economic Opportunity- Florida Small Cities Community Development Block Grant Program	http://www.floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/florida-small-cities-community-development-block-grant-program	Roger Doherty roger.doherty@deo.myflorida.com 850-717-8417
Northwest Florida Water Management System - Cooperative Funding Initiative (CFI)	https://www.nwfwater.com/Water-Resources/Funding-Programs	Christina Coger Christina.Coger@nwfwater.com 850-539-5999

Closing

This Asset Management and Fiscal Sustainability plan is presented to the Town of Lake Hamilton for consideration and final adoption. Its creation would not have been possible without the cooperation of the System staff and the Florida Department of Environmental Protection State Revolving Fund (FDEP-SRF).

As a valued FRWA member, it is our goal to help make the most effective and efficient use of your limited resources. The Asset Management and Fiscal Sustainability Plan is an unbiased, impartial, independent review and is solely intended for achievement of drinking water and wastewater system fiscal sustainability and maintaining your valuable utility assets. The Florida Rural Water Association has enjoyed serving you and will happily assist Lake Hamilton's Water System with any future projects to ensure your Asset Management Plan is a success.

APPENDIX A: Sample Resolution

RESOLUTION NO. 2025-_____

A RESOLUTION OF THE TOWN OF LAKE HAMILTON'S WATER SYSTEM, APPROVING THE WATER SYSTEM ASSET MANAGEMENT AND FISCAL SUSTAINABILITY PLAN; AUTHORIZING THE TOWN ADMINISTRATOR AND PUBLIC WORKS DIRECTOR TO TAKE ALL ACTIONS NECESSARY TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Florida Statutes provide for financial assistance to local government agencies and public systems to finance construction of utility system improvements; and

WHEREAS, the Florida Department of Environmental Protection State Revolving Fund (SRF) has designated the Town of Lake Hamilton's Water System's water system improvements, identified in the Asset Management and Fiscal Sustainability Plan, as potentially eligible for available funding; and

WHEREAS, as a condition of obtaining funding from the SRF, the system is required to implement an Asset Management and Fiscal Sustainability Plan for the System's Water System Improvements; and

WHEREAS, the Council for the Town of Lake Hamilton has determined that approval of the attached Asset Management and Fiscal Sustainability Plan for the proposed improvements, in order to obtain necessary funding in accordance with SRF guidelines, is in the best interest of the System.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF LAKE HAMILTON COUNCIL, the following:

Section 1. That the Town of Lake Hamilton Council hereby approves the Drinking Water System Asset Management and Fiscal Sustainability Plan, attached hereto and incorporated by reference as a part of this Resolution.

Section 2. That the Town Administrator and Public Works Director are authorized to take all actions necessary to effectuate the intent of this Resolution and to implement the Water System Asset Management and Fiscal Sustainability Plan in accordance with applicable Florida law and Council direction in order to obtain funding from the SRF.

Section 3. That the Town of Lake Hamilton's Council will annually evaluate existing rates to determine the need for any increase and will increase rates in accordance with the financial recommendations found in the Water System Asset Management and Fiscal Sustainability Plan or in proportion to the System's needs as determined by the Board in its discretion.

Section 4. That this Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED on this _____ day of_____, 2025.

Town of Lake Hamilton Council

_____
Mayor:

ATTEST:

_____
Clerk

APPROVED AS TO FORM:

_____
Attorney

Appendix B: Master Asset List

MASTER ASSET LIST						
Name	**Installed**	**Design Life**	**Replacement Cost**	**Condition**	**Consequence of Failure**	**EOL**
Hydrants						
wHyd-1	2010	50	3500	Average	Moderate	2049
wHyd-2	2010	50	3500	Average	Moderate	2049
wHyd-3	2010	50	3500	Average	Moderate	2049
wHyd-4	2010	50	3500	Average	Moderate	2049
wHyd-5	2006	50	3500	Average	Moderate	2049
wHyd-6	2005	50	3500	Average	Moderate	2049
wHyd-7	2005	50	3500	Average	Moderate	2049
wHyd-8	2005	50	3500	Poor	Moderate	2039
wHyd-9	2005	50	3500	Average	Moderate	2049
wHyd-10	2010	50	3500	Average	Moderate	2049
wHyd-11	2022	50	3500	Good	Moderate	2059
wHyd-12	2022	50	3500	Good	Moderate	2059
wHyd-13	2022	50	3500	Good	Moderate	2059
wHyd-14	2022	50	3500	Good	Moderate	2059
wHyd-15	2022	50	3500	Good	Moderate	2059
wHyd-16	2022	50	3500	Good	Moderate	2059
wHyd-17	2022	50	3500	Good	Moderate	2059
wHyd-18	2022	50	3500	Good	Moderate	2059
wHyd-19	2022	50	3500	Good	Moderate	2059
wHyd-20	2022	50	3500	Good	Moderate	2059
wHyd-21	2021	50	3500	Good	Moderate	2059

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
wHyd-22	2022	50	3500	Good	Moderate	2059
wHyd-23	2023	50	3500	Excellent	Moderate	2069
wHyd-24	2023	50	3500	Excellent	Moderate	2069
wHyd-25	2023	50	3500	Excellent	Moderate	2069
wHyd-26	2023	50	3500	Excellent	Moderate	2069
wHyd-27	2023	50	3500	Excellent	Moderate	2069
wHyd-28	2023	50	3500	Excellent	Moderate	2069
wHyd-29	2020	50	3500	Good	Moderate	2059
wHyd-30	2020	50	3500	Good	Moderate	2059
wHyd-31	2022	50	3500	Average	Moderate	2049
wHyd-32	2016	50	3500	Average	Moderate	2049
wHyd-33	2016	50	3500	Average	Moderate	2049
wHyd-34	2006	50	3500	Average	Moderate	2049
wHyd-35	2016	50	3500	Average	Moderate	2049
wHyd-36	2021	50	3500	Good	Moderate	2059
wHyd-37	2001	50	3500	Failed	Moderate	2024
wHyd-38	2007	50	3500	Average	Moderate	2049
wHyd-39	2020	50	3500	Average	Moderate	2049
wHyd-40	2020	50	3500	Good	Moderate	2059
wHyd-41	2002	50	3500	Average	Moderate	2049
wHyd-42	2020	50	3500	Average	Moderate	2049
wHyd-43	2020	50	3500	Average	Moderate	2049
wHyd-44	2007	50	3500	Average	Moderate	2049
wHyd-45	1980	50	3500	Poor	Moderate	2039
wHyd-46	1980	50	3500	Poor	Moderate	2039

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
wHyd-47	1980	50	3500	Very Poor	Moderate	2029
wHyd-48	1990	50	3500	Failed	Moderate	2024
wHyd-49	2020	50	3500	Average	Moderate	2049
wHyd-50	2020	50	3500	Average	Moderate	2049
wHyd-51	2016	50	3500	Average	Moderate	2049
wHyd-52	2020	50	3500	Good	Moderate	2059
wHyd-53	1970	50	3500	Average	Moderate	2049
wHyd-54	2012	50	3500	Average	Moderate	2049
wHyd-55	1970	50	3500	Failed	Moderate	2024
wHyd-56	2016	50	3500	Average	Moderate	2049
wHyd-57	1983	50	3500	Poor	Moderate	2039
wHyd-58	2020	50	3500	Good	Moderate	2059
wHyd-59	2020	50	3500	Average	Moderate	2049
wHyd-60	2020	50	3500	Average	Moderate	2049
wHyd-61	2007	50	3500	Average	Moderate	2049
wHyd-62	2010	50	3500	Average	Moderate	2049
wHyd-63	2007	50	3500	Failed	Moderate	2024
wHyd-64	2018	50	3500	Average	Moderate	2049
wHyd-65	1970	50	3500	Poor	Moderate	2039
wHyd-66	2020	50	3500	Average	Moderate	2049
wHyd-67	2020	50	3500	Average	Moderate	2049
wHyd-68	2020	50	3500	Average	Moderate	2049
wHyd-69	2020	50	3500	Average	Moderate	2049
wHyd-70	2020	50	3500	Average	Moderate	2049
wHyd-71	2020	50	3500	Average	Moderate	2049

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
wHyd-72	2020	50	3500	Average	Moderate	2049
wHyd-73	2020	50	3500	Average	Moderate	2049
wHyd-74	2020	50	3500	Good	Moderate	2059
wHyd-75	2020	50	3500	Unknown	Moderate	2070
wHyd-76	1999	50	3500	Average	Moderate	2049
wHyd-77	2006	50	3500	Average	Moderate	2049
wHyd-78	2011	50	3500	Average	Moderate	2049
wHyd-79	2004	50	3500	Average	Moderate	2049
wHyd-80	2004	50	3500	Poor	Moderate	2039
wHyd-81	2010	50	3500	Average	Moderate	2049
wHyd-82	2000	50	3500	Average	Moderate	2049
wHyd-83	2010	50	3500	Poor	Moderate	2039
wHyd-84	1999	50	3500	Good	Moderate	2059
wHyd-85	2010	50	3500	Good	Moderate	2059
wHyd-86	2005	50	3500	Good	Moderate	2059
wHyd-87	1981	50	3500	Poor	Moderate	2039
wHyd-88	1980	50	3500	Poor	Moderate	2039
wHyd-89	1993	50	3500	Average	Moderate	2049
wHyd-90	1990	50	3500	Unknown	Moderate	2040
wHyd-91	2022	50	3500	Good	Moderate	2059
wHyd-92	2022	50	3500	Good	Moderate	2059
wHyd-93	2022	50	3500	Good	Moderate	2059
wHyd-94	2022	50	3500	Good	Moderate	2059
wHyd-95	2022	50	3500	Good	Moderate	2059
wHyd-96	2022	50	3500	Good	Moderate	2059

MASTER ASSET LIST						
Name	**Installed**	**Design Life**	**Replacement Cost**	**Condition**	**Consequence of Failure**	**EOL**
wHyd-97	2022	50	3500	Good	Moderate	2059
wHyd-98	2022	50	3500	Good	Moderate	2059
wHyd-99	2020	50	3500	Good	Moderate	2059
wHyd-100	1999	50	3500	Average	Moderate	2049
wHyd-101	2014	50	3500	Average	Moderate	2049
wHyd-102	2009	50	3500	Average	Moderate	2049
wHyd-103	2014	50	3500	Average	Moderate	2049
wHyd-104	2011	50	3500	Average	Moderate	2049
wHyd-105	2011	50	3500	Average	Moderate	2049
wHyd-106	2012	50	3500	Average	Moderate	2049
Control Valves						
wControlValve-1	2010	25	750	Average	Moderate	2037
wControlValve-2	2010	25	4000	Average	Moderate	2037
wControlValve-3	2012	25	750	Average	Moderate	2037
wControlValve-4	2012	25	4000	Average	Moderate	2037
wControlValve-5	2012	25	5500	Average	Moderate	2037
wControlValve-6	2012	25	5500	Average	Moderate	2037
wControlValve-7	2012	25	5500	Average	Moderate	2037
wControlValve-8	2012	25	5500	Average	Moderate	2037
wControlValve-9	2005	25	350	Average	Moderate	2037
wControlValve-10	2020	25	350	Average	Moderate	2037
wControlValve-11	2016	25	500	Average	Moderate	2037
wControlValve-12	2015	25	500	Average	Moderate	2037
wControlValve-13	2010	25	500	Average	Moderate	2037
wControlValve-14	2012	25	500	Average	Moderate	2037

MASTER ASSET LIST						
Name	**Installed**	**Design Life**	**Replacement Cost**	**Condition**	**Consequence of Failure**	**EOL**
wControlValve-16	2006	25	500	Average	Moderate	2037
Electrical Equipment						
wElec-1	2012	20	20000	Average	Moderate	2034
wElec-2	2012	20	80000	Average	Moderate	2034
Storage Tank						
wStorTank-1	2012	50	2000000	Average	Moderate	
Hydrant Valves						
wwValvInFac-1	2010	25	1200	Average	Moderate	
wwValvInFac-2	2010	25	1200	Average	Moderate	2037
wwValvInFac-3	2010	25	1200	Average	Moderate	2037
wwValvInFac-4	2010	25	1200	Average	Moderate	2037
wwValvInFac-5	2006	25	1200	Average	Moderate	2037
wwValvInFac-6	2005	25	1200	Average	Moderate	2037
wwValvInFac-7	2005	25	1200	Poor	Moderate	2032
wwValvInFac-8	2005	25	1200	Poor	Moderate	2032
wwValvInFac-9	2005	25	1200	Poor	Moderate	2032
wwValvInFac-10	2010	25	1200	Average	Moderate	2037
wwValvInFac-11	2022	25	1200	Poor	Moderate	2031
wwValvInFac-12	2022	25	1200	Good	Moderate	2041
wwValvInFac-13	2022	25	1200	Good	Moderate	2041
wwValvInFac-14	2022	25	1200	Good	Moderate	2041
wwValvInFac-15	2022	25	1200	Average	Moderate	2036
wwValvInFac-16	2022	25	1200	Good	Moderate	2041
wwValvInFac-17	2022	25	1200	Good	Moderate	2041
wwValvInFac-18	2022	25	1200	Good	Moderate	2041

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
wwValvInFac-19	2022	25	1200	Good	Moderate	2041
wwValvInFac-20	2022	25	1200	Good	Moderate	2041
wwValvInFac-21	2021	25	1200	Good	Moderate	2041
wwValvInFac-22	2021	25	1200	Good	Moderate	2041
wwValvInFac-23	2023	25	1200	Good	Moderate	2041
wwValvInFac-24	2023	25	1200	Good	Moderate	2041
wwValvInFac-25	2023	25	1200	Good	Moderate	2041
wwValvInFac-26	2020	25	1200	Good	Moderate	2042
wwValvInFac-27	2020	25	1200	Good	Moderate	2042
wwValvInFac-28	2022	25	1200	Average	Moderate	2037
wwValvInFac-29	2016	25	1200	Average	Moderate	2037
wwValvInFac-30	2016	25	1200	Average	Moderate	2037
wwValvInFac-31	2006	25	1200	Average	Moderate	2037
wwValvInFac-32	2016	25	1200	Average	Moderate	2037
wwValvInFac-33	2021	25	1200	Good	Moderate	2042
wwValvInFac-34	2006	25	1200	Average	Moderate	2037
wwValvInFac-35	2007	25	1200	Average	Moderate	2037
wwValvInFac-36	2020	25	1200	Average	Moderate	2037
wwValvInFac-37	2020	25	1200	Good	Moderate	2042
wwValvInFac-38	2002	25	1200	Failed	Moderate	2024
wwValvInFac-39	2020	25	1200	Average	Moderate	2037
wwValvInFac-40	2007	25	1200	Poor	Moderate	2032
wwValvInFac-41	1990	25	1200	Poor	Moderate	2032
wwValvInFac-42	2020	25	1200	Average	Moderate	2037
wwValvInFac-43	2020	25	1200	Average	Moderate	2037

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
wwValvInFac-44	2020	25	1200	Average	Moderate	2037
wwValvInFac-45	2020	25	1200	Good	Moderate	2042
wwValvInFac-46	2012	25	1200	Average	Moderate	2037
wwValvInFac-47	2016	25	1200	Average	Moderate	2037
wwValvInFac-48	1983	25	1200	Poor	Moderate	2032
wwValvInFac-49	2020	25	1200	Good	Moderate	2042
wwValvInFac-50	2020	25	1200	Average	Moderate	2037
wwValvInFac-51	2020	25	1200	Average	Moderate	2037
wwValvInFac-52	2007	25	1200	Average	Moderate	2037
wwValvInFac-53	2010	25	1200	Average	Moderate	2037
wwValvInFac-54	2018	25	1200	Average	Moderate	2037
wwValvInFac-55	1970	25	1200	Average	Moderate	2037
wwValvInFac-56	2020	25	1200	Average	Moderate	2037
wwValvInFac-57	2020	25	1200	Average	Moderate	2037
wwValvInFac-58	2020	25	1200	Average	Moderate	2037
wwValvInFac-59	2020	25	1200	Average	Moderate	2037
wwValvInFac-60	2020	25	1200	Average	Moderate	2037
wwValvInFac-61	2020	25	1200	Average	Moderate	2037
wwValvInFac-62	2020	25	1200	Average	Moderate	2037
wwValvInFac-63	2020	25	1200	Poor	Moderate	2032
wwValvInFac-64	2020	25	1200	Poor	Moderate	2032
wwValvInFac-65	2020	25	1200	Poor	Moderate	2032
wwValvInFac-66	1999	25	1200	Poor	Moderate	2032
wwValvInFac-67	2006	25	1200	Average	Moderate	2037
wwValvInFac-68	2011	25	1200	Poor	Moderate	2032

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
wwValvInFac-69	2000	25	1200	Poor	Moderate	2032
wwValvInFac-70	2022	25	1200	Good	Moderate	2041
wwValvInFac-71	2022	25	1200	Good	Moderate	2041
wwValvInFac-72	2022	25	1200	Good	Moderate	2041
wwValvInFac-73	2022	25	1200	Good	Moderate	2041
wwValvInFac-74	2022	25	1200	Average	Moderate	2036
wwValvInFac-75	2022	25	1200	Average	Moderate	2036
wwValvInFac-76	2022	25	1200	Average	Moderate	2036
wwValvInFac-77	2022	25	1200	Poor	Moderate	2032
wwValvInFac-78	2008	25	1200	Good	Moderate	2041
wwValvInFac-79	2008	25	1200	Average	Moderate	2036
wwValvInFac-80	2008	25	1200	Good	Moderate	2041
wwValvInFac-81	2003	25	1200	Good	Moderate	2041
wwValvInFac-82	2008	25	1200	Good	Moderate	2041
wwValvInFac-83	1979	25	1200	Average	Moderate	2036
wwValvInFac-84	2021	25	1200	Excellent	Moderate	2046
wwValvInFac-85	2020	25	1200	Excellent	Moderate	2046
wwValvInFac-86	2020	25	1200	Good	Moderate	2041
wwValvInFac-87	2008	25	1200	Good	Moderate	2041
wwValvInFac-88	2005	25	1200	Average	Moderate	2036
wwValvInFac-89	2008	25	1200	Average	Moderate	2036
wwValvInFac-90	2010	25	1200	Average	Moderate	2036
wwValvInFac-91	2024	25	1200	Excellent	Moderate	2046
wwValvInFac-92	2014	25	1200	Average	Moderate	2036
wwValvInFac-93	2014	25	1200	Average	Moderate	2036

MASTER ASSET LIST						
Name	**Installed**	**Design Life**	**Replacement Cost**	**Condition**	**Consequence of Failure**	**EOL**
wwValvInFac-94	2011	25	1200	Average	Moderate	2036
wwValvInFac-95	2014	25	1200	Average	Moderate	2036
wwValvInFac-96	2009	25	1200	Average	Moderate	2036
Utility meter						
MeterUtility	2010	15	1200	Average	Moderate	
MeterUtility	2012	15	1200	Average	Moderate	2032
Pumps						
wPump-1	2010	20	9500	Average	Moderate	2034
wPump-2	2012	20	9500	Average	Moderate	2034
wPump-3	2012	20	10000	Average	Moderate	2034
wPump-4	2012	20	10000	Average	Moderate	2034
wPump-5	2012	20	10000	Average	Moderate	2034
wPump-6	2012	20	15000	Average	Moderate	2034
wPump-7	2012	20	15000	Average	Moderate	2034
Motors						
wMotor-1	2010	20	12000	Average	Moderate	2030
wMotor-2	2012	20	12000	Average	Moderate	2034
wMotor-3	2012	20	20000	Average	Moderate	2034
wMotor-4	2012	20	20000	Average	Moderate	2034
wMotor-5	2012	20	3500	Average	Moderate	2034
wMotor-6	2012	20	3500	Average	Moderate	2034
Wells						
wWell-1	2010	50	326400	Average	Major	2049
wWell-2	2012	50	297600	Average	Major	2049
System Valves						

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
wwValvInFac-1	2012	25	2000	Average	Moderate	2037
wwValvInFac-2	2012	25	2000	Average	Moderate	2037
wwValvInFac-3	2012	25	2000	Average	Moderate	2037
wwValvInFac-4	2012	25	2000	Average	Moderate	2037
wwValvInFac-5	2012	25	2000	Average	Moderate	2037
wwValvInFac-6	2012	25	2000	Average	Moderate	2037
wwValvInFac-7	2012	25	1200	Average	Moderate	2037
wwValvInFac-8	2012	25	1200	Average	Moderate	2037
wwValvInFac-9	2012	25	1200	Average	Moderate	2037
wwValvInFac-10	2012	25	1200	Average	Moderate	2037
wwValvInFac-11	2010	25	2000	Average	Moderate	2037
wwValvInFac-12	2010	25	800	Average	Moderate	2037
wwValvInFac-13	2010	25	1200	Poor	Moderate	2032
wwValvInFac-14	2010	25	1600	Average	Moderate	2037
wwValvInFac-15	2010	25	1600	Poor	Moderate	2032
wwValvInFac-16	2010	25	800	Average	Moderate	2037
wwValvInFac-17	2010	25	2000	Average	Moderate	2037
wwValvInFac-18	2006	25	1600	Average	Moderate	2037
wwValvInFac-19	2006	25	1200	Average	Moderate	2037
wwValvInFac-20	2006	25	1200	Poor	Moderate	2032
wwValvInFac-21	2006	25	1600	Average	Moderate	2037
wwValvInFac-22	2005	25	1600	Average	Moderate	2037
wwValvInFac-23	2005	25	1600	Average	Moderate	2037
wwValvInFac-24	2005	25	1000	Poor	Moderate	2032
wwValvInFac-25	2005	25	1600	Average	Moderate	2037

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
wwValvInFac-26	2005	25	1600	Average	Moderate	2037
wwValvInFac-27	2005	25	1600	Poor	Moderate	2032
wwValvInFac-28	2022	25	1600	Good	Moderate	2041
wwValvInFac-29	2022	25	1600	Good	Moderate	2041
wwValvInFac-30	2022	25	1600	Good	Moderate	2041
wwValvInFac-31	2022	25	1200	Good	Moderate	2041
wwValvInFac-32	2022	25	1600	Good	Moderate	2041
wwValvInFac-33	2022	25	1200	Good	Moderate	2041
wwValvInFac-34	2022	25	1200	Good	Moderate	2041
wwValvInFac-35	2022	25	1200	Good	Moderate	2041
wwValvInFac-36	2022	25	1200	Good	Moderate	2041
wwValvInFac-37	2022	25	1200	Good	Moderate	2041
wwValvInFac-38	2022	25	1600	Good	Moderate	2041
wwValvInFac-39	2022	25	1200	Good	Moderate	2041
wwValvInFac-40	2022	25	1600	Good	Moderate	2041
wwValvInFac-41	2022	25	1600	Good	Moderate	2041
wwValvInFac-42	2022	25	1600	Good	Moderate	2041
wwValvInFac-43	2022	25	1600	Good	Moderate	2041
wwValvInFac-44	2022	25	1600	Poor	Moderate	2031
wwValvInFac-45	2022	25	1600	Good	Moderate	2041
wwValvInFac-46	2022	25	1200	Good	Moderate	2041
wwValvInFac-47	2022	25	1200	Good	Moderate	2041
wwValvInFac-48	2022	25	1200	Good	Moderate	2041
wwValvInFac-49	2022	25	1200	Good	Moderate	2041
wwValvInFac-50	2022	25	1200	Good	Moderate	2041

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
wwValvInFac-51	2022	25	1200	Good	Moderate	2041
wwValvInFac-52	2022	25	1200	Good	Moderate	2041
wwValvInFac-53	2022	25	1200	Good	Moderate	2041
wwValvInFac-54	2022	25	1200	Good	Moderate	2041
wwValvInFac-55	2022	25	1200	Good	Moderate	2041
wwValvInFac-56	2022	25	1200	Good	Moderate	2041
wwValvInFac-57	2022	25	1200	Good	Moderate	2041
wwValvInFac-58	2022	25	1200	Good	Moderate	2041
wwValvInFac-59	2022	25	1200	Good	Moderate	2041
wwValvInFac-60	2022	25	1200	Good	Moderate	2041
wwValvInFac-61	2022	25	1200	Good	Moderate	2041
wwValvInFac-62	2022	25	1200	Good	Moderate	2041
wwValvInFac-63	2022	25	1200	Good	Moderate	2041
wwValvInFac-64	2023	25	1200	Good	Moderate	2041
wwValvInFac-65	2023	25	1200	Good	Moderate	2041
wwValvInFac-66	2023	25	1200	Good	Moderate	2041
wwValvInFac-67	2023	25	1200	Good	Moderate	2041
wwValvInFac-68	2023	25	1200	Good	Moderate	2041
wwValvInFac-69	2023	25	1200	Good	Moderate	2041
wwValvInFac-70	2023	25	1600	Good	Moderate	2041
wwValvInFac-71	2023	25	1600	Good	Moderate	2041
wwValvInFac-72	2023	25	1600	Good	Moderate	2041
wwValvInFac-73	2023	25	1200	Good	Moderate	2041
wwValvInFac-74	2023	25	1200	Good	Moderate	2041
wwValvInFac-75	2023	25	1200	Good	Moderate	2041

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
wwValvInFac-76	2023	25	1200	Good	Moderate	2041
wwValvInFac-77	2023	25	1200	Good	Moderate	2041
wwValvInFac-78	2020	25	1200	Good	Moderate	2042
wwValvInFac-79	2020	25	500	Poor	Moderate	2032
wwValvInFac-80	2020	25	1200	Good	Moderate	2042
wwValvInFac-81	2020	25	800	Average	Moderate	2037
wwValvInFac-82	2020	25	1200	Average	Moderate	2037
wwValvInFac-83	2020	25	800	Poor	Moderate	2032
wwValvInFac-84	2006	25	500	Poor	Moderate	2032
wwValvInFac-85	2016	25	500	Poor	Moderate	2032
wwValvInFac-86	2000	25	800	Very Poor	Moderate	2027
wwValvInFac-87	2021	25	1200	Average	Moderate	2037
wwValvInFac-88	2006	25	800	Poor	Moderate	2032
wwValvInFac-89	2021	25	1200	Average	Moderate	2037
wwValvInFac-90	2007	25	1200	Poor	Moderate	2032
wwValvInFac-91	2007	25	1600	Average	Moderate	2037
wwValvInFac-92	2007	25	500	Poor	Moderate	2032
wwValvInFac-93	2020	25	1200	Average	Moderate	2037
wwValvInFac-94	2020	25	1200	Good	Moderate	2042
wwValvInFac-95	2020	25	500	Poor	Moderate	2032
wwValvInFac-96	2006	25	500	Poor	Moderate	2032
wwValvInFac-97	2020	25	1200	Average	Moderate	2037
wwValvInFac-98	2006	25	500	Poor	Moderate	2032
wwValvInFac-99	2006	25	500	Poor	Moderate	2032
wwValvInFac-100	2020	25	1200	Poor	Moderate	2032

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
wwValvInFac-101	2020	25	1200	Poor	Moderate	2032
wwValvInFac-102	2020	25	2000	Good	Moderate	2042
wwValvInFac-103	2020	25	1600	Good	Moderate	2042
wwValvInFac-104	2020	25	1600	Good	Moderate	2042
wwValvInFac-105	2020	25	1200	Average	Moderate	2037
wwValvInFac-106	2020	25	800	Average	Moderate	2037
wwValvInFac-107	1980	25	800	Poor	Moderate	2032
wwValvInFac-108	2010	25	1200	Average	Moderate	2037
wwValvInFac-109	2010	25	1200	Average	Moderate	2037
wwValvInFac-110	1990	25	800	Average	Moderate	2037
wwValvInFac-111	2020	25	1600	Average	Moderate	2037
wwValvInFac-112	2020	25	1200	Poor	Moderate	2032
wwValvInFac-113	2016	25	1200	Average	Moderate	2037
wwValvInFac-114	1980	25	500	Poor	Moderate	2032
wwValvInFac-115	2020	25	1200	Average	Moderate	2037
wwValvInFac-116	2020	25	800	Average	Moderate	2037
wwValvInFac-117	2020	25	1600	Good	Moderate	2042
wwValvInFac-118	2020	25	1600	Good	Moderate	2042
wwValvInFac-119	2020	25	1600	Average	Moderate	2037
wwValvInFac-120	2020	25	1200	Average	Moderate	2037
wwValvInFac-121	1970	25	1000	Poor	Moderate	2032
wwValvInFac-122	1970	25	1200	Very Poor	Moderate	2027
wwValvInFac-123	2016	25	1200	Average	Moderate	2037
wwValvInFac-124	2016	25	800	Average	Moderate	2037
wwValvInFac-125	2016	25	1200	Average	Moderate	2037

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
wwValvInFac-126	2020	25	2000	Average	Moderate	2037
wwValvInFac-127	2020	25	1600	Average	Moderate	2037
wwValvInFac-128	2020	25	2000	Average	Moderate	2037
wwValvInFac-129	1990	25	500	Poor	Moderate	2032
wwValvInFac-130	2020	25	1600	Average	Moderate	2037
wwValvInFac-131	2020	25	1600	Average	Moderate	2037
wwValvInFac-132	2007	25	1600	Average	Moderate	2037
wwValvInFac-133	2018	25	1200	Poor	Moderate	2032
wwValvInFac-134	2018	25	1600	Poor	Moderate	2032
wwValvInFac-135	2007	25	1600	Poor	Moderate	2032
wwValvInFac-136	2007	25	1600	Poor	Moderate	2032
wwValvInFac-137	2020	25	500	Average	Moderate	2037
wwValvInFac-138	2020	25	1200	Average	Moderate	2037
wwValvInFac-139	2020	25	1200	Average	Moderate	2037
wwValvInFac-140	2020	25	1200	Average	Moderate	2037
wwValvInFac-141	2020	25	1200	Average	Moderate	2037
wwValvInFac-142	2020	25	1200	Poor	Moderate	2032
wwValvInFac-143	2020	25	1200	Average	Moderate	2037
wwValvInFac-144	1999	25	1600	Poor	Moderate	2032
wwValvInFac-145	2006	25	1600	Poor	Moderate	2032
wwValvInFac-146	2006	25	1600	Average	Moderate	2037
wwValvInFac-147	2006	25	400	Poor	Moderate	2032
wwValvInFac-148	2006	25	400	Poor	Moderate	2032
wwValvInFac-149	2006	25	1200	Average	Moderate	2037
wwValvInFac-150	2006	25	500	Poor	Moderate	2032

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
wwValvInFac-151	2010	25	500	Poor	Moderate	2032
wwValvInFac-152	2010	25	800	Average	Moderate	2037
wwValvInFac-153	2010	25	1600	Average	Moderate	2037
wwValvInFac-154	2010	25	1200	Failed	Moderate	2024
wwValvInFac-155	2012	25	1600	Good	Moderate	2041
wwValvInFac-156	2012	25	1600	Average	Moderate	2036
wwValvInFac-157	2012	25	1200	Average	Moderate	2036
wwValvInFac-158	2012	25	1200	Average	Moderate	2036
wwValvInFac-159	2012	25	1200	Average	Moderate	2036
wwValvInFac-160	2012	25	1200	Average	Moderate	2036
wwValvInFac-161	2012	25	1200	Average	Moderate	2036
wwValvInFac-162	2012	25	800	Average	Moderate	2036
wwValvInFac-163	2012	25	1200	Average	Moderate	2036
wwValvInFac-164	2012	25	1600	Average	Moderate	2036
wwValvInFac-165	2012	25	1600	Average	Moderate	2036
wwValvInFac-166	2012	25	1200	Average	Moderate	2036
wwValvInFac-167	2012	25	1600	Average	Moderate	2036
wwValvInFac-168	2012	25	1200	Average	Moderate	2036
wwValvInFac-169	2012	25	1200	Average	Moderate	2036
wwValvInFac-170	2012	25	1200	Average	Moderate	2036
wwValvInFac-171	2012	25	1200	Average	Moderate	2036
wwValvInFac-172	2012	25	1200	Average	Moderate	2036
wwValvInFac-173	2012	25	1200	Average	Moderate	2036
wwValvInFac-174	2012	25	1200	Average	Moderate	2036
wwValvInFac-175	2020	25	1200	Unknown	Moderate	2045

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
wwValvInFac-176	2024	25	2000	Excellent	Moderate	2046
wwValvInFac-177	2024	25	2000	Excellent	Moderate	2046
wwValvInFac-178	2024	25	2000	Excellent	Moderate	2046
wwValvInFac-179	2008	25	1600	Good	Moderate	2041
wwValvInFac-180	2008	25	1600	Good	Moderate	2041
wwValvInFac-181	2008	25	1200	Good	Moderate	2041
wwValvInFac-182	2008	25	1200	Average	Moderate	2036
wwValvInFac-183	2008	25	1200	Good	Moderate	2041
wwValvInFac-184	2008	25	1600	Good	Moderate	2041
wwValvInFac-185	2008	25	800	Good	Moderate	2041
wwValvInFac-186	2008	25	400	Average	Moderate	2036
wwValvInFac-187	2008	25	1200	Good	Moderate	2041
wwValvInFac-188	2008	25	1200	Good	Moderate	2041
wwValvInFac-189	2008	25	800	Average	Moderate	2036
wwValvInFac-190	2008	25	1200	Average	Moderate	2036
wwValvInFac-191	2008	25	1200	Good	Moderate	2041
wwValvInFac-192	2008	25	1200	Good	Moderate	2041
wwValvInFac-193	2008	25	1600	Good	Moderate	2041
wwValvInFac-194	2008	25	1600	Average	Moderate	2036
wwValvInFac-195	2008	25	1200	Average	Moderate	2036
wwValvInFac-196	2022	25	1200	Average	Moderate	2036
wwValvInFac-197	2022	25	1200	Average	Moderate	2036
wwValvInFac-198	2022	25	1200	Average	Moderate	2036
wwValvInFac-199	2022	25	1200	Average	Moderate	2036
wwValvInFac-200	2022	25	1200	Average	Moderate	2036

MASTER ASSET LIST						
Name	**Installed**	**Design Life**	**Replacement Cost**	**Condition**	**Consequence of Failure**	**EOL**
wwValvInFac-201	2022	25	1200	Good	Moderate	2041
wwValvInFac-202	2022	25	1200	Good	Moderate	2041
wwValvInFac-203	2022	25	1200	Good	Moderate	2041
wwValvInFac-204	2022	25	1600	Good	Moderate	2041
wwValvInFac-205	2022	25	2400	Average	Moderate	2036
wwValvInFac-206	2022	25	2400	Average	Moderate	2036
wwValvInFac-207	2022	25	1600	Average	Moderate	2036
wwValvInFac-208	2022	25	1600	Average	Moderate	2036
wwValvInFac-209	2022	25	1200	Average	Moderate	2036
wwValvInFac-210	2022	25	1600	Average	Moderate	2036
Treatment Equip						
wTreatEquip-1	2012	25	75000	Failed	Moderate	2024
wTreatEquip-2	2012	25	15000	Average	Moderate	2037
Water Mains						
wMain-1	2010	100	175110	Average	Moderate	2110
wMain-2	2020	100	163902	Average	Moderate	2120
wMain-3	2010	100	120592.5	Average	Moderate	2110
wMain-4	2008	100	110628	Average	Moderate	2108
wMain-5	2008	100	38868	Average	Moderate	2108
wMain-6	2008	100	17545.5	Average	Moderate	2108
wMain-7	2008	100	1122	Average	Moderate	2108
wMain-8	2008	100	13104	Average	Moderate	2108
wMain-9	2008	100	24988.5	Average	Moderate	2108
wMain-10	2020	100	450312	Average	Moderate	2120
wMain-11	2010	100	14541	Average	Moderate	2110

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
wMain-12	2010	100	41070	Average	Moderate	2110
wMain-13	2010	100	11637	Average	Moderate	2110
wMain-14	2010	100	4527	Average	Moderate	2110
wMain-15	2010	100	16515	Average	Moderate	2110
wMain-16	2010	100	43942.5	Average	Moderate	2110
wMain-17	2006	100	158550	Average	Moderate	2106
wMain-18	2020	100	63045	Average	Moderate	2120
wMain-19	2020	100	54571.5	Average	Moderate	2120
wMain-20	2020	100	7494	Average	Moderate	2120
wMain-21	2020	100	33336	Average	Moderate	2120
wMain-22	2016	100	97695	Average	Moderate	2116
wMain-23	2002	100	19116	Average	Moderate	2102
wMain-24	1970	100	15313.5	Average	Moderate	2070
wMain-25	2021	100	42636	Average	Moderate	2121
wMain-26	1980	100	10929	Average	Moderate	2080
wMain-27	1970	100	7972.5	Average	Moderate	2070
wMain-28	1970	100	84138	Average	Moderate	2070
wMain-29	2016	100	39145.5	Average	Moderate	2116
wMain-30	2020	100	17617.5	Average	Moderate	2120
wMain-31	2017	100	41616	Average	Moderate	2117
wMain-32	1980	100	10443	Average	Moderate	2080
wMain-33	2021	100	79155	Average	Moderate	2121
wMain-34	1980	100	4357.5	Average	Moderate	2080
wMain-35	2006	100	21330	Average	Moderate	2106
wMain-36	2016	100	10716	Average	Moderate	2116

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
wMain-37	2021	100	11700	Average	Moderate	2121
wMain-38	2014	100	4365	Average	Moderate	2114
wMain-39	2014	100	48528	Average	Moderate	2114
wMain-40	2010	100	28723.5	Average	Moderate	2110
wMain-41	2010	100	64552.5	Average	Moderate	2110
wMain-42	1999	100	93810	Average	Moderate	2099
wMain-43	2010	100	71388	Average	Moderate	2110
wMain-44	2010	100	24898.5	Average	Moderate	2110
wMain-45	2010	100	29076	Average	Moderate	2110
wMain-46	1999	100	237528	Average	Moderate	2099
wMain-47	1970	100	158953.5	Average	Moderate	2070
wMain-48	2016	100	8595	Average	Moderate	2116
wMain-49	1983	100	19642.5	Average	Moderate	2083
wMain-50	2020	100	22099.5	Average	Moderate	2120
wMain-51	2007	100	89904	Average	Moderate	2107
wMain-52	2020	100	187740	Average	Moderate	2120
wMain-53	2024	100	160626	Average	Moderate	2124
wMain-54	2020	100	125856	Average	Moderate	2120
wMain-55	2020	100	921	Average	Moderate	2120
wMain-56	2008	100	6047.25	Average	Moderate	2108
wMain-57	1999	100	38947.5	Average	Moderate	2099
wMain-58	1980	100	29187	Average	Moderate	2080
wMain-59	1990	100	1601.25	Average	Moderate	2090
wMain-60	1990	100	38898	Average	Moderate	2090
wMain-61	1990	100	49963.5	Average	Moderate	2090

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
wMain-62	1990	100	18837	Average	Moderate	2090
wMain-63	1990	100	13161	Average	Moderate	2090
wMain-64	1990	100	20020.5	Average	Moderate	2090
wMain-65	1990	100	18099	Average	Moderate	2090
wMain-66	1990	100	6702	Average	Moderate	2090
wMain-67	1990	100	59566.5	Average	Moderate	2090
wMain-68	1990	100	52843.5	Average	Moderate	2090
wMain-69	1990	100	4815	Average	Moderate	2090
wMain-70	1990	100	10029	Average	Moderate	2090
wMain-71	1990	100	10012.5	Average	Moderate	2090
wMain-72	1990	100	13812	Average	Moderate	2090
wMain-73	2020	100	46995	Average	Moderate	2120
wMain-74	2020	100	5085	Average	Moderate	2120
wMain-75	2022	100	117756	Average	Moderate	2122
wMain-76	2023	100	49653	Average	Moderate	2123
wMain-77	2023	100	18159	Average	Moderate	2123
wMain-78	2016	100	15516	Average	Moderate	2116
wMain-79	2008	100	8167.5	Average	Moderate	2108
wMain-80	2008	100	2470.5	Average	Moderate	2108
wMain-81	2010	100	13252.5	Average	Moderate	2110
wMain-82	2010	100	13554	Average	Moderate	2110
wMain-83	2010	100	2874	Average	Moderate	2110
wMain-84	2010	100	22311	Average	Moderate	2110
wMain-85	2010	100	36292.5	Average	Moderate	2110
wMain-86	2010	100	3771	Average	Moderate	2110

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
wMain-87	2010	100	11775	Average	Moderate	2110
wMain-88	2006	100	20574	Average	Moderate	2106
wMain-89	2007	100	49464	Average	Moderate	2107
wMain-90	1980	100	30321	Average	Moderate	2080
wMain-91	1970	100	8764.5	Average	Moderate	2070
wMain-92	2008	100	315828	Average	Moderate	2108
wMain-93	2008	100	2344.5	Average	Moderate	2108
wMain-94	2008	100	44230.5	Average	Moderate	2108
wMain-95	2008	100	38734.5	Average	Moderate	2108
wMain-96	2008	100	105183	Average	Moderate	2108
wMain-97	1999	100	4950	Average	Moderate	2099
wMain-98	1999	100	56619	Average	Moderate	2099
wMain-99	2010	100	32655	Average	Moderate	2110
wMain-100	2008	100	684	Average	Moderate	2108
wMain-101	2002	100	135	Average	Moderate	2102
wMain-102	1987	100	70479	Average	Moderate	2087
wMain-103	1990	100	16470	Average	Moderate	2090
wMain-104	1990	100	1278	Average	Moderate	2090
wMain-105	1990	100	52767	Average	Moderate	2090
wMain-106	1990	100	80328	Average	Moderate	2090
wMain-107	1990	100	1638	Average	Moderate	2090
wMain-108	1990	100	517.5	Average	Moderate	2090
wMain-109	1990	100	1948.5	Average	Moderate	2090
wMain-110	2020	100	5304	Average	Moderate	2120
wMain-111	2020	100	9666	Average	Moderate	2120

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
wMain-112	2010	100	67254	Average	Moderate	2110
wMain-113	2010	100	25281	Average	Moderate	2110
wMain-114	2010	100	12595.5	Average	Moderate	2110
wMain-115	2010	100	16375.5	Average	Moderate	2110
wMain-116	2010	100	17115	Average	Moderate	2110
wMain-117	2010	100	31254	Average	Moderate	2110
wMain-118	2010	100	21307.5	Average	Moderate	2110
wMain-119	2010	100	19536	Average	Moderate	2110
wMain-120	2014	100	42120	Average	Moderate	2114
wMain-121	2005	100	24714	Average	Moderate	2105
wMain-122	2008	100	32413.5	Average	Moderate	2108
wMain-123	2020	100	6241.5	Average	Moderate	2120
wMain-124	2014	100	15924	Average	Moderate	2114
wMain-125	2020	100	10252.5	Average	Moderate	2120
wMain-126	2014	100	4414.5	Average	Moderate	2114
wMain-127	2010	100	2023.5	Average	Moderate	2110
wMain-128	2010	100	1516.5	Average	Moderate	2110
wMain-129	2006	100	12198	Average	Moderate	2106
wMain-130	2010	100	2467.5	Average	Moderate	2110
wMain-131	2010	100	2394	Average	Moderate	2110
wMain-132	2008	100	35904	Average	Moderate	2108
wMain-133	2014	100	88.5	Average	Moderate	2114
wMain-134	2010	100	2916	Average	Moderate	2110
wMain-135	2010	100	796.5	Average	Moderate	2110
wMain-136	2005	100	1759.5	Average	Moderate	2105

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
wMain-137	2010	100	522	Average	Moderate	2110
wMain-138	2002	100	315.75	Average	Moderate	2102
wMain-139	2014	100	1736.25	Average	Moderate	2114
wMain-140	1999	100	117823.5	Average	Moderate	2099
wMain-141	1999	100	2776.5	Average	Moderate	2099
wMain-142	1999	100	4032	Average	Moderate	2099
wMain-143	2014	100	165372	Average	Moderate	2114

7.H

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

THROUGH: Brittney Sandoval, Town Administrator

FROM: Patrick Henry, Public Works Director

AGENDA ITEM: Resolution authorizing an amendment to the Town's Wastewater Asset Management and Fiscal Sustainability Plan.

A Resolution of the Town Council of the Town of Lake Hamilton, Polk County, Florida, amending the Wastewater Asset Management and Fiscal Sustainability Plan; authorizing the Town Administrator and Public Works Director to take all actions necessary to effectuate the intent of this resolution; providing for repeal of conflicts; providing for severability; and providing for an effective date.

DATE: July 1, 2025

SUMMARY & RECOMMENDATION: Staff recommends approval of the Resolution amending the Wastewater Asset Management and Fiscal Sustainability Plan and authorizing the Town Administrator and Public Works Director to take all actions necessary to effectuate the intent of this Resolution.

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

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☒ NO: ☐

If Yes, Please Explain: The Asset Management Plan will be integrated with financial planning and long-term budgeting.

RECOMMENDATION:

ATTACHMENT(S):
Resolution R-2025-XX amending the wastewater system asse.pdf
Town of Lake Hamilton WW amp update (July 1st 2025).docx

RESOLUTION R-2025-XX

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, POLK COUNTY, FLORIDA, AMENDING THE WASTEWATER ASSET MANAGEMENT AND FISCAL SUSTAINABILITY PLAN; AUTHORIZING THE TOWN ADMINISTRATOR AND PUBLIC WORKS DIRECTOR TO TAKE ALL ACTIONS NECESSARY TO EFFECTUATE THE INTENT OF THIS RESOLUTION; REPEALING ALL PROVISIONS IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Chapter 403, Florida Statutes, and Chapter 62 of the Florida Administrative Code authorize and provide guidelines for the Department of Environmental Protection to provide financial assistance through the State Revolving Fund ("SRF") to agencies for the construction of utility system improvements; and

WHEREAS, as a condition of obtaining funding from the SRF, The Town of Lake Hamilton is required to approve, implement and update an Asset Management and Fiscal Sustainability Plan for The Town of Lake Hamilton's Wastewater Utility System Improvements; and

WHEREAS, the Town Council of the Town of Lake Hamilton originally approved the Wastewater Asset Management and Fiscal Sustainability Plan on the 2nd day of May 2017; and

WHEREAS, the Town Council of the Town of Lake Hamilton has determined that approval of an amended Wastewater Asset Management and Fiscal Sustainability Plan for the proposed improvements, to obtain necessary funding in accordance with SRF guidelines, is in the best interest of the Town of Lake Hamilton.

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

SECTION 1.

That the Town Council of the Town of Lake Hamilton hereby approves the amended Wastewater Asset Management and Fiscal Sustainability Plan dated 1st day of July 2025 and attached hereto as Attachment A and incorporated by reference as a part of this Resolution.

SECTION 2.

The Town Administrator and Public Works Director are authorized to take all actions necessary to effectuate the intent of this Resolution and to implement the Wastewater Asset Management and Fiscal Sustainability Plan in accordance with applicable Florida law and Town Council direction in order to obtain funding from the SRF.

SECTION 3.

The Town of Lake Hamilton Council will annually evaluate existing rates to determine the need for any increase and will increase rates in accordance with the financial recommendation found in the Water or Wastewater Asset Management and Fiscal Sustainability Plan or in proportion to Utility System's needs as determined by the Council in its discretion.

SECTION 4 CONFLICTS.

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

SECTION 5. SEVERABILITY.

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

SECTION 6. EFFECTIVE DATE.

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

INTRODUCED and PASSED at the regular meeting of the Town Council of Lake Hamilton, Florida, held this 1ST day of July 2025.

TOWN OF LAKE HAMILTON, FLORIDA

_____
PHYLLIS HALL, MAYOR

ATTEST:

_____
JACQUELINE BORJA, TOWN CLERK

APPROVED AS TO FORM:

_____
ANTHONY SABATINI. TOWN ATTORNEY

Record of Vote	Yes	No
Roberson		
Mathis		
Slavens		
Demanche		
Hall		

FLORIDA RURAL WATER ASSOCIATION

2970 WELLINGTON CIRCLE • TALLAHASSEE, FL 32309-7813
(850) 668-2746

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EXECUTIVE DIRECTOR

ALICIA KEETER
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frwa@frwa.net

WEBSITE
www.frwa.net

July 1st , 2025

Mayor Hall
Town of Lake Hamilton
100 Smith Avenue
Lake Hamilton, FL 33851

Dear Mayor Hall:

The Florida Rural Water Association (FRWA) is pleased to submit the Wastewater System Asset Management and Fiscal Sustainability (AMFS) plan update to the Town of Lake Hamilton. FRWA prepared this update to the Plan in partnership with the FDEP Clean Water State Revolving Fund (CWSRF) Program to identify your system's most urgent and critical needs.

Water and wastewater systems represent critical infrastructure designed to protect the public health and the environment. This update assesses the current conditions of your wastewater fixed capital assets (e.g., Wastewater Treatment Facilities, collection system, manholes and lift stations), and more importantly provides recommendations, procedures and tools to assist with long range asset protection and utility reinvestment updates. FRWA will be available to support the Town of Lake Hamilton's Wastewater System's AMFS plan recommendations and implementation.

The following update is considered a living document with tools for your use which must be updated at least annually (quarterly updates are recommended) by the system's utility management. FRWA will provide electronic copies for your use and future modification and will remain available to assist in updating and revising the system's AMFS plan.

As a valued FRWA member, it is our goal to help make the most effective and efficient use of your limited resources. This tool is an unbiased, impartial, independent review and is solely intended for achievement of Wastewater system fiscal sustainability and maintaining your valuable utility assets. Florida Rural Water Association has enjoyed serving you and wishes your system the best in all its future endeavors.

Sincerely,
Patrick Dangelo
FRWA Utility Asset Management Team

Copy: Catherine Murray, CWSRF State Revolving Fund
Alicia Keeter, Florida Rural Water Association, Executive Director

Town of Lake Hamilton
Wastewater System Asset Management and Fiscal Sustainability Plan Update
July 1st 2025

LAKE HAMILTON
Florida

Prepared for:

Town of Lake Hamilton

FLAB07302

Prepared by:

FLORIDA RURAL WATER ASSOCIATION
Asset Management Program
In partnership with
Florida Department of Environmental Protection
and
State Revolving Fund Program

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Executive Summary

Asset Management Plan Review

The Town of Lake Hamilton and Florida Rural Water Association (FRWA) worked together over the past several months to update the Town's 2017 Asset Management and Fiscal Sustainability Plan. The asset management plan evaluation and update included these key areas:

- An inventory of assets and their location;
- An update on evaluation of asset condition, performance, level of service, current value and remaining useful life (Life Cycle Costing);
- Risk(s) assumed by waiting to repair, upgrade or replace critical equipment;
- Plans for maintaining, repairing and replacing critical assets; and
- Plans for funding, scheduling and implementing the Plan.

Asset Management involves a collaborative effort among several essential stakeholders (field operations, engineering, finance, regulatory, customers, and others). It takes all stakeholders to bring about an effective Asset Management Plan that will provide the residents of Lake Hamilton with reliable service at an affordable cost.

Project Purpose

The following report is intended to be an Update to the Asset Management and Fiscal Sustainability Plan presented in 2017. The update is unbiased and provides recommendations for managing system assets. The Town of Lake Hamilton is a valuable member of FRWA and as always, FRWA is available to help with further implementation of your AMFSP.

Process

A systematic process was used in this update of the Town's Asset Management Plan. The following data was gathered on the system for initial review and analysis:

- Most recent Financial Audit and, Comprehensive Annual Financial Report (CAFR)
- Most recent System Capital and Operating Budgets
- Current FDEP Wastewater System Sanitary Surveys
- Water volume treated during the last 12 months.

- Number of connections; grouped by size if available.
- Monthly Operating Report (MORs) for the past 12 months
- Current Rate Ordinance showing rates, connection fees, late fees, etc.
- Capital Improvement Plan (CIP)

From this current data, FRWA Staff identified critical assets to evaluate in the field which includes the major system elements and processes; (collection, treatment, transmission, storage, and monitoring).

Asset Conditions Summary

FRWA updated some of the previously collected system assets and entered the information into Diamond Maps. While this will give an updated representation of the condition of the Town's Wastewater System, it is imperative that the Town collect and assess any remaining and future assets as part of the Implementation of your AMP. To determine asset condition FRWA considers the assets age, performance, structural stability and whether it would be better to rehab or replace the asset.

Overall, the Town has done a great job securing grants and funds to be able to rehabilitate and replace crucial pieces of the Wastewater system while also growing the system to over double its size. Continuing to update asset conditions and monitoring findings will help the Town plan for future projects more efficiently.

Priority Action List

Based on the State requirements for participation in the State Revolving Fund Program (SRF), a Priority Action List was developed with the help of Town staff to prioritize action items and establish target dates for timely completion of needed repairs to the Wastewater System.

Town of Lake Hamilton Priority Action List				
Action Item	**Target Date(s)**	**Cost Type**	**Cost**	**Responsible Party or Parties**
1. Pass Resolution Adopting AMFS Plan Update	Within 60 Days from Receipt of Final Plan	Administrative	No Cost	Council
2. Update / Create Level of Service (LOS) Attributes, Goals, Targets, and Metrics and Prepare LOS Agreement if needed	90 Days after Adoption	Planning	No Cost *	Council, Town Administrator, Staff and Public
3. Conduct / Complete Rate Sufficiency Study and Adjust Rate Structure as Needed with RevPlan	Annually	Planning	No Cost	Town Administrator, Finance Staff or Designee
4. Have Energy Audit Completed	90 days after Adoption	Capital	No Cost*	Public Works Director, Staff

Town of Lake Hamilton Priority Action List				
5. Update Change Out/Repair and Replacement Program for Critical Assets if necessary	90 Days after Adoption	Planning	No Cost*	Public Works Director or Designee
6. Update Operation and Maintenance Program and Procedures if necessary	90 Days after Adoption	Planning	No Cost*	Public Works Director or Designee
7. Continue Using AMFS Tools (Diamond Maps or similar)	On-going	Administrative	Annual Cost - $540 + Local Service Provider Training - No Cost*	Public Works Director or Designee
8. Continue work related to Phase 2 of WWTP and Collection System	On-Going	Capital	$10,398,200	Town Administrator, Public Works Director and Staff
9. Annual smoke testing on collection system	On-going Beginning FY 2026	Operational	$250 annually	Public Works Director and Staff
10. Inspect and seal 4 manholes that were observed to have minor I&I	90 Days after Adoption	Operational	$500	Public Works Director and Staff

Town of Lake Hamilton Priority Action List				
11. Implement and Update Energy Audit Findings when available	Annually	Operational	Cost Vary on Scope	Town Administrator, Public Works Director, or Designee
12. Implement Annual Asset Replacement Program	Annually	Operational	Cost will Vary Based on Asset Replacement Program and Strategy	Town Administrator, Public Works Director, or Designee

*** As a member of the Florida Rural Water Association, FRWA is able to assist the Town of Lake Hamilton with this Service.**

Asset Management Plan

Introduction

Lake Hamilton, named for the beautiful lake it borders—once called Lake Hambleton—is steeped in rich history and natural beauty. The lake, featuring 35 miles of shoreline, is one of the largest in the state and was home to Bonars Island, where Chief Chipco's tribe of Creek and Seminole Indians resided during the Indian conflicts of 1854–1856. Chief Chipco, known for his peaceful ways and friendly relations with settlers, refused to fight until warned of an imminent attack. He later relocated to Lake Pierce, where he died and was succeeded by Chief Tallahassee. A monument honoring Chief Chipco stands in Lake Hamilton Park, dedicated by the Daughters of the American Revolution in 1957. The Town also claims a brush with presidential history, as President Grover Cleveland once fished in the lake, likely during his 1929 trip to dedicate Bok Tower.

The Town began to take shape in 1913 when William Hosmer built the first residence and a store, followed by the establishment of a school, railroad station, and post office in 1914. The early 20th century saw Lake Hamilton emerge during Florida's land boom and citrus farming era, attracting Swedish immigrants and northern families. In 1925, the Town was officially incorporated. During the 1960s and 1970s, Lake Hamilton gained recognition for manufacturing Hurricane Aircats—military airboats used in the Vietnam War. Though it never became a major metropolis, Lake Hamilton has grown into a diverse and close-knit community. With scenic highways, access to larger neighboring cities like Lake Wales and Winter Haven, and a setting surrounded by tranquil lakes and fragrant orange blossoms, the Town continues to attract families and retirees seeking peaceful small-town living.

- Population: The population of Lake Hamilton was 1,673 in the 2024 census, marking a 7.8% increase since the most recent census in 2020. This steady growth reflects the area's appeal and potential for ongoing development.
- Median Household Income: The estimated median household income in Lake Hamilton for 2022 was $48,593. This figure offers insights into the economic standing of local residents and contributes to understanding the community's overall prosperity.
- Per Capita Income: Lake Hamilton reported a per capita income of $19,748 in 2022. This metric indicates the average income per person in the city, providing a glimpse into individual earning levels.
- Cost of Living Index: As of March 2022, Lake Hamilton's cost of living index was 88.7. This value, below the national average of 100, suggests that living in Lake Hamilton is relatively more affordable than the U.S. average, contributing to its appeal as a residential area.
- Poverty Rate: In 2022, Lake Hamilton's poverty rate stood at 22%, which is higher than the state average of 12.7%. This data suggests that while Lake Hamilton offers many appealing qualities, a notable portion of its population faces economic challenge.

https://www.city-data.com/city/Lake-Hamilton-Florida.html

In 2017 FRWA assisted in the creation of the current Wastewater Asset Management Plan with The Town of Lake Hamilton covering a wide range of needs. Now 8 years later, some needs were met while some priorities and schedules have changed. As with all Asset Management Plans as the System changes so do the needs, therefore so should the plan. Asset Management is not a project; it's a never- ending process that has to be continually refined and expanded. Having the tools to track the assets performance, maintenance schedules and any unscheduled repairs within the system is considered implementation of the AMFSP. Once tracked, you can start seeing the characteristics of an asset that's beginning to fail, its need for preventive maintenance and the ability of the system to avoid a critical failure. Updating the AMFSP no less than annually is critical, and semi-annually is recommended.

Asset Management Requirements

In accordance with FDEP Rule 62-503.700(7), F.A.C., State Revolving Fund (SRF) recipients are encouraged to implement an Asset Management Plan (AMP) to promote utility system long-term sustainability. To be accepted for the financing rate adjustment and to be eligible for reimbursement, an asset management plan must:

1. Be adopted by Resolution;
2. Have written procedures in place to implement the plan;
3. Be implemented in a timely manner.

An Asset Management Plan is a tactical plan for managing an organization's infrastructure and assets to deliver an agreed upon standard of service at the best appropriate cost.

Desired level of service = this is what utilities want their assets to provide.

Best appropriate cost = this is the lowest life cycle cost (but it's not necessarily without cost)

Basically we want to provide safe, reliable service while thinking about what the costs will be for those services. Essentially we're thinking more like a business.

Asset management best practices aim to improve utility operations. Utilities will become more familiar with these approaches as an asset management program is implemented. A good starting point for any size system is the 5 Core Questions framework. This framework walks you through all the major activities associated with asset management and can be implemented at the level of sophistication reasonable for a given system.

The 5 core questions of an asset management framework are:

10

1. What Is the Current State of the Utility's Assets?
2. What Is the Utility's Required Sustained Level of Service?
3. Which Assets Are Critical to Sustained Performance?
4. What Are the Utility's Best "Minimum Life-Cycle Cost" CIP and O&M Strategies?
5. What Is the Utility's Best Long-term Financing Strategy?

This Asset Management Plan outlines the current state of Wastewater infrastructure in the Town of Lake Hamilton. It also identifies the current practices and strategies that are in place to manage Wastewater infrastructure and makes recommendations where they can be further refined.

Asset Management Plan Implementation

Implementing and maintaining an active Asset Management Plan will provide numerous benefits to the Utility and its Customers, such as:

- Prolonging asset life and aiding in rehabilitation/repair/replacement decisions
- Increased operational efficiencies
- Informed operational and management decisions
- Increased knowledge of asset criticality
- Meeting consumer demands with a focus on system sustainability and improved communication
- Setting rates based on sound operational and financial planning
- Budgeting by focusing on activities critical to sustained performance
- Meeting system service expectations and regulatory requirements
- Improving responses to emergencies
- Improving security and safety of assets
- Capital improvement projects that meet the true needs of the system and community
- Provides an impartial unbiased report to help explain rate sufficiency to the community.

In developing this plan, FRWA personnel used data from previously collected information on most of the Town's Wastewater system assets. The information has been previously entered into Diamond Maps, a cloud based

geographical information system (GIS). FRWA, in partnership with FDEP has contracted with Diamond Maps to develop Asset Management software specifically for small systems at an affordable cost. The software is easy to use, as it is set up for small communities and for water/wastewater systems. The Town has already begun utilizing this service and contunies to update and document information when available.

Having an asset management tool to keep data current is essential for tracking the utility's assets into the future, to assist with planning and funding for asset rehabilitation or replacement, to schedule and track asset maintenance by issuing work orders, and assigning tasks to personnel who will perform the work and update in the system.

In order to determine Fiscal Sustainability, FRWA uses an online financial tracking and revenue sufficiency-modeling tool, RevPlan. RevPlan is designed to enhance asset and financial management for small/medium Florida water and wastewater utilities. It provides a free-to-member online tool to achieve financial resiliency, and to maintain utility assets for long-term sustainability.

By inputting your accurate budgetary, O&M, CIP, existing asset and funding information, this tool assists the user in identifying any rate adjustments and/or external funding necessary to meet the utility finance requirements, and the impact rate increases/borrowing may have on customers.

Additionally, RevPlan is programmed to populate asset information directly from Diamond Maps.

FRWA personnel will train system staff in how to update Revplan going forward. As with Diamond Maps, annual updates to Revplan can serve as a part of implementation

Form of Goverment

The Town of Lake Hamilton in Polk County, Florida, was established by the Florida State Legislature on November 6, 1924, and has continued as a municipal corporation with a Council and Administrator form of government.

The Town Council is the governing body of the Town of Lake Hamilton, established by the Florida Legislature, and serves as the legislative branch of town, as defined in the Town Charter. The regular meetings of the Town Council are held on the first Tuesday of every month, unless changed by Council. The meetings are held at Town of Lake Hamilton Town Hall, 100 Smith Ave.

Staffing

FRWA appreciates the assistance of those employees that helped in the preparation of this Plan. They include but are not limited to the following:

Name	Job Title
Patrick Henry	**Public Works Director**
Dalton Lake	**Maintenance Worker 1**
William Mills	**Maintenance Worker 1**

Harvey Sims III	**Chief Water Operator**
Noah St John	**Wastewater Operator**
Brandon Stanbridge	**Distribution & Collections Supervisor**
Cathy Sumner	**Office Coordinator**
Jerry Torrance	**Utilities Superintendent**
Jimmie Wesley	**Distribution & Collections Operator**

Wastewater System

The Town of Lake Hamlton manages and operates a wastewater utility responsible for gathering and processing wastewater within its designated service area. This encompasses the Town limits and surrounding area. The wastewater collection system comprises of primarly a gravity sewer system and five lift stations.

Presently, the existing Wastewater Treatment Facility (WWTF) is permitted to handle 0.249 Annual Average Daily Flow (AADF). The WWTF was constructed in 2022-2023 and is has just recently been put into service. Previously all of the wastewater was sent to the Town of Dundee for treatment through one of the Towns lift stations. Since that time the wastewater has been redirected and sent to the new WWTF eliminating the need for outside treatment.

Due to excpeted growth the Town has already began the planning and design portion of Phase 2 of the WWTF to include an additional 0.249 AADF to accommodate flows and capacity needs. Construction is set to begin in 2026.

Current Asset Conditions

The water and wastewater utility within the Town encompasses crucial infrastructure that provides indispensable services – safe drinking water and treated wastewater—for the community. Ensuring the proper delivery of these services safeguards' public health and the environment. The Florida Department of Environmental Protection has stringent criteria for the effective operation and upkeep of the utility system, and it falls upon the Town to meet these standards.

Every water and wastewater system comprises visible and invisible assets, ranging from physical components like blowers, pumps, valves, pipes, tanks, motors, and buildings to certain proprietary and costly equipment. Each of these assets plays a unique role, contributing to the system's optimal functioning. However, all assets share a common trait—they depreciate over time, leading to decreased efficiency and capability to provide the required level of service. Maintenance becomes crucial as assets age, with operational costs escalating due to wear and reduced efficiency.

At a certain point, replacing components becomes a more judicious choice than repeatedly conducting expensive repairs. The failure or malfunction of equipment can result in inadequate treatment, customer grievances, property

damage, environmental harm, permit breaches, and regulatory penalties—particularly impactful in Florida, where communities rely heavily on tourism tied to the preservation of natural resources.

Unfortunately, all assets will eventually fail, and inadequate maintenance can accelerate premature failures. Managing the aftermath of these failures is pivotal for the utility. However, not all assets pose an equal risk of failure, nor are they equally critical to the utility's performance. For instance, while a fence surrounding a well site or lift station is important, it's not as critical as the well pump or lift station pump.

Numerous factors contribute to asset failure, including age, environmental conditions (weather, corrosive elements), excessive use, and inadequate maintenance. Deciding between replacement and rehabilitation involves considering what's best for both the utility and its customers. This decision should be informed by comprehensive information obtained from various resources.

Continued implementation of a Computerized Maintenance Management System (CMMS) will enhance the longevity, performance, and reliability of the Town's assets. A CMMS facilitates automated maintenance scheduling, generates work orders, and records completed tasks. Tracking and documenting maintenance activities encourage staff accountability.

Moreover, maintenance schedules aligned with manufacturer and industry recommendations, rather than reactive fixes, can be established using a CMMS. FRWA (Florida Rural Water Association) personnel can aid the Town in creating these schedules and offer training in Diamond Maps, contributing to improved utility management.

FRWA and Town staff previously collected and assessed the majority of the Wastewater system assets and entered the information into Diamond Maps. While this will give a good representation of the condition of the Wastewater assets, it is imperative that the Town collect and assess any remaining components or any new assets following construction as part of the Implementation of your AMP.

Collection System

The Town of Lake Hamilton’s collection system incorporates 5 lift stations and apporximitaly 161 manholes. The system also utilizes approximately 7.1 miles of gravity mains and unknown miles of force mains. Despite this extensive network, the gravity sewer mains' condition was not evaluated during data collection outside of visual inspections at manhole inverts.

While there was relatively minimal infiltration or inflow observed in the gravity manholes, a comprehensive assessment of the actual gravity mains through televising and smoke testing is recommended in upcoming years. FRWA can assist with smoke testing if needed.

Lift Stations

The most current assesments of the lift stations all showed similar findings. None of the 5 lift stations had any major deficiencies and were primarly all in average to good condition. Three of the five lift stations have been installed recently to accommodate new subdivisions. The other two lift stations were installed earlier, but have been rehabilitated with newer pumps, panels, and other related items. Regular Maintenance, Lift Station Checks, cleanings, draw down tests should all be completed as needed or per manufacturer recommendations.

Manholes

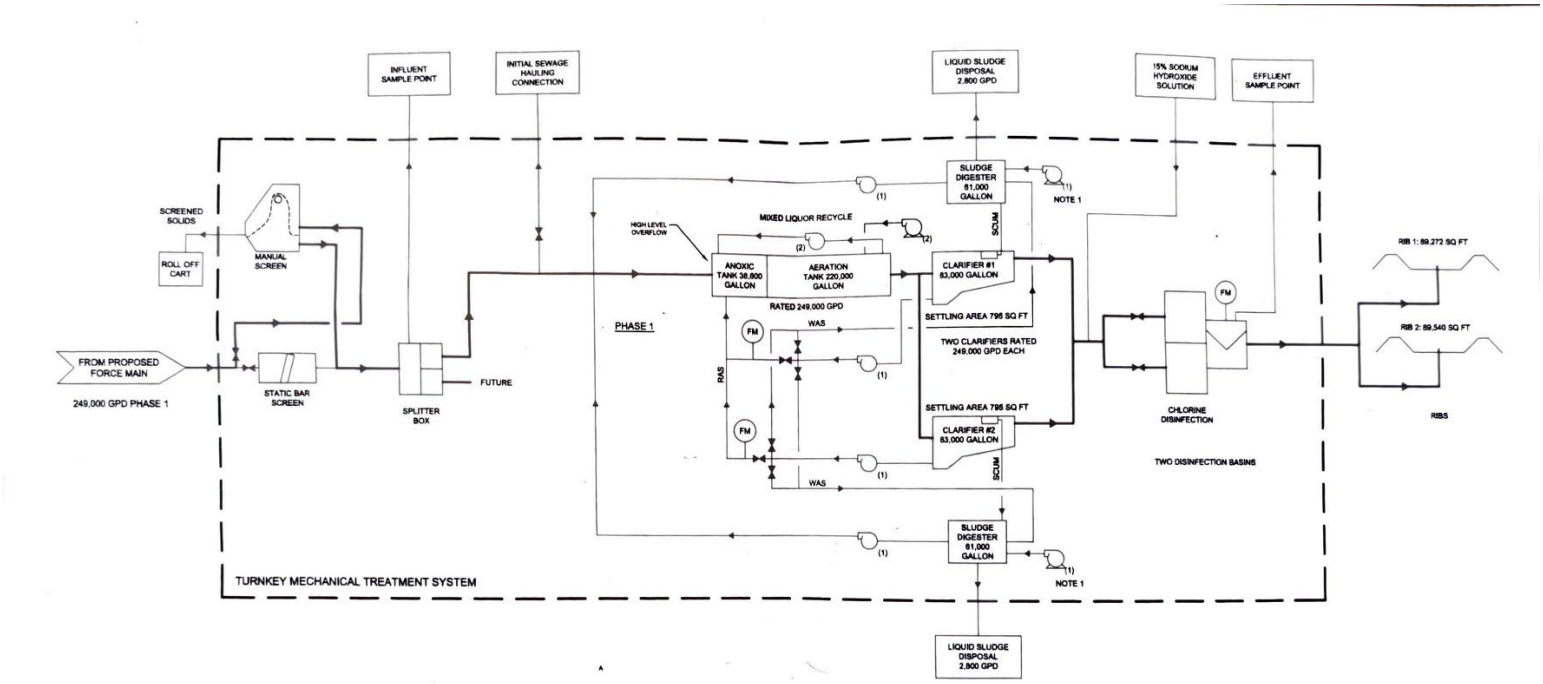
Of the 161 Manholes assesed none of them were found to be in poor condition as most of the manholes have been recently installed. Although the general conditions of most manholes were found to be average, four manholes were observed to have minor infiltration and intrustion of ground/rain water. This can lead to extra flow to the WWTF in the form of unaccounted for water and create additional expenses to treatment costs. Although minor, these manholes should be further inspected and minor repairs made where needed.

Manhole ID	Condition Comment	GPS Location	
wwManH-9	Minor I & I between bench & base	28.044216	-81.6212209
wwManH-10	Minor I & I misc areas	28.0451125	-81.6212778
wwManH-15	Minor I & I near bench	□□.□□□□□	□□.□□□□
wwManH-21	Minor I & I between bench & wall	28.0428796	-81.6187354

WWTF

The current 0. 249 MGD AADF plant was contructed and put into service in 2023. The new plant consists of the following:

- Headworks consisting of a static and mechanical bar screen
- (1) Anoxic Tank 38,600 Gallons
- (1) Aeration Tank 220,000 Gallons
- (2) Clarifier Tanks 83,000 Gallons each
- (2) Digester Tanks 61,000 Gallons each
- (2) Chlorine Contact Chambers (Ribs)
- Multiple pumps, blowers, and misc motors
- Other treatment equipement



The Town is currently in the construction phase of its Wastewater Treatment Facility (WWTF) Phase 2 Project. This phase addresses critical components that were omitted from Phase 1 due to funding limitations and rising construction costs. These include the addition of a surge tank, headworks, a backup treatment train, an operations building, a paved driveway, and systems necessary to meet stringent Basin Management Action Plan (BMAP) discharge requirements. Phase 2 not only completes these essential improvements but also enhances the Town's overall wastewater infrastructure by increasing capacity, improving resilience, and ensuring compliance with strict effluent discharge standards for both current and future customers.

A major component of Phase 2 involves redirecting wastewater flows from customers along US 27—currently sent south to the Town of Dundee for treatment—back to Lake Hamilton's new WWTF. This redirection is necessary due to capacity constraints and contractual issues with Dundee. To accomplish this, a new lift station and force main configuration will be constructed, allowing the Town to treat all of its own wastewater once the project is complete. The expanded facility will include an identical setup to the current plant, providing increased capacity and operational redundancy. Upon completion, all newly installed assets will be entered into Diamond Maps to ensure accurate tracking of equipment, maintenance, and future replacement needs

Operations and Maintenance

O&M consists of preventive and emergency-reactive maintenance. In this section, the strategy for O&M varies by the asset, criticality, condition and operating history. All assets have a certain risk associated with them. This risk must be used as the basis for establishing a maintenance program to make sure that the utility addresses the highest risk assets. In addition, the maintenance program should address the level of service performance objectives to ensure that the utility is running at a level acceptable to the customer. Unexpected incidents could require changing the maintenance schedule for some assets. This is because corrective action must be taken in

response to unexpected incidents, including those found during routine inspections and O&M activities. Utility staff will record condition assessments when maintenance is performed and during scheduled inspections. As an asset is repaired or replaced, its condition will improve and therefore reduce the overall risk of asset failure. The maintenance strategy should be revisited annually.

The conditions found during the assessments of the Wastewater System Assets shows that Town of Lake Hamilton has taken many steps to grow and expand their Wastewater System. It will be important moving forward to accuratly capture historic maintenance and repairs that are done.

Capital Improvement Plan

The utility staff and management typically know of potential assets that need to be repaired or rehabilitated. Reminders in the Diamond Maps task calendar let the staff members know when the condition of an asset begins to decline according to the manufacturer's life cycle recommendations. Because the anticipated needs of the utility will change each year, the CIP is updated annually to reflect those changes. This CIP from the most recent RevPlan model is copied below:

Lake Hamilton											
L. Hamilton FY25											
Fiscal Year: 2025											
CIP Schedule											
Description	**Funding Source**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**2032**	**2033**	**2034**
WW 319	Wastewater Impact Fees	$418,300	$0	$0	$0	$0	$0	$0	$0	$0	$0
INFRASTRUCTURE (WTP Improvements)	Water Impact Fees	$272,500	$0	$0	$0	$0	$0	$0	$0	$0	$0
WW 319	Grant	$418,300	$0	$0	$0	$0	$0	$0	$0	$0	$0
PRWC	Water Revenues	$169,400	$171,600	$261,100	$631,400	$647,400	$652,200	$657,700	$814,600	$0	$0
New WW Employee	Wastewater Revenues	$122,900	$129,000	$135,500	$142,300	$149,400	$156,900	$164,700	$172,900	$0	$0
Estimated Additional WW O&M Expenses	Wastewater Revenues	$150,000	$150,000	$150,000	$150,000	$150,000	$150,000	$150,000	$150,000	$0	$0
Water Treatment Plant Phase 2	Existing Loan	$11,771,100	$0	$0	$0	$0	$0	$0	$0	$0	$0
Water Treatment Plant Phase 3	Water Impact Fees	$0	$0	$2,000,000	$8,000,000	$0	$0	$0	$0	$0	$0
Upper Floridan Wells (2)	Water Impact Fees	$0	$600,000	$0	$0	$0	$0	$0	$0	$0	$0
Ground Storage Tank (.8mgd) Design	Water Impact Fees	$0	$0	$55,000	$0	$0	$0	$0	$0	$0	$0
Ground Storage Tank (.8 mgd Construction)	Water Impact Fees	$0	$1,000,000	$1,000,000	$0	$0	$0	$0	$0	$0	$0
Wastewater Treatment Plant Phase 2	Existing Loan	$10,398,200	$0	$0	$0	$0	$0	$0	$0	$0	$0
Water Distribution	Water Revenues	$151,200	$151,200	$151,200	$151,200	$151,200	$151,200	$151,200	$151,200	$151,200	$151,200
Valve and Hydrant Replacement	Water Revenues	$0	$20,000	$20,000	$0	$0	$0	$0	$0	$0	$0
Wastewater Collection	Wastewater Revenues	$282,500	$282,500	$282,500	$282,500	$282,500	$282,500	$282,500	$282,500	$282,500	$282,500
	Funding Source	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**2032**	**2033**	**2034**
	Water Revenues	$320,600	$342,800	$432,300	$782,600	$798,600	$803,400	$808,900	$965,800	$151,200	$151,200
	Wastewater Revenues	$555,400	$561,500	$568,000	$574,800	$581,900	$589,300	$597,200	$605,400	$282,500	$282,500
	Water Impact Fees	$272,500	$1,600,000	$3,055,000	$8,000,000	$0	$0	$0	$0	$0	$0
	Wastewater Impact Fees	$418,300	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Existing Loan	$22,169,300	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Grant	$418,300	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total	$24,154,500	$2,504,300	$4,055,300	$9,357,400	$1,380,500	$1,392,800	$1,406,100	$1,571,300	$433,700	$433,700

Financial

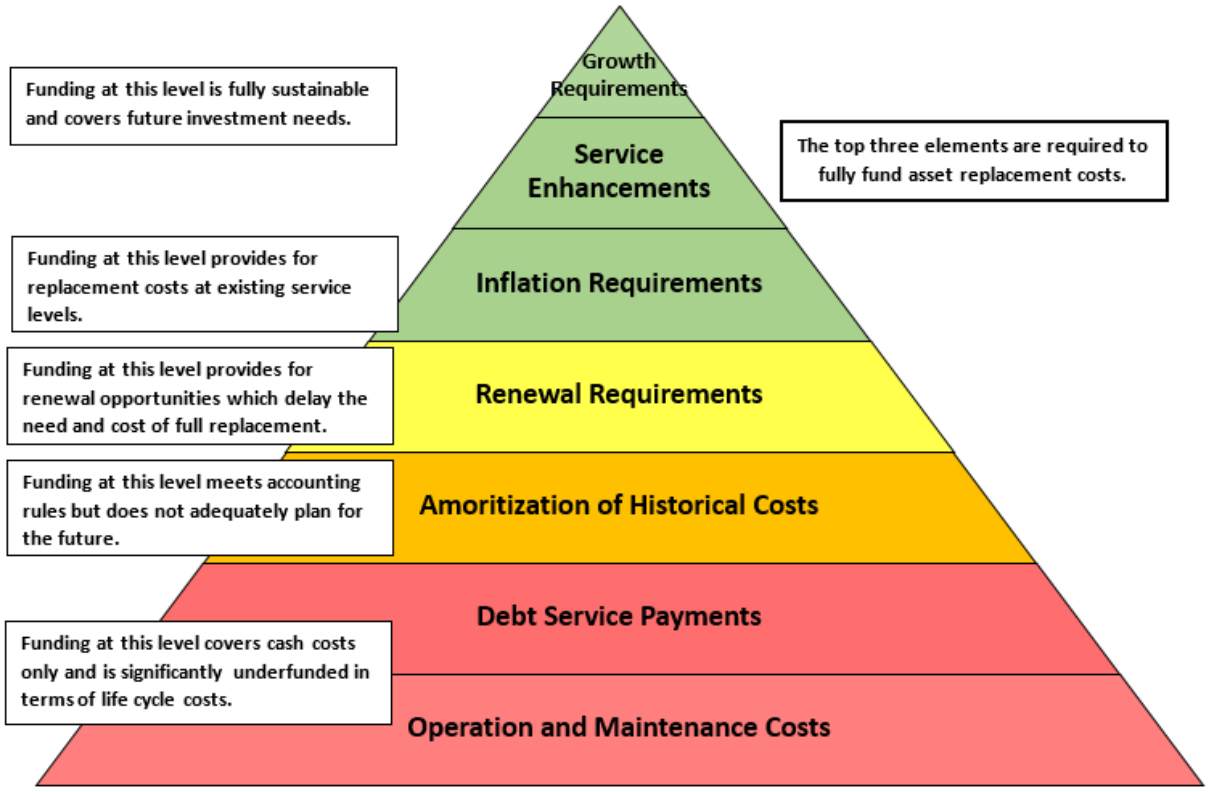
In order for an Asset Management Plan to be effectively put into action, it must be integrated with financial planning and long-term budgeting. The development of a comprehensive financial plan will allow Lake Hamilton's Water

System to identify the financial resources required for sustainable asset management based on existing asset inventories, desired levels of service, and projected growth requirements.

The pyramid below depicts the various cost elements and resulting funding levels that should be incorporated into Asset Plans that are based on best practices.

This report, with the assistance of RevPlan, helps develop such a financial plan by presenting several scenarios for consideration and culminating with final recommendations.

The assets collected, along with financial information provided by the system, were entered into RevPlan to create a preliminary financial sufficiency model for the System. Each year the system is encouraged to update RevPlan and use it to help understand the impacts of future projects and rate increases.



The use of RevPlan allows the system to input current financial data and develop their own financial planning projections based on various time frames. The System will have the ability to modify the rate structure to determine which proposed rate scenarios may support current and upcoming debt and expenses. Members of FRWA staff are available to assist the System with RevPlan and updating financial models.

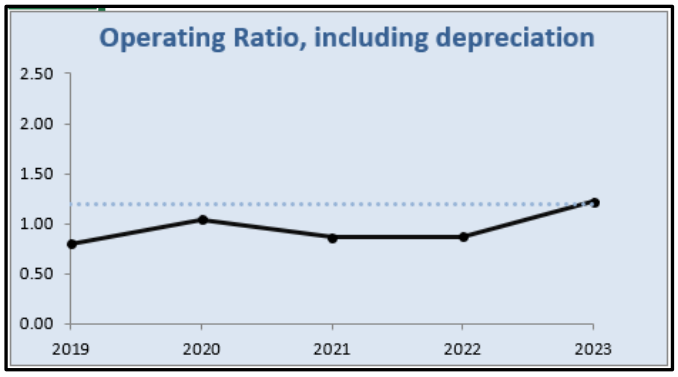
Financial Performance

Financial data available from the annual financial statements were copied into a Financial Health Checkup tool provided by the Environmental Finance Center at the University of Chapel Hill. This free tool assists in the assessment of the financial performance of a water utility fund by computing key financial indicators that measure a variety of important metrics. Each metric is compared against targets and demonstrates the financial strengths and weaknesses of the utility fund over the past five years.

As indicated by the Snapshot chart, Lake Hamilton's Water System met four out of the six financial targets indicating financial strength in the utility fund is being met in some areas but further strengthening of the utility may be needed.

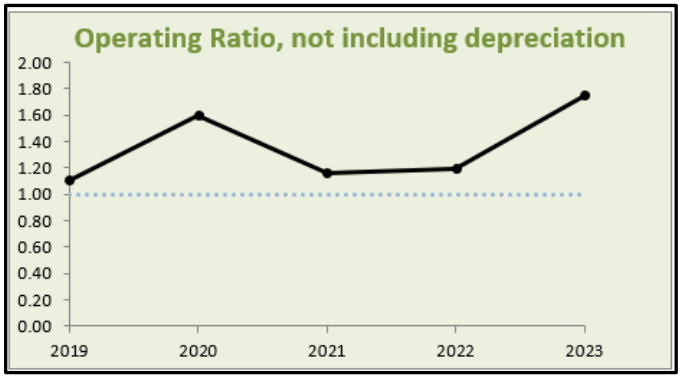


Operating Ratio (including depreciation): Did the system generate the revenue needed to pay for O&M and a little for capital? Benchmark is 1.20.



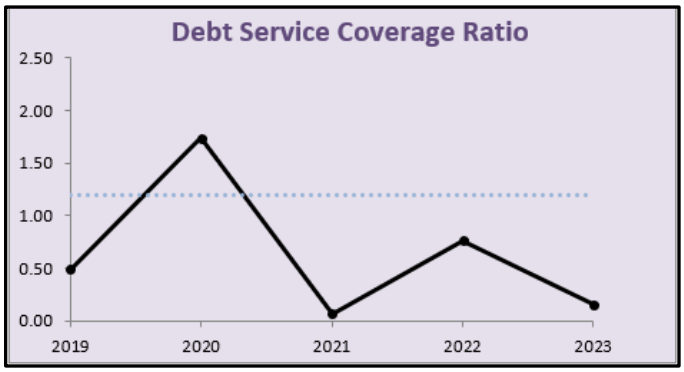
Value for Town of Lake Hamilton in Fiscal Year 2023:	1.22
Did you meet your target?	
Did you improve since the previous year?	

Operating Ratio (not including depreciation): Did the system generate the revenues to pay for O&M by itself? Benchmark is 1.50.



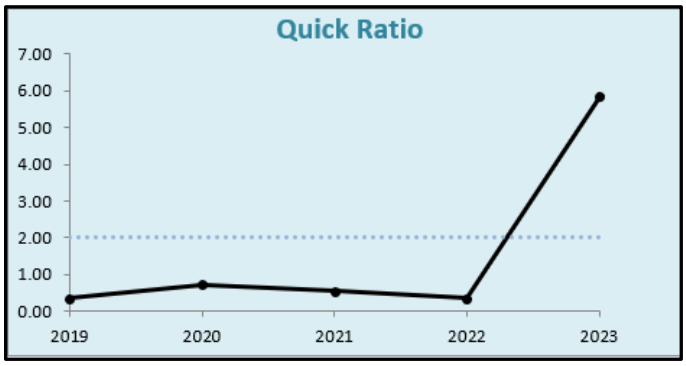
Value for Town of Lake Hamilton in Fiscal Year 2023:	1.75
Did you meet your target in Fiscal Year 2023?	
Did you improve since the previous year?	

Debt Service Coverage: Did the system generate the revenues needed to pay for O&M and existing debt service? Benchmark is >1.2.



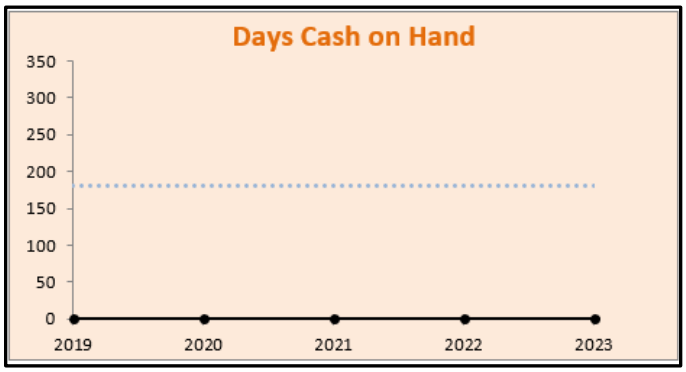
Value for Town of Lake Hamilton in Fiscal Year 2023:	0.16
Did you meet your target in Fiscal Year 2023?	✗
Did you improve since the previous year?	↓

Quick Ratio: Did you have enough liquidity to pay your current liabilities at the end of the year? Benchmark is at least 2.0.



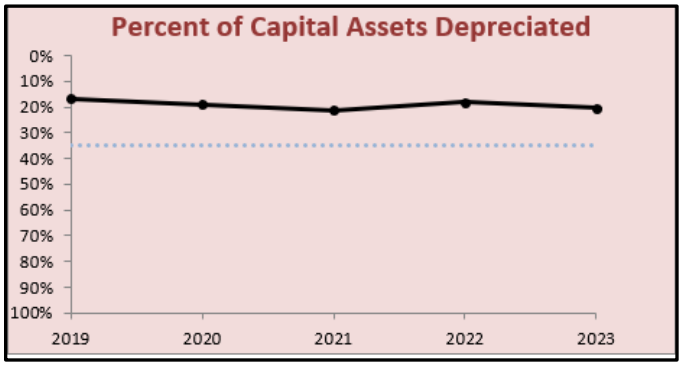
Value for Town of Lake Hamilton in Fiscal Year 2023:	5.8
Did you meet your target in Fiscal Year 2023?	✓
Did you improve since the previous year?	↑

Days Cash on Hand: How many days could you continue to operate the utility with the cash levels available? Benchmark is 270 days.



Value for Town of Lake Hamilton in Fiscal Year 2023:	0
Did you meet your target in Fiscal Year 2023?	✗
Did you improve since the previous year?	No data

Percent of Capital Assets Depreciated: How much have your utility's assets depreciated (nearing the end of their lives)? Benchmark is staying away from 100%.



Value for Town of Lake Hamilton in Fiscal Year 2023:	20%
Did you meet your target in Fiscal Year 2023?	
Did you improve since the previous year?	

Based on the results of the key financial indicators it is recommended that the Town of Lake Hamilton continue to strengthen their utility fund in order to have enough funds to cover daily expenses, debt service, capital replacement costs, emergencies, and unexpected revenue shortfalls. As the water system ages and the percentage of assets depreciated increases each year, it is important for the water fund to become fully sustainable by securing funding levels that provide for renewal opportunities, the full replacement costs of assets, service enhancements and growth requirements.

Asset Statistics

The table below summarizes the asset information from the System collected by FRWA and found in RevPlan:

Town of Lake Hamilton Water System	
Total Replacement Cost of Wastewater System	$13,372,460.43
Percent of Assets Needing Replacement	0%
Cost of Replacing All Assets Needing Replacement	$0
Annual Replacement Cost of System	$282,478.67

Please note that the $13.3 million dollar replacement cost of the water system documented above, along with the annual replacement cost of $282,478 for the system is low. These figures do not include certain assets such as large equipment, some piping, vehicles, and some property improvements normally associated with maintaining a utility system. These figures do not include the Force main piping and new assets that have been recently installed or are in construction currently. As a result, any proposed rate adjustments suggested by FRWA should be considered a minimum or a starting point for review and consideration by the System.

Based on the findings of the Asset Management Plan, it is important for the Town of Lake Hamilton's Wastewater System to start setting aside reserves for the replacement of its assets, to make sure that the base charge is adequately covering fixed costs and that its usage charges are sufficient to fund its variable costs.

Reserves

Reserve balances for utility systems are funds set aside for a specific cash flow requirement, financial need, project, task, or legal covenant. All types of reserves can play a significant role in addressing current and future challenges facing utility systems, such as demand volatility, water supply costs, large capital requirements, asset replacements, natural disasters and potential liabilities from system failures associated with aged infrastructure. All utilities should establish formal financial policies related to reserves. Such policies should articulate how these balances are established, their use, and how the adequacy of each respective reserve fund balance is determined. Once reserve targets are established, they should be reviewed annually during the budgeting process.

The unrestricted cash available at end of FY 2024 was $7,090,075 with annual operating expenses (without depreciation) of approximately $1,043,800 in FY 2024 giving the System 2,479 days of cash on hand. Please note that the increase in reserve amounts was primarily due to impact fees being raised and growth in the system on both the Drinking water and Wastewater systems. The numbers mentioned above in the financial health check up were taken from previous years (2019-2023) that did not have the impact fees and growth from the last two years. This would indicate a positive trend moving forward in the next update.

For planning purposes and without a stated reserve policy from the System, FRWA builds the financial model by increasing the annual unrestricted reserve funding to 270 days of the current year operation and maintenance budget. While there is not a one size fits all approach to building reserves, FRWA cautions utilities about dropping below 90 days and encourages them to work towards a balance of cash on hand equal to or greater than 270 days. Cash reserves are essential to ensure a utility's long-term financial sustainability and resiliency. Each utility system has its own unique circumstances and considerations that should be factored into the selection of the types of reserves and corresponding policies that best meet its needs and objectives.

Rates

A 'rule of thumb' FRWA subscribes to regarding rates is that base charges pay for fixed expenses and usage charges fund the variable expenses. Rates should generate sufficient revenue to cover the full cost of operating a water system. By charging customers the full cost of water, small water systems send a message that water is a valued commodity that must be used wisely and not wasted. When rates are set to cover the full cost of production, water systems are more likely to have financial stability and security.

A rate study completed by FRWA on July 8th, 2023, concluded that base rates and the usage charge need to be increased for all customers. The Council passed a multiyear plan for all water and wastewater customers. Details of the plan are listed below. It is recommended that the Town annually update the RevPlan model to include new expenditures and revenue amounts to make sure that the utility is properly funded.

The current residential and commercial rate structure is as follows:

	2024	2025	2026	2027	2028	2029	2030	2031	2032
Wastewater									
Residential Single Family									
Base Charges Inside City									
5/8-inch	$48.00	$48.00	$48.00	$48.00	$48.00	$48.00	$48.00	$48.00	$48.00
Usage Charges Inside City									
0 gallons or more	$13.61								
0 to 5,000 gallons		$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00
5,001 to 10,000 gallons		$5.75	$5.75	$5.75	$5.75	$5.75	$5.75	$5.75	$5.75
10,001 to 15,000 gallons		$6.61	$6.61	$6.61	$6.61	$6.61	$6.61	$6.61	$6.61
15,001 to 25,000 gallons		$7.60	$7.60	$7.60	$7.60	$7.60	$7.60	$7.60	$7.60
25,001 to 50,000 gallons		$8.75	$8.75	$8.75	$8.75	$8.75	$8.75	$8.75	$8.75
50,001 gallons or more		$10.06	$10.06	$10.06	$10.06	$10.06	$10.06	$10.06	$10.06
Commercial									
Base Charges Inside City									
5/8-inch	$48.00	$48.00	$48.00	$48.00	$48.00	$48.00	$48.00	$48.00	$48.00
Usage Charges Inside City									
0 gallons or more	$13.61								
0 to 5,000 gallons		$6.26	$6.26	$6.26	$6.26	$6.26	$6.26	$6.26	$6.26
5,001 to 10,000 gallons		$7.19	$7.19	$7.19	$7.19	$7.19	$7.19	$7.19	$7.19
10,001 to 15,000 gallons		$8.26	$8.26	$8.26	$8.26	$8.26	$8.26	$8.26	$8.26
15,001 to 25,000 gallons		$9.50	$9.50	$9.50	$9.50	$9.50	$9.50	$9.50	$9.50
25,001 to 50,000 gallons		$10.94	$10.94	$10.94	$10.94	$10.94	$10.94	$10.94	$10.94
50,001 gallons or more		$12.56	$12.56	$12.56	$12.56	$12.56	$12.56	$12.56	$12.56
Sewer Only									
Base Charges Inside City									
5/8-inch	$48.00	$48.00	$48.00	$48.00	$48.00	$48.00	$48.00	$48.00	$48.00

Once a rate structure is established, the rate increases must satisfy:

- The existing operational expenses.
- The existing debt service requirements.
- The annual replacement costs for the system and future capital improvement costs.
- The new operating expenses.
- The future debt needed to adequately replace and sustain the assets of the system.
- The annual reserve requirements.
- The need to preserve the existing amount of funds in retained earnings.

Energy Management

Energy costs often make up twenty-five to thirty percent of a utility's total operation and maintenance costs. They also represent the largest controllable cost of providing water and wastewater services. EPA's "Ensuring a Sustainable Future: An Energy Management Guidebook for Wastewater and Water Utilities" provides details to support utilities in energy management and cost reduction by using the steps described in this guidebook. The Guidebook takes utilities through a series of steps to analyze their current energy usage, use energy audits to identify ways to improve efficiency and measure the effectiveness of energy projects.

Energy Conservation and Cost Savings

The Town of Lake Hamilton should ensure all assets, not just those connected to a power source, are evaluated for energy efficiency. It is highly recommended that staff conduct an energy assessment or audit. The following are common energy management initiatives the utility should implement going forward:

1. Load management
2. Replace weather-stripping and insulation on buildings.
3. Installation of insulated metal roofing over energy inefficient shingle roofing
4. On-demand water heaters
5. Variable frequency driven pumps and electrical equipment
6. Energy efficient infrastructure
7. LED lighting
8. Meg electric motors
9. MCC electrical lug thermal investigation
10. Flag underperforming assets for rehabilitation or replacement

The above 10 energy saving initiatives are just a start and most can be accomplished in-house. A more comprehensive energy audit, conducted by an energy consultant/professional, is recommended to evaluate how much energy is consumed system-wide and identify measures that can be taken to utilize energy more efficiently.

With the cost of electricity rising, the reduction of energy use should be a priority for water providers. A key deliverable of an energy audit is a thorough analysis of the effect of overdesign on energy efficiency. Plants are designed to perform at maximum flow and loading conditions. Unfortunately, most plants are not efficient at average conditions. Aging infrastructure is another source of inefficient usage of energy in WTPs across the country.

The justification for addressing aging infrastructure related energy waste is also included in the energy audit process.

Energy Audit Approach

An energy audit is intended to evaluate how much energy is consumed and identify measures that can be taken to utilize energy more efficiently. The primary goal is reducing power consumption and cost through physical and operational changes. Each system will have unique opportunities to reduce energy use or cost depending on system specific changes and opportunities within the power provider's rate schedules. For example, an audit of an individual Wastewater treatment plant (WWTP) or lift stations will attempt to pinpoint wasted or unneeded facility energy consumption.

A water or wastewater system energy audit approach checklist, similar to the one below, can be a useful tool to identify areas of potential concern and to develop a plan of action to resolve them. FRWA offers free Energy Assessments to our members and SRF recipients that are participating in the AMFSP program. Please contact your local Circuit Rider or any FRWA team member to participate. It is recommended to perform an energy audit and then update every two to three years to analyze a return on investment.

Minimum Equipment Information to Gather	Additional Equipment Information to Gather	Conditions to Consider
• **Pump style** • **Number of pump stages** • **Pump and motor speed(s)** • **Pump rated head (name plate)** • **Motor rated power and voltage (name plate)** • **Full load amps** • **Rated and actual pump discharge** • **Operation schedules**	• Pump manufacturer's pump curves • Actual pump curve • Power factor • Load profile • Analysis of variable frequency drives (vfd's) if present • Pipe sizes • Water level (source) • Motor current • Pump suction pressure • Discharge pressure	• Maintenance records • Consistently throttled valves • Excessive noise or vibrations • Buildup of sand and/or grit • Evidence of wear or cavitation on pump, impellers, or pump bearings. • Out-of-alignment conditions • Significant flow rate/ pressure variations • Active by-pass piping • Restrictions in pipes or pumps • Restrictive/leaking pump shaft packing

Conclusions

It has been a pleasure to work with Town staff and Associates. The creation of this Asset Management Plan Update would not have been possible without their corporation and hard work.

Our conclusions are based on our observations during the data collection procedure, discussions with Town staff, reports from regulatory inspection data, and our experience related to similar assets.

Wastewater Treatment Facility.

- Continue construction of Phase 2 of current WWTP
- Enter new assets into Diamond Maps
- Have Energy assesment completed, update every 2 to 3 years

Collection System

- Routinly Smoke test areas of collection system to identify inflow and infiltration
- Inspect and repair four manholes that had minor I&I visible during inspections.

Lift Stations

- Develop a maintenance plan to perform daily, weekly, quartley, semi- annual and annual maintenance and inspections.

General

- Implement an Asset Management (AM) and Geographic Information System (GIS) program to optimize asset maintenance and management effectively.
- Conduct comprehensive staff training encompassing maintenance protocols, safety measures, and proficient utilization of the AM/GIS tool. (Diamond Maps offers this service)
- Maintain adherence to the existing Operations and Maintenance (O&M) Plan.
- Sustain commitment to the ongoing Capital Improvement Plan (CIP).
- Regularly monitor rates to ensure sufficient funding for operational requirements and system enhancements.
- Implement Energy Management strategies to capitalize on potential savings resulting from even minor alterations in energy consumption.
- **Adopt the Updated Asset Management Plan through a formal Resolution to showcase the utility's dedication to the plan's implementation.**

Funding Sources for Water and Wastewater Systems

On the following page is a table of common funding sources, including web links and contact information. All municipal systems should be making the effort to secure funding, which can be in the form of low or no interest loans, grants, or a combination of both.

Agency/Program	Website	Contact
FDEP Drinking Water State Revolving Fund Program (DWSRF)	https://floridadep.gov/wra/srf/content/dwsrf-program	Eric Meyers eric.v.meyers@FloridaDEP.gov 850-245-2991
FDEP Clean Water State Revolving Fund Loan Program (CWSRF)	https://floridadep.gov/wra/srf/content/cwsrf-program	Catherine Murray Catherine.M.Murray@FloridaDEP.gov 850-245-2969
USDA Rural Development- Water and Wastewater Direct Loans and Grants	https://www.rd.usda.gov/programs-services/rural-economic-development-loan-grant-program https://www.rd.usda.gov/programs-services/water-waste-disposal-loan-grant-program	Jeanie Isler jeanie.isler@fl.usda.gov 352-338-3440
Economic Development Administration- Public Works and Economic Adjustment Assistance Programs	https://www.eda.gov/resources/economic-development-directory/states/fl.htm https://www.grants.gov/web/grants/view-opportunity.html?oppId=294771	Greg Vaday gvaday@eda.gov 404-730-3009
National Rural Water Association- Revolving Loan Fund	https://nrwa.org/initiatives/revolving-loan-fund/	Alicia Keeter Alicia@frwa.net 850-668-2746
Florida Department of Economic Opportunity- Florida Small Cities Community Development Block Grant Program	http://www.floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/florida-small-cities-community-development-block-grant-program	Roger Doherty roger.doherty@deo.myflorida.com 850-717-8417
Northwest Florida Water Management System - Cooperative Funding Initiative (CFI)	https://www.nwfwater.com/Water-Resources/Funding-Programs	Christina Coger Christina.Coger@nwfwater.com 850-539-5999

FRWA offers funding and technical assistance in the form of preparing funding documentation. This includes Request for Inclusion (RFIs), Applications, and Disbursement Requests. FRWA offers this as a free service to communities in Florida using knowledgeable employees dedicated to assisting with funding. For more information on how your system can benefit from this assistance, please contact the FRWA office.

Closing

This Updated Asset Management and Fiscal Sustainability plan is presented to the Town of Lake Hamilton for consideration and final adoption. This creation would not be possible without the cooperation of the Utility staff and the Florida Department of Environmental Protection State Revolving Fund (FDEP-SRF).

As a valued FRWA member, it is our goal to help make the most effective and efficient use of your limited resources. The Updated Asset Management and Fiscal Sustainability Plan is an unbiased, impartial, independent review and is solely intended for achievement of fiscal sustainability and maintaining your valuable utility assets. The Florida Rural Water Association has enjoyed serving you and will happily assist Lake Hamilton with any future projects to ensure your Asset Management Plan is a success.

Appendix A: Example Resolution

RESOLUTION NO. 2025- _____

A RESOLUTION OF THE TOWN OF LAKE HAMILTON AMENDING THE WASTEWATER ASSET MANAGEMENT AND FISCAL SUSTAINABILITY PLAN; AUTHORIZING THE TOWN ADMINISTRATOR AND PUBLIC WORKS DIRECTOR TO TAKE ALL ACTIONS NECESSARY TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR REPEAL OF CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Chapter 403, Florida Statutes, and Chapter 62 of the Florida Administrative Code authorize and provide guidelines for the Department of Environmental Protection to provide financial assistance through the State Revolving Fund ("SRF") to agencies for the construction of utility system improvements; and

WHEREAS, as a condition of obtaining funding from the SRF, The Town of Lake Hamilton is required to approve, implement and update an Asset Management and Fiscal Sustainability Plan for The Town of Lake Hamilton's Wastewater Utility System Improvements; and

WHEREAS, the Council of the Town of Lake Hamilton originally approved the Wastewater Asset Management and Fiscal Sustainability Plan on the 2nd day of May 2017; and

WHEREAS, the Council of the Town of Lake Hamilton has determined that approval of an amended Wastewater Asset Management and Fiscal Sustainability Plan for the proposed improvements, to obtain necessary funding in accordance with SRF guidelines, is in the best interest of the Town of Lake Hamilton.

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

Section 1. The Council of the Town of Lake Hamilton hereby approves the amended Wastewater Asset Management and Fiscal Sustainability Plan dated 1st day of July 2025 and attached hereto as Attachment A and incorporated by reference as a part of this Resolution.

Section 2. The Town Administrator and Public Works Director are authorized to take all actions necessary to effectuate the intent of this Resolution and to implement the Wastewater Asset Management and Fiscal Sustainability Plan in accordance with applicable Florida law and Council direction in order to obtain funding from the SRF.

Section 3. The Town of Lake Hamilton Council will annually evaluate existing rates to determine the need for any increase and will increase rates in accordance with the financial

recommendation found in the Water or Wastewater Asset Management and Fiscal Sustainability Plan or in proportion to Utility System's needs as determined by the Council in its discretion.

Section 4. All Resolutions or part of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

Section 5. 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. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED on this 1rst day of July 2025.

Town of Lake Hamilton

_____

Mayor

]

ATTEST:

_____

Clerk

APPROVED AS TO FORM:

_____

Attorney

Appendix B Master List

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
Manholes						
wwManH-1	2015	50	$ 27,677.13	Average	Moderate	2050
wwManH-2	2015	50	$ 13,299.40	Average	Moderate	2050
wwManH-3	2015	50	$ 12,221.07	Average	Moderate	2050
wwManH-4	2015	50	$ 12,760.23	Average	Moderate	2050
wwManH-5	2015	50	$ 12,041.35	Average	Moderate	2050
wwManH-6	2015	50	$ 15,456.06	Average	Moderate	2050
wwManH-7	2015	50	$ 19,589.65	Average	Moderate	2050
wwManH-8	2015	50	$ 17,792.44	Average	Moderate	2050
wwManH-9	2015	50	$ 12,041.35	Average	Moderate	2050
wwManH-10	2015	50	$ 10,963.02	Average	Moderate	2050
wwManH-11	2015	50	$ 11,322.46	Average	Moderate	2050
wwManH-12	2015	50	$ 10,423.85	Average	Moderate	2050
wwManH-13	2015	50	$ 14,018.28	Average	Moderate	2050
wwManH-14	2015	50	$ 22,105.76	Average	Moderate	2050
wwManH-15	2015	50	$ 15,815.50	Average	Moderate	2050
wwManH-16	2015	50	$ 14,198.01	Average	Moderate	2050
wwManH-17	2015	50	$ 13,479.12	Average	Moderate	2050
wwManH-18	2015	50	$ 16,534.39	Average	Moderate	2050
wwManH-19	2014	50	$ 17,612.72	Average	Moderate	2050
wwManH-20	2014	50	$ 14,018.28	Average	Moderate	2050
wwManH-21	2014	50	$ 14,377.73	Average	Moderate	2050
wwManH-22	2014	50	$ 9,345.52	Average	Moderate	2050
wwManH-23	2014	50	$ 8,986.08	Average	Moderate	2050
wwManH-24	2014	50	$ 17,432.99	Average	Moderate	2050
wwManH-25	2014	50	$ 24,621.86	Average	Moderate	2050
wwManH-26	2014	50	$ 10,783.30	Average	Moderate	2050
wwManH-27	2014	50	$ 10,423.85	Average	Moderate	2050
wwManH-28	2014	50	$ 8,986.08	Average	Moderate	2050
wwManH-29	2014	50	$ 8,626.64	Average	Moderate	2050
wwManH-30	2014	50	$ 9,345.52	Average	Moderate	2050
wwManH-31	2014	50	$ 12,041.35	Average	Moderate	2050
wwManH-32	2014	50	$ 13,479.12	Average	Moderate	2050

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
wwManH-33	2014	50	$ 14,018.28	Average	Moderate	2050
wwManH-34	2014	50	$ 10,603.57	Average	Moderate	2050
wwManH-35	2014	50	$ 18,691.05	Average	Moderate	2050
wwManH-36	2014	50	$ 15,815.50	Average	Moderate	2050
wwManH-37	2014	50	$ 17,972.16	Average	Moderate	2050
wwManH-38	2014	50	$ 6,829.42	Average	Moderate	2050
wwManH-39	2014	50	$ 15,815.50	Average	Moderate	2050
wwManH-40	2014	50	$ 15,815.50	Average	Moderate	2050
wwManH-41	2023	50	$ 11,142.74	Average	Moderate	2050
wwManH-42	2023	50	$ 14,916.89	Average	Moderate	2050
wwManH-43	2023	50	$ 16,354.66	Average	Moderate	2050
wwManH-44	2023	50	$ 18,870.77	Average	Moderate	2050
wwManH-45	2023	50	$ 30,912.11	Average	Moderate	2050
wwManH-46	2023	50	$ 29,474.34	Average	Moderate	2050
wwManH-47	2023	50	$ 33,068.77	Average	Moderate	2050
wwManH-48	2023	50	$ 19,589.65	Average	Moderate	2050
wwManH-49	2023	50	$ 9,704.97	Average	Moderate	2050
wwManH-50	2023	50	$ 9,704.97	Average	Moderate	2050
wwManH-51	2023	50	$ 12,400.79	Average	Moderate	2050
wwManH-52	2023	50	$ 10,603.57	Average	Moderate	2050
wwManH-53	2023	50	$ 12,760.23	Average	Moderate	2050
wwManH-54	2022	50	$ 25,700.19	Average	Moderate	2050
wwManH-55	2022	50	$ 22,824.64	Average	Moderate	2050
wwManH-56	2022	50	$ 8,087.47	Average	Moderate	2050
wwManH-57	2022	50	$ 36,663.20	Average	Moderate	2050
wwManH-58	2022	50	$ 31,631.00	Average	Moderate	2050
wwManH-59	2022	50	$ 17,253.27	Average	Moderate	2050
wwManH-60	2022	50	$ 19,949.10	Average	Moderate	2050
wwManH-61	2022	50	$ 10,244.13	Average	Moderate	2050
wwManH-62	2022	50	$ 19,589.65	Average	Moderate	2050
wwManH-63	2022	50	$ 12,041.35	Average	Moderate	2050
wwManH-64	2022	50	$ 10,064.41	Average	Moderate	2050
wwManH-65	2022	50	$ 10,963.02	Average	Moderate	2050
wwManH-66	2022	50	$ 10,783.30	Average	Moderate	2050
wwManH-67	2022	50	$ 11,861.63	Average	Moderate	2050
wwManH-68	2022	50	$ 27,856.85	Average	Moderate	2050
wwManH-69	2022	50	$ 34,506.55	Average	Moderate	2050

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
wwManH-70	2022	50	$ 29,114.90	Average	Moderate	2050
wwManH-71	2022	50	$ 17,253.27	Average	Moderate	2050
wwManH-72	2022	50	$ 16,893.83	Average	Moderate	2050
wwManH-73	2022	50	$ 10,064.41	Average	Moderate	2050
wwManH-74	2022	50	$ 16,714.11	Average	Moderate	2050
wwManH-75	2022	50	$ 10,603.57	Average	Moderate	2050
wwManH-76	2022	50	$ 10,064.41	Average	Moderate	2050
wwManH-77	2022	50	$ 10,783.30	Average	Moderate	2050
wwManH-78	2022	50	$ 10,603.57	Average	Moderate	2050
wwManH-79	2022	50	$ 16,174.94	Average	Moderate	2050
wwManH-80	2022	50	$ 17,253.27	Average	Moderate	2050
wwManH-81	2022	50	$ 19,230.21	Average	Moderate	2050
wwManH-82	2022	50	$ 10,423.85	Average	Moderate	2050
wwManH-83	2022	50	$ 18,331.60	Average	Moderate	2050
wwManH-84	2022	50	$ 26,598.80	Average	Moderate	2050
wwManH-85	2022	50	$ 32,529.61	Average	Moderate	2050
wwManH-86	2022	50	$ 10,423.85	Average	Moderate	2050
wwManH-87	2022	50	$ 10,963.02	Average	Moderate	2050
wwManH-88	2022	50	$ 31,990.44	Average	Moderate	2050
wwManH-89	2022	50	$ 32,349.89	Average	Moderate	2050
wwManH-90	2022	50	$ 26,778.52	Average	Moderate	2050
wwManH-91	2022	50	$ 10,963.02	Average	Moderate	2050
wwManH-92	2022	50	$ 11,142.74	Average	Moderate	2050
wwManH-93	2022	50	$ 14,557.45	Average	Moderate	2050
wwManH-94	2022	50	$ 10,963.02	Average	Moderate	2050
wwManH-95	2023	50	$ 9,884.69	Average	Moderate	2050
wwManH-96	2023	50	$ 11,322.46	Average	Moderate	2050
wwManH-97	2023	50	$ 24,262.41	Average	Moderate	2050
wwManH-98	2023	50	$ 30,552.67	Average	Moderate	2050
wwManH-99	2022	50	$ 34,865.99	Average	Moderate	2050
wwManH-100	2023	50	$ 35,225.43	Average	Moderate	2050
wwManH-101	2023	50	$ 43,312.90	Average	Moderate	2050
wwManH-102	2023	50	$ 32,709.33	Average	Moderate	2050
wwManH-103	2023	50	$ 35,225.43	Average	Moderate	2050
wwManH-104	2023	50	$ 14,737.17	Average	Moderate	2050
wwManH-105	2023	50	$ 9,165.80	Average	Moderate	2050
wwManH-106	2023	50	$ 34,865.99	Average	Moderate	2050

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
wwManH-107	2023	50	$ 34,686.27	Average	Moderate	2050
wwManH-108	2023	50	$ 19,409.93	Average	Moderate	2050
wwManH-109	2023	50	$ 8,986.08	Average	Moderate	2050
wwManH-110	2023	50	$ 9,525.24	Average	Moderate	2050
wwManH-111	2023	50	$ 40,617.08	Average	Moderate	2050
wwManH-112	2023	50	$ 42,414.30	Average	Moderate	2050
wwManH-113	2023	50	$ 34,686.27	Average	Moderate	2050
wwManH-114	2023	50	$ 22,285.48	Average	Moderate	2050
wwManH-115	2023	50	$ 8,806.36	Average	Moderate	2050
wwManH-116	2023	50	$ 8,986.08	Average	Moderate	2050
wwManH-117	2023	50	$ 8,986.08	Average	Moderate	2050
wwManH-118	2023	50	$ 15,456.06	Average	Moderate	2050
wwManH-119	2023	50	$ 8,986.08	Average	Moderate	2050
wwManH-120	2023	50	$ 23,363.81	Average	Moderate	2050
wwManH-121	2023	50	$ 24,442.14	Average	Moderate	2050
wwManH-122	2023	50	$ 14,557.45	Average	Moderate	2050
wwManH-123	2023	50	$ 8,806.36	Average	Moderate	2050
wwManH-124	2023	50	$ 14,557.45	Average	Moderate	2050
wwManH-125	2023	50	$ 10,603.57	Average	Moderate	2050
wwManH-126	2023	50	$ 8,626.64	Average	Moderate	2050
wwManH-127	2023	50	$ 22,105.76	Average	Moderate	2050
wwManH-128	2023	50	$ 14,737.17	Average	Moderate	2050
wwManH-129	2023	50	$ 9,345.52	Average	Moderate	2050
wwManH-130	2023	50	$ 8,986.08	Average	Moderate	2050
wwManH-131	2023	50	$ 13,299.40	Average	Moderate	2050
wwManH-132	2023	50	$ 31,451.28	Average	Moderate	2050
wwManH-133	2023	50	$ 9,345.52	Average	Moderate	2050
wwManH-134	2023	50	$ 8,806.36	Average	Moderate	2050
wwManH-135	2023	50	$ 9,525.24	Average	Moderate	2050
wwManH-136	2023	50	$ 9,704.97	Average	Moderate	2050
wwManH-137	2023	50	$ 10,423.85	Average	Moderate	2050
wwManH-138	2023	50	$ 27,497.40	Average	Moderate	2050
wwManH-139	2023	50	$ 9,884.69	Average	Moderate	2050
wwManH-140	2023	50	$ 9,525.24	Average	Moderate	2050
wwManH-141	2023	50	$ 8,626.64	Average	Moderate	2050
wwManH-142	2023	50	$ 8,626.64	Average	Moderate	2050
wwManH-143	2023	50	$ 6,829.42	Average	Moderate	2050

MASTER ASSET LIST						
Name	**Installed**	**Design Life**	**Replacement Cost**	**Condition**	**Consequence of Failure**	**EOL**
wwManH-144	2023	50	$ 20,667.98	Average	Moderate	2050
wwManH-145	2023	50	$ 29,474.34	Average	Moderate	2050
wwManH-146	2023	50	$ 29,654.06	Average	Moderate	2050
wwManH-147	2023	50	$ 39,359.03	Average	Moderate	2050
wwManH-148	2023	50	$ 36,483.48	Average	Moderate	2050
wwManH-149	2023	50	$ 25,340.74	Average	Moderate	2050
wwManH-150	2023	50	$ 18,151.88	Average	Moderate	2050
wwManH-151	2023	50	$ 12,760.23	Average	Moderate	2050
wwManH-152	2023	50	$ 8,806.36	Average	Moderate	2050
wwManH-153	2023	50	$ 14,377.73	Average	Moderate	2050
wwManH-154	2023	50	$ 13,299.40	Average	Moderate	2050
wwManH-155	2023	50	$ 14,018.28	Average	Moderate	2050
wwManH-156	2023	50	$ 9,165.80	Average	Moderate	2050
wwManH-157	2023	50	$ 9,165.80	Average	Moderate	2050
wwManH-158	2023	50	$ 10,783.30	Average	Moderate	2050
wwManH-159	2023	50	$ 9,525.24	Average	Moderate	2050
wwManH-160	2023	50	$ 9,345.52	Average	Moderate	2050
wwManH-161	2023	50	$ 9,525.24	Average	Moderate	2050
Wetwell						
Ls #2 wetell	2022	50	$ 100,000.00	Good	Moderate	2060
Ls 3 wetwell	2023	50	$ 110,000.00	Good	Moderate	2060
Ls 4 wetwell	2023	50	$ 115,000.00	Good	Moderate	2060
Ls 5 wetwell	2022	50	$ 75,000.00	Average	Moderate	2050
Ls 1 wetwell	2017	50	$ 75,000.00	Average	Moderate	2050
Electrical Equipment						
Anoxic control panel	2023	20	n/a	Good	Moderate	2039
Decant control panel 2	2023	20	n/a	Good	Moderate	2039
Decant control panel 2	2023	20	n/a	Good	Moderate	2039
Clarifier 1 control panel	2023	20	n/a	Good	Moderate	2039
Ras Control Panel	2023	20	n/a	Good	Moderate	2039
Clarifier 2 control panel	2023	20	n/a	Good	Moderate	2039
was control panel	2023	20	n/a	Good	Moderate	2039

MASTER ASSET LIST						
Name	**Installed**	**Design Life**	**Replacement Cost**	**Condition**	**Consequence of Failure**	**EOL**
Blower control panel	2023	20	n/a	Good	Moderate	2039
Auto dialer	2023	20	n/a	Good	Moderate	2039
Transfer Switch	2023	20	n/a	Good	Moderate	2039
Generator	2023	20	n/a	Good	Moderate	2039
Ls #2 control panel	2022	20	$ 20,000.00	Good	Moderate	2039
Ls 2 transfer switch	2022	20	$ 7,500.00	Good	Moderate	2039
LS 2 Generator	2022	20	$ 56,000.00	Average	Moderate	2035
Ls 3 control panel	2023	20	$ 20,000.00	Good	Moderate	2039
LS 3 Transfer switch	2023	20	$ 7,500.00	Good	Moderate	2039
LS 3 Generator	2023	20	$ 56,000.00	Good	Moderate	2039
Ls 4 control panel	2023	20	$ 20,000.00	Good	Moderate	2039
Ls 4 transfer switch	2023	20	$ 7,500.00	Good	Moderate	2039
LS 4 Generator	2023	20	$ 56,000.00	Good	Moderate	2039
Ls 5 control panel	2022	20	$ 15,000.00	Average	Moderate	2035
Ls 1 control panel	2017	20	$ 10,000.00	Average	Moderate	2035
Pumps						
Ls 2 pump 1	2022	20	$ 25,000.00	Average	Moderate	2035
Ls 2 pump 2	2022	20	$ 25,000.00	Average	Moderate	2035
Ls 3 pump 1	2023	20	$ 25,000.00	Average	Moderate	2035
Ls 3 pump 2	2023	20	$ 25,000.00	Average	Moderate	2035
Ls 4 pump 1	2023	20	$ 25,000.00	Average	Moderate	2035
Ls 4 pump 2	2023	20	$ 25,000.00	Average	Moderate	2035
Ls 5 pump 1	2022	20	$ 20,000.00	Average	Moderate	2035
Ls 5 pump 2	2022	20	$ 20,000.00	Average	Moderate	2035
Ls 1 pump 1	2017	20	$ 12,500.00	Average	Moderate	2035
Ls 1 pump 2	2017	20	$ 12,500.00	Average	Moderate	2035
Control Valve						
wControlValve-1	2022	25	$ 800.00	Good	Moderate	2043
wControlValve-2	2022	25	$ 800.00	Good	Moderate	2043

MASTER ASSET LIST						
Name	**Installed**	**Design Life**	**Replacement Cost**	**Condition**	**Consequence of Failure**	**EOL**
wControlValve-3	2022	25	$ 500.00	Good	Moderate	2043
wControlValve-4	2022	25	$ 500.00	Good	Moderate	2043
wControlValve-5	2022	25	$ 500.00	Good	Moderate	2043
wControlValve-6	2023	25	$ 500.00	Average	Moderate	2038
wControlValve-7	2023	25	$ 500.00	Average	Moderate	2038
wControlValve-8	2023	25	$ 500.00	Average	Moderate	2038
wControlValve-9	2023	25	$ 800.00	Average	Moderate	2038
wControlValve-10	2023	25	$ 800.00	Average	Moderate	2038
wControlValve-11	2023	25	$ 800.00	Average	Moderate	2038
wControlValve-12	2023	25	$ 800.00	Average	Moderate	2038
wControlValve-13	2023	25	$ 500.00	Average	Moderate	2038
wControlValve-14	2023	25	$ 500.00	Average	Moderate	2038
wControlValve-15	2023	25	$ 500.00	Average	Moderate	2038
wControlValve-16	2022	25	$ 1,200.00	Average	Moderate	2038
wControlValve-17	2022	25	$ 1,200.00	Average	Moderate	2038
wControlValve-18	2022	25	$ 750.00	Average	Moderate	2038
wControlValve-19	2017	25	$ 1,200.00	Average	Moderate	2038
wControlValve-20	2017	25	$ 1,200.00	Average	Moderate	2038
wControlValve-21	2017	25	$ 850.00	Average	Moderate	2038
Treatment Equipment						
Blower #1	2023	25	N/a	Good	Moderate	2043
Head works	2023	25	N/a	Good	Moderate	2043
Bar screen 2	2023	25	N/a	Good	Moderate	2043

MASTER ASSET LIST						
Name	**Installed**	**Design Life**	**Replacement Cost**	**Condition**	**Consequence of Failure**	**EOL**
Anoxic mixer 1	2023	25	N/a	Good	Moderate	2043
Anoxic mixer 2	2023	25	N/a	Good	Moderate	2043
Gear drive skimmer	2023	25	N/a	Good	Moderate	2043
Chlorine injector	2023	25	N/a	Good	Moderate	2043
Chlorine holding tank	2023	25	N/a	Good	Moderate	2043
Blower 2	2023	25	N/a	Good	Moderate	2043
Blower 3	2023	25	N/a	Good	Moderate	2043
Storage Tanks						
Anoxic tank	2023	50	N/a	Good	Moderate	2060
Aeration tank 2	2023	50	N/a	Good	Moderate	2060
Clarifier 1	2023	50	N/a	Average	Moderate	2060
Digester 1	2023	50	N/a	Good	Moderate	2060
Clarifier 2	2023	50	N/a	Good	Moderate	2060
Digester 2	2023	50	N/a	Good	Moderate	2060
Chlorine Contact Chamber 1	2023	50	N/a	Good	Moderate	2060
Motors						
Blower #1	2023	20	N/a	Good	Moderate	2035
Skimmer motor 2	2023	20	N/a	Good	Moderate	2036
Blower Motor 2	2023	20	N/a	Good	Moderate	2037
Blower Motor 3	2023	20	N/a	Good	Moderate	2038
Gravity Main						
GravityMain	2016	50	$ 34,074.00	Average	Moderate	2050
GravityMain	2015	50	$ 58,999.50	Average	Moderate	2050
GravityMain	2015	50	$ 4,720.50	Average	Moderate	2050
GravityMain	2015	50	$ 28,395.00	Average	Moderate	2050
GravityMain	2015	50	$ 25,092.00	Average	Moderate	2050
GravityMain	2015	50	$ 54,670.50	Average	Moderate	2050
GravityMain	2015	50	$ 13,968.00	Average	Moderate	2050
GravityMain	2014	50	$ 32,584.50	Average	Moderate	2050
GravityMain	2014	50	$ 10,363.50	Average	Moderate	2050
GravityMain	2014	50	$ 13,369.50	Average	Moderate	2050

MASTER ASSET LIST						
Name	Installed	Design Life	Replacement Cost	Condition	Consequence of Failure	EOL
GravityMain	2014	50	$ 16,326.00	Average	Moderate	2050
GravityMain	2014	50	$ 24,655.50	Average	Moderate	2050
GravityMain	2014	50	$ 14,701.50	Average	Moderate	2050
GravityMain	2014	50	$ 1,453.50	Average	Moderate	2050
GravityMain	2014	50	$ 27,607.50	Average	Moderate	2050
GravityMain	2014	50	$ 26,428.50	Average	Moderate	2050
GravityMain	2014	50	$ 41,445.00	Average	Moderate	2050
GravityMain	2014	50	$ 34,213.50	Average	Moderate	2050
GravityMain	2023	50	$ 3,591.00	Good	Moderate	2060
GravityMain	2023	50	$ 4,207.50	Good	Moderate	2060
GravityMain	2023	50	$ 64,368.00	Average	Moderate	2050
GravityMain	2023	50	$ 14,796.00	Good	Moderate	2060
GravityMain	2023	50	$ 17,293.50	Good	Moderate	2060
GravityMain	2023	50	$ 23,976.00	Good	Moderate	2060
GravityMain	2023	50	$ 13,257.00	Good	Moderate	2060
GravityMain	2023	50	$ 4,018.50	Good	Moderate	2060
GravityMain	2022	50	$ 5,499.00	Good	Moderate	2060
GravityMain	2022	50	$ 52,276.50	Good	Moderate	2060
GravityMain	2022	50	$ 17,910.00	Good	Moderate	2060
GravityMain	2022	50	$ 13,063.50	Good	Moderate	2060
GravityMain	2022	50	$ 27,391.50	Good	Moderate	2060
GravityMain	2022	50	$ 8,379.00	Good	Moderate	2060
GravityMain	2022	50	$ 20,326.50	Good	Moderate	2060
GravityMain	2022	50	$ 59,773.50	Good	Moderate	2060
GravityMain	2022	50	$ 18,117.00	Good	Moderate	2060
GravityMain	2022	50	$ 49,725.00	Good	Moderate	2060
GravityMain	2022	50	$ 3,249.00	Good	Moderate	2060
GravityMain	2022	50	$ 19,777.50	Good	Moderate	2060
GravityMain	2022	50	$ 5,508.00	Good	Moderate	2060
GravityMain	2022	50	$ 113,184.00	Good	Moderate	2060
GravityMain	2022	50	$ 18,013.50	Good	Moderate	2060
GravityMain	2022	50	$ 19,098.00	Good	Moderate	2060
GravityMain	2022	50	$ 4,509.00	Good	Moderate	2060
GravityMain	2023	50	$ 10,035.00	Good	Moderate	2060
GravityMain	2023	50	$ 15,655.50	Good	Moderate	2060
GravityMain	2023	50	$ 18,760.50	Average	Moderate	2050
GravityMain	2023	50	$ 38,673.00	Average	Moderate	2050

MASTER ASSET LIST						
Name	**Installed**	**Design Life**	**Replacement Cost**	**Condition**	**Consequence of Failure**	**EOL**
GravityMain	2023	50	$ 29,308.50	Average	Moderate	2050
GravityMain	2023	50	$ 33,723.00	Average	Moderate	2050
GravityMain	2023	50	$ 20,511.00	Average	Moderate	2050
GravityMain	2023	50	$ 16,780.50	Average	Moderate	2050
GravityMain	2023	50	$ 10,156.50	Average	Moderate	2050
GravityMain	2023	50	$ 35,856.00	Average	Moderate	2050
GravityMain	2023	50	$ 2,803.50	Average	Moderate	2050
GravityMain	2023	50	$ 45,135.00	Average	Moderate	2050
GravityMain	2023	50	$ 4,072.50	Average	Moderate	2050
GravityMain	2023	50	$ 19,327.50	Average	Moderate	2050
GravityMain	2023	50	$ 19,183.50	Average	Moderate	2050
GravityMain	2023	50	$ 18,702.00	Average	Moderate	2050
GravityMain	2023	50	$ 17,712.00	Average	Moderate	2050
GravityMain	2023	50	$ 17,743.50	Average	Moderate	2050
GravityMain	2023	50	$ 17,802.00	Average	Moderate	2050
GravityMain	2023	50	$ 16,501.50	Average	Moderate	2050
GravityMain	2023	50	$ 35,770.50	Average	Moderate	2050
GravityMain	2023	50	$ 1,930.50	Average	Moderate	2050
GravityMain	2023	50	$ 15,160.50	Average	Moderate	2050
GravityMain	2023	50	$ 16,735.50	Average	Moderate	2050
GravityMain	2023	50	$ 47,569.50	Average	Moderate	2050
GravityMain	2023	50	$ 45,063.00	Average	Moderate	2050
GravityMain	2023	50	$ 3,717.00	Average	Moderate	2050
GravityMain	2023	50	$ 17,172.00	Average	Moderate	2050
GravityMain	2023	50	$ 6,120.00	Average	Moderate	2050
GravityMain	2023	50	$ 5,328.00	Average	Moderate	2050
GravityMain	2023	50	$ 16,276.50	Average	Moderate	2050
WWTP						
WWTP	2023	50	$ 7,944,380.00	Good	Moderate	2060

FLORIDA RURAL WATER ASSOCIATION

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July 1st , 2025

Mayor Hall
Town of Lake Hamilton
100 Smith Avenue
Lake Hamilton, FL 33851

Dear Mayor Hall:

The Florida Rural Water Association (FRWA) is pleased to submit the Wastewater System Asset Management and Fiscal Sustainability (AMFS) plan update to the Town of Lake Hamilton. FRWA prepared this update to the Plan in partnership with the FDEP Clean Water State Revolving Fund (CWSRF) Program to identify your system's most urgent and critical needs.

Water and wastewater systems represent critical infrastructure designed to protect the public health and the environment. This update assesses the current conditions of your wastewater fixed capital assets (e.g., Wastewater Treatment Facilities, collection system, manholes and lift stations), and more importantly provides recommendations, procedures and tools to assist with long range asset protection and utility reinvestment updates. FRWA will be available to support the Town of Lake Hamilton's Wastewater System's AMFS plan recommendations and implementation.

The following update is considered a living document with tools for your use which must be updated at least annually (quarterly updates are recommended) by the system's utility management. FRWA will provide electronic copies for your use and future modification and will remain available to assist in updating and revising the system's AMFS plan.

As a valued FRWA member, it is our goal to help make the most effective and efficient use of your limited resources. This tool is an unbiased, impartial, independent review and is solely intended for achievement of Wastewater system fiscal sustainability and maintaining your valuable utility assets. Florida Rural Water Association has enjoyed serving you and wishes your system the best in all its future endeavors.

Sincerely,
Patrick Dangelo
FRWA Utility Asset Management Team

Copy: Catherine Murray, CWSRF State Revolving Fund
Alicia Keeter, Florida Rural Water Association, Executive Director

Town of Lake Hamilton
Wastewater System Asset Management and Fiscal Sustainability Plan Update
July 1st 2025

LAKE HAMILTON
Florida

Prepared for:

Town of Lake Hamilton

FLAB07302

Prepared by:

FLORIDA RURAL WATER ASSOCIATION
Asset Management Program
In partnership with
Florida Department of Environmental Protection
and
State Revolving Fund Program

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Executive Summary

Asset Management Plan Review

The Town of Lake Hamilton and Florida Rural Water Association (FRWA) worked together over the past several months to update the Town's 2017 Asset Management and Fiscal Sustainability Plan. The asset management plan evaluation and update included these key areas:

- An inventory of assets and their location;
- An update on evaluation of asset condition, performance, level of service, current value and remaining useful life (Life Cycle Costing);
- Risk(s) assumed by waiting to repair, upgrade or replace critical equipment;
- Plans for maintaining, repairing and replacing critical assets; and
- Plans for funding, scheduling and implementing the Plan.

Asset Management involves a collaborative effort among several essential stakeholders (field operations, engineering, finance, regulatory, customers, and others). It takes all stakeholders to bring about an effective Asset Management Plan that will provide the residents of Lake Hamilton with reliable service at an affordable cost.

Project Purpose

The following report is intended to be an Update to the Asset Management and Fiscal Sustainability Plan presented in 2017. The update is unbiased and provides recommendations for managing system assets. The Town of Lake Hamilton is a valuable member of FRWA and as always, FRWA is available to help with further implementation of your AMFSP.

Process

A systematic process was used in this update of the Town's Asset Management Plan. The following data was gathered on the system for initial review and analysis:

- Most recent Financial Audit and, Comprehensive Annual Financial Report (CAFR)
- Most recent System Capital and Operating Budgets
- Current FDEP Wastewater System Sanitary Surveys
- Water volume treated during the last 12 months.

- Number of connections; grouped by size if available.
- Monthly Operating Report (MORs) for the past 12 months
- Current Rate Ordinance showing rates, connection fees, late fees, etc.
- Capital Improvement Plan (CIP)

From this current data, FRWA Staff identified critical assets to evaluate in the field which includes the major system elements and processes; (collection, treatment, transmission, storage, and monitoring).

Asset Conditions Summary

FRWA updated some of the previously collected system assets and entered the information into Diamond Maps. While this will give an updated representation of the condition of the Town's Wastewater System, it is imperative that the Town collect and assess any remaining and future assets as part of the Implementation of your AMP. To determine asset condition FRWA considers the assets age, performance, structural stability and whether it would be better to rehab or replace the asset.

Overall, the Town has done a great job securing grants and funds to be able to rehabilitate and replace crucial pieces of the Wastewater system while also growing the system to over double its size. Continuing to update asset conditions and monitoring findings will help the Town plan for future projects more efficiently.

Priority Action List

Based on the State requirements for participation in the State Revolving Fund Program (SRF), a Priority Action List was developed with the help of Town staff to prioritize action items and establish target dates for timely completion of needed repairs to the Wastewater System.

Town of Lake Hamilton Priority Action List				
Action Item	**Target Date(s)**	**Cost Type**	**Cost**	**Responsible Party or Parties**
1. Pass Resolution Adopting AMFS Plan Update	Within 60 Days from Receipt of Final Plan	Administrative	No Cost	Council
2. Update / Create Level of Service (LOS) Attributes, Goals, Targets, and Metrics and Prepare LOS Agreement if needed	90 Days after Adoption	Planning	No Cost *	Council, Town Administrator, Staff and Public
3. Conduct / Complete Rate Sufficiency Study and Adjust Rate Structure as Needed with RevPlan	Annually	Planning	No Cost	Town Administrator, Finance Staff or Designee
4. Have Energy Audit Completed	90 days after Adoption	Capital	No Cost*	Public Works Director, Staff

Town of Lake Hamilton Priority Action List				
5. Update Change Out/Repair and Replacement Program for Critical Assets if necessary	90 Days after Adoption	Planning	No Cost*	Public Works Director or Designee
6. Update Operation and Maintenance Program and Procedures if necessary	90 Days after Adoption	Planning	No Cost*	Public Works Director or Designee
7. Continue Using AMFS Tools (Diamond Maps or similar)	On-going	Administrative	Annual Cost - $540 + Local Service Provider Training - No Cost*	Public Works Director or Designee
8. Continue work related to Phase 2 of WWTP and Collection System	On-Going	Capital	$10,398,200	Town Administrator, Public Works Director and Staff
9. Annual smoke testing on collection system	On-going Beginning FY 2026	Operational	$250 annually	Public Works Director and Staff
10. Inspect and seal 4 manholes that were observed to have minor I&I	90 Days after Adoption	Operational	$500	Public Works Director and Staff

Town of Lake Hamilton Priority Action List				
11. Implement and Update Energy Audit Findings when available	Annually	Operational	Cost Vary on Scope	Town Administrator, Public Works Director, or Designee
12. Implement Annual Asset Replacement Program	Annually	Operational	Cost will Vary Based on Asset Replacement Program and Strategy	Town Administrator, Public Works Director, or Designee

*** As a member of the Florida Rural Water Association, FRWA is able to assist the Town of Lake Hamilton with this Service.**

Asset Management Plan

Introduction

Lake Hamilton, named for the beautiful lake it borders—once called Lake Hambleton—is steeped in rich history and natural beauty. The lake, featuring 35 miles of shoreline, is one of the largest in the state and was home to Bonars Island, where Chief Chipco's tribe of Creek and Seminole Indians resided during the Indian conflicts of 1854–1856. Chief Chipco, known for his peaceful ways and friendly relations with settlers, refused to fight until warned of an imminent attack. He later relocated to Lake Pierce, where he died and was succeeded by Chief Tallahassee. A monument honoring Chief Chipco stands in Lake Hamilton Park, dedicated by the Daughters of the American Revolution in 1957. The Town also claims a brush with presidential history, as President Grover Cleveland once fished in the lake, likely during his 1929 trip to dedicate Bok Tower.

The Town began to take shape in 1913 when William Hosmer built the first residence and a store, followed by the establishment of a school, railroad station, and post office in 1914. The early 20th century saw Lake Hamilton emerge during Florida's land boom and citrus farming era, attracting Swedish immigrants and northern families. In 1925, the Town was officially incorporated. During the 1960s and 1970s, Lake Hamilton gained recognition for manufacturing Hurricane Aircats—military airboats used in the Vietnam War. Though it never became a major metropolis, Lake Hamilton has grown into a diverse and close-knit community. With scenic highways, access to larger neighboring cities like Lake Wales and Winter Haven, and a setting surrounded by tranquil lakes and fragrant orange blossoms, the Town continues to attract families and retirees seeking peaceful small-town living.

- Population: The population of Lake Hamilton was 1,673 in the 2024 census, marking a 7.8% increase since the most recent census in 2020. This steady growth reflects the area's appeal and potential for ongoing development.
- Median Household Income: The estimated median household income in Lake Hamilton for 2022 was $48,593. This figure offers insights into the economic standing of local residents and contributes to understanding the community's overall prosperity.
- Per Capita Income: Lake Hamilton reported a per capita income of $19,748 in 2022. This metric indicates the average income per person in the city, providing a glimpse into individual earning levels.
- Cost of Living Index: As of March 2022, Lake Hamilton's cost of living index was 88.7. This value, below the national average of 100, suggests that living in Lake Hamilton is relatively more affordable than the U.S. average, contributing to its appeal as a residential area.
- Poverty Rate: In 2022, Lake Hamilton's poverty rate stood at 22%, which is higher than the state average of 12.7%. This data suggests that while Lake Hamilton offers many appealing qualities, a notable portion of its population faces economic challenge.

https://www.city-data.com/city/Lake-Hamilton-Florida.html

In 2017 FRWA assisted in the creation of the current Wastewater Asset Management Plan with The Town of Lake Hamilton covering a wide range of needs. Now 8 years later, some needs were met while some priorities and schedules have changed. As with all Asset Management Plans as the System changes so do the needs, therefore so should the plan. Asset Management is not a project; it's a never- ending process that has to be continually refined and expanded. Having the tools to track the assets performance, maintenance schedules and any unscheduled repairs within the system is considered implementation of the AMFSP. Once tracked, you can start seeing the characteristics of an asset that's beginning to fail, its need for preventive maintenance and the ability of the system to avoid a critical failure. Updating the AMFSP no less than annually is critical, and semi-annually is recommended.

Asset Management Requirements

In accordance with FDEP Rule 62-503.700(7), F.A.C., State Revolving Fund (SRF) recipients are encouraged to implement an Asset Management Plan (AMP) to promote utility system long-term sustainability. To be accepted for the financing rate adjustment and to be eligible for reimbursement, an asset management plan must:

1. Be adopted by Resolution;
2. Have written procedures in place to implement the plan;
3. Be implemented in a timely manner.

An Asset Management Plan is a tactical plan for managing an organization's infrastructure and assets to deliver an agreed upon standard of service at the best appropriate cost.

Desired level of service = this is what utilities want their assets to provide.

Best appropriate cost = this is the lowest life cycle cost (but it's not necessarily without cost)

Basically we want to provide safe, reliable service while thinking about what the costs will be for those services. Essentially we're thinking more like a business.

Asset management best practices aim to improve utility operations. Utilities will become more familiar with these approaches as an asset management program is implemented. A good starting point for any size system is the 5 Core Questions framework. This framework walks you through all the major activities associated with asset management and can be implemented at the level of sophistication reasonable for a given system.

The 5 core questions of an asset management framework are:

1. What Is the Current State of the Utility's Assets?
2. What Is the Utility's Required Sustained Level of Service?
3. Which Assets Are Critical to Sustained Performance?
4. What Are the Utility's Best "Minimum Life-Cycle Cost" CIP and O&M Strategies?
5. What Is the Utility's Best Long-term Financing Strategy?

This Asset Management Plan outlines the current state of Wastewater infrastructure in the Town of Lake Hamilton. It also identifies the current practices and strategies that are in place to manage Wastewater infrastructure and makes recommendations where they can be further refined.

Asset Management Plan Implementation

Implementing and maintaining an active Asset Management Plan will provide numerous benefits to the Utility and its Customers, such as:

- Prolonging asset life and aiding in rehabilitation/repair/replacement decisions
- Increased operational efficiencies
- Informed operational and management decisions
- Increased knowledge of asset criticality
- Meeting consumer demands with a focus on system sustainability and improved communication
- Setting rates based on sound operational and financial planning
- Budgeting by focusing on activities critical to sustained performance
- Meeting system service expectations and regulatory requirements
- Improving responses to emergencies
- Improving security and safety of assets
- Capital improvement projects that meet the true needs of the system and community
- Provides an impartial unbiased report to help explain rate sufficiency to the community.

In developing this plan, FRWA personnel used data from previously collected information on most of the Town's Wastewater system assets. The information has been previously entered into Diamond Maps, a cloud based

geographical information system (GIS). FRWA, in partnership with FDEP has contracted with Diamond Maps to develop Asset Management software specifically for small systems at an affordable cost. The software is easy to use, as it is set up for small communities and for water/wastewater systems. The Town has already begun utilizing this service and contunies to update and document information when available.

Having an asset management tool to keep data current is essential for tracking the utility's assets into the future, to assist with planning and funding for asset rehabilitation or replacement, to schedule and track asset maintenance by issuing work orders, and assigning tasks to personnel who will perform the work and update in the system.

In order to determine Fiscal Sustainability, FRWA uses an online financial tracking and revenue sufficiency-modeling tool, RevPlan. RevPlan is designed to enhance asset and financial management for small/medium Florida water and wastewater utilities. It provides a free-to-member online tool to achieve financial resiliency, and to maintain utility assets for long-term sustainability.

By inputting your accurate budgetary, O&M, CIP, existing asset and funding information, this tool assists the user in identifying any rate adjustments and/or external funding necessary to meet the utility finance requirements, and the impact rate increases/borrowing may have on customers.

Additionally, RevPlan is programmed to populate asset information directly from Diamond Maps.

FRWA personnel will train system staff in how to update Revplan going forward. As with Diamond Maps, annual updates to Revplan can serve as a part of implementation

Form of Goverment

The Town of Lake Hamilton in Polk County, Florida, was established by the Florida State Legislature on November 6, 1924, and has continued as a municipal corporation with a Council and Administrator form of government.

The Town Council is the governing body of the Town of Lake Hamilton, established by the Florida Legislature, and serves as the legislative branch of town, as defined in the Town Charter. The regular meetings of the Town Council are held on the first Tuesday of every month, unless changed by Council. The meetings are held at Town of Lake Hamilton Town Hall, 100 Smith Ave.

Staffing

FRWA appreciates the assistance of those employees that helped in the preparation of this Plan. They include but are not limited to the following:

Name	Job Title
Patrick Henry	**Public Works Director**
Dalton Lake	**Maintenance Worker 1**
William Mills	**Maintenance Worker 1**

Harvey Sims III	**Chief Water Operator**
Noah St John	**Wastewater Operator**
Brandon Stanbridge	**Distribution & Collections Supervisor**
Cathy Sumner	**Office Coordinator**
Jerry Torrance	**Utilities Superintendent**
Jimmie Wesley	**Distribution & Collections Operator**

Wastewater System

The Town of Lake Hamlton manages and operates a wastewater utility responsible for gathering and processing wastewater within its designated service area. This encompasses the Town limits and surrounding area. The wastewater collection system comprises of primarly a gravity sewer system and five lift stations.

Presently, the existing Wastewater Treatment Facility (WWTF) is permitted to handle 0.249 Annual Average Daily Flow (AADF). The WWTF was constructed in 2022-2023 and is has just recently been put into service. Previously all of the wastewater was sent to the Town of Dundee for treatment through one of the Towns lift stations. Since that time the wastewater has been redirected and sent to the new WWTF eliminating the need for outside treatment.

Due to excpeted growth the Town has already began the planning and design portion of Phase 2 of the WWTF to include an additional 0.249 AADF to accommodate flows and capacity needs. Construction is set to begin in 2026.

Current Asset Conditions

The water and wastewater utility within the Town encompasses crucial infrastructure that provides indispensable services – safe drinking water and treated wastewater—for the community. Ensuring the proper delivery of these services safeguards' public health and the environment. The Florida Department of Environmental Protection has stringent criteria for the effective operation and upkeep of the utility system, and it falls upon the Town to meet these standards.

Every water and wastewater system comprises visible and invisible assets, ranging from physical components like blowers, pumps, valves, pipes, tanks, motors, and buildings to certain proprietary and costly equipment. Each of these assets plays a unique role, contributing to the system's optimal functioning. However, all assets share a common trait—they depreciate over time, leading to decreased efficiency and capability to provide the required level of service. Maintenance becomes crucial as assets age, with operational costs escalating due to wear and reduced efficiency.

At a certain point, replacing components becomes a more judicious choice than repeatedly conducting expensive repairs. The failure or malfunction of equipment can result in inadequate treatment, customer grievances, property

damage, environmental harm, permit breaches, and regulatory penalties—particularly impactful in Florida, where communities rely heavily on tourism tied to the preservation of natural resources.

Unfortunately, all assets will eventually fail, and inadequate maintenance can accelerate premature failures. Managing the aftermath of these failures is pivotal for the utility. However, not all assets pose an equal risk of failure, nor are they equally critical to the utility's performance. For instance, while a fence surrounding a well site or lift station is important, it's not as critical as the well pump or lift station pump.

Numerous factors contribute to asset failure, including age, environmental conditions (weather, corrosive elements), excessive use, and inadequate maintenance. Deciding between replacement and rehabilitation involves considering what's best for both the utility and its customers. This decision should be informed by comprehensive information obtained from various resources.

Continued implementation of a Computerized Maintenance Management System (CMMS) will enhance the longevity, performance, and reliability of the Town's assets. A CMMS facilitates automated maintenance scheduling, generates work orders, and records completed tasks. Tracking and documenting maintenance activities encourage staff accountability.

Moreover, maintenance schedules aligned with manufacturer and industry recommendations, rather than reactive fixes, can be established using a CMMS. FRWA (Florida Rural Water Association) personnel can aid the Town in creating these schedules and offer training in Diamond Maps, contributing to improved utility management.

FRWA and Town staff previously collected and assessed the majority of the Wastewater system assets and entered the information into Diamond Maps. While this will give a good representation of the condition of the Wastewater assets, it is imperative that the Town collect and assess any remaining components or any new assets following construction as part of the Implementation of your AMP.

Collection System

The Town of Lake Hamilton’s collection system incorporates 5 lift stations and apporximitaly 161 manholes. The system also utilizes approximately 7.1 miles of gravity mains and unknown miles of force mains. Despite this extensive network, the gravity sewer mains' condition was not evaluated during data collection outside of visual inspections at manhole inverts.

While there was relatively minimal infiltration or inflow observed in the gravity manholes, a comprehensive assessment of the actual gravity mains through televising and smoke testing is recommended in upcoming years. FRWA can assist with smoke testing if needed.

Lift Stations

The most current assesments of the lift stations all showed similar findings. None of the 5 lift stations had any major deficiencies and were primarly all in average to good condition. Three of the five lift stations have been installed recently to accommodate new subdivisions. The other two lift stations were installed earlier, but have been rehabilitated with newer pumps, panels, and other related items. Regular Maintenance, Lift Station Checks, cleanings, draw down tests should all be completed as needed or per manufacturer recommendations.

Manholes

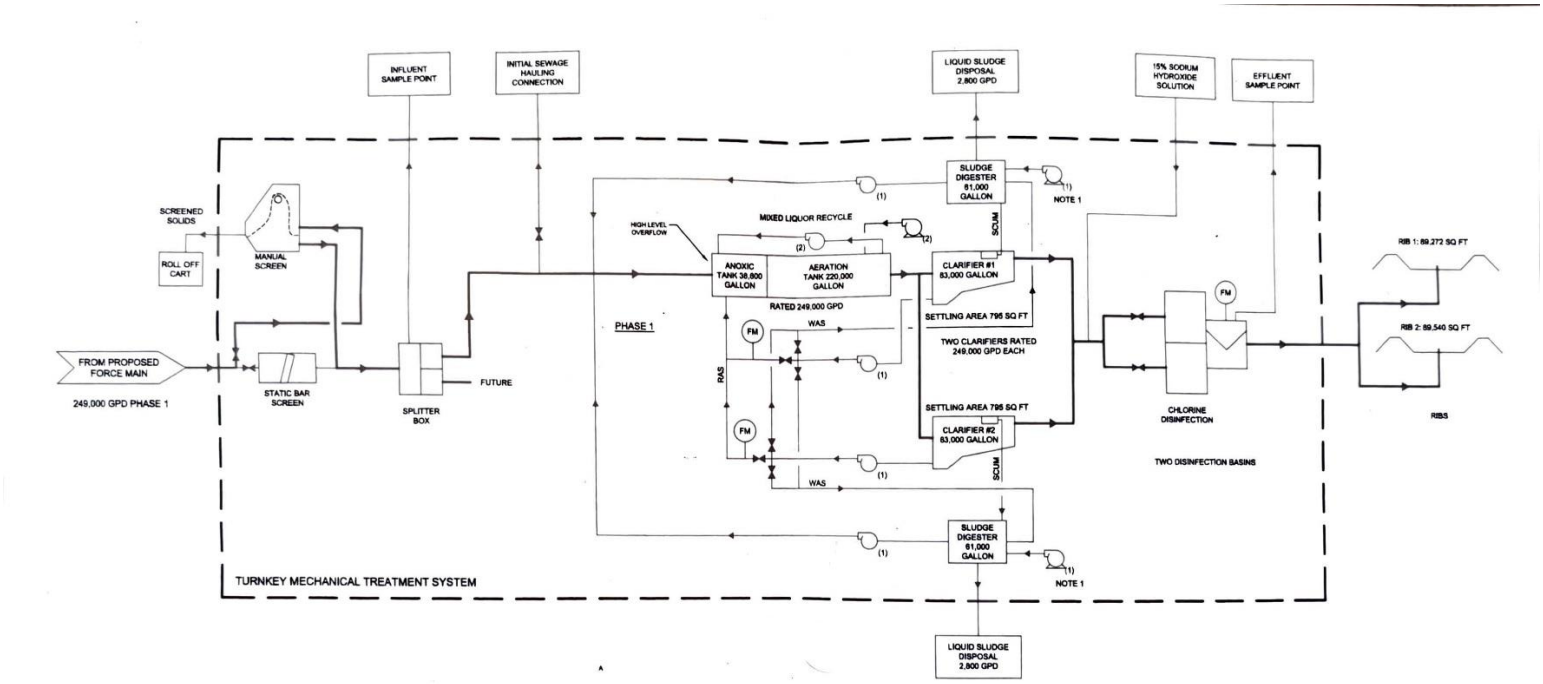
Of the 161 Manholes assesed none of them were found to be in poor condition as most of the manholes have been recently installed. Although the general conditions of most manholes were found to be average, four manholes were observed to have minor infiltration and intrustion of ground/rain water. This can lead to extra flow to the WWTF in the form of unaccounted for water and create additional expenses to treatment costs. Although minor, these manholes should be further inspected and minor repairs made where needed.

Manhole ID	Condition Comment	GPS Location	
wwManH-9	Minor I & I between bench & base	28.044216	-81.6212209
wwManH-10	Minor I & I misc areas	28.0451125	-81.6212778
wwManH-15	Minor I & I near bench	28.04557	-81.6224
wwManH-21	Minor I & I between bench & wall	28.0428796	-81.6187354

WWTF

The current 0. 249 MGD AADF plant was contructed and put into service in 2023. The new plant consists of the following:

- Headworks consisting of a static and mechanical bar screen
- (1) Anoxic Tank 38,600 Gallons
- (1) Aeration Tank 220,000 Gallons
- (2) Clarifier Tanks 83,000 Gallons each
- (2) Digester Tanks 61,000 Gallons each
- (2) Chlorine Contact Chambers (Ribs)
- Multiple pumps, blowers, and misc motors
- Other treatment equipement



The Town is currently in the construction phase of its Wastewater Treatment Facility (WWTF) Phase 2 Project. This phase addresses critical components that were omitted from Phase 1 due to funding limitations and rising construction costs. These include the addition of a surge tank, headworks, a backup treatment train, an operations building, a paved driveway, and systems necessary to meet stringent Basin Management Action Plan (BMAP) discharge requirements. Phase 2 not only completes these essential improvements but also enhances the Town's overall wastewater infrastructure by increasing capacity, improving resilience, and ensuring compliance with strict effluent discharge standards for both current and future customers.

A major component of Phase 2 involves redirecting wastewater flows from customers along US 27—currently sent south to the Town of Dundee for treatment—back to Lake Hamilton's new WWTF. This redirection is necessary due to capacity constraints and contractual issues with Dundee. To accomplish this, a new lift station and force main configuration will be constructed, allowing the Town to treat all of its own wastewater once the project is complete. The expanded facility will include an identical setup to the current plant, providing increased capacity and operational redundancy. Upon completion, all newly installed assets will be entered into Diamond Maps to ensure accurate tracking of equipment, maintenance, and future replacement needs

Operations and Maintenance

O&M consists of preventive and emergency-reactive maintenance. In this section, the strategy for O&M varies by the asset, criticality, condition and operating history. All assets have a certain risk associated with them. This risk must be used as the basis for establishing a maintenance program to make sure that the utility addresses the highest risk assets. In addition, the maintenance program should address the level of service performance objectives to ensure that the utility is running at a level acceptable to the customer. Unexpected incidents could require changing the maintenance schedule for some assets. This is because corrective action must be taken in

response to unexpected incidents, including those found during routine inspections and O&M activities. Utility staff will record condition assessments when maintenance is performed and during scheduled inspections. As an asset is repaired or replaced, its condition will improve and therefore reduce the overall risk of asset failure. The maintenance strategy should be revisited annually.

The conditions found during the assessments of the Wastewater System Assets shows that Town of Lake Hamilton has taken many steps to grow and expand their Wastewater System. It will be important moving forward to accuratly capture historic maintenance and repairs that are done.

Capital Improvement Plan

The utility staff and management typically know of potential assets that need to be repaired or rehabilitated. Reminders in the Diamond Maps task calendar let the staff members know when the condition of an asset begins to decline according to the manufacturer's life cycle recommendations. Because the anticipated needs of the utility will change each year, the CIP is updated annually to reflect those changes. This CIP from the most recent RevPlan model is copied below:

Lake Hamilton											
L. Hamilton FY25											
Fiscal Year: 2025											
CIP Schedule											
Description	**Funding Source**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**2032**	**2033**	**2034**
WW 319	Wastewater Impact Fees	$418,300	$0	$0	$0	$0	$0	$0	$0	$0	$0
INFRASTRUCTURE (WTP Improvements)	Water Impact Fees	$272,500	$0	$0	$0	$0	$0	$0	$0	$0	$0
WW 319	Grant	$418,300	$0	$0	$0	$0	$0	$0	$0	$0	$0
PRWC	Water Revenues	$169,400	$171,600	$261,100	$631,400	$647,400	$652,200	$657,700	$814,600	$0	$0
New WW Employee	Wastewater Revenues	$122,900	$129,000	$135,500	$142,300	$149,400	$156,900	$164,700	$172,900	$0	$0
Estimated Additional WW O&M Expenses	Wastewater Revenues	$150,000	$150,000	$150,000	$150,000	$150,000	$150,000	$150,000	$150,000	$0	$0
Water Treatment Plant Phase 2	Existing Loan	$11,771,100	$0	$0	$0	$0	$0	$0	$0	$0	$0
Water Treatment Plant Phase 3	Water Impact Fees	$0	$0	$2,000,000	$8,000,000	$0	$0	$0	$0	$0	$0
Upper Floridan Wells (2)	Water Impact Fees	$0	$600,000	$0	$0	$0	$0	$0	$0	$0	$0
Ground Storage Tank (.8mgd) Design	Water Impact Fees	$0	$0	$55,000	$0	$0	$0	$0	$0	$0	$0
Ground Storage Tank (.8 mgd Construction)	Water Impact Fees	$0	$1,000,000	$1,000,000	$0	$0	$0	$0	$0	$0	$0
Wastewater Treatment Plant Phase 2	Existing Loan	$10,398,200	$0	$0	$0	$0	$0	$0	$0	$0	$0
Water Distribution	Water Revenues	$151,200	$151,200	$151,200	$151,200	$151,200	$151,200	$151,200	$151,200	$151,200	$151,200
Valve and Hydrant Replacement	Water Revenues	$0	$20,000	$20,000	$0	$0	$0	$0	$0	$0	$0
Wastewater Collection	Wastewater Revenues	$282,500	$282,500	$282,500	$282,500	$282,500	$282,500	$282,500	$282,500	$282,500	$282,500
	Funding Source	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**2032**	**2033**	**2034**
	Water Revenues	$320,600	$342,800	$432,300	$782,600	$798,600	$803,400	$808,900	$965,800	$151,200	$151,200
	Wastewater Revenues	$555,400	$561,500	$568,000	$574,800	$581,900	$589,300	$597,200	$605,400	$282,500	$282,500
	Water Impact Fees	$272,500	$1,600,000	$3,055,000	$8,000,000	$0	$0	$0	$0	$0	$0
	Wastewater Impact Fees	$418,300	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Existing Loan	$22,169,300	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Grant	$418,300	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total	$24,154,500	$2,504,300	$4,055,300	$9,357,400	$1,380,500	$1,392,800	$1,406,100	$1,571,300	$433,700	$433,700

Financial

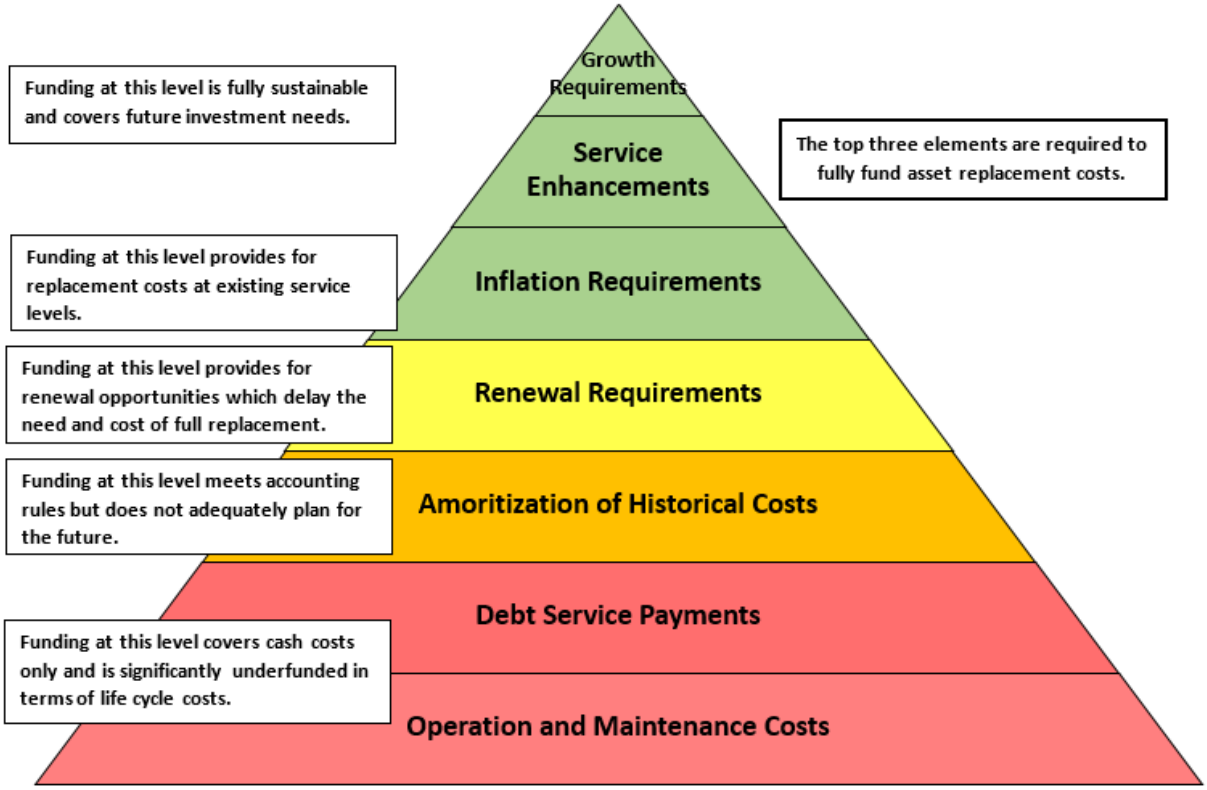
In order for an Asset Management Plan to be effectively put into action, it must be integrated with financial planning and long-term budgeting. The development of a comprehensive financial plan will allow Lake Hamilton's Water

System to identify the financial resources required for sustainable asset management based on existing asset inventories, desired levels of service, and projected growth requirements.

The pyramid below depicts the various cost elements and resulting funding levels that should be incorporated into Asset Plans that are based on best practices.

This report, with the assistance of RevPlan, helps develop such a financial plan by presenting several scenarios for consideration and culminating with final recommendations.

The assets collected, along with financial information provided by the system, were entered into RevPlan to create a preliminary financial sufficiency model for the System. Each year the system is encouraged to update RevPlan and use it to help understand the impacts of future projects and rate increases.



The use of RevPlan allows the system to input current financial data and develop their own financial planning projections based on various time frames. The System will have the ability to modify the rate structure to determine which proposed rate scenarios may support current and upcoming debt and expenses. Members of FRWA staff are available to assist the System with RevPlan and updating financial models.

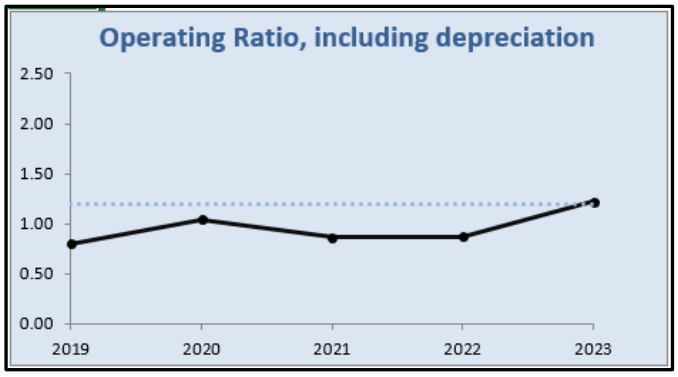
Financial Performance

Financial data available from the annual financial statements were copied into a Financial Health Checkup tool provided by the Environmental Finance Center at the University of Chapel Hill. This free tool assists in the assessment of the financial performance of a water utility fund by computing key financial indicators that measure a variety of important metrics. Each metric is compared against targets and demonstrates the financial strengths and weaknesses of the utility fund over the past five years.

As indicated by the Snapshot chart, Lake Hamilton's Water System met four out of the six financial targets indicating financial strength in the utility fund is being met in some areas but further strengthening of the utility may be needed.

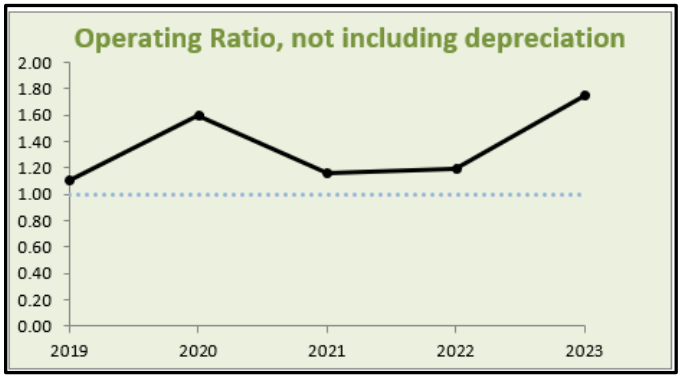


Operating Ratio (including depreciation): Did the system generate the revenue needed to pay for O&M and a little for capital? Benchmark is 1.20.



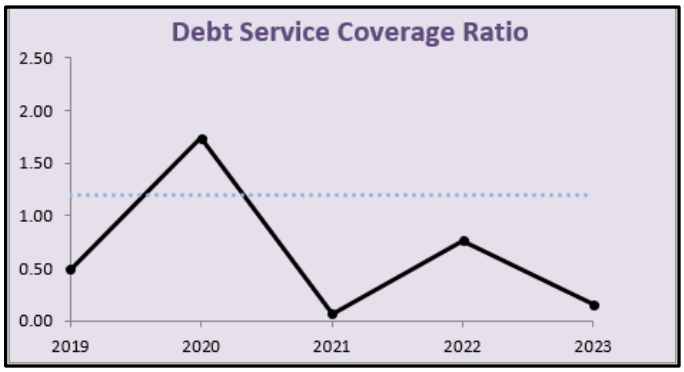
Value for Town of Lake Hamilton in Fiscal Year 2023:	1.22
Did you meet your target?	✓
Did you improve since the previous year?	↑

Operating Ratio (not including depreciation): Did the system generate the revenues to pay for O&M by itself? Benchmark is 1.50.



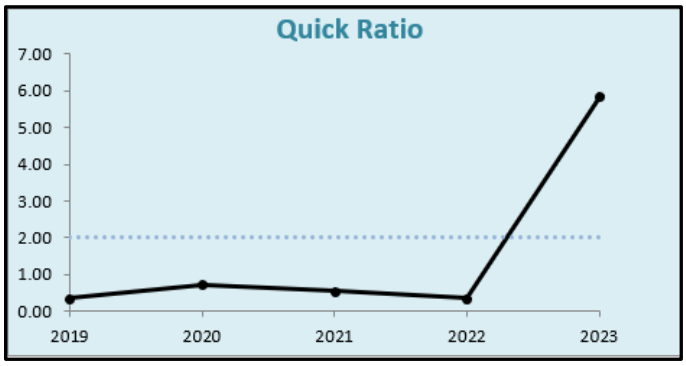
Value for Town of Lake Hamilton in Fiscal Year 2023:	1.75
Did you meet your target in Fiscal Year 2023?	✓
Did you improve since the previous year?	↑

Debt Service Coverage: Did the system generate the revenues needed to pay for O&M and existing debt service? Benchmark is >1.2.



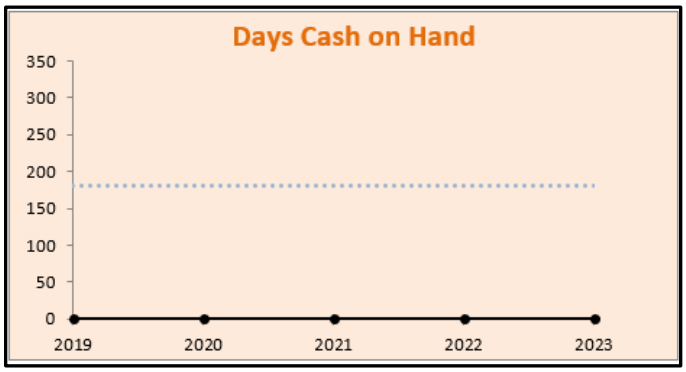
Value for Town of Lake Hamilton in Fiscal Year 2023:	0.16
Did you meet your target in Fiscal Year 2023?	
Did you improve since the previous year?	

Quick Ratio: Did you have enough liquidity to pay your current liabilities at the end of the year? Benchmark is at least 2.0.



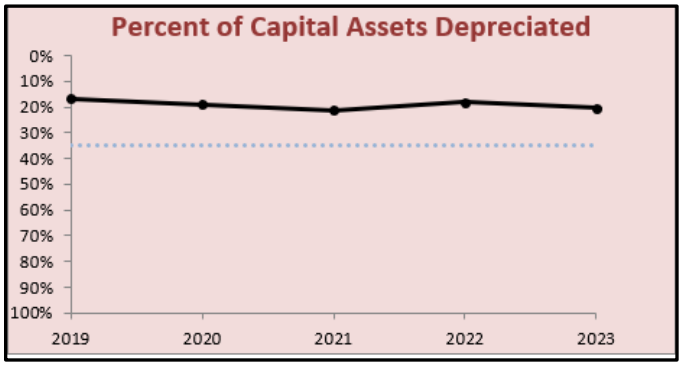
Value for Town of Lake Hamilton in Fiscal Year 2023:	5.8
Did you meet your target in Fiscal Year 2023?	
Did you improve since the previous year?	

Days Cash on Hand: How many days could you continue to operate the utility with the cash levels available? Benchmark is 270 days.



Value for Town of Lake Hamilton in Fiscal Year 2023:	0
Did you meet your target in Fiscal Year 2023?	
Did you improve since the previous year?	No data

Percent of Capital Assets Depreciated: How much have your utility's assets depreciated (nearing the end of their lives)? Benchmark is staying away from 100%.



Value for Town of Lake Hamilton in Fiscal Year 2023:	20%
Did you meet your target in Fiscal Year 2023?	
Did you improve since the previous year?	

Based on the results of the key financial indicators it is recommended that the Town of Lake Hamilton continue to strengthen their utility fund in order to have enough funds to cover daily expenses, debt service, capital replacement costs, emergencies, and unexpected revenue shortfalls. As the water system ages and the percentage of assets depreciated increases each year, it is important for the water fund to become fully sustainable by securing funding levels that provide for renewal opportunities, the full replacement costs of assets, service enhancements and growth requirements.

Asset Statistics

The table below summarizes the asset information from the System collected by FRWA and found in RevPlan:

Town of Lake Hamilton Water System	
Total Replacement Cost of Wastewater System	$13,372,460.43
Percent of Assets Needing Replacement	0%
Cost of Replacing All Assets Needing Replacement	$0
Annual Replacement Cost of System	$282,478.67

Please note that the $13.3 million dollar replacement cost of the water system documented above, along with the annual replacement cost of $282,478 for the system is low. These figures do not include certain assets such as large equipment, some piping, vehicles, and some property improvements normally associated with maintaining a utility system. These figures do not include the Force main piping and new assets that have been recently installed or are in construction currently. As a result, any proposed rate adjustments suggested by FRWA should be considered a minimum or a starting point for review and consideration by the System.

Based on the findings of the Asset Management Plan, it is important for the Town of Lake Hamilton's Wastewater System to start setting aside reserves for the replacement of its assets, to make sure that the base charge is adequately covering fixed costs and that its usage charges are sufficient to fund its variable costs.

Reserves

Reserve balances for utility systems are funds set aside for a specific cash flow requirement, financial need, project, task, or legal covenant. All types of reserves can play a significant role in addressing current and future challenges facing utility systems, such as demand volatility, water supply costs, large capital requirements, asset replacements, natural disasters and potential liabilities from system failures associated with aged infrastructure. All utilities should establish formal financial policies related to reserves. Such policies should articulate how these balances are established, their use, and how the adequacy of each respective reserve fund balance is determined. Once reserve targets are established, they should be reviewed annually during the budgeting process.

The unrestricted cash available at end of FY 2024 was $7,090,075 with annual operating expenses (without depreciation) of approximately $1,043,800 in FY 2024 giving the System 2,479 days of cash on hand. Please note that the increase in reserve amounts was primarily due to impact fees being raised and growth in the system on both the Drinking water and Wastewater systems. The numbers mentioned above in the financial health check up were taken from previous years (2019-2023) that did not have the impact fees and growth from the last two years. This would indicate a positive trend moving forward in the next update.

For planning purposes and without a stated reserve policy from the System, FRWA builds the financial model by increasing the annual unrestricted reserve funding to 270 days of the current year operation and maintenance budget. While there is not a one size fits all approach to building reserves, FRWA cautions utilities about dropping below 90 days and encourages them to work towards a balance of cash on hand equal to or greater than 270 days. Cash reserves are essential to ensure a utility's long-term financial sustainability and resiliency. Each utility system has its own unique circumstances and considerations that should be factored into the selection of the types of reserves and corresponding policies that best meet its needs and objectives.

Rates

A 'rule of thumb' FRWA subscribes to regarding rates is that base charges pay for fixed expenses and usage charges fund the variable expenses. Rates should generate sufficient revenue to cover the full cost of operating a water system. By charging customers the full cost of water, small water systems send a message that water is a valued commodity that must be used wisely and not wasted. When rates are set to cover the full cost of production, water systems are more likely to have financial stability and security.

A rate study completed by FRWA on July 8th, 2023, concluded that base rates and the usage charge need to be increased for all customers. The Council passed a multiyear plan for all water and wastewater customers. Details of the plan are listed below. It is recommended that the Town annually update the RevPlan model to include new expenditures and revenue amounts to make sure that the utility is properly funded.

The current residential and commercial rate structure is as follows:

	2024	2025	2026	2027	2028	2029	2030	2031	2032
Wastewater									
Residential Single Family									
Base Charges Inside City									
5/8-inch	$48.00	$48.00	$48.00	$48.00	$48.00	$48.00	$48.00	$48.00	$48.00
Usage Charges Inside City									
0 gallons or more	$13.61								
0 to 5,000 gallons		$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00
5,001 to 10,000 gallons		$5.75	$5.75	$5.75	$5.75	$5.75	$5.75	$5.75	$5.75
10,001 to 15,000 gallons		$6.61	$6.61	$6.61	$6.61	$6.61	$6.61	$6.61	$6.61
15,001 to 25,000 gallons		$7.60	$7.60	$7.60	$7.60	$7.60	$7.60	$7.60	$7.60
25,001 to 50,000 gallons		$8.75	$8.75	$8.75	$8.75	$8.75	$8.75	$8.75	$8.75
50,001 gallons or more		$10.06	$10.06	$10.06	$10.06	$10.06	$10.06	$10.06	$10.06
Commercial									
Base Charges Inside City									
5/8-inch	$48.00	$48.00	$48.00	$48.00	$48.00	$48.00	$48.00	$48.00	$48.00
Usage Charges Inside City									
0 gallons or more	$13.61								
0 to 5,000 gallons		$6.26	$6.26	$6.26	$6.26	$6.26	$6.26	$6.26	$6.26
5,001 to 10,000 gallons		$7.19	$7.19	$7.19	$7.19	$7.19	$7.19	$7.19	$7.19
10,001 to 15,000 gallons		$8.26	$8.26	$8.26	$8.26	$8.26	$8.26	$8.26	$8.26
15,001 to 25,000 gallons		$9.50	$9.50	$9.50	$9.50	$9.50	$9.50	$9.50	$9.50
25,001 to 50,000 gallons		$10.94	$10.94	$10.94	$10.94	$10.94	$10.94	$10.94	$10.94
50,001 gallons or more		$12.56	$12.56	$12.56	$12.56	$12.56	$12.56	$12.56	$12.56
Sewer Only									
Base Charges Inside City									
5/8-inch	$48.00	$48.00	$48.00	$48.00	$48.00	$48.00	$48.00	$48.00	$48.00

Once a rate structure is established, the rate increases must satisfy:

- The existing operational expenses.
- The existing debt service requirements.
- The annual replacement costs for the system and future capital improvement costs.
- The new operating expenses.
- The future debt needed to adequately replace and sustain the assets of the system.
- The annual reserve requirements.
- The need to preserve the existing amount of funds in retained earnings.

Energy Management

Energy costs often make up twenty-five to thirty percent of a utility's total operation and maintenance costs. They also represent the largest controllable cost of providing water and wastewater services. EPA's "Ensuring a Sustainable Future: An Energy Management Guidebook for Wastewater and Water Utilities" provides details to support utilities in energy management and cost reduction by using the steps described in this guidebook. The Guidebook takes utilities through a series of steps to analyze their current energy usage, use energy audits to identify ways to improve efficiency and measure the effectiveness of energy projects.

Energy Conservation and Cost Savings

The Town of Lake Hamilton should ensure all assets, not just those connected to a power source, are evaluated for energy efficiency. It is highly recommended that staff conduct an energy assessment or audit. The following are common energy management initiatives the utility should implement going forward:

1. Load management
2. Replace weather-stripping and insulation on buildings.
3. Installation of insulated metal roofing over energy inefficient shingle roofing
4. On-demand water heaters
5. Variable frequency driven pumps and electrical equipment
6. Energy efficient infrastructure
7. LED lighting
8. Meg electric motors
9. MCC electrical lug thermal investigation
10. Flag underperforming assets for rehabilitation or replacement

The above 10 energy saving initiatives are just a start and most can be accomplished in-house. A more comprehensive energy audit, conducted by an energy consultant/professional, is recommended to evaluate how much energy is consumed system-wide and identify measures that can be taken to utilize energy more efficiently.

With the cost of electricity rising, the reduction of energy use should be a priority for water providers. A key deliverable of an energy audit is a thorough analysis of the effect of overdesign on energy efficiency. Plants are designed to perform at maximum flow and loading conditions. Unfortunately, most plants are not efficient at average conditions. Aging infrastructure is another source of inefficient usage of energy in WTPs across the country.

The justification for addressing aging infrastructure related energy waste is also included in the energy audit process.

Energy Audit Approach

An energy audit is intended to evaluate how much energy is consumed and identify measures that can be taken to utilize energy more efficiently. The primary goal is reducing power consumption and cost through physical and operational changes. Each system will have unique opportunities to reduce energy use or cost depending on system specific changes and opportunities within the power provider's rate schedules. For example, an audit of an individual Wastewater treatment plant (WWTP) or lift stations will attempt to pinpoint wasted or unneeded facility energy consumption.

A water or wastewater system energy audit approach checklist, similar to the one below, can be a useful tool to identify areas of potential concern and to develop a plan of action to resolve them. FRWA offers free Energy Assessments to our members and SRF recipients that are participating in the AMFSP program. Please contact your local Circuit Rider or any FRWA team member to participate. It is recommended to perform an energy audit and then update every two to three years to analyze a return on investment.

Minimum Equipment Information to Gather	Additional Equipment Information to Gather	Conditions to Consider
• **Pump style** • **Number of pump stages** • **Pump and motor speed(s)** • **Pump rated head (name plate)** • **Motor rated power and voltage (name plate)** • **Full load amps** • **Rated and actual pump discharge** • **Operation schedules**	• Pump manufacturer's pump curves • Actual pump curve • Power factor • Load profile • Analysis of variable frequency drives (vfd's) if present • Pipe sizes • Water level (source) • Motor current • Pump suction pressure • Discharge pressure	• Maintenance records • Consistently throttled valves • Excessive noise or vibrations • Buildup of sand and/or grit • Evidence of wear or cavitation on pump, impellers, or pump bearings. • Out-of-alignment conditions • Significant flow rate/ pressure variations • Active by-pass piping • Restrictions in pipes or pumps • Restrictive/leaking pump shaft packing

Conclusions

It has been a pleasure to work with Town staff and Associates. The creation of this Asset Management Plan Update would not have been possible without their corporation and hard work.

Our conclusions are based on our observations during the data collection procedure, discussions with Town staff, reports from regulatory inspection data, and our experience related to similar assets.

Wastewater Treatment Facility.

- Continue construction of Phase 2 of current WWTP
- Enter new assets into Diamond Maps
- Have Energy assesment completed, update every 2 to 3 years

Collection System

- Routinly Smoke test areas of collection system to identify inflow and infiltration
- Inspect and repair four manholes that had minor I&I visible during inspections.

Lift Stations

- Develop a maintenance plan to perform daily, weekly, quartley, semi- annual and annual maintenance and inspections.

General

- Implement an Asset Management (AM) and Geographic Information System (GIS) program to optimize asset maintenance and management effectively.
- Conduct comprehensive staff training encompassing maintenance protocols, safety measures, and proficient utilization of the AM/GIS tool. (Diamond Maps offers this service)
- Maintain adherence to the existing Operations and Maintenance (O&M) Plan.
- Sustain commitment to the ongoing Capital Improvement Plan (CIP).
- Regularly monitor rates to ensure sufficient funding for operational requirements and system enhancements.
- Implement Energy Management strategies to capitalize on potential savings resulting from even minor alterations in energy consumption.
- **Adopt the Updated Asset Management Plan through a formal Resolution to showcase the utility's dedication to the plan's implementation.**

Funding Sources for Water and Wastewater Systems

On the following page is a table of common funding sources, including web links and contact information. All municipal systems should be making the effort to secure funding, which can be in the form of low or no interest loans, grants, or a combination of both.

Agency/Program	Website	Contact
FDEP Drinking Water State Revolving Fund Program (DWSRF)	https://floridadep.gov/wra/srf/content/dwsrf-program	Eric Meyers eric.v.meyers@FloridaDEP.gov 850-245-2991
FDEP Clean Water State Revolving Fund Loan Program (CWSRF)	https://floridadep.gov/wra/srf/content/cwsrf-program	Catherine Murray Catherine.M.Murray@FloridaDEP.gov 850-245-2969
USDA Rural Development- Water and Wastewater Direct Loans and Grants	https://www.rd.usda.gov/programs-services/rural-economic-development-loan-grant-program https://www.rd.usda.gov/programs-services/water-waste-disposal-loan-grant-program	Jeanie Isler jeanie.isler@fl.usda.gov 352-338-3440
Economic Development Administration- Public Works and Economic Adjustment Assistance Programs	https://www.eda.gov/resources/economic-development-directory/states/fl.htm https://www.grants.gov/web/grants/view-opportunity.html?oppId=294771	Greg Vaday gvaday@eda.gov 404-730-3009
National Rural Water Association- Revolving Loan Fund	https://nrwa.org/initiatives/revolving-loan-fund/	Alicia Keeter Alicia@frwa.net 850-668-2746
Florida Department of Economic Opportunity- Florida Small Cities Community Development Block Grant Program	http://www.floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/florida-small-cities-community-development-block-grant-program	Roger Doherty roger.doherty@deo.myflorida.com 850-717-8417
Northwest Florida Water Management System - Cooperative Funding Initiative (CFI)	https://www.nwfwater.com/Water-Resources/Funding-Programs	Christina Coger Christina.Coger@nwfwater.com 850-539-5999

FRWA offers funding and technical assistance in the form of preparing funding documentation. This includes Request for Inclusion (RFIs), Applications, and Disbursement Requests. FRWA offers this as a free service to communities in Florida using knowledgeable employees dedicated to assisting with funding. For more information on how your system can benefit from this assistance, please contact the FRWA office.

Closing

This Updated Asset Management and Fiscal Sustainability plan is presented to the Town of Lake Hamilton for consideration and final adoption. This creation would not be possible without the cooperation of the Utility staff and the Florida Department of Environmental Protection State Revolving Fund (FDEP-SRF).

As a valued FRWA member, it is our goal to help make the most effective and efficient use of your limited resources. The Updated Asset Management and Fiscal Sustainability Plan is an unbiased, impartial, independent review and is solely intended for achievement of fiscal sustainability and maintaining your valuable utility assets. The Florida Rural Water Association has enjoyed serving you and will happily assist Lake Hamilton with any future projects to ensure your Asset Management Plan is a success.

Appendix A: Example Resolution

RESOLUTION NO. 2025- _____

A RESOLUTION OF THE TOWN OF LAKE HAMILTON AMENDING THE WASTEWATER ASSET MANAGEMENT AND FISCAL SUSTAINABILITY PLAN; AUTHORIZING THE TOWN ADMINISTRATOR AND PUBLIC WORKS DIRECTOR TO TAKE ALL ACTIONS NECESSARY TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR REPEAL OF CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Chapter 403, Florida Statutes, and Chapter 62 of the Florida Administrative Code authorize and provide guidelines for the Department of Environmental Protection to provide financial assistance through the State Revolving Fund ("SRF") to agencies for the construction of utility system improvements; and

WHEREAS, as a condition of obtaining funding from the SRF, The Town of Lake Hamilton is required to approve, implement and update an Asset Management and Fiscal Sustainability Plan for The Town of Lake Hamilton's Wastewater Utility System Improvements; and

WHEREAS, the Council of the Town of Lake Hamilton originally approved the Wastewater Asset Management and Fiscal Sustainability Plan on the 2nd day of May 2017; and

WHEREAS, the Council of the Town of Lake Hamilton has determined that approval of an amended Wastewater Asset Management and Fiscal Sustainability Plan for the proposed improvements, to obtain necessary funding in accordance with SRF guidelines, is in the best interest of the Town of Lake Hamilton.

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

Section 1. The Council of the Town of Lake Hamilton hereby approves the amended Wastewater Asset Management and Fiscal Sustainability Plan dated 1st day of July 2025 and attached hereto as Attachment A and incorporated by reference as a part of this Resolution.

Section 2. The Town Administrator and Public Works Director are authorized to take all actions necessary to effectuate the intent of this Resolution and to implement the Wastewater Asset Management and Fiscal Sustainability Plan in accordance with applicable Florida law and Council direction in order to obtain funding from the SRF.

Section 3. The Town of Lake Hamilton Council will annually evaluate existing rates to determine the need for any increase and will increase rates in accordance with the financial

recommendation found in the Water or Wastewater Asset Management and Fiscal Sustainability Plan or in proportion to Utility System's needs as determined by the Council in its discretion.

Section 4. All Resolutions or part of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

Section 5. 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. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED on this 1rst day of July 2025.

Town of Lake Hamilton

_____

Mayor

]

ATTEST:

_____

Clerk

APPROVED AS TO FORM:

_____

Attorney

Appendix B Master List

MASTER ASSET LIST						
Name	**Installed**	**Design Life**	**Replacement Cost**	**Condition**	**Consequence of Failure**	**EOL**
Manholes						
wwManH-1	2015	50	$ 27,677.13	Average	Moderate	2050
wwManH-2	2015	50	$ 13,299.40	Average	Moderate	2050
wwManH-3	2015	50	$ 12,221.07	Average	Moderate	2050
wwManH-4	2015	50	$ 12,760.23	Average	Moderate	2050
wwManH-5	2015	50	$ 12,041.35	Average	Moderate	2050
wwManH-6	2015	50	$ 15,456.06	Average	Moderate	2050
wwManH-7	2015	50	$ 19,589.65	Average	Moderate	2050
wwManH-8	2015	50	$ 17,792.44	Average	Moderate	2050
wwManH-9	2015	50	$ 12,041.35	Average	Moderate	2050
wwManH-10	2015	50	$ 10,963.02	Average	Moderate	2050
wwManH-11	2015	50	$ 11,322.46	Average	Moderate	2050
wwManH-12	2015	50	$ 10,423.85	Average	Moderate	2050
wwManH-13	2015	50	$ 14,018.28	Average	Moderate	2050
wwManH-14	2015	50	$ 22,105.76	Average	Moderate	2050
wwManH-15	2015	50	$ 15,815.50	Average	Moderate	2050
wwManH-16	2015	50	$ 14,198.01	Average	Moderate	2050
wwManH-17	2015	50	$ 13,479.12	Average	Moderate	2050
wwManH-18	2015	50	$ 16,534.39	Average	Moderate	2050
wwManH-19	2014	50	$ 17,612.72	Average	Moderate	2050

MASTER ASSET LIST						
Name	**Installed**	**Design Life**	**Replacement Cost**	**Condition**	**Consequence of Failure**	**EOL**
wwManH-20	2014	50	$ 14,018.28	Average	Moderate	2050
wwManH-21	2014	50	$ 14,377.73	Average	Moderate	2050
wwManH-22	2014	50	$ 9,345.52	Average	Moderate	2050
wwManH-23	2014	50	$ 8,986.08	Average	Moderate	2050
wwManH-24	2014	50	$ 17,432.99	Average	Moderate	2050
wwManH-25	2014	50	$ 24,621.86	Average	Moderate	2050
wwManH-26	2014	50	$ 10,783.30	Average	Moderate	2050
wwManH-27	2014	50	$ 10,423.85	Average	Moderate	2050
wwManH-28	2014	50	$ 8,986.08	Average	Moderate	2050
wwManH-29	2014	50	$ 8,626.64	Average	Moderate	2050
wwManH-30	2014	50	$ 9,345.52	Average	Moderate	2050
wwManH-31	2014	50	$ 12,041.35	Average	Moderate	2050
wwManH-32	2014	50	$ 13,479.12	Average	Moderate	2050
wwManH-33	2014	50	$ 14,018.28	Average	Moderate	2050
wwManH-34	2014	50	$ 10,603.57	Average	Moderate	2050
wwManH-35	2014	50	$ 18,691.05	Average	Moderate	2050
wwManH-36	2014	50	$ 15,815.50	Average	Moderate	2050
wwManH-37	2014	50	$ 17,972.16	Average	Moderate	2050
wwManH-38	2014	50	$ 6,829.42	Average	Moderate	2050
wwManH-39	2014	50	$ 15,815.50	Average	Moderate	2050
wwManH-40	2014	50	$ 15,815.50	Average	Moderate	2050
wwManH-41	2023	50	$ 11,142.74	Average	Moderate	2050

MASTER ASSET LIST						
Name	**Installed**	**Design Life**	**Replacement Cost**	**Condition**	**Consequence of Failure**	**EOL**
wwManH-42	2023	50	$ 14,916.89	Average	Moderate	2050
wwManH-43	2023	50	$ 16,354.66	Average	Moderate	2050
wwManH-44	2023	50	$ 18,870.77	Average	Moderate	2050
wwManH-45	2023	50	$ 30,912.11	Average	Moderate	2050
wwManH-46	2023	50	$ 29,474.34	Average	Moderate	2050
wwManH-47	2023	50	$ 33,068.77	Average	Moderate	2050
wwManH-48	2023	50	$ 19,589.65	Average	Moderate	2050
wwManH-49	2023	50	$ 9,704.97	Average	Moderate	2050
wwManH-50	2023	50	$ 9,704.97	Average	Moderate	2050
wwManH-51	2023	50	$ 12,400.79	Average	Moderate	2050
wwManH-52	2023	50	$ 10,603.57	Average	Moderate	2050
wwManH-53	2023	50	$ 12,760.23	Average	Moderate	2050
wwManH-54	2022	50	$ 25,700.19	Average	Moderate	2050
wwManH-55	2022	50	$ 22,824.64	Average	Moderate	2050
wwManH-56	2022	50	$ 8,087.47	Average	Moderate	2050
wwManH-57	2022	50	$ 36,663.20	Average	Moderate	2050
wwManH-58	2022	50	$ 31,631.00	Average	Moderate	2050
wwManH-59	2022	50	$ 17,253.27	Average	Moderate	2050
wwManH-60	2022	50	$ 19,949.10	Average	Moderate	2050
wwManH-61	2022	50	$ 10,244.13	Average	Moderate	2050
wwManH-62	2022	50	$ 19,589.65	Average	Moderate	2050
wwManH-63	2022	50	$ 12,041.35	Average	Moderate	2050

MASTER ASSET LIST						
Name	**Installed**	**Design Life**	**Replacement Cost**	**Condition**	**Consequence of Failure**	**EOL**
wwManH-64	2022	50	$ 10,064.41	Average	Moderate	2050
wwManH-65	2022	50	$ 10,963.02	Average	Moderate	2050
wwManH-66	2022	50	$ 10,783.30	Average	Moderate	2050
wwManH-67	2022	50	$ 11,861.63	Average	Moderate	2050
wwManH-68	2022	50	$ 27,856.85	Average	Moderate	2050
wwManH-69	2022	50	$ 34,506.55	Average	Moderate	2050
wwManH-70	2022	50	$ 29,114.90	Average	Moderate	2050
wwManH-71	2022	50	$ 17,253.27	Average	Moderate	2050
wwManH-72	2022	50	$ 16,893.83	Average	Moderate	2050
wwManH-73	2022	50	$ 10,064.41	Average	Moderate	2050
wwManH-74	2022	50	$ 16,714.11	Average	Moderate	2050
wwManH-75	2022	50	$ 10,603.57	Average	Moderate	2050
wwManH-76	2022	50	$ 10,064.41	Average	Moderate	2050
wwManH-77	2022	50	$ 10,783.30	Average	Moderate	2050
wwManH-78	2022	50	$ 10,603.57	Average	Moderate	2050
wwManH-79	2022	50	$ 16,174.94	Average	Moderate	2050
wwManH-80	2022	50	$ 17,253.27	Average	Moderate	2050
wwManH-81	2022	50	$ 19,230.21	Average	Moderate	2050
wwManH-82	2022	50	$ 10,423.85	Average	Moderate	2050
wwManH-83	2022	50	$ 18,331.60	Average	Moderate	2050
wwManH-84	2022	50	$ 26,598.80	Average	Moderate	2050
wwManH-85	2022	50	$ 32,529.61	Average	Moderate	2050

MASTER ASSET LIST						
Name	**Installed**	**Design Life**	**Replacement Cost**	**Condition**	**Consequence of Failure**	**EOL**
wwManH-86	2022	50	$ 10,423.85	Average	Moderate	2050
wwManH-87	2022	50	$ 10,963.02	Average	Moderate	2050
wwManH-88	2022	50	$ 31,990.44	Average	Moderate	2050
wwManH-89	2022	50	$ 32,349.89	Average	Moderate	2050
wwManH-90	2022	50	$ 26,778.52	Average	Moderate	2050
wwManH-91	2022	50	$ 10,963.02	Average	Moderate	2050
wwManH-92	2022	50	$ 11,142.74	Average	Moderate	2050
wwManH-93	2022	50	$ 14,557.45	Average	Moderate	2050
wwManH-94	2022	50	$ 10,963.02	Average	Moderate	2050
wwManH-95	2023	50	$ 9,884.69	Average	Moderate	2050
wwManH-96	2023	50	$ 11,322.46	Average	Moderate	2050
wwManH-97	2023	50	$ 24,262.41	Average	Moderate	2050
wwManH-98	2023	50	$ 30,552.67	Average	Moderate	2050
wwManH-99	2022	50	$ 34,865.99	Average	Moderate	2050
wwManH-100	2023	50	$ 35,225.43	Average	Moderate	2050
wwManH-101	2023	50	$ 43,312.90	Average	Moderate	2050
wwManH-102	2023	50	$ 32,709.33	Average	Moderate	2050
wwManH-103	2023	50	$ 35,225.43	Average	Moderate	2050
wwManH-104	2023	50	$ 14,737.17	Average	Moderate	2050
wwManH-105	2023	50	$ 9,165.80	Average	Moderate	2050
wwManH-106	2023	50	$ 34,865.99	Average	Moderate	2050
wwManH-107	2023	50	$ 34,686.27	Average	Moderate	2050

MASTER ASSET LIST						
Name	**Installed**	**Design Life**	**Replacement Cost**	**Condition**	**Consequence of Failure**	**EOL**
wwManH-108	2023	50	$ 19,409.93	Average	Moderate	2050
wwManH-109	2023	50	$ 8,986.08	Average	Moderate	2050
wwManH-110	2023	50	$ 9,525.24	Average	Moderate	2050
wwManH-111	2023	50	$ 40,617.08	Average	Moderate	2050
wwManH-112	2023	50	$ 42,414.30	Average	Moderate	2050
wwManH-113	2023	50	$ 34,686.27	Average	Moderate	2050
wwManH-114	2023	50	$ 22,285.48	Average	Moderate	2050
wwManH-115	2023	50	$ 8,806.36	Average	Moderate	2050
wwManH-116	2023	50	$ 8,986.08	Average	Moderate	2050
wwManH-117	2023	50	$ 8,986.08	Average	Moderate	2050
wwManH-118	2023	50	$ 15,456.06	Average	Moderate	2050
wwManH-119	2023	50	$ 8,986.08	Average	Moderate	2050
wwManH-120	2023	50	$ 23,363.81	Average	Moderate	2050
wwManH-121	2023	50	$ 24,442.14	Average	Moderate	2050
wwManH-122	2023	50	$ 14,557.45	Average	Moderate	2050
wwManH-123	2023	50	$ 8,806.36	Average	Moderate	2050
wwManH-124	2023	50	$ 14,557.45	Average	Moderate	2050
wwManH-125	2023	50	$ 10,603.57	Average	Moderate	2050
wwManH-126	2023	50	$ 8,626.64	Average	Moderate	2050
wwManH-127	2023	50	$ 22,105.76	Average	Moderate	2050
wwManH-128	2023	50	$ 14,737.17	Average	Moderate	2050
wwManH-129	2023	50	$ 9,345.52	Average	Moderate	2050

MASTER ASSET LIST						
Name	**Installed**	**Design Life**	**Replacement Cost**	**Condition**	**Consequence of Failure**	**EOL**
wwManH-130	2023	50	$ 8,986.08	Average	Moderate	2050
wwManH-131	2023	50	$ 13,299.40	Average	Moderate	2050
wwManH-132	2023	50	$ 31,451.28	Average	Moderate	2050
wwManH-133	2023	50	$ 9,345.52	Average	Moderate	2050
wwManH-134	2023	50	$ 8,806.36	Average	Moderate	2050
wwManH-135	2023	50	$ 9,525.24	Average	Moderate	2050
wwManH-136	2023	50	$ 9,704.97	Average	Moderate	2050
wwManH-137	2023	50	$ 10,423.85	Average	Moderate	2050
wwManH-138	2023	50	$ 27,497.40	Average	Moderate	2050
wwManH-139	2023	50	$ 9,884.69	Average	Moderate	2050
wwManH-140	2023	50	$ 9,525.24	Average	Moderate	2050
wwManH-141	2023	50	$ 8,626.64	Average	Moderate	2050
wwManH-142	2023	50	$ 8,626.64	Average	Moderate	2050
wwManH-143	2023	50	$ 6,829.42	Average	Moderate	2050
wwManH-144	2023	50	$ 20,667.98	Average	Moderate	2050
wwManH-145	2023	50	$ 29,474.34	Average	Moderate	2050
wwManH-146	2023	50	$ 29,654.06	Average	Moderate	2050
wwManH-147	2023	50	$ 39,359.03	Average	Moderate	2050
wwManH-148	2023	50	$ 36,483.48	Average	Moderate	2050
wwManH-149	2023	50	$ 25,340.74	Average	Moderate	2050
wwManH-150	2023	50	$ 18,151.88	Average	Moderate	2050
wwManH-151	2023	50	$ 12,760.23	Average	Moderate	2050

MASTER ASSET LIST						
Name	**Installed**	**Design Life**	**Replacement Cost**	**Condition**	**Consequence of Failure**	**EOL**
wwManH-152	2023	50	$ 8,806.36	Average	Moderate	2050
wwManH-153	2023	50	$ 14,377.73	Average	Moderate	2050
wwManH-154	2023	50	$ 13,299.40	Average	Moderate	2050
wwManH-155	2023	50	$ 14,018.28	Average	Moderate	2050
wwManH-156	2023	50	$ 9,165.80	Average	Moderate	2050
wwManH-157	2023	50	$ 9,165.80	Average	Moderate	2050
wwManH-158	2023	50	$ 10,783.30	Average	Moderate	2050
wwManH-159	2023	50	$ 9,525.24	Average	Moderate	2050
wwManH-160	2023	50	$ 9,345.52	Average	Moderate	2050
wwManH-161	2023	50	$ 9,525.24	Average	Moderate	2050
Wetwell						
Ls #2 wetell	2022	50	$ 100,000.00	Good	Moderate	2060
Ls 3 wetwell	2023	50	$ 110,000.00	Good	Moderate	2060
Ls 4 wetwell	2023	50	$ 115,000.00	Good	Moderate	2060
Ls 5 wetwell	2022	50	$ 75,000.00	Average	Moderate	2050
Ls 1 wetwell	2017	50	$ 75,000.00	Average	Moderate	2050
Electrical Equipment						
Anoxic control panel	2023	20	n/a	Good	Moderate	2039
Decant control panel 2	2023	20	n/a	Good	Moderate	2039
Decant control panel 2	2023	20	n/a	Good	Moderate	2039
Clarifier 1 control panel	2023	20	n/a	Good	Moderate	2039
Ras Control Panel	2023	20	n/a	Good	Moderate	2039
Clarifier 2 control panel	2023	20	n/a	Good	Moderate	2039

MASTER ASSET LIST						
Name	**Installed**	**Design Life**	**Replacement Cost**	**Condition**	**Consequence of Failure**	**EOL**
was control panel	2023	20	n/a	Good	Moderate	2039
Blower control panel	2023	20	n/a	Good	Moderate	2039
Auto dialer	2023	20	n/a	Good	Moderate	2039
Transfer Switch	2023	20	n/a	Good	Moderate	2039
Generator	2023	20	n/a	Good	Moderate	2039
Ls #2 control panel	2022	20	$ 20,000.00	Good	Moderate	2039
Ls 2 transfer switch	2022	20	$ 7,500.00	Good	Moderate	2039
LS 2 Generator	2022	20	$ 56,000.00	Average	Moderate	2035
Ls 3 control panel	2023	20	$ 20,000.00	Good	Moderate	2039
LS 3 Transfer switch	2023	20	$ 7,500.00	Good	Moderate	2039
LS 3 Generator	2023	20	$ 56,000.00	Good	Moderate	2039
Ls 4 control panel	2023	20	$ 20,000.00	Good	Moderate	2039
Ls 4 transfer switch	2023	20	$ 7,500.00	Good	Moderate	2039
LS 4 Generator	2023	20	$ 56,000.00	Good	Moderate	2039
Ls 5 control panel	2022	20	$ 15,000.00	Average	Moderate	2035
Ls 1 control panel	2017	20	$ 10,000.00	Average	Moderate	2035
Pumps						
Ls 2 pump 1	2022	20	$ 25,000.00	Average	Moderate	2035
Ls 2 pump 2	2022	20	$ 25,000.00	Average	Moderate	2035
Ls 3 pump 1	2023	20	$ 25,000.00	Average	Moderate	2035
Ls 3 pump 2	2023	20	$ 25,000.00	Average	Moderate	2035
Ls 4 pump 1	2023	20	$ 25,000.00	Average	Moderate	2035
Ls 4 pump 2	2023	20	$ 25,000.00	Average	Moderate	2035

MASTER ASSET LIST						
Name	**Installed**	**Design Life**	**Replacement Cost**	**Condition**	**Consequence of Failure**	**EOL**
Ls 5 pump 1	2022	20	$ 20,000.00	Average	Moderate	2035
Ls 5 pump 2	2022	20	$ 20,000.00	Average	Moderate	2035
Ls 1 pump 1	2017	20	$ 12,500.00	Average	Moderate	2035
Ls 1 pump 2	2017	20	$ 12,500.00	Average	Moderate	2035
Control Valve						
wControlValve-1	2022	25	$ 800.00	Good	Moderate	2043
wControlValve-2	2022	25	$ 800.00	Good	Moderate	2043
wControlValve-3	2022	25	$ 500.00	Good	Moderate	2043
wControlValve-4	2022	25	$ 500.00	Good	Moderate	2043
wControlValve-5	2022	25	$ 500.00	Good	Moderate	2043
wControlValve-6	2023	25	$ 500.00	Average	Moderate	2038
wControlValve-7	2023	25	$ 500.00	Average	Moderate	2038
wControlValve-8	2023	25	$ 500.00	Average	Moderate	2038
wControlValve-9	2023	25	$ 800.00	Average	Moderate	2038
wControlValve-10	2023	25	$ 800.00	Average	Moderate	2038
wControlValve-11	2023	25	$ 800.00	Average	Moderate	2038
wControlValve-12	2023	25	$ 800.00	Average	Moderate	2038
wControlValve-13	2023	25	$ 500.00	Average	Moderate	2038
wControlValve-14	2023	25	$ 500.00	Average	Moderate	2038
wControlValve-15	2023	25	$ 500.00	Average	Moderate	2038
wControlValve-16	2022	25	$ 1,200.00	Average	Moderate	2038
wControlValve-17	2022	25	$ 1,200.00	Average	Moderate	2038
wControlValve-18	2022	25	$ 750.00	Average	Moderate	2038

MASTER ASSET LIST						
Name	**Installed**	**Design Life**	**Replacement Cost**	**Condition**	**Consequence of Failure**	**EOL**
wControlValve-19	2017	25	$ 1,200.00	Average	Moderate	2038
wControlValve-20	2017	25	$ 1,200.00	Average	Moderate	2038
wControlValve-21	2017	25	$ 850.00	Average	Moderate	2038
Treatment Equipment						
Blower #1	2023	25	N/a	Good	Moderate	2043
Head works	2023	25	N/a	Good	Moderate	2043
Bar screen 2	2023	25	N/a	Good	Moderate	2043
Anoxic mixer 1	2023	25	N/a	Good	Moderate	2043
Anoxic mixer 2	2023	25	N/a	Good	Moderate	2043
Gear drive skimmer	2023	25	N/a	Good	Moderate	2043
Chlorine injector	2023	25	N/a	Good	Moderate	2043
Chlorine holding tank	2023	25	N/a	Good	Moderate	2043
Blower 2	2023	25	N/a	Good	Moderate	2043
Blower 3	2023	25	N/a	Good	Moderate	2043
Storage Tanks						
Anoxic tank	2023	50	N/a	Good	Moderate	2060
Aeration tank 2	2023	50	N/a	Good	Moderate	2060
Clarifier 1	2023	50	N/a	Average	Moderate	2060
Digester 1	2023	50	N/a	Good	Moderate	2060
Clarifier 2	2023	50	N/a	Good	Moderate	2060
Digester 2	2023	50	N/a	Good	Moderate	2060
Chlorine Contact Chamber 1	2023	50	N/a	Good	Moderate	2060
Motors						
Blower #1	2023	20	N/a	Good	Moderate	2035
Skimmer motor 2	2023	20	N/a	Good	Moderate	2036
Blower Motor 2	2023	20	N/a	Good	Moderate	2037
Blower Motor 3	2023	20	N/a	Good	Moderate	2038
Gravity Main						
GravityMain	2016	50	$ 34,074.00	Average	Moderate	2050

MASTER ASSET LIST						
Name	**Installed**	**Design Life**	**Replacement Cost**	**Condition**	**Consequence of Failure**	**EOL**
GravityMain	2015	50	$ 58,999.50	Average	Moderate	2050
GravityMain	2015	50	$ 4,720.50	Average	Moderate	2050
GravityMain	2015	50	$ 28,395.00	Average	Moderate	2050
GravityMain	2015	50	$ 25,092.00	Average	Moderate	2050
GravityMain	2015	50	$ 54,670.50	Average	Moderate	2050
GravityMain	2015	50	$ 13,968.00	Average	Moderate	2050
GravityMain	2014	50	$ 32,584.50	Average	Moderate	2050
GravityMain	2014	50	$ 10,363.50	Average	Moderate	2050
GravityMain	2014	50	$ 13,369.50	Average	Moderate	2050
GravityMain	2014	50	$ 16,326.00	Average	Moderate	2050
GravityMain	2014	50	$ 24,655.50	Average	Moderate	2050
GravityMain	2014	50	$ 14,701.50	Average	Moderate	2050
GravityMain	2014	50	$ 1,453.50	Average	Moderate	2050
GravityMain	2014	50	$ 27,607.50	Average	Moderate	2050
GravityMain	2014	50	$ 26,428.50	Average	Moderate	2050
GravityMain	2014	50	$ 41,445.00	Average	Moderate	2050
GravityMain	2014	50	$ 34,213.50	Average	Moderate	2050
GravityMain	2023	50	$ 3,591.00	Good	Moderate	2060
GravityMain	2023	50	$ 4,207.50	Good	Moderate	2060
GravityMain	2023	50	$ 64,368.00	Average	Moderate	2050
GravityMain	2023	50	$ 14,796.00	Good	Moderate	2060
GravityMain	2023	50	$ 17,293.50	Good	Moderate	2060

MASTER ASSET LIST						
Name	**Installed**	**Design Life**	**Replacement Cost**	**Condition**	**Consequence of Failure**	**EOL**
GravityMain	2023	50	$ 23,976.00	Good	Moderate	2060
GravityMain	2023	50	$ 13,257.00	Good	Moderate	2060
GravityMain	2023	50	$ 4,018.50	Good	Moderate	2060
GravityMain	2022	50	$ 5,499.00	Good	Moderate	2060
GravityMain	2022	50	$ 52,276.50	Good	Moderate	2060
GravityMain	2022	50	$ 17,910.00	Good	Moderate	2060
GravityMain	2022	50	$ 13,063.50	Good	Moderate	2060
GravityMain	2022	50	$ 27,391.50	Good	Moderate	2060
GravityMain	2022	50	$ 8,379.00	Good	Moderate	2060
GravityMain	2022	50	$ 20,326.50	Good	Moderate	2060
GravityMain	2022	50	$ 59,773.50	Good	Moderate	2060
GravityMain	2022	50	$ 18,117.00	Good	Moderate	2060
GravityMain	2022	50	$ 49,725.00	Good	Moderate	2060
GravityMain	2022	50	$ 3,249.00	Good	Moderate	2060
GravityMain	2022	50	$ 19,777.50	Good	Moderate	2060
GravityMain	2022	50	$ 5,508.00	Good	Moderate	2060
GravityMain	2022	50	$ 113,184.00	Good	Moderate	2060
GravityMain	2022	50	$ 18,013.50	Good	Moderate	2060
GravityMain	2022	50	$ 19,098.00	Good	Moderate	2060
GravityMain	2022	50	$ 4,509.00	Good	Moderate	2060
GravityMain	2023	50	$ 10,035.00	Good	Moderate	2060
GravityMain	2023	50	$ 15,655.50	Good	Moderate	2060

MASTER ASSET LIST						
Name	**Installed**	**Design Life**	**Replacement Cost**	**Condition**	**Consequence of Failure**	**EOL**
GravityMain	2023	50	$ 18,760.50	Average	Moderate	2050
GravityMain	2023	50	$ 38,673.00	Average	Moderate	2050
GravityMain	2023	50	$ 29,308.50	Average	Moderate	2050
GravityMain	2023	50	$ 33,723.00	Average	Moderate	2050
GravityMain	2023	50	$ 20,511.00	Average	Moderate	2050
GravityMain	2023	50	$ 16,780.50	Average	Moderate	2050
GravityMain	2023	50	$ 10,156.50	Average	Moderate	2050
GravityMain	2023	50	$ 35,856.00	Average	Moderate	2050
GravityMain	2023	50	$ 2,803.50	Average	Moderate	2050
GravityMain	2023	50	$ 45,135.00	Average	Moderate	2050
GravityMain	2023	50	$ 4,072.50	Average	Moderate	2050
GravityMain	2023	50	$ 19,327.50	Average	Moderate	2050
GravityMain	2023	50	$ 19,183.50	Average	Moderate	2050
GravityMain	2023	50	$ 18,702.00	Average	Moderate	2050
GravityMain	2023	50	$ 17,712.00	Average	Moderate	2050
GravityMain	2023	50	$ 17,743.50	Average	Moderate	2050
GravityMain	2023	50	$ 17,802.00	Average	Moderate	2050
GravityMain	2023	50	$ 16,501.50	Average	Moderate	2050
GravityMain	2023	50	$ 35,770.50	Average	Moderate	2050
GravityMain	2023	50	$ 1,930.50	Average	Moderate	2050
GravityMain	2023	50	$ 15,160.50	Average	Moderate	2050
GravityMain	2023	50	$ 16,735.50	Average	Moderate	2050

MASTER ASSET LIST						
Name	**Installed**	**Design Life**	**Replacement Cost**	**Condition**	**Consequence of Failure**	**EOL**
GravityMain	2023	50	$ 47,569.50	Average	Moderate	2050
GravityMain	2023	50	$ 45,063.00	Average	Moderate	2050
GravityMain	2023	50	$ 3,717.00	Average	Moderate	2050
GravityMain	2023	50	$ 17,172.00	Average	Moderate	2050
GravityMain	2023	50	$ 6,120.00	Average	Moderate	2050
GravityMain	2023	50	$ 5,328.00	Average	Moderate	2050
GravityMain	2023	50	$ 16,276.50	Average	Moderate	2050
WWTP						
WWTP	2023	50	$ 7,944,380.00	Good	Moderate	2060

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

THROUGH: Brittney Sandoval, Town Administrator

FROM: Patrick Henry, Public Works Director

AGENDA ITEM: Consider Pennoni Contract addendum to Design and Construction Services Proposal for the Monroe St WTP LAKHA24005P.

DATE: July 1, 2025

SUMMARY & RECOMMENDATION: The Town has decided it is advantageous to design and construct a second Upper Florida Aquifer (UFA) water supply well at the off-site Kokomo Road site. Additionally, piping and electrical/SCADA controls modifications are needed to integrate piping and metering/receiving facilities to accept off-site water from the Polk Regional Water Cooperative at the Water Plant site. In order for the contractor to prepare a change order cost estimate, it is necessary for Pennoni to design and prepare construction drawings for the described improvements.

Kokomo Road Back-Up Supply Well:

- Upper Floridan well with similar construction details/specifications to Well #3. This well will serve as a back-up well (ie not intended to run simultaneously with other on- site well);
- Well to be located on northeast corner of existing Town property (ie not planned or integrated into a future expanded water plant site layout);
- Well integration into SCADA and control system;
- Variable Frequency Drive controller and starter designed within planned ICON electrical/control room;
- Piping and valving to connect into planned Project piping;
- SWFWMD Water Use Permit (WUP) modification assumed not needed as it was included in recent modification;
- No increase in back-up power generator size, which was designed to run a single well pump;
- Contractor will be required to conduct an Aquifer Performance Test (APT) and prepare summary report similar to other planned supply well.

PRWC Receiving Station:

- Piping and valving improvements (altitude valve to help prevent overflow of ground storage

tank);
- Power conduit and feed to PRWC meter and control instruments;
- Fiber control conduit and cable as needed to connect receiving station signals back to Town operations building and SCADA system.

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

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☒ NO: ☐

If Yes, Please Explain: Design services from Pennoni, ($44,000) are eligible to be funded out of the approved Project Contingency.

After design, construction cost proposal will come back to council for approval. Estimated $2 million, can be funded with remainder of contingency, additional SRF loans, and or impact fees collected.

RECOMMENDATION:

ATTACHMENT(S):
ADDENDUM 2 - LAKHA24005P Monroe Street WTP Construction Services Proposal V1.pdf

401 Third Street SW
Winter Haven, FL 33880
T: 863-324-1112
F: 863-294-6185

www.pennoni.com

June 11, 2025

Proposal No. LAKHA24005P

Ms. Brittney Sandoval, Town Administrator
Town of Lake Hamilton
Post Office Box 126
Lake Hamilton, Florida 33851

RE: ADDENDUM 2 TO SUPPLEMENTAL AGREEMENT 24-005 – MONROE ST. WATER TREATMENT PLANT CONSTRUCTION TECHNICAL SERVICES – ADDITIONAL WELL AND PRWC CONNECTION DESIGN

Dear Ms. Sandoval:

We are pleased to submit this Addendum 2 to Agreement 24-005 to provide additional consulting engineering services for the referenced Project. Based on recent conversations with FDEP staff, it appears the additional services described herein can be funded out of the approved SRF funding via contingency funds.

Upon review and approval, please sign and return one (1) executed copy of this Agreement to our office.

Please call if you have any questions. We sincerely appreciate the opportunity to assist the Town of Lake Hamilton with this important Project.

Sincerely
Pennoni

Steven L. Elias, P.E.
Associate Vice President

ADDENDUM 1 TO SUPPLEMENTAL AGREEMENT NUMBER LAKAH24005

By and Between

TOWN OF LAKE HAMILTON - and – PENNONI ASSOCIATES INC.

Project

MONROE STREET WTP CONSTRUCTION TECHNICAL SERVICES - ADDITIONAL WELL AND PRWC CONNECTION DESIGN SERVICES

1.0 GENERAL: This is Addendum 2 to Supplemental Agreement LAKHA24005P to the Master Agreement between the Town of Lake Hamilton (Town, Client, or Owner) and Pennoni Associates Inc. (Engineer or Pennoni) for professional engineering services dated 9 February 2007. Except as provided for herein, the provisions of the Master Agreement between the Town and Engineer shall apply to this Supplemental Agreement.

2.0 EMPLOYMENT: The Town hereby retains the continuing professional engineering services of Engineer, in consideration of the mutual covenants contained herein, and agrees in respect to the performance of professional engineering services by Engineer and the payment for those services by Town as set forth herein.

3.0 PROJECT BACKGROUND AND ASSUMPTIONS: The Town commissioned Pennoni to provide bidding and technical support services during construction for the Town's Monroe Street Water Plant and Well Improvements Project. Construction of the Project was bid in the fall or 2024 and was awarded to TLC Construction. After the contract was awarded, the Town has decided it is advantageous to design and construct a second Upper Florida Aquifer (UFA) water supply well at the off-site Kokomo Road site. Additionally, piping and electrical/SCADA controls modifications are needed to integrate piping and metering/receiving facilities to accept off-site water from the Polk Regional Water Cooperative at the Water Plant site. In order for the contractor to prepare a change order cost estimate, it is necessary for Pennoni to design and prepare construction drawings for the described improvements.

Based on discussions with Town staff, the scope of the improvements will include, but not be limited to the following:

Kokomo Road Back-Up Supply Well:

- Upper Floridan well with similar construction details/specifications to Well #3. This well will serve as a back-up well (ie not intended to run simultaneously with other on-site well);
- Well to be located on northeast corner of existing Town property (ie not planned or integrated into a future expanded water plant site layout);
- Well integration into SCADA and control system;
- Variable Frequency Drive controller and starter designed within planned ICON electrical/control room;
- Piping and valving to connect into planned Project piping;
- SWFWMD Water Use Permit (WUP) modification assumed not needed as it was included in recent modification;
- No increase in back-up power generator size, which was designed to run a single well pump;
- Contractor will be required to conduct an Aquifer Performance Test (APT) and prepare summary report similar to other planned supply well.

PRWC Receiving Station:

- Piping and valving improvements (altitude valve to help prevent overflow of ground storage tank);
- Power conduit and feed to PRWC meter and control instruments;
- Fiber control conduit and cable as needed to connect receiving station signals back to Town operations building and SCADA system.

Town staff requested Pennoni to provide the necessary additional design services. Based on recent discussions with FDEP staff, it appears the additional design and technical services during construction are eligible to be funded out of the existing State Revolving Fund (SRF) funding package contingency funds.

4.0 PURPOSE: The purpose of this Agreement is to authorize Pennoni to provide the services described in Section 5.0 herein for the fee described in Section 6.0 herein.

5.0 SCOPE OF WORK: Pennoni shall provide, or obtain from others, professional engineering design services for this Project. Pennoni's services will include serving as the Town's engineering representative for the Project, providing customary professional civil engineering and consulting services. Pennoni makes no warranties, express or implied, under this Task Authorization or otherwise, in connection with Pennoni's services. The following sections describe Pennoni's additional scope of work for this Project.

5.1 Bidding Services: NO CHANGE

5.2 Technical Services During Construction: Pennoni will

5.2.1 Design Plans – perform design calculations and prepare signed and sealed engineering plans for the proposed Project additions (civil, mechanical, electrical, and controls).

5.2.2 Construction Phase – perform specialized well drilling oversight and review/comment on APT report prepared by Contractor's hydrogeologist.

5.3 Exclusions: NO CHANGE

6.0 PENNONI'S COMPENSATION

Our additional lump sum fees, excluding reimbursable costs, to provide the above-described services are as follows:

Technical Services During Construction (Design) .....$ 30,000
Technical Services During Construction (Well) .....$ 14,000
Total $44,000

6.1 Should the Client elect to expand the Scope of Work to include work tasks not covered in this agreement, Pennoni will perform the requested additional work tasks based on: (A) A mutually agreed upon fixed fee; or (B) The time we spend and the costs we incur to perform the work in accordance with our Town-approved Schedule of Hourly Rates and Reimbursable Costs.

6.2 It is understood and agreed that cost tradeoffs among the various cost categories and work tasks are allowable, so long as the total estimated cost of all work tasks is not exceeded without the Town's written approval.

7.0 TOWN'S RESPONSIBILITIES: NO CHANGE

8.0 OTHER MATTERS: NO CHANGE

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in duplicate on the

_____ of _____ 2025.
(Day) (Month)

TOWN OF LAKE HAMILTON

_____ _____
Attest, Town Clerk Authorized Signature, Town of Lake Hamilton

PENNONI ASSOCIATES INC.

BY: _____
Steven Elias, PE, Associate VP

DATE: 6-11-25

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

THROUGH: Britney Sandoval, Town Administrator

FROM: Jeffrey Ball, AICP, Community Development Director

AGENDA ITEM: Council discussion and staff direction for the White Clay Subdivision regarding access.

DATE: July 1, 2025

SUMMARY & RECOMMENDATION: The developer (Cassidy Holdings LLC.) for the White Clay Subdivision is requesting three access points along Kokomo Rd. with three turn lanes and intersections. This portion of Kokomo Rd. is owned and maintained by the Town of Lake Hamilton. The Town will not receive any impact fees for the future maintenance. The proposed subdivision is solely within the limits of Haines City. The proposed subdivision will have 767 Single-family homes. See plan attached.

While the proposed subdivision does show other accesses to Hughes Rd., White Clay Pit Rd. and the future Powerline Rd. extension, these roadways are not yet constructed to allow future access.

Council may consider:

- Restricting access to Kokomo Rd;
- Consider limiting the number of access points to Kokomo Rd.;
- Require a Developer's Agreement to establish a funding mechanism for maintenance of the turn lanes and a timeframe of when the other accesses are required based on the impacts to Kokomo Rd.;
- Postpone until the Town's Traffic Modeling Study is approved Town Council.

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

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

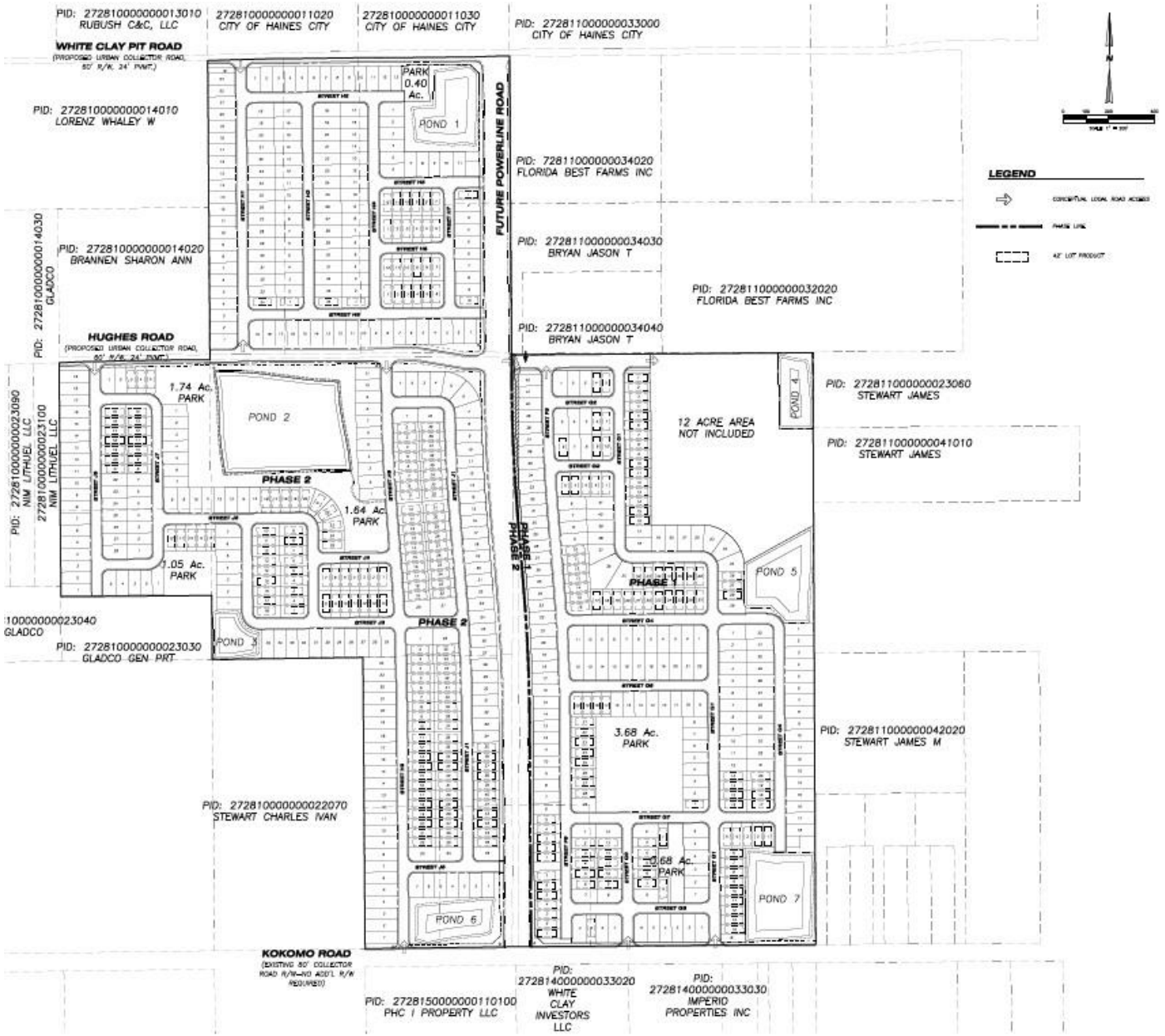
FINANCIAL IMPACT: YES: ☒ NO: ☐

If Yes, Please Explain: The cost of maintaining turn lanes and access within the Town's ROW.

RECOMMENDATION:

ATTACHMENT(S):

Master Plan White Clay Subdivsion.pdf


PID: 272810000000013010
RUBUSH C&C, LLC
272810000000011020
CITY OF HAINES CITY
272810000000011030
CITY OF HAINES CITY
PID: 272811000000033000
CITY OF HAINES CITY
WHITE CLAY PIT ROAD
(PROPOSED URBAN COLLECTOR ROAD, 80' R/W, 24' PVMT.)
PARK 0.40 Ac.
POND 1
PID: 272810000000014010
LORENZ WHALEY W
FUTURE POWERLINE ROAD
PID: 728110000000034020
FLORIDA BEST FARMS INC
PID: 272811000000034030
BRYAN JASON T
PID: 272811000000032020
FLORIDA BEST FARMS INC
PID: 272810000000014030
GLADCO
PID: 272810000000014020
BRANNEN SHARON ANN
HUGHES ROAD
(PROPOSED URBAN COLLECTOR ROAD, 80' R/W, 24' PVMT.)
PID: 272811000000034040
BRYAN JASON T
PID: 272810000000023090
NIM LITHUEL LLC
272810000000023100
NIM LITHUEL LLC
1.74 Ac. PARK
POND 2
PHASE 2
1.64 Ac. PARK
1.05 Ac. PARK
POND 3
PHASE 2
PHASE 1
12 ACRE AREA NOT INCLUDED
POND 4
PID: 272811000000023060
STEWART JAMES
PID: 272811000000041010
STEWART JAMES
PHASE 1
POND 5
10000000023040
GLADCO
PID: 272810000000023030
GLADCO GEN PRT
3.68 Ac. PARK
PID: 272811000000042020
STEWART JAMES M
PID: 272810000000022070
STEWART CHARLES IVAN
0.68 Ac. PARK
POND 7
POND 6
KOKOMO ROAD
(EXISTING 50' COLLECTOR ROAD R/W-NO ADD'L R/W REQUIRED)
PID: 272815000000110100
PHC I PROPERTY LLC
PID: 272814000000033020
WHITE CLAY INVESTORS LLC
PID: 272814000000033030
IMPERIO PROPERTIES INC
LEGEND
CONCEPTUAL LOCAL ROAD ACCESS
PHASE LINE
42' LOT PRODUCT

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

THROUGH: Brittney Sandoval, Town Administrator

FROM: Chris Votour, Chief of Police

AGENDA ITEM: Resolution authorizing a budget amendment for the Police Department's maintenance and repair and uniform budget.

A Resolution of the Town Council of the Town of Lake Hamilton, Lake Hamilton, Polk County, Florida, adopting a budget amendment for the Town of Lake Hamilton for fiscal year 2024-2025; 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.

DATE: July 1, 2025

SUMMARY & RECOMMENDATION: Staff is requesting a budget amendment for additional funds for the Police Department uniform and repair and maintenance budgets due to an increased need from the additional officers and repairs needed for vehicles.

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

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☒ NO: ☐

If Yes, Please Explain: With the hiring of new officers and vehicles the budget was not sufficient to support the additional costs. The total requested amount is $10,000.

RECOMMENDATION:

ATTACHMENT(S):
Resolution R-2025-XX budget amendment for PD uniforms & repair.pdf
Budget Amendment Request pd amended.pdf

RESOLUTION R-2025-XX

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LAKE HAMILTON, LAKE HAMILTON, POLK COUNTY, FLORIDA, ADOPTING A BUDGET AMENDMENT FOR THE TOWN OF LAKE HAMILTON FOR FISCAL YEAR 2024-2025; 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. L

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 July 1, 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 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 regular meeting of the Town Council of Lake Hamilton, Florida, held this 1st day of July 2025.

TOWN OF LAKE HAMILTON, FLORIDA

PHYLLIS HALL, MAYOR

ATTEST:

JACQUELINE BORJA, TOWN CLERK

Approved as to form:

ANTHONY SABATINI. TOWN ATTORNEY

Record of Vote	Yes	No
Roberson		
Mathis		
Slavens		
Demanche		
Hall		

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

"FROM ACCOUNT"		
Account Number	**Current Balance**	**Amount Transfer**
Contingency		$10,000

"TO ACCOUNT"		
Account Number	**Amount Transferred**	**New Balance**
GL-ACCT#:001-521-046	$5,000	
GL-ACCT#:001-521-523	$5,000	

JUSTIFICATION:

With the addition of new officers and the purchase of new vehicles the budget did not reflect the repair and maintenance of the vehicles or The cost of uniforms.

APPROVALS:

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

_____
Marlene Wagner, 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)

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"		
Account Number	***Current Balance***	***Amount Transfer***
Contingency		$11,000

"TO ACCOUNT"		
Account Number	***Amount Transferred***	***New Balance***
GL-ACCT#:001-521-046	$5,000	
GL-ACCT#:001-521-523	$1,000	
GL-ACCT#:001-521-521	$ 5,000	

JUSTIFICATION:

With the addition of new officers and the purchase of new vehicles the budget did not reflect the repair and maintenance of the vehicles or The cost of uniforms. Several new computers had to be upgraded along with upgraded services.

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)

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

THROUGH: Brittney Sandoval, Town Administrator

FROM: Chris Votour, Chief of Police

AGENDA ITEM: Consider Interlocal Agreement with Polk County Sheriff Department

DATE: July 1, 2025

SUMMARY & RECOMMENDATION: Staff recommends approval of the Interlocal Agreement.

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

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☐ NO: ☒

If Yes, Please Explain: n/a

RECOMMENDATION:

ATTACHMENT(S):
Interlocal Agreement letter 2025.pdf
Interlocal Agreement with Polk County Sheriff 2025.pdf

Sheriff Grady Judd
Polk County
1891 Jim Keene Blvd. • Winter Haven, FL 33880-8010 • Phone: 863.298.6200 • www.polksheriff.org

May 16, 2025

Town of Lake Hamilton
Mayor Phyllis Hall
Post Office Box 126
Lake Hamilton, Florida 33851

Re: Interlocal Agreement

Dear Ms. Hall:

Please find the enclosed copy of the Interlocal Agreement. At your earliest convenience, please execute the agreement and return the original copy to my attention in the Office of Legal Affairs at the Polk County Sheriff's Office for our records.

Should you have any questions, please feel free to call me at 298-6600.

Sincerely,

John W. Lees
Staff Attorney, Office of Legal Affairs

Enclosure
xc: File

INTERLOCAL AGREEMENT

THIS AGREEMENT is made by and between the Town of Lake Hamilton, a municipality of the State of Florida, located within the boundaries of Polk County, Florida (hereinafter referred to as "TOWN") and Grady Judd, as Sheriff of Polk County, a Constitutional Officer of the State of Florida (hereinafter referred to as "SHERIFF").

WHEREAS, the TOWN is desirous of maintaining a high level of telecommunications services in conjunction and harmony with its fiscal policies of sound, economical management; and

WHEREAS, the TOWN desires to ensure its informational needs are met during normal daily activities and during emergencies; and

WHEREAS, the TOWN is desirous of obtaining its telecommunications services through a contractual relationship with the SHERIFF; and

WHEREAS, the SHERIFF has agreed to provide the TOWN a high level of professional telecommunications services and the TOWN is desirous of contracting for such services upon the terms and conditions hereinafter set forth; and

WHEREAS, the TOWN after evaluation of options for the provision to its residents of telecommunications services enumerated herein, has made a determination that the interests of its residents will be best served by contracting with SHERIFF and the TOWN is desirous of obtaining its enforcement related telecommunications services through a contractual relationship with SHERIFF; and

WHEREAS, this Agreement is undertaken for the benefit of the general public so that, via cooperative effort, the parties may make the most efficient use of their resources, and is

authorized by and entered into pursuant to Chapter 163, Florida Statutes, and other applicable law; and

WHEREAS, the parties are acting pursuant to the authority contained in their respective charters, general law and Section 163.01, Florida Statutes.

NOW, THEREFORE, in consideration of the sums hereinafter set forth and for other good and valuable considerations, the receipt and legal sufficiency of which are hereby acknowledged, IT IS HEREBY AGREED AS FOLLOWS:

ARTICLE 1 – DEFINITIONS

1.1. For the purposes of this Agreement, the following terms shall have the respective meanings hereinafter set forth:

a. Services for the purpose of this agreement shall be interpreted to include law enforcement and fire/rescue emergency 9-1-1 calls each day of the year on a twenty-four (24) hour per day basis.

b. Telecommunicator shall mean an individual who is appointed by the SHERIFF, and defined as a person who receives, processes, and dispatches calls for service.

ARTICLE 2 – TELECOMMUNICATIONS

2.1 The SHERIFF shall provide to the TOWN professional telecommunications services within and throughout the jurisdiction of the TOWN.

2.2 Upon receipt of the emergency call from within the TOWN's jurisdiction, the SHERIFF will coordinate dispatch and radio communication services for law enforcement for the TOWN.

2.3 Telecommunication services shall encompass all those duties and functions of the type coming within the jurisdiction of, and customarily provided by, an agency receiving, processing, and dispatching calls for service.

2.4 Performance of all duties and responsibilities of the telecommunicators shall be in accordance with SHERIFF's General Orders and this Agreement.

2.5 The parties acknowledge that communications interoperability has been identified as a critical element of the public safety response network. The parties agree to acquire and utilize the same radio communications technology platform in order to be directly interoperable with all other agencies on the system. Radio communications technology platform refers to the radio equipment (portables, mobiles, control stations, consoles) which operate on the current radio system. The equipment utilized must be capable of direct interoperability using a shared system and shared channels or talk groups without requiring any type of manual process or intervention such as gateways, bridges, patches, etc.

The parties agree to adhere to the communications protocols, including the requirement to utilize common radio terminology (codes, plain text), which may be discipline specific between fire-rescue and law enforcement.

2.6 The parties recognize that each agency may have specific response matrices that dictate which resources will be sent to specific responses, though these may differ from like agencies. The SHERIFF shall dispatch the appropriate units for emergency incidents based on each agencies' requirements and directives.

2.7 The purpose of this Agreement shall be to receive calls for emergency assistance, to efficiently coordinate response resources to emergencies and to efficiently and effectively coordinate public safety/emergency services radio communications.

ARTICLE 3 – INFORMATION TECHNOLOGY SERVICES

3.1 The TOWN shall be entitled through agents and employees of the SHERIFF to Information Technology Services for police personnel.

3.2 The SHERIFF will provide Information Technology Services support to TOWN's police personnel to access SHERIFF's Information Technology Staff for assistance related to the proper operation of their town-owned Information Technology equipment. This assistance will be provided in the following areas:

(a). Connectivity – To include VPN support, air card diagnostics, voice and data land-line support and net motion.

(b). Hardware – To include desktop and laptop diagnostic service. Any recommended replacements are the responsibility of the TOWN and that cost is not part of this Agreement.

(c). Peripherals – Support will be provided relating to Automated Vehicle Locator (AVL), Global Positioning System (GPS), Driver's License Readers and Property & Evidence Bar Code Readers.

(d). Software – Support will be provided for the following software solutions:

- Tiburon, to include Computer Aided Dispatch (CAD), Mobile Cad, Records Management System (RMS) and field reporting,
- Crash Zone & Quick Scene Crash Reporting,
- General office software to include Microsoft products,
- Database management and systems file maintenance,
- GEO Map file maintenance.

3.3 The SHERIFF agrees to provide IT services in support of the nine (9) machines and the lease of the seven (7) laptops.

3.4 The SHERIFF agrees to refresh the vehicle mobile computer equipment every four (4) years.

ARTICLE 4 – CONSIDERATION

4.1. Law Enforcement Telecommunication Services. TOWN shall pay the SHERIFF as payment in full for law enforcement telecommunication services as agreed to be performed the sum of forty four thousand nine hundred thirty eight dollars ($44,938.00) for the term of this Agreement.

4.2 Information Technology Services. In addition to the amounts listed in paragraph 4.1, TOWN shall also pay the SHERIFF as payment in full the sum of one thousand four hundred dollars ($1,400.00), to lease the seven laptops, and one thousand three hundred fifty dollars ($1,350.00), for information technology services to support nine machines, for the term of this Agreement.

4.3 The TOWN shall make quarterly payments in advance for the base contract. Quarterly payments shall be made prior to October 1, 2025, January 1, 2026, April 1, 2026 and July 1, 2026.

ARTICLE 5 – AUDIT OF RECORDS

The TOWN or designee may, upon reasonable notice to the SHERIFF, examine the existing SHERIFF's records relating to the services provided pursuant to the terms of this Agreement.

ARTICLE 6 – HOLD HARMLESS

6.1 To the extent and limits permitted by controlling law, the SHERIFF will indemnify and hold harmless the TOWN against any claims, and the cost of defending such claims, arising directly or indirectly, as a result of, or in connection with any negligent acts or omissions of the SHERIFF's office or its deputies', agents', or employees' performance of the services required by this Agreement.

6.2 To the extent and limits implemented under controlling law, the TOWN will indemnify and hold the SHERIFF harmless against any claims, and the cost of defending such claims, arising directly or indirectly, or as a result of, or in connection with any negligent acts or omissions of the TOWN, its agents', or employees' related to this Agreement.

6.3 Nothing contained herein shall be construed to limit or modify the provision of Section 768.28, Florida Statutes, as it applies to the TOWN and the SHERIFF. Nothing herein shall abrogate or expand the sovereign immunity enjoyed by the SHERIFF or the TOWN pursuant to the provisions of Chapter 768, Florida Statutes, nor shall any third parties receive any benefit whatsoever from the indemnification provided herein.

6.4 The parties hereto agree that nothing contained herein shall in any way waive the sovereign immunity that they enjoy presently under the Constitution, common law, or statutes of the State of Florida and particularly with respect to Chapter 768, Florida Statutes. The parties agree that the TOWN's determination to cause the provision of services by this Agreement is an exercise of the legislative function of and by the TOWN and that at no time will the TOWN exercise any specific operational control over the activities of any of the members of the SHERIFF's office.

6.5 For purposes of this provision, the TOWN's employees shall not be deemed agents or servants of the SHERIFF and the SHERIFF's employees shall not be deemed agents or servants of the TOWN. The SHERIFF and the TOWN will at all times be entitled to the benefits of sovereign immunity as provided in Florida Statutes, Section 768.28, and common law. Nothing contained in this Agreement shall be construed as a waiver of sovereign immunity.

ARTICLE 7 – INDEPENDENT CONTRACTOR

The SHERIFF, for the purpose of this Agreement, is and shall remain an independent contractor; provided, however, such independent contractor status shall not diminish the power and authority vested to the SHERIFF.

ARTICLE 8 – TERM

This Agreement shall remain in full force and effect commencing October 1, 2025, and ending September 30, 2026, all dates inclusive, unless the Agreement is otherwise extended or terminated in accordance with the terms hereof.

ARTICLE 9 – TERMINATION

This Agreement may be terminated by either party for any or no cause by giving advance notice to the other party of not less than one hundred and eighty (180) days in the manner set forth in Article 11 of this Agreement. However, termination of this Agreement shall not abridge or modify the obligations pertaining to the reestablishment of telecommunication services and the parties agree there will be no lapse in said services.

ARTICLE 10 – AUTHORITY TO EXECUTE; NO CONFLICT CREATED

10.1 The SHERIFF, by his execution hereof, does hereby represent to the TOWN that he has full power and authority to make and execute this Agreement pursuant to the power so vested in him under the Constitution and Laws of the State of Florida to the effect:

(a). His making and executing this Agreement shall create a legal obligation upon himself and the Polk County Sheriff's Office.

(b). This Agreement shall be enforceable by the TOWN according and to the extent of the provisions hereof.

10.2 Nothing herein contained and no obligation on the part of the SHERIFF to be performed hereunder is intended to in any way be contrary to or in contravention of any policy of insurance or surety bond required of the SHERIFF pursuant to the laws of the State of Florida or any policy, rule, and/or ordinance of the County, or the laws of the State of Florida.

10.3 The TOWN Mayor, by his/her execution hereof, does represent to the SHERIFF that he/she has full power and authority to make and execute this Agreement on behalf of the TOWN.

10.4 Nothing herein contained and no obligation on the part of the TOWN to be performed herein under is intended to in any way be contrary to or in contravention of any policy, rule and/or ordinance of the TOWN or the laws of the State of Florida.

ARTICLE 11 – NOTICE

All notices, consents, demands, requests and other communications which may or are required to be given hereunder shall be in writing and shall be deemed duly given if personally delivered or sent by United States Mail, registered or certified, return receipt requested, postage

prepaid, to the addresses set forth hereunder or to such other address as the other party hereto may designate in written notice transmitted in accordance with this provision.

In case of the TOWN, to:

Town of Lake Hamilton

P.O. Box 126

Lake Hamilton, Florida 33851

In case of the SHERIFF, to:

Polk County Sheriff's Office

Attn: Office of Legal Affairs

1891 Jim Keene Blvd

Winter Haven, Florida 33880

ARTICLE 12 – NON-ASSIGNABILITY

The SHERIFF shall not assign any of the obligations or benefits imposed hereby or contained herein, unless upon the written consent of the TOWN, which consent must be evidenced by a duly passed resolution.

ARTICLE 13 – THIRD PARTIES

In no event shall any of the terms of this Agreement confer upon any third person, corporation, or entity other than the parties hereto any right or cause of action for damages claimed against any of the parties to this Agreement arising from the performance of the obligation and responsibilities of the parties herein or for any other reason.

ARTICLE 14 – JOINT PREPARATION

The preparation of this Agreement has been a joint effort of the parties, and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

ARTICLE 15 – ENTIRE AGREEMENT

This Agreement constitutes the complete understanding of the parties and merges and supersedes any and all other discussions, agreements and understandings, either oral or written, between the parties with respect to the subject matter hereof.

ARTICLE 16 – SEVERABILITY

Whenever possible, each provision of this Agreement shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Agreement is held to be prohibited by or invalid under applicable law, such provision shall be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of such provisions of this Agreement.

ARTICLE 17 – AMENDMENTS OR MODIFICATIONS

Either party may at any time during the term of this Agreement request amendments or modifications. Requests for amendment or modifications of this Agreement shall be in writing and shall specify the requested changes and the justification of such changes. The parties shall review the request for modification in terms of the regulations and goals relating to the Agreement. Should the parties consent to modification of the Agreement, then an amendment shall be drawn, approved, and executed in the same manner as the original agreement.

ARTICLE 18 – GOVERNING LAW

This Agreement shall be governed by the laws of the State of Florida as to all matters, including but not limited to matters of validity, construction, effect and performance.

ARTICLE 19 – FORUM AND VENUE

All actions regarding this Agreement shall be formed and venued in a court of competent subject matter jurisdiction, in Polk County, Florida, or the Federal Middle District Court of Florida, located in Tampa, Florida.

IN WITNESS WHEREOF, the parties have caused this interlocal agreement to be executed for the uses and purposes set forth herein.

POLK COUNTY SHERIFF'S OFFICE
BY ANDRIA MCDONALD, EXECUTIVE DIRECTOR

Andria McDonald

Date: 5/16/25

ATTEST

Lorrie Moyer

WITNESS TO ANDRIA MCDONALD

APPROVED AS TO FORM:
BY SHERIFF'S GENERAL COUNSEL

TOWN OF LAKE HAMILTON
BY PHYLLIS HALL, MAYOR

ATTEST
BY TOWN CLERK

_____ _____

Date:_____

APPROVED AS TO FORM

BY:_____
TOWN ATTORNEY

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

THROUGH: Brittney Sandoval, Town Administrator

FROM: Patrick Henry, Public Works Director

AGENDA ITEM: Consider options for Traffic Control on Main Street requested by Town Council on June 3, 2025 .

DATE: July 1, 2025

SUMMARY & RECOMMENDATION: Council to direct Staff on the appropriate measures to be taken to manage the flow of traffic on Main Street. Review options presented by Staff.

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

ATTORNEY REVIEW: YES: ☐ NO: ☒ N/A: ☐

FINANCIAL IMPACT: YES: ☒ NO: ☐

If Yes, Please Explain: The cost of stop signs, and stop bars. Cost depending on which option Council approves.

RECOMMENDATION:

ATTACHMENT(S):
Main Street 1 Stop (option 1).PNG
Main Street 2 Stops (option 2).PNG
Main Street 3 Stops (option 3).PNG


Lake Sara
W Sample Ave
Scenic Hwy
N Lake
Palm Ave W
W Main St
W Nelson Ave
New Reflections
Salon & Spa
STOP
W Main St
W Smith Ave
Lake Hamilton
Police Department
W Gates Ave
Parada Tropical
O G Lawn Pros


Lake Sara
W Sample Ave
N Lak
Palm Ave W
W Main St
W Nelson Ave
New Reflections
Salon & Spa
W Main St
STOP
STOP
O G Lawn Pros
W Smith Ave
Lake Hamilton
Police Department
W Gates Ave
Parada Tropical
Scenic Hwy
27
17


Lake Sara
W Sample Ave
N Lak
Palm Ave W
W Main St
STOP
STOP
STOP
W Main St
New Reflections
Salon & Spa
W Nelson Ave
S 2nd St
Scenic Hwy
W Smith Ave
Lake Hamilton
Police Department
W Gates Ave
Parada Tropical
O G Lawn Pros
S 6th St
S 5th St
S 4th St
27
17

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

THROUGH: Brittney Sandoval, Town Administrator

FROM: Parks and Recreation Advisory Board

AGENDA ITEM: Consider approval of Parks and Recreation Advisory Board recommendation of placement of 4 dog waste stations.

DATE: July 1, 2025

SUMMARY & RECOMMENDATION: The Parks and Recreation Advisory Board is requesting that the Town purchase and install 4 dog waste stations one at each of the following locations: Bruce Martin Park, Gunter Park, Detour Park, and Sample Park in the exterior of each park alongside the rights of ways.

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

ATTORNEY REVIEW: YES: ☐ NO: ☒ N/A: ☐

FINANCIAL IMPACT: YES: ☒ NO: ☐

If Yes, Please Explain: Each dog waste station will cost $194.99. Multiply that by four and the total cost will be $779.96. The waste refill roll bags will cost $45.98 which comes out to 2,000 bags.

RECOMMENDATION:

ATTACHMENT(S):
20250613140845.pdf
20250613140831.pdf

Results

Check each product page for other buying options.

Overall Pick



Sponsored

Zero Waste USA 2,000 Commercial Grade Dog Waste Station Refill Roll Bags - (Most Popular) - 40% Thicker than competitor brands - Fits Any Dog Waste Station - 10 Rolls of 200 bags per roll

Options: 3 sizes

4.7 ★★★★½ (659)

$45.98 ($4.60/count)

✓prime

FREE delivery Mon, Jun 16

Add to cart



Sponsored

The Original Poop Bags® Dog Poop Bags Rolls – Commercial Bulk Poop Bags for Dogs, Heavy-Duty Waste Bag Refills, Black, 2,000 Count

4.4 ★★★★½ (164)

$64.99 ($0.03/count)

FREE delivery Jun 24 - 25

Add to cart

Overall Pick



Zero Waste USA 2,000 Commercial Grade Dog Waste Station Refill Roll Bags - (Most Popular) - 40% Thicker than competitor brands - Fits Any Dog Waste Station - 10 Rolls of 200 bags per roll

Options: 3 sizes

4.7 ★★★★½ (659)

$45.98 ($4.60/count)

✓prime

FREE delivery Mon, Jun 16

Add to cart

Deliver to Jacqueline
Lake Hami... 33851

All | dog waste statior

EN

Hello, Jacqueline
Account for Town of Lake H...

0

All | Get the app | Small and Local Businesses | Buy Again | Today's Deals | Gift Cards | Shop small and local | Lists | Business Prime

Industrial & Scientific | Lab | Test & Measurement | Safety | Janitorial & Facilities | Food Service | Education | Material Handling | Materials

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More videos

Dog Waste Station Galvanized Steel Outdoor Pet Bin with Poop Bag Dispenser Reflective Sign Rust Proof for Backyard Commercial Park

Brand: Qinyoung

4.3 (11) | Search this page

50+ bought in past month

List Price: ~~$215.99~~ Details

Business Price $194.99

FREE Returns

You Save: $21.00 (10%)

Buy more, save more

2 units	5 units Lowest price
-12% $378.28	-15% $916.45
$189.14/unit	$183.29/unit

$194.99

FREE Returns

FREE delivery **Monday, June 16.**
Order within 13 hrs 4 mins

Arrives after Father's Day.
Need a gift sooner? Send an Amazon Gift Card instantly by email or text message.

Deliver to Admin - Lake Hamilton 33851

In Stock

Quantity: 1

Request quote for 55+

Add to Cart

7.O

Town of Lake Hamilton
Town Council
Agenda Summary Report

TO: Town Council

THROUGH: Jacqueline Borja, Town Clerk

FROM: Charter Review Committee

AGENDA ITEM: Consider Charter Review Committee recommendations.

DATE: July 1, 2025

SUMMARY & RECOMMENDATION: The Town Charter Review Committee send recommendations to accept the revision and approve for the ballot.

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

ATTORNEY REVIEW: YES: ☒ NO: ☐ N/A: ☐

FINANCIAL IMPACT: YES: ☐ NO: ☒

If Yes, Please Explain: n/a

RECOMMENDATION:

ATTACHMENT(S):
Lake Hamilton Charter Amendments_.pdf
June 12, 2025 Charter Review Committee Meeting minutes.pdf
June 23, 2025 Charter Review Committee Meeting minutes.pdf

PART I
CHARTER[1]

Preamble

Introduction

PREAMBLE:

We the people of the Town of Lake Hamilton, under the constitution and laws of the State of Florida, in order to secure the benefits of local self-government and to provide for an honest and accountable council-management government do hereby adopt this charter and confer upon the town the following powers, subject to the following restrictions, and prescribed by the following procedures and governmental structure. By this action, we secure the benefits of home rule and affirm the values of representative democracy, professional management, strong political leadership, citizen participation, and regional cooperation.

ARTICLE I. CORPORATE EXISTENCE, FORM OF GOVERNMENT, BOUNDARY, AND POWER

Sec. 1.01. Corporate existence, form of government, and charter.

The Town of Lake Hamilton in Polk County, Florida, which was created by the Florida Legislature on the 6th day of November, 1924, shall continue as a municipal corporation with a council/~~administrator~~manager form of government and with this document as the charter of the town.

(Ord. No. 2014-08, § 6, 10-7-2014)

Sec. 1.02. Legal description and map of corporate boundary.

The area described in appendix A of this charter shall constitute the present corporate boundary of the Town of Lake Hamilton. The map which constitutes appendix B of the charter depicts the present boundary of the town of Lake Hamilton.

(Ord. No. 2014-08, § 6, 10-7-2014)

[1]Editor's note(s)—Ord. No. 2014-8, § 6, adopted Oct. 7, 2014, repealed the former Charter, and enacted a new Charter as set out herein. The former charter, §§ 1—34, pertained to similar subject matter, and derived from Ord. No. 79-94, § 1, 8-7-1979; Ord. No. 81-105, § 1, 10-6-1981; Ord. No. 81-106, § 1, 10-6-1981; Ord. No. 89-163, § 2, 6-27-1989; Ord. No. 90-167, § 1, 5-1-1990; Ord. No. 90-168, § 1, 6-5-1990; Ord. No. 92-180, § 1, 2-18-1992; Ord. No. 92-185, §§ 1, 2, 1-5-1993; Ord. No. 2003-001, 11-4-2003(ref.); Ord. No. 2008-06, §§ 2—4, 4-1-2008(ref.).

Sec. 1.03. General powers of town.

The town shall have all governmental, corporate, and proprietary powers possible for a town to have under the constitution and laws of the state of Florida as fully and completely as though they were specifically enumerated in this charter. This will enable it to conduct municipal government, perform municipal functions, and render municipal services, and may exercise any power for municipal purposes except as expressly prohibited by law or by this charter.

(Ord. No. 2014-08, § 6, 10-7-2014)

ARTICLE II. TOWN COUNCIL

Introduction.

The town council, elected by, representative of, and responsible to the citizens of the town is the fundamental democratic element of the council/~~administrator~~manager plan.

Sec. 2.01. General powers, duties and composition of town government.

All powers of the town shall be vested in the town council except as otherwise provided by law or this charter. The government of the town shall be vested in ~~the following elective officers; a mayor, whose term of office shall be three years; and,~~ a legislative branch, the town council, consisting of five~~our~~ members, each council member having a term of three years. The council seats will be numbered one through ~~four.~~five.

(Ord. No. 2014-08, § 6, 10-7-2014)

Sec. 2.02. Nomination, election, and qualification of mayor and members of council.

The nomination, election, and qualification for the ~~office of the mayor and~~ members of the town council shall be as provided by town ordinance, but at minimum, each must be a registered voter (elector) in the town and must reside within the town boundary.

(Ord. No. 2014-08, § 6, 10-7-2014)

Sec. 2.03. Compensation of Council Members~~officers~~

The town council may determine the amount of compensation to be paid to ~~all officers of the municipality~~Council Members. Council Members~~; provided, however, that no member of the town council shall receive more than $100.00 per month, and the mayor shall receive no more than $125.00 per month. The mayor and members of the town council~~ shall also receive their actual and necessary expenses incurred in the performance of their duties of office.

(Ord. No. 2014-08, § 6, 10-7-2014)

Sec. 2.04. Mayor and Vice-Mayor~~.~~

(a) *Election.* The Town Council shall elect from among its members a mayor and vice-mayor. The seating of the newly elected city commissioners and the election of the mayor and vice-mayor shall be done at the first

regular city commission meeting in the month following each regular election, to be known as the "organization meeting."

(b) *Duties.* The mayor ~~shall be a voting member of the town council and~~ shall preside at council meetings, represent the town in intergovernmental relationships, appoint members of citizen advisory boards and commissions with the advice and consent of council, facilitate communication and understanding between elected and appointed officials, assist the council in setting goals and advocating policy decisions, and shall perform other duties specified by the council. The mayor shall be recognized as head of the town government for service of process, ceremonial matters, and execution of contracts, deeds, and other documents. The mayor shall have no administrative duties other than those necessary to accomplish these duties.

(b) ~~*Absences.*~~*Vice-mayor.* The vice-mayor ~~, who shall be selected the first meeting after the election from members of the town council by majority vote of the council,~~ shall act as mayor during the absence or disability of the mayor. ~~and if a vacancy occurs or exists in the office of mayor a special election shall be called within 60 days of the vacancy.~~

In the temporary absence of the mayor and vice-mayor, the remaining council persons shall select a mayor pro tempore.

In the event that there is neither a mayor nor a vice-mayor sitting on the council, then the council shall select a mayor from the remaining members of the council to serve in that capacity until the special election.

(Ord. No. 2014-08, § 6, 10-7-2014)

Sec. 2.05. General powers of town council.

All powers of the town shall be vested in the town council except those powers specifically given to the charter officers, i.e. ~~the town administrator/clerk and the town attorney,~~the Town Manager and Town Clerk, or which may be specifically reserved by this charter to the electors of the town.

(Ord. No. 2014-08, § 6, 10-7-2014)

Sec. 2.06. Council—employee relationship.

Neither the town council nor any of its members shall in any manner dictate the appointment or removal of any town employee except the charter officers, nor shall the council or any of its members give orders to any employee other than council orders to a charter officer. The council or its members shall deal on all matters through the appropriate charter officer.

(Ord. No. 2014-08, § 6, 10-7-2014)

Sec. 2.07. Vacancies, filling of vacancies.

If a vacancy occurs for any reason on the membership of the Council, as long as the Council is not reduced to less than a quorum, the town council shall appoint a replacement to fill the seat until the next municipal election. If at any time the membership of the Council is reduced to less than a quorum, a special election must be held within ninety (90) days from the date which reduced the Council to less than a quorum. In the event that all seats on the council become vacant, the Governor of the state of Florida shall appoint an interim Council which shall serve until the next regular election.

(Ord. No. 2014-08, § 6, 10-7-2014; Ord. No. O-19-10, § 3, 1-7-2020)

Sec. 2.08. Town council meetings.

(a) *Time and place.* The Council shall meet regularly at least once a month at such times and places as the council may prescribe by rule. Special meetings may be held at the call of the mayor or at the request of a majority of the council members; and, whenever practicable, shall provide for not less than 24 hours' notice to each member and the public. The first meeting of each newly elected council for induction into office shall be held at the first meeting following the election.

(b) *Quorum.* A majority of the Council shall constitute a quorum. No action of the council, except as provided in section 2.07, shall be valid unless adopted by the affirmative vote of a majority of the council members who are present. Emergency ordinances shall not be valid unless adopted by the affirmative vote of two-thirds of the council members who are present.

(c) *Voting.* Voting on ordinances and resolutions shall be by roll call and shall be recorded by the town ~~administrator~~clerk ~~-~~in the minutes.

(d) *Rules.* The council shall determine its own rules and order of business.

(Ord. No. 2014-08, § 6, 10-7-2014)

ARTICLE III. CHARTER OFFICERS

Sec. 3.01. Designation.

The town ~~administrator~~manager, town clerk and the town attorney are designated charter officers.

(Ord. No. 2014-08, § 6, 10-7-2014)

Sec. 3.02. Appointment; removal.

The charter officers shall be appointed by the council and shall serve at the pleasure of the council.

(Ord. No. 2014-08, § 6, 10-7-2014)

Sec. 3.03. Town ~~administrator~~manager—powers and duties

The town ~~administrator~~manager when necessary shall appoint, suspend, demote, or dismiss any town employee under his/her jurisdiction in accordance with law and applicable personnel rules, and may authorize any department head to exercise these powers with respect to subordinates in that department. The town ~~administrator~~manager shall direct and supervise the administration of all departments of the town and shall attend all council meetings unless excused by council and shall have the right to take part in discussions and make recommendations to the council, but not vote. He/she shall see that all laws, charter provisions, ordinances, resolutions, and other acts of the council subject to enforcement by him/her are faithfully executed. The town ~~administrator~~manager shall also prepare and submit the annual budget, budget message, and capital program to the council, and shall keep the council fully advised as to the financial condition and future needs of the town, and shall make such recommendations to the council concerning the affairs of the town as the ~~administrator~~manager/clerk deems desirable. The town ~~administrator~~manager shall designate a qualified town employee to exercise the powers and perform the duties of town ~~administrator~~manager during any temporary absence or disability of the town ~~administrator~~manager. The council may revoke such designation at any time and

appoint another eligible person, other than a currently sitting councilperson, to serve as acting town ~~administrator~~manager.

(Ord. No. 2014-08, § 6, 10-7-2014; Ord. No. O-19-10, § 1, 1-7-2020)

Sec. 3.04 Town clerk—powers and duties

There shall be a Town Clerk who shall be appointed by and serve at the pleasure of the town council. The town clerk's salary shall be set by the council. The town clerk shall be an officer and employee of the town and shall be under the supervision of the town council. The Council shall have the exclusive authority to suspend or remove the Town Clerk except the Town ~~Administrator~~Manager shall have the authority to temporarily suspend the Town Clerk with pay for a reasonable period of time, not to exceed sixty (60) days to allow the Council an opportunity to consider matters which constitute the basis of suspension at the next regularly scheduled Town Council meeting. The town clerk shall give notice of town council meetings to the council and the public, attend all meetings of the town council, and keep the journal of all such proceedings. The town clerk and the town ~~administrator~~manager shall certify the correctness of such journal by signature upon council approval. The town clerk shall also be the custodian of the seal of the town, and of all records and papers of a general character pertaining to the affairs of the town. The clerk shall have .power to administer oaths and to certify, under seal of the city, true copies of all minutes, journal entries and other records of the town. The town clerk shall give notice of all Town meetings to the Council persons and the public as required by law and shall attend all such meetings in person or by designee and shall keep minutes of the proceedings. The town clerk shall authenticate by signature and be the custodian of this Charter, all ordinances, resolutions, and other Town documents and shall perform such other duties as required by law or by the Town Council. The town clerk shall be the supervisor of elections for the Town. In addition to the powers and duties especially imposed under this charter, the clerk shall perform such other duties as may be required by the general laws of the State of Florida, or by direction of the town council not inconsistent with the charter or with any ordinance or resolution passed by the council. ~~The council shall have the authority to appoint an employee to serve as deputy town clerk to serve in the absence of the town clerk. The town council, in its discretion, may hire one person to perform the duties of both town administrator and town clerk.~~

(Ord. No. 2014-08, § 6, 10-7-2014; Ord. No. O-19-10, § 2, 1-7-2020)

Sec. 3.05. Town attorney—powers and duties.

The town attorney shall be appointed by a majority vote of the council and serve at the pleasure of the council. The town attorney shall be a member of the Florida Bar and shall be the legal advisor to the Town of Lake Hamilton. The town attorney shall attend all town council meetings and perform such professional duties as may be required of him/her by law or by the council.

ARTICLE IV. ELECTIONS

Sec. 4.01. Electors.

Any person who is a resident of the town, who has qualified as an elector of this state, and who registers in the manner prescribed by law, shall be an elector of the town.

(Ord. No. 2014-08, § 6, 10-7-2014)

Sec. 4.02. Nonpartisan elections.

All elections for ~~the office of town mayor and for~~ town councilpersons shall be conducted on a nonpartisan basis without any designation of political party affiliation.

(Ord. No. 2014-08, § 6, 10-7-2014)

Sec. 4.03. Qualifying.

Candidates for ~~office of mayor and of~~ town councilpersons shall qualify by filing a written notice of candidacy with the town clerk at such time and in such manner as may be prescribed by ordinance.

(Ord. No. 2014-08, § 6, 10-7-2014)

Sec. 4.04. Form of ballots.

The town council shall prescribe the form of the ballot by ordinance, including the method of listing candidates for town council election. A charter or ordinance amendment to be voted on by the electors of the town shall be presented for voting by ballot title. The ballot title of a measure may differ from its legal title and shall be a clear, concise statement describing the substance of the measure without argument or prejudice and shall be styled in such a manner that a "yes" vote will indicate approval of the proposal and a "no" vote will indicate rejection. Below the ballot title shall appear the following question: "Shall the above amendment be adopted?" Immediately below such question shall appear in the following order, the words "Yes for Approval" and also the words "No for Rejection" with a sufficient blank space thereafter for the placing of the symbol "X" to indicate the voter's choice, if voting machines are not used.

(Ord. No. 2014-08, § 6, 10-7-2014)

Sec. 4.05. Schedule and notice of elections.

Formatted: Highlight

(a) *Regular.* The regular election of councilpersons shall be held each year on the dates specified in the town ordinances. Election of council persons for a term of three years shall be conducted so that seats two and four shall be elected starting in 2016 and seats one and three shall be elected starting in 2017 and continuing in that order until their successors are elected and take office. The election of ~~the mayor~~seat five for a term of three years shall be conducted beginning in 2015 and every three years thereafter. At all elections the candidates receiving the greatest number of votes corresponding to the number of the seat voted upon shall be elected to the town council. If there is a tie vote for winner of a seat, the town council shall make provision at its next meeting for a special runoff election between the candidates receiving the tie vote to be held within 30 days.

(b) *Special.* Special municipal elections shall be held in the same manner as the regular annual election except that the town council shall fix the time of holding such special elections based in this charter.

(c) *Public notice.* All elections held pursuant to this charter shall have at least 30 days' notice of election or referendum by publication in a local newspaper. The publication shall be made at least twice, once in the first week and once in the third week prior to the week in which the election or referendum is to be held.

(Ord. No. 2014-08, § 6, 10-7-2014)

Sec. 4.06 Town canvassing board.

The town canvassing board shall be composed of two members of the town council and the town clerk. At the close of the polls of any town election, or as soon thereafter as practicable, the board shall meet at a place and time designated by the town clerk and shall proceed to publicly canvass the absentee electors' ballots and then publicly canvass the vote as shown by the number of returns picked up at the office of the supervisor of elections. The board shall prepare and sign a certificate containing the total number of votes cast for each person or other measure voted on. The certificate shall be placed on file with the town clerk.

(Ord. No. 2014-08, § 6, 10-7-2014)

Sec. 4.07. Recall.

Any member of the town council may be removed from office by the electors of the town following the procedures for recall established by general law.

(Ord. No. 2014-08, § 6, 10-7-2014)

ARTICLE V. GENERAL PROVISIONS

Sec. 5.01. Charter amendments.

This charter may be amended in accordance with the provisions for charter amendments as specified in the Municipal Home Rule Powers Act, F.S. ch. 166, or its successor. The form, content, and certification of any petition to amend shall be established by ordinance.

(Ord. No. 2014-08, § 6, 10-7-2014)

Sec. 5.02. Oath of officers.

After election or appointment and before taking office ~~the mayor and~~ each councilperson shall swear or affirm:

"I do solemnly swear (or affirm) that I will support, honor, protect, and defend the Constitution and Government of the United States and of the State of Florida; that I am duly qualified to hold office under the Constitution of the State and under the Charter of the Town of Lake Hamilton; and that I will well and faithfully perform the duties of (title of office) on which I am now about to enter, so help me God."

(Ord. No. 2014-08, § 6, 10-7-2014)

Sec. 5.03. Budget adoption.

The Council shall adopt an annual budget for the town in a timely manner to meet the Polk County deadlines to determine the Ad Valorem Taxes and Non-Ad Valorem Assessments. An ordinance adopting an annual budget shall constitute appropriations of the amounts specified as expenditures from the funds indicated and shall constitute a levy of the property tax proposed.

(Ord. No. 2014-08, § 6, 10-7-2014)

ARTICLE VI. TRANSITION SCHEDULE

Sec. 6.01. Repeal of former charter provisions.

All charter provisions in effect prior to the effective date of this charter are repealed except those provisions which established the municipal corporation known as the Town of Lake Hamilton, Florida.

(Ord. No. 2014-08, § 6, 10-7-2014)

Sec. 6.02. Ordinances preserved.

All ordinances in force on the effective date of this charter, to the extent not inconsistent with it, shall remain in force until repealed or amended.

(Ord. No. 2014-08, § 6, 10-7-2014)

Sec. 6.03. Continuation in office.

All persons holding elective office under the present municipality of Lake Hamilton shall continue to hold their respective offices and shall be officers of the Town of Lake Hamilton hereinafter created until their successors are elected and qualified under the provisions of this charter.

(Ord. No. 2014-08, § 6, 10-7-2014)

Sec. 6.04. Pending matters.

No rights, claims, actions, contracts, or legal or administrative proceedings existing on the effective date of this charter and involving the town shall be affected by the adoption of this charter.

(Ord. No. 2014-08, § 6, 10-7-2014)

Sec. 6.05. Effective date.

This charter shall become effective immediately on becoming law.

(Ord. No. 2014-08, § 6, 10-7-2014)

APPENDIX A DESCRIPTION OF CORPORATE BOUNDARY

All of Sections 16-17; the south half of Section 8, less and except U.S. Government Lots 26 to 33, inclusive; the south half of Section 9 and the south half of the northeast quarter of Section 9; the west 381.60 feet of the south half of the northwest quarter of the southwest quarter of Section 10, less and except the north 60 feet; the north half of Section 20, and the north half of Section 21; and the southwest quarter of the northwest quarter of Section 22, less and except the east 403 feet of the south 209 feet of the southeast quarter of the southwest quarter of the northwest and, less and except the east 223 feet of the southwest quarter of the southwest quarter of the northwest with the exception of the north 150 feet of the east 132 feet of the southwest quarter of the

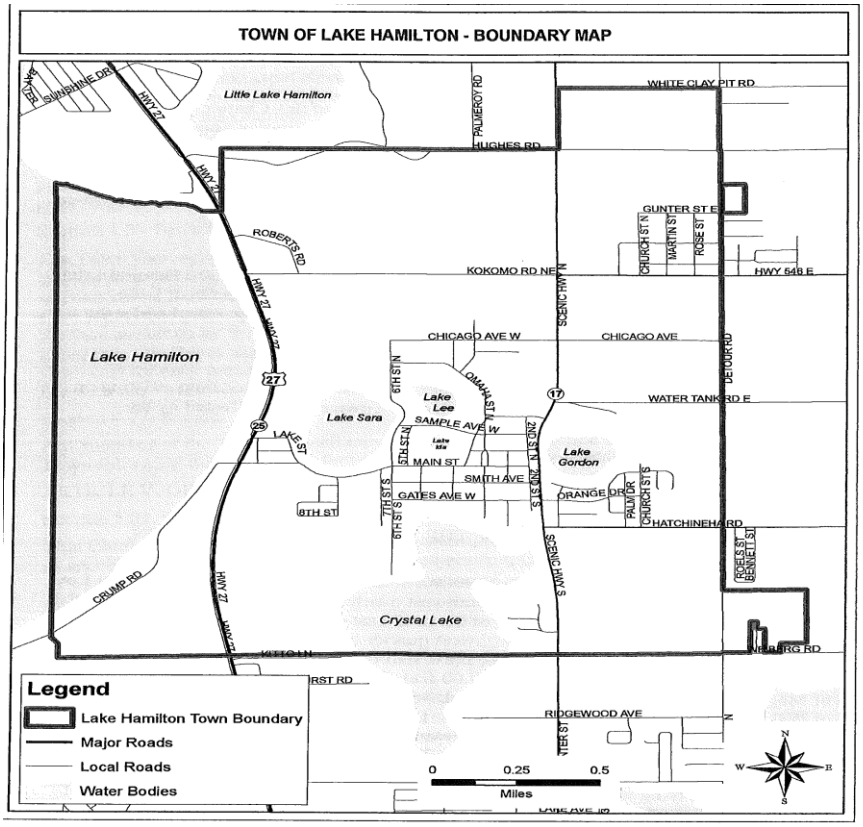
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Corrected and accurate as of January 8, 2008 and inserted September 25, 2014.

R. Douglas Leonard, Town Planner

(Ord. No. 2014-08, § 6, 10-7-2014)

APPENDIX B MAP OF CORPORATE BOUNDARIES



TOWN CHARTER – EXHIBIT B

(Ord. No. 2014-08, § 6, 10-7-2014)

TOWN OF LAKE HAMILTON
MINUTES
CHARTER REVIEW COMMITTEE MEETING
THURSDAY, JUNE 12, 2025
5:00 PM

The Charter Review Committee of Lake Hamilton held a meeting on Thursday, June 12, 2025, at 100 Smith Ave., Lake Hamilton, FL 33851.

CALL TO ORDER

Howard Cone called the meeting to order at 5:01 p.m.

ROLL CALL

Howard Cone, Michel Demanche, Gayle Mathis and Catlyn Slavens were present.
Staff: Attorney Francesca Sabatini, Town Clerk Jacqueline Borja,

NEW BUSINESS

Approval of May 29, 2025, Charter Review Committee minutes

Motion made by Catlyn Slavens and a second by Michel Demanche to approve May 29, 2025, Charter Review Committee minutes
All in consensus. Motion Passed 4-0.

Town Charter Review

Motion made by Michel Demanche and a second by Catlyn Slavens to remove Article II Town Council section 2.03. compensation of officers from the Town Charter.
All in consensus. Motion Passed 4-0.

Motion made by Catlyn Slavens and a second by Michel Demanche to eliminate the election process for the Mayor's seat and instead have Town Council appoint the Mayor from the elective council members. **All in consensus. Motion Passed 4-0**

Motion made by Catlyn Slavens and a second by Michel Demanche to accept the changes made by Town Administrator Sandoval to Town Charter. **All in consensus. Motion Passed 4-0.**

Motion made by Catlyn Slavens and a second by Michel Demanche to remove the last two sentences from Article III Charter Officers Section 3.04 Town Clerk – powers and duties.
All in consensus. Motion Passed 4-0

Motion made by Catlyn Slavens and a second by Michel Demanche to have the next Charter Review Committee meeting on June 23, 2025, at 5:00pm.
All in consensus. Motion Passed 4-0

Minutes prepared by Jacqueline Borja

ADJOURNMENT:

Motion made by Slavens and a second by Demanche to adjourn the meeting at 5:30 PM. **Motion Passed 4-0.**

ATTEST:

Howard Cone, Chair

Jacqueline Borja, Town Clerk

Brittney Sandoval, Town Administrator

Minutes prepared by Jacqueline Borja

Memorandum

To: Charter Review Committee

From: Brittney Sandoval, Town Administrator

Date: June 12, 2025

Subject: Memo to Charter Review Committee

The Town of Lake Hamilton has grown substantially over the past decade and has outgrown its charter. Town Council requested a Charter Review Committee be formalized to revamp the Town's charter. From an administrative standpoint, the Charter outlines the fundamental structure for the Town Council, the administration and other important details on how the Town should be structured.

Councilmembers have provided guidance on issues with the Charter they would like to address. Some regarding Council pay, election of the mayor seat and filling vacancies. Town staff have found inconsistencies with the verbiage regarding powers and duties within the administration, special elections and vacancies.

Staff recommends a full review of the entire charter to allow adaptability to our current and future growth within the Town. Additionally, staff recommends the committee requests copies of Charters in other cities to gauge key items that may or may not be outlined in the perspective charters.

Outlining the core values and structure at the commencement of the review will help guide the committee to creating a charter that is relevant to Lake Hamilton today and in the future.

Staff will be available to assist with any administrative questions or concerns and to answer questions that may arise. If information is needed in future meetings, please motion to request of staff anything that is needed to continue out your mission.

PART I
CHARTER[1]

Preamble

Introduction

PREAMBLE:

We the people of the Town of Lake Hamilton, under the constitution and laws of the State of Florida, in order to secure the benefits of local self-government and to provide for an honest and accountable council-management government do hereby adopt this charter and confer upon the town the following powers, subject to the following restrictions, and prescribed by the following procedures and governmental structure. By this action, we secure the benefits of home rule and affirm the values of representative democracy, professional management, strong political leadership, citizen participation, and regional cooperation.

ARTICLE I. CORPORATE EXISTENCE, FORM OF GOVERNMENT, BOUNDARY, AND POWER

Sec. 1.01. Corporate existence, form of government, and charter.

The Town of Lake Hamilton in Polk County, Florida, which was created by the Florida Legislature on the 6th day of November, 1924, shall continue as a municipal corporation with a council/administrator form of government and with this document as the charter of the town.

(Ord. No. 2014-08, § 6, 10-7-2014)

Sec. 1.02. Legal description and map of corporate boundary.

The area described in appendix A of this charter shall constitute the present corporate boundary of the Town of Lake Hamilton. The map which constitutes appendix B of the charter depicts the present boundary of the town of Lake Hamilton.

(Ord. No. 2014-08, § 6, 10-7-2014)

[1]Editor's note(s)—Ord. No. 2014-8, § 6, adopted Oct. 7, 2014, repealed the former Charter, and enacted a new Charter as set out herein. The former charter, §§ 1—34, pertained to similar subject matter, and derived from Ord. No. 79-94, § 1, 8-7-1979; Ord. No. 81-105, § 1, 10-6-1981; Ord. No. 81-106, § 1, 10-6-1981; Ord. No. 89-163, § 2, 6-27-1989; Ord. No. 90-167, § 1, 5-1-1990; Ord. No. 90-168, § 1, 6-5-1990; Ord. No. 92-180, § 1, 2-18-1992; Ord. No. 92-185, §§ 1, 2, 1-5-1993; Ord. No. 2003-001, 11-4-2003(ref.); Ord. No. 2008-06, §§ 2—4, 4-1-2008(ref.).

Sec. 1.03. General powers of town.

The town shall have all governmental, corporate, and proprietary powers possible for a town to have under the constitution and laws of the state of Florida as fully and completely as though they were specifically enumerated in this charter. This will enable it to conduct municipal government, perform municipal functions, and render municipal services, and may exercise any power for municipal purposes except as expressly prohibited by law or by this charter.

(Ord. No. 2014-08, § 6, 10-7-2014)

ARTICLE II. TOWN COUNCIL

Introduction.

The town council, elected by, representative of, and responsible to the citizens of the town is the fundamental democratic element of the council/administrator plan.

Sec. 2.01. General powers, duties and composition of town government.

All powers of the town shall be vested in the town council except as otherwise provided by law or this charter. The government of the town shall be vested in the following elective officers; ~~a mayor, whose term of office shall be three years; and, a~~ a legislative branch, the town council, consisting of five members, each council member having a term of three years. The council seats will be numbered one through five.

(Ord. No. 2014-08, § 6, 10-7-2014)

Sec. 2.02. Nomination, election, and qualification of mayor and members of council.

The nomination, election, and qualification for ~~the office of the mayor and~~ members of the town council shall be as provided by town ordinance, but at minimum, each must be a registered voter (elector) in the town and must reside within the town boundary.

(Ord. No. 2014-08, § 6, 10-7-2014)

Sec. 2.03. Compensation of officers

The town council may determine the amount of compensation to be paid all officers of the municipality; provided, however, that no member of the town council shall receive more than $100.00 per month, and the mayor shall receive no more than $125.00 per month. ~~The mayor and~~ members of the town council shall also receive their actual and necessary expenses incurred in the performance of their duties of office.

(Ord. No. 2014-08, § 6, 10-7-2014)

Sec. 2.04. Mayor.

(a) *Duties.* The mayor shall be a voting member of the town council and shall preside at council meetings, represent the town in intergovernmental relationships, appoint members of citizen advisory boards and commissions with the advice and consent of council, facilitate communication and understanding between elected and appointed officials, assist the council in setting goals and advocating policy decisions, and shall

perform other duties specified by the council. The mayor shall be recognized as head of the town government for service of process, ceremonial matters, and execution of contracts, deeds, and other documents. The mayor shall have no administrative duties other than those necessary to accomplish these duties.

(b) *Absences.* The vice-mayor, who shall be selected the first meeting after the election from members of the town council by majority vote of the council, shall act as mayor during the absence or disability of the mayor and if a vacancy occurs or exists in the office of mayor a special election shall be called within 60 days of the vacancy.

In the temporary absence of the mayor and vice-mayor, the remaining council persons shall select a mayor pro tempore.

In the event that there is neither a mayor nor a vice-mayor sitting on the council, then the council shall select a mayor from the remaining members of the council to serve in that capacity until the special election.

(Ord. No. 2014-08, § 6, 10-7-2014)

Sec. 2.05. General powers of town council.

All powers of the town shall be vested in the town council except those powers specifically given to the charter officers, i.e. ~~the town administrator/clerk and the town attorney,~~ the Town Manager, Town Clerk or which may be specifically reserved by this charter to the electors of the town.

(Ord. No. 2014-08, § 6, 10-7-2014)

Sec. 2.06. Council—employee relationship.

Neither the town council nor any of its members shall in any manner dictate the appointment or removal of any town employee except the charter officers, nor shall the council or any of its members give orders to any employee other than council orders to a charter officer. The council or its members shall deal on all matters through the appropriate charter officer.

(Ord. No. 2014-08, § 6, 10-7-2014)

Sec. 2.07. Vacancies, filling of vacancies.

If a vacancy occurs for any reason on the membership of the Council, as long as the Council is not reduced to less than a quorum, the town council shall appoint a replacement to fill the seat until the next municipal election. Ifat any time the membership of the Council is reduced to less than a quorum, a special election must be held within ninety (90) days from the date which reduced the Council to less than a quorum. In the event that all seats on the council become vacant, the Governor of the state of Florida shall appoint an interim Council which shall serve until the next regular election.

(Ord. No. 2014-08, § 6, 10-7-2014; Ord. No. O-19-10, § 3, 1-7-2020)

Sec. 2.08. Town council meetings.

(a) *Time and place.* The Council shall meet regularly at least once a month at such times and places as the council may prescribe by rule. Special meetings may be held at the call of the mayor or at the request of a majority of the council members; and, whenever practicable, shall provide for not less than 24 hours' notice

to each member and the public. The first meeting of each newly elected council for induction into office shall be held at the first meeting following the election.

(b) *Quorum.* A majority of the Council shall constitute a quorum. No action of the council, except as provided in section 2.07, shall be valid unless adopted by the affirmative vote of a majority of the council members who are present. Emergency ordinances shall not be valid unless adopted by the affirmative vote of two-thirds of the council members who are present.

(c) *Voting.* Voting on ordinances and resolutions shall be by roll call and shall be recorded by the town administrator in the minutes.

(d) *Rules.* The council shall determine its own rules and order of business.

(Ord. No. 2014-08, § 6, 10-7-2014)

ARTICLE III. CHARTER OFFICERS

Sec. 3.01. Designation.

The town ~~administrator~~ manager, town clerk and the town attorney are designated charter officers.

(Ord. No. 2014-08, § 6, 10-7-2014)

Sec. 3.02. Appointment; removal.

The charter officers shall be appointed by the council and shall serve at the pleasure of the council.

(Ord. No. 2014-08, § 6, 10-7-2014)

Sec. 3.03. Town administrator—powers and duties

The town administrator when necessary shall appoint, suspend, demote, or dismiss any town employee under his/her jurisdiction in accordance with law and applicable personnel rules, and may authorize any department head to exercise these powers with respect to subordinates in that department. The town administrator shall direct and supervise the administration of all departments of the town and shall attend all council meetings unless excused by council and shall have the right to take part in discussions and make recommendations to the council, but not vote. He/she shall see that all laws, charter provisions, ordinances, resolutions, and other acts of the council subject to enforcement by him/her are faithfully executed. The town administrator shall also prepare and submit the annual budget, budget message, and capital program to the council, and shall keep the council fully advised as to the financial condition and future needs of the town, and shall make such recommendations to the council concerning the affairs of the town as the administrator/clerk deems desirable. The town administrator shall designate a qualified town employee to exercise the powers and perform the duties of town administrator during any temporary absence or disability of the town administrator. The council may revoke such designation at any time and appoint another eligible person, other than a currently sitting councilperson, to serve as acting town administrator.

(Ord. No. 2014-08, § 6, 10-7-2014; Ord. No. O-19-10, § 1, 1-7-2020)

Sec. 3.04 Town clerk—powers and duties

There shall be a Town Clerk who shall be appointed by and serve at the pleasure of the town council. The town clerk's salary shall be set by the council. The town clerk shall be an officer and employee of the town and shall be under the supervision of the town council. The Council shall have the exclusive authority to suspend or remove the Town Clerk except the Town Administrator shall have the authority to temporarily suspend the Town Clerk with pay for a reasonable period of time, not to exceed sixty (60) days to allow the Council an opportunity to consider matters which constitute the basis of suspension at the next regularly scheduled Town Council meeting. The town clerk shall give notice of town council meetings to the council and the public, attend all meetings of the town council, and keep the journal of all such proceedings. The town clerk and the town administrator shall certify the correctness of such journal by signature upon council approval. The town clerk shall also be the custodian of the seal of the town, and of all records and papers of a general character pertaining to the affairs of the town. The clerk shall have .power to administer oaths and to certify, under seal of the city, true copies of all minutes, journal entries and other records of the town. The town clerk shall give notice of all Town meetings to the Council persons and the public as required by law and shall attend all such meetings in person or by designee and shall keep minutes of the proceedings. The town clerk shall authenticate by signature and be the custodian of this Charter, all ordinances, resolutions, and other Town documents and shall perform such other duties as required by law or by the Town Council. The town clerk shall be the supervisor of elections for the Town. In addition to the powers and duties especially imposed under this charter, the clerk shall perform such other duties as may be required by the general laws of the State of Florida, or by direction of the town council not inconsistent with the charter or with any ordinance or resolution passed by the council. The council shall have the authority to appoint an employee to serve as deputy town clerk to serve in the absence of the town clerk. ~~The town council, in its discretion, may hire one person to perform the duties of both town administrator and town clerk.~~

(Ord. No. 2014-08, § 6, 10-7-2014; Ord. No. O-19-10, § 2, 1-7-2020)

Sec. 3.05. Town attorney—powers and duties.

The town attorney shall be appointed by a majority vote of the council and serve at the pleasure of the council. The town attorney shall be a member of the Florida Bar and shall be the legal advisor to the Town of Lake Hamilton. The town attorney shall attend all town council meetings and perform such professional duties as may be required of him/her by law or by the council.

ARTICLE IV. ELECTIONS

Sec. 4.01. Electors.

Any person who is a resident of the town, who has qualified as an elector of this state, and who registers in the manner prescribed by law, shall be an elector of the town.

(Ord. No. 2014-08, § 6, 10-7-2014)

Sec. 4.02. Nonpartisan elections.

All elections for the ~~office of town mayor and for~~ town councilperson shall be conducted on a nonpartisan basis without any designation of political party affiliation.

(Ord. No. 2014-08, § 6, 10-7-2014)

Sec. 4.03. Qualifying.

Candidates for ~~office of mayor and of~~ town councilperson shall qualify by filing a written notice of candidacy with the town clerk at such time and in such manner as may be prescribed by ordinance.

(Ord. No. 2014-08, § 6, 10-7-2014)

Sec. 4.04. Form of ballots.

The town council shall prescribe the form of the ballot by ordinance, including the method of listing candidates for town council election. A charter or ordinance amendment to be voted on by the electors of the town shall be presented for voting by ballot title. The ballot title of a measure may differ from its legal title and shall be a clear, concise statement describing the substance of the measure without argument or prejudice and shall be styled in such a manner that a "yes" vote will indicate approval of the proposal and a "no" vote will indicate rejection. Below the ballot title shall appear the following question: "Shall the above amendment be adopted?" Immediately below such question shall appear in the following order, the words "Yes for Approval" and also the words "No for Rejection" with a sufficient blank space thereafter for the placing of the symbol "X" to indicate the voter's choice, if voting machines are not used.

(Ord. No. 2014-08, § 6, 10-7-2014)

Sec. 4.05. Schedule and notice of elections.

(a) *Regular.* The regular election of councilpersons shall be held each year on the dates specified in the town ordinances. Election of council persons for a term of three years shall be conducted so that seats two and four shall be elected starting in 2016 and seats one and three shall be elected starting in 2017 and continuing in that order until their successors are elected and take office. ~~The election of the mayor for a term of three years shall be conducted beginning in 2015 and every three years thereafter.~~ At all elections the candidates receiving the greatest number of votes corresponding to the number of the seat voted upon shall be elected to the town council. If there is a tie vote for winner of a seat, the town council shall make provision at its next meeting for a special runoff election between the candidates receiving the tie vote to be held within 30 days.

(b) *Special.* Special municipal elections shall be held in the same manner as the regular annual election except that the town council shall fix the time of holding such special elections based in this charter.

(c) *Public notice.* All elections held pursuant to this charter shall have at least 30 days' notice of election or referendum by publication in a local newspaper. The publication shall be made at least twice, once in the first week and once in the third week prior to the week in which the election or referendum is to be held.

(Ord. No. 2014-08, § 6, 10-7-2014)

Sec. 4.06 Town canvassing board.

The town canvassing board shall be composed of two members of the town council and the town clerk. At the close of the polls of any town election, or as soon thereafter as practicable, the board shall meet at a place and time designated by the town clerk and shall proceed to publicly canvass the absentee electors' ballots and then publicly canvass the vote as shown by the number of returns picked up at the office of the supervisor of elections. The board shall prepare and sign a certificate containing the total number of votes cast for each person or other measure voted on. The certificate shall be placed on file with the town clerk.

(Ord. No. 2014-08, § 6, 10-7-2014)

Sec. 4.07. Recall.

Any member of the town council may be removed from office by the electors of the town following the procedures for recall established by general law.

(Ord. No. 2014-08, § 6, 10-7-2014)

ARTICLE V. GENERAL PROVISIONS

Sec. 5.01. Charter amendments.

This charter may be amended in accordance with the provisions for charter amendments as specified in the Municipal Home Rule Powers Act, F.S. ch. 166, or its successor. The form, content, and certification of any petition to amend shall be established by ordinance.

(Ord. No. 2014-08, § 6, 10-7-2014)

Sec. 5.02. Oath of officers.

After election or appointment and before taking office ~~the mayor and~~ each councilperson shall swear or affirm:

"I do solemnly swear (or affirm) that I will support, honor, protect, and defend the Constitution and Government of the United States and of the State of Florida; that I am duly qualified to hold office under the Constitution of the State and under the Charter of the Town of Lake Hamilton; and that I will well and faithfully perform the duties of (title of office) on which I am now about to enter, so help me God."

(Ord. No. 2014-08, § 6, 10-7-2014)

Sec. 5.03. Budget adoption.

The Council shall adopt an annual budget for the town in a timely manner to meet the Polk County deadlines to determine the Ad Valorem Taxes and Non-Ad Valorem Assessments. An ordinance adopting an annual budget shall constitute appropriations of the amounts specified as expenditures from the funds indicated and shall constitute a levy of the property tax proposed.

(Ord. No. 2014-08, § 6, 10-7-2014)

ARTICLE VI. TRANSITION SCHEDULE

Sec. 6.01. Repeal of former charter provisions.

All charter provisions in effect prior to the effective date of this charter are repealed except those provisions which established the municipal corporation known as the Town of Lake Hamilton, Florida.

(Ord. No. 2014-08, § 6, 10-7-2014)

Sec. 6.02. Ordinances preserved.

All ordinances in force on the effective date of this charter, to the extent not inconsistent with it, shall remain in force until repealed or amended.

(Ord. No. 2014-08, § 6, 10-7-2014)

Sec. 6.03. Continuation in office.

All persons holding elective office under the present municipality of Lake Hamilton shall continue to hold their respective offices and shall be officers of the Town of Lake Hamilton hereinafter created until their successors are elected and qualified under the provisions of this charter.

(Ord. No. 2014-08, § 6, 10-7-2014)

Sec. 6.04. Pending matters.

No rights, claims, actions, contracts, or legal or administrative proceedings existing on the effective date of this charter and involving the town shall be affected by the adoption of this charter.

(Ord. No. 2014-08, § 6, 10-7-2014)

Sec. 6.05. Effective date.

This charter shall become effective immediately on becoming law.

(Ord. No. 2014-08, § 6, 10-7-2014)

APPENDIX A DESCRIPTION OF CORPORATE BOUNDARY

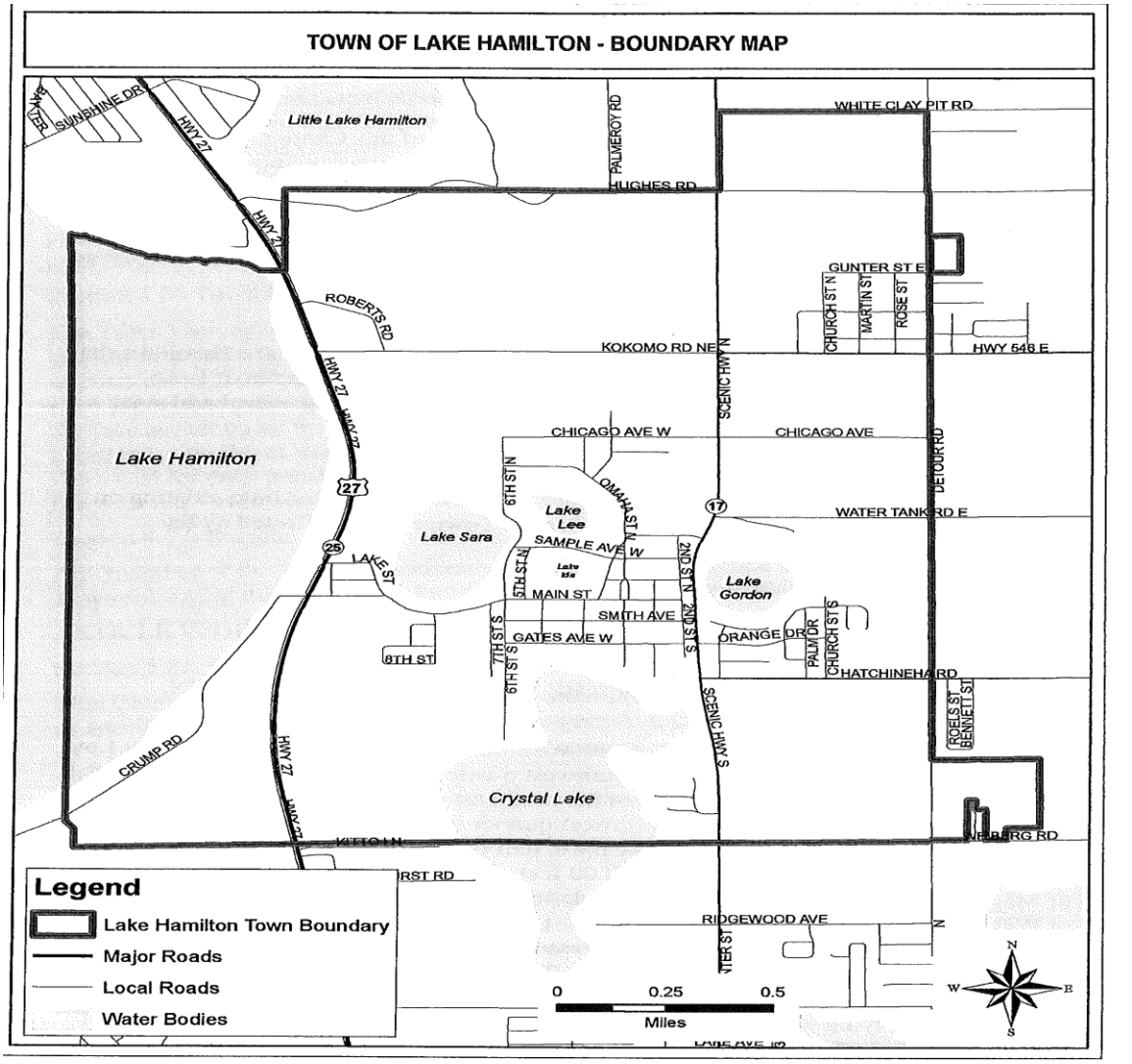
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Corrected and accurate as of January 8, 2008 and inserted September 25, 2014.

R. Douglas Leonard, Town Planner

(Ord. No. 2014-08, § 6, 10-7-2014)

APPENDIX B MAP OF CORPORATE BOUNDARIES



TOWN CHARTER – EXHIBIT B

(Ord. No. 2014-08, § 6, 10-7-2014)

CHARTER COMPARATIVE TABLE
ORDINANCES

This table shows the location of amendments to the Charter. The Charter is derived from § 1 of Ord. No. 79-94, adopted Aug. 7, 1979, and approved at referendum of the voters on December 4, 1979.

Ordinance Number	Date	Section	Section in Charter
81-105	10- 6-1981	1	8
81-106	10- 6-1981	1	9
89-163	6-27-1989	2	6
90-167	5- 1-1990	1	8
90-168	6- 5-1990	1	8
92-180	2-18-1992	1	8
92-185	1- 5-1993	1, 2	6
2003-001	11- 4-2003(ref.)		7, 8
2008-06	4- 1-2008(ref.)	2—4	28—30
2014-08	10- 7-2014	6 Rpld	1—34
		Added	1.01—6.05
		Added	App. A, B
O-19-10	1- 7-2020	1	3.03
		2	3.04
		3	2.07

TOWN OF LAKE HAMILTON
MINUTES
CHARTER REVIEW COMMITTEE MEETING
MONDAY, JUNE 23, 2025
5:00 PM

The Charter Review Committee of Lake Hamilton held a meeting on Monday, June 23, 2025, at 100 Smith Ave., Lake Hamilton, FL 33851.

CALL TO ORDER

Howard Cone called the meeting to order at 5:06 p.m.

ROLL CALL

Howard Cone, Michel Demanche and Catlyn Slavens were present. Gayle Mathis was absent.
Staff: Attorney Francesca Sabatini, Town Clerk Jacqueline Borja,

NEW BUSINESS

Approval of June 23, 2025, Charter Review Committee minutes

Motion made by Catlyn Slavens and a second by Michel Demanche to approve June 23, 2025, Charter Review Committee minutes.
All in consensus. Motion Passed 3-0.

Town Charter Review

Motion made by Catlyn Slavens and a second by Michel Demanche to accept the revision made by Town Attorney to Town Charter. **All in consensus. Motion Passed 3-0.**

Motion made by Catlyn Slavens and a second by Michel Demanche to accept and send to the Council for approval. **All in consensus. Motion Passed 3-0.**

ADJOURNMENT:

Motion made by Slavens and a second by Demanche to adjourn the meeting at 5:20 PM. **Motion Passed 3-0.**

ATTEST:

_____
Phyllis Hall, Mayor

Minutes prepared by Jacqueline Borja

Jacqueline Borja, Town Clerk

Brittney Sandoval, Town Administrator

Minutes prepared by Jacqueline Borja