

## RESOLUTION 2019-01

**A RESOLUTION OF TOWN COUNCIL FOR THE TOWN OF WINDERMERE, FLORIDA, REGARDING POTENTIAL DEBT FOR A NEW POLICE HEADQUARTERS, PUBLIC WORKS FACILITY, AND ADMINISTRATIVE OFFICES; CALLING A REFERENDUM TO BE HELD ON MARCH 12, 2019, ON WHETHER TO APPROVE DEBT IN EXCESS OF 12.5% OF THE TOWN BUDGET, AS REQUIRED BY SECTION 11.12 OF THE TOWN CHARTER, TO FINANCE THE PROPOSED TOWN FACILITIES; PROVIDING THE BALLOT TITLE AND BALLOT SUMMARY FOR THE REFERENDUM; DECLARING THE INTENT TO REIMBURSE THE TOWN WITH BORROWING PROCEEDS FOR PROJECT EXPENDITURES INCURRED PRIOR TO THE BORROWING.**

*Whereas*, in 2015 a study prepared for the Town of Windermere concluded that the Town's current administrative facilities are entirely inadequate with respect to size and functionality, do not meet electrical-, mechanical-, and plumbing-code requirements, have insufficient stormwater drainage, and do not meet Americans with Disabilities Act requirements and regulations.

*Whereas*, the Town of Windermere then retained Architects Design Group (the "Firm"), which prepared a report with two design options for a town-facilities project including Option 1, an "H" shaped building, and Option 2, a "T" shaped building, along with the proposed location and costs for each option. A copy of the report is attached hereto as **Attachment A**.

*Whereas*, the cost for Option 1 is \$5,126,495 and for Option 2 is \$5,206,739.

*Whereas*, on December 11, 2018, the Town Council reviewed the Firm's report, the recommendation from the Town's Long Range Planning Committee, and input from the residents, then unanimously decided (a) to ask the Town's voters whether they approve funding the needed town facilities with Town debt, up to but not exceeding \$5,200,000, and (b) to present both Options 1 and 2 to the residents for consideration and input at public outreach meetings.

*Whereas*, on December 11, 2018, the Town Council also expressed its intent that the borrowing by the Town, if approved by the voters, must not grant the lenders or bondholders the right to ever compel the Town to increase property taxes or otherwise result in the Town Council being forced to raise the millage rate to repay the debt.

*Whereas*, Section 11.12 of the Town's Charter provides that "The Town shall incur no non-emergency debt beyond twelve and one-half percent (12.5%) of the general operating budget unless the incurrence of such debt is approved by a majority vote of the citizens." Under Section 11.12 of the Town Charter, a borrowing of \$5,200,000 would first require referendum approval.

*Whereas*, the Town Council has publicly met, deliberated, and discussed the town facilities project and now desires to submit the question to a vote of the electorate at a referendum to be held at the Town's general election on March 12, 2019.

*Now Therefore, Be It Resolved by the Town Council of the Town of Windermere, Florida:*

**Section 1. Town Council Findings.** The Town Council finds that the proposed new facilities – a new headquarters for the Windermere Police Department, a new facility for the Town's Public Works Department, and offices for the Town's administration – can and should be funded by the Town incurring debt, whether in the form of a bank loan, an issuance of bonds, or other means of borrowing, but *if and only if* the following occurs:

- a) The borrowing is approved by a majority of the Town electors voting in the referendum to be held as required by Section 2;
- b) The principal amount of the borrowing is not to exceed \$5,200,000;
- c) The principal and interest on the debt can and will be paid with Town revenues other than property taxes;
- d) The lenders or the bondholders will never have the right, legally, to compel the Town to increase property taxes to pay the debt;
- e) The Town Council will not be forced, financially, to increase property taxes to pay the debt;
- f) The debt, both principal and interest, will be repaid in full no later than 30 years after it is incurred;
- g) If and when the borrowing occurs, all proceeds of the loan or bond issuance (net of borrowing costs and reserve funds) shall be deposited in a construction fund or account separate and apart from all other Town funds and accounts, and used only to pay the costs of design, permitting, and construction of the new facilities; and
- h) Upon completion of the project, all funds (if any) remaining in the construction fund or account shall be used to pay principal and interest or otherwise to retire the debt.

**Section 2. The Referendum.** The Town Council hereby calls a referendum at the Town's general election on March 12, 2019, to determine whether the borrowing for the Town facilities project will be approved by a majority of votes cast in such election. All qualified electors of the Town of Windermere shall be entitled and permitted to vote in the referendum. The referendum election shall be held and conducted in the manner prescribed by law for all elections. The Town Council authorizes the cost of the election (if any) to be paid from the general funds of the Town.

**Section 3. Ballot Question.** The ballot title and ballot summary for the referendum shall be as follows:

**WHETHER TO INCUR TOWN DEBT FOR NEW POLICE HEADQUARTERS, PUBLIC WORKS FACILITY, AND TOWN OFFICES**

**Shall the Town of Windermere borrow up to (but not exceeding) \$5,200,000 for construction of a new police headquarters, a public works facility, and administrative offices? Property taxes legally cannot and will not be pledged to pay the debt. Repayment will be secured only with Town revenues other than property taxes, and the debt must be paid in full within 30 years.**

**Yes – for the debt** \_\_\_\_\_  
**No – against the debt** \_\_\_\_\_

**Section 4. Translation of the Ballot Question.** Upon approval of this Resolution, the Town Manager or his designee shall have the ballot question translated into Spanish as required by the Orange County Supervisor of Elections.

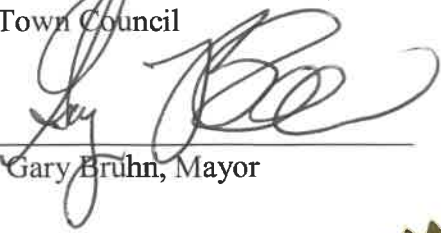
**Section 5. Intent to Reimburse.** If and only if the borrowing is approved at referendum, the Town Council intends that the Town be reimbursed from the proceeds of the borrowing for costs incurred by the Town prior to the borrowing for purposes relating to the Town facilities project. Pending reimbursement, and subject to Town Council approval, the Town expects to use funds on deposit in the Town’s general fund or other appropriate fund or account to pay such project costs if and when they arise prior to incurring the debt. With respect to the construction of the proposed Town facilities, this Resolution 2019-01 is intended to constitute a “declaration of official intent” within the meaning of Section 1.150-2 of the Income Tax Regulations.

**Section 6. Notice.** The Town Manager or his designee is hereby authorized and directed to advertise the referendum election and to take all appropriate actions necessary to carry out the provisions of this Resolution.


*Resolved this 8<sup>th</sup> day of January, 2019.*

**TOWN OF WINDERMERE, FLORIDA**

By: Town Council

By:   
\_\_\_\_\_  
Gary Bruhn, Mayor

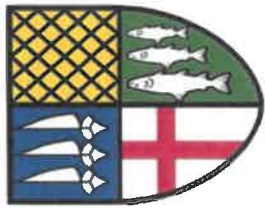
Attest:

  
\_\_\_\_\_  
Dorothy Burkhalter, MMC, FCRM  
Town Clerk



## Attachment A





Architects Design Group

# TOWN OF WINDERMERE



# WINDERMERE TOWN FACILITIES

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- Project Information
- Existing Site Analysis
- Masterplan Options
- Building Design Options
- Development Criteria and Opinions of Probable Cost

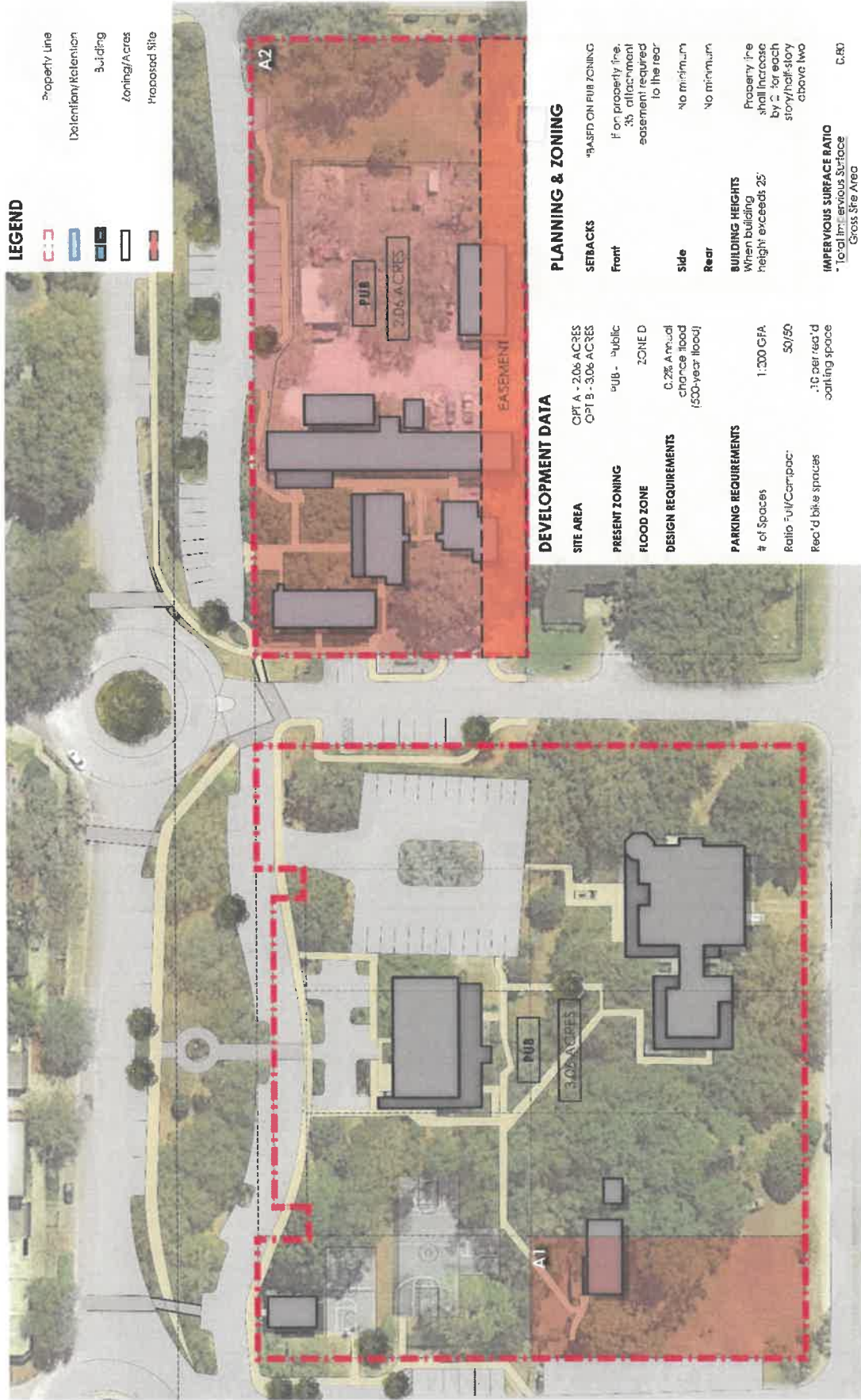


# GENERAL INFORMATION

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- The Windermere Municipal Complex:
  - Town Hall (Town Manager, Clerk, Finance & HR)
  - Police Department
  - Public Works Department

# SELECTED SITE:



### LEGEND

- Property Line
- Detention/Retention
- Building
- Zoning/Acres
- Proposed Site

### DEVELOPMENT DATA

<b>SITE AREA</b>	CPT A - 2.06 ACRES OPT B - 3.06 ACRES
<b>PRESENT ZONING</b>	pub - public
<b>FLOOD ZONE</b>	ZONE D
<b>DESIGN REQUIREMENTS</b>	0.2% Annual chance flood (500-year flood)
<b>PARKING REQUIREMENTS</b>	
# of Spaces	1,300 CPA
Ratio Full/Compac:	50/50
Rec'd bike spaces	:10 per rec'd parking space

### PLANNING & ZONING

<b>SETBACKS</b>	*BASED ON PUB ZONING
<b>Front</b>	5' on property line, 3% attachment easement required to the rear
<b>Side</b>	No minimum
<b>Rear</b>	No minimum
<b>BUILDING HEIGHTS</b>	
When building height exceeds 25'	Property line shall increase by 2' for each story/half-story above two
<b>IMPERVIOUS SURFACE RATIO</b>	
- Total Impervious Surface Gross Site Area	0.80

**OPTIONS A1 & A2: DOWNTOWN SITE - WINDERMERE, FL.**  
ARCHITECTS DESIGN GROUP

### SITE EVALUATION





# DEVELOPMENT CRITERIA

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- Facility Development Cost Assumptions:
  - Hardened Town Admin/PD Facility = \$300/SF (\$285)
  - Connector Entry = \$225/SF
  - Sally Port = \$100/SF (\$195)
  - Central Energy Plant (allowance) = \$250,00
  - Site Development Costs (allowance) = \$150,000/acre

## DEVELOPMENT CRITERIA

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- Facility Development Cost Assumptions (cont.):
  - New Surface Parking = \$1,800/Parking Space
  - Other Allowances:
    - Technology = \$30/SF
    - FF&E = \$25/SF
    - Demolition of Existing Buildings = \$30/SF (\$60)

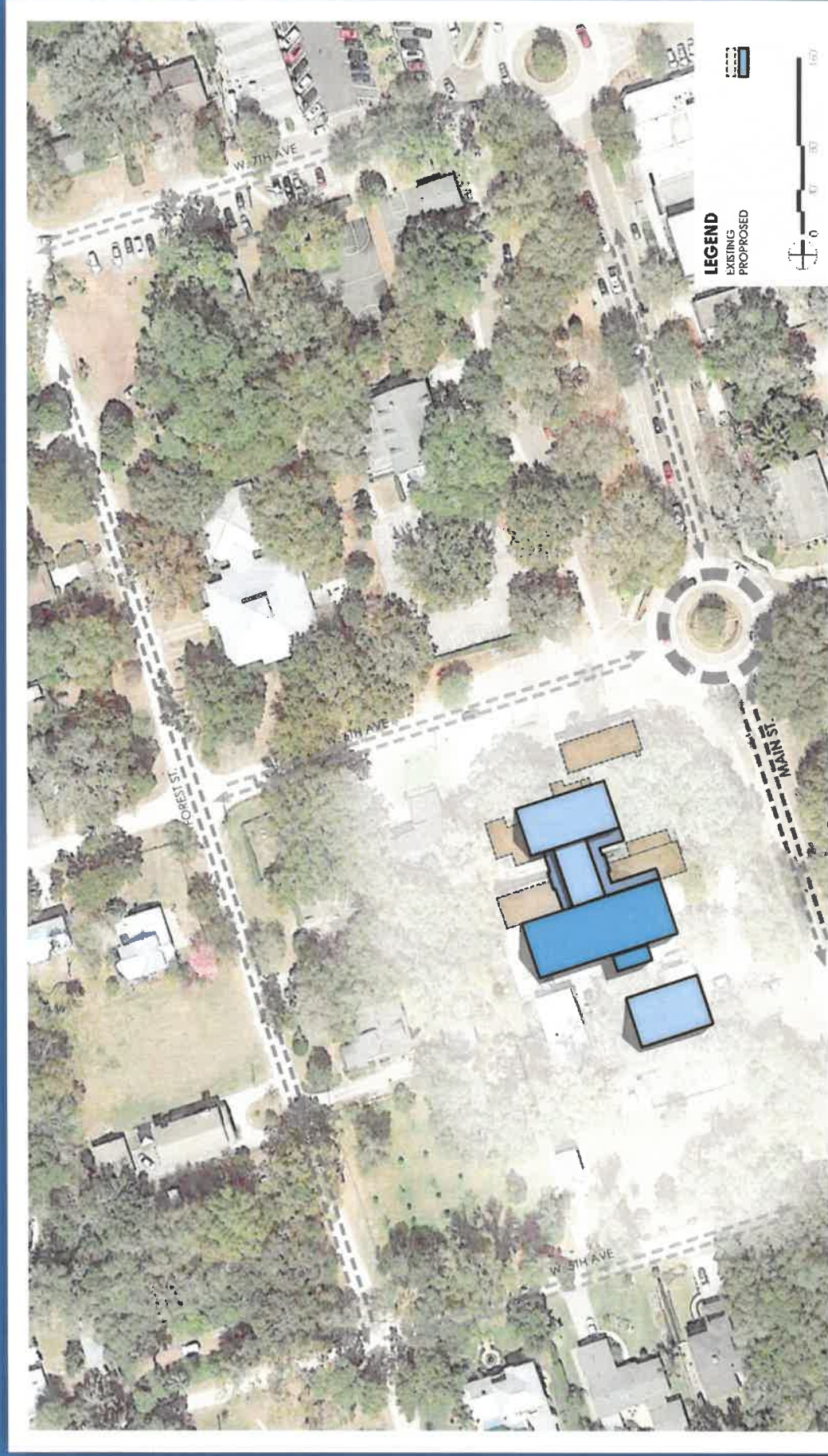
## SITE DEVELOPMENT: OPTION 1

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- Option 1: (“H” Shape)
  - New 1-story Town Administration (2,808sf) / Police Facility (4,520sf) with Connector Lobby (1,175sf)
  - New 1-story Public Works Facility (2,554sf)



# BUILDING LOCATION PLAN: OPTION 1

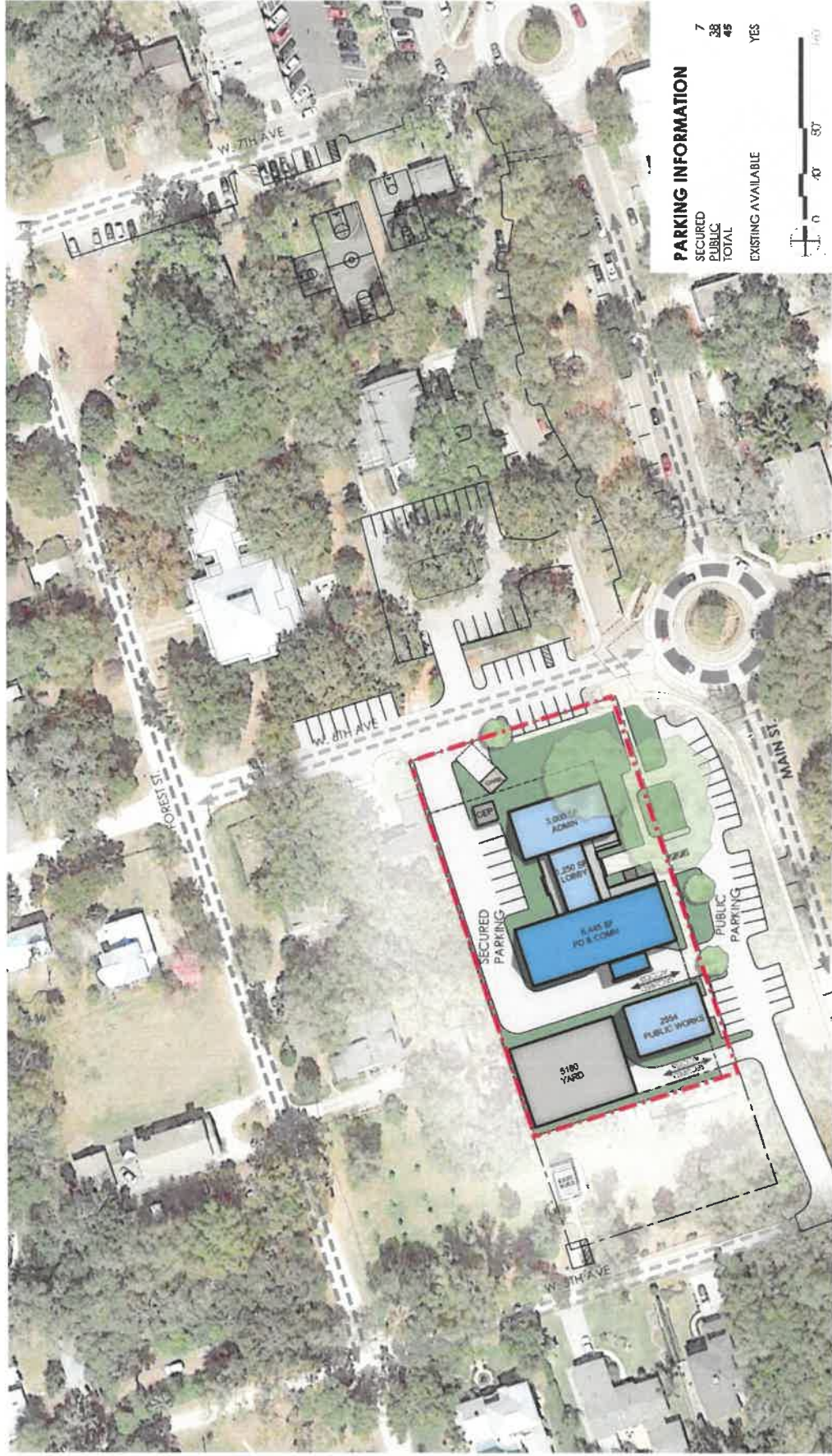


**POLICE DEPARTMENT - WINDERMERE, FL.**  
ARCHITECTS DESIGN GROUP

EXISTING PLAN OVERLAY - OPTION 1



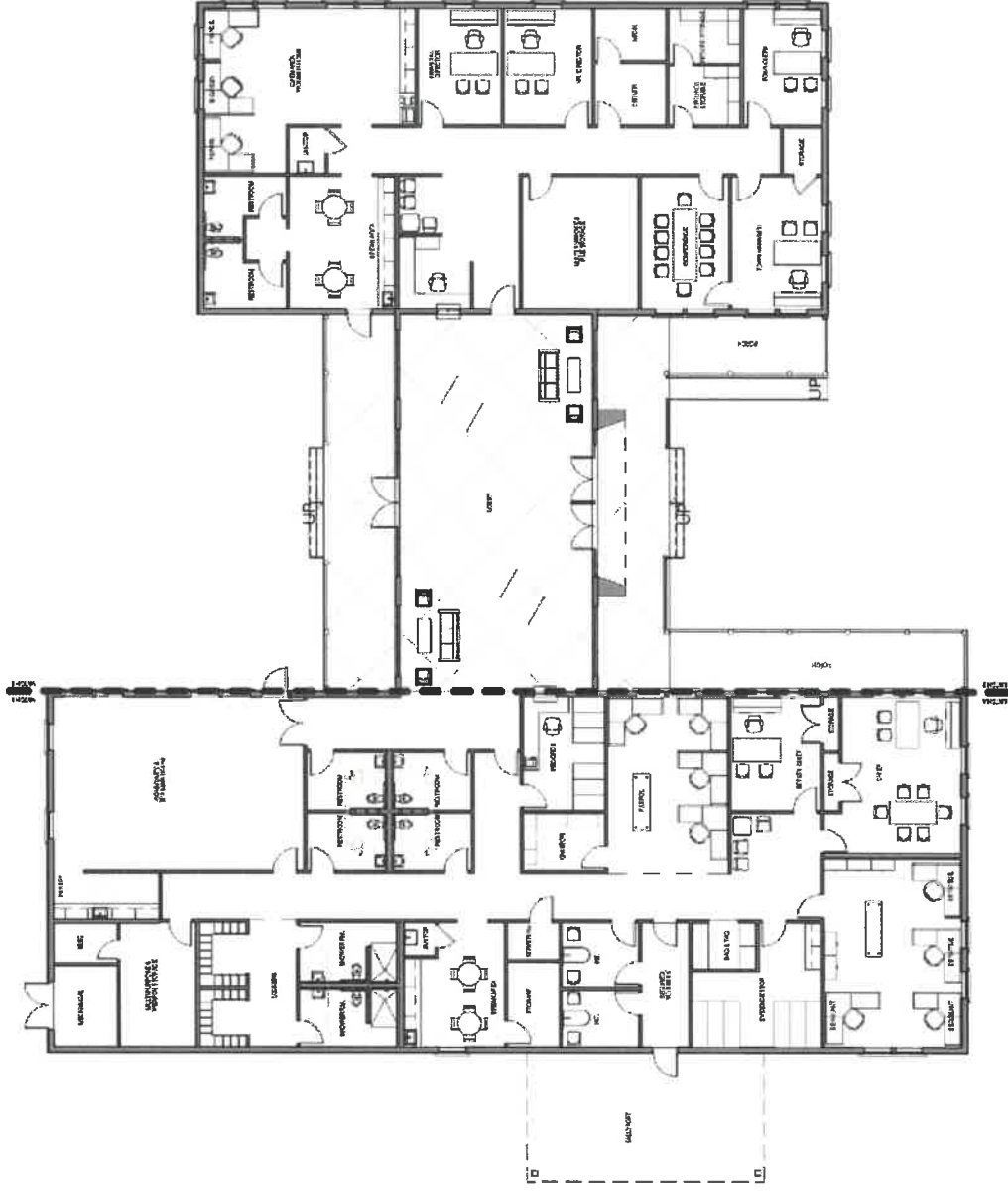
# MASTERPLAN: OPTION 1



**POLICE DEPARTMENT - WINDERMERE, FL**  
ARCHITECTS DESIGN GROUP

MASTERPLAN - OPTION 1

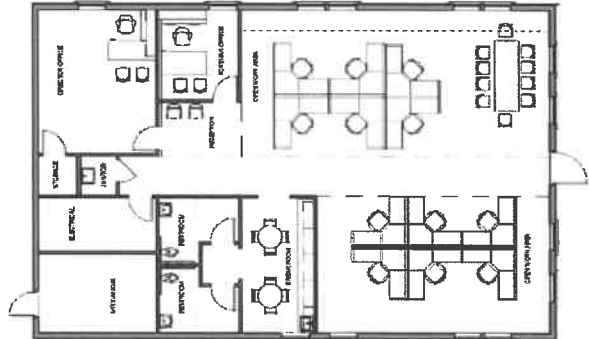
# BUILDING FLOOR PLANS: OPTION 1



Town Administration

Connector Lobby

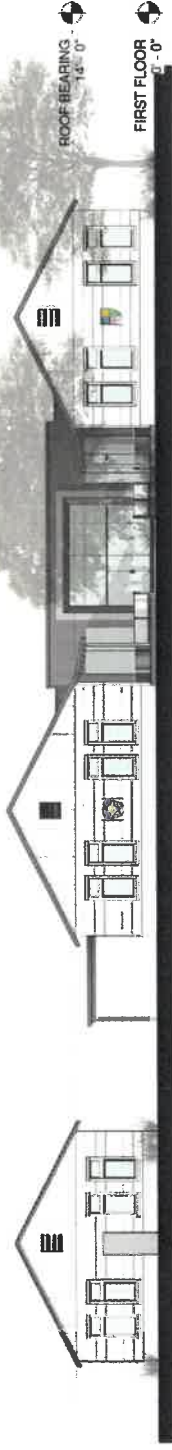
Police Department



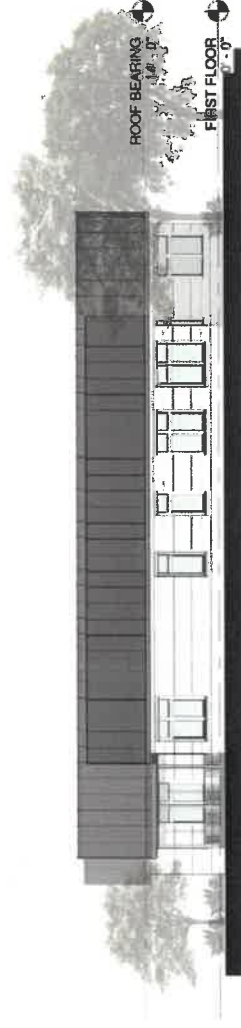
Public Works



# BUILDING ELEVATIONS: OPTION 1

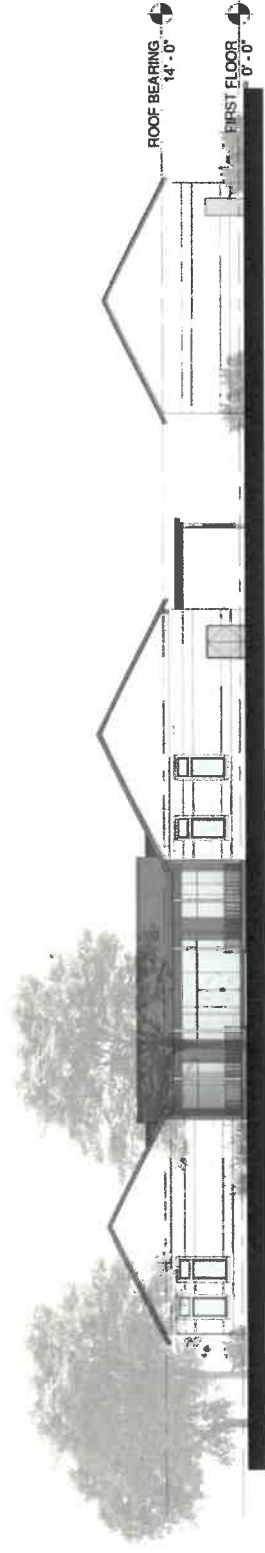


**Front Elevation**



**Side Elevation**

# BUILDING ELEVATIONS: OPTION 1



**Rear Elevation**



**Side Elevation**



# RENDERING: OPTION 1



# RENDERING: OPTION 1





# RENDERING: OPTION 1



# OPINION OF PROBABLE COST: OPTION 1

## Option 1: Downtown Property:

### 1. Building and Site Construction Hard Costs:

1.1	Town Administration Facility (2,808sf @ \$300/sf)	\$	842,400.00
1.2	Police Department Facility (4,520sf @ \$300/sf)	\$	1,356,000.00
1.3	Connector Entry (1,175sf @ \$225/sf)	\$	264,375.00
1.4	Police Sally Port (420sf @ \$100/sf)	\$	42,000.00
1.5	Public Works Facility (2,554sf @ \$250/sf)	\$	638,500.00
1.6	Central Energy Plant (allowance)	\$	250,000.00
1.7	Surface Parking for Admin/PD/Pub. Works (36 spaces @ \$1,800/space)	\$	64,800.00
1.8	Site Development Costs (1.55 acres @ 150,000/acre)	\$	232,500.00
1.9	<b>Building/Site Construction Subtotal</b>	<b>\$</b>	<b>3,690,575.00</b>

*This would provide for a "standard" type of facility that would be within the range of materials and systems considered appropriate for a Municipal Law Enforcement Facility.*

### 2. Allowances:

2.1	Demolition of Existing Structures (8,352sf @ \$30/sf)	\$	250,560.00
2.2	Town Admin/Police Facility Technology (7,328sf @ \$30/sf)	\$	219,840.00
2.3	Town Admin/Police Facility FF&E (7,328sf @ \$25/sf)	\$	183,200.00
2.4	Public Works Department Facility Technology (2,554sf @ \$30/sf)	\$	76,620.00
2.5	Public Works Department Facility FF&E (2,554sf @ \$25/sf)	\$	63,850.00
2.8	Land Acquisition Cost	\$	N/A
2.9	Rezoning Costs	\$	N/A
2.10	<b>Allowances Subtotal</b>	<b>\$</b>	<b>794,070.00</b>

### 3. A/E Reimbursable Expense Allowance

		\$	14,000.00
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### 4. Professional Fees:

4.1	A/E Professional Fees - Basic Services (\$4,484,645 @ 12%)	\$	538,157.00
4.2	Specialty Consultant Fees (\$4,484,645 @ 2%)	\$	89,693.00
4.3	<b>Professional Fees Subtotal</b>	<b>\$</b>	<b>627,850.00</b>

### 5. Total/Estimated Development Cost - Option 1:

		\$	5,126,495.00
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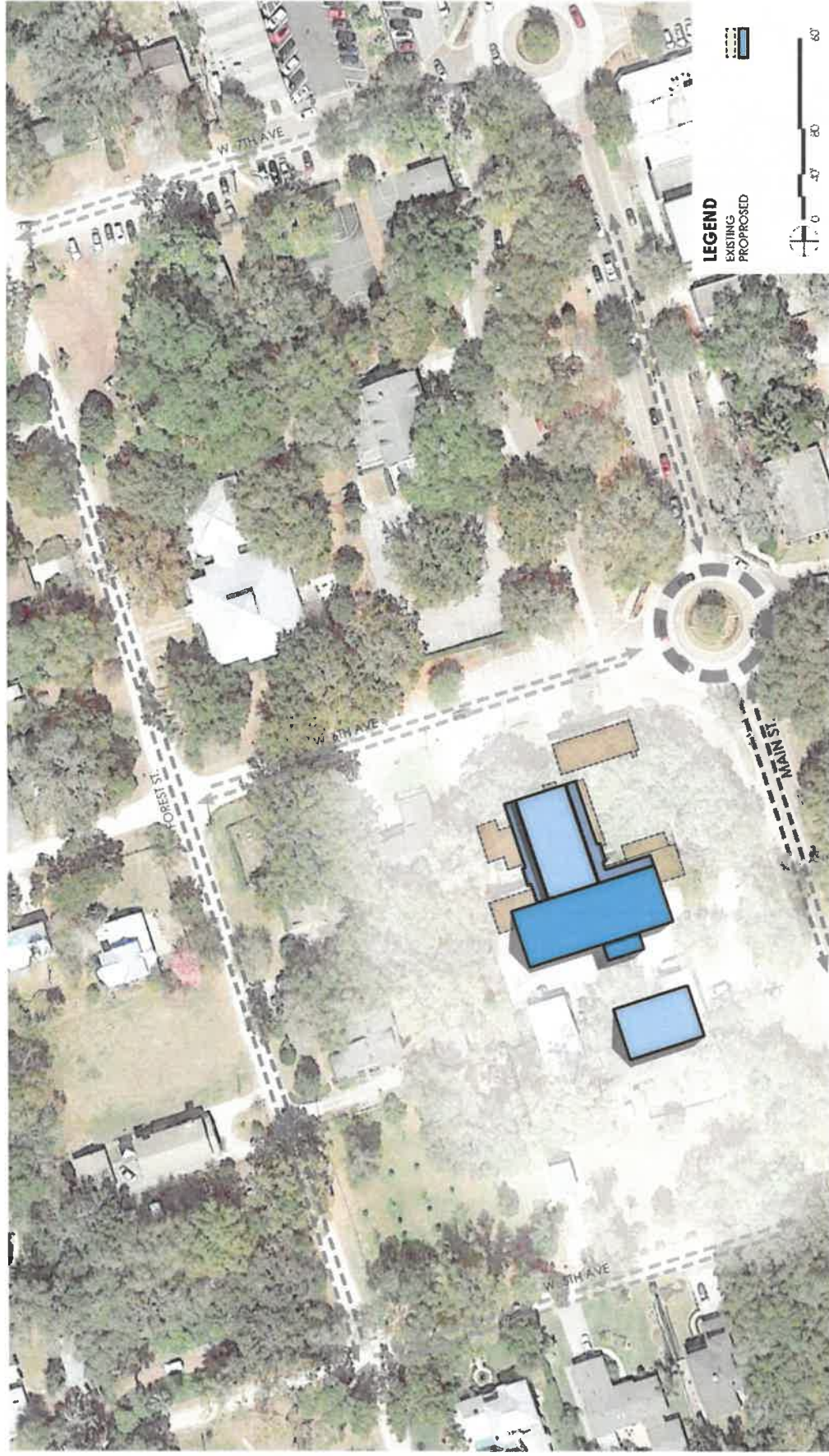


## SITE DEVELOPMENT: OPTION 2

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- Option 2: (“T”-Shape)
  - New 1-story Town Administration (3,751sf) / Police Facility (4,520sf)
  - New 1-story Public Works Facility (2,554sf)

# BUILDING LOCATION PLAN: OPTION 2

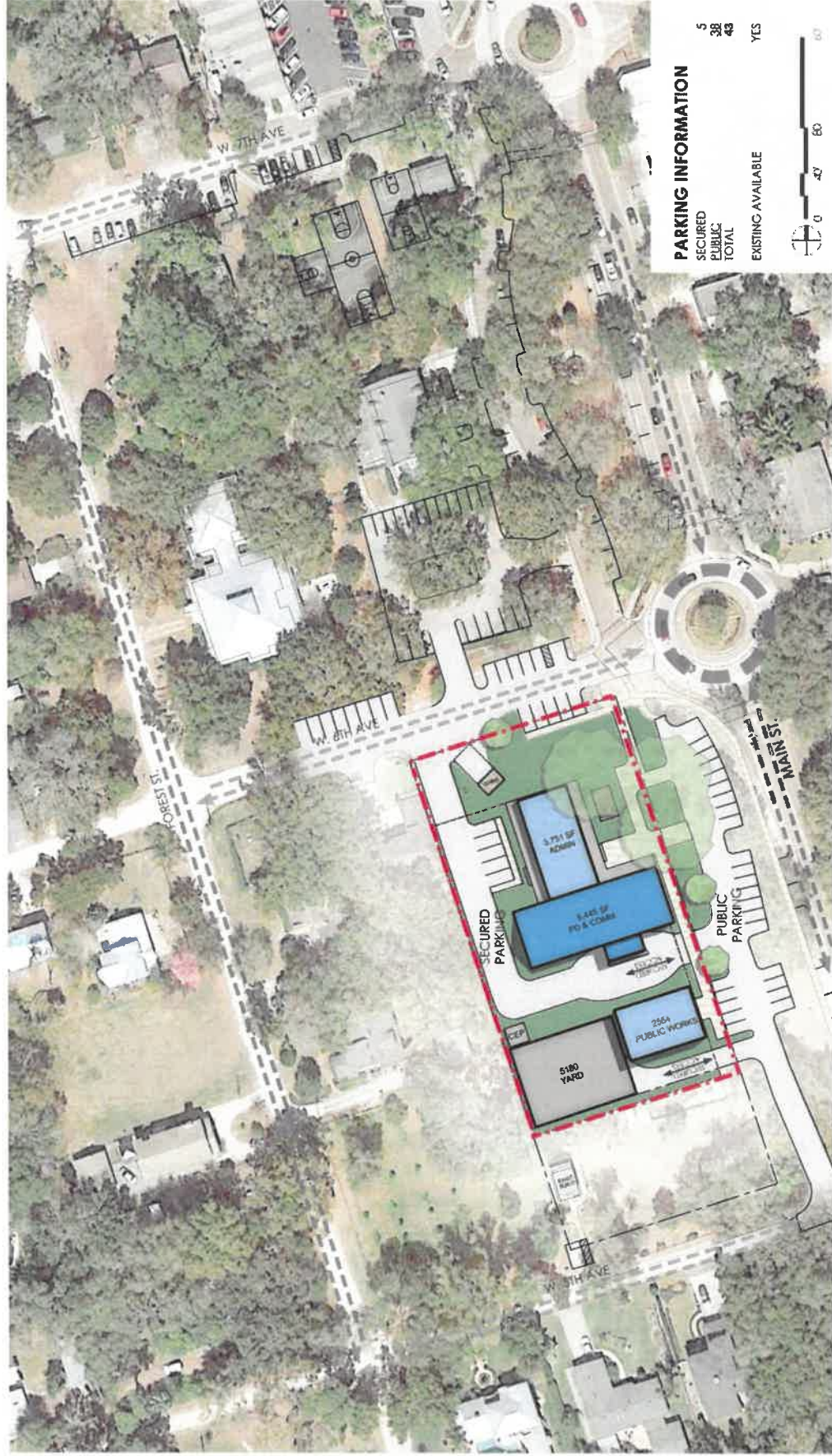


**POLICE DEPARTMENT - WINDERMERE, FL.**  
ARCHITECTS DESIGN GROUP

EXISTING PLAN OVERLAY - OPTION 2



# MASTERPLAN: OPTION 2



### PARKING INFORMATION

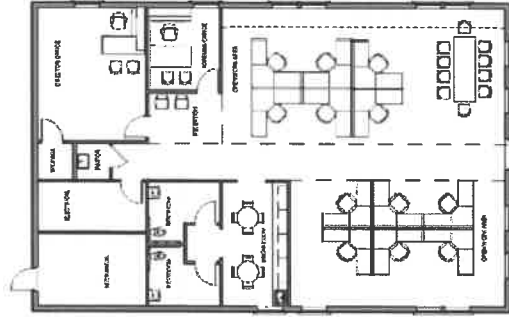
SECURED	5
PUBLIC	38
TOTAL	43
EXISTING AVAILABLE	YES

**POLICE DEPARTMENT - WINDERMERE, FL**  
ARCHITECTS DESIGN GROUP

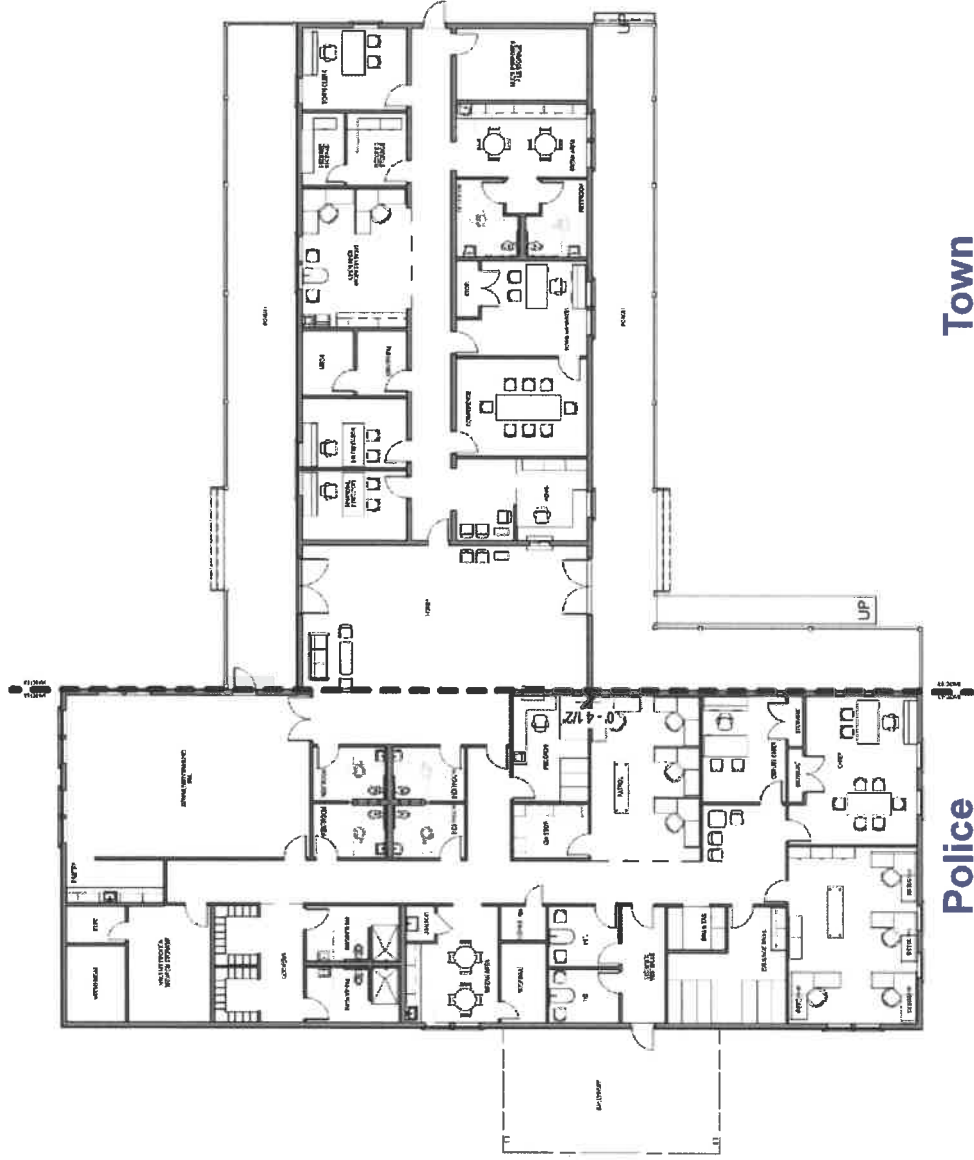
MASTERPLAN - OPTION 2



# BUILDING FLOOR PLANS: OPTION 2

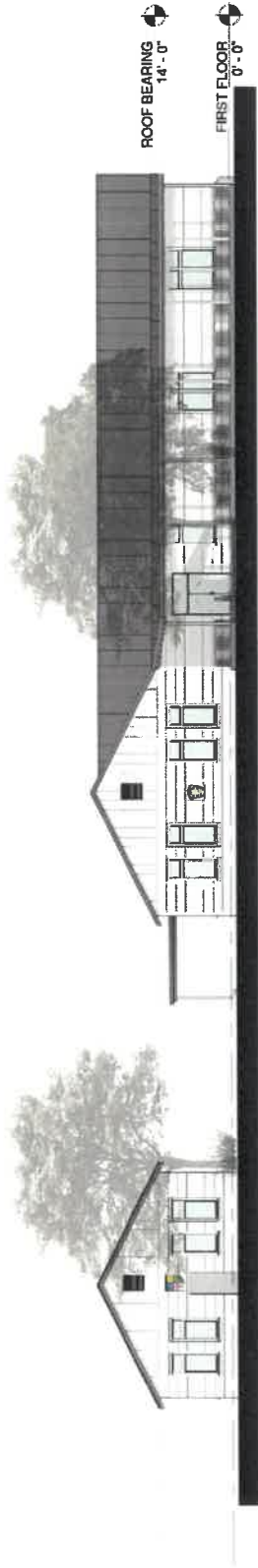


**Public Works**

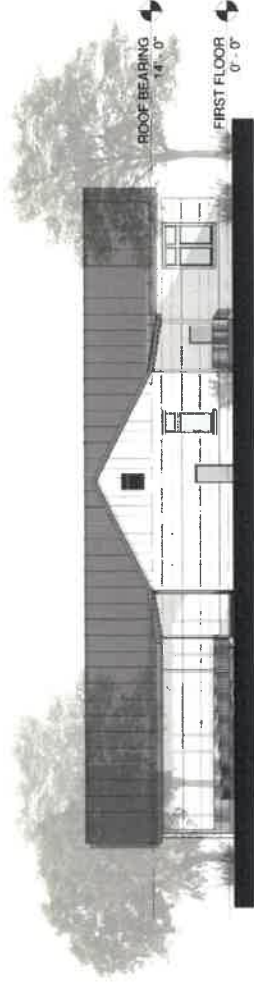


**Town  
Administration**

# BUILDING ELEVATIONS: OPTION 2



**Side Elevation**

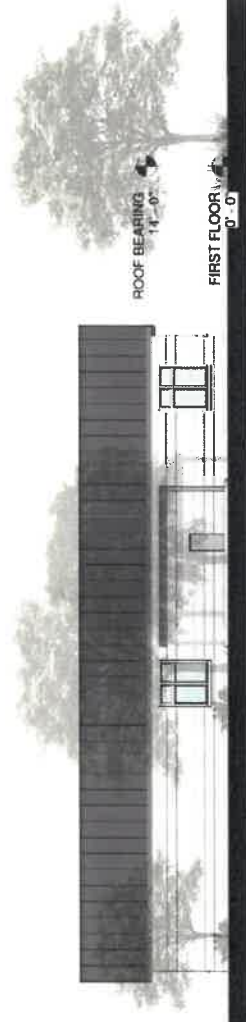


**Front Elevation**

# BUILDING ELEVATIONS: OPTION 2



**Side Elevation**



**Rear Elevation**



# RENDERING: OPTION 2



# RENDERING: OPTION 2





# RENDERING: OPTION 2





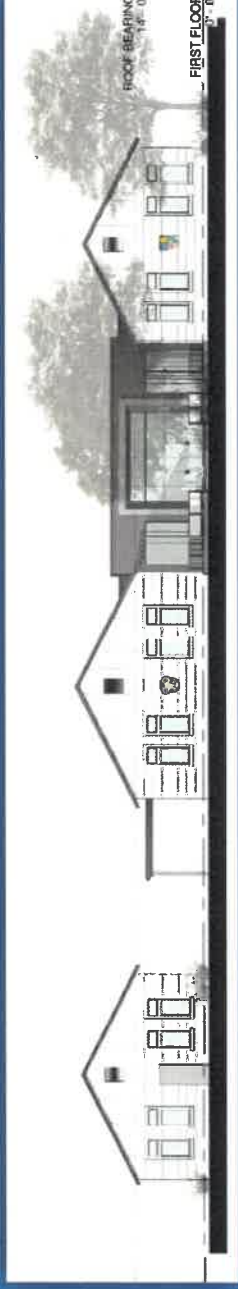
# OPINION OF PROBABLE COST: OPTION 2

## Option 2: Downtown Property:

<b>1. Building and Site Construction Hard Costs:</b>		
1.1 Town Administration Facility (3,751sf @ \$300/sf)	\$	1,125,300.00
1.2 Police Department Facility (4,520sf @ \$300/sf)	\$	1,356,000.00
1.3 Police Sally Port (420sf @ \$100/sf)	\$	42,000.00
1.4 Public Works Facility (2,554sf @ \$250/sf)	\$	638,500.00
1.5 Central Energy Plant (allowance)	\$	250,000.00
1.6 Surface Parking for Admin/PD/Pub. Works (36 spaces @ \$1,800/space)	\$	64,800.00
1.7 Site Development Costs (1.55 acres @ 150,000/acre)	\$	232,500.00
<b>1.8 Building/Site Construction Subtotal</b>	<b>\$</b>	<b>3,709,100.00</b>
<i>This would provide for a "standard" type of facility that would be within the range of materials and systems considered appropriate for a Municipal Law Enforcement Facility.</i>		
<b>2. Allowances:</b>		
2.1 Demolition of Existing Structures (8,352sf @ \$30/sf)	\$	250,560.00
2.2 Town Admin/Police Facility Technology (8,271sf @ \$30/sf)	\$	248,130.00
2.3 Town Admin/Police Facility FF&E (8,271sf @ \$25/sf)	\$	206,775.00
2.4 Public Works Department Facility Technology (2,554sf @ \$30/sf)	\$	76,620.00
2.5 Public Works Department Facility FF&E (2,554sf @ \$25/sf)	\$	63,850.00
2.6 Land Acquisition Cost		N/A
2.7 Rezoning Costs		N/A
<b>2.8 Allowances Subtotal</b>	<b>\$</b>	<b>845,935.00</b>
<b>3. A/E Reimbursable Expense Allowance</b>	<b>\$</b>	<b>14,000.00</b>
<b>4. Professional Fees:</b>		
4.1 A/E Professional Fees – Basic Services (\$4,555,035 @ 12%)	\$	546,604.00
4.2 Specialty Consultant Fees (\$4,555,035 @ 2%)	\$	91,100.00
<b>4.3 Professional Fees Subtotal</b>	<b>\$</b>	<b>637,704.00</b>
<b>5. Total/Estimated Development Cost – Option 2:</b>	<b>\$</b>	<b>5,206,739.00</b>

# COST COMPARISON:

- The Windermere Town Complex:**



Option 1 – “H” Shaped Building:

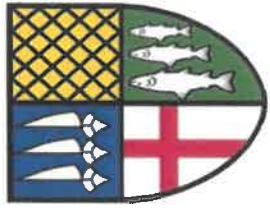
Size: 11,477 sq. ft. Cost: \$ 5,126,495.00



Option 2 – “T” Shaped Building:

Size: 11,245 sq. ft. Cost: \$ 5,206,739.00





Architects Design Group

# TOWN OF WINDERMERE

