

THE TOWN OF
Windermere



MAYOR AND COUNCIL OF THE TOWN OF WINDERMERE

Mayor Jim O'Brien
Council Members
Robert McKinley
Andy Williams
Chris Sapp
Bill Martini
Liz Andert

Agenda

Agenda

**FINAL BUDGET HEARING
&
TOWN COUNCIL WORKSHOP
September 23, 2019
6:00 PM**

**WINDERMERE TOWN HALL
520 MAIN STREET
WINDERMERE, FL 34786**

PLEASE TURN OFF ALL CELL PHONES AND PAGERS

PLEASE NOTE: IN ACCORDANCE WITH F.S. 286.26: Person with disabilities needing assistance to participate in any such proceeding should contact the Office of the Town Clerk at least 48 hours beforehand at (407) 876-2563

Pursuant to Resolution No. 2005-12 adopted on December 13, 2005, the following Civility Code shall govern all proceedings before the Town of Windermere Town Council:

1. All electronic devices, including cell phones and pagers, shall be either turned off or otherwise silenced.
2. Prolonged conversations shall be conducted outside Council meeting hall.
3. Whistling, heckling, gesturing, loud conversations, or other disruptive behavior is prohibited.
4. Only those individuals who have signed the speaker list and/or who have been recognized by the Mayor (or Chair) may address comments to the Council.
5. Comments at public hearings shall be limited to the subject being considered by the Council.
6. Comments at Open Forums shall be directed to Town issues.
7. All public comments shall avoid personal attacks and abusive language
8. No person attending a Town Council meeting is to harass, annoy, or otherwise disturb any other person in the room.

Any member of the public whose behavior is disruptive and violates the Town of Windermere Civility Code is subject to removal from the Town Council meeting by an officer and such other actions as may be appropriate. **PLEASE NOTE:** IN ACCORDANCE WITH F.S. 286.0105: Any person who desires to appeal any decision at this meeting will need a record of this proceeding. For this, such person may need to ensure that a verbatim record of such proceeding is made which includes the

AGENDA

- THE MEETING IS CALLED TO ORDER BY THE MAYOR
- FLAG SALUTE
- INVOCATION

1. **OPEN FORUM/PUBLIC COMMENT (3 Minute Limit)**

2. **SPECIAL PRESENTATION/PROCLAMATIONS/AWARDS**

a. **Fiscal Year 2019/2020 Budget Approval (Attachments-Staff Recommends Approval)**

i. **Motions Needed:**

1. **Announce the Percent of the Millage Rate Over the Rolled Back Rate 4.81%**
2. **Motion & Vote: Resolution #2019-04 Adopting a millage rate of 3.7425**

A RESOLUTION OF THE TOWN OF WINDERMERE OF ORANGE COUNTY, FLORIDA, ADOPTING THE FINAL LEVYING OF AD VALOREM TAXES FOR FISCAL YEAR 2019/2020; PROVIDING FOR AN EFFECTIVE DATE.

3. **Motion & Vote: Resolution #2019-05 Adopting a total budget of \$6,556,334**

A RESOLUTION OF THE TOWN OF WINDERMERE OF ORANGE COUNTY, FLORIDA, ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2019/2020; PROVIDING FOR AN EFFECTIVE DATE.

b. **Cut Thru Traffic Discussion**

a. **Regulatory Signage Proposal (Attachments-Staff to Present)**

b. **1 Cent Orange County Sales Tax Update**

3. **MAYOR & COUNCIL LIAISON REPORTS**

- a. **MAYOR O'BRIEN**
- b. **COUNCILMAN MCKINLEY**
- c. **COUNCILMAN WILLIAMS**
- d. **COUNCILMAN SAPP**
- e. **COUNCILMAN MARTINI**
- f. **COUNCILMEMBER ANDERT**

4. **STAFF REPORTS**

- a. **TOWN MANAGER ROBERT SMITH**
- b. ~~**TOWN ATTORNEY TOM WILKES**~~
- c. **POLICE CHIEF DAVE OGDEN**
- d. **PUBLIC WORKS DIRECTOR SCOTT BROWN**

5. **ADJOURN**

- **REPORTS: NO ACTION REQUIRED**
- **FILED ITEMS**
 - i. **September Projects Meeting**
- **IMPORTANT DATES**

September

- **9/25 – Historical Preservation Board Meeting**
- **9/26 – Long Range Planning Committee Meeting**
- **9/27 – Farmers Market**
- **Food Truck Night**

October

- **10/1 – Elders Luncheon**
- **Code Enforcement Hearing**
- **10/2 – Downtown Business Committee Meeting**
- **10/3 – Food Truck / Farmers Market Selection Committee Meeting**
- **10/4 – Farmers Market**
- **10/8 – Town Council**
- **10/10 – Parks & Recreation Meeting**
- **10/11 – Farmers Market**
- **10/12 – Craft Beer Fest**
- **10/15 – Development Review Board Meeting**
- **10/17 – Windermere Tree Board Meeting**
- **10/18 – Farmers Market**
- **10/22 – WOCC Lunch & Learn @ Town Hall**
- **Town Council Workshop**
- **10/25 – Farmers Market**
- **Food Truck Night**
- **Halloween Movie (?) TBD**
- **10/26 – Halloween Hayride & Costume Parade**
- **10/30 – Historical Preservation Board Meeting**

November

- **11/1 – Farmers Market**
- **11/5 – Code Enforcement Hearing**
- **11/7 – Food Truck / Farmers Market Selection Committee Meeting**
- **11/8 – Farmers Market**
- **11/12 – Town Council**
- **11/14 – Parks & Recreation Meeting**
- **11/15 – Farmers Market**
- **11/19 – Development Review Board Meeting**

- **11/21 – Windermere Tree Board Meeting**
- **11/22 – Farmers Market**
- **Food Truck Night**
- **Light Up Windermere (?) TBD**
- **Holiday Movie Night (?) TBD**
- **11/26 – Town Council Workshop**
- **11/27 – Historical Preservation Board Meeting**
- **11/28 – Thanksgiving. Town Offices CLOSED**
- **Long Range Planning Committee Meeting RESCHEDULE TBD**
- **11/29 – Town Offices CLOSED**

December

- **12/3 – Code Enforcement Hearing**
- **12/4 – Downtown Business Committee Meeting**
- **12/5 – Food Truck / Farmers Market Selection Committee Meeting**
- **Oral History Project Subcommittee Meeting**
- **12/6 – Farmers Market**
- **Holiday Hoopla**
- **12/10 – Elders Luncheon**
- **12/12 – Parks & Recreation Meeting**
- **12/13 – Farmers Market**
- **12/17 – Development Review Board Meeting**
- **12/19 – Windermere Tree Board Meeting**
- **12/20 – Farmers Market**
- **12/24 – Christmas Eve. Town Offices CLOSED**
- **Town Council Workshop RESCHEDULE TBD**
- **12/25 – Christmas Day. Town Offices CLOSED**
- **12/26 – Long Range Planning Committee Meeting**
- **12/27 – Farmers Market**
- **Food Truck Night**
- **12/31 – New Year’s Eve. Town Offices CLOSED**



**Resolution 2019-04
of the
Town Council
for the
Town of Windermere, Florida**

**A RESOLUTION OF THE TOWN OF WINDERMERE OF ORANGE COUNTY, FLORIDA,
ADOPTING THE FINAL LEVYING OF AD VALOREM TAXES FOR FISCAL YEAR
2019/2020; PROVIDING FOR AN EFFECTIVE DATE.**

Whereas, the Town of Windermere of Orange County, Florida, on September 23, 2019, adopted the Fiscal Year 2019/2020 Final Millage Rate following a public hearing as required by Florida Statute 200.065.

Whereas, the Town of Windermere of Orange County, Florida, held a public hearing as required by Florida Statute 200.065 and

Whereas, the gross taxable value for operating purposes not exempt from taxation within Orange County has been certified by the County Property Appraiser to the Town of Windermere as \$728,887.864.

Now Therefore, Be It Resolved by the Town Council of the Town of Windermere, Florida of Orange County, Florida that:

1. The FY 2019/2020 operating millage is 3.7425 mills, which is higher than the rolled –back rate of 3.5709 mills by 4.805%.
2. This resolution will take effect immediately upon its adoption.

Duly adopted at a public hearing this 23rd Day of September, 2019.

Time adopted _____ PM.

TOWN OF WINDERMERE, FLORIDA

By: Town Council

Attest:

By: _____
Jim O'Brien, Mayor

Dorothy Burkhalter, MMC, FCRM
Town Clerk



**Resolution 2019-05
of the
Town Council
for the
Town of Windermere, Florida**

**A RESOLUTION OF THE TOWN OF WINDERMERE OF ORANGE COUNTY,
FLORIDA, ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2019/2020;
PROVIDING FOR AN EFFECTIVE DATE.**

Whereas, the Town of Windermere of Orange County, Florida, on September 23, 2019, held a public hearing as required by Florida Statute 200.065; and

Whereas, the Town of Windermere of Orange County, Florida, set forth the appropriations and revenue estimate for the Budget for Fiscal Year 2019/2020 in the amount of \$6,556,335.

Now Therefore, Be It Resolved by the Town Council of the Town of Windermere, Florida of Orange County, Florida that:

1. The Fiscal Year 2019/2020 final Budget be adopted.
2. This resolution will take effect on October 1, 2019 upon its adoption.

Duly adopted at a public hearing this 23rd Day of September, 2019.

Time adopted _____ PM.

TOWN OF WINDERMERE, FLORIDA

By: Town Council

Attest:

By: _____
Jim O'Brien, Mayor

Dorothy Burkhalter, MMC, FCRM
Town Clerk

NOTICE OF PROPOSED TAX INCREASE

The Town of Windermere has tentatively adopted a measure to increase its property tax levy.

Last year's property tax levy:

- A. Initially proposed tax levy.....\$2,561,975

- B. Less tax reductions due to Value Adjustment Board and
other assessments changes.....\$9,366

- C. Actual property tax levy..... \$2,552,609

This year's proposed tax levy..... \$2,727,862

concerned citizens are invited to attend a public hearing on the tax increase to be held on:
Monday, September 23th, 2019
6:00 pm at

**Windermere Town Hall
520 Main Street
Windermere, Florida 34786**

A FINAL DECISION on the proposed tax increase and the budget will be made at this hearing.

BUDGET SUMMARY
TOWN OF WINDERMERE - FISCAL YEAR 2019-2020
***THE PROPOSED OPERATING BUDGET EXPENDITURES OF THE TOWN OF WINDERMERE**
ARE 10.5 % MORE THAN LAST YEARS TOTAL OPERATING EXPENDITURES

General fund 3.7425

ESTIMATED REVENUES	GENERAL FUND	STORMWATER ASSESSMENT FUND	TOTAL ALL FUNDS
Taxes:	Millage Per \$1,000		
Ad Valorem Taxes	3.7425		
Sales and Use Taxes	2,591,469.00		2,591,469.00
Special Assessment	620,000.00		620,000.00
Charges for Service	-	353,000.00	353,000.00
Intergovernmental Revenue	387,319.00		387,319.00
Taxes & Permits	904,347.00		904,347.00
Fines & Forfeitures	244,500.00		244,500.00
Franchise Fees	15,000.00		15,000.00
Contribution/Donation	258,500.00		258,500.00
Assessments	1,250.00		1,250.00
Committee Revenue	684,450.00		684,450.00
Other Revenue	190,000.00		190,000.00
Other Revenue	308,500.00		308,500.00
TOTAL SOURCES	\$ 6,203,335.00	\$ 353,000.00	\$ 6,556,335.00
Transfers In			-
Fund Balances/Reserves/Net	\$ 1,085,451.00	-	1,085,451.00
TOTAL REVENUES, TRANSFERS & BALANCES	\$ 7,288,786.00	\$ 353,000.00	\$ 7,641,786.00
EXPENDITURES			
Legislation	180,874.00		180,874.00
Financial & Administration	940,171.00		940,171.00
Solid Waste	302,053.00		302,053.00
Police	1,546,790.00		1,546,790.00
Fire Protection	625,000.00		625,000.00
Public Works	1,431,989.00		1,431,989.00
Debt Service	523,505.00		523,505.00
Recreation/Culture	191,000.00		191,000.00
Physical Environment	378,639.00	331,490.00	710,129.00
Contingency/Reserves	83,314.00	21,510.00	104,824.00
TOTAL EXPENDITURES	\$ 6,203,335.00	\$ 353,000.00	\$ 6,556,335.00
Transfers Out			-
Fund Balances/Reserves/Net	1,085,451.00	-	1,085,451.00
TOTAL APPROPRIATED EXPENDITURES			
TRANSFERS, RESERVES & BALANCES	\$ 7,288,786.00	\$ 353,000.00	\$ 7,641,786.00

THE TENTATIVE, ADOPTED, AND/OR FINAL BUDGETS ARE ON FILE IN THE OFFICE OF THE ABOVE MENTIONED TAXING AUTHORITY AS A PUBLIC RECORD.

RICK SINGH, CFA
ORANGE COUNTY PROPERTY APPRAISER



May 31, 2019

Town of Windermere
Robert Smith, Town Manager
P.O. Drawer 669
Windermere, FL 34786

Dear Robert,

As provided by Florida Statute 200.065(8), our estimate of 2019 Taxable Value for Real and Tangible Personal Property for the Town of Windermere is ~~\$729,236,493~~ 128,887,864.

This information should assist you in your budget planning process and we look forward to providing excellence in service to the Town of Windermere in the coming year. If you have any questions, please contact Roger Ross, Director of Tax Roll, Customer Service & Exemptions, at (407)836-5074.

Sincerely,

Rick Singh

Rick Singh, CFA
Orange County Property Appraiser



CERTIFICATION OF TAXABLE VALUE

DR-403
R. 8/13
Rule 1D-13.002
Florida Administrative Code
68C 192

Year **2019** County **ORANGE**
Principal Authority **WINDERMERE** Taxing Authority **WINDERMERE**

SECTION I: COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value of real property for operating purposes	\$	711,430,883	(1)
2.	Current year taxable value of personal property for operating purposes	\$	17,458,981	(2)
3.	Current year taxable value of centrally assessed property for operating purposes	\$	0	(3)
4.	Current year gross taxable value for operating purposes (Line 1 plus Line 2 plus Line 3)	\$	728,889,864	(4)
5.	Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	\$	14,043,118	(5)
6.	Current year adjusted taxable value (Line 4 minus Line 5)	\$	714,844,746	(6)
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	\$	682,059,951	(7)
8.	Does the taxing authority include tax increment financing areas? If yes, enter number of worksheets (DR-420TIF) attached. If none, enter 0.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Number 0	(8)
9.	Does the taxing authority levy a voted debt service millage or a millage voted for 2 years or less under s.8(b), Article VII, State Constitution? If yes, enter the number of forms DR-430DEBT, Certification of Voted Debt Millage for each debt service levy.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Number 0	(9)
8	Property Appraiser Certification		I certify the taxable values above are correct to the best of my knowledge.	
9	Signature of Property Appraiser		Date	
N	<i>Rach Singh</i>		JUNE 18	2018

SECTION II: COMPLETED BY TAXING AUTHORITY

If this portion of the form is not completed in FULL your Authority will be denied TRM certification and possibly lose its millage levy privilege for the tax year. If any line is not applicable, -0-

10.	Prior year operating millage levy (If prior year millage was adjusted then use adjusted millage from Form DR-422.)		per \$1,000	(10)
11.	Prior year ad valorem proceeds (Line 7 multiplied by Line 10 divided by 1,000)	\$		(11)
12.	Amount, if any, paid or applied in prior year because of an obligation measured by a dedicated increment value (Sum of either Line 6b or Line 7a for all DR-420TIF forms)	\$		(12)
13.	Adjusted prior year ad valorem proceeds (Line 11 minus Line 12)	\$		(13)
14.	Dedicated increment value, if any (Sum of either Line 6b or Line 7a for all DR-420TIF forms)	\$		(14)
15.	Adjusted current year taxable value (Line 6 minus Line 14)	\$		(15)
16.	Current year rolled-back rate (Line 13 divided by Line 15, multiplied by 1,000)		per \$1,000	(16)
17.	Current year proposed operating millage rate		per \$1,000	(17)
18.	Total taxes to be levied at proposed millage rate (Line 17 multiplied by Line 4, divided by 1,000)	\$		(18)

Continued on page 2

19. TYPE of principal authority (check one) County Independent Special District (19)
20. Applicable taxing authority (check one) Municipality Water Management District (20)
21. Is millage levied in more than one county? (check one) Principal Authority Dependent Special District (20)
- MSTU Water Management District Basin (20)
21. Is millage levied in more than one county? (check one) Yes No (21)

DEPENDENT SPECIAL DISTRICTS AND MSTUs (1998) STOP HERE - SIGN AND SUBMIT

22. Enter the total adjusted prior year ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs levying a millage. (The sum of Line 13 from all DR-420 forms.) \$ 2,537,609 (22)
23. Current year aggregate rolled-back rate (Line 22 divided by Line 15, multiplied by 1,000) 3.2701 per \$1,000 (23)
24. Current year aggregate rolled-back taxes (Line 4 multiplied by Line 23, divided by 1,000) \$ 2,002,786 (24)
25. Enter total of all operating ad valorem taxes proposed to be levied by the principal taxing authority, all dependent districts, & MSTUs if any. (Total of Line 18 from all DR-420 forms) \$ 2,727,862 (25)
26. Current year proposed aggregate millage rate (Line 25 divided by Line 4, multiplied by 1,000) 3.773 per \$1,000 (26)
27. Current year proposed rate as a percent change of rolled-back rate (Line 26 divided by Line 23, minus 1, multiplied by 100) 4.805 % (27)

First public budget hearing

Date: 7/10/11 Time: 6:30 AM Place: 526 Main Street, Winter Park, FL 32789

Taxing Authority Certification

I certify the millage and rates shown are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.

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Signature of Chief Administrative Officer

Date

Title: TOWN Manager

Contact Name and Contact Title

Mailing Address

Physical Address

City, State, ZIP

Phone Number

Fax Number

526 Main Street
Winter Park, FL 32789

526 Main Street
Phone Number: 407-876-2563 Fax Number: 407-876-0103



**MAXIMUM MILLAGE LEVY CALCULATION
PRELIMINARY DISCLOSURE**
For municipal governments, counties, and special districts

DR-420MM-P
R. 3/12
Rule 12D-16.002
Florida Administrative Code
Effective 11/12

Year: 2019	County: Orange
Principal Authority: TOWN OF WINDERMERE	Taxing Authority: TOWN OF WINDERMERE

1. Is your taxing authority a municipality or independent special district that has levied ad valorem taxes for less than 5 years? Yes No (1)

STOP
IF YES, STOP HERE. SIGN AND SUBMIT. You are not subject to a millage limitation.

2. Current year rolled-back rate from Current Year Form DR-420, Line 16	3.5709	per \$1,000	(2)
3. Prior year maximum millage rate with a majority vote from 2018 Form DR-420MM, Line 13	3.7425	per \$1,000	(3)
4. Prior year operating millage rate from Current Year Form DR-420, Line 10	3.7425	per \$1,000	(4)

If Line 4 is equal to or greater than Line 3, skip to Line 11. If less, continue to Line 5.

Adjust rolled-back rate based on prior year majority-vote maximum millage rate

5. Prior year final gross taxable value from Current Year Form DR-420, Line 7	\$	0	(5)
6. Prior year maximum ad valorem proceeds with majority vote <i>(Line 3 multiplied by Line 5 divided by 1,000)</i>	\$	0	(6)
7. Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value from Current Year Form DR-420 Line 12	\$	0	(7)
8. Adjusted prior year ad valorem proceeds with majority vote <i>(Line 6 minus Line 7)</i>	\$	0	(8)
9. Adjusted current year taxable value from Current Year form DR-420 Line 15	\$	0	(9)
10. Adjusted current year rolled-back rate <i>(Line 8 divided by Line 9, multiplied by 1,000)</i>	.0000	per \$1,000	(10)

Calculate maximum millage levy

11. Rolled-back rate to be used for maximum millage levy calculation <i>(Enter Line 10 if adjusted or else enter Line 2)</i>	3.5709	per \$1,000	(11)
12. Adjustment for change in per capita Florida personal income <i>(See Line 12 Instructions)</i>		1.0339	(12)
13. Majority vote maximum millage rate allowed <i>(Line 11 multiplied by Line 12)</i>	3.6920	per \$1,000	(13)
14. Two-thirds vote maximum millage rate allowed <i>(Multiply Line 13 by 1.10)</i>	4.0612	per \$1,000	(14)
15. Current year proposed millage rate	3.7425	per \$1,000	(15)

16. Minimum vote required to levy proposed millage: (Check one) (16)

a. Majority vote of the governing body: Check here if Line 15 is less than or equal to Line 13. The maximum millage rate is equal to the majority vote maximum rate. *Enter Line 13 on Line 17.*

b. Two-thirds vote of governing body: Check here if Line 15 is less than or equal to Line 14, but greater than Line 13. The maximum millage rate is equal to proposed rate. *Enter Line 15 on Line 17.*

c. Unanimous vote of the governing body, or 3/4 vote if nine members or more: Check here if Line 15 is greater than Line 14. The maximum millage rate is equal to the proposed rate. *Enter Line 15 on Line 17.*

d. Referendum: The maximum millage rate is equal to the proposed rate. *Enter Line 15 on Line 17.*

17. The selection on Line 16 allows a maximum millage rate of <i>(Enter rate indicated by choice on Line 16)</i>	3.7425	per \$1,000	(17)
18. Current year gross taxable value from Current Year Form DR-420, Line 4	\$	728,887,864	(18)

Taxing Authority:
TOWN OF WINDERMERE

DR-420MM-P
8.5/12
Page 2

19.	Current year proposed taxes (Line 15 multiplied by Line 18, divided by 1,000)	\$	2,727,863	(19)
20.	Total taxes levied at the maximum millage rate (Line 17 multiplied by Line 18, divided by 1,000)	\$	2,727,863	(20)
DEPENDENT SPECIAL DISTRICTS AND MSTUs				
STOP				
STOP HERE. SIGN AND SUBMIT.				
21.	Enter the current year proposed taxes of all dependent special districts & MSTUs levying a millage. (The sum of all Lines 19 from each district's Form DR-420MM-P)	\$	0	(21)
22.	Total current year proposed taxes (Line 19 plus Line 21)	\$	2,727,863	(22)
Total Maximum Taxes				
23.	Enter the taxes at the maximum millage of all dependent special districts & MSTUs levying a millage (The sum of all Lines 20 from each district's Form DR-420MM-P)	\$	0	(23)
24.	Total taxes at maximum millage rate (Line 20 plus Line 23)	\$	2,727,863	(24)
Total Maximum Versus Total Taxes Levied				
25.	Are total current year proposed taxes on Line 22 equal to or less than total taxes at the maximum millage rate on Line 24? (Check one)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		(25)

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Taxing Authority Certification

I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.061, F.S.

Signature of Chief Administrative Officer:

Date:

7/1/2019

Title:

Robert Smith, Town Manager

Contact Name and Contact Title:

Nora White, Finance Director

Mailing Address:

614 Main Street

Physical Address:

614 Main Street, Windermere, FL 34786

City, State, Zip:

Windermere, FL 34786

Phone Number:

407-676-2563

Fax Number:

407-676-0103

Complete and submit this form DR-420MM-P, Maximum Millage Levy Calculation-Preliminary Disclosure, to your property appraiser with the form DR-420, Certification of Taxable Value.

Town of Windermere
 Property Tax Millage Rates
 Fiscal Year - 2019-2020

Millage Rate	Current Year Gross Taxable Value	Total Taxes Levied	Rate	Total Taxes
Proposed Millage Rate	728,987,864	2,777,862,831	95%	2,591,469,689
Current Rolled Back Rate:	728,987,864	2,602,755,959	95%	2,472,617,585
Majority Vote Maximum Millage Rate Allowed:	728,987,864	2,680,988,759	95%	2,556,490,321

Current Rolled Back Rate Calculation

Prior Year net valorem proceeds (Line 22 from prior year DR 420)
 divided by current year gross taxable value { line 4 from current
 DR420} multiplied by 1,000
 Proposed rate as a percent change of rolled back rate calculation
 Current year proposed aggregate millage rate
 divided by
 Current year aggregate rolled back rate Line 28 - DR420
 Equal (ROW 20 DIVIDED BY ROW 21)
 Minus: 1
 Equal
 Multiplied by 100
 Current year proposed rate as a % change of rolled back rate

2,8738	3,7425
3,5709	1,048 1
-1,0000	0,0481
100	4,8 1

Current Majority Vote Maximum Millage Rate Calculation

Prior year max millage rate with a majority vote from prior year form
 Prior year gross taxable value from current year DR 420, line 7
 Prior year max net valorem proceeds with majority vote
 Adjusted current year taxable value from current year DR420 - Line 6
 Adjusted current year rolled back rate
 Less adj for change in per capita florida personal income
 Majority vote max millage rate allowed

3,7425	682,059,95 1
2,552,679	724,944,746
9,5709	1,0835
3,6919	

Additional/Deletions

	Just Value	Deletable Value
1. New Construction	13,095,082	13,044,954
2. Additions	364,305	364,305
3. Deletions	0	0
4. Corrections	2,331,783	2,008,390
5. Habitability Improvement, Increasing Assessed Value by at Least 10% PER THE NEW CONSTRUCTION	0	0
6. Total per Deletable Value in Group of 1153 of Row 6 on Year 2014 Real Prop. Taxable Value	14,127,526	14,043,118
7. Net New Value 14243-4454671		

Adjusted Just Values

8. Just Value of Substructure Rights (also amount included in line 1, column 1, Page 001, 137, 481, F.S.)	0	
9. Just Value of Centrally Assessed Railroad Property Value	0	
10. Just Value of Centrally Assessed Private Car Line Property Value	0	
Notes: Sum of lines 8 and 10 should equal centrally assessed just value on page 1, line 1, column III.		

Household Portability

11. % of Homes Reporting Transfer of Household Information	21	
12. Value of Transferred Household Information	1,519,369	

Total Parcels or Accounts

13. Total Parcels or Accounts

Column 1	Column 2	Column 3
Just Property	Household Portability	Household Portability
Parcels	Accounts	Accounts
1,364	153	153

Properties with Reduced Assessed Value

14. Land Classified Agricultural (193.461, F.S.)	13	0
15. Land Classified High-Rate Duration (193.473, F.S.)	0	0
16. Land Classified and Used For Conservation Purpose (193.501, F.S.)	0	0
17. Land Classified Historic (193.471, F.S.)	0	0
18. Historic Property used for Commercial Purpose (193.503, F.S.)	0	0
19. Historically Significant Property (193.505, F.S.)	835	0
20. Historic Property, Historic, with Ceased Value (193.155, F.S.)	99	0
21. Non-Consistent Residential Property, Parcel with Ceased Value (193.155, F.S.)	5	0
22. Non-Consistent Residential Property, Parcel with Ceased Value (193.155, F.S.)	0	0
23. Historic Property, Property, Int. V.T. s. 118, State Constitutional	0	0

Other Reductions in Assessed Value

24. Land Available for Farm (193.402, F.S.)	0	0
25. Homestead Assessment Reduction for Senior or Disabled (193.703, F.S.)	0	0
26. Disabled Veterans' Homestead Discount (193.402, F.S.)	2	0

* Applicable only to County or Municipal Local Option Taxes

REVENUES**Amount****General Fund Revenues - Operating**

Property Tax @ 3.7425 mills @ 95%	2,591,469.00
Local Option Gas Tax	101,217.00
Utility Tax Duke Energy	317,500.00
Utility Tax Water	26,500.00
Utility Tax Lk Apopka Gas	26,000.00
Communication Services Tax	250,000.00
Local Business Tax	9,500.00
Building Permits	225,000.00
Zoning/Plans Review	25,000.00
Franchisee - Duke Energy	245,000.00
Franchise Lk. Apopka Gas	13,500.00
Code Enforcement - Action/Assessments	663.74
Willows Street Lighting MSTU	13,661.28
Fire Rescue Fee Assessment	658,578.00
Sunset Bay Repaving Assessment	11,547.00
Park/Tennis Pass	10,000.00
State Grant - FRDAP	0.00
State Grant - Police JAG	10,000.00
State Grant - FRDAP	100,000.00
Revenue Sharing	132,000.00
1/2 Cent Sales Tax	505,130.00
Magic/OCPS	56,000.00
Police Service	6,000.00
Police Off Duty	30,000.00
Solid Waste	329,318.76
Historical Preservation Board Committee	5,000.00
Downtown Business Committee	120,000.00
Tree Board Committee	5,000.00
Parks & Recreation Committee	60,000.00
Pancake Breakfast	750.00
Fines/Bonds	15,000.00
Tree Mitigation Fund	28,000.00
Miscellaneous	25,000.00
Wine & Dine Event	150,000.00
Newsletter Ads	5,000.00
Sponsorships (Lunch etc.)	750.00
Police Mileage	750.00
Admin Off Duty Fee	3,000.00
Interest	18,000.00
Rent	70,000.00
Auction/Surplus	5,000.00
Garden Club Donation	500.00
Total General Fund	6,203,335

Stormwater Fund Revenues

Stormwater Fee Assessments	337,390
Marina Bay Assessment	15,609
Total Stormwater Fund	352,999

Total Revenues	6,556,334
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EXPENDITURES**General Fund Expenditures - Operating****Legislative**

Travel & Per Diem	1,000
Communication Services	
Email Service	66
Email Archive	36
Board & Committee Email	319
Board & Committee Email Archive	174
Wireless Windermere	600
Web Site	5,305
Miscellaneous Expense & Other Current	500
Office Supplies	200
Subscription/Dues/Training	
Florida League of Cities - Leg Conference	428
Florida League of Mayors Conference	350
Florida League of Cities Annual Conference	400
West Orange Chamber	350
West Orange Times	22
Subscription - Orlando Sentinel	150
Tri County League of Cities Dues	700
Florida League of Cities Dues	500
Metro Plan	224
Luncheons	
West Orange Chamber	500
Mayor/Managers	300
Misc. Luncheons	250
Hosting Luncheon	2,750
Special Events	
Easter Event	2,000
Pancake Breakfast	2,500
Holiday Social	4,000
9/11 Appreciation Day	250
Wine & Dine Event	150,000
Employee Appreciation	5,000
DC Police Memorial	2,000
Total Legislative	180,874

Administrative

Salaries	193,420
Overtime	250
FICA Expenses	11,992
FICA Medicare	2,805
Retirement	17,142
Health Insurance	17,611
Dental Care	615
Vision Care	134
Life/AD&D	243
Legal Fees	90,000
Postage/Transport Fees	250
Communication Services	
Email Service	33
Email Archiving	18
Computer Maint	1,512
Web Site Hosting	2,000
Agenda Software - Granicus	3,300
Plaques/Awards	500
Misc Expense & Other Current	1,250
Office Supplies	1,000
Subscriptions/Dues/Training	
Dues	1,500
Luncheons	1,250
Seminars	2,000
Newsletter Mailout	9,000
Total Administration	357,825

Clerk

Salaries	75,000
FICA Expenses	4,650
FICA Medicare	1,068
Retirement	7,500
Health Insurance	8,806
Dental Insurance	308
Vision Insurance	67
Life Insurance & AD&D	81
Travel and Per Diem	250
Professional Services	
Encryption	2,975
Municode	4,500
Records Destruction	2,000
Scanning	5,000
Committee/Board Agenda Software	0
Postage/Transport Fees	750

Communication Services	
Email Service	11
Email Archiving	6
Computer Maint	504
Misc. Expense & Other Current	250
Office Supplies	600
Advertising	5,000
Elections	4,000
Subscriptions/Dues/Training	
IIMC	180
FRMA	135
FACC	75
Conference/Training	2,855
Total Clerk	126,580

GENERAL FUND EXPENDITURES - OPERATING

Financial

Salaries	122,500
FICA Expenses	7,595
FICA Medicare	1,776
Retirement	12,250
Health Insurance	17,611
Dental Care	615
Vision Care	134
Life/AD&D	162
Travel and Per Diem	500
Professional Services - Auditors Fee	18,000
Other Contractual Services	
Accufund Software Contract	3,000
Module Software Annual Support	900
Employee Assistance Program	3,500
Waypoints Support Contract	3,750
Postage/Transport Fees	1,600
Utilities	
Spectrum	6,200
Century Link Service	15,000
Orange County Utilities	1,200
Duke Energy	95,000
Willows MSTU	13,200
Lake Apopka Natural Gas	1,000
Rental & Leasing	
Copy Machine	5,000
Credit Card Swipe Lease	1,750
Postage Lease	350
General Insurance	100,000
Executive Travel Accident Cov	420

Communication Services	
Email Service	33
Email Archiving	18
Server Maintenance	4,884
Computer Maintenance	1,008
Network Printer	108
Network Security	1,788
Network Nodes	672
Offsite Backup	2,748
Meraki Wireless	600
Firewall	788
Endpoint Protection	396
Misc. Expenses & Other Current	750
Office Supplies	1,750
Operating Supplies	750
Subscriptions/Dues/Training	
FGFOA Dues	250
Central Florida FGFOA	100
Tuition Reimbursement	3,000
Finance Director Training	1,800
Finance Clerk II & HR Training	1,300
Solid Waste	302,053
Total Finance	757,809
Development Services	
Prof Services - Planning & Zoning	65,000
Prof Services - Plan & Zoning - Admin	25,000
Bldg Inspection Fees	180,000
Evaluation & Appraisal Report - DOE Dev	0
Total Development Services	270,000
Public Works	
Debt Service Main Street	223,505
Debt Service - New Town Facilities	300,000
Salaries	193,844
Overtime	2,000
FICA Expenses	12,018
FICA Med	2,811
Retirement	19,324
Health Insurance	35,222
Dental	1,282
Vision Care	268
Life/AD&D	243
Professional Services	
General Engineering Scvs	9,900
Lawn & Maintenance	70,000
Janitorial Services	11,400

Pest Control	7,500
Lakefront Maint	13,000
Bridge Inspection	0
Water Utility Study	60,000
Town Hall Assessment	20,000
Postage	100
Facilities/Buildings	
Misc Facility: (Chairs, etc)	1,000
Town Hall Decorations	2,500
Town Hall Floors	5,000
AC check	2,000
Fire Extinguisher Check	450
Facility Repair & Maintenance Misc	12,000
Communication Services	
Email	44
Email Archiving	24
Computer Maint	1,008
Repair & Maintenance	
Misc Parts	2,000
Misc Repairs Vehicles	5,000
Sidewalk/Bike Path	100,000
Sprinkler Repair	1,500
Misc Expense and Other Current	3,500
Office Supplies	300
Uniforms	5,500
Streets & Road Repairs	
Misc Repaving	15,000
Restriping	3,500
Repaint Speed Bumps	2,000
Subscription Dues & Training	2,500
Operating Supplies	
Gas	6,500
Oil Change	1,500
Shell/Sand/Rock	20,000
Vehicle Batteries	750
Vehicle Tires	1,500
Misc Shop Expenses	3,500
Street & Road Sodding	2,500
Tree Removal	25,000
Signs & Banners	40,000
Landfill	500
Water Cooler	1,200
Capital Equipment	
2015 Tractor Massey Ferguson	3,272
2016 Ford F150 Pick Up - Spv	2,869
2016 Ford F700 Dump Truck 50%	4,414
2016 Motorgrader 50%	8,746

2019 Grapple for Skid Steer	4,000
Capital Improvement Projects	
Streets & Road CIP	335,000
PW Water Design	152,000
Pavement Management Plan	65,000
Capital Improvement - Multi Modal	130,000
Total Public Works	1,955,494

Parks & Recreation	
Misc Park Repairs	2,500
Playground Mulch	7,500
Tree Canopy	20,000
Arbor Day Trees	5,000
Split Rail Fence	1,500
FRDAP Cental Park	25,000
Capital Improvements - P&R	25,000
Total Parks & Recreation	86,500
Total Public Works & Parks & Recreation	2,041,994

Police

Salaries	864,052
Staff Matrix Change	3,000
Reserves Salaries	10,000
Police Off Duty	30,000
Overtime	30,000
Incentive Pay	11,160
FICA Expenses	53,571
FICA Med	12,529
Retirement	149,651
Life & Health Insurance	
Health Insurance	132,084
Dental Care	4,613
Vision Care	990
Life/AD&D	1,215
Professional Services	
Psychologicals	700
Physical Exams	600
Polygraph	540
Postage/Transport Fees	500
Fire Service Assessment Fee	625,000
Repair & Maintenance	
Tires	2,500
Radar Certification	3,000
Misc Vehicle Repairs	13,000
Vehicle Cleaning	250
Copier Maintenance	2,551
Communication Services	

Email	220
Email Archive	120
Evidence.com	4,000
CTS America Maint Fee - Dispatch	4,927
Server Maint	3,488
Computer Maintenance	10,080
Dispatch Fee	44,676
Printer Network	108
Network Security	1,788
Network Node	336
Firewall	788
End Point Protection	756
Policy Software	7,798
Miscellaneous Expense & Other Current	8,000
Office Supplies	4,500
Magic Program	1,250
DC Memorial	2,000
Honor Guard Uniforms	2,000
Operating Supplies	
Gas	32,500
Oil Changes	1,750
Batteries	900
Emergency Equipment	2,000
Bullet Proof Vests	3,000
Uniform	10,800
Ammo/Guns	3,600
LEO Books	500
Verizon AirCards	7,500
Medical Supplies	750
Subscriptions/Dues	4,000
Training	5,000
Capital Equipment	
2015 Ford Explorer SUV #35	6,330
2015 Pickup Truck #36	7,435
2017 Ford Explorer SUV #38	6,979
2017 Ford Fusion #39	4,499
2017 Ford Fusion #40	4,499
2018 Ford P/U Truck #41	7,809
2019 Ford SUV #42	7,000
2020 Police SUV # 44	7,000
Total Police Department	2,171,790
Code Enforcement	
Special Magistrate	3,500
Compliance Actions	7,500
Misc	200
Postage	500

Communications	
Email Service & Archiving	34
Computer Maintenance	504
Code Officer	11,000
Total Code Enforcement	23,238
Total	5,930,120
Committees	
Long Range Planning	200
Total Long Range Planning	200
Parks & Recreation	
WIndermere 5K	32,300
Pet Fest	6,500
Reserve/Contingency	21,200
Total Parks & Recreation Committee	60,000
Tree Board	
Treebute Expenses	4,000
Tree Education	500
Misc	250
Supplies	250
Total Tree Board	5,000
Historical Preservation	
Misc	1,000
Total Historical Preservation	1,000
Elders	
Luncheon	3,500
Total Elders	3,500
Development Review	200
Total Development Review	200
Downtown Business Committee	
Craft Beer Festival	20,000
Food Trucks	20,000
Farmers Market	24,500
DBC Reserves/Projects	45,500
Holiday Lights	5,000
Downtown Annual Plantings	5,000
Total Downtown Business Committee	120,000
Total Committee	189,900

Total	6,120,020
Contingency/Reserves	83,314
Total General Fund Expenditures	6,203,334
General Fund Revenue	6,203,335
Difference	0

Stormwater Fee Fund Expenditures

Expenditures

Salaries	30,000
Overtime	250
FICA	1,860
FICA Medicare	435
Retirement	3,000
Workers Comp	2,922
Health Insurance	8,415
Dental Care	320
Vision	52
Life/AD&D	81
Professional Services	
Sweeping	6,000
NPDES Compliance	12,500
Storm Drainage Services	60,000
General Engineering Services	9,900
Communication Services	
Email Service	11
Email Archive	6
Computer Maintenance	504
Operating Supplies	200
Stormwater Projects	175,515
Capital Equipment	
2015 Massey Ferguson Tractor	3,490
2016 Ford Pickup Truck - PW Dir	2,869
2016 Ford F700 Dump Truck 50%	4,413
2016 Motorgraer 50%	8,745
Contingency	21,510

Total **352,999**

Total Expenditures Fund 01 & Fund 04 **6,556,334**

SUMMARY

Revenues	6,556,334
Expenditures	6,556,334
Difference	0



MEMORANDUM

To: Robert Smith
From: Mike Woodward, P.E.
Kimley-Horn and Associates, Inc.
Date: September 3, 2019
Subject: Cut-Through Reduction Plans – Town of Windermere

PURPOSE

This Technical Memorandum is intended to document the anticipated impacts of various plans for reducing cut-through traffic on neighborhood roads. The Town is currently in the process of considering implementation of a trial strategy using signage to evaluate the effectiveness in reducing cut-through traffic. Barriers will not be considered in the initial trial. Many of the potential plans include turn restrictions on the local roads, but it is unlikely that the restrictions can be achieved without a physical barrier. Signage alone (right-turn only / left turn only) will not likely have high compliance as many drivers will likely ignore turn restrictions. It is anticipated that conversion to one-way roads will have significantly better compliance compared to turn restrictions at intersections.

ALTERNATIVE PLANS / OPTIONS

Several specific plans have been submitted by residents and Town Council members. Additional plans have been provided in the past that rely primarily on barriers or have barriers on every other street. Those additional plans were not included in this analysis.

The current strategy under consideration is to implement restrictions and/or one-way streets in key locations by adding signage. Since these are residential streets with several driveways, multiple “One Way”, (R6-1 and R6-2), “Begin One Way” (R6-6), “End One Way” (R6-7), “Do Not Enter” (R5-1), and “Wrong Way” (R5-1a) signs should be installed to reduce confusion.

Plan 1

Plan 1 is shown in *Figure 1* below.

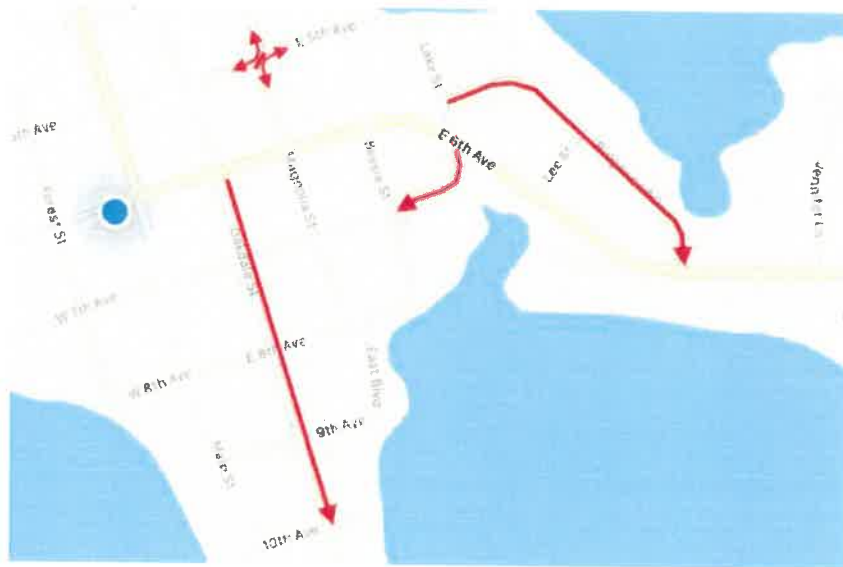


Figure 1 - Plan 1: One-Way Streets on Ridgewood Drive, 7th Avenue, and Oakdale Street, and a Barrier

This plan will prevent most cut-through traffic traveling northbound from Chase Road to eastbound on 6th Avenue (which is the destination for 64% of trips entering Town from Chase Road). The one-way on 7th Avenue reduces the attractiveness of potential cut-through traffic traveling towards 6th Avenue via 9th Avenue, 8th Avenue, or 7th Avenue. However, this portion of traffic could still access 6th Avenue via Magnolia Street or Bessie Street.

This plan will have minimal impact to cut-through traffic in the opposite direction (westbound on 6th Avenue to southbound on Chase Road), as there will be no changes to the network effecting this pattern. Approximately 45% of trips entering Town traveling westbound on 6th Avenue are expected to travel southbound on Chase Road.

Plan 1 also includes a barrier at the intersection of Magnolia Street and 5th Avenue. As previously mentioned, signage alone (to restrict turns at the intersection) will not likely result in effective compliance.

This plan includes converting Ridgewood Drive to a southeastbound only, one-way facility for its entire length, which addresses the cut-through concerns of many of the residents who were most vocal. Approximately 19% of the westbound trips entering Town via 6th Avenue travel to north/west of Town via Main Street. The portion of this route that cuts-through using Ridgewood Drive would need to use a different route. Cut-through trips in the opposite direction (from north/west of Town, traveling to the east via 6th Avenue) would not be affected, unless the intersection barrier is also implemented.

Plan 2

Plan 2 is shown in *Figure 2* below.



Figure 2 - Plan 2: One-Way Streets on Ridgewood Drive and 7th Avenue, Barriers, and a Dead-End

Plan 2 is similar to Plan 1 but it uses barriers on Oakdale Street and on East Boulevard instead of using one-way signage. In addition to the Plan 1 cut-through reductions along Oakdale Avenue, this plan also prevents cut-through traffic traveling north on Main Street intending to access 6th Avenue from entering 8th Avenue. This northbound to eastbound cut-through movement could still occur via 7th Avenue, though this would only benefit drivers for a relatively short distance of two to four blocks.

As stated previously, physical barriers would likely be needed to ensure compliance as signage alone will not likely prevent vehicles from traveling through intersections or performing restricted turning movements.

Plan 3

Plan 3 is shown in *Figure 3* below.

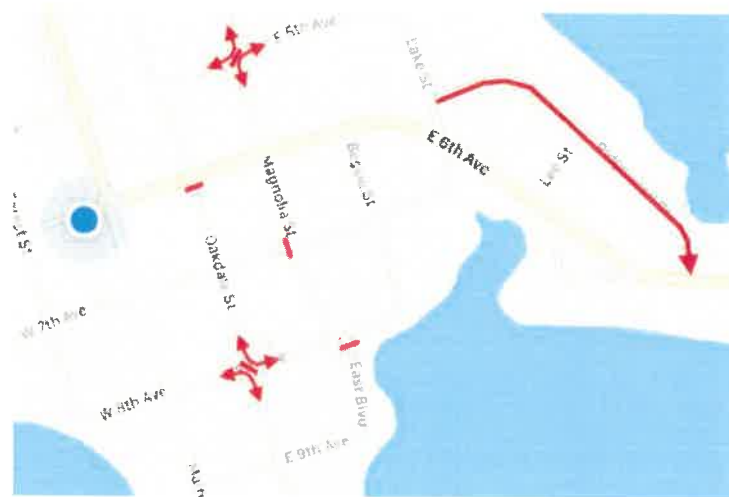


Figure 3 - Plan 3: One-Way Ridgewood Drive, Barriers, and Dead-Ends

Plan 3 is similar to Plan 2 but it prevents access on key points of 7th Avenue, East Boulevard, and on Oakdale Street. The restrictions create dead-end conditions that will require the addition of signage and space for cars to turn around near the end of the street. This plan would effectively prevent all cut-through traffic in the southeast quadrant. It would also result in extra driving time and distance for residents within the quadrant who no longer have direct access to 6th Avenue or Main Street.

It is unlikely that the dead-end restrictions could be enforced through signage alone; barriers and infrastructure changes would be needed to ensure compliance.

Plan 4

Plan 4 is shown in *Figure 4* below.

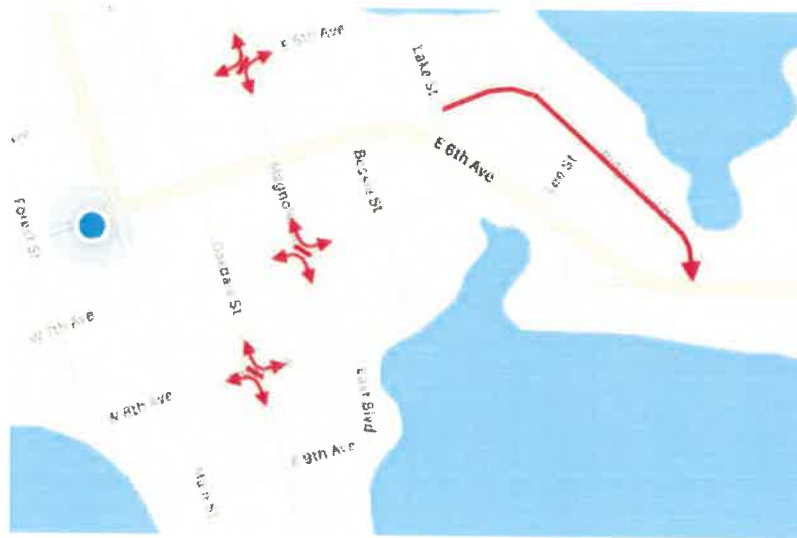


Figure 4 - Plan 4: One-Way Ridgewood Drive and Barriers

Plan 4 includes the same restrictions on 5th Avenue & Main Street as the other plans, plus two intersections with turn restrictions in the southeast quadrant. Cut-through routes in the southeast quadrant are still possible via Bessie Street and 7th Avenue, but they are much more indirect than the routes that are restricted. This plan would result in less internal circulation than in Plan 3 (yet more internal circulation than in existing conditions) as some residents can still find ways to access 6th Avenue or Main Street.

Plan 5

Plan 5 is shown in *Figure 5* below.



Figure 5 - Plan 5 – Turn Restrictions at Intersections

Plan 5 restricts turning movements for vehicles from Main Street using right-turn only treatments at Oakdale Street intersections with 7th Avenue, 8th Avenue, 9th Avenue, 10th Avenue, and 11th Avenue, and left-turn only treatments at Oakdale Street & 3rd Avenue and Oakdale Street & 4th Avenue. Left-turn only restrictions are also in place at the intersection of Ridgewood Drive & Lake Street and at 5th Avenue & Magnolia Street. This plan would reduce the potential for cut-through traveling northbound from Chase Road to eastbound on 6th Avenue, though vehicles could still access Oakdale Street via 12th Avenue (unless a similar restriction is added at that intersection). As described in Plan 1, this northbound to eastbound movement accounts for 64% of northbound traffic entering Town from Chase Road. This plan does not address traffic in the opposite direction, entering Town traveling westbound via 6th Avenue to go south on Chase Road.

Cut-through traffic in the northeast quadrant would be reduced, with the only access points into the quadrant from Main Street at 1st Avenue and at 2nd Avenue.

Cut through traffic in the northeast quadrant from 6th Avenue to Main Street would be reduced due to the restrictions at the intersection of Ridgewood Drive & Lake Street as well as the restrictions at 5th Avenue & Magnolia Street. This movement represents approximately 19% of the traffic entering Town from 6th Avenue. Cut through traffic could still occur in this quadrant via Magnolia Street or Oakdale Street.

Potential Signs:

The following signs could be used in the various plans:



Sign Size

The MUTCD allows use of the sizes shown in the “Minimum” columns for low-speed roads. As indicated in other sections of the MUTCD, “low-speed” is defined as 35 mph. Since all roadways within the Town of Windermere are posted at 30 mph or less, it is appropriate to use the sizes shown in the “Minimum” columns.

Mounting Height

Signs shall be mounted at a minimum height of 5 feet. If there is a secondary sign, it can be mounted 1’ lower than the primary sign.

K:\ORL_TPTO\149563000_Windermere\PM and Tasks\Traffic Plan\Cut Through Memo_Windermere.docx

PROJECTS UPDATE MEETING SEPTEMBER 2019

For previous updates on each item please refer to August 2019 minutes

Attendees:

- Robert Smith, Town Manager
- Scott Brown, Public Works Director
- Chris Sapp, Councilman Liaison
- Hao Chau, Kimley-Horn, Town Engineering Consultant
- Mike Galura, Town Engineering Consultant

- **NPDES (National Pollutant Discharge Elimination System):** *The NPDES permit program addresses water pollution by regulating point sources that discharge pollutants to waters of the United States.* Since the Town discharges into the lakes we are required to maintain this permit. 10/18: MBG addressed additional comments for NOI and Annual Report. Per conversation with Jason Maron, response to audit is complete. Awaiting completeness and acceptance letter. Issuance of NOI, Cycle 4 pending. MBG will distribute forms to be used for compliance (i.e., fleet maintenance, erosion/sedimentation control, etc.). Community project scheduled for Saturday, November 3rd (clean-up on lakefront, etc.) per Scott Brown. Final reading for ordinance scheduled for November 13th TC meeting. TM to coordinate with Da'Shanta and Diane on distributing Stormwater pamphlets with Boat Ramp Keys. TM reached out to BC and PDCS as well. Town received additional comments for NOI from Jason Maron. MG to address and resubmit. Comments are minor – MG to try to have responses by next week. MG to work on additional stormwater related brochures for rack in front of receptionist desk. MG coordinate with Diane on Gazette articles and number of Gazettes' issued. MG to provide Town with public education brochures for front magazine rack. Mike had DEP public notice published in February 10, Sunday edition of Orlando Sentinel. Inquiries to be made to Jason Maron, FDEP. Expecting NOI to be issued this month. MG contacted Jason Maron, DEP, for status of pending NOI. Received violation by residential builder. Coordinate with Dianne on Gazette on stormwater related articles. Awaiting Notice of Public Petition to be published in Orlando Sentinel (to be published this Saturday). Once published, need to forward proof of publication to Jason Maron, FDEP. Proof of Publication for Public Petition from Orlando Sentinel forwarded to Jason Maron, FDEP. Issuance of NOI Cycle 4 pending (permit issued May 3, 2019). KH to pick up NPDES tasks from MG based on KHA being selected as Town Continuing Consultant. KHA will prepare NPDES brochure and in-house training schedule. MG to send SOP's to HC for NPDES compliance. HC to prepare brochure for stormwater related subjects. Articles to also be published in quarterly Gazette. Violations being documented. **HC to prepare stormwater related articles for the quarterly Gazette. Training is will also be initiated (late March and before Memorial Day for Town employees). Subject will range from illicit discharge to stormwater and sediment control.**
- **Orange County LMS:** Orange County Local Mitigation Strategy (LMS) is comprised of the County and other governmental jurisdiction within it to plan and prepare for natural disasters. These projects are funded by FEMA. FEMA has dedicated \$15 million to the County to fund various projects. TOW has submitted 7 projects for funding including W Second Ave. This is a 25% match program. The process takes about 2 years. 10/18: MBG ask Jason Taylor for status. MG to review comments for 5 HMGP projects from DEM (Douglas Galvan) and address within 15-days for 5 projects. MG to resubmit by DEM timeline. MG resubmitted revised Pre-Disaster

application for funding of Preliminary Engineering for West Second Avenue. Geotechnical and Surveying services were not eligible because the services were performed before the Hurricane Irma disaster declaration. Awaiting word on technical review of HMGP applications. Update on Hurricane Irma HMGP applications (contact Douglas Galvan on status update). LMS Working Group Meeting scheduled for later in May (May 22nd). Jason Taylor encouraged the submittal of applications for Tier 3 projects under Hurricane Michael disaster declaration. JT feels that there will be substantial money available due to rural and smaller communities in the Panhandle not being able to provide matching funding sources for HMGP applications. MG to notify JT of budget change for West Second Avenue for Preliminary Engineering. KHA to work on Hurricane Michael applications (due August). MG to continue on Hurricane Irma tasks. MG to address comments from Mitchell Plummer, Engineering Specialist, Mitigation Bureau, Florida Division of Emergency Management by 07/12/2019. These projects are:

- 4337-693: 3rd Avenue and Magnolia Street Drainage Improvements;
- 4337-694: 6th Avenue and Butler Street Drainage Improvements; and
- 4337-695: 9th Avenue/10th Avenue and Oakdale Street Drainage Improvements
- 4337-697: West Second Avenue

DEM is reviewing the technical/engineering aspects of these projects for eligibility, feasibility and cost-effectiveness.

MG to attend LMS meeting on Wednesday August 21st at Orange County OEC (10:00 am). MG mentioned money may be available under Tier 3 funding for Hurricane Michael. Town to consider projects.

MG is to submit an HMGP for the Lake Down retaining wall under Hurricane Michael. Project will only be eligible under Tier 3 money. Applications considered by the State (DEM) is on a first come, first serve basis.

- **SFWMD Cooperative Funding Grant (FIRST/FOREST)**: Grant awarded to TOW to address flooding within the Basin. 10/18: MBG awaiting all cancelled checks to prepare reimbursement form to SFWMD (Nestor Garrido). No further complaints on the project. Town is monitoring system for condition and adjust as needed per TC directive. Vacuuming service RFP sent out by SB. Bid opening November 8th at 3:00 pm at Town Hall. MG to still look at possibility of covering grates on roadway. MG submitted initial request for reimbursement. SFWMD responded and needs unique Town invoice number to process request. Debbie Wilson provided MG with unique Town invoice number. MG resubmitted invoice to Nestor Garrido. Town received \$175,000 reimbursement from the SFWMD. Project Complete. MG to review alternatives to grates in lieu of Mack Concrete's recommendation to cut inlet top and precast top with manhole frame and cover. Potential filter per JF – test site. Further evaluate grates on First Avenue on whether to cap or maintain. MG to apply for DAC Recovery funding from DEM. \$31,564.07 is requested for DAC funding. MG to work to submit next week. DAC application submitted to Amanda Campen, Florida DEM, Bureau Chief of Recovery, 2555 Shumard Oak Boulevard, Tallahassee, Florida 32301 on July 1st, 2019. MG to follow up on submittal. KHA to review drainage system and provide Indivial Project Order (IPO) for recommendations and possible upgrades. Data collection for project fix. MG provided topographic information to SB per resident request. **Project completed, reimbursement received. KHA to address additional concerns regarding**

project improvements. IPO released to KHA on analyzing alternatives to maintain stormwater within the Town right-of-way. HC to provide summary to TM.

- **RR ROW (Sidewalks, Multi Modal Path, RR ROW):** Town Council approved the purchase of the Ward/DP Lynn interests in the Railroad ROW. Once acquired the Town would be able to use the property for various projects: multi modal, stormwater, and landscaping) This would also allow for possible property swaps with those that own the RR Row so the TOW would have a continuous corridor form 12th/chase to Windermere Rd. 10/18 November 1st advertising period. TM working on negotiations for property swap. Conceptual design will commence once the property agreement is finalized. SB is coordinating with the Rubio's on property donation adjacent to Lake Down-Lake Butler canal. Still waiting on Wards. Awaiting on closing on property swap with the Town. Expect closing in April. Next agenda for resolution to vacate 20' on Dirt Main and provide it for the property owner (Ward). TM negotiating with property owner adjacent to Lake Down canal. The closing is next week. TM providing information to closing agent. Workshop held Monday night. TC approved property swap. TM to talk to residents on Lake Butler Boulevard for swap/purchase of RR property. SB still talking to Rubio's, updating TM on status. TM looking for funding sources for project (FRDAP, etc.). Rubio's agreed to donate land pursuant to conditions to be addressed by the Town. To be on July TC meeting. TM sent documents to Sorenson. SB to discuss contract with Rubio's. Heather to draft agreement for Rubio's. TM – after property acquisition, review multi-modal concept plan with Wade-Trim or KHA. SB working on funding opportunities to design project. To be named Windermere-Ward trail (prototype name – provisional). **SB still negotiating with Rubio's – language in agreement for disclosure statement. Gray-Robinson to prepare agreement language for the Rubio's to approve. Memorial plaque to be provided as part of the agreement.**
- ~~**Dirt Road Issues:** With the dirt roads come perpetual maintenance issues. Staff try to identify and repair areas of concern or create liability. 10/18 **Projects by priority: (1) Park Avenue, (2) Butler Street, (3) Bessie Street, and (4) Bayshore Drive** November TC approval for construction. Proposal for easement agreement for Bayshore Drive improvement (MBG to solicit surveyor). These will be broken out per project below. Public forum needed for project with selective pavement included. All paving projects will require Town Council approval. TM to coordinate with staff on determining strategic funding of projects. Park Avenue project has been approved to proceed with design (KHA). Need to develop long term plan to address pedestrian traffic. KHA to talk to Town about cut thru traffic this month. Nothing further. General maintenance. Ongoing. Washouts during afternoon rain events, crews continue to repair as needed. On-going.~~
- **Second Ave:** Town Council approved the widening and stormwater projects for West Second Ave. Staff met with public and have a conceptual design. Staff waiting on Orange County LMS response for funding before design can be brought back to residents and TC for Approval. 10/18. **No change.** Awaiting Notice of Funding from FEMA/DEM from Hurricane Irma. MG to address comments from DEM (Douglas Galvin) regarding project costs. MG addressed with Douglas Galvan. MG to coordinate with Douglas Galvan, DEM, on project status. No Change. MG e-mailed Douglas Galvan – no response to date. Applications under technical review – fiscal review complete. Continue to fill in edge of pavement. None. MG addressed RFI's from DEM Environmental Reviewer regarding project limits (project limits in latitude/longitude format). **No change.**

- Downtown Lighting Project:** The Town of Windermere recently changed from halogen to LED lights. We are now working on getting additional lights in areas but looking to work with Duke on process/need/cost. In addition, we are working with various companies looking to co-locate small cell towers on our existing lighting. 10/18 Crown Castle considering 5G cell towers in Windermere. No applications received by Brad Cornelius (BC) as of yet. Working on application process. SB talked to Mike Smith, Duke Energy, for light/pole installation and permitting. TM needs application, cost estimate and clarification on policy. Major corridors (Biscayne – 12th Avenue to Windermere Road) and residential areas (Top Hats) for lighting envelope. No response from Mike Smith on SB's e-mails. Continue to follow-up with Duke Energy on street lighting. Send e-mail to Debbie Clements. SB met with Mike Smith last week. Look at photo metrics for area north of canal where it is currently not lighted. Still waiting on Duke Energy on photo metrics. SB waiting on Mike Smith. **No change.**
- Signage:** TOW looking for consistent signage within Town. Part of Branding Revitalization. Street signs have been installed along major roadways. Now focusing on interior signage to make sure they are correct type, meet specs and are justified and enforceable. 10/18: SB to look into Parking Directional Signage when 5th/Forest is complete. Town Entrance Signage placed on hold. SB to look at parking directional signage. Parking directional sign ordered by SB. SB to meet with contractor on parking signs and public parking signs. Keep 10-ton weight limit for bridge over canal. SB to order sign for 10-ton limit. Parking signs are expected to be received this week. New speed limit signs installed by SB. Look at installing DO NOT BLOCK INTERSECTION signs at intersections. SB to look to add in next round of regulatory signs. Most signs have been maintained by PW. Some signs may need to be replaced due to age. SB to monitor. SB awaiting quotes for flashing beacons. DO NOT BLOCK INTERSECTION signage to be included in next FY budget. Re-visit event signage – coordinate with LRP. No change – Advanced warning “Stop Ahead” beacons have been ordered and will be installed at approach to Windermere Road on Maguire Road. Beacons on hold due to backorder at manufacturer. PW to continue to maintain sidewalks. **Posts were received but were damaged and were returned. LRP tabled entry and event signage for next meeting.**
- Town Facility Update:** TC approved new facilities and to work on building in existing location. The funding would require a vote which should happen in March 2019. 10/18: ADG and Steven Withers working on the facility. Final drafts in November and public outreach in January in preparation for March 2019. Conceptual plans ready by November 27th TC workshop. Stephen Withers working with ADG on conceptual plan. TM to meet with public on Tuesday's and Thursdays in January. Public forums scheduled for February. TC to review wording on referendum. Workshops continuing. Location seem to be getting a consensus from various committees. Referendum to be conducted in March. Next presentation on Tuesday at Rotary Club. Referendum for Town Facility passed. TM to meet regarding logistics of the implementation of the Town Facilities. Selection of Architect/review of concepts. RFQ for consultant selection and RFP for construction (sealed bids). Meetings with ADG and stakeholders. Working on RFQ for Construction Management At-Risk. To be advertised for responses from consultants with Construction Management capabilities (particularly for vertical construction). TM still negotiating with ADG. Awaiting on schedule for TM to issue Gantt chart. TM to prepare RFQ for Third Party Construction Management At-Risk. ADG contract to next TC meeting. Construction Management At-Risk services to likely be approved in July/August TC meeting. CMAR submittals being reviewed by selection committee (Stephen Withers, John Fitzgibbons, Scott Brown) for short list. ADG to go to July TC. Last public hearing

completed. Concept plan to be adopted at August 13th TC meeting (Option 1). Once accepted, project will proceed with final design. CMAR shortlisted (three firms) and oral presentation this week. Once firm is selected, will be approved at September TC meeting. **TC at August special meeting approved Town staff to begin negotiation with HJ High on CMAR contract.**

- **Fernwood Park FRDAP Grant: [\\$50,000 Awarded for Fernwood Park improvements.](#) 10/18 SB working on RFP for Park Improvements for Fernwood. Project will match IDG approved plans. All contracts have been signed and waiting work from Andy Easton. All contracts signed. SB getting surveys done for site. Have not received Notice to Proceed. Awaiting boundary survey which is required per FRDAP. All commitment documents submitted to FDEP. Title search kicked back by FDRP (prepared by Gray-Robinson). Awaiting Notice to Proceed from FDEP. Notice of Commencement received from FDEP. 5-year CIP list to be built (SB to coordinate). TM requested items to be put on March/April TC agenda. Got Notice of Commencement. Come up with priority list for capital projects. PR to have a CIP list for SB. Central and Fernwood to be priority for FRDAP. SB has received cost estimates for drinking water fountains and butterfly garden. Dock quotes to be solicited by SB. Shoreline clearing will be in next FY budget. SB awaiting prices to remove invasive species from vendors. Dobson has removed invasive species in upland areas. Trees will also need to be removed. Aquatics company will continue to treat vegetation in waters. FWC and Orange County EPD permits have been amended. Invasive species being removed. Boardwalk concept pending based on removal of additional vegetation along projected alignment. SB stated approximate ETA for design is 6-months. **Took down some large invasive trees.****
- **Central Park FRDAP Grant: \$50,000 Awarded for Central Park improvements.** 10/18 SB working on RFP for Park Improvements for Central Park. Project will match IDG approved plans. All contracts have been signed and waiting work from Andy Easton. SB getting surveys for site. Title search kicked back by FDRP (prepared by Gray-Robinson). Awaiting Notice to Proceed from FDEP. SB getting quotes on drinking fountain and Frisbee golf baskets. SB expects quotes this month. Also getting quotes on exercise stations and drinking water fountain. SB waiting on final quotes for exercise stations. Will need to coordinate with OCU on connection for water fountains. PR recommended wood as opposed to metal exercise equipment. **Still waiting on final quotes. Coordinating with OC Utilities for meter for drinking fountain. PR recommended metal as opposed to wood.**
- **Cross Walk Improvements: W&D has funded two cross walk improvements.** First one on Second/Main and the next on 6th/Magnolia. 10/18 Two additional locations – 6th Avenue east of Ridgewood, and Main Street near Estancia. Funded one cross-walk. Location to be determined. Consideration for cross-walk locations: 1) 6th Avenue near Ridgewood Drive; 2) Main Street near Estancia. LRP to make recommendation and present to TC for approval. LRP has reviewed and approved Johnson Park crossing (east of Ridgewood), to be presented to TC for approval. More usage and higher volume of traffic. Cross-walk improvements completed. Look at an additional cross-walk based on availability of funding. LRP made 2 recommendations – 1) Estancia; 2) First Avenue and Main Street. Retrofit existing cross-walks. LRP recommendations made. Awaiting funding. No change. Waiting on Windermere W&D funds. **No change.**
- **1887 Schoolhouse:** HPB and Tree Board have worked on the planning and implementation of repairing and improving the grounds and structures. Currently HPB is looking at making sure the

building is sound prior to making additional improvements. SB sent out various requests for contractors and engineers to look at to no avail. In addition, SB was able to get a vendor to take care of the grove area to make sure it is well maintained and healthy. 10/18. **Approved to replace citrus trees that have died and contract with maintenance firm. HPB to make decision on structure analysis. Working with Amanda Black on search for architect. HPB still searching for tree/grove maintenance. Architectural evaluation approved by TC. Based on architectural evaluation, HPB will generate a CIP. Architectural evaluation awaiting. The architect has conducted initial condition of schoolhouse. Architect to return to review the condition of the schoolhouse. Architect has returned several times to continue to evaluate.**

- **The Willows Roadway:** The HOA Roadway Milling and Resurfacing was approved in FY 18/19 Budget. Will begin process once we receive FEMA money (Condition of TC). Design will include apron on Windermere Rd as well as sidewalk extension to Windermere Rd/Main with cross walk at that location. 10/18 **Awaiting on FEMA money. MG and TM to meet to see where we are at with design and added scope for sidewalk, apron and crosswalks. Awaiting reimbursement from FEMA for debris cleanup. MG submitted supplementary proposal for crosswalk and sidewalk improvements to be included with the Willows milling and resurfacing improvements. Comments received from FEMA regarding waste disposal reimbursement request. State has approved, awaiting checks. MG to send Willows plans to SB and JF. MG to send IPO for external sidewalks. TM met with FEMA. Project is now in State's hand as far as releasing the reimbursement funding. MG received comments from SB and JF on plans to be addressed as part of final bid documents. MG expects survey from PEC this week to begin design of sidewalk ramps at the Willows and at the intersection of Maguire Road and Windermere Road. TM still awaiting FEMA reimbursements from Hurricane Irma. PAC/DAC – administrative costs for Hurricane Irma (\$31,000). PRELIMINARY sidewalk plan issued to SB and JF for review. Schedule date for Invitation to Bid (ITB) per TM. MG to finalize plans and Project Manual. SB to look at advanced warning beacons on Maguire Road at Windermere Road (to be done separate from Willows construction contract). SB working on cost for debris removal and coordinating with DEM (FEMA). RRFB on Maguire and Windermere Road. Pre-Bid – use certified arborist on tree assessment (included in summary of quantities list). MG working on comments by SB and JF on plan review. MG to update summary of quantities and Bid Form in Project Manual. Pre-Bid July 10, 2019 at 10:00 am (Town Hall). Bid opening on July 26th. On August/September TC meeting. Addendum No. 1 issued – clarify that Pre-Bid meeting is non-mandatory. On August 13th TC agenda for recommendation for awarding of bid. Prepare memorandum for funding options. MG to attend TC meeting. **Pre-Construction meeting conducted. Arborist work removed from contract. October 1st, 2019 target date for Notice to Proceed. MG preparing contract documents for execution by All State Paving and the Town. MG to conform Project Manual and distribute.****
- **Street Sweeping:** Best Management Practice (BMP) under the stormwater NPDES program. 10/18 Ongoing. MG has article to send to TM, SB and JF. Ongoing. HC to consider street sweeping article for Gazette. **No change.**
- **Vacuum-Truck Services** – Cleaning of stormwater structures and storm pipes. Bid awarded by Town to Waste Services Group at January TC meeting. Started on 8th and Bessie Street to Magnolia. Log of linear footage of pipe cleaning and volume of debris collected. Completed in 1-1/2 days. Scheduled for 12th Avenue and Oakdale Street stormwater project. MG to provide SB with copy of recorded drainage easements for the storm sewer system in the back of the

homes. Next project is west 8th and Forest Street. Plan is to initially clean the entire system with a future target of bi-annual cleaning of systems. SB to receive cleaning logs from WSG for documentation for NPDES measurable goals. Provide measurable goals for NPDES reporting. Done with cleaning 12th and Oakdale Street. Moving next to west 8th Avenue drainage system for cleaning. TM to coordinate with SB on availability of funding for continuing work. Working on funding. Continuing the cleaning of stormwater/drainage structures. Plan to conduct bi-annually. SB to provide budget amount to TM. **Completed west 8th Avenue and currently working on Lake Street. Targeting North Oakdale (north of 1st Avenue).**

- **Lakefront Maintenance:** TOW to control invasive species along lakefront that is under Town jurisdiction. 10/18: Awaiting Orange County for permits. Once received, invasive plants to be removed by selected contractor. Awaiting Orange County permits. To start in January. Received OC permits. All permits now received. Start herbicide spraying. Pond by Windermere Elementary also maintained. Aquatic Systems has been onsite for a couple of months. SB coordinating with David Hansen, Orange County Environmental Protection Division, regarding limits of herbicide application. Information on cleaning Town's social media pages. Ongoing. Monthly treatment (15 locations). Vegetation cleared at Windermere Rec Center pond. Ongoing. SB to assess Windermere Rec Center pond on water recovery – check lake levels for comparison. Spraying is on a monthly basis on lakeshore and in the parks. **Continuing on monthly basis.**
- **Town Hall:** PW to inventory entire Town hall for improvements and repairs. 10/18: TM asking for long term needs of Town Hall – full assessment (i.e., lighting, kitchen, audio-video, etc.). SB contacted Landmark Construction for proposal. SB spoke with Landmark for numbers for quote. SB to contact Landmark Construction. SB talking to other contractors regarding quotes. SB requested proposal from Edmundson. SB has meeting with general contractor to give him some prices. Ongoing for quotes. Need all fixed assets identified and provided to NW (for insurance purposes). W&D to consider helping with Town Hall fix. **No Change.**
- **Water Utility Master Plan:** TC approved master plan for water utilities for entire TOW. 10/18 - TM to issue RFQ for water master plan (entire Town). TM spoke with Wade-Trim on structure of RFQ. WT to meet with Orange County Utilities (OCU) regarding what OCU will need for RFQ. RFQ to be issued today on Town Website and DemandStar. Wade-Trim, KHA and CPH are the three consultants short listed for study. SB, JF and MG to review their proposals and select consultant for study. Oral presentations conducted on 3/17/19 (Wade-Trim, KHA). Consultant selection pending. Selection of consultant will be on TC agenda for approval. SB to issue ranking of consultants. Scheduled for April TC meeting. Awarded to Wade-Trim at April 9th TC meeting. WT to schedule kick-off meeting (SB, JF, MG to attend). Tentative schedule of 12-months to complete study. TM to consider lobbyist (2020-2021 FY, approximately \$60,000 for lobbyist) to assist in securing funding for implementing plan. June Technical Advisory Committee (TAC) meeting for project. Awaiting follow up schedule from Wade-Trim. TAC meeting with Wade-Trim (meeting in July). Presentation at September TC meeting. **Web conference call between WT, Town and OC Utilities to be scheduled by SB regarding the water utility master plan on September 19th. Additional workshop with TC on September 23rd to be conducted to provide update and information on project status.**
- **Cut-Through traffic:** Town Council approved KHA to do study on cut thru traffic and determine where traffic originates. 10/18 Town Council Workshop on 10/30 Schedule follow-up meeting

with KHA. KHA to conduct TC Workshop scheduled on 1/22/19. Includes evaluation of continuous right turn southbound from Main Street to Chase Road. Await recommendations. Presentation by KHA at February TC meeting Tuesday night. Work with OC on county level on Windermere Road/Main Street roundabout and Main Street northbound to Chase Road with exclusive right-turn lane to relieve traffic congestion. Brought to TC Tuesday night. Police to continue with 90-day study – compile data and further evaluate with KHA study. TM asked Brad Cornelius for an urban planning study – possibly RFQ. Workshop in May, included in budget analysis by TM. Workshop planned this month. CS – Update from PD. Number of travel counts received from KHA. Data evaluated and will be discussed again at July TC meeting. TM had meeting for ideas for cut-thru traffic. TM has meeting with County Administrator. **To be discussed at September 23rd TC workshop. LRP took no action on cut-thru IPO's.**

- **Park Ave Stormwater Project:** TOW received complaints about standing water and flooding on south Park Ave across from School. Town put on notice of possible legal action. KHA, PW, and Staff working on solutions. 10/18: SB met with KHA to review and provide answers. MG and JF to review with SB (possible French Drain system). TM to approve KHA IPO for Design and Survey. Project 1 on list of CIP projects for FY 18/19 KHA (Mike Woodward) to proceed on design for project. SB and JF reviewed KHA plans and provide comments. Once completed, TC will issue project for bid. Notifications to be done by JF and SB for residents to be affected by construction. Coordinating with Orange County Utilities. OCU (Christina Crosby) has approved scope and fee for the relocation of their utility relocation as part of the drainage improvements. KHA to conduct design for utility relocation. Target Bid in April, construction in June. 90% design complete. OCU water main to be relocated. OCU will work with KHA to design relocate within the prescribed Town timeline. SB to upload the bid set plans on DemandStar and Town website. OCU has hired KHA for water main relocation improvements. Need agreement between Town and OCU on reimbursement for water main labor and materials for project. No bids received. SB to look at options for constructing the project. Quote received from Barracuda (lowest quote received). HC to request qualifications. Additional quotes received and to be evaluated. Project to be presented to August TC. HC to discuss with contractor lane closures. On TC agenda for approval. Contract with OCU to be signed by TC. **Barracuda to initiate construction on October 1st, 2019.**
- **Bayshore Drive:** Flooding issues identified by residents. PW and Staff working to correct. Priority 4 on CIP for FY 18/19. 10/18: MG to provide quote for survey of easement. Staff to work on design. MG solicited proposal from PEC (\$650 for each easement, 2-easements). TM approved. MG will initiate go-ahead for legal description and sketches. MG to forward PEC approval page to TM for execution. SB to coordinate on easement agreements with two property owners. MG to check on easement with PEC. Legal descriptions and sketches completed and submitted to Town. Easement agreements being prepared by Gray-Robinson (TM to execute). MG to complete plans (comments provided by SB) and submit exemption request to SFWMD. MG completing plans – will apply for SFWMD exemption upon completion of plans. One of two easement agreements signed. MG to submit permit exemption once drainage easements are recorded. Once received, project will be solicited for bid. Exemption request has been submitted to SFWMD. Plans completed. Easement agreements received and recorded. Exemption granted by SFWMD. SB solicited the project for bid. Bids due June 22nd. Five (5) bidders submitted bids. Lowest bidder was Gregori Construction. MG to tabulate and evaluate bids and prepare recommendation for Awarding of Bid for August TC. MG provided SB with

recommendation for awarding of bid (Gregori Construction). On TC August agenda for approval. **Awaiting signatures from TM on agreement. MG to conform Project Manual and distribute upon receipt.**

- **Multi-Modal bridge over Lake Down/Lake Butler canal:** 10/18: TC approved design and 3-year construction costs. Awaiting general funds for design and construction. Estimate design in April 2019. On hold, address in April. On hold. Working with Rubio's. Rubio's agree to donate property with conditions with Town. Sorenson and Rubio property to be presented and discussed at TC. Project pending as part of multi-modal path project. **SB to submit project to MPO for funding.**
- **Sidewalk improvements/repairs (maintenance budget) outside of multi-modal project.** 10/18: TC approved budget. PW to inventory sidewalks and prioritize for repairs. SB to inventory after first of the New Year. Await till February for inventory, work to be done after school is out for summer. No change. SB to inventory existing sidewalks, which will establish the funding needs to improve sidewalks. SB met with sidewalk contractor on project in front of Johnson Park. Contractor to begin sidewalk improvements on Summit and Highland. SB working on sidewalk list. Work in the Manors. Priorities to be established by next month. Sidewalk Repair Inventory prepared and completed by JF/SB. Based on sidewalks that need corrective action to be compliant with ADA. Survey presented in 8 sections with linear footage for each section for sidewalk repair/improvement. Planned for 2-year capital improvement plan. TM to update CIP based on JF inventory. Awaiting QES update on pavement management plan. **SB – met with contractor. Manors will be first location to be addressed then Park Avenue. SB and JF to work on prioritization in developing a sidewalk CIP.**
- ~~**6th Ave Sidewalk:** 10/18: Design to be brought to TC in November for approval. Design was approved for KHA. TM to await on when to start the project. On hold.~~
- **Bessie Street Stormwater Improvements:** #2 priority on Stormwater improvements. Continuous maintenance issues and flooding. 10/18: MG to provide scopes. SB provide scopes to TM. On Hold. Awaiting HMGP application review. IPO to be presented at August TC. To be on August 27th special meeting agenda. **TC provided direction to revise IPO scope for September 10th agenda.**
- **Butler Street Stormwater Improvements:** #3 Priority on Stormwater improvements: Continuous maintenance issues and flooding. 10/18: MG to provide scopes. SB provide scopes to TM. On Hold. Awaiting HMGP application review. IPO to be presented at August TC. To be on August 27th special meeting agenda. **TC provided direction to revise IPO scope for September 10th agenda.**
- **Marina Bay Stormwater Pond:** 10/18: Standing Water. MG to investigate standing water issue, provide recommendation to Staff and determine any repairs needed. MG to investigate methods and permitability of pond modifications. MG and JF observed constant flow of water into the pond from the Marina Bay drainage systems. The constant flow of water is causing the pond bottom to be wet. There is an existing weep hole in the downstream control structure that does drain, but is overwhelmed by the amount of water entering pond. MG to prepare a report to TM to document observations. TM to schedule a meeting with HOA once report is received. Andi Reyes no longer with SFWMD. MG to contact Mark Daron, Regulatory Professional, to get a decision to partially restore under

drain system that was removed for the project. Once Mark Daron provides a decision, then MG will coordinate with TM, SB and JF on the next step for rectifying pond system. Town would pay for cost, not under MSBU. MG to have design and exemption request to SFWMD by end of the month. Per MG conversation with Mark Daron, the underdrain can be reconstructed under a maintenance exemption. He would issue the maintenance. MG completing plans and will submit PRELIMINARY to SB and JF for final review. MG to prepare cost estimate for improvements. MG to coordinate with Mark Ady of SFWMD on permit exemption (maintenance) for underdrain improvements. Exemption request submitted to SFWMD. Exemption request granted by SFWMD. To be bid today. Bid opening July 11, 2019. One bid received (Cathcart Construction). Second bid received after bid opening (Gregori Construction). Third contractor did not respond. MG to draft recommendation for awarding of bid for August 13th TC agenda. **TC approved Gregori construction awarding of bid. Pre-Construction conducted – Notice to Proceed to be issued after hurricane season.**

- ~~Town Hall Landscaping. Evaluate Town landscaping to determine where improvements could be done. SB to get minimum 3 bids for landscaping services. Bids have been received – Bid received from Dobson – slated for April TC meeting (pending approval by DBC). Approved Tuesday night by TC (not to exceed \$27,500 – DBC project). Demo scheduled for the week of the 26th of April. Demo has commenced. Completed.~~
- ~~Event Signage. SB getting quotes. SB received quotes – continue to monitor (only for major events). Completed.~~
- ~~Cal Palmer Building. SB/ building – working with Andy Williams and Molly Rose (Windermere Wine and Dine). Completed.~~
- Windermere Pavilion – JF coordinating with DBC on site plan. Received two proposals for outdoor pavilion preliminary design (site plan and concept drawing). Presented to TC at April meeting. Meeting on Thursday. JF to follow up with Hunton-Brady. Review rough draft of rendering. **Subcommittee revisions to concept plan provided by HB. Meeting scheduled for review on 9/11 at 10:00 am.**
- Website. TM getting quotes. Payment issue resolved. TM to add additional items to website. Beta test completed. Work out final details. Beta test to be sent out. TM to ask Diane for update. Beta test to be sent out (CS). **CS to provide notes to Diane. No change.**
- ~~Windermere Rec Center Retention Pond. SB and JF reviewed pond for function and aesthetics. SB and JF reviewed pond function – working fine from their observations. No change.~~
- Signage Request: No Blocking Intersection. **No change.**
- Past Weekend Stormwater Concern:
- ~~W. First Avenue/Forest Avenue: Residence concern that the newly installed system is not working as it should. SB asked KHA to review for solutions. MG provide CD's of project data to SB. **KHA to address.**~~
- ~~E. Fifth Avenue @ Magnolia: Washout Wash-out repair – caused by heavy rainfall. **Addressed by PW.**~~

- ~~E. Fourth Avenue @ Magnolia: Washout Wash-out repaired — caused by heavy rainfall. Addressed by PW.~~
- ~~Chase Rd. Holding water at the curve during heavy rain event. SB to review existing drainage structures. Addressed by PW.~~
- ~~E. Ninth Ave. Washout, re-occurring. Looking into solution with KHA. KHA to review.~~
- ~~East Blvd. Washout. Re-occurring. Looking into solution with KHA. KHA to review.~~
- ~~Butler St @ Sixth. Washout. Re-occurring. Part of HMGP project. Looking at permanent solution. KHA to review.~~
- ~~14 Dirt Main. Road water not flowing Between North Avenue and Lake Down canal — water pending on dirt road and over existing concrete sidewalk. Working on permanent solution contingent on Rubio property donation (July TC). SB to address.~~
- Dirt Main (Rose Property). Road water not flowing. Stormwater solutions pending (contingent on railroad right-of-way property swap). PW to address. Possible use of Town-owned property north of 10th Avenue for stormwater use. **On-going**
- ~~W. Second Ave @ Forest Ave. (North of intersection). Standing water during heavy rain events. Stormwater solutions pending — HMGP application has been submitted for West Second Avenue Roadway and Drainage Improvements. KHA to review.~~
- ~~Windermere Baptist Church (WBC) Retention Area between Fourth and Fifth Ave. Water coming out of the top of bank of pond. SB observed pond recedes. Stormwater solutions pending on linear park from Fourth Avenue to Lake Down canal. To potentially be addressed as part of multi-modal future improvements.~~
- Marina Bay Inlet Erosion: SB contracted EnviroWaste to CCTV line to identify any failures and recommend remedial/rehabilitation options.

Acronyms

ADG: Architect Design Group

BC: Brad Cornelius, Wade-Trim

CIP: Capital Improvement Project

CE: Code Enforcement

CS: Chris Sapp, TC Liaison

DAC: Direct Administrative Cost

DBC: Downtown Business Committee

DEM: Division of Emergency Management (State of Florida)

EPA: Environmental Protection Agency (Federal)

FEMA: Federal Emergency Management Agency (Federal)

FDEP: Florida Department of Environmental Protection (State of Florida)

FDOT: Florida Department of Transportation (State of Florida)

FRDAP: Florida Recreation Development Assistance Program (FDEP)

HC: Hao Chau (Kimley-Horn and Associates)

HMGP: Hazard Mitigation Grant Program (FEMA/Florida DEM)

IDG: Innovative Design Group

JF: John Fitzgibbon

KHA: Kimley Horn and Associates

LMS: Local Mitigation Strategy (Orange County Office of Emergency Management)

MG: Mike Galura (Michael Galura Engineering Consultants)

MPO: Metropolitan Planning Organization

NOI: Notice of Intent

NPDES: National Pollutant Discharge Elimination System (EPA/FDEP)

NW: Nora White

PA: Public Assistance

PW: Public Works Department

PDCS: Town permitting company

RFP: Request for Proposals

RFQ: Request for Qualifications

RR: Railroad

ROW: Right-of-Way

SB: Scott Brown

SFWMD: South Florida Water Management District

SW: Stormwater

TC: Town Council

TM: Town Manager (Robert Smith)

TOW: Town of Windermere

WBC – Windermere Baptist Church

WT – Wade-Trim