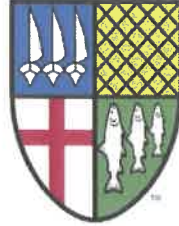


THE TOWN OF  
**Windermere**



**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*

**FEBRUARY 11, 2020  
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. **Travis Mathias 20 Years of Service Recognition (Mayor O'Brien & Public Works Director Scott Brown to present)**
- b. **Garden Club Recognition (Plaque Presentation-Mayor O'Brien)**
- c. **Anti-Bullying Proclamation (Attached-Mayor O'Brien to Read)**
- d. **FY 18-19 Audit Presentation (Attachments-McDermitt & Davis to present)**

3. **TIMED ITEMS AND PUBLIC HEARING**

- a. **ORDINANCE NO. 2020-01: Second and Final Reading**

**AN ORDINANCE OF THE TOWN OF WINDERMERE, FLORIDA PERTAINING TO SAFETY; PROVIDING AUTHORITY TO THE TOWN MANAGER TO RESTRICT RIGHT AND LEFT TURNS ON RIDGEWOOD DRIVE DURING PEAK TRAFFIC HOURS AND TO TAKE ALL OTHER ACTION IN THE TOWN MANAGER'S DISCRETION TO REGULATE TRAFFIC ON STREETS AND ROADS WITHIN THE TOWN'S JURISDICTION TO PROTECT TOWN RESIDENTS; PROVIDING AUTHORITY TO THE TOWN MANAGER TO INSTALL APPROPRIATE SIGNAGE AND TRAFFIC CONTROL DEVICES; PROVIDING FINDINGS, SEVERABILITY, AND AN EFFECTIVE DATE.**

4. **CONSENT AGENDA**

- a. **1108 Main Street – William Stratton – Variance to allows expansion of a non-conforming home by more than 10% - (Attachments-DRB recommends approval 6-0)**

5. **NEW BUSINESS**

- a. **MINUTES**

- i. **Town Council Meeting Minutes January 14, 2020 (Attachments-Staff Recommends Approval)**

- b. **CONTRACTS & AGREEMENTS**

- i. **Individual Project Order Number 106: 6<sup>th</sup> Avenue Roundabout Analysis \$13,790 (Attachments-Staff Recommends Approval)**

- ii. Task Assignment No 31. Manhour and Fee Proposal-Final Engineering Services West Second Avenue Roadway and Drainage Improvements not to exceed \$79,400 (Attachments-Staff Recommends Approval-LMS Funded)

c. FINANCIAL

- i. Pedestrian Crossing 1<sup>st</sup>/Main (Attachments-LRP Recommends Approval-Paid by Windermere Wine & Dine)
- ii. Gray Robinson Lobbying Engagement Letter (Attachments-Board Option-Town Manager to Present)

d. OTHER ITEMS FOR CONSIDERATION:

- i. Temporary Administration/Police Town Facilities Site Plan-501 Forest (Attachments-Staff Recommends Approval)
- ii. Request to amend Land Development Code to allow Chickens in Residential areas (Attachments-Board Option)

6. MAYOR & COUNCIL LIAISON REPORTS

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

7. STAFF REPORTS

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

8. ADJOURN

- 
- REPORTS: NO ACTION REQUIRED
  - FILED ITEMS
    - a. Town Council Liaison Reports
    - b. Projects Meeting Notes
    - c. Letter to Senator Victor Torres, Jr.
    - d. Letter to Representative Geraldine Thompson
    - e. Florida Division of Emergency Management Public Records Request
    - f. West Orange Regional Transportation Alliance Project List Submittal to Orange County
  - IMPORTANT DATES
  - 2/13 – Parks & Recreation Committee meeting

- 2/14 – Farmers Market
- 2/18 – Development Review Board meeting
- 2/20 – Windermere Tree Board meeting
- 2/21 – Farmers Market
- 2/25 – Town Council Workshop
- 2/26 – Historic Preservation Board meeting
- 2/27 – Long Range Planning Committee meeting
- 2/28 – Farmers Market
- Food Truck Night

### March

- 3/3 – Code Enforcement hearing
- 3/4 – Windermere Active Youth Committee meeting
- Historic Preservation Board meeting
- 3/5 – Food Truck/Farmers Market Selection Committee meeting
- 3/6 – Farmers Market
- 3/7 – Pet Fest
- 3/10 – Town Council meeting
- 3/12 – Parks & Recreation Committee meeting
- 3/13 – Farmers Market
- 3/14 – Windermere Police Department Foundation, Inc. St. Patrick’s Day Event
- 3/17 – Presidential Preference Primary Election
- Development Review Board meeting (will cancel or reschedule)
- 3/19 – Windermere Tree Board meeting
- 3/20 – Farmers Market
- 3/24 – Town Council Workshop
- 3/25 – Historic Preservation Board meeting
- 3/26 – Long Range Planning Committee meeting
- 3/27 – Farmers Market
- Food Truck Night
- 4/1 - Windermere Active Youth Committee meeting
- Historic Preservation Board meeting
- 4/4 – Run Among the Lakes 5K/10K
- 4/7 – Code Enforcement hearing
- Elder Luncheon
- 4/9 – Parks & Recreation Committee meeting
- 4/10 – Farmers Market
- 4/11 – Easter Egg-Stravaganza
- 4/14 – Town Council meeting
- 4/16 – Windermere Tree Board meeting
- 4/17 – Farmers Market

- **4/21 – Development Review Board meeting**
- **4/23 – Long Range Planning Committee meeting**
- **4/24 – Farmers Market**
- **Food Truck Night**
- **4/28 – Town Council Workshop**
  
- **5/1 – Farmers Market**
- **5/5 – Code Enforcement hearing**
- **5/6 – Windermere Active Youth Committee meeting**
- **Historic Preservation Board meeting**
- **5/8 – Farmers Market**
- **5/12 – Town Council meeting**
- **5/14 – Parks & Recreation Committee meeting**
- **5/15 – Farmers Market**
- **5/19 – Development Review Board meeting**
- **5/21 – Windermere Tree Board meeting**
- **5/22 – Farmers Market**
- **Food Truck Night**
- **5/26 – Town Council Workshop**
- **5/28 – Long Range Planning Committee meeting**
- **5/29 – Farmers Market**
  
- **6/2 – Code Enforcement hearing**
- **6/3 – Windermere Active Youth Committee meeting**
- **Historic Preservation Board meeting**
- **6/5 – Farmers Market**
- **6/9 – Town Council**
- **6/11 – Parks & Recreation Committee meeting**
- **6/12 – Farmers Market**
- **6/16 – Development Review Board meeting**
- **6/18 – Windermere Tree Board meeting**
- **6/19 – Farmers Market**
- **6/23 – Town Council Workshop**
- **6/25 – Long Range Planning Committee meeting**
- **6/26 – Farmers Market**
- **Food Truck Night**

# Monday, May 4th Anti-Bullying Day

Proclaimed by the United Nations and the City of Windermere, FL

Celebrated by Windermere High School

(working to connect other OCPS high schools)



The City Government of Windermere in conjunction with the United Nations proclaims Monday, May 4th as Anti-Bully day at Windermere High School.

We acknowledge and support the efforts of the Windermere High School Interact Club and all students supporting the yearlong Pledge Against Bullying campaign at the school.

Beginning in mid-April, students will begin signing a UN flag to be hung along with the American flag on May 4th. Students will be asked to wear BLUE clothing that day and participate in a special plaque ceremony at the highly visible courtyard sunflower garden area that was developed as a symbol of the Pledge Against Bullying.

Honorable Mayor and Town Council  
Town of Windermere, Florida

We have audited the financial statements of the *Town of Windermere, Florida* as of and for the year ended September 30, 2019 and have issued our report thereon dated January 23, 2020. Professional standards require that we advise you of the following matters relating to our audit.

**Our Responsibility in Relation to the Financial Statement Audit**

As communicated in our engagement letter dated October 21, 2019 our responsibility, as described by professional standards, is to form and express an opinion(s) about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the Town of Windermere solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our findings regarding significant control deficiencies over financial reporting and material noncompliance, and other matters noted during our audit in a separate letter to you dated January 23, 2020.

**Planned Scope and Timing of the Audit**

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

**Compliance with All Ethics Requirements Regarding Independence**

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence.

**Qualitative Aspects of the Entity's Significant Accounting Practices**

*Significant Accounting Policies*

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by Town of Windermere is included in Note 1 to the financial statements. In fiscal year 2019, the City implemented Government Accounting Standards Board (GASB) Statement No. 88, *Certain Disclosures Related to Debt, Including Direct Borrowings and Direct Placements*. This statement requires additional note disclosures for certain debt issues. There was no effect on beginning balances of the City. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

#### *Significant Accounting Estimates*

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are:

Management's estimation for the allowance for depreciation is based on the estimated useful lives of the capital assets. We evaluated the reasonableness of the useful lives as well as the depreciation methods in determining that it is reasonable in relation to the financial statements taken as a whole.

#### *Financial Statement Disclosures*

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting Town of Windermere's financial statements relate to litigation and contingencies as described in Note 13.

#### **Significant Difficulties Encountered During the Audit**

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

#### **Uncorrected and Corrected Misstatements**

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. Management has corrected all identified misstatements.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. The following material misstatements that we identified as a result of our audit procedures were brought to the attention of, and corrected by, management:

- Reverse revenue for grant funds received that were recognized in the prior year in the amount of \$50,000.

#### **Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to Town of Windermere's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

#### **Representations Requested from Management**

We have requested certain written representations from management, which are included in the attached letter dated January 23, 2020.



**Management's Consultations with Other Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

**Other Significant Matters, Findings, or Issues**

In the normal course of our professional association with Town of Windermere, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as Town of Windermere's auditors.

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

*McDiarmid Davis*

Orlando, Florida  
January 23, 2020

**TOWN OF WINDERMERE  
614 Main Street  
Windermere, FL 34786  
407-876-2563**

January 23, 2020

McDermitt Davis & Company, LLC  
934 North Magnolia Avenue, Suite 100  
Orlando, FL 32803

This representation letter is provided in connection with your audit of the financial statements of Town of Windermere as of September 30, 2019 and for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions on whether the basic financial statements present fairly, in all material respects, the financial position and results of operations of the various opinion units of Town of Windermere in conformity with accounting principles generally accepted for governments in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of the date of this letter.

**Financial Statements**

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated October 21, 2019, for the preparation and fair presentation of the financial statements of the various opinion units referred to above in accordance with U.S. GAAP.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- With regard to nonaudit services performed by you, we acknowledge and our responsibility to:
  - Made all management decisions and performed all management functions;
  - Assigned a competent individual to oversee the services;
  - Evaluate the adequacy of the services performed;
  - Evaluate and accepted responsibility for the results of the services performed; and
  - Establish and maintain internal controls, including monitoring ongoing activities.
- We acknowledge our responsibility for compliance with the laws, regulations, and provisions of contracts and grant agreements.
- We have reviewed, approved, and taken responsibility for the financial statements and related notes.
- We have a process to track the status of audit findings and recommendations.
- We have identified and communicated to you all previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.

- Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
- All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
- There is no summary of unrecorded misstatements since all adjustments proposed by the auditor, material, and immaterial, have been recorded.
- The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP.
- All component units, as well as joint ventures with an equity interest, are included and other joint ventures and related organizations are properly disclosed.
- All funds and activities are properly classified.
- All funds that meet the quantitative criteria in GASB Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, GASB Statement No. 37, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments: Omnibus* as amended, and GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, for presentation as major are identified and presented as such and all other funds that are presented as major are considered important to financial statement users.
- All components of net position, nonspendable fund balance, and restricted, committed, assigned, and unassigned fund balance are properly classified and, if applicable, approved.
- Our policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position/fund balance are available is appropriately disclosed and net position/fund balance is properly recognized under the policy.
- All revenues within the statement of activities have been properly classified as program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- All expenses have been properly classified in or allocated to functions and programs in the statement of activities, and allocations, if any, have been made on a reasonable basis.
- All interfund and intra-entity transactions and balances have been properly classified and reported.
- Special items and extraordinary items have been properly classified and reported.
- Deposit and investment risks have been properly and fully disclosed.
- Capital assets, including infrastructure assets, are properly capitalized, reported, and if applicable, depreciated.
- All required supplementary information is measured and presented within the prescribed guidelines.
- With regard to investments and other instruments reported at fair value:
  - The underlying assumptions are reasonable and they appropriately reflect management's intent and ability to carry out its stated courses of action.
  - The measurement methods and related assumptions used in determining fair value are appropriate in the circumstances and have been consistently applied.
  - The disclosures related to fair values are complete, adequate, and in conformity with U.S. GAAP.
  - There are no subsequent events that require adjustments to the fair value measurements and disclosures included in the financial statements.

### Information Provided

- We have provided you with:
  - Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the financial statements of the various opinion units referred to above, such as records, documentation, meeting minutes, and other matters;
  - Additional information that you have requested from us for the purpose of the audit; and
  - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
- All transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
  - Management;
  - Employees who have significant roles in internal control; or
  - Others where the fraud could have a material effect on the financial statements.
- We have no knowledge of any allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, vendors, regulators, or others.
- We have disclosed to you all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements, including the potential amount due to FEMA regarding the 2004 hurricanes as disclosed in Notes to the Financial Statements.
- We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.
- There have been no communications from regulatory agencies concerning noncompliance with or deficiencies in accounting, internal control, or financial reporting practices.
- Town of Windermere has no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.
- We have disclosed to you all guarantees, whether written or oral, under which Town of Windermere is contingently liable.
- We have disclosed to you all nonexchange financial guarantees, under which we are obligated and have declared liabilities and disclosed properly in accordance with GASB Statement No. 70, *Accounting and Financial Reporting for Nonexchange Financial Guarantees*, for those guarantees where it is more likely than not that the entity will make a payment on any guarantee.
- For nonexchange financial guarantees where we have declared liabilities, the amount of the liability recognized is the discounted present value of the best estimate of the future outflows expected to be incurred as a result of the guarantee. Where there was no best estimate but a range of estimated future outflows has been established, we have recognized the minimum amount within the range.
- We have disclosed to you all significant estimates and material concentrations known to management that are required to be disclosed in accordance with GASB Statement No. 62 (GASB-62), *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*. Significant estimates are estimates at the balance sheet date that could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, or markets or geographic areas for which events could occur that would significantly disrupt normal finances within the next year.
- We have identified and disclosed to you the laws, regulations, and provisions of contracts and grant agreements that could have a direct and material effect on financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
- There are no:
  - Violations or possible violations of laws or regulations, or provisions of contracts or grant agreements whose effects should be considered for disclosure in the financial statements

- or as a basis for recording a loss contingency, including applicable budget laws and regulations.
- Unasserted claims or assessments that our lawyer has advised are probable of assertion and must be disclosed in accordance with GASB-62.
  - Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by GASB-62.
  - Continuing disclosure consent decree agreements or filings with the Securities and Exchange Commission and we have filed updates on a timely basis in accordance with the agreements (Rule 240, 15c2-12).
  - Town of Windermere has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset or future revenue been pledged as collateral, except as disclosed to you.
  - We have complied with all aspects of grant agreements and other contractual agreements that would have a material effect on the financial statements in the event of noncompliance.

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Robert Smith – Town Manager  
*Town of Windermere, Florida*



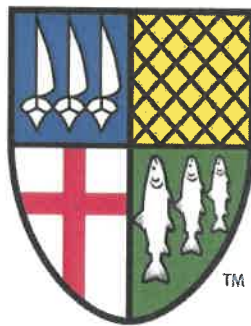
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Nora White – Finance Director  
*Town of Windermere, Florida*

# Annual Financial Report

September 30, 2019

## THE TOWN OF Windermere



## **Introductory Section**

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**Elected Officials**

Mayor Jim O'Brien

Town Council Members: Loren Williams  
Chris Sapp  
Bob McKinley  
Liz Andert  
Bill Martini

**Town Officials**

Town Manager Robert Smith

Town Attorney Tom Wilkes

Town Clerk Dorothy Burkhalter

## **Financial Section**

This section contains the following subsections:

- Independent Auditor's Report
- Management's Discussion and Analysis
- Basic Financial Statements

**INDEPENDENT AUDITOR'S REPORT**

Honorable Mayor and Town Council  
Town of Windermere, Florida

**Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, and each major fund of the *Town of Windermere, Florida*, as of and for the year ended September 30, 2019, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

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

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

**Auditor's Responsibility**

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

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

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

**Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of Town of Windermere, as of September 30, 2019, and the respective changes in financial position and the respective budgetary comparison for the General Fund and Stormwater Fund, thereof, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Other Matters***Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on page 3 through 7 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

*Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise *Town of Windermere's* basic financial statements. The introductory section is presented for purposes of additional analysis and are not a required part of the financial statements.

The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued a report dated January 23, 2020 on our consideration of *Town of Windermere's* internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering *Town of Windermere's* internal control over financial reporting and compliance.

*McDiarmid Davis*

Orlando, Florida  
January 23, 2020

As management of the Town of Windermere, Florida (the Town) we offer readers of the Town's financial statements this narrative overview and analysis of the financial activities of the Town for the fiscal year ended September 30, 2019.

### **Financial Highlights**

- The assets of the Town exceeded its liabilities at the close of the most recent fiscal year by \$8,608,973 (net position). Of this amount, \$1,849,240 (unrestricted net position) may be used to meet the Town's ongoing obligations to citizens and creditors.
- The Town's total net position increased by \$777,608.
- As of the close of the current fiscal year, the Town's governmental funds reported combined ending fund balances of \$1,909,886, an increase of \$769,804 in comparison with the prior year. Unassigned fund balance for the general fund was \$1,135,489 or 20% of total general fund expenditures.
- The Town's total debt decreased by \$164,645 during the current fiscal year.

### **Overview of the Financial Statements**

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

### **Government-Wide Financial Statements**

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

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

The statement of activities presents information showing how the Town's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Since the Town has no business-type activities such as water and sewer systems, the government-wide financial statements include only governmental activities. The governmental activities of the Town include general government, public safety, physical environment and culture and recreation.

The government-wide financial statements can be found on pages 8-9 of this report.

### **Fund Financial Statements**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The Town has two governmental funds - the General Fund and the Stormwater Special Revenue Fund.

#### *Governmental Funds*

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

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

The Town adopts an annual appropriated budget for the General Fund and Stormwater Fund. A budgetary comparison statement has been provided for the General Fund and Stormwater Special Revenue Fund on pages 13-14 to demonstrate compliance with this budget.

The basic governmental fund financial statements can be found on pages 10 - 14 of this report.

**Government-Wide Financial Analysis**

*Statement of Net Position*

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the Town, assets exceeded liabilities by \$8,608,973 at the close of the most recent fiscal year. The following table reflects the condensed Statement of Net Position for the current year. For more detail see the Statement of Net Position on page 8.

**Net Position as of September 30:**

	<b>Governmental Activities 2019</b>	<b>Governmental Activities 2018</b>
<b>Assets:</b>		
Current and Other Assets	\$ 2,325,374	\$ 1,494,703
Capital Assets, net of depreciation	8,149,908	8,299,191
<b>Total assets</b>	<b>10,475,282</b>	<b>9,793,894</b>
<b>Liabilities:</b>		
Long-term Liabilities	1,450,821	1,607,908
Other Liabilities	415,488	354,621
<b>Total liabilities</b>	<b>1,866,309</b>	<b>1,962,529</b>
<b>Net Position:</b>		
Net investment in capital assets	6,759,733	6,744,371
Restricted for public safety	-	911
Unrestricted	1,849,240	1,086,083
<b>Total net position</b>	<b>\$ 8,608,973</b>	<b>\$ 7,831,365</b>

The largest portion of the Town's net position of \$6,759,733 (79%) reflects its investment in capital assets (e.g., land, buildings, improvements, infrastructure and equipment) less any related debt used to acquire those assets that is still outstanding. The Town uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. There is no portion of net position that is subject to external restrictions as to how they may be used.

Town of Windermere, Florida  
**Management's Discussion and Analysis**

The balance of unrestricted net position, \$1,849,240, may be used to meet the Town's ongoing obligations to citizens and creditors.

At the end of the current fiscal year, the Town is able to report positive balances in all categories of net position.

**Statement of Activities**

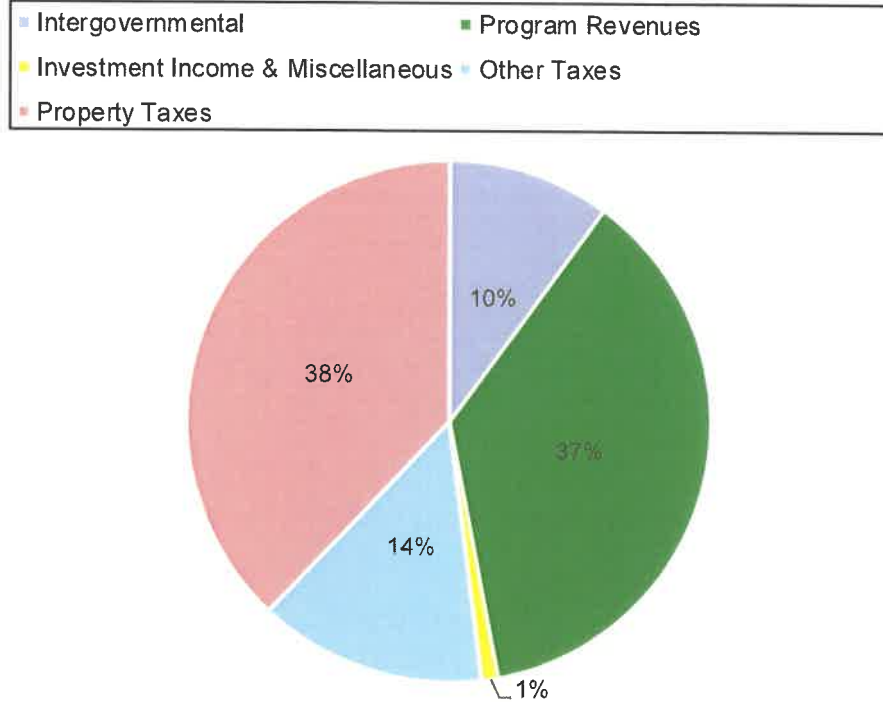
The following table reflects the condensed Statement of Activities for the current year. For more detailed information see the Statement of Activities on page 9.

Governmental activities increased the Town's net position by \$777,608. Key elements of this increase are as follows:

**Changes in Net Position**

	<b>Governmental Activities 2019</b>	<b>Governmental Activities 2018</b>
	<u>2019</u>	<u>2018</u>
<b>Revenues:</b>		
Program revenues:		
Charges for services	\$ 2,205,448	\$ 2,038,283
Operating grants and contributions	102,118	109,727
Capital grants and contributions	2,964	199,564
<b>Total program revenues</b>	<u>2,310,530</u>	<u>2,347,574</u>
<b>General revenues:</b>		
Property taxes	2,460,240	2,014,457
Franchise and utility taxes	923,273	813,121
Intergovernmental	622,528	605,911
Investment income and miscellaneous	93,829	77,756
<b>Total revenues</b>	<u>6,410,400</u>	<u>5,858,819</u>
<b>Expenses:</b>		
General government	1,568,601	1,585,897
Public safety	2,136,004	2,028,603
Physical environment	1,674,831	1,973,366
Culture and recreation	205,289	255,203
Interest on long-term debt	48,067	57,023
<b>Total expenses</b>	<u>5,632,792</u>	<u>5,900,092</u>
<b>Increase (decrease) in net position</b>	777,608	(41,273)
Net position, beginning	<u>7,831,365</u>	<u>7,872,638</u>
<b>Net position, ending</b>	<u>\$ 8,608,973</u>	<u>\$ 7,831,365</u>

**Revenues by Source - Governmental Activities**



**Financial Analysis of the Government's Funds**

As noted earlier, the Town used fund accounting to ensure and demonstrate compliance with finance-related requirements.

*Governmental Funds*

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

As of September 30, 2019, the Town governmental funds reported combined ending fund balances of \$1,909,886.

The general fund is the chief operating fund of the Town. At September 30, 2019, the total fund balance of the general fund was \$1,609,836 and the unassigned fund balance of the general fund was \$1,135,489. The fund balance of the general fund increased by \$598,100.

**General Fund Budgetary Highlights**

During the year, there was a need for a budget amendment in the general fund primarily to reallocate appropriations between departments. Because actual expenditures for the year ended September 30, 2019 were approximately \$516,100 less than budgeted expenditures, the Town's general fund balance increased by \$598,100.



**Capital Asset and Debt Administration**

*Capital Assets*

The Town's investment in capital assets for its governmental activities as of September 30, 2019 amounts to \$8,149,908 net of accumulated depreciation. This investment in capital assets includes land, buildings, improvements, equipment and machinery, infrastructure and intangibles

**Town of Windermere Capital Assets (Net of Depreciation)**

	<b>Governmental Activities 2019</b>	<b>Governmental Activities 2018</b>
Land	\$ 458,670	\$ 197,235
Buildings	446,147	472,387
Improvements other than buildings	614,219	616,144
Equipment and machinery	427,369	454,106
Infrastructure	5,901,294	6,359,879
Intangibles	10,431	-
Construction in progress	291,778	199,440
<b>Total</b>	<b>\$ 8,149,908</b>	<b>\$ 8,299,191</b>

Additional information on the Town's capital assets can be found in Note 6 of this report.

*Long-Term Debt*

At the end of the current fiscal year, the Town had total debt outstanding of \$1,390,175. This debt includes notes payable related to equipment and downtown development. Additional information on long-term debt can be found in Note 10 of this report.

**Town of Windermere Long-term Debt**

	<b>Governmental Activities 2019</b>	<b>Governmental Activities 2018</b>
Notes payable	1,390,175	1,554,820
	<b>\$ 1,390,175</b>	<b>\$ 1,554,820</b>

**Next Year's Budget and Rates**

During the current fiscal year, the unassigned fund balance in the General fund increased to \$1,135,489. None of this was appropriated for spending in the 2020 budget since the Town plans to maintain this as a reserve.

**Requests for Information**

This financial report is designed to provide a general overview of the Town's finances for all those with an interest in the Town's finances. Questions concerning any of the information should be addressed to the office of the Finance Director, Town of Windermere, 614 Main Street, Windermere, FL 34786.

## **Basic Financial Statements**

Town of Windermere, Florida  
**Statement of Net Position**  
September 30, 2019

	<b>Governmental Activities</b>
<b>Assets:</b>	
Cash	\$ 2,182,464
Receivables	45,358
Due from other governments	16,627
Prepays	80,925
Capital assets not being depreciated:	
Land	458,670
Construction in progress	291,778
Capital assets, net of accumulated depreciation:	
Buildings	446,147
Improvements	614,219
Equipment and machinery	427,369
Infrastructure	5,901,294
Intangibles	10,431
<b>Total assets</b>	<b>10,475,282</b>
<b>Liabilities:</b>	
Accounts payable	176,162
Accrued liabilities	46,358
Matured interest and principal payable	106,845
Customer deposits	86,123
Noncurrent liabilities:	
Due within one year	280,274
Due in more than one year	1,170,547
<b>Total liabilities</b>	<b>1,866,309</b>
<b>Net Position:</b>	
Net investment in capital assets	6,759,733
Unrestricted	1,849,240
<b>Total net position</b>	<b>\$ 8,608,973</b>

Town of Windermere, Florida  
**Statement of Activities**  
Year Ended September 30, 2019

<b>Functions/Programs</b>	<b>Expenses</b>	<b>Program Revenues</b>			<b>Net (Expense) Revenue and Changes in Net Position</b>
		<b>Charges for Services</b>	<b>Operating Grants and Contributions</b>	<b>Capital Grants and Contributions</b>	<b>Governmental Activities</b>
<b>Primary Government</b>					
Governmental Activities:					
General Government	\$ 1,568,601	\$ 598,581	\$ -	\$ -	\$ (970,020)
Public Safety	2,136,004	707,421	-	2,964	(1,425,619)
Physical Environment	1,674,831	727,140	102,118	-	(845,573)
Culture and Recreation	205,289	172,306	-	-	(32,983)
Interest on Long-term debt	48,067	-	-	-	(48,067)
<b>Total governmental activities</b>	<b>\$ 5,632,792</b>	<b>\$ 2,205,448</b>	<b>\$ 102,118</b>	<b>\$ 2,964</b>	<b>(3,322,262)</b>
		<b>General Revenues:</b>			
		Property taxes			2,460,240
		Franchise and utility taxes			923,273
		Intergovernmental			622,528
		Investment income and miscellaneous			93,829
		<b>Total general revenues</b>			<b>4,099,870</b>
		<b>Change in net position</b>			<b>777,608</b>
		Net position, beginning			7,831,365
		<b>Net position, ending</b>			<b>\$ 8,608,973</b>

The accompanying Notes to Financial Statements are an integral part of this statement.

Town of Windermere, Florida  
**Balance Sheet**  
**Governmental Funds**  
September 30, 2019

	<u>General</u>	<u>Stormwater Special Revenue</u>	<u>Total Governmental Funds</u>
<b>Assets:</b>			
Cash and cash equivalents	\$ 1,824,307	\$ 358,157	\$ 2,182,464
Receivables	45,358	-	45,358
Due from other governments	16,627	-	16,627
Due from other funds	47,509	-	47,509
Prepaid costs	80,925	-	80,925
<b>Total assets</b>	<u>\$ 2,014,726</u>	<u>\$ 358,157</u>	<u>\$ 2,372,883</u>
<b>Liabilities:</b>			
Accounts payable	166,316	9,846	176,162
Accrued liabilities	45,606	752	46,358
Due to other funds	-	47,509	47,509
Customer deposits	86,123	-	86,123
Matured bonds payable	91,000	-	91,000
Matured interest payable	15,845	-	15,845
<b>Total liabilities</b>	<u>404,890</u>	<u>58,107</u>	<u>462,997</u>
<b>Fund Balances:</b>			
Nonspendable	80,925	-	80,925
Committed	-	300,050	300,050
Assigned	393,422	-	393,422
Unassigned	1,135,489	-	1,135,489
<b>Total fund balances</b>	<u>1,609,836</u>	<u>300,050</u>	<u>1,909,886</u>
<b>Total liabilities and fund balances</b>	<u>\$ 2,014,726</u>	<u>\$ 358,157</u>	

**Amounts reported for governmental activities in the Statement of Net  
Position are different because:**

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds	8,149,908
Long-term liabilities, including notes payable, are not due and payable in the current period and therefore are not reported in the funds	<u>(1,450,821)</u>
<b>Net position of governmental activities</b>	<u>\$ 8,608,973</u>

Town of Windermere, Florida

**Statement of Revenues, Expenditures and Changes in Fund Balance**

**Governmental Funds**

Year Ended September 30, 2019

	General	Stormwater Special Revenue	Total Governmental Funds
<b>Revenues:</b>			
Taxes:			
Property	\$ 2,460,240	\$ -	\$ 2,460,240
Franchise and utility	923,273	-	923,273
Licenses and permits	332,677	-	332,677
Intergovernmental revenues	727,610	-	727,610
Charges for services	1,483,800	341,023	1,824,823
Fines and forfeitures	47,948	-	47,948
Investment income	21,550	2,693	24,243
Miscellaneous	69,586	-	69,586
<b>Total revenues</b>	<b>6,066,684</b>	<b>343,716</b>	<b>6,410,400</b>
<b>Expenditures:</b>			
Current:			
General government	1,553,658	-	1,553,658
Public safety	2,165,451	-	2,165,451
Physical environment	1,300,854	152,711	1,453,565
Culture and recreation	255,210	-	255,210
Debt service:			
Principal	231,018	15,627	246,645
Interest and other charges	44,393	3,674	48,067
<b>Total expenditures</b>	<b>5,550,584</b>	<b>172,012</b>	<b>5,722,596</b>
<b>Excess (Deficit) of Revenues Over Expenditures</b>	<b>516,100</b>	<b>171,704</b>	<b>687,804</b>
<b>Other Financing Sources (Uses):</b>			
Proceeds from notes payable	82,000	-	82,000
<b>Total other financing sources (uses)</b>	<b>82,000</b>	<b>-</b>	<b>82,000</b>
<b>Net change in fund balances</b>	<b>598,100</b>	<b>171,704</b>	<b>769,804</b>
Fund balance, beginning of year	1,011,736	128,346	1,140,082
<b>Fund balance, end of year</b>	<b>\$ 1,609,836</b>	<b>\$ 300,050</b>	<b>\$ 1,909,886</b>

Town of Windermere, Florida

**Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance  
of Governmental Funds to the Statement of Activities**

Year Ended September 30, 2019

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Amounts reported for Governmental Activities in the Statement of Activities are different because:

Net change in fund balances - total governmental funds: \$ 769,804

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation exceeded capital outlay in the current period.

Capital outlay	\$ 606,805	
Current year depreciation	<u>(756,088)</u>	(149,283)

The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds.

Debt proceeds	\$ (82,000)	
Debt repayments	<u>246,645</u>	164,645

Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.

(7,558)

**Change in Net Position of Governmental Activities**

\$ 777,608

Town of Windermere, Florida  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**Budget and Actual - General Fund**  
Year Ended September 30, 2019

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive (Negative)
	Original	Final		
<b>Revenues:</b>				
Taxes:				
Property	\$ 2,433,876	\$ 2,460,240	\$ 2,460,240	\$ -
Franchise and utility	818,000	923,273	923,273	-
Licenses and permits	235,000	332,677	332,677	-
Intergovernmental revenues	810,750	727,610	727,610	-
Charges for services	1,457,509	1,483,800	1,483,800	-
Fines and forfeitures	17,500	47,948	47,948	-
Investment income	13,000	21,550	21,550	-
Miscellaneous	63,200	69,586	69,586	-
<b>Total revenues</b>	<b>5,848,835</b>	<b>6,066,684</b>	<b>6,066,684</b>	<b>-</b>
<b>Expenditures:</b>				
Current:				
General government:				
Finance & administrative	907,861	959,688	959,416	272
Other	404,457	595,201	594,242	959
<b>Total general government</b>	<b>1,312,318</b>	<b>1,554,889</b>	<b>1,553,658</b>	<b>1,231</b>
Public safety	2,081,400	2,165,476	2,165,451	25
Physical environment:				
Streets & buildings	1,548,813	1,520,611	1,005,784	514,827
Solid waste	306,299	295,070	295,070	-
<b>Total physical environment</b>	<b>1,855,112</b>	<b>1,815,681</b>	<b>1,300,854</b>	<b>514,827</b>
Culture and recreation	376,500	255,226	255,210	16
Debt service:				
Principal	223,505	231,018	231,018	-
Interest	-	44,394	44,393	1
<b>Total expenditures</b>	<b>5,848,835</b>	<b>6,066,684</b>	<b>5,550,584</b>	<b>516,100</b>
<b>Excess of revenues over expenditures</b>	<b>-</b>	<b>-</b>	<b>516,100</b>	<b>516,100</b>
<b>Other Financing Sources (uses):</b>				
Proceeds from notes payable	-	-	82,000	82,000
<b>Total other financing sources (uses)</b>	<b>-</b>	<b>-</b>	<b>82,000</b>	<b>82,000</b>
<b>Net change in fund balances</b>	<b>-</b>	<b>-</b>	<b>598,100</b>	<b>598,100</b>
Fund balance, beginning	1,011,736	1,011,736	1,011,736	-
<b>Fund balance, ending</b>	<b>\$ 1,011,736</b>	<b>\$ 1,011,736</b>	<b>\$ 1,609,836</b>	<b>\$ 598,100</b>



Town of Windermere, Florida

**Stormwater Special Revenue Fund**

**Statement of Revenues, Expenditures and Changes in Fun Balance - Budget and Actual**

Year Ended September 30, 2019

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive (Negative)
	Original	Final		
<b>Revenues:</b>				
Charges for services	\$ 354,554	\$ 341,023	\$ 341,023	\$ -
Investment income	-	2,694	2,693	(1)
<b>Total revenues</b>	<b>354,554</b>	<b>343,717</b>	<b>343,716</b>	<b>(1)</b>
<b>Expenditures:</b>				
Current:				
Physical environment	354,554	324,416	152,711	171,705
Debt service:				
Principal	-	15,627	15,627	-
Interest	-	3,674	3,674	-
<b>Total debt service</b>	<b>-</b>	<b>19,301</b>	<b>19,301</b>	<b>-</b>
<b>Total expenditures</b>	<b>354,554</b>	<b>343,717</b>	<b>172,012</b>	<b>171,705</b>
<b>Net change in fund balances</b>	<b>-</b>	<b>-</b>	<b>171,704</b>	<b>171,704</b>
Fund balance, beginning of year	128,346	128,346	128,346	-
<b>Fund balance, end of year</b>	<b>\$ 128,346</b>	<b>\$ 128,346</b>	<b>\$ 300,050</b>	<b>\$ 171,704</b>

**Notes to Financial Statements**

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

### **Reporting Entity**

The Town was created by the laws of Florida 59-1614. The Town operates under a Mayor-Council form of government and provides the following services as authorized by its charter: public safety, streets and roads, sanitation, culture and recreation, and general administrative services. The accompanying financial statements include all those separately administered departments and funds for which the Town has financial accountability. There are no potential component units or related organizations of the Town.

### **Government-Wide and Fund Financial Statements**

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the non-fiduciary activities of the Town. Since the Town has no business-type activities, only governmental activities are reported on the government-wide financial statements.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

The Town has no fiduciary funds, which would be excluded from the government-wide financial statements.

### **Measurement Focus, Basis of Accounting and Financial Statement Presentation**

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

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Town considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, are recorded only when payment is due.

Property taxes, franchise taxes, licenses and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenue of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the Town.

The Town reports the following major governmental funds:

*General Fund* is the Town's primary operating fund. It accounts for all financial resources of the Town, except those required to be accounted for in another fund.

*Stormwater Special Revenue Fund* accounts for stormwater management operations and related capital improvements.

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Amounts reported as program revenues include charges to customers or applicants for goods, services, or privileges provided, as well as fines. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

**Assets, Liabilities and Net Position or Equity**

*Deposits and Investments*

The Town's cash and cash equivalents are considered to be cash on hand, demand deposits, and short term investments with original maturities of three months or less from the date of acquisition.

Investments of the Town are reported at fair value and are categorized within the fair value hierarchy established in accordance with GASB Statement No. 72, *Fair Value Measurement and Application*. The Town's investments consist of investments authorized per the Town's investment policies adopted in accordance with Section 218.415, Florida Statutes.

*Receivables*

Receivables are stated net of estimated allowances for uncollectible amounts, which are determined based on past collection experience and current economic conditions.

*Prepaid Items*

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements. These are recorded as expenditures when consumed rather than when purchased.

*Capital Assets*

Capital assets, which include property, plant equipment and infrastructure assets (e.g., roads, sidewalks and similar items), are reported in the applicable governmental activities column in the government-wide financial statements. Infrastructure assets acquired prior to October 1, 2003 have not been recorded since Governmental Accounting Standards Board (GASB) No. 34 does not require a Town the size of Windermere to retroactively record infrastructure. Capital assets are defined by the Town as assets with an initial, individual cost of more than \$750 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed.

Depreciation on all capital assets is calculated using the straight-line method over the following useful lives:

<u>Assets</u>	<u>Years</u>
Buildings	50 years
Improvements	10 - 30 years
Infrastructure	20 years
Equipment & machinery	5 - 15 years
Intangible assets	5 years

Amortization of assets recorded under capital leases is included with depreciation expense.

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

*Contributions*

Contributions in the form of cash and capital assets to the governmental activities of the Town are recognized on the Statement of Activities as revenues in the period they are received. Contributions of capital assets are recognized at the acquisition value at the date of donation. All contributions are reported on the Statement of Activities as program revenues, with operating contributions reported separately from capital contributions.

*Restricted Assets*

Assets are reported as restricted in the government-wide statement of net position when constraints are placed on net position use. The constraints are either: (1) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or (2) imposed by law or through constitutional provisions or enabling legislation.

*Compensated Absences*

Town employees may accumulate vacation and sick leave with certain limitations as to the number of hours of accumulation. Employees are paid 100% of their accumulated vacation when they terminate for any reason. Additionally, employees with more than 10 years of service are paid 50% of their sick time upon termination. Since the Town's policy is to pay both vacation and sick pay when employees separate from service, all vacation and 50% of sick pay for eligible employees is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in the governmental funds only if they have matured, for example, as a result of employee resignations and retirements. For governmental activities, compensated absences are generally liquidated by the General fund.

*Deferred Outflows/Inflows of Resources*

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/expenditure) until then. The Town does not have any item that qualifies for reporting in this category for the year ended September 30, 2019.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time. The Town does not have any item that qualifies for reporting in this category for the year ended September 30, 2019.

*Net Position Flow Assumptions*

Sometimes the Town will fund outlays for a particular purpose from both restricted and unrestricted resources. In order to calculate the amounts to report as restricted - net position and unrestricted - net position in the government-wide financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Town's policy to consider restricted - net position to have been depleted before unrestricted - net position is applied.

*Fund Balance Flow Assumptions*

Sometimes the Town will fund outlays for a particular purpose from both restricted and unrestricted resources (total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the governmental fund financial statements a flow assumption must be made about the order in which the resources are considered to be applied. It is the Town's policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

## **NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

### *Fund Balance Policies*

Fund balance of governmental funds is reported in various categories based on the nature of any limitations requiring the use of resources for specific purposes. The Town itself can establish limitations on the use of resources through either a commitment (committed fund balance) or an assignment (assigned fund balance).

The committed fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the town's highest level of decision-making authority. The Council is the highest level of decision-making authority for the town that can, by adoption of a resolution prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the resolution remains in place until a similar action is taken (the adoption of another resolution) to remove or revise the limitation.

Amounts in the assigned fund balance classification are intended to be used by the town for specific purposes but do not meet the criteria to be classified as committed. The council has maintained authority to assign fund balance. The council may also assign fund balance as it does when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year's appropriated budget. Unlike commitments, assignments generally only exist temporarily. In other words, an additional action does not normally have to be taken for the removal of an assignment. Conversely, as discussed above, an additional action is essential to either remove or revise a commitment.

### *Use of Estimates*

The preparation of financial statements, in accordance with GAAP, requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amount of revenue and expenses during the reporting period. Actual results could differ from those estimates.

### *New Accounting Standards Issued*

In fiscal year 2019, the City implemented Government Accounting Standards Board (GASB) Statement No. 88, *Certain Disclosures Related to Debt, Including Direct Borrowings and Direct Placements*. This statement requires additional note disclosures for certain debt issues. There was no effect on beginning balances of the City.

Additionally, the GASB has issued Statement No. 83, *Certain Asset Retirement Obligations* that is effective for this fiscal year. The City has reviewed this statement and determined that this pronouncement has no discernable impact on these financial statements.

## **NOTE 2 RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS**

### **Explanation of Certain Differences Between the Governmental Fund Balance Sheet and the Government-Wide Statement of Net Position**

The governmental fund balance sheet includes reconciliation between fund balances - total governmental funds and net position of governmental activities as reported in the government-wide statement of net position.

### **Explanation of Certain Differences Between the Governmental Fund Statement of Revenues, Expenditures, and Changes in Fund Balances and the Government-Wide Statement of Activities**

The governmental fund statement of revenues, expenditures, and changes in fund balance includes a reconciliation between net change in fund balances - total governmental funds and changes in net position of governmental activities as reported in the government-wide statement of activities.

**NOTE 3 STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

**Budgetary Information**

The Town follows these procedures set forth below in establishing the budgetary data reflected in the financial statements:

1. At least 90 days prior to the beginning of each budget year, the Town Manager shall submit to the Town Council a budget.
2. Public hearings are conducted to obtain taxpayer comments.
3. The Budget shall be finally adopted no later than the last day of the last month of the fiscal year.
4. Formal budgetary accounting is employed as a management control for the General Fund and Stormwater Fund. Annual operating budgets are adopted each fiscal year through passage of an annual budget resolution and amended as required for the General Fund and Stormwater Fund. Budgeted amounts presented in the accompanying financial statements have been adjusted for legally authorized revisions.
5. The Town Manager may transfer part or all of any unencumbered appropriation balance among programs within a department and upon written request by the Town Manager, the Town Council may by resolution transfer part or all of any unencumbered appropriation balance from one department to another.
6. All unexpended budget appropriations lapse at the end of each fiscal year.
7. The Town does not utilize an encumbrance system of accounting.

**NOTE 4 CASH AND INVESTMENTS**

**Deposits**

At year-end, the carrying amount of the Town's deposits was \$2,182,464 and the bank balance was \$2,220,161. All bank deposits were fully covered by federal depository insurance or by collateral held in banks that are members of the State of Florida's Collateral Pool as specified under Florida law.

**Investments**

The Town's investment policies are governed by State Statutes and Town ordinances. Town ordinance allows investments in any financial institution that is a qualified public depository of the State of Florida as identified by the State Treasurer, in accordance with Chapter 280 of the Florida Statutes. Authorized investments are:

1. The State Board of Administration Local Government Investment Pool (LGIP);
2. Repurchase Agreements collateralized by U.S. Government Securities;
3. Interest bearing savings accounts, money market accounts and certificates of deposits at banks certified as a Qualified Public Depository by the State of Florida;
4. The Florida Municipal Investment Trust, administered by the Florida League of Cities, Inc.;
5. Direct obligations of the U.S. Government and its agencies;
6. Fixed interest mutual funds.

**NOTE 4 CASH AND INVESTMENTS (CONTINUED)**

The Town follows GASB No. 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*, which requires the adjustments of the carrying values of investments to fair value to be presented as a component of investment income. Investments are presented at fair value, which is based on available market values. Per GASB No. 72, *Fair Value Measurement and Application*, The Town categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; level 3 inputs are significant unobservable inputs. As of September 30, 2019, the town has no investments as defined by GASB 72.

The Town's investment policy limits credit risk by restricting authorized investments to those described above. These policies also control concentration of credit risk by setting limits on the maximum percentage that certain investments may comprise in the portfolio. Since the Town has no investments at September 30, 2019, it has no exposure to credit risk, concentration of credit risk, custodial credit risk, or interest rate risk. However, all deposits are potentially subject to custodial credit risk. The Town's investment policy requires that bank deposits be secured as provided by Chapter 280, Florida Statutes. This law requires local governments to deposit funds only in financial institutions designated as qualified public depositories by the Chief Financial Officer of the State of Florida, and creates the Public Deposits Trust Fund, a multiple financial institution pool with the ability to assess its member financial institutions for collateral shortfalls if a default or insolvency has occurred. At September 30, 2019, all the Town's bank deposits were in qualified public depositories.

**NOTE 5 PROPERTY TAXES**

Property taxes attach as an enforceable lien on property as of January 1. Taxes are levied on October 1 and payable by March 31. Orange County Government, Florida (the County) bills and collects property taxes. Collections of the property taxes by the County and remittance of them to the Town are accounted for in the General fund. Town property tax revenues are recognized when levied to the extent that they result in current receivables.

The Town is permitted by the Municipal Finance Law of the State to levy taxes up to \$10 per \$1,000 of assessed valuation for general governmental services other than the payment of principal and interest on long-term debt and in unlimited amounts for the payment of principal and interest on long-term debt. The combined tax rate to finance general governmental services for the year ended September 30, 2019 was \$3.7425 per \$1,000 which means the Town has a tax margin of \$6.2575 per \$1,000 and could raise up to \$4,211,438 (before discount) additional per year from the present assessed valuation of \$673,022,488 before the limit is reached.



**NOTE 6 CAPITAL ASSETS**

Capital asset activity for the year ended September 30, 2019 was as follows:

Primary Government	Beginning Balance	Increases / Transfers	Decreases / Transfers	Ending Balance
<b>Governmental Activities:</b>				
Capital assets, not being depreciated:				
Land	\$ 197,235	\$ 261,435	\$ -	\$ 458,670
Construction in progress	199,440	165,292	(72,954)	291,778
<b>Total capital assets not being depreciated</b>	<b>396,675</b>	<b>426,727</b>	<b>(72,954)</b>	<b>750,448</b>
<b>Capital assets, being depreciated:</b>				
Buildings	1,524,988	-	-	1,524,988
Improvements	1,261,193	62,791	-	1,323,984
Equipment & machinery	1,442,027	104,514	(51,250)	1,495,291
Infrastructure	10,279,392	72,954	-	10,352,346
Intangibles	29,530	12,773	-	42,303
<b>Total capital assets being depreciated</b>	<b>14,537,130</b>	<b>253,032</b>	<b>(51,250)</b>	<b>14,738,912</b>
<b>Less accumulated depreciation for:</b>				
Buildings	(1,052,601)	(26,240)	-	(1,078,841)
Improvements	(645,049)	(64,716)	-	(709,765)
Equipment & machinery	(987,921)	(131,251)	51,250	(1,067,922)
Infrastructure	(3,919,513)	(531,539)	-	(4,451,052)
Intangibles	(29,530)	(2,342)	-	(31,872)
<b>Total accumulated depreciation</b>	<b>(6,634,614)</b>	<b>(756,088)</b>	<b>51,250</b>	<b>(7,339,452)</b>
<b>Total capital assets being depreciated, net</b>	<b>7,902,516</b>	<b>(503,056)</b>	<b>-</b>	<b>7,399,460</b>
<b>Governmental activities capital assets, net</b>	<b>\$ 8,299,191</b>	<b>\$ (76,329)</b>	<b>\$ (72,954)</b>	<b>\$ 8,149,908</b>

Depreciation allocation:

General government	\$ 42,344
Public safety	81,242
Physical environment	598,187
Culture and recreation	34,315
	<u>\$ 756,088</u>

**NOTE 7 INTERFUND RECEIVABLES AND PAYABLES**

At September 30, 2019, the Stormwater Special Revenue Fund owed the General Fund \$47,509 mainly due to the time lag between the dates that interfund goods and services are provided or reimbursable expenditures occur, transactions are recorded in the accounting system, and payments between funds are made.

**NOTE 8 RETIREMENT PLAN**

The Town adopted the Town of Windermere Employee Retirement Plan effective October 1, 2001. The plan is a money purchase defined contribution plan which was established and can be amended by the Town Council. The plan covers all full time employees. The Town is required to contribute 19% of eligible employee compensation for sworn police officers, and 10% for remaining employees each year. Employees may not make contributions to the plan. At September 30, 2019, there were 43 participants. Total contributions made by the Town during the year ended September 30, 2019 amounted to \$204,168.

The Town adopted the Town of Windermere Deferred Compensation Plan effective March 20, 2002. The plan is a deferred compensation defined contribution plan which was established and can be amended by the Town Council. The plan covers all full time employees who may elect to make contributions. The Town does not match employee contributions or otherwise contribute to the plan. At September 30, 2019, the plan had 29 participants.

**NOTE 9 OTHER POSTEMPLOYMENT BENEFITS**

Pursuant to Resolution 2010-15, the Town has elected not to make continuation of group health insurance through the Town's current provider available to retirees and eligible dependents.

**NOTE 10 LONG-TERM DEBT**

A summary of long-term debt activity for the year ended September 30, 2019 follows:

	Beginning Balance	Additions	Deductions	Ending Balance	Due Within One Year
Promissory notes payable	\$ 361,320	\$ 82,000	\$ 64,145	\$ 379,175	\$ 188,500
Revenue note payable	1,193,500	-	182,500	1,011,000	85,709
Compensated absences	53,088	83,641	76,083	60,646	6,065
	<u>\$ 1,607,908</u>	<u>\$ 165,641</u>	<u>\$ 322,728</u>	<u>\$ 1,450,821</u>	<u>\$ 280,274</u>

**NOTE 10 NONCURRENT LIABILITIES (CONTINUED)**

**Notes Payable**

Notes payable outstanding at September 30, 2019, are as follows:

<u>Note Payable:</u>	<u>Sale Date</u>	<u>Original Borrowing</u>	<u>Outstanding 9/30/2019</u>	<u>Final Maturity</u>	<u>Interest Rates to Maturity</u>
Communication services tax refunding Note, Series 2014	11/14/2014	\$ 1,856,500	\$ 1,011,000	10/1/2024	3.35%
<u>Promissory Notes:</u>					
Promissory Note 802856-1	5/7/2015	33,509	10,427	5/7/2020	2.75%
Promissory Note 802856-3	2/23/2016	29,995	11,998	3/23/2021	2.99%
Promissory Note 802856-4	5/2/2016	32,592	13,236	5/2/2021	2.99%
Promissory Note 802856-5	8/26/2016	26,252	10,972	8/26/2021	2.99%
Promissory Note 802856-6	3/2/2017	74,940	61,718	3/2/2027	3.05%
Promissory Note 802856-7	12/13/2016	148,493	122,271	12/13/2026	3.05%
Promissory Note 802856-9	9/25/2017	32,472	19,724	3/2/2022	2.99%
Promissory Note 802856-10	11/6/2017	21,001	12,714	3/2/2022	3.00%
Promissory Note 802856-11	11/6/2017	21,001	12,714	3/2/2022	3.00%
Promissory Note 802856-12	2/14/2018	35,643	21,401	3/2/2022	3.25%
Promissory Note 802856-13	11/1/2019	82,000	82,000	11/1/2023	3.25%

The Town has pledged future communication services tax revenues to repay the Communication Services Tax Refunding Revenue Note, Series 2014. Proceeds from the original note, issued in 2004, provided financing for various Town capital projects. The note is payable solely from the communication services tax revenues. To the extent that communication services tax revenues are insufficient to pay principal and interest on the note, the Town will, in each year while the note is outstanding, budget and appropriate sufficient non-ad valorem revenues to make payments of the principal of and interest on the note as it becomes due. Total communication services tax revenues pledged for the year was \$267,779. Due to changes in the federal tax code, yield maintenance provisions in the note triggered an increase in the interest rate, from 2.91% to 3.54% in the prior year. This change will result in an increase of interest payments totaling \$32,896 over the life of the note. In the event of default, all principal and interest of the Note will become immediately due and payable.

**NOTE 10 NONCURRENT LIABILITIES (CONTINUED)**

The promissory notes payable were issued to fund the purchase of various capital equipment. Each of the notes are secured by the underlying equipment and are not general obligations of the Town. In the event of default, the Lender may declare the entire amount immediately due and payable without notice to the Town. The Lender may also exercise the right to take possession of the collateral with or without a court order.

Debt service requirements of notes payable are as follows:

<u>Note Payable:</u>	<u>Maximum Annual Debt Service</u>	<u>Principal &amp; Interest Paid</u>	<u>Interest Remaining</u>	<u>Payment Schedule</u>
Communication services tax refunding Note, Series 2014	\$ 235,863	\$ 219,450	\$ 1,110,047	Bi-annual
<u>Promissory Notes:</u>				
Promissory Note 802856-1	10,719	6,025	10,719	Annual
Promissory Note 802856-3	6,726	6,545	12,545	Annual
Promissory Note 802856-4	7,244	7,048	13,843	Annual
Promissory Note 802856-5	5,738	5,738	11,475	Annual
Promissory Note 802856-6	8,828	8,828	70,619	Annual
Promissory Note 802856-7	17,492	17,492	139,906	Annual
Promissory Note 802856-9	6,979	6,979	20,934	Annual
Promissory Note 802856-10	4,499	4,499	13,497	Annual
Promissory Note 802856-11	4,499	4,499	13,497	Annual
Promissory Note 802856-12	7,610	7,609	22,829	Annual
Promissory Note 802856-13	18,176	-	91,069	Annual

Annual debt service requirements to maturity are as follows:

<u>Year Ending September 30,</u>	<u>Governmental Activities</u>	
	<u>Principal</u>	<u>Interest</u>
2020	\$ 274,209	\$ 45,721
2021	271,606	36,348
2022	260,674	26,961
2023	244,576	17,867
2024	264,840	9,250
2025 - 2027	74,270	4,658
	<u>\$ 1,390,175</u>	<u>\$ 140,805</u>

**NOTE 11      LEASES**

As *Lessor* - The Town leases certain space to tenants pursuant to operating lease agreements with terms of one year or less. For fiscal year 2019, rental income totaled \$87,386.

**NOTE 12      RISK MANAGEMENT**

The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; job-related illnesses or injuries to employees; and natural disasters. Risk of loss from the above is transferred by the Town to various commercial insurers through the purchase of insurance.

There has been no significant reduction in insurance coverage from the previous year. There have been no settlements in excess of insurance coverage in any of the prior three fiscal years.

**NOTE 13      LITIGATION CONTINGENCIES, AND COMMITMENTS**

**Litigation**

During the ordinary course of its operations, the Town is a party to various claims, legal actions, and complaints. In addition, although the outcome of these lawsuits is not presently determinable, in the opinion of the Town's management and legal counsel, these matters are not anticipated to have a material financial impact on the Town.

**Contingencies**

The Town applied for and received federal grants from FEMA for emergency hurricane relief services for Hurricanes Frances and Jeanne in fiscal years ending in 2004 and 2005. Florida's Division of Emergency Management (FDEM) administered the grants which were used by the Town for debris cleanup and other emergency services in 2004 and 2005. In late 2015, the Town received notice that FEMA contends that it overpaid the Town approximately \$483,000 due to project underruns or de-obligations. The Town filed an administrative appeal on February 15, 2016. In 2017 the Town's two appeals to FEMA were denied. In 2018 the Department of Emergency Management and the State agreed to offset dollar for dollar the payment to the Town for the previous overpayment which would be approximately \$140,000. After appeals, the town will be receiving back over \$500,000. As of November 2019, the matter remains unsettled and it is not possible to estimate the Town's potential liability associated with FEMA.

**NOTE 14 FUND BALANCES**

At September 30, 2019, the Town's governmental fund balances were classified as follows:

<b>Fund Balances:</b>	<b>MAJOR FUNDS</b>		<b>Total</b>
	<b>General</b>	<b>Stormwater Special Revenue</b>	
<b>Nonspendable:</b>			
Prepaid expenses	\$ 80,925	\$ -	\$ 80,925
<b>Spendable:</b>			
<b>Committed to:</b>			
Drainage system projects	-	300,050	300,050
<b>Assigned to:</b>			
Downtown business committee	75,364	-	75,364
Parks & recreation	85,079	-	85,079
Capital improvements	100,000	-	100,000
Other	132,979	-	132,979
<b>Unassigned:</b>			
Unassigned	1,135,489	-	1,135,489
<b>Total Fund Balances</b>	<b>\$ 1,609,836</b>	<b>\$ 300,050</b>	<b>\$ 1,909,886</b>

**NOTE 15 SUBSEQUENT EVENTS**

In November 2019, the Town entered into a promissory note agreement with a bank in the amount of \$39,634 for the purchase of certain equipment.

In December 2019, the Town entered into a promissory note agreement with a bank for the construction of a new administrative facility totaling \$5,200,000.

## **Other Reports**

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN  
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH GOVERNMENT AUDITING STANDARDS**

Honorable Mayor and Town Council  
*Town of Windermere, Florida*

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, and each major fund of the *Town of Windermere, Florida*, as of and for the year ended September 30, 2019, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements and have issued our report thereon dated January 23, 2020.

**Internal Control over Financial Reporting**

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

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

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying Appendix A that we consider to be significant deficiencies as item ML 19-01.

**Compliance and Other Matters**

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



**Town's Response to Findings**

The Town of Windermere's response to the finding identified in our audit is included in this report. The Town's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

**Purpose of this Report**

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

*McDiarmid Davis*

Orlando, Florida  
January 23, 2020

**INDEPENDENT ACCOUNTANT'S REPORT ON COMPLIANCE WITH  
THE REQUIREMENTS OF SECTION 218.415, FLORIDA STATUTES**

Honorable Mayor and Town Council  
*Town of Windermere, Florida*

We have examined Town of Windermere's (the "Town") compliance with the requirements of Section 218.415, Florida Statutes, during the year ended September 30, 2019. Management is responsible for the Town's compliance with those requirements. Our responsibility is to express an opinion on the Town's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in Government Auditing Standards issued by the Comptroller General of the United States and, accordingly, included examining, on a test basis, evidence about the Town's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the Town's compliance with specified requirements.

In our opinion, Town of Windermere complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2019.

*MCDIRMIT DAVIS*

Orlando, Florida  
January 23, 2020

**MANAGEMENT LETTER**

Honorable Mayor and Town Council  
 Town of Windermere, Florida

**Report on the Financial Statements**

We have audited the financial statements of the Town of Windermere, Florida, as of and for the fiscal year ended September 30, 2019, and have issued our report thereon dated January 23, 2020.

**Auditor's Responsibility**

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

**Other Reporting Requirements**

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards* and Independent Accountant's Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated January 23, 2020, should be considered in conjunction with this management letter.

**Prior Audit Findings**

Section 10.554(1)(i)1., Rules of the Auditor General, require that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. Management has decided to acknowledge and accept the finding which was repeated in the prior two annual financial reports:

Tabulation of Uncorrected Audit Findings		
FY 2019 Finding #	FY 2018 Finding #	FY 2017 Finding #
ML 19-01	ML 18-01	ML 17-01

**Official Title and Legal Authority**

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. This information has been disclosed in the notes to the financial statements.

**Financial Condition and Management**

Sections 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether or not the Town of Windermere has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that the Town of Windermere, Florida did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

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

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

**Additional Matters**

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

**Purpose of this Letter**

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

*McDiarmid Davis*

Orlando, Florida  
January 23, 2020

**19-01 - INTERNAL CONTROLS OVER THE  
PREPARATION OF FINANCIAL STATEMENTS**

**Criteria**

AUC 265, *Communicating Internal Control Related Matters Identified in an Audit*, requires auditors to evaluate whether or not the Town has the necessary expertise to draft the financial statements, including footnote disclosures, without the assistance of auditors.

**Condition**

During the course of our audit, we determined that the Town does not have the necessary expertise to draft the financial statements without our assistance.

**Cause**

Due to the small size of the Town, none of the staff is qualified to prepare the financial statements.

**Effect**

Errors in financial reporting could go undetected by management.

**Recommendation**

We recommend continued training of existing staff to improve financial reporting.

# Town of Windermere

614 Main Street, Windermere, FL 34786  
Office: (407) 876-2563 Fax: (407) 876-0103

Mayor  
JIM O'BRIEN



Town Manager  
ROBERT SMITH

Clerk  
DOROTHY BURKHALTER

January 23, 2020

RE: Comments and Recommendations from Auditor FY 18-19

Mayor & Council,

For FY 18-19, the Auditors had one finding relative to internal controls. The following is my response to that finding:

**19-01-Internal Controls Over the Preparation of Financial Statements:**

**Finding:** SAS No. 115, *Communicating Internal Control Related Matters Identified in an Audit*, requires auditors to evaluate whether or not the Town has the necessary expertise to draft the financial statements, including footnote disclosures, without the assistance of auditors.

**Recommendation:** "We recommend continued training of existing staff to improve financial reporting."

**Response:** Management acknowledges and accepts this deficiency due to the size and limited resources of the Town. We will continue to develop and train staff in improving financial reporting capabilities.

Regards,

A handwritten signature in black ink, appearing to read "Robert Smith", is written over a light blue horizontal line.

Robert Smith  
Town Manager

**ORDINANCE NO. 2020-01**

**AN ORDINANCE OF THE TOWN OF WINDERMERE, FLORIDA PERTAINING TO SAFETY; PROVIDING AUTHORITY TO THE TOWN MANAGER TO RESTRICT RIGHT AND LEFT TURNS ON RIDGEWOOD DRIVE DURING PEAK TRAFFIC HOURS AND TO TAKE ALL OTHER ACTION IN THE TOWN MANAGER'S DISCRETION TO REGULATE TRAFFIC ON STREETS AND ROADS WITHIN THE TOWN'S JURISDICTION TO PROTECT TOWN RESIDENTS; PROVIDING AUTHORITY TO THE TOWN MANAGER TO INSTALL APPROPRIATE SIGNAGE AND TRAFFIC CONTROL DEVICES; PROVIDING FINDINGS, SEVERABILITY, AND AN EFFECTIVE DATE.**

**BE IT ENACTED BY THE PEOPLE OF THE TOWN OF WINDERMERE:**

**Section 1. Legislative Findings and Intent.** The Town Council of the Town of Windermere hereby makes and declares the following findings and statements of legislative intent:

- (1) The Town of Windermere has experienced a great deal of cut-through traffic through its residential streets, creating hazards and safety issues for residents.
- (2) Over the past few years, the Town has held numerous workshops and public meetings with Town residents on the traffic issues to explore different strategies and ways to provide safer residential roads and streets for the residents of the Town.
- (3) The Town Council hereby determines and declares that it is necessary to provide the Town Manager the ability to regulate and restrict traffic on all Town roads and streets, including, but not limited to restricting right and left-turns during peak traffic hours, installing speed bumps, or taking any and all other action in his discretion that is necessary to protect Town residents and provide safer residential roads and streets.

**Section 2. Ridgewood Drive.** Right and left turns on Ridgewood Drive shall be restricted during peak traffic hours. The Town Manager is hereby authorized to take all actions necessary to determine such locations, peak traffic hours and install the official and required signage and traffic control devices.

**Section 3. Regulating Traffic on Town Roads and Streets.** The Town Manager is hereby provided the ability to regulate and restrict traffic on all Town roads and streets of the Town, including, but not limited to restricting right and left-turns during peak traffic hours, installing speed bumps, or taking any and all other action in his discretion necessary to protect the safety of the residents of the Town. Unless otherwise required by Florida law, all such action may be taken by the Town Manager without further action or approval by the Town Council. The Town Manager is hereby authorized to take all actions necessary to install the official and

required signage and traffic control devices and to take any other actions needed to effect the purpose of this Ordinance.

**Section 4. Severability.** If any section, sentence, clause or phrase of the Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this Ordinance.

**Section 5. Effective Date.** This Ordinance shall become effective immediately upon its enactment.

**APPROVED AND ADOPTED** by the Town Council of the Town of Windermere on the \_\_\_\_ day of \_\_\_\_\_, 2020.

Town of Windermere, Florida  
By: Town Council

By: \_\_\_\_\_  
Jim O'Brien, Mayor

Attest:

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

First Reading: January 14, 2020  
Advertised:  
Second Reading:



# Town of Windermere

614 Main Street Windermere, FL 34786  
Office: (407) 876-2563 Fax: (407) 876-0103

Mayor

JIM O'BRIEN



Town Manager  
ROBERT SMITH

Clerk  
DOROTHY BURKHALTER

## Development Review Board January 21, 2020

### Town Council February 11, 2020

**Case No.:** Z20-03

**Applicant/Representative:** Andrew Fogg, Mary Blair-Fogg, Dean and Lesha Miller, Chris Warfel, Mike Keese

**Property Owner:** William Stratton

**Requested Action:** Variance to allow an expansion of a non-conforming home by more than 10% of the existing gross floor area. Request is to expand the home by 161%.

**Property Address:** 1108 Main Street

**Legal Description:** PLAT OF WINDERMERE G/36 LOTS 30 & 31 & S1/2 OF VACATED PORTION OF ST ON N LOT 31 & VAC SS RR R/W ON E 40 FT WIDE

**Future Land Use/Zoning:** Residential/Residential

**Existing Use:** Residential (Single Family)

#### Surrounding Future Land Use/Zoning

**North:** Residential/Residential  
**South:** Residential/Residential  
**East:** Residential/Residential  
**West:** Lake

## **CASE SUMMARY:**

William Stratton, owner of 1108 Main Street, submitted a request for approval of a variance, pursuant to Division 10.02.00 of the Town of Windermere Land Development Code. The purpose of the variance request is to allow the existing non-conforming home to be expanded by more than 10% of the existing gross floor area. The proposed expansion is from 4,075 square feet to 10,637 square feet, which is an addition of 6,562 square feet (161% of existing gross floor area).

According to the Orange County Property Appraiser, the existing home was built in 1953. The existing home is a 4,075 square foot single-story home. The existing home is non-compliant with its existing side setback on the south side of the lot. The required side setbacks for this property is 15-feet from the side property lines. The existing home is approximately 10-feet from the south side property line, which is non-conforming. The existing home is conforming in all other zoning requirements.

The applicant is proposing to construct a 6,562 square foot two-story addition on the north side of the home. The proposed addition would meet the required 15-foot setback on the north side property line, the required 25-foot setback from the front property line and greater than the required 50-foot setback from the normal high water elevation of the lake. In addition, the proposed addition is within the limitation of the maximum floor area and impervious area allowed for the property. The addition results in the total gross floor area of the existing home to increase to 10,637 square feet, which is 25.1% of the lot area (maximum allowed is 38%). The addition results in the total impervious of the lot to increase to 9,078 square feet, which is 21.5% of the lot area (maximum allowed is 45%). The addition will be required to meet the Town's stormwater retention requirements. The proposed addition is also compliant with the 35-foot height limitation. According to the applicant, the septic system was recently upgraded. Any impact to existing trees will require separate permitting through the Town.

Division 10.02.00 of the LDC empowers the Development Review Board to review and make recommendations for approval, approval with conditions or denial to the Town Council on variance requests.

Division 10.02.00 of the LDC requires the Town Council to consider the recommendation of the Development Review Board and to take final action to either approve or deny the variance request.

## **CASE ANALYSIS:**

Section 10.02.02 of the LDC provides the specific standards by which the Development Review Board and Town Council are to review to consider the approval or denial of a variance application. In addition, this Section requires a positive finding, based on substantial competent evidence, for each of the standards. These standards are summarized as follows:

1. The need for the variance arises out of the physical surroundings, shape, topographical condition or other physical or environmental conditions that are

unique to the subject property. Variances should be granted for conditions peculiar to the property and not the result of actions of the property owner;

2. There are practical or economic difficulties in carrying out the strict letter of the regulation;
3. The variance request is not based exclusively upon a desire to reduce the cost of developing the site;
4. The proposed variance will not substantially increase congestion on surrounding public streets, the danger of fire or other hazard to the public;
5. The proposed variance will not substantially diminish property values in, nor alter the essential character of, the area surrounding the site;
6. The effect of the proposed variance is in harmony with the general intent of this Land Development Code and the specific intent of the relevant subject areas of this Land Development Code; and
7. The variance will not encourage further requests for changes where such a land use would not be deemed appropriate.

It is also important to note that this Section also provides specific standards that are not to be considered in the review of a variance application. These standards are:

1. That the implementation of these regulations would impose an economic hardship on the cost of the building or redevelopment project;
2. That these regulations impose a hardship by decreasing the maximum density of a property in terms of the number of units, square footage of buildings, etc.; and
3. That other adjacent lands, structures or buildings not in conformance with these regulations provide a rationale for a lessening of their application in this specific case.

Section 10.02.02(c) of the LDC allows the imposition of conditions and restrictions as may be necessary to allow a positive finding to be made on any of the variance standards to minimize the negative effect of the variance. The conditions and restrictions should further the interest of the LDC.

The applicant submitted a site plan and other materials in support of the variance request. The following is a summary of the information provided by the applicant in support of their variance request:

1. The property was purchased by the family in 1968 and was compliant at the time.

2. The expansion of the home beyond 10% does not result in exceeding the 38% gross floor area limitation nor the 45% impervious surface area limitation;
3. The expansion of the home meets all setback requirements and other zoning requirements;
4. In January 2019, the applicant installed a new septic system on the east side of the property, away from the lake, that is sufficient for the addition.

**PUBLIC NOTICE:**

Public notices were mailed to property owners within 500 feet of the subject property (41 notices sent). As of February 3, 2020, 13 were returned in favor, and 1 returned in objection.

**DEVELOPMENT REVIEW BOARD:**

On January 21, 2020, the Development Review Board (DRB) reviewed the variance request and recommended approval to the Town Council by a vote of 6-0.

**OCPA Web Map**

	Florida Turnpike		Major Roads		Proposed Road		Block Line		Commercial/Institutional		Hydro		Golf Course
	Interstate 4		Public Roads		Brick Road		Lot Line		Governmental/Institutional/Misc		Waste Land		Lakes and Rivers
	Toll Road		Gated Roads		Rail Road		Residential		Commercial/Industrial/Vacant Land		County Boundary		Building
	Road Under Construction		Proposed SunRail		Agriculture		Agricultural Curtilage		Parks		Hospital		



Dear Mr. Cornelius,

We live at 1108 Main Street in Old Town Windermere and would like to submit a variance request in order to add additional square footage to our house. My father-in-law, William Curdts and his wife Tatty, bought the house in 1968, and since then the town codes have been revised so our lot is no longer a compliant lot on the South end.

The variance we are requesting is for an FAR increase as the addition we hope to build is greater than 10% of our existing structure. We were careful to plan our addition so that we are not exceeding the current setback codes on the West, North, and East property lines. But our existing structure is non-compliant and we feel a variance is the most practical route.

Our goal is to add some flex space for a game room and additional bedrooms and bathrooms. When the addition is complete, it will allow us more flexibility to update the look of the current home to match the exterior and update the interior plumbing and electrical.

We proactively installed 2 brand new septic systems and drain fields in January 2019 on the east side of the property, away from the lake. These systems are large enough to accommodate the addition we are proposing, and feature sump pumps to avoid unsightly humps in the front yard. We feel that this has added practical and ecological value to the property while being considerate of how our property is viewed from Main Street.

Our family loves this property and the Town of Windermere, and we have many wonderful memories here. The home has been in our family since the 1960's and we intend to keep it in the family for many more years to come. My children learned to ski, sail, and drive a boat on this lake. We've spent Easters searching for eggs, and Christmases opening presents and watching Santa ski by on Lake Butler. We've had proposals, weddings, 90th birthday parties, and many other priceless memories as a family here. Adding onto this house would allow our growing family to continue to enjoy the property and continue to make wonderful memories. We simply need a little more elbow room.

Thank you for your consideration,

William Stratton

Per Wade Trim's instructions, Agent Authorization Forms will be notarized by the owner in the State of Florida and resubmitted to the town before the official review.

## Cornelius, Brad

---

**From:** Dean Miller <dean@deanallencompany.com>  
**Sent:** Monday, January 6, 2020 2:11 PM  
**To:** Cornelius, Brad; Warner, Amanda; Mastison, Sarah  
**Subject:** corrections for 1108 Main St.  
**Attachments:** 19-3167 Fogg Residence 1.pdf; 19-3167 Fogg Residence 2.pdf

Good afternoon, we met with the Fogg's today. They would like to move forward with the variance. Their intent is to modify the existing home to match the addition and use the addition to live in while they modify since they know all of the plumbing and electrical needs updating. Attached are the plans from the architect with the roof numbers. Thanks so much, Leshia

**Dean Allen Miller | President**  
[dean@deanallencompany.com](mailto:dean@deanallencompany.com) | 407-876-2562  
PO Box 75, Windermere, FL 34786

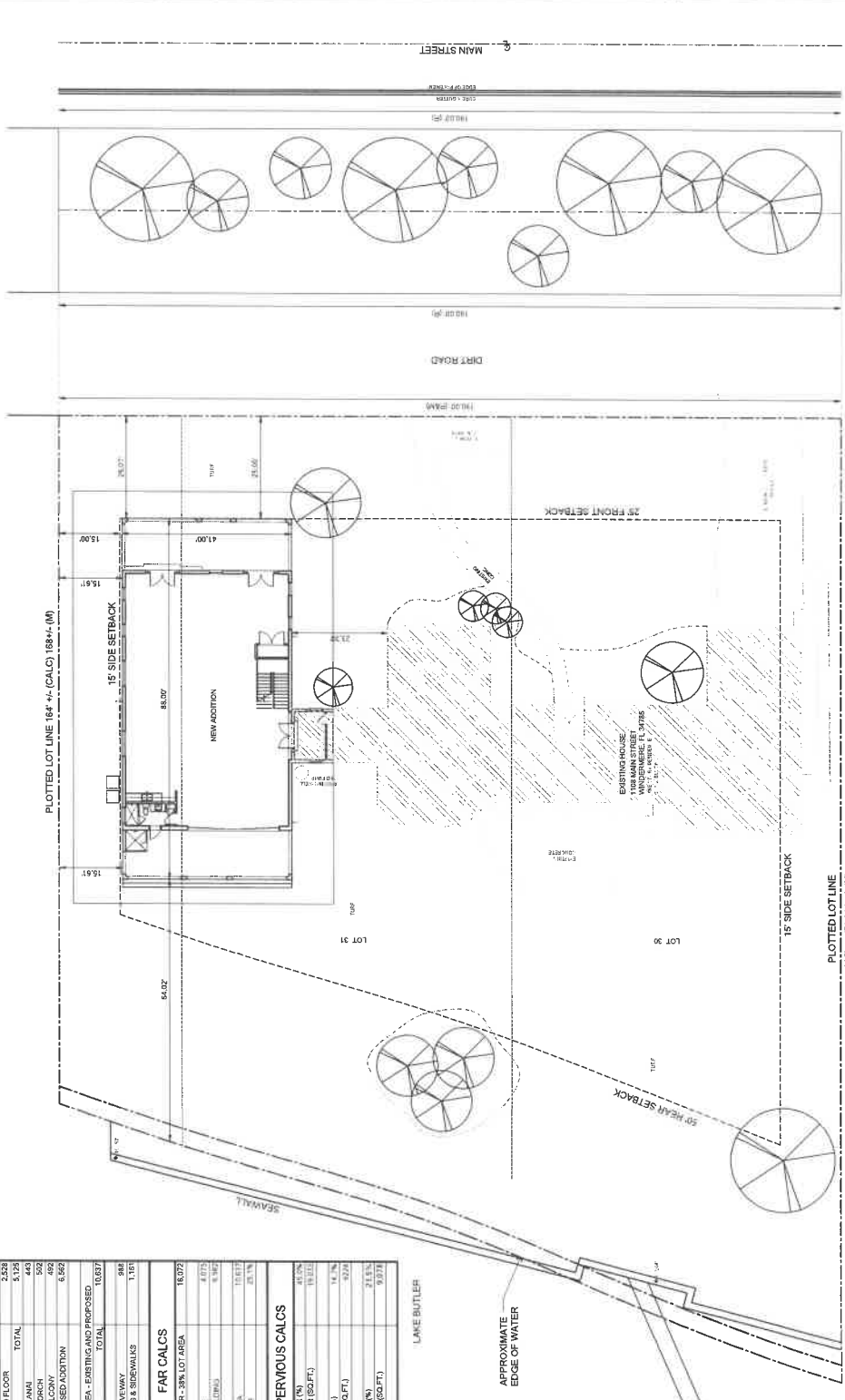
[deanallencompany.com](http://deanallencompany.com)

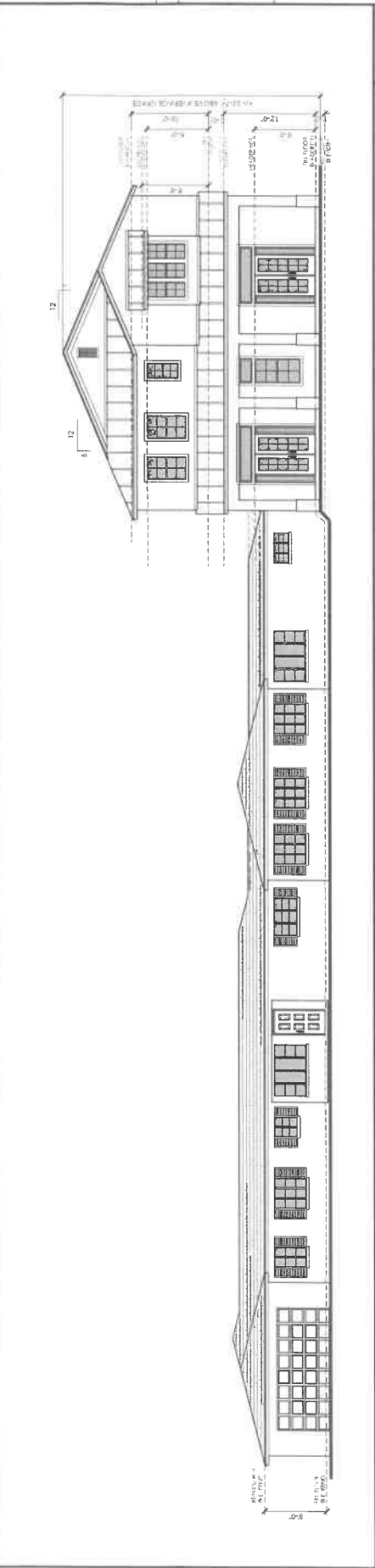




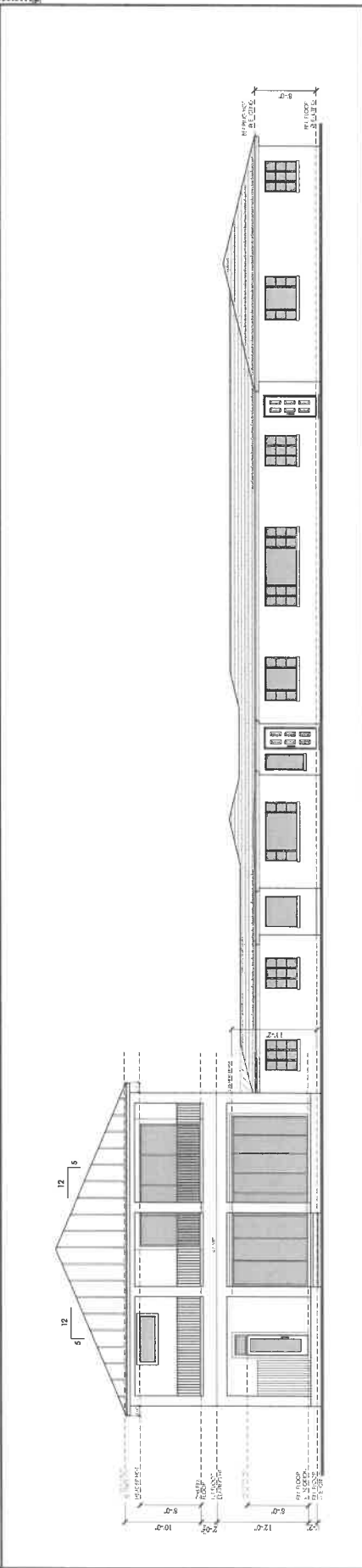
1. All dimensions are in feet and inches unless otherwise noted.
2. All boundary, setback, easement, utility and existing permanent object dimensions are shown as typical to corner.
3. All dimensions are shown as typical to centerline unless otherwise noted.
4. All dimensions are shown as typical to face unless otherwise noted.
5. All dimensions are shown as typical to centerline unless otherwise noted.
6. All dimensions are shown as typical to face unless otherwise noted.
7. All dimensions are shown as typical to centerline unless otherwise noted.
8. All dimensions are shown as typical to face unless otherwise noted.
9. All dimensions are shown as typical to centerline unless otherwise noted.
10. All dimensions are shown as typical to face unless otherwise noted.

AREA CALCULATIONS	
TOTAL SITE AREA	47,292
ALLOWABLE FAR (%)	35%
ALLOWABLE FAR (SQ.FT.)	16,072
EXISTING FAR (%)	45%
EXISTING FAR (SQ.FT.)	10,222
BUILDING PAD AREA - HOUSE	
1ST FLOOR	3,387
TOTAL	3,387
PROPOSED ADDITION	
1ST FLOOR	3,697
2ND FLOOR	2,258
TOTAL	5,955
TOTAL - EXISTING AND PROPOSED	
1ST FLOOR	7,084
2ND FLOOR	2,258
TOTAL	9,342
TOTAL AREA - EXISTING AND PROPOSED	
CRUISEWAY	688
WALKWAYS & SIDEWALKS	1,169
TOTAL	1,857
FAR CALCS	
ALLOWABLE FAR - 35% LOT AREA	16,072
EXISTING FAR (SQ.FT.)	10,222
PROPOSED FAR (SQ.FT.)	9,342
TOTAL FAR (SQ.FT.)	19,564
IMPERVIOUS CALCS	
EXISTING IMP (SQ.FT.)	10,222
ALLOWABLE IMP (SQ.FT.)	10,222
EXISTING IMP (%)	14.1%
EXISTING IMP (SQ.FT.)	4,270
PROPOSED IMP (%)	21.1%
PROPOSED IMP (SQ.FT.)	9,371

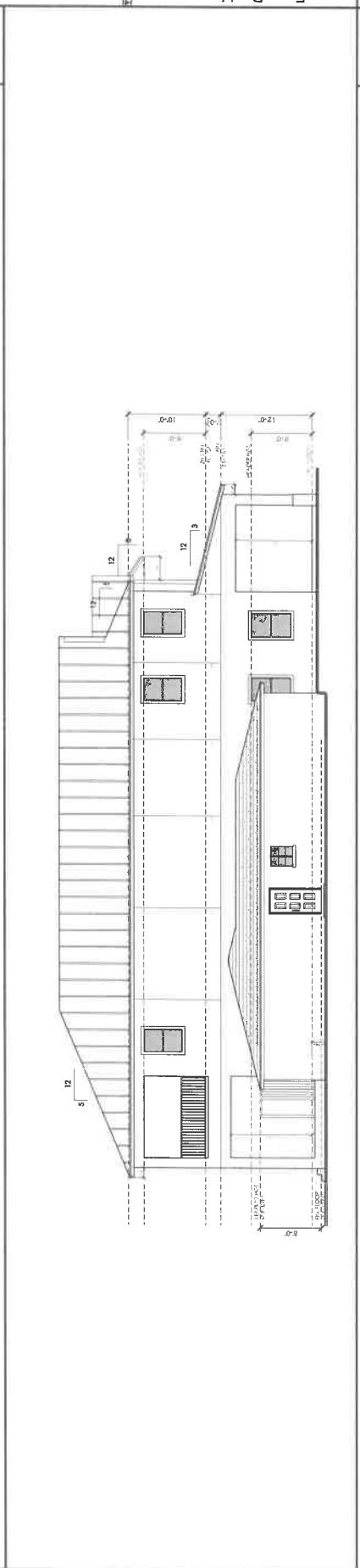




FRONT ELEVATION SCALE: 3/16" = 1'



REAR ELEVATION SCALE: 3/16" = 1'



LEFT ELEVATION SCALE: 3/16" = 1'

# AGENT AUTHORIZATION FORM

I/WE, (PRINT PROPERTY OWNER NAME) William Allen Stratton, AS THE OWNER(S) OF THE REAL PROPERTY DESCRIBED AS FOLLOWS, 1108 Main St Windermere, FL 34786, DO HEREBY AUTHORIZE TO ACT AS MY/OUR AGENT (PRINT AGENT'S NAME), Andrew Fogg, TO EXECUTE ANY PETITIONS OR OTHER DOCUMENTS NECESSARY TO AFFECT THE APPLICATION APPROVAL REQUESTED AND MORE SPECIFICALLY DESCRIBED AS FOLLOWS, \_\_\_\_\_, AND TO APPEAR ON MY/OUR BEHALF BEFORE ANY ADMINISTRATIVE OR LEGISLATIVE BODY IN THE COUNTY CONSIDERING THIS APPLICATION AND TO ACT IN ALL RESPECTS AS OUR AGENT IN MATTERS PERTAINING TO THE APPLICATION.

Date: 12-19-2019

  
Signature of Property Owner

William Allen Stratton  
Print Name Property Owner

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

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Print Name Property Owner

STATE OF FLORIDA :  
COUNTY OF \_\_\_\_\_ :

I certify that the foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ He/she is personally known to me or has produced \_\_\_\_\_ as identification and did/did not take an oath.

Witness my hand and official seal in the county and state stated above on the \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.

(Notary Seal)

\_\_\_\_\_  
Signature of Notary Public  
Notary Public for the State of Florida


My Commission Expires: \_\_\_\_\_

<b>Legal Description(s) or Parcel Identification Number(s) are required:</b>
<b>PARCEL ID #:</b>
<b>LEGAL DESCRIPTION:</b>

# AGENT AUTHORIZATION FORM

I/WE, (PRINT PROPERTY OWNER NAME) William Allen Stratton, AS THE OWNER(S) OF THE REAL PROPERTY DESCRIBED AS FOLLOWS, 1108 Main St Windermere, FL 34786, DO HEREBY AUTHORIZE TO ACT AS MY/OUR AGENT (PRINT AGENT'S NAME), Mary Blair Fogg, TO EXECUTE ANY PETITIONS OR OTHER DOCUMENTS NECESSARY TO AFFECT THE APPLICATION APPROVAL REQUESTED AND MORE SPECIFICALLY DESCRIBED AS FOLLOWS, \_\_\_\_\_, AND TO APPEAR ON MY/OUR BEHALF BEFORE ANY ADMINISTRATIVE OR LEGISLATIVE BODY IN THE COUNTY CONSIDERING THIS APPLICATION AND TO ACT IN ALL RESPECTS AS OUR AGENT IN MATTERS PERTAINING TO THE APPLICATION.

Date: 12-19-2019

  
Signature of Property Owner

William Allen Stratton  
Print Name Property Owner

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

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Print Name Property Owner

STATE OF FLORIDA :  
COUNTY OF \_\_\_\_\_ :

I certify that the foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ He/she is personally known to me or has produced \_\_\_\_\_ as identification and did/did not take an oath.

Witness my hand and official seal in the county and state stated above on the \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.

(Notary Seal)


\_\_\_\_\_  
Signature of Notary Public  
Notary Public for the State of Florida

My Commission Expires: \_\_\_\_\_

<b>Legal Description(s) or Parcel Identification Number(s) are required:</b>
<b>PARCEL ID #:</b>
<b>LEGAL DESCRIPTION:</b>

# AGENT AUTHORIZATION FORM

I/WE, (PRINT PROPERTY OWNER NAME) William Allen Stratton, AS THE OWNER(S) OF THE REAL PROPERTY DESCRIBED AS FOLLOWS, 1108 Main St Windermere, FL 34786, DO HEREBY AUTHORIZE TO ACT AS MY/OUR AGENT (PRINT AGENT'S NAME), Dean Miller, TO EXECUTE ANY PETITIONS OR OTHER DOCUMENTS NECESSARY TO AFFECT THE APPLICATION APPROVAL REQUESTED AND MORE SPECIFICALLY DESCRIBED AS FOLLOWS, \_\_\_\_\_, AND TO APPEAR ON MY/OUR BEHALF BEFORE ANY ADMINISTRATIVE OR LEGISLATIVE BODY IN THE COUNTY CONSIDERING THIS APPLICATION AND TO ACT IN ALL RESPECTS AS OUR AGENT IN MATTERS PERTAINING TO THE APPLICATION.

Date: 12-19-2019  William Allen Stratton  
 Signature of Property Owner Print Name Property Owner

Date: \_\_\_\_\_ Signature of Property Owner Print Name Property Owner

STATE OF FLORIDA :  
 COUNTY OF \_\_\_\_\_ :

I certify that the foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_. He/she is personally known to me or has produced \_\_\_\_\_ as identification and did/did not take an oath.

Witness my hand and official seal in the county and state stated above on the \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.

(Notary Seal) \_\_\_\_\_  
 Signature of Notary Public  
 Notary Public for the State of Florida  
 My Commission Expires: \_\_\_\_\_

<b>Legal Description(s) or Parcel Identification Number(s) are required:</b>
<b>PARCEL ID #:</b>
<b>LEGAL DESCRIPTION:</b>

# AGENT AUTHORIZATION FORM

I/WE, (PRINT PROPERTY OWNER NAME) William Allen Stratton, AS THE OWNER(S) OF THE REAL PROPERTY DESCRIBED AS FOLLOWS, 1108 Main St Windermere, FL 34786, DO HEREBY AUTHORIZE TO ACT AS MY/OUR AGENT (PRINT AGENT'S NAME), Lesta Miller, TO EXECUTE ANY PETITIONS OR OTHER DOCUMENTS NECESSARY TO AFFECT THE APPLICATION APPROVAL REQUESTED AND MORE SPECIFICALLY DESCRIBED AS FOLLOWS, \_\_\_\_\_, AND TO APPEAR ON MY/OUR BEHALF BEFORE ANY ADMINISTRATIVE OR LEGISLATIVE BODY IN THE COUNTY CONSIDERING THIS APPLICATION AND TO ACT IN ALL RESPECTS AS OUR AGENT IN MATTERS PERTAINING TO THE APPLICATION.

Date: 12-19-2019            William Allen Stratton  
 Signature of Property Owner      Print Name Property Owner

Date: \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
 Signature of Property Owner      Print Name Property Owner

STATE OF FLORIDA :  
 COUNTY OF \_\_\_\_\_ :

I certify that the foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_ He/she is personally known to me or has produced \_\_\_\_\_ as identification and did/did not take an oath.

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(Notary Seal)      \_\_\_\_\_  
 Signature of Notary Public  
 Notary Public for the State of Florida

My Commission Expires: \_\_\_\_\_

<b>Legal Description(s) or Parcel Identification Number(s) are required:</b>
<b>PARCEL ID #:</b>
<b>LEGAL DESCRIPTION:</b>

# AGENT AUTHORIZATION FORM

I/WE, (PRINT PROPERTY OWNER NAME) William Allen Stratton, AS THE OWNER(S) OF THE REAL PROPERTY DESCRIBED AS FOLLOWS, 1108 Main St Windermere, FL 34786, DO HEREBY AUTHORIZE TO ACT AS MY/OUR AGENT (PRINT AGENT'S NAME), Chris Warfel, TO EXECUTE ANY PETITIONS OR OTHER DOCUMENTS NECESSARY TO AFFECT THE APPLICATION APPROVAL REQUESTED AND MORE SPECIFICALLY DESCRIBED AS FOLLOWS, \_\_\_\_\_, AND TO APPEAR ON MY/OUR BEHALF BEFORE ANY ADMINISTRATIVE OR LEGISLATIVE BODY IN THE COUNTY CONSIDERING THIS APPLICATION AND TO ACT IN ALL RESPECTS AS OUR AGENT IN MATTERS PERTAINING TO THE APPLICATION.

Date: 12-19-2019

  
Signature of Property Owner

William Allen Stratton  
Print Name Property Owner

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

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Print Name Property Owner

STATE OF FLORIDA :  
COUNTY OF \_\_\_\_\_ :

I certify that the foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_. He/she is personally known to me or has produced \_\_\_\_\_ as identification and did/did not take an oath.

Witness my hand and official seal in the county and state stated above on the \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.

(Notary Seal)

\_\_\_\_\_  
Signature of Notary Public  
Notary Public for the State of Florida

My Commission Expires: \_\_\_\_\_

Legal Description(s) or Parcel Identification Number(s) are required:
PARCEL ID #:
LEGAL DESCRIPTION:

# AGENT AUTHORIZATION FORM

I/WE, (PRINT PROPERTY OWNER NAME) William Allen Stratton, AS THE OWNER(S) OF THE REAL PROPERTY DESCRIBED AS FOLLOWS, 1108 Main St Windermere, FL 34786, DO HEREBY AUTHORIZE TO ACT AS MY/OUR AGENT (PRINT AGENT'S NAME), Mike Keese, TO EXECUTE ANY PETITIONS OR OTHER DOCUMENTS NECESSARY TO AFFECT THE APPLICATION APPROVAL REQUESTED AND MORE SPECIFICALLY DESCRIBED AS FOLLOWS, \_\_\_\_\_, AND TO APPEAR ON MY/OUR BEHALF BEFORE ANY ADMINISTRATIVE OR LEGISLATIVE BODY IN THE COUNTY CONSIDERING THIS APPLICATION AND TO ACT IN ALL RESPECTS AS OUR AGENT IN MATTERS PERTAINING TO THE APPLICATION.

Date: 12-19-2019

  
Signature of Property Owner

William Allen Stratton  
Print Name Property Owner

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

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Print Name Property Owner

STATE OF FLORIDA :  
COUNTY OF \_\_\_\_\_ :

I certify that the foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_. He/she is personally known to me or has produced \_\_\_\_\_ as identification and did/did not take an oath.

Witness my hand and official seal in the county and state stated above on the \_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.

(Notary Seal)

\_\_\_\_\_  
Signature of Notary Public  
Notary Public for the State of Florida

My Commission Expires: \_\_\_\_\_

<b>Legal Description(s) or Parcel Identification Number(s) are required:</b>
<b>PARCEL ID #:</b>
<b>LEGAL DESCRIPTION:</b>



# Town of Windermere

614 Main Street Windermere, FL 34786  
Office: (407) 876-2563 Fax: (407) 876-0103

Mayor  
JIM O'BRIEN



Town Manager  
ROBERT SMITH

Clerk  
DOROTHY BURKHALTER

January 7, 2020

PATEL RAJUL  
1128 MAIN ST  
WINDERMERE, FL 34786

**RE: Public Notice of Variance Public Hearing for 1108 Main Street (Z20-02)**

William Stratton, owners of 1108 Main Street, submitted a request for approval of a variance, pursuant to Division 10.02.00 of the Town of Windermere Land Development Code. The purpose of the variance request is to allow an existing nonconforming home to be expanded beyond 10% of the existing gross floor area. The existing home is non-compliant with its side setback on the south side of the property. The owner proposes to increase the size of the existing home from 4,075 square feet to 10,637 square feet (increase of 6,562 square feet – 161% increase). The owner proposes to add additional bedrooms, bathrooms, and living area on the north side of the existing home. The proposed addition meets all Town setbacks, floor area, and impervious area requirements.

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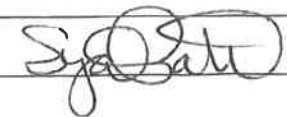
Sincerely,  
Brad Cornelius, AICP, Contracted Town Planner  
Wade Trim, Inc.  
813-882-4373  
[tow@wadetrim.com](mailto:tow@wadetrim.com)  
Encl.

**RECOMMEND – Z20-02 (1108 Main Street) - PATEL RAJUL**

APPROVAL:  DISAPPROVAL:

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

SIGNATURE:  DATE: 1/15/20

Received  
JAN 20 2019  
Wade Trim

# Town of Windermere

614 Main Street Windermere, FL 34786  
Office: (407) 876-2563 Fax: (407) 876-0103

Mayor  
JIM O'BRIEN



Town Manager  
ROBERT SMITH

Clerk  
DOROTHY BURKHALTER

January 7, 2020

BALS JAMES T  
1207 MAIN ST  
WINDERMERE, FL 34786

**RE: Public Notice of Variance Public Hearing for 1108 Main Street (Z20-02)**

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813-882-4373  
[town@wadetrim.com](mailto:town@wadetrim.com)  
Encl.

---

**RECOMMEND – Z20-02 (1108 Main Street) - BALS JAMES T**

APPROVAL:  DISAPPROVAL:

COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE:

DATE:

13 JAN 2020

Received  
JAN 20 2020  
Wade Trim

# Town of Windermere

614 Main Street Windermere, FL 34786  
Office: (407) 876-2563 Fax: (407) 876-0103

Received  
JAN 16 2019

Wade Trim

Mayor  
JIM O'BRIEN



Town Manager  
ROBERT SMITH

Clerk  
DOROTHY BURKHALTER

January 7, 2020

ELLI R ATCHISON REVOCABLE TRUST  
536 W 2ND AVE  
WINDERMERE, FL 34786

**RE: Public Notice of Variance Public Hearing for 1108 Main Street (Z20-02)**

William Stratton, owners of 1108 Main Street, submitted a request for approval of a variance, pursuant to Division 10.02.00 of the Town of Windermere Land Development Code. The purpose of the variance request is to allow an existing nonconforming home to be expanded beyond 10% of the existing gross floor area. The existing home is non-compliant with its side setback on the south side of the property. The owner proposes to increase the size of the existing home from 4,075 square feet to 10,637 square feet (increase of 6,562 square feet – 161% increase). The owner proposes to add additional bedrooms, bathrooms, and living area on the north side of the existing home. The proposed addition meets all Town setbacks, floor area, and impervious area requirements.

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[tow@wadetrim.com](mailto:tow@wadetrim.com)  
Encl.

---

**RECOMMEND – Z20-02 (1108 Main Street) - ELLI R ATCHISON REVOCABLE TRUST**

APPROVAL: ✓ DISAPPROVAL \_\_\_\_\_

COMMENTS: FIN FINE WITH PROPOSED CHANGES  
AS LONG AS ADJACENT NEIGHBORS APPROVE.

SIGNATURE:  DATE: 1.13.20

# Town of Windermere

614 Main Street Windermere, FL 34786  
Office: (407) 876-2563 Fax: (407) 876-0103

Received

JAN 15 2019

Wade Trim

Mayor  
JIM O'BRIEN



Town Manager  
ROBERT SMITH

Clerk  
DOROTHY BURKHALTER

January 7, 2020

HESS KEITH J  
8421 GLEN VIEW CT  
ORLANDO, FL 32819

**RE: Public Notice of Variance Public Hearing for 1108 Main Street (Z20-02)**

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813-882-4373  
[tow@wadetrim.com](mailto:tow@wadetrim.com)  
Encl.

**RECOMMEND – Z20-02 (1108 Main Street) - HESS KEITH J**

APPROVAL: \_\_\_\_\_ DISAPPROVAL

COMMENTS: Too Big - Takes Away From Charm of City

SIGNATURE: [Signature] DATE: 1-10-19

# Town of Windermere

614 Main Street Windermere, FL 34786  
Office: (407) 876-2563 Fax: (407) 876-0103

Received

IAN 15 2019

Wade Trim

FYI

Mayor  
JIM O'BRIEN



Town Manager  
ROBERT SMITH

Clerk  
DOROTHY BURKHALTER

January 7, 2020

GREER DONALD R  
1119 OAKDALE ST  
WINDERMERE, FL 34786

**RE: Public Notice of Variance Public Hearing for 1108 Main Street (Z20-02)**

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Encl.

---

**RECOMMEND – Z20-02 (1108 Main Street) - GREER DONALD R**

APPROVAL:  DISAPPROVAL

COMMENTS: We have no problem w/ this case

---

SIGNATURE: Wade Trim DATE: 1/11/20



# Town of Windermere

614 Main Street Windermere, FL 34786  
Office: (407) 876-2563 Fax: (407) 876-0103

Mayor  
JIM O'BRIEN



Town Manager  
ROBERT SMITH

Clerk  
DOROTHY BURKHALTER

January 7, 2020

Molly Rose/Robert Fleming  
1028 Main Street  
Windermere, FL 34786

## Public Notice of Variance Public Hearing for 1108 Main Street (Z20-02)

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[tow@wadetrim.com](mailto:tow@wadetrim.com)  
Encl.

---

**RECOMMEND - Z20-02 (1108 Main Street) - Molly Rose/Robert Fleming**

APPROVAL: ✓ DISAPPROVAL \_\_\_\_\_

COMMENTS: If at a future date they want to remodel South side they ~~would~~ should be required to apply for another variance.

SIGNATURE: Willy Rose DATE: 1/17/19



Wade Trim, Inc.  
One Tampa City Center, 201 N. Franklin Street, Suite 1350 • Tampa, FL 33602  
813.882.4373 • www.wadetrim.com

RECOMMEND – Z20-02 (1108 Main Street) - JOHNSON PEGGY L

APPROVAL:  DISAPPROVAL

COMMENTS: \_\_\_\_\_

SIGNATURE: Peggy Johnson DATE: 1-10-2019  
1108 Oakdale

Received  
JAN 15 2019  
Wade Trim

Encl.

RECOMMEND – Z20-02 (1108 Main Street) - CARPENTER FREDDIE W

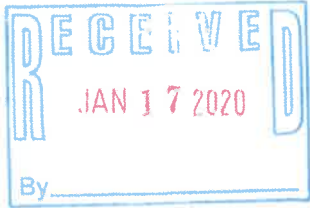
APPROVAL:  DISAPPROVAL

COMMENTS: Good Luck!!

SIGNATURE: Freddie Carpenter DATE: 1/14/2020

Received  
JAN 30 2019  
Wade Trim





# Town of Windermere

614 Main Street Windermere, FL 34786  
Office: (407) 876-2563 Fax: (407) 876-0103

Mayor  
JIM O'BRIEN



Town Manager  
ROBERT SMITH

Clerk  
DOROTHY BURKHALTER

January 7, 2020

1209 MAIN LLC  
405 W 3RD AVE  
WINDERMERE, FL 34786

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[tow@wadetrim.com](mailto:tow@wadetrim.com)  
Encl.

---

**RECOMMEND – Z20-02 (1108 Main Street) - 1209 MAIN LLC**

APPROVAL:  DISAPPROVAL:

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: DATE:

# Town of Windermere

614 Main Street Windermere, FL 34786  
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Mayor  
JIM O'BRIEN



Town Manager  
ROBERT SMITH

Clerk  
DOROTHY BURKHALTER

January 7, 2020

GATLIN ROGER  
1224 OAKDALE ST  
WINDERMERE, FL 34786

## RE: Public Notice of Variance Public Hearing for 1108 Main Street (Z20-02)

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Encl.

---

RECOMMEND – Z20-02 (1108 Main Street) - GATLIN ROGER

APPROVAL: ✓ if all code requirements are met  
DISAPPROVAL

COMMENTS: check height - no height variance should be granted.  
Ask for official county septic system approval - no  
infringement on Town Property allowed.

SIGNATURE: MO Gatlin DATE: Jan 15 2020

No additional variances should be granted -  
Nonconforming condition on south setback to remain

RECOMMEND - Z20-02 (1108 Main Street) - FONTANA ROBERT E

APPROVAL:  DISAPPROVAL

COMMENTS: \_\_\_\_\_

SIGNATURE: Robert Fontana DATE: 1/19/20

Received  
JAN 24 2019  
Wade Trim

RECOMMEND - Z20-02 (1108 Main Street) - LARSEN GEORGE E JR LIFE ESTATE

APPROVAL:  DISAPPROVAL

COMMENTS: \_\_\_\_\_

SIGNATURE: George E Larsen DATE: 1/17/2020

Received  
JAN 24 2019  
Wade Trim

RECOMMEND - Z20-02 (1108 Main Street) - JGS INVESTMENTS LLC

APPROVAL:  DISAPPROVAL

COMMENTS: I received this yesterday (1/16).  
Please allow more time to return  
response. Thank you

SIGNATURE: Phillip Slott DATE: 1/17/20

Received  
JAN 24 2019  
Wade Trim

OCPA Web Map

	Major Roads		Proposed Road		Block Line		Commercial/Institutional		Hydro		Golf Course
	Florida Turnpike		Public Roads		Lot Line		Governmental/Institutional/Misc		Waste Land		Lakes and Rivers
	Interstate 4		Gated Roads		Residential		Commercial/Industrial/Vacant Land		County Boundary		Building
	Toll Road		Road Under Construction		Agriculture		Agricultural Curtilage		Parks		Hospital
	Rail Road		Proposed SunRail								

Courtesy Rick Singh, CFA, Orange County Property Appraiser



## TOWN OF WINDERMERE

### Town Council Meeting Minutes

January 14, 2020

#### CALL TO ORDER:

Present were Mayor Jim O'Brien, Council Members Bill Martini, Bob McKinley, Andy Williams, Chris Sapp, and Liz Andert. Town Attorney Heather Ramos, Town Manager Robert Smith, Police Chief Dave Ogden, Public Works Director Scott Brown, and Town Clerk Dorothy Burkhalter were also present.

Mayor O'Brien called the meeting to order at 6:01pm and stated all Council members were present.

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

Mayor O'Brien opened the floor for public comments. First to speak was Ms. Dayna Gaut. Ms. Gaut of 11667 Acosta Avenue, Orlando, Florida introduced herself. She stated that she is a first-time candidate running for District 4 Orange County School Board. Ms. Gaut briefly commented on her background as well as the current needs/issues of the Orange County Schools and its staff. Ms. Shelia Cichra, representative for 219 W 2<sup>nd</sup> Avenue variance request introduced herself. She then stated that her clients would like to have their consent agenda item removed for discussion. Mayor O'Brien stated that this will be addressed when the Consent Agenda is up for discussion. Ms. Cichra stated that Mr. Jeff Szukalski, owner of 219 W 2<sup>nd</sup> Avenue, would also like to speak when the item is pulled. Mr. David Sharpe of 1027 Oakdale Street deferred until agenda item 5(c)(i) is being discussed.

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

##### **a. Garden Club Appreciation/Recognition**

Member McKinley recognized Ms. Vicki Hearst and the Windermere Garden Club for their outstanding decorating of the Towns Christmas tree, mantel, and back porch Christmas tree. He stated that the Garden Club has volunteered for years to decorate and always does an excellent job. Member McKinley recognized the Garden Club on their District Awards and the Deep South Southern District Award. Mayor O'Brien also publicly thanked the Garden Club. Garden Club President Vicki Hearst thanked everyone for the recognition. She then recognized Carolyn Warren as she is the head of the committee for decorating. Ms. Hearst stated that the Garden Club saves the decorations for cost saving measures. She also stated that a few of the decoration from this year's theme will be donated to a local school for their school carnival.

##### **b. Windermere Police Department Recognitions/Promotions**

###### **i. Promotion to Reserve Sgt. John Alcalde**

Chief Ogden introduced Reserve Officer John Alcalde. He then promoted Officer Alcalde to a Sergeants rank.

###### **ii. Officer of the Year – SRO Carlos Hernandez**

Chief Ogden presented SRO Carlos Hernandez with Officer of the Year certificate.

###### **iii. Community Service Award – Administrative Assistant & Admin Reserve Officer Lori Sipek**

Chief Ogden presented Administrative Assistant and Reserve Officer Lori Sipek with a Community Service Award.

## TOWN OF WINDERMERE

### Town Council Meeting Minutes

January 14, 2020

#### iv. Certificate of Appreciation – Officer Griffin Hebel

Chief Ogden presented Officer Griffin Hebel with a Certificate of Appreciation.

### 3. TIMED ITEMS AND PUBLIC HEARING

#### a. Ordinance No. 2019-09:

**AN ORDINANCE OF THE TOWN OF WINDERMERE, FLORIDA, AMENDING SEC. 5.01.05 OF DIVISION 5.01.00 OF THE TOWN'S LAND DEVELOPMENT CODE ENTITLED "TREES" TO INCORPORATE CHANGES MADE TO SECTION 163.045 OF THE FLORIDA STATUTES PERTAINING TO TREES THAT PRESENT A DANGER TO PERSONS OR PROPERTY; PROVIDING FOR SEVERABILITY, CODIFICATION AND AN EFFECTIVE DATE.**

Mayor O'Brien introduced this item. He then closed the Town Council meeting at 6:27pm and opened the Public Hearing regarding proposed Ordinance 2019-09. There being no public comments, Mayor O'Brien closed the Public Hearing at 6:28pm and reconvened the Town Council meeting. Member Sapp made a motion to approve Ordinance 2019-09 as presented. Member McKinley seconded the motion. Roll call vote was as follows: Martini – aye, McKinley – aye, Williams - aye, Sapp – aye, and Andert – aye. Motion carried 5-0.

### 4. CONSENT AGENDA

- a. **Z19-14 – Jeff and Rachelle Szukalski – Shelia Cichra (rep) 219 W 2nd Avenue - Variance for Boat Dock Side Setback Reduction – DRB recommends approval with the condition the boat dock does not exceed 16 feet in width and maintains a minimum side setback of 12 feet. (Vote 4-1)**

Mayor O'Brien introduced the Consent Agenda items. At the applicant's request and Town Council approval, this item was pulled for discussion. Ms. Cichra re-introduced herself. She then gave a brief history of the request, the two DRB meetings, and the current additional one-foot request. Mr. Jeff Szukalski, owner of 219 W 2<sup>nd</sup> Avenue introduced himself. He then stated that the original request was for twenty-two feet but it has to be scaled back to what the DRB has recommended of seventeen feet. Mr. Szukalski stated that they would like an additional one foot to make the walkway wider. Next to speak was Mr. Brad Cornelius with Wade Trim, Town Planner. Mr. Cornelius reviewed the previous DRB process. He then stated that the owners do have approval from the County for the larger dock. Mr. Cornelius stated that after the first review, the DRB requested fourteen feet for the dock and walkway. He then stated that revised plans were submitted to the DRB with a proposed seventeen-foot dock and walkway. Mr. Cornelius explained that the DRB did recommend approval for a sixteen-foot by a vote of four to one. Discussion with the Town Council began. Member Martini, and liaison for the DRB, commented on the area and the proposed dock. He then commented on the variance comprise from the DRB. Member Martini stated that an additional six-inches on either side won't be intrusive. Member Andert stated she's concerned about the height. She then questioned the denial response and the commercial business comment. Mr. Cornelius stated that the height will meet code. Ms. Cichra stated that Orange County only allows thirteen feet for height. Mr. Szukalski stated he does not have nor intend to run a commercial business from his home or on the water. Member Martini made a motion approve the

TOWN OF WINDERMERE

Town Council Meeting Minutes

January 14, 2020

modification of the seventeen feet maximum with an eleven and half foot setback. Member Williams seconded the motion. Roll call vote was as follows: Andert – aye, Sapp -aye, Williams – aye, McKinley – aye, and Martini – aye. Motion carried 5-0.

5. NEW BUSINESS:

a. Minutes

i. **December 18, 2019 Town Council Meeting**

Member McKinley made a motion to approve the December 18, 2019, Town Council meeting minutes as presented. Member Andert seconded the motion. Roll call vote was as follows: Martini – aye, McKinley – aye, Williams – aye, Sapp – aye and Andert – aye. Motion carried 5-0.

b. Resolutions/Ordinances for Approval/First Reading

i. **Ordinance No. 2020-01: First Reading**

**AN ORDINANCE OF THE TOWN OF WINDERMERE, FLORIDA PERTAINING TO SAFETY; PROVIDING AUTHORITY TO THE TOWN MANAGER TO RESTRICT RIGHT AND LEFT TURNS ON RIDGEWOOD DRIVE DURING PEAK TRAFFIC HOURS AND TO TAKE ALL OTHER ACTION IN THE TOWN MANAGER'S DISCRETION TO REGULATE TRAFFIC ON STREETS AND ROADS WITHIN THE TOWN'S JURISDICTION TO PROTECT TOWN RESIDENTS; PROVIDING AUTHORITY TO THE TOWN MANAGER TO INSTALL APPROPRIATE SIGNAGE AND TRAFFIC CONTROL DEVICES; PROVIDING FINDINGS, SEVERABILITY, AND AN EFFECTIVE DATE.**

Mayor O'Brien introduced proposed Ordinance 2020-01. He then read the title of proposed Ordinance 2020-01 for the record. Mayor O'Brien stated that the Second Reading/Public Hearing will be held at the February Town Council meeting.

c. Contracts & Agreements

i. **Individual Project Order #107: KHA Ward Trail Concept Plan Phase 1 – North Park Avenue \$49,970**

Mayor O'Brien introduced this item. He then turned the floor over to Manager Smith. Manager Smith explained that this IPO is for Phase 1 of the Ward Trail concept plan. He further explained the benefits of having the concept plan when seeking grants/funding. Manager Smith stated that this would also include charettes. Member Martini questioned if this would serve as a template for the remaining phases. Manager Smith stated additional studies would not be needed but there will be some differences and variables in the right of ways. Member Sapp commented on concerns regarding trees. Manager Smith stated that an Arborists will be brought in. Some discussion followed. Mayor O'Brien opened the Floor to Mr. David Sharpe for comments. Mr. Sharpe withdrew his request to speak. Member McKinley made a motion to approve IPO 107 not to exceed \$\$49,970.00. Member Sapp seconded the motion. Roll call vote was as follows: Martini – aye, McKinley – aye, Williams – aye, Sapp – aye and Andert – aye. Motion carried 5-0.

**TOWN OF WINDERMERE**

**Town Council Meeting Minutes**

**January 14, 2020**

**6. MAYOR & COUNCIL LIAISON REPORTS:**

Mayor O'Brien stated that the Liaison reports are attached to the packet. He then commented on the passing of longtime resident Mr. Bill Matheison. Mayor O'Brien also commented on upcoming events. Member Sapp commended the Tree Board on their efforts with the Tree seminars. Member McKinley reported on the upcoming Elder Luncheon on February 4<sup>th</sup>, at 11:30, in the Town Hall. Mayor O'Brien thanked all volunteers for their support to the Town

**7. STAFF REPORTS:**

**a. TOWN MANAGER ROBERT SMITH** – Mr. Smith reported on upcoming events, Night to Shine, WAYS Committee, projects, the new website, and the upcoming meeting with Orange County regarding the one cent sales tax initiative.

**b. TOWN ATTORNEY HEATHER RAMOS** – No report.

**c. POLICE CHIEF DAVE OGDEN** – Chief Ogden reported on the upcoming year end reports and grants.

**d. PUBLIC WORKS DIRECTOR SCOTT BROWN** – Director Brown reported on upcoming and ongoing projects, closing of the no name road to complete a project, and the use of social media for noticing of completed projects like Central Park.

**8. ADJOURN:**

Mayor O'Brien adjourned the meeting at 7:06pm.

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Dorothy Burkhalter, MMC.FCRM  
Town Clerk

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Jim O'Brien, Mayor



THE TOWN OF  
**Windermere**



**EXECUTIVE SUMMARY**

**SUBJECT:** Individual Project Order Number 106: 6th Avenue Roundabout Analysis

**REQUESTED ACTION:** Staff Recommends Approval

Work Session (Report Only)    **DATE OF MEETING:** 2/11/2020  
 Regular Meeting                       Special Meeting

**CONTRACT:**  N/A

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

Managing Division / Dept: \_\_\_\_\_

Vendor/Entity: \_\_\_\_\_

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

**BUDGET IMPACT:** \$13,790

Annual

Capital

N/A

**FUNDING SOURCE:** \_\_\_\_\_

General

**EXPENDITURE ACCOUNT:** \_\_\_\_\_

Public Works

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**HISTORY/FACTS/ISSUES:**

Mayor & Council,

Prior to any improvements being anticipated at 12/Chase or Windermere Rd/Main the 6<sup>th</sup> Ave Roundabout would need to be assessed to determine if it is handling not only the existing capacity but also future capacity should the aforementioned project improvements be implemented. In addition, Staff wanted to make sure that prior to any final design for the new Town Facilities was completed that the 6<sup>th</sup> Roundabout be addressed in case there needed to be any addition right of way needed.

Staff Recommends Approval

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**INDIVIDUAL PROJECT ORDER NUMBER 106  
December 2, 2019**

Describing a specific agreement between Kimley-Horn and Associates, Inc. (Kimley-Horn), and The Town of Windermere (the Client or the Town) in accordance with the terms of the Master Agreement for Continuing Engineering Services dated May 15, 2019, which is incorporated herein by reference.

***Identification of Project:***

Project: 6<sup>th</sup> Avenue Roundabout Analysis

Client: Town of Windermere

**I. PROJECT UNDERSTANDING**

A Roundabout Analysis is desired to determine conceptual improvements to operational performance of the 6<sup>th</sup> Avenue and Main Street roundabout.

The Town desires to determine the potential benefits, costs, schedule, alignment, and potential right-of-way impacts associated with modifications.

**II. SCOPE OF SERVICES**

Kimley-Horn will provide a roundabout analysis for the intersection of 6th Avenue and Main Street, which will contain the following:

**Task 1: Existing Operations**

Kimley-Horn will evaluate roundabout traffic operations at the study based on seasonally adjusted existing AM and PM turning movement volumes and observations at the site. This task will confirm the roundabout operations based on roundabout capacity models. The roundabout capacity and operations analysis will be conducted using Sidra Intersection 8 software with the HCM 6 and the Sidra Standard capacity models.

Kimley-Horn will perform peak hour intersection Level of Service (LOS) and queuing analysis for roundabout control during existing peak-hours. Kimley-Horn will report the peak-hour average control delay, LOS, volume to capacity ratio (v/c), and 95th percentile queue length for each approach by movement. Queue estimates will be examined relative to available storage lengths to nearby driveways and adjacent intersections.

Kimley-Horn will conduct variable runs to test the sensitivity of the roundabout to changes in geometric and traffic flow conditions.

**Task 2: Improvement Concepts**

Kimley-Horn will provide a cost-effective framework to evaluate approach and departure alignment alternatives, including the channelization of approach, circulatory, and departure lanes, with respect to known project constraints, design vehicles, right-of-way, local access, and utilities. Roundabout conceptual design will be in conformance with principles described in NCHRP Report 672.

Kimley-Horn will prepare roundabout conceptual layouts in Microstation. Available base mapping such as aerial images, topographic mapping, proposed site improvements, etc, will be provided by Town. Kimley-Horn will provide colored, 2D concept renderings that will depict critical roundabout features and geometric design elements based on the initial roundabout operations. The layouts will include colored pavement markings consistent with the MUTCD edition in effect when a formal Notice to Proceed (NTP) is received. In addition, the layouts will include potential sight line constraints based on estimated sight lines. Project constraints and right-of-way will be identified. Key features evaluated during this phase will consist of:

- Size and location of roundabout relative to right-of-way and geometric constraints
- Number of approach, departure, and circulatory lanes
- Channelization and striping strategies for circulating lanes and design vehicle accommodation
- Approach and departure alignment
- Design speed, design vehicle, and sight line considerations (Preliminary calculations will be conducted at this phase of concept refinement. Final design check calculations will be completed during design)
- Local access impacts and circulation
- Travel paths for bicyclists and pedestrians
- Continuity for pedestrian travel
- Estimated functional area of intersection based on roundabout geometric features and roundabout design influence areas

Kimley-Horn will develop up to two (2) concepts. This may include alternative means to achieve target safety performance measures, pedestrian & vehicle site circulation, right-of-way impacts, utility avoidance, storm water treatment, environmental avoidance/mitigation areas, etc. In some cases, and at the discretion of the engineer, there could be a hybrid of various features that help explore the range of options and tradeoffs for each concept. Options and trade-offs typically include variations on the roundabout inscribed circle diameter and central island, location of the roundabout, and variations in the approach and departure geometry.

It is assumed that constraints at the project location will be identified and provided prior to development of the refined project concepts. This scope assumes development of two draft concept layouts for review by the Town. After review by the Town, Kimley-Horn will provide one (1) round of adjustments to the layouts. Kimley-Horn will provide an opinion of probable construction cost for both options.

Kimley-Horn will present the analysis, concepts, and recommendations in one (1) presentation at a workshop or regular Town Council meeting.

### **III. PROJECT DELIVERABLES**

- Draft Concept
- Final Concept

### **IV. ADDITIONAL SERVICES IF REQUIRED**

The following services are not included in this IPO, but may be performed if authorized by the Town. Payment for these additional services will be agreed upon prior to their performance.

- Attendance at additional meetings / workshops

- Additional concepts
- Additional cost estimates
- Evaluation of additional time periods
- Crash analysis
- Permitting
- Construction Plans

**V. SCHEDULE**

Kimley-Horn will provide the Draft Report to the Town for review within sixty (60) days of receipt of the Notice to Proceed (NTP). Kimley-Horn will finalize the study within three (3) weeks after receiving comments.

**VI. METHOD OF COMPENSATION**

Kimley-Horn will perform the services in Tasks 1 – 2 for a lump sum fee of **\$13,790.00**, inclusive of expenses. A breakdown of fee by task is provided in the table below.

**TABLE 1: STAFFHOUR ESTIMATE**

Task	Fee
Task 1: Existing Operations	\$2,590
Task 2: Improvement Concepts	\$10,820
Subconsultant – Traffic Counts	\$380
<b>TOTAL</b>	<b>\$13,790</b>

Lump sum and hourly fees will be invoiced monthly based upon the overall percentage of services performed. Payment will be due within 25 days of your receipt of the invoice.

ACCEPTED:

THE TOWN OF WINDERMERE, FLORIDA

KIMLEY-HORN AND ASSOCIATES, INC.

BY: \_\_\_\_\_

BY:  \_\_\_\_\_  
Hao T. Chau, PE

TITLE: \_\_\_\_\_

TITLE: Associate \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: 12/09/19 \_\_\_\_\_



## EXECUTIVE SUMMARY

**SUBJECT:** Task Assignment No 31. Manhour and Fee Proposal-Final Engineering Services  
West Second Avenue Roadway and Drainage Improvements

**REQUESTED ACTION:** Staff Recommends Approval

Work Session (Report Only)    **DATE OF MEETING:** 2/11/2020  
 Regular Meeting                       Special Meeting

**CONTRACT:**  N/A    Vendor/Entity: \_\_\_\_\_  
Effective Date: \_\_\_\_\_                                      Termination Date: \_\_\_\_\_  
Managing Division / Dept: \_\_\_\_\_

**BUDGET IMPACT:** Not to exceed \$79,400  
 Annual                      **FUNDING SOURCE:** Local Mitigation Strategy Grant  
 Capital                      **EXPENDITURE ACCOUNT:** Public Works  
 N/A

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### HISTORY/FACTS/ISSUES:

Mayor & Council,

The Town of Windermere was awarded a matching 75/25 grant for the West Second Avenue Improvements. This grant is broken up into two phases/deliverables; design and construction. MGEC initially worked on the concept design plans with Town Staff and residents. Should the Town Council wish to extend the contract of MGEC for continuity of the project Staff recommends approval of the attached Task Assignment. Should the Town Council wish to transfer the design to our new contracting continuing engineering service (KHA) then the motion would be to not exceed the design cost allotted of \$79,400.

Town Staff and Engineers will meet with Public again to go over project concept and design prior to approval.

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MICHAEL GALURA ENGINEERING CONSULTANTS, LLC  
3222 Corrine Drive, Suite H  
Orlando, Florida 32803  
Engineering Business No. 24298

(407) 493-9983

January 10, 2020

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

Re: **TASK ASSIGNMENT NO. 31  
MANHOUR AND FEE PROPOSAL – FINAL ENGINEERING SERVICES  
WEST SECOND AVENUE ROADWAY AND DRAINAGE IMPROVEMENTS  
(HMGP NUMBER 4337-297-R, AGREEMENT NO. H0377)  
Windermere, Florida**

Dear Robert,

Enclosed please find the following proposal for Final Engineering, permitting, and bidding services in the not to exceed amount of **\$79,400.00** for your review and approval. This includes sub-consultant Construction Engineering and Inspection (Design Support) services for JPF Development Solutions, LLC (John Fitzgibbon), and PEC Surveying and Mapping for supplemental surveying services for the outfall rights-of-ways and easement descriptions/sketches.

Thank you for the opportunity to submit this proposal on this important project. If you have any questions, please do not hesitate to call me directly at (407) 493-9983 or contact me by e-mail at: [mchgalu@aol.com](mailto:mchgalu@aol.com).

Respectfully,

**MGEC**/Michael Galura Engineering Consultants, LLC

Michael B. Galura, P.E.  
President/Principal Engineer

cc: Nora White, Town of Windermere  
Debbie Wilson, Town of Windermere

**EXHIBIT "B" - Manhour and Fee Estimate**

**FINAL DESIGN, PERMITTING, BIDDING AND HMGP GRANT COORDINATION SERVICES  
WEST 2ND AVENUE ROADWAY AND DRAINAGE IMPROVEMENTS**

Task Description (Effective Date : January 10, 2020)	Principal Engineer (Galura)	Sr. Project Engineer	Project Engineer	CADD Technician	Word Processor	Task Hours
Hourly Rate	\$115.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Task "B" - FINAL DESIGN SERVICES</b>						
Prepare Contract Drawings (24-inch x 36-inch) as follows (total 43 Sheets):						
1 - Cover Sheet.....	2					2
1 - General Notes.....	8					8
1 - Summary of Quantities.....	8					8
2 - Typical Section Sheet.....	12					12
2 - Drainage Basin Map.....	24					24
2 - Storm Water Pollution Prevention Plan Sheet.....	16					16
1 - Key Sheet.....	10					10
8 - Plan and Profile Sheets (West 2nd Avenue).....	80					80
1 - Intersection Detail Sheet (4 intersections).....	12					12
15 - Cross-Section Sheets.....	90					90
4 - Drainage Structure Cross-Section Sheets.....	40					40
3 - Maintenance of Traffic (MOT) Sheets.....	18					18
3 - Standard and Miscellaneous Drainage Detail Sheets.....	12					12
Create Surface Model and Establish horizontal and vertical alignment of roadway from Survey.....	24					24
QA/QC Plan Sets (1 plan sets)	12					12
Create PDF Plot Files (for full size bond paper plots)	8					8
Address 100% completion comments	8					8
Revise Construction Plans for 100% completion	16					16
Create PDF Plot Files (for full size bond paper plots)	8					8
<b>Task "C" - PERMITTING SERVICES</b>						
Pre-Application Meeting with the SFWMD	2					2
Prepare Stormwater Narrative and Supporting Stormwater Calculations	28					28
Prepare, Assemble and Submit online the Environmental Resource Permit (ERP) Application	8					8
Address SFWMD RAI Comments	8					8
Prepare and Submit NPDES Notice of Intent (NOI) for Construction Activities	4					4
Prepare and Submit NPDES Notice of Termination (NOT) for Construction Activities	4					4
<b>Task "D" - BIDDING SERVICES</b>						
Prepare and Assemble ISSUED FOR BID Project Manual	12					12
Prepare Engineer's Estimate	6					6
Prepare Bid Solicitation document (to be uploaded to Town website and DemandStar)	6					6
Conduct and Attend Pre-Bid Meeting	2					2
Address Request for Information (RFI) during bidding process	16					16
Prepare Bid Tabulation and Evaluate Contractor Bids	6					6
Evaluate the Low Bidders and conduct review of bid submittals (including interviews with Contractors)	10					10
Prepare and issue written recommendation for awarding of Bid	4					4
Attend Town Council Meeting for Awarding of Bid	2					2

**EXHIBIT "B" - Manhour and Fee Estimate**

**FINAL DESIGN, PERMITTING, BIDDING AND HMGP GRANT COORDINATION SERVICES  
WEST 2ND AVENUE ROADWAY AND DRAINAGE IMPROVEMENTS**

<b>Task Description</b> (Effective Date : January 10, 2020)	<b>Principal Engineer</b> (Galura)	<b>Sr. Project Engineer</b>	<b>Project Engineer</b>	<b>CADD Technician</b>	<b>Word Processor</b>	<b>Task Hours</b>
<b>Hourly Rate</b>	\$115.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Task "E" - HMGP GRANT COORDINATION SERVICES</b>						
Prepare Quarterly Reports (4) and submit to DEM	12					12
Prepare Reimbursement Requests	4					4
Conduct and Attend DEM Project Review (Interim and Final)	4					4
Prepare Final Report and Final Reimbursement Request	12					12
Transmit all Final Work Products on a CD (to Town).	1					1
<b>LABOR HOURS</b>	<b>559</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>559</b>
<b>LABOR COSTS</b>	<b>\$64,285.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$64,285.00</b>
<b>TOTAL LUMP SUM FEE COMPUTATIONS</b>						
(1) Labor Costs					=	\$64,285.00
(2) Reimbursable Expenses (copying, mileage, etc.)					=	\$765.00
(3) Permit Application Fee (SFWMDC General Environmental Resource Permit)					=	\$250.00
(4) Supplemental Surveying Services (PEC Surveying & Mapping)					=	\$9,700.00
(5) JPF Solutions Engineering Design Support					=	\$4,400.00
					<b>Total Lump Sum Fee</b>	<b>\$79,400.00</b>

Filename : c:\My Proposal\West 2nd Avenue Roadway and Drainage Improvements\Proposal - West 2nd Avenue Roadway and Drainage Improvements\_01102020.xls



## REIMBURSABLE EXPENSES

### 30% SUBMITTAL

	Unit	Unit Price	SHEETS	Copies	Total Price
24"X36"	SHEET	\$ 1.00	43	4.00	\$ 172.00
Binding and Stapling	EA	\$ 0.25		4.00	\$ 1.00
Orange County Sales Tax	1%				\$ 1.73
State of Florida Sales Tax	6%				\$ 10.38
<b>SUBTOTAL</b>					<b>\$ 185.11</b>

### 60% SUBMITTAL

	Unit	Unit Price	SHEETS	Copies	Total Price
24"X36"	SHEET	\$ 1.00	43	4.00	\$ 172.00
Binding and Stapling	EA	\$ 0.25		4.00	\$ 1.00
Orange County Sales Tax	1%				\$ 1.73
State of Florida Sales Tax	6%				\$ 10.38
<b>SUBTOTAL</b>					<b>\$ 185.11</b>

### 90% SUBMITTAL

	Unit	Unit Price	SHEETS	Copies	Total Price
24"X36"	SHEET	\$ 1.00	43	4.00	\$ 172.00
Binding and Stapling	EA	\$ 0.25		4.00	\$ 1.00
Orange County Sales Tax	1%				\$ 1.73
State of Florida Sales Tax	6%				\$ 10.38
<b>SUBTOTAL</b>					<b>\$ 185.11</b>

### 100% SUBMITTAL

	Unit	Unit Price	SHEETS	Copies	Total Price
24"X36"	SHEET	\$ 1.00	43	4.00	\$ 172.00
Binding and Stapling	EA	\$ 0.25		4.00	\$ 1.00
Orange County Sales Tax	1%				\$ 1.73
State of Florida Sales Tax	6%				\$ 10.38
<b>SUBTOTAL</b>					<b>\$ 185.11</b>

<b>COPIES</b>		0.10	250.00	1.00	\$ 25.00
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<b>TOTAL</b>					<b>\$ 765.00</b>
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*Surveying and Mapping, LLC*

January 10, 2020

Mike Galura Engineering Consultants, LLC  
Mr. Mike Galura, P.E., President  
3222 Corrine Drive, Suite H  
Orlando, Florida, 32803

PS16641-MGEC

**Re: *West 2nd Avenue Outfall Improvements - Surveying and Mapping Services  
Windermere, Florida***

Dear Mr. Galura:

PEC-Surveying and Mapping (PEC) is pleased to submit our proposal for surveying and mapping services in connection with the above-referenced site.

**Topographic Survey Outfall Right of Way:** We propose to perform a Topographic Survey of the outfall right of way to Lake Butler for the above referenced project. The above referenced site is as per the attached Exhibit highlighted in Red, which you have furnished. The Topographic Survey will determine the location of the easement and right of way adjacent to the west line of Lots 15 and 16 C per the Plat of Windermere.

Elevations will be obtained on the centerline of the easement and 10 feet either side. Elevations will be relative to mean sea level datum NGVD of 1929 relative to two harmonious Orange County benchmarks to be consistent with the Towns Survey Database. The Survey will also extend into and across West 2<sup>nd</sup> Avenue and include the top of water of the lakes.

All evidence of all above ground utilities will be located within the Survey Limits. Invert elevations will be obtained of all drainage structures. Subsurface utilities will be located based on surface markings by the Sunshine One Call locating service.

**Cul-de-sac Outfall:** We propose to perform a Topographic Survey of the outfall right of way to Lake Butler for the above referenced project. The above referenced site is as per the attached Exhibit highlighted in Red, which you have furnished. Elevations will be obtained on the centerline of the easement and 10 feet either side.

**Sketch of Legal Descriptions:** We propose to prepare two Sketch of Legal Descriptions for the Cul-de-sac outfall.

**Deliverables.** Deliverables will consist of a CAD file will also be prepared to serve as the basemap for the Civil Engineering. The Deliverables for the Sketch of Legal Descriptions will be hard copied signed and sealed Sketch of Legal Descriptions.

Mike Galura Engineering Consultants, LLC - Mr. Mike Galura, P.E., President  
West 2nd Avenue Outfall Improvements - Surveying and Mapping Services  
PS16641-MGEC  
January 10, 2020  
Page Two

**Schedule.** We are prepared to commence work within three working days from the notice to proceed and can complete the work within fifteen working days.

**Fees.** We propose to perform the work for the following Fees:

Topographic Survey Outfall Right of Way: .....	\$ 5,000.00
Cul-de-sac Outfall: .....	\$ 3,200.00
Sketch of Legal Descriptions: (2): .....	\$ 1,500.00

Thank you for the opportunity of submitting this proposal to you. Should you have any questions or comments please do not hesitate to contact us.

Very truly yours,

***PEC-Surveying and Mapping***



David A. White, P.S.M.  
President



On December 21, 2017 (during the timeframe of this pilot program), the Federal Highway Administration (FHWA) terminated their approval for any RRFB's that were not already under construction or part of an ongoing project. The termination was due to information the FHWA received stating that a private company had patented the concept of the RRFB. After further review, on March 20, 2018, the FHWA issued IA-21 in which again approves the use of RRFB's.

### **Recommendation**

The Public Works Department would like to expand the program by installing one set of RRFB's at another location. At the Council's option for location - recommendation is to place at either the existing mid-block crossing on Sixth Avenue, east of Ridgewood Drive or Maguire Rd across from the Estancia Subdivision (see attached map). Fausnight Stripe & Line, Inc. was the lowest bidder and the selected contractor that recently installed the RRFB on Main Street at Second Avenue and Sixth Avenue, as well as the new stop/street combo signs on Main Street, Park Ave and Sixth Ave, and are also familiar with the decorative look and feel that the Town enjoys. For this, it is recommended that they continue to serve as our sole-source contractor for this project.

### **Fausnight Stripe & Line, Inc.**

- **Carmana R920 Solar Wireless RRFB;**
  - **Black Powder Coated Pole, Base, Collar & Frames**  
**Two systems (1 set) per location**
-



# PROPOSAL

910 Charles Street  
 Longwood, FL 32750  
 (407) 261-5446 \* Fax (407) 261-5449

**TO** Town of Windermere

Attention: Scott Brown

PHONE	FAX	DATE
		02/05/20
PROPOSAL #		20-0125
JOB NAME/LOCATION		
Windermere - Solar Powered RRFB Pedestrian Signs		

We hereby submit specifications and estimates for:

Item	Description	Quantity	U/M	Unit Price	Amount
	<b>One Crossing</b>				
	Carmana R920 Solar Wireless RRFB - Dual Light Bar System (Powder Coated Black Pole, Base, Collar & Frames)	2	AS	\$ 8,050.00	\$ 16,100.00
	Down Payment Required - 60% of Amount Total:			\$ 9,660.00	
	Lead-Time - 5 to 7 Weeks				

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control.	<b>Total:</b>	<b>\$ 16,100.00</b>
	Authorized Signature <b>Phillip J Fausnight</b> <small>Digitally signed by Phillip J Fausnight          Date: 2020.02.05 12:18:55 -05'00'</small>	<b>Terms: Net 30</b> <b>Proposal Valid for 90 Days</b>

**Acceptance of Proposal** The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance _____ <b>CONTACTS:</b> Estimating Department Phil Fausnight, President/Contracts Administrator John Bruce, Project Coordinator/Scheduling Cris Mercedes, Gen Admin, Insurance, Submittals	Signature _____ <a href="mailto:estimating@fausnight.com">estimating@fausnight.com</a> <a href="mailto:phil@fausnight.com">phil@fausnight.com</a> <a href="mailto:john.bruce@fausnight.com">john.bruce@fausnight.com</a> <a href="mailto:cris@fausnight.com">cris@fausnight.com</a>
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**GRAY | ROBINSON**  
ATTORNEYS AT LAW

Christopher L. Carmody  
Attorney At Law  
407-244-5649  
CHRIS.CARMODY@GRAY-ROBINSON.COM

January 31, 2020

Robert Smith  
Town Manager  
Town of Windermere  
614 Main St.  
Windermere, FL 34786  
rsmith@town.windermere.fl.us

Re: Engagement with GrayRobinson, P.A.

Dear Mr. Smith:

Thank you very much for your interest in GrayRobinson, P.A. (“GrayRobinson” or “the Firm”). We appreciate the opportunity to provide governmental consulting services to Town of Windermere (“Windermere”). The Firm is committed to providing the highest level of service in furtherance of your goals. This letter will describe the terms under which that representation will occur, disclose the Firm’s reporting responsibilities under the law, and summarize the nature of government consulting services as compared to legal services.

**Firm Contacts for Your Representation**

You have asked the Firm to represent Windermere before The State of Florida including the Legislative and Executive branches of government. Specific to this work, the Firm will pursue priorities established by Town of Windermere at the legislative and executive level.

The entire team of GrayRobinson’s lobbyists will be available to advance your interests. However, in order to ensure that your needs are efficiently and fully addressed, I will be the primary contact for this representation. If I should ever be unavailable, I would encourage you to contact Robert Stuart and Jason Unger who will serve as secondary contacts for this representation.

**Fees, Costs and Terms**

In exchange for these services, Windermere agrees to pay the Firm \$40,000 for representation during the 2020 Legislative Session. This fee will be paid in monthly sums of \$6,666 per month for a period of six months beginning February 1, 2020, and continuing month-to-month. After five months we will meet to reassess the scope of needs and fee as necessary. Both Windermere and the Firm have the right to terminate this contract with or without cause with thirty (30) days’ notice given.

All payments should be remitted to 301 East Pine Street #1400, Orlando, FL 32801 or via ACH transfer or other electronic transfer upon receipt of invoice. Documented, out-of-pocket costs

BOCA RATON  
301 EAST PINE STREET  
SUITE 1400  
FORT LAUDERDALE  
FORT MYERS  
GAINESVILLE  
JACKSONVILLE  
KEY WEST  
LAKELAND  
LAKELAND  
MELBOURNE  
MIAMI  
NAPLES  
ORLANDO  
ORLANDO  
TALLAHASSEE  
TAMPA  
WASHINGTON, DC  
WEST PALM BEACH

directly attributable to the performance of our work will be billed in addition to a monthly retainer, and these costs may include travel and other expenses incurred on the Organization's behalf. No monthly costs that in the aggregate exceed \$300 will be incurred without the Organization's prior approval.

### **Lobbyist Registration**

Florida law requires that GrayRobinson's lobbyists must register with the State prior to engaging in lobbying activity. Lobbyist registrations are effective when they are received by the State and the City of Orlando and lobbying may not occur prior to proper registration. The registration and fee cycle is the calendar year beginning January 1 and ending December 31. Therefore, Windermere consents for the Firm's lobbyists to register to represent Windermere, and the Organization agrees to reimburse the Firm for the cost of lobbyist registrations.

Lobbyist registration fees are:

- **Legislature:** \$20 for each person from the point of registration until December 31; then renewed in January each calendar year thereafter.
- **Executive:** \$25 for each person from the point of registration until December 31; then renewed in January each calendar year thereafter.

Lobbyist registration forms will be sent under separate cover following the execution of this agreement. By signing below, you agree to complete and return these forms, which are necessary to our representation of Windermere during the term of this contract or after its termination should reporting periods overlap. The Firm cannot commence representation until these forms are returned and properly filed with the State.

### **Compensation Reporting**

Florida law requires that the fees and costs invoiced by GrayRobinson for lobbying services are reportable to the State on a quarterly basis to both the Florida Legislature and the Florida Commission on Ethics. Therefore, Windermere consents to the quarterly disclosure of compensation paid or owed to GrayRobinson for lobbying activity as required by Chapter 2005-359, Laws of Florida. Such consent is granted so that GrayRobinson may file the specified quarterly reports, disclosing only the information required by Chapter 2005-359, Laws of Florida, and shall remain in effect as long as any GrayRobinson lawyer or non-lawyer lobbyist serves as the client's registered representative before the Legislature and any executive branch agency.

Unless you direct otherwise, the Firm will attribute and report 50% of our fees and reimbursements as local government representation, and 50% of our fees and reimbursements as executive branch lobbying fees, subject to periodic adjustment by us to reflect our best professional judgment regarding allocation of our efforts associated with this representation.



### **Confidentiality**

In order to ensure the candor and trust in our relationship that forms the basis of effective representation it is the policy of the Firm to keep strictly confidential all information about your interests and strategies. Because information is our stock in trade and because advancing your interests may depend on it we ask that you also keep confidential any information we may share with you regarding political strategy, insight, information, or analysis. You may share information pertaining to our representation of you with your other consultants and representatives except for any information we specifically deem to be confidential, either verbally or in writing.

### **Distinguishing Between Lobbying and Legal Services; Conflicts**

GrayRobinson offers not only legal services but also lobbying services. The Florida Bar treats legal services differently than non-legal services, which includes lobbying and consulting. It is important to understand the distinction between those services relative to conflicts, and the scope of this representation. *This lobbyist engagement does not create an attorney/client relationship between you and our firm.* If legal services are required by Windermere, we will enter into a separate engagement.

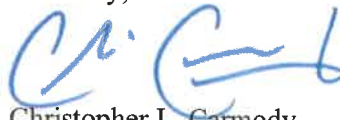
Both lobbyists and lawyers must avoid conflict of interest. Lawyers may not accept a legal client adverse to another legal client in a legal matter, and our lobbyists will decline to accept a lobbying client involved in legal action against an existing legal or lobbying client of the Firm. However, legal services and lobbying are separate and distinct services for the purposes of evaluating conflicts, and, because lobbying frequently involves advocating for potential changes to existing law within the legislative branch or application of the law by the executive branch, the positions advanced on behalf of lobbying clients may or may not differ from legal positions taken on behalf of clients in judicial proceedings. In some instances, lobbying clients may not have a legal conflict, but they may be marketplace competitors or they may take inconsistent positions on one or more lobbying issues. We will bring any such situations to your attention immediately upon discovery and we likewise ask you to contact us immediately if you have similar concerns at any time. Whenever conditions merit, we will implement and maintain an “ethics wall” to maintain complete separation of information, strategy, and personnel associated with the affected lobbying clients.

Under the scope of representation outlined above we know of no lobbying conflicts with our current lobbying clients, and we have discussed our plan for protecting your interest from marketplace competitors via an ethics wall. If you ever have a concern about a perceived or potential conflict, or any other issue we ask that you alert us immediately so we can address it in a mutually acceptable fashion. We will do the same.

Page 4

I believe the above reflects our understanding. If it does, please sign this agreement and return to me. If not already completed, electronic lobbyist registration forms will be sent separately from the respective entities for 2019. I appreciate your attention to this matter and look forward to working with you. Please never hesitate to contact me if we can assist you in any way.

Sincerely,



Christopher L. Carmody

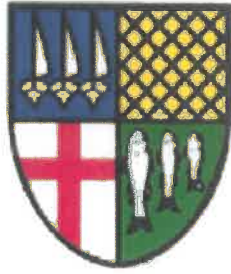
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For: Town of Windermere

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Date

Attached: Additional Understanding Regarding Representation  
Privacy Policy



**TOWN OF WINDERMERE  
EXECUTIVE SUMMARY**

**SUBJECT:** Temporary Administration/Police Town Facilities Site Plan – 501 Forest Street

**REQUESTED ACTION:** Staff Recommends Approval

Work Session (Report Only)    **DATE OF MEETING:** February 11, 2020  
 Regular Meeting                       Special Meeting

**CONTRACT:**  N/A                      Vendor/Entity: KHA  
Effective Date: 08/14/2019                      Termination Date: 08/15/2020  
Managing Division / Dept: Public Works

**BUDGET IMPACT:** \_\_\_\_\_  
 Annual                      **FUNDING SOURCE:** \_\_\_\_\_  
 Capital                      **EXPENDITURE ACCOUNT:** \_\_\_\_\_  
 N/A

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**HISTORY/BACKGROUND/RECOMMENDATIONS:**

Mayor & Council,

**History**

Town Council has approved the construction of new Admin/PD and PW facilities. As part of the requirement, the town staff will need to relocate from the current facilities during construction to allow demolition of existing facilities and construction of new facilities. As previously approved by Town Council, The staff will require temporary facilities to maintain operation during the demolition and construction phase of the new facilities.

On December 18, 2019, The Town Council approved IPO 105 to Kimley Horn and Associates (KHA) to design the site plan for the temporary facilities for Administration and Police Department.

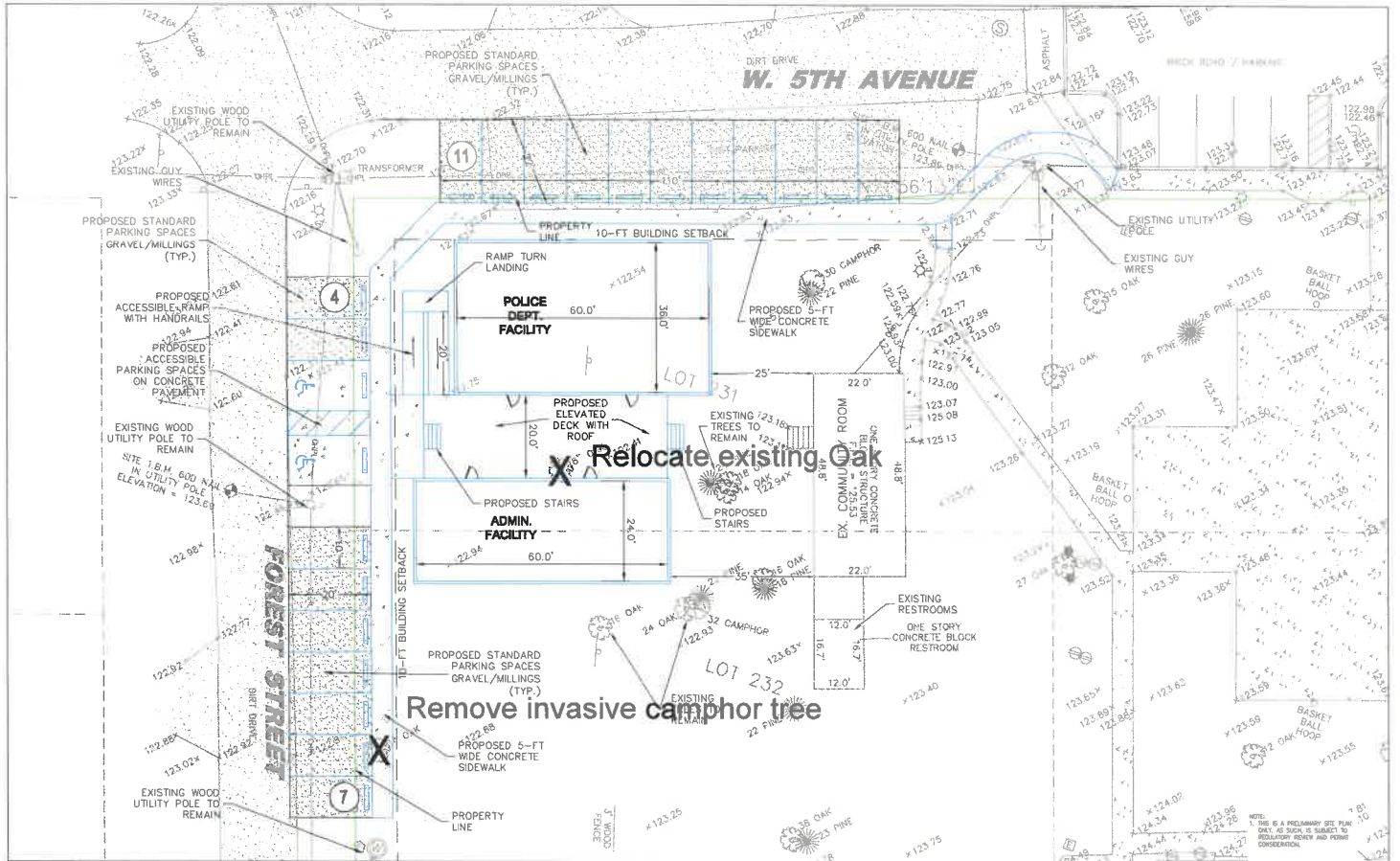
**Background**

KHA worked with the Town, as well as the contractor HJ High to develop a site plan for temporary administration and police department facilities that will be used during the construction of the permanent town offices. As these offices are open to the public, site plan includes, but not limited to, ADA accessible ramps, handicapped parking, sidewalks, additional side street parking spaces and a covered area between the two offices. In addition to the temporary Admin and PD offices shown on the attached site plan, PW will be located on the

southern most lot on the corner of 7<sup>th</sup> and Main. The temporary facilities for Public works will be coordinated with the Contractors site office during the construction phase.

**Recommendation**

Staff recommends Town Council approve the preliminary site plan. The plan will then be submitted to DRB on 2/18/2020 for review, comment and recommendation. DRB will provide recommendation to Town Council with the goal of final Town Council approval in the March 10, 2020 Council meeting.



**Temporary Facilities**  
CITY OF WINDERMERE, FL

**CONCEPTUAL SITE PLAN**

1/27/2020 - CONTACT: MIKE WOODWARD, P.E. - (407) 866-1511

**SP-2**

GRAPHIC SCALE IN FEET  
0 10 20

**Kimley Horn**

K:\Data\2020\12\27\2020-12-27\Temporary Facilities\ConceptualSitePlan-2.mxd

THE TOWN OF  
**Windermere**



**EXECUTIVE SUMMARY**

**SUBJECT:** Request to amend Land Development Code to allow Chickens in Residential areas

**REQUESTED ACTION:** Board Discussion

Work Session (Report Only)

Regular Meeting

**DATE OF MEETING:** 2/11/20

Special Meeting

**CONTRACT:**  N/A

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

Managing Division / Dept: \_\_\_\_\_

Vendor/Entity: \_\_\_\_\_

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

**BUDGET IMPACT:** TBD

Annual

Capital

N/A

**FUNDING SOURCE:** \_\_\_\_\_

**EXPENDITURE ACCOUNT:** \_\_\_\_\_

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**HISTORY/FACTS/ISSUES:**

Mayor & Council,

At a prior meeting a Resident requested that the Town Council consider allowing Chickens in Residential areas. This is currently prohibited in the Town's Land Development Code. The Town Clerk reached out to surrounding jurisdictions to see if they allow and if so, how do they regulate. The responses were mixed but if they are allowed the conditions are as follows:

- Only Hens
- Max 4
- Permit Required
- No Sales
- No Slaughtering

Staff would look for direction of Council if this is something the Town would be interested in allowing. If so, Staff will bring an ordinance for consideration to the next Town Council meeting.

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Current Code:

Sec. 4-1. - Harboring certain animals

Household pets are permitted in all zoning districts, subject to all other applicable town and Orange County regulations. Household pets shall not be considered to include poultry, hoofed animals of any type, or any animal that requires a permit for possession from the Florida Fish and Wildlife Conservation Commission. The term "poultry" means any chickens, turkeys, ducks, geese or guinea fowls.

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**ORDINANCE NO. 16-33**

**AN ORDINANCE OF THE CITY OF WINTER GARDEN, FLORIDA, CREATING A TEMPORARY BACKYARD CHICKEN PILOT PROGRAM TO ALLOW THE KEEPING OF CHICKENS ON PROPERTIES DEVELOPED WITH DETACHED SINGLE-FAMILY RESIDENTIAL STRUCTURES WITHIN CERTAIN ZONING DISTRICTS AND CREATING TERMS AND CONDITIONS CONCERNING THE KEEPING OF CHICKENS; PROVIDING FOR CONFLICTS, SEVERABILITY, EFFECTIVE DATE AND SUNSET DATE.**

**WHEREAS**, the concept of local sustainability and a desire for fresher food products has inspired an interest in backyard food production; and

**WHEREAS**, the City Commission recognizes the general trend in society to pursue a green lifestyle and to incorporate fresher products into diets, a lifestyle which can be supported by allowing residents to keep and raise a limited number of chickens on their single-family property for the purposes of producing their own eggs for consumption; and

**WHEREAS**, the City Commission also recognizes the desire of all residents to live in a clean and pleasant environment free of excessive odor, noise, vermin, and disease; and

**WHEREAS**, to ensure the long-term viability of residential neighborhoods and conformity and compatibility with surrounding uses, the amendment provides that the accommodation of chickens in residential areas shall not cause undue noise, odor, and unsanitary conditions within the community; and

**WHEREAS**, many communities around the country have been exploring how to compatibly integrate backyard chickens into the urban residential setting; and

**WHEREAS**, other local governments have found in passing ordinances allowing the keeping of chickens in residential areas that three (3) to four (4) chickens are sufficient to meet the needs of the average family's egg consumption; and

**WHEREAS**, the City Commission desires to implement a temporary pilot program to permit the keeping of up to four (4) chickens on an occupied detached single-family property within the R-1A, R-1, R-1B, R-2, R-4, R-5 and PUDs (in areas where detached single-family residential is permitted) zoning districts as an accessory use, subject to the terms and conditions of this Ordinance; and

**WHEREAS**, after evaluating all relevant data and feedback on the success or failures of the pilot program, the City will determine if the keeping of chickens as an accessory use shall continue for a further determined amount of time, enacted permanently into the City of Winter Garden Code of Ordinance, or if it shall be discontinued.

**WHEREAS**, the City Commission finds that this Ordinance will be in the best interest of the residents of the City of Winter Garden, and that this Ordinance is consistent with the Comprehensive Plan.

**NOW THEREFORE, BE IT ENACTED BY THE CITY OF WINTER GARDEN AS FOLLOWS:**

**SECTION 1. Authority/Findings.** The City of Winter Garden has the authority to adopt this Ordinance pursuant to Article VIII of the Constitution of the State of Florida, the City of Winter Garden Charter, and Chapters 163 and 166, Florida Statutes. The "Whereas" clauses set forth above shall constitute the legislative findings of the City Commission of the City of Winter Garden.



**SECTION 2. Adoption.** The following provisions are hereby adopted by the City of Winter Garden:

*A. Backyard Chicken Pilot Program.*

(1) The intent of this Ordinance is to create and implement a temporary Backyard Chicken Pilot Program to permit the keeping of up to four (4) chickens on an occupied detached single-family property within the R-1A, R-1, R-1B, R-2, R-4, R-5 and PUDs (in areas where detached single-family residential is permitted) zoning districts, subject to the terms and conditions of this Ordinance.

(2) For the purposes of this Ordinance, the term "chicken" refers to female chickens only (i.e., hens).

(3) This Ordinance does not authorize persons to violate applicable restrictive covenants and homeowners' association rules and regulations. The City does not police or enforce private restrictive covenants and homeowners' association rules and regulations. Persons applying for and receiving temporary permits under this Ordinance are solely responsible for compliance with all applicable restrictive covenants and homeowners' association rules and regulations.

*B. Temporary permit and general conditions for the keeping of chickens in the certain residential zoning districts.*

(1) Persons desiring to participate in the temporary chicken keeping program under this Ordinance shall apply for and obtain a temporary permit from the Community Development Director or his/her designee prior to keeping chickens. The Community Development Director or his/her designee shall charge a fee of \$25.00 to persons applying for a temporary permit under this Ordinance to cover processing costs. If the person applying for a temporary permit is not the fee simple owner of the subject property, the fee simple owner must join in and consent to the application. No more than twenty-five (25) temporary permits will be issued under this Ordinance. Temporary permits shall be awarded by the City on a first-come, first-served basis. If a person holding a temporary permit chooses to leave the pilot program, they must provide notice to the City of the same. The City is then authorized to re-issue the temporary permit to another qualified applicant.

(2) The application for a temporary permit shall include proof to the City that the applicant has attended and successfully completed a class at the Orange County Agricultural Extension Service or the University of Florida Extension Office (UF/IFAS) on the care and raising of chickens.

(3) In order to obtain a temporary permit under this Ordinance, persons applying for a temporary permit for the keeping of chickens must show that they can meet the requirements of this Ordinance. The City may conduct site inspections of the subject property to make compliance determinations under this Ordinance prior and after issuance of a permit. The Community Development Director may deny a temporary permit application if he/she determines that the person(s) applying for a temporary permit cannot meet the requirements of this Ordinance. The issuance of a temporary permit for the keeping of chickens is conditioned upon and subject to the terms and conditions of this Ordinance. Regardless of the date a temporary permit is issued for the keeping of chickens, such temporary permit shall terminate and expire on December 31, 2017, unless terminated earlier or extended by City Commission action extending the sunset and termination date set forth in Section 7 of this Ordinance. The City Commission shall have the right to terminate this temporary pilot program early and upon thirty (30) days notice to the permit holders to revoke all outstanding temporary permits issued under this Ordinance.

(4) By applying for a temporary permit under this Ordinance, persons applying for such permit thereby (a) agree to the terms and conditions of this Ordinance, (b) grant the City and its officers, employees and agents a right-of-entry upon the Subject Property (including the rear yard) for inspection purposes to ensure compliance with this Ordinance prior to and after the issuance of a temporary permit, (c) agree to remove chickens and chicken coops and enclosures upon the termination or expiration of a temporary permit and/or this Ordinance, and (d) hold the City and its officials, officers, employees and agents harmless concerning matters relating to or concerning the temporary permit and this Ordinance. As a condition of obtaining a temporary permit, the Community Development Director may require persons applying for a temporary

permit to sign an agreement, in a form acceptable to the Community Development Director, incorporating the agreements of this subsection (4).

(5) Up to four (4) chickens may be kept on an occupied detached single-family property located in the R-1A, R-1, R-1B, R-2, R-4, R-5 and PUDs (in areas where detached single-family residential is permitted) zoning districts upon receiving a temporary permit from the Community Development Director or his designee. Regardless of the underlying zoning district, chickens shall not be kept on properties developed with commercial uses, mobile home/manufactured home parks, duplexes, triplexes, and apartments or other multifamily properties.

(6) Chickens must be kept within a coop or enclosure at all times, unless the Community Development Directors grants a reasonable accommodation in regards to a claimed disability to allow a person to interact with and supervise the chickens within the confines of a fenced rear yard on the permitted premises. After a person has completed personal interaction and supervision of chickens within the confines of a fenced rear yard on the permitted premises, chickens shall be placed back into a coop or enclosure.

(7) Ducks, geese, turkeys, peafowl, male chickens/roosters, or any other poultry or fowl are not allowed under the provisions of this Ordinance.

(8) Chickens shall be kept for personal use only. Selling chickens, eggs, or chicken manure, or the breeding of chickens for commercial purposes is prohibited.

(9) Chickens shall not be slaughtered on premises.

(10) The coop and enclosure must be screened from the neighbor's view, using an opaque fence and/or a landscape screen.

(11) All applicable building permits shall be obtained prior to constructing enclosures to house chickens.

*C. Location and requirements for chicken coops and enclosures.*

(1) The minimum size of the coop shall be one hundred (100) square feet and the maximum size of the coop shall be one hundred and sixty (160) square feet. A building permit from the building division will be required. The application submittal shall show construction materials and methods as well as anchoring methods, such as tie-downs. Mobile coops shall be prohibited unless properly anchored to the satisfaction of the building department.

(2) The maximum height of a coop and the pen fence around the coop shall be six (6) feet, as measured from the existing grade to the highest part of the coop or fence.

(3) The coop and pen area shall be located in the rear yard of the single-family detached residence and be set back a minimum of seven and one-half (7½) feet from the side and rear lot lines and a minimum of twenty (20) feet from any side street, so long as the coop and pen area shall be at least twenty-five (25) feet from any residential structure on an adjoining lot.

(4) A coop or pen must be built within a rear yard that is surrounded by an opaque wall or fence that is at least six (6) feet in height. A chain-link fence, chain-link fence with slats, or similar fence shall not constitute an opaque wall or fence. Nothing in this section shall prevent construction of a coop and pen to abut the side of an applicant's house, so long as it otherwise meets the requirements of the Code of Ordinances.

(5) Chicken coops shall be covered and ventilated, and a fenced pen enclosure/run is required. The coop and pen must be constructed in a way that establishes a clean, safe and pleasant environment free of odor, vermin, noise, and disease.

(6) All enclosures for the keeping of chickens shall be so constructed and maintained as to prevent rodents or other pests from being harbored underneath, within, or within the walls of the enclosure.

(7) Chicken coops must be impermeable to rodents, wild birds, predators and weather, including all openings, ventilation holes, doors and gates. Enclosures shall be kept in neat condition, including provision of clean, dry bedding materials and regular removal of waste materials, so as to not create an odor.

(8) All chicken feed shall be kept in a secured and covered metal or plastic container, or otherwise protected so as to prevent rodents and other pests from gaining access to it.

(9) Chicken coops and pens shall be completely screened from adjacent roadways and parcels by a six-foot tall opaque fence, wall, or equivalent landscape vegetative material.

(10) A signed affidavit is required to be submitted with all chicken-keeping permit petitions. The affidavit shall state that the chicken coop and pen will be designed, constructed and operated to the standards outlined in this Ordinance. The affidavit shall also state that the drawings submitted as part of the petition are a reasonably accurate representation of the subject site features and adjacent properties.

*D. Health, sanitation and nuisance as applied to the keeping of chickens.*

(1) Chickens shall be kept within a coop and enclosure. No person shall release or set any chicken free from such coop or enclosure except as set forth in section B (5), above. Chickens shall not be permitted to trespass on neighboring properties.

(2) Chicken coops and enclosures shall be maintained in a clean and sanitary condition at all times. Chickens shall not be permitted to create a nuisance consisting of odor, noise or pests, or contribute to any other nuisance condition.

(3) In a public health emergency declared by the Orange County Health Department, including but not limited to an outbreak of Avian Flu or West Nile virus, immediate corrective action may be required, in accordance with applicable public health regulations and procedures and in conjunction with Animal Services.

*E. Violations.* In the event that a violation of this Ordinance occurs, the City shall have the right to one or more of the following remedies or actions:

(1) Institute code enforcement proceedings and prosecute code violations against the violator and the property owner of the real property where the violation occurs;

(2) Prosecute the violator for a criminal misdemeanor punishable by a fine not exceeding \$500.00 or imprisonment for a term not exceeding 60 days, or by both such fine and imprisonment in the discretion of the court;

(3) Issue a civil citation as a Class III violation to the violator for each violation in accordance with Section 2-92 City of Winter Garden Code of Ordinances, including graduated fines as permitted for repeat violations;

(4) Take any other action or remedy authorized by law or in equity, including but not limited to, instituting an action in court to enjoin violating actions, in which case the violating person shall be liable to the City for reimbursement of the City's attorneys' fees and costs concerning such action; and

(5) Revoke the temporary permit for the keeping of chickens.

*F. Deviations.* Deviations of up to 20 percent from each of the size, height, and other dimensions required by this ordinance may be granted by City staff if the applicant establishes to the City by competent, substantial evidence that no adverse impact to adjoining properties will occur.

No person convicted as a repeat violator of subsections A. through F. of Section 2 of this Ordinance may be permitted to, or continue to, keep chickens on their premises.

**SECTION 3. Conflicts.** This Ordinance shall control over any ordinances or parts of ordinances in conflict herewith.

**SECTION 4. Severability.** The provisions of this Ordinance are declared to be separable and if any section, paragraph, sentence or word of this Ordinance or the application thereto any person or circumstance is held invalid, that invalidity shall not affect other sections or words or applications of this Ordinance. If any part of this Ordinance is found to be preempted or otherwise superseded, the remainder shall nevertheless be given full force and effect to the extent permitted by the severance of such preempted or superseded part.

**SECTION 5. No Codification.** Given the temporary nature of this Ordinance as a pilot program, it is the intention of the City Commission of the City of Winter Garden, Florida, that the provisions of this Ordinance not be codified.

**SECTION 6. Effective Date.** This Ordinance shall take effect immediately upon the second reading and final adoption of this Ordinance.

**SECTION 7. Sunset Date.** This Ordinance and the provisions hereof shall sunset and expire on December 31, 2017; provided however, such shall not affect the City's ability to prosecute violations of this Ordinance for violations occurring prior to such sunset and expiration date. The City Commission may, by resolution or ordinance, extend the December 31, 2017, sunset and expiration date of this Ordinance.

First reading and public hearing was held on the 14th day of April, 2016.

Second reading, public hearing and adoption was held on the 28th day of April, 2016.

**CITY COMMISSION  
CITY OF WINTER GARDEN, FLORIDA**

/S/ \_\_\_\_\_  
John Rees, Mayor

**ATTEST:**

/S/ \_\_\_\_\_  
Kathy Golden, City Clerk

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ORLANDO, FLORIDA, RELATING TO BACKYARD CHICKENS; ESTABLISHING REGULATIONS FOR THE ISSUANCE OF BACKYARD CHICKEN PERMITS AND THE KEEPING OF BACKYARD CHICKENS; PROVIDING FOR CIVIL PENALTIES; PROVIDING FOR CONFLICTS, AND FOR SEVERABILITY, CODIFICATION, CORRECTION OF SCRIVENER’S ERRORS, AND AN EFFECTIVE DATE.**

**WHEREAS**, there is increased interest in backyard and community food production to provide local food sources; and

**WHEREAS**, many communities in Florida and throughout the United States have been enacting regulations to compatibly integrate the keeping of backyard chickens into urban residential settings; and

**WHEREAS**, chickens can make good pets, and findings indicate that four are sufficient to meet the needs of the average family’s egg consumption; and

**WHEREAS**, the City Council of the City of Orlando, Florida (the “Orlando City Council”), recognizes the desire of all residents to live in a clean environment free of excessive odor, noise, vermin and disease; and

**WHEREAS**, the City enacted a two-year pilot program to allow staff to assess the backyard chicken program and desires to make the program permanent; and

**WHEREAS**, the Orlando City Council hereby finds and declares that this ordinance is in the best interest of the public health, safety, and welfare; and

**NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF ORLANDO, FLORIDA, AS FOLLOWS:**

**SECTION 1. Recitals.** The above recitals are incorporated herein by reference and form an integral part of this Ordinance.

**SECTION 2. CHAPTER 6, AMENDED.** Chapter 6, Code of the City of Orlando, Florida, is hereby amended to read as follows:

**ARTICLE III.-Backyard Chickens**

**Sec. 6.19. – General Conditions for the keeping of backyard chickens.**

Any person keeping chickens as an accessory to an occupied dwelling shall be subject to the following restrictions:

- (1) Permit Required. A Backyard Chicken permit (hereinafter “permit”), is required for the keeping of chickens. The permit is personal to the permittee and may not be assigned. If the person applying for the permit is not the fee simple owner of the subject property, the fee simple owner must provide

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ORDINANCE NO. 2016-79

- 51 owner authorization and consent to the application. The fee for the permit will  
52 be set by Resolution of the Orlando City Council.
- 53 (2) Up to four chickens may be kept at an occupied single family residence upon  
54 receiving a permit from the City.
- 55 (3) Ducks, geese, turkeys, peafowl, male chickens/roosters, pigeons, or any  
56 other poultry or fowl are not allowed.
- 57 (4) Chickens are not allowed on duplex, triplex, townhomes, multifamily  
58 properties, community gardens, or any other uses.
- 59 (5) Chickens must be secured within a covered chicken coop, chicken tractor, or  
60 fenced pen/run area at all times and are not allowed to run at large upon any  
61 public properties or off the premises of the owner. The coop and pen/run area  
62 must be completely secured from predators with hardware cloth or similar  
63 material. Chicken wire shall not be used.
- 64 (6) The coop and pen/run area must be cleaned regularly and kept free of  
65 insects and rodents. Odors from chickens, chicken manure, or other items  
66 associated with the keeping of chickens must not be perceptible at the  
67 property boundaries. Chickens must not be permitted to create a nuisance  
68 consisting of noise or pests, or contribute to any other nuisance condition.
- 69 (7) No manure may be allowed to accumulate on the floor of the coop or ground.  
70 All feed and other items associated with the keeping of chickens that are  
71 likely to attract or to become infested with rodents or other pests shall be kept  
72 in a rodent and pest-proof container.
- 73 (8) Composting of chicken manure is allowed in an enclosed bin. The  
74 composting bin shall be kept at least 20 feet away from all property lines.
- 75 (9) Chickens must be kept for personal use only. Selling chickens, eggs,  
76 feathers, or chicken manure, or the breeding of chickens is prohibited.
- 77 (10) Chickens may not be slaughtered on premises.
- 78 (11) Any person who violates any provision of the article will, upon conviction, be  
79 punished as provided in Section 1.08 of this Code. Additionally, the planning  
80 official has the sole discretion to revoke the permit and require that the  
81 chickens be removed within 10 days if he or she determines that the  
82 permittee is in violation of the requirements of the Code.

83 **SECTION 3. SEC. 58.901, AMENDED.** Section 58.901, Code of the City of  
84 Orlando, Florida, is hereby amended as follows:

85 \*\*\*\*

86 (i) Backyard Chicken Coop Accessory Structures.

- 87 1. Chicken coops must be located in the rear yard (behind the home). No coop  
88 will be allowed in any front or side yard.

ORDINANCE NO. 2016-79

- 89           2. The coop, pen, or chicken tractor must be a minimum of 20 feet from any  
 90           neighboring residential homes, at least 5 feet from the principal structure on  
 91           the subject property, and at least 5 feet from any property line. The coop,  
 92           pen, or chicken tractor may be placed 0 feet from the property line if placed  
 93           adjacent to a masonry wall on property in a non-residential zoning district. A  
 94           0 foot setback is allowed between a coop and another accessory structure on  
 95           the subject property.
- 96           3. Chicken coops must be less than 50 square feet and may have an attached  
 97           run. The coop must also be tied down for wind resistance.
- 98           4. An applicant for a permit must demonstrate compliance with the criteria in  
 99           the Code in order to obtain a permit. The application for a permit must be  
 100           submitted to the planning official. Applicants must submit photos of the  
 101           proposed site of the coop/run areas, a survey/site plan of the subject  
 102           property showing the location, and proof of successful completion of a  
 103           University of Florida Agricultural Extension Service class or an equivalent  
 104           class approved by the planning official.
- 105           5. A planning official determination is required for a permit. The planning  
 106           official is authorized to implement reasonable rules and regulations  
 107           regarding backyard chickens. The planning official must not approve  
 108           locations with outstanding code violations.
- 109           6. No more than 100 permits will be issued citywide. Permits will be issued on  
 110           a first-come, first-served basis. If a participant chooses to leave the  
 111           program, he/she must provide notice to the City. The City is then authorized  
 112           to re-issue the permit to another qualified applicant. If a participant is  
 113           removed from the program due to violations of the terms of this ordinance,  
 114           his/her permit may also be re-issued to another qualified applicant.

115           **SECTION 4. SEC. 5.19, AMENDED.** Section 5.19, Code of the City of Orlando,  
 116 Florida, is hereby amended as follows:

117  
 118           **Sec. 5.19. - Classes of Violations and Reduced Civil Penalties.**

119  
 120           (1) Violations of city codes and ordinances, and the applicable reduced civil  
 121 penalties, shall be as follows:  
 122

Violation Classifications	Reduced Civil Penalty		
	First Offense	Second Offense	Third and Subsequent Offense
Class I	\$ 50.00	\$100.00	Court Hearing Mandatory
Class II	100.00	200.00	"
Class III	150.00	300.00	"
Class IV	200.00	400.00	"

ORDINANCE NO. 2016-79

123  
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Class V	500.00	500.00	"
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(2) Violations of City codes and ordinances which constitute civil infractions for which citations may be issued are as follows:

Code/Ordinance Chapter or Section	Description	Class
CH. 6, CONTROL AND REGULATION OF ANIMALS		
Sec. 6.01	Removal of excreta by any animal on public property	II
<u>Sec. 6.19</u>	<u>Compliance with backyard chicken restrictions</u>	<u>II</u>
****	****	****

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**SECTION 5. CONFLICTS.** The provisions of this Ordinance shall prevail in the event of conflict with the provisions of any existing ordinance.

**SECTION 6. CODIFICATION.** The city clerk and the city attorney shall cause the Code of the City of Orlando, Florida, to be amended as provided by this ordinance and may renumber, re-letter, and rearrange the codified parts of this ordinance if necessary to facilitate the finding of the law.

**SECTION 7. SCRIVENER'S ERROR.** The city attorney may correct scrivener's errors found in this ordinance by filing a corrected copy of this ordinance with the city clerk.

**SECTION 8. SEVERABILITY.** If any provision of this ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable.

**SECTION 9. EFFECTIVE DATE.** This ordinance is effective upon adoption.

**DONE, THE FIRST READING,** by the City Council of the City of Orlando, Florida, at a regular meeting, the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**DONE, THE PUBLIC NOTICE,** in a newspaper of general circulation in the City of Orlando, Florida, by the City Clerk of the City of Orlando, Florida, the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**DONE, THE SECOND READING, THE PUBLIC HEARING, AND ENACTED ON FINAL PASSAGE,** by an affirmative vote of a majority of a quorum present of the City



ORDINANCE NO. 2016-79

157 Council of the City of Orlando, Florida, at a regular meeting, the \_\_\_\_\_ day of  
158 \_\_\_\_\_, 2016.

160 BY THE MAYOR OF THE CITY OF  
161 ORLANDO, FLORIDA:

164 \_\_\_\_\_  
165 Mayor

167  
168 ATTEST, BY THE CLERK OF THE  
169 CITY COUNCIL OF THE CITY OF  
170 ORLANDO, FLORIDA:

171 \_\_\_\_\_  
172  
173 City Clerk

174 \_\_\_\_\_  
175  
176 Print Name

177  
178 THIS ORDINANCE DRAFTED BY AND  
179 APPROVED AS TO FORM AND LEGALITY  
180 FOR THE USE AND RELIANCE OF THE  
181 CITY OF ORLANDO, FLORIDA:

182 \_\_\_\_\_  
183  
184  
185 City Attorney

186 \_\_\_\_\_  
187  
188 Print Name  
189



**City of Titusville**  
City Clerk's Office  
555 S. Washington Ave., Titusville FL 32780  
(321) 567-3686 • Fax (321) 383-5704  
[www.titusville.com](http://www.titusville.com)

## BACKYARD CHICKEN PERMIT APPLICATION

Name of Applicant: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address (if different from property address): \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Name, address & phone of Property Owner (if different than applicant): \_\_\_\_\_

Number of chickens: \_\_\_\_\_ (No more than 4 backyard chickens may be kept on any one property)

Provide proof and completion date of backyard chicken training class: \_\_\_\_/\_\_\_\_/\_\_\_\_

### A permit to allow backyard chickens is subject to the following conditions and standards:

1. Applications shall include a site sketch demonstrating compliance with all conditions and standards including the location of the proposed coop within the parcel.
2. Backyard chickens shall only be kept upon single family properties.
3. The keeping of roosters(male chickens) is prohibited.
4. Chickens shall not be slaughtered on site.
5. Chicken feed must be kept indoors or in a pest-proof container.
6. Chickens shall be kept for personal, non-commercial use only. No person shall sell eggs, feathers, or manure; nor engage in chicken breeding for commercial purposes.
7. Backyard chickens must be kept in a coop or enclosure and may not roam free unless confined to the fenced rear yard of the property.
8. Chickens and chicken coops and enclosures shall only be located in rear yard and shall be setback a minimum 10 feet from adjacent property lines. Side corner setbacks shall meet the principal structure setbacks. Newly constructed coops over 120sf in area require a building permit.
9. Chicken coops and enclosures must be screened from neighboring properties with either an opaque fence and/or landscaping.
10. Chicken coops shall be kept clean, dry, free of noticeable odors, and in good repair.

**I hereby certify that all conditions will be continually met, and that I will abide by all restrictions, administrative rules and applicable City Ordinances.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\* PERMIT REVOCATION\*\***

Failure to comply with the above statement will result in the revocation of the permit and possible further action including fines. Requirements established by City of Titusville Ordinance No. 21-2017.

### FINAL PERMIT APPROVAL

Permit Fee Paid    Site Sketch Approved    Class Attendance Verified

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
City Manager or designee

**ORDINANCE NO. 21-2017**

**AN ORDINANCE OF THE CITY OF TITUSVILLE, FLORIDA AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 5 "ANIMALS", ARTICLE V "LIVESTOCK AND FOWL", BY AMENDING SECTION 5-86 "CERTAIN ANIMALS RESTRICTED; PERMITS FOR CERTAIN ANIMALS REQUIRED" BY PERMITTING BACKYARD CHICKENS SUBJECT TO REGULATIONS; PROVIDING FOR SEVERABILITY, REPEAL OF CONFLICTING ORDINANCES, AN EFFECTIVE DATE AND INCORPORATION INTO THE CODE.**

**WHEREAS**, on April 25, 2017, the Titusville City Council approved advisability to amend Chapter 5, Article V of the City of Titusville Code of Ordinances related to Livestock and Fowl, and;

**WHEREAS**, the Titusville City Council recognizes the increasingly supportive attitude of its residents towards the keeping of backyard chickens as pets and as a source of eggs for personal consumption, and;

**WHEREAS**, the Titusville City Council desires to allow for no more than four (4) backyard chickens on a lot or parcel occupied by a single family detached residence in a single family zoning district, subject to the sections of this ordinance, and;

**WHEREAS**, the Titusville City Council recognizes the desire of its residents to live in a clean, safe and pleasant environment free of excessive odor, noise, pests and disease;

**BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF TITUSVILLE, FLORIDA as follows:**

**SECTION 1.** That Chapter 5, Article V "Livestock and Fowl", Division 1, Section 5-86 "Certain animals restricted; permits for certain animals required" of the Code of Ordinances, City of Titusville is hereby amended to read as follows:

**Sec. 5-86. – Certain animals restricted; permits for certain animals required.**

**(a)** It shall be unlawful for any person to keep or permit to be kept within the city any horses, hogs, sheep, goats, cattle, chickens or other farm animals, and any domestic animal from the wild, except:

- (1)** The aforementioned animals shall be allowed in any GU-zoned district, provided the regulations as provided in section 65.11 et seq., Land Development Regulations, Volume II, are complied with.
- (2)** Animals as aforescribed shall be permitted in other districts, provided they are an incidental or necessary part of a licensed business, i.e., veterinarian, pet shop, etc.

- (3) Horses or ponies may be allowed in any district in the city provided a permit as provided for in section 5-101 has been secured.
- (4) Seamless banded homing pigeons for sporting and/or exhibition purposes shall be permitted as accessory uses in any residential use district.
- (5) Backyard chickens shall be permitted on single family properties subject to all regulations described below:

  - a. For the purposes of this section, the terms "backyard chicken" or "chicken" refers to hens, or female chickens, only. It shall be unlawful to keep ducks, geese, turkeys, peafowl, roosters or male chickens, or any other fowl.
  - b. No more than four (4) chickens shall be permitted on any lot or parcel.
  - c. Chickens may only be kept for personal use. Selling chickens, eggs, feathers or chicken manure, or the breeding of chickens for commercial purposes shall be prohibited.
  - d. Chickens shall not be slaughtered on site.
  - e. All stored feed must be kept in a pest-proof container or be kept inside a secured structure.
  - f. Chicken coops and enclosures must be maintained in a clean and sanitary condition at all time including dry bedding material. Activities permitted by this section must be conducted in a manner that does not create a public nuisance such as odor, noise, or the attraction of pests.
  - g. Chickens must be kept within a coop or enclosure and may not be released or set free to roam unless such roaming is confined to the fenced rear yard of the subject property.
  - h. Chicken coops and enclosures must be screened from neighboring properties with either an opaque fence and/or landscaping.
  - i. Chicken coops and enclosures shall be located in the rear yard only. No chicken coop or enclosure shall be closer than ten (10) feet from any rear or side property line. Side corner setbacks shall meet the principal structure setbacks.
  - j. A permit is required. Applications shall be filed with the City Clerk's Office together with a filing fee to be set by resolution of Council. The application must include a site sketch that demonstrates compliance with the regulations in the subsections above. The applicant must also provide proof of successful completion of a University of Florida/IFAS

Backyard Chicken Training class or an equivalent class approved by the City Manager or designee. The City Manager or designee is authorized to revoke an issued permit if the property is no longer in compliance or is creating a public nuisance.

**SECTION 2. SEVERABILITY.** If any provisions of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of this Ordinance.

**SECTION 3. REPEAL OF CONFLICTING ORDINANCES.** All ordinances or parts of ordinances, and all resolutions and parts of resolutions, in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION 4. EFFECTIVE DATE.** This Ordinance shall become effective upon adoption by the City Council in accordance with the Charter of the City of Titusville, Florida.

**SECTION 5. INCORPORATION INTO CODE.** This Ordinance shall be incorporated into the City of Titusville Code of Ordinances and any section or paragraph, number or letter, and any heading may be changed or modified as necessary to effectuate the foregoing. Grammatical, typographical, and like errors may be corrected and additions, alterations, and omissions, not affecting the construction or meaning of this ordinance and the Code may be made.

**PASSED AND ADOPTED** this 8<sup>th</sup> day of August 2017

**ATTEST:**

Wanda F. Wells  
Wanda F. Wells, City Clerk

Walt Johnson  
Walt Johnson, Mayor



**RESOLUTION NO. 12-2017**

**A RESOLUTION OF THE CITY OF TITUSVILLE, FLORIDA ADOPTING THE SCHEDULE OF FEES RELATED TO BACKYARD CHICKEN PERMITS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Titusville offers a number of significant services to its residents, businesses owners and visitors for which it charges fees that should be commensurate with the cost incurred by the City to perform the services, and

**WHEREAS**, these fees have been established by the City and are more particularly described in the Code of Ordinances; and

**WHEREAS**, the Titusville City Council desires to adopt fees for the processing of a permit to keep backyard chickens, as set forth in Ordinance 21-2017.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TITUSVILLE:**

**Section 1.** The Titusville City Council establishes the following fees related to a permit for backyard chickens

(a) *Permit to maintain backyard chickens*:.....\$10.00

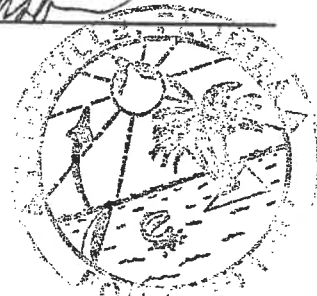
**Section 2.** This resolution shall take effect immediately upon its adoption.

**PASSED AND ADOPTED**, this 22<sup>nd</sup> day of August, 2017.

**ATTEST:**

  
\_\_\_\_\_  
**Walt Johnson, Mayor**

  
\_\_\_\_\_  
**Wanda F. Wells, City Clerk**



## Backyard Chicken Training Classes

### OPTION NO. 1

Per the UF/IFAS website in Brevard County at <http://brevard.ifas.ufl.edu/> (August 2017), "The University of Florida Institute of Food and Agricultural Sciences (UF/IFAS) Extension in Brevard County is a partnership between UF/IFAS, the United States Department of Agriculture (USDA), and Brevard County government. We provide educational programs based on the latest research and technology on a variety of topics".

Contact in Brevard County is Joe Walter: Email [jwalter@ufl.edu](mailto:jwalter@ufl.edu). Office phone 321-633-1702. Cell phone 407-948-8810.

The screenshot shows the website for UF/IFAS Extension Brevard County. The header includes navigation links for Home, About, Contact, News, and Find a Class. A search bar is also present. The main content area is titled "Contact Us" and provides the following information:

866 Lake Drive  
Cocoa, FL 32909  
Phone: (321) 633-1702  
Fax: (321) 633-1892

Below this is a table listing staff members:

Faculty	Program Area	Email
Lois Beck	Director/Community Development	beckl@ufl.edu
John Adams	Marine Agent	jadams@ufl.edu
Angie Lizzari	4-H & Youth Development	alizzari@ufl.edu
Michelle Jordan-Bozell	Community Development/Farm/Market Manager	michellebozell@ufl.edu
Billy Sizemore	Horticulture Agent - Homeowner	bsizem@ufl.edu
Don Buss	Horticulture Agent - Commercial	dbuss@ufl.edu
Sam Shepherd	Family & Consumer Science - Nutrition	bshepherd@ufl.edu
Joe Walter	Agriculture	jwalter@ufl.edu
Debra W. Heath	Family & Consumer Science - Unintentional Injury Prevention & Housing, Financial Management	gheath@ufl.edu

At the bottom of the table, there are labels for "Staff", "Department/Program Area", and "Email".

### OPTION NO. 2

As of 2017/2018, **Dr. Angela Bockelman Lahrman**, an exotics animal veterinarian at Young's Animal Hospital, Titusville, FL, **Ph. 321-267-3841**, has been approved by the Agricultural Sciences (UF/IFAS) Extension in Brevard County (by Ext. Agent Joe Walter) to provide training classes. Citizens may also receive their training from this veterinarian.

Last update 10/2/2018

## ELDER'S COMMITTEE

### Members:

Karen Fay	Susan Carter	Margi Orozco
Sandra Burgess	Lucy Cogswell	Jackie Rapport
Maggie Dimino	Laura Dowling	Nancy Smith
Kaye Gerding	Ginna Foster	Cindy Strube
Vicki Hearst	Ted Kellogg	Denise Strube
Pam Martini	Lesha Miller	Colleen Williams
Lori Montgomery	Nancy Nix	

### Council Liaison:

Bob McKinley

Elder's Luncheon, Tuesday, February 4th – World famous magician and Windermere resident Michael Ammar entertained attendees with another display of amazing magic. Michael was accompanied by his wife, Hannah and together they were able to summon the spirits. Grillmaster Ted Kellogg provided his award winning barbeque. The committee members provided a wonderful meal with everything from collard greens and cornbread to coconut cake. Everything was absolutely delicious.

Council Member Liz Andert and Councilman Bill Martini along with Chief Dave Ogden as well as other representatives from the Town Admin, Police Department and Public Works assisted with the program.

Reminder that all Town residents aged 60 and over and all Town staff are invited to these Luncheons.

A great time was had by all and everyone was able to enjoy time celebrating with their friends and neighbors.

The next Elders Luncheon is set for Tuesday, April 7th at 11:00 AM.

Michael Ammar is recognized worldwide as one of the greatest living magicians. He has performed throughout the world and has performed at The Playboy Mansion and has appeared on television on The Merv Griffin Show, The Tonight Show, CNN and the David Letterman Late Show. He has been awarded six Oscars by The Academy of Magical Arts in Hollywood and a Gold Medal for Close Up Magic during the Olympics for Magic. Michael has also made private performances at Universal Studios and the Vatican. He has entertained at the 42<sup>nd</sup>, 43<sup>rd</sup> and 44<sup>th</sup> Presidential Inaugurations. Michael was also honored by his alma mater, West Virginia University with the Distinguished Alumni Award, for having achieved international recognition in his field. This was his third performance for the Elders of Windermere. Many thanks to Michael and Hannah for sharing your incredible talent with all of us.



## PARKS & RECREATION COMMITTEE

### Members:

Nora Brophy – Chair  
Lesha Miller – Vice Chair  
Doug Bowman – Secretary/Treasurer  
Donna Steele  
Sherry Cassidy  
Frank Krens  
Tracy Mitchell

### Council Liaison:

Bob McKinley

Windermere Pet Fest – Scheduled for Saturday, March 7, 2020. 10/10/19 – Committee is looking for event sponsors.

18<sup>th</sup> Annual UMC Run Among The Lakes – Scheduled for Saturday, April 4, 2020. 10/10/19 – Event planning is underway and evaluation is underway to solicit bids for Race Coordinator. 11/14/19 – Nora Brophy, Frank Krens and Sherry Cassidy were appointed to a sub-committee to search for a race coordinator. So far 125 people have signed up for the 2020 run. 12/12/19 – Committee approved \$360.00 for Nora and Frank to attend a Run Signup Symposium in January.

Tennis – 8/8/19 - Marcello reported that 18 kids participated in the Summer Tennis Camp. 9/12/19 – Doug Bowman reported that he is attempting to coordinate for a Women’s Clinic for Monday and Wednesday mornings, a Children’s Clinic for Monday, Wednesday and Thursday evenings and an Adult Clinic for Monday, Tuesday, Wednesday and Thursday evenings. 10/10/19 – Doug Bowman clarified tennis information. Kids will play tennis on Mondays and Wednesdays from 5:00 - 6:30 pm and on Tuesdays and Thursdays from 5:00 – 7:00 pm at Windermere Recreation Center (WRC). Women’s clinic will begin on 11/5/19, and be held on Tuesdays from 9:30 – 11:00 am at WRC. Women’s team play is held on Mondays and Wednesdays from 9:00 – 11:00 am at WRC. An Introduction to Tennis for Adults is scheduled for Wednesday, December 4<sup>th</sup> from 6:30 – 8:00 pm at WRC. The Committee approved up to \$120 for this event. 12/12/19 – Committee agreed to hold Tennis Socials on the third Wednesday in January and February. Approved a total of \$450.00 to cover the costs for events in December, January and February. The event in December was very successful and these socials should increase tennis participation by Town residents. 1/9/2020 – Committee approved \$450.00 to continue the tennis social for March, April and May. Scott Brown will check on report of lights out at Park Among The Lakes.

Central Park – Scott Brown is obtaining quotes for water fountain and exercise equipment. 8/8/19 - Estimated \$15,200.00 for water fountain. Need to obtain quote for metal exercise equipment for longevity. 9/12/19 – Revised estimate after receiving final quote for water is \$17,000.00. Committee approved up to \$33,000.00 for metal exercise equipment. 10/10/19 – Town Council Approved expenditures. Scott Brown reported that OUC will be charging almost \$3,000 to provide and set the water meter. 11/14/19 – Committee agreed to walk through Central Park and finalize locations for exercise equipment. Equipment has since been installed and is ready for use. 12/12/19 – Water line will be installed on 12/13/19. 1/9/2020 – Scott Brown reported that the water line was completed on 1/8.

Fernwood Park – Underbrush cleared from uplands and treatment started to clear wetland underbrush. Walk through will be conducted with Public Work on July 17<sup>th</sup> to determine which trees need to be removed. 9/12/19 – Conducted walk through and inspection. Removal of brush and invasive tress progressing as planned. Scheduled another walk through for Tuesday, September 17<sup>th</sup> at 1:00 pm to visualize plan for nature walk boardwalk. 10/10/19 – Several Committee members met at the park on 9/17 and staked out a rough position for the nature walk boardwalk so Scott Brown can begin getting quotes. 11/14/19 – Scott Brown announced that the cost would be \$8,500 for the design and permitting for the nature boardwalk. 12/12/19 – Committee approved NTE \$8,500.00 for Fadden to perform this task. Scott Brown presented quote to Clear a portion of the lakefront including a large stump. Committee approved NTE \$7,700.00 for Karina Lakefront Maintenance to perform this task.

Lake Down Park – Clearing out of lakefront and around dock completed. Dock has been lowered. Scott Brown is obtaining reflective material to post on lake side of dock. Add split rail fence at end of 4<sup>th</sup> Avenue and railroad ties to mark parking spots. Removal of invasive trees is in process. Clear out east side of 5<sup>th</sup> Street dock to enlarge usable area. Reflective strips added to lake side of dock. Memorial bench honoring Bill Criswell was donated by Windermere Rotary and will be mounted on end of dock. 9/12/19 – Additional cypress trees to be added on 9/23. Fill added to parking area. Scott Brown is obtaining quotes for park signage. Waiting on rendering. Clearing out of east side of park area is in process. 10/10/19 – Additional cypress trees have been added and additional fill for the parking area has been added. Treatment and clearing of east side of 5<sup>th</sup> Avenue dock in progressing well. Scott Brown will evaluate relocation of fence along that part of the park. 11/14/19 – Frank Krens reported that Windermere Rotary will vote next week on approval of the \$1,150 for the Bill Criswell memorial bench. 12/12/19 – Frank reported that Windermere Rotary has approved the cost of the memorial bench.

Lakefront cleanup of all parks is in process.

1/9/2020 – Committee appointed Doug Bowman as the Advertising Coordinator to oversee all matters of advertising and social media. Committee approved \$200.00 for Jennifer Roper to take photos of all parks. Doug will use these photos to update the P&R website, advertise in Gazette articles, etc.

Annual walk through/inspection of parks set for Saturday, August 24, 2019. 9/12/19 – The following notes were provided as a result of the walk through and inspection of the parks.

Windermere Recreation Center –

1. Repair/resurface floor of pavilion.
2. Replace rotting wood framing around electrical box.
3. Remove dead pine tree along walkway to bridge.
4. Replant trees between tennis courts and pavilion walkway.
5. Remove branch that is touching bathroom facility.
6. Remove section of railing on dock and add cleats and ladder.
7. Replace missing post cap on dock walkway.
8. Repair volleyball cord. Add borders and sand. Remove weeds.
9. Repair bathroom flooring.

Fernwood –

1. Add berms/swales at end of roadway near lake.
2. Add large oak tree in center of roundabout.
3. Add border to roundabout to prohibit parking.
4. Add hedge along chain link fence on west side.
5. Consider adding gravel in circle driveway area.

Next meeting set for Thursday, February 6, 2020, at 5:00 pm at Town Hall.

THE TOWN OF  
**Windermere**



**LIAISON REPORT**

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**LIAISON: Liz Andert**

**LIAISON ASSIGNMENT: Food Truck Farmers Market Selection Committee**

- HPB       DBC       TREE BOARD       ELDERS       LRP
- DRB       HOLIDAY SOCIAL       ADMIN       BUDGET
- STREET & ROADS       POLICE       P&R       FTFMSC
- BUTLER CHAIN       CHAMBER       METRO PLAN       W.A.Y.
- 

**DATE: February 2020**

**UPDATE:**

- Under the reorganization of this committee with assignment of food trucks to the management of the Historic Preservation Board (HPB) and assignment of farmers market to the management of the Tree Board, the committee welcomed HPB liaison George Poelker and Tree Board liaison Jackie Rapport as voting members.
- The December Food Truck event had very light attendance, assumed to be due to its proximity to the Christmas holiday. For 2020, it will be rescheduled from 12/25 (the fourth Friday of the month) to 12/18.
- Power issues caused by trucks not possessing the correct plug attachments continue, and Town staff will continue efforts at communicating with truck owners about this necessary equipment.
- Three food trucks were approved as new vendors by unanimous vote. One truck was denied by unanimous vote.
- Two farmers market vendors were approved by unanimous vote. One vendor was tabled and will be considered after more product information is received.



## LIAISON REPORT

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**LIAISON: Liz Andert**

**LIAISON ASSIGNMENT: Windermere Active Youth “The W.A.Y. Forward” Committee**

- HPB       DBC       TREE BOARD       ELDERS       LRP
- DRB       HOLIDAY SOCIAL       ADMIN       BUDGET
- STREET & ROADS       POLICE       P&R       FTFMSC
- BUTLER CHAIN       CHAMBER       METRO PLAN       W.A.Y.
- 

**DATE: February 2020**

**UPDATE:**

- Committee members will consider volunteering at upcoming Town events, including Night to Shine (Feb. 7), Bunk Bed Build (Feb. 8), Pet Fest (Mar. 7) and St. Patrick’s Day Celebration (Mar. 14).
- Committee members provided updates on the individual events and activities they are assigned. Events where dates are assigned and preliminary planning has started are:
  - Tree Planting: TBD, but committee is working with Public Works and a plaque vendor to determine pricing and a catalog of tree planting sites/species
  - Self Defense Class: April 22, 6-9pm
  - Art Affair Chalk Art: Feb. 29 1-6pm, Mar. 1 9am-5pm
  - Lake Cleanup Projects: Apr. 19 8am-noon
  - Game Night: Feb. 28 Food Truck Night
- Committee will submit an article for the spring Gazette; upcoming events/activities such as the lake cleanup will be included in this article
- W.A.Y. is set up on Facebook and Instagram and ready for followers.



## LIAISON REPORT

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**LIAISON:** Williams

**LIAISON ASSIGNMENT:** Historical Preservation Board/Committee

**HPB**

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**DATE:** 12/5/19

**UPDATE:**

**HPB Meeting Notes / 1887 School House:**

Update from Scott Brown from the Engineering firm, is that they should begin their work sometime by the end of the month or beginning of June. (They had some vacation scheduled which has delayed them getting started. Board voted to Restore the 1887 School House to the earliest version. The current siding does not represent earliest photographs of the building and IF the siding is deemed unsalvageable then they would like to change its orientation to a Horizontal Slat Siding that was on the building in the original class pictures. 5/29 . SB advised that the engineer will be starting their assessment within the next week. Members of the board asked for a notice of when they will be here to come and observe and ask a view questions once started. Also, the topic of taking another look at a fundraiser by selling engraved bricks for the path between the School House and the privy. Board agreed to start research and to possibly start this fundraiser out next spring. 8/28 : Approved July's Meeting minutes. Discussion for moving the Oral History Subcommittee to meet just prior to HPB Meeting each month. Discuss other avenues for raising moneys in the coming year. No update from Engineers on School House. 9/25: Did not meet. Received preliminary Engineers Report on schoolhouse. Will be on the agenda for review and comment at next meeting. 10/30 : Approved 8/28 Minutes / New Business: Charles & Janine Matteson presented proposals for a for an Eagle Scout Project & a Gold Award Girl Scout Project. 1. - Janine Matteson would like to digitize all our the HPB files and photos and then work towards building a "Digital History Museum" for the town. That could be possibly place on the town's website or other locations that have public access. Suggestions were made that maybe space in the lobby of the new

admin building for a video screen or somewhere else that has public access. 2. -Charles Matteson's Eagle Scout project would be to do some repairs to the Cal-Palmer building, including repairing the stairs, painting the building, landscaping and Installation of a Historical Sign for the building.

Both of these proposals were approved unanimously and projects will be detailed and forwarded to TM to be added to TC agenda for consideration.

Discussions on a Renovation Plan for the 1887 School House to be tabled for November's Meeting. 12/5: Minutes for 10/30/19 Meeting. Update on the Eagle Scout/Gold Star Award project. Janine's has liasoned with an expert at Rollins College for education and guidance in Document storage. She is now "in process" of scanning and categorizing. 2 out of 24 boxes finished. Charles's project has been reduced to just painting the Cal Palmer building. The Eagle Scout committee felt that he had taken on to "large of a project". Committee reviewed the report from HB Associates on the Cal Palmer building audit. Committee reviewed and considered their recommendations and recommendations made by Mark Black who is helping us navigate the process. Committee agreed to break the process moving forward down to 3 or 4 sections, starting from the roof and trusses and working down. George Poelker will put together a summarized version for committee approval next meeting and we can move forward with getting it out for bids. Committee voted to move the HPB meeting permanently to the first Wednesday of each month. (January will be moved to the 8th) 1/8/20 - Over the holiday break, Charles Matteson's Eagle Scout project got underway. The Cal Palmer building was cleaned and painted. Charles has raised funds for a "historical marker" to be placed at the Cal Palmer Building. HPB reviewed and approved "wording" for the historical marker for the Cal Palmer Building and is waiting for approval from the State of Florida for their approval. This will be the Final piece of his Eagle Scout project. Committee also review initialed Strategic Plan for Restoration of 1887 School House. There will be further discussion and revisions planned for next month's meeting, and hopefully to be finalized for TC's review. The Strategic Plan will break down the overall process into 4 stages. All repairs/ restoration is based on the professional findings and recommendations of Mark Black our Consultant & HB Associates the structural engineering firm that was hired last year. Tentative plans for the RFPs to be prepared and sent out in early March, so we can set a budget proposal for project. Meeting adjourned with a "Happy Birthday" to Jackie Rapport. 2/6 - Robert Mckinley came to speak during "open forum". That Elder's Luncheon is scheduling Ray Duncan to come and speak in the Spring and wanted to see if we wanted to organize a possible "Story Telling/ Windermere History Round Table" with Ray Duncan and other local residents. Idea was well received and planning is in the works. Old minutes approved. Quick discussion on progress of Charles Matteson's Eagle Scout Project which is nearing completion. Charles has been put on the agenda/hearing for the approval of the marker for the Cal Palmer Building. Hearing is scheduled for 2/21 @ 2pm. George Poelker and Theresa Myers will meet ahead of time and prepare for "questions" that might come from the Historical Committee during the hearing. Janine Matteson's Gold Star project is also nearing completion. She has digitized all of the archives and has turned it over to Town Manager to be "published". The Strategic Plan for Renovation of 1887 Schoolhouse was approved and RFP to be written by GP with the assistance of Scott Brown. Attached is a copy of the Strategic Plans breaking down the process into 4 different phases. Discussion of Work Day needed for the School House and Grounds. Jackie Rapport is looking for a handful of young helpers to assist in pruning and bundling up the debris for pickup.

### Oral History Subcommittee:

Subcommittee, Has met 2x this past month. They have defining their focus groups and getting organized. Hopefully we will have a budget proposal soon. They are already doing research for alternative funding sources, including the National Oral History Association. Plus there was a

recent article in the Windermere observer briefly discussing the project and also request for volunteers to help conduct the interviews. They would like to formalize this part soon, so they can start training them soon. Myers has identified a grant through the Florida Humanities Council that the Oral History Project qualifies for and members voted unanimously in favor of applying for Grant at the next possible deadline. Board asked subcommittee for the proposed budget ASAP. 6/4: Did not meet . 9/5: Did Not Meet due to poor attendance. Next Meeting 10/3 Oral History Subcommittee on hold till first of the year due to lack of participation..



# Strategic Plan for Renovating the Windermere 1887 Historic Schoolhouse

## General Statements

- It is the desire of the Historic Preservation Board (HPB) to restore the schoolhouse to a state that it would have been when it functioned as a school between 1890-1916.
- As the restoration proceeds, the materials and processes used should meet the guidelines of the United States Secretary of Interior for historic restorations.
- Due to material scarcity, technology changes in material (paint, for instance) and the need to "harden" the structure for safety, the restoration will, of necessity, require small compromises in the goal to restore to original condition. The Secretary's guidelines will always be the guiding sentiment in our approach.
- The building needs significant work. As a precursor to any plans being made or work being done, a couple of resources were consulted. Both resources were taken into consideration for our recommendations.
  - HB Associates, a structural engineering firm, did a survey of the existing building and drew plans to show existing dimensions and construction framing. They also made recommendations as to the restorations needed for structural integrity.
  - Marc Black, a consultant for historic restorations, made a tour of the building and created a list of recommended work to be done.

## Strategic Plan

In the interest of managing the project and controlling costs, it seems evident that the restoration should proceed in four stages:

### Stage 1- Roof and roof structure

- Replace metal roof and ridge
- Repair/replace (R/R) rafter ends
- R/R missing rafters
- Attach rafters to top plate with Simpson HS, or similar connectors (if this will not be seen from ground level)

### Stage 2 - Exterior vertical surfaces

- R/R gable ends (add plywood and weather wrap behind vertical siding on gable ends, not to show, but to block rain)
- R/R gable soffits
- R/R siding and battens (requires determination of finish)
  - If painted, may be able to repair with spliced in new wood
  - If natural weathering desired, may have to replace all siding
- R/R all window and door trim to appropriate for historic time period
- Flash all window and doors
- Replace front and rear stairs

### Stage 3 - Interior

- Repair interior floor
- R/R interior window and door trim to period appropriate
- Repair beadboard ceiling, if required
- Mr. Black recommended adding interior studs and horizontal nallers, but it the consensus of the HRB that this would not be in accordance with the historic nature of the restoration

### Stage 4 – Landscape

- Remove and redesign sidewalks as the current design promotes splashing rain on the siding causing wood rot. Sidewalks were not original to the building.
- Remove handicap parking
- Add period appropriate landscaping around the building
- Utilize the current location of the well for some historic educational purpose

### Items to be specified

- Wood type and sizes
- Flashing and caulk
- Nails
- Connectors
- Paint
- Plants

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**PROJECTS UPDATE MEETING FEBRUARY 2020**

*For previous updates on each item please refer to January 2020 minutes*

**Attendees:**

- Robert Smith, Town Manager
- Liz Ardent, Town Council
- Scott Brown, Public Works Director
- John Fitzgibbon, Town of Windermere
- Nora White, Town of Windermere
- Chris Sapp, Councilman Liaison
- Mike Galura, Michael Galura Engineering Consultants, Town Engineering Consultant
- David Hansen, Orange County Environmental Protection Division
- Mike Woodward, Kimley-Horn Associates
- Victor Gallo, Kimley-Horn Associates

Thank you to Councilmember Andert for inviting David Hansen to the meeting to provide some insight as to how OC and Butler Chain of Lakes Advisory Committee can assist the Town.

- **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 3<sup>rd</sup> (clean-up on lakefront, etc.) per Scott Brown. Final reading for ordinance scheduled for November 13<sup>th</sup> 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. HC preparing for FDEP audit. Jason Maron, FDEP, to be in Town 10/24 to review Town NPDES program. KHA will be working on Gazette article for next publication. SB to provide deadline for submittal. Monthly sweeping and documentation will continue. Two (2) violations noted by JF and coordinated with BC of Wade-Trim. KHA working on Illicit Discharge power-point presentation, scheduled for March/April 2020. Draft of presentation to be provide to TM and SB in November. SB and KHA attended FDEP audit. SB and KHA to continue to coordinate with NPDES staff to provide documentation and forms. Supply KHA with street sweeping and vacuum truck quantities. Submitted article for Gazette. First training in March to include documentation forms. SB spoke to EnviroServices to map drainage infrastructure. HC coordinating with SB on street sweeping and drainage structure debris quantities. March training HC. KHA and SB addressing FDEP questions noted in their Ph II MS4 Cycle 4 Year 1 Focused Audit Report. Reply to be completed by March 2, 2020. ON schedule. Moving forward with Town stormwater inventory via CCTV all systems (to set the control point), GPS and building mapping system for recording, reporting and monitoring current and future needs/cleanings, etc. This will be a team effort through KHA, Enviro Waste Services and SB. Debris removals being recorded via HC. **2/3: HC provided MG with quantities for street sweeping. MG to include with STAR report to DEP. SB to provide estimate to TM for decanting of dewatering. SB to also work with Vacuum trucks to identify GPS locations and quantities per GPS location to monitor any issues.**

- **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 22<sup>nd</sup>). 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: 3<sup>rd</sup> Avenue and Magnolia Street Drainage Improvements;
- 4337-694: 6<sup>th</sup> Avenue and Butler Street Drainage Improvements; and
- 4337-695: 9<sup>th</sup> Avenue/10<sup>th</sup> Avenue and Oakdale Street Drainage Improvements
- 4337-697: West Second Avenue TM executed agreement and it was send back to DEM for their execution and authorization to proceed with the Phase I design services.

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

MG to attend LMS meeting on Wednesday August 21<sup>st</sup> 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.

MG continuing to prepare HMGP application for the Lake Down retaining wall improvements under Hurricane Michael. MG to e-mail DEM engineers for application status for Hurricane Irma. MG re-submitted Lake Down Wall Improvement project to Daniel Negron, P.E., Orange County Public Works, for consideration by the Planning Committee for endorsement.

Initial approval for West Second Avenue Phase I Design with funded budget of \$80,000. After Phase I is complete then Phase II for Construction will begin. Estimated total cost is \$900,000 for both phases. Still waiting to hear back on other 3 projects.

Administration change at the Orange County LMS. Jason Taylor no longer LMS Manager.

Executed contract. Waiting on FEMA to sign. MG to revise scope and TM to work on title search for end of Second Avenue and easement. Public workshops will be included again. 18 months since last meeting. 2/3 **MG prepared first quarterly report to Douglas Galvan, DEM (September-December 2019). Final design for West Second Ave to be on TC agenda for February 2020 meeting. MG emailed LMS and received RAI for two projects. MG to respond by 2/10 deadline.**

- **FIRST Avenue and FOREST Street Drainage Improvements:** 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 8<sup>th</sup> 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 1<sup>st</sup>, 2019. MG to follow up on submittal. KHA to review drainage system and provide Induvial 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. Draft Report to be submitted to TM and SB by Monday 10/7. KH submitted draft report to TM and SB. TM and SB have reviewed and have no comments. KH to submit final report with opinions of probable construction costs. HC reviewed DRAFT report which will be revised and submitted to SB for review. TC meeting on 12/18 for discussion of the report. Final report submitted by HC to TM and SB. Workshop with TC scheduled for January 28<sup>th</sup> (KHA to present). TC to review scope of concept design. KHA completed and presented study to TC during January workshop. Recommend adding 24" connector to existing culverts on Forest to assist with high demand discharge events and high-water conditions, as we have been seeing for several years. Further provided alternative road options, dirt and porous for considerations. Also provided recommendation to alleviate private lot drainage via property owners providing drainage easements to place a culvert system in to discharge their private lot drainage. 2/4 **March 10<sup>th</sup> presentation to TC on recommendation for improvements to First Avenue and Forest Street drainage improvements. David Hansen mentioned the OC has a project the Town may wish to explore relative to establishing swales or berms on both Town and Residential properties with appropriate landscaping. TM and David to coordinate with Councilmember Andert for more info and see if we can incorporate in the Butler, Bessie and Forest projects.**

- **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 from 12<sup>th</sup>/chase to Windermere Rd. 10/18 November 1<sup>st</sup> 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. No change. SB continuing to coordinate with the Rubio's regarding donation of railroad right-of-way property. Sorenson property in closing stage. Anticipated completion by December 2019. Scott spoke Rubio and will continue to coordinate with Rubio for their review and signature. TM to work with both KH and Wade Trim on survey, concepts and design from North to Park Ave. Rubio property donation completed. Phase I will be from Park Avenue to North Avenue. Funding to be applied through the MPO TAC. KHA working on scope for Concept Design. TM received scope and under review for approval at January TC meeting. KHA moving forward with the concept design phase. Project added to OC tax increase project list for possible funding source as part of a regional

trail. 2/3 IPO approved at January TC meeting. Windermere WD looking to help fund portion of the project. LRP needs to select stake-holder to represent at coordination meeting with various boards. TM to schedule first stakeholder meeting in February.

- **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. MG to request status of HMGP application review. Still waiting on LMS contract. TM to coordinate design approval and workshops. TM executed Phase I agreement and sent back to DEM for approval and authorization to proceed. Total authorization is \$79,400 (75% Federal, 25% local share). Awaiting on executed contract with DEM for authorization for Notice to Proceed. Need easement and title search to be conducted to verify existing rights-of-way/easements. Also, more public hearings to be scheduled. 2/3 Coordinate with Gray-Robinson on title search for "right-of-way" for stormwater outfall to Wauseon Bay/Lake Butler. TM – pave Old Main from 2<sup>nd</sup> Avenue to Canal (IPO by KHA). TM emailed GR.
- **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-located 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 – 12<sup>th</sup> 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. New liaison with Duke. SB has received monthly cost from Duke for lighting from Parkridge Gotha to North. Duke to provide construction cost estimate for what Town is responsible for. Anticipated receipt from Duke in 60 days. Possible item at the Feb 2020 Board Meeting. Mike Smith to provide costs for lighting based on concept drawings. Mike Smith provided cost to SB. From Parkridge-Gotha Road to Lake Down-Butler Canal, it would cost \$240,000 during the day and \$280,000 for night work (Construction and MOT). 2/3 Need flood lighting for Windermere Wine & Dine. Nothing further at this time. Lighting may be incorporated into the multi modal pathway project.
- **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 5<sup>th</sup>/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 return. LRP tabled entry and event signage for next meeting. Footers laid for the 2 beacons. Start upgrading regulatory signs. Main and First pedestrian signage – LRP to prioritize. LRP prioritized First and Main. New signs and decorative posts have been ordered to replace existing from Parkridge Gotha to downtown. New signs and decorative signs completed. Upgraded all regulatory signs from Parkridge-Gotha to downtown. Working on first reading for Ordinance for right-turn only and fine amounts for violations. Radar trailer purchased by PW (can be used for educational purposes). New and regulatory signs have been completed. 2/3 **Take pictures of new pedestrian cross-walks and post on Town website (Windermere Rd and Main). Order signage for southeast quadrant.**

- **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 27<sup>th</sup> 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 13<sup>th</sup> 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. Council agenda for CMAR. ADG to do topographic and tree survey. Once completed, will meet with Town to discuss. Coordinating meeting with all parties. A kickoff meeting was held with ADG, HJ High and stakeholders. They are waiting on survey and geotechnical services to be completed. They are to provide Town with schedule. Phase I contract has been approved. KH to provide TM with IPO for 6<sup>th</sup> Ave roundabout analysis. KHA to request roundabout plans. MG to provide to



Town and KHA. Closed on the loan. Approved KHA for the temporary facilities site plan (including survey). Preliminary arborist report received. 2<sup>nd</sup> report received on how to deal with trees during construction. Specific updates and milestones to be provided to TC. Finance to be including in all meetings. 2/3 **Finalized temporary facilities schematics (501 Forest Street). Will need to take site plan to DRB for approval (Brad Cornelius). DRB scheduled for February 18<sup>th</sup>. Present to TC February 11<sup>th</sup>. Scheduled for approval at TC on March 11<sup>th</sup>. Arborist report received. TB has the report for review. Workshop scheduled for end of April.**

- **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. SB met with PR on footprint for trail and walkway. Obligation for boat ramp repair. Deadline to complete in 14 months under FRDAP conditions. Contractor is developing draft footprint and estimated cost for the boardwalk. Contractor provided SB with quote for the design, engineering and permitting of elevated nature walk. Nature trail in design phase by Contractor. Final concept drawings completed. Moving into construction plans and scope of work. 2/3 **Final concept prepared including elevated nature trail. Sent to PR for review. Concept in design. FRDAP schedule through April 2021. TM and David Hansen to coordinate on driveway within the park. Partnership with OC, FWC and TOW. Need to stabilize the driveway and launch area****
- **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. Exercise equipment and drinking fountain (including water meter hookup) to be considered for TC agenda. Repairs completed on split rail fences and walking trail. SB expects Central Park improvements to be completed within the next couple of months. Include maintenance schedules from exercise equipment. Exercise equipment has been ordered. SB is coordinating to have the water meter installed for the drinking**

fountain. Exercise equipment installed. Awaiting OC for water meter installation for drinking fountain. OC completed water meter installation. Exercise equipment completed. OC meter account set up and active. Awaiting meter to be activated. Signage has been ordered, awaiting receipt of signs to be installed. TB to secure a landscape architect (with certified arborist) for tree mitigation plan. Signage installed. Met with Andy Eason (grants manager) to review, take photos, and go over close out documents. Finalizing Limitation of Use agreement to be recorded with OC, As Builts, expense records and final documents. 2/3 **Close-out phase initiated. Determining what is required for the close-out document. Tree Board to focus on site for tree plantings.**

- **Cross Walk Improvements:** W&D has funded two cross walk improvements. First one on Second/Main and the next on 6<sup>th</sup>/Magnolia. 10/18 Two additional locations – 6<sup>th</sup> Avenue east of Ridgewood, and Main Street near Estancia. Funded one cross-walk. Location to be determined. Consideration for cross-walk locations: 1) 6<sup>th</sup> 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. No Change. Awaiting on Windermere Wine & Dine. Crosswalk on Windermere Road and Main should be completed soon. 2/3 **Windermere W&D agreed to fund new cross-walk at 1<sup>st</sup> Avenue and Main Street. On TC agenda for 2/11**
- **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. Architect sent in plans to Town for review. SB to be liaison for Eagle Scout project. HPB working with architect and on future CIP. HPB creating scope of work based on architect's evaluation. HPB still having open discussions regarding the architect concept. HPB meets 1/8/20. HPB discussing options for materials to use and style of final look. 2/3 **HPB still having discussions. To keep status on National Historic Register, HPB will need to maintain the same architectural look.**
- **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 26<sup>th</sup>. On August/September TC meeting. Addendum No. 1 issued – clarify that Pre-Bid meeting is non-mandatory. On August 13<sup>th</sup> 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 1<sup>st</sup>, 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. MG awaiting signed documents from All State Paving to prepare CONFORMED Project Manual with executed agreement and Notice to Proceed. All State submitted shop drawings for review and approval. LAS submitted their arborist report to Town regarding tree assessments. MG to attend HOA presentation on 10/16 at 6:00 pm at Town Hall. Pre-meeting next week before HOA presentation. Under construction and is on schedule. Currently demo of curb, sidewalk and tree removal is occurring. MG revised plan for cross-walk and RRFB location at Maguire Road and Windermere Road pursuant to field meeting with JF and All State Paving. Plan was reviewed by SB and issued to Contractor. Tree removal, sidewalk and ramp improvements completed. Jim Lingle and HOA engineer discussed fountain overflow concept with SB and JF. 4" sleeve to be constructed as part of Willows improvements as a contingency for overflow. Overflow for roundabout fountain was completed and constructed per Town comments. Project is 90% complete. Resurfacing completed. Sidewalk ramps completed. Signing and pavement markings partially completed. Sidewalks and ramp improvements at Maguire Road and Windermere Road completed (awaiting pavement markings). Awaiting JF and All State punch list before issuing Substantial Completion certificate. Discussions on pavement repair to be paid for by HOA due to damage by HOA while pavement was curing. 2/3 **MG prepared change order for additional pavement due to removal of brick pavers per HOA (with exception to entrance pavers which were redone by HOA). SB, JF, MG met with All State Paving regarding pavement condition along Willow Brick Road. All State to provide written recommendation for fix of pavement to be submitted to MG for review. RRFB's erected and pavement markings installed on Maguire Road. Sodding to be completed.**

- **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. Ongoing. KH to prepare article in Winter Gazette about street sweeping. Due date is 11/22. MG to get street sweeping quantities from SB and determine TN (Total Nitrogen) and TP (Total Phosphorous) and submit the removals to

DEP under their STAR program (State Annual Report). HC to provide MG with quantities. MG to submit as part of STAR to the FDEP doe pollutant load reduction reporting. **2/3 MG received quantities from HC. Will combine with NPDES section**

- **Vacuum-Truck Services** – Cleaning of stormwater structures and storm pipes. Bid awarded by Town to Waste Services Group at January TC meeting. Started on 8<sup>th</sup> 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 12<sup>th</sup> 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 8<sup>th</sup> 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 12<sup>th</sup> and Oakdale Street. Moving next to west 8<sup>th</sup> 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 8<sup>th</sup> Avenue and currently working on Lake Street. Targeting North Oakdale (north of 1<sup>st</sup> Avenue). Completed North Oakdale including First Avenue stormwater pond. Next is Johnson Park pond then Ridgewood ponds. Completed. SB will continue working with vacuum trucks for other projects. Completed main drainage basins. Biannual treatment of all infrastructure and also CCTV of infrastructure. Structures will also be GPS's for inventory. SB to draft release on dewatering so there is no confusion as to what is being placed in stormwater ponds. Will also get costs on transport. **2/3 Completed cleaning of all stormwater systems, including Main street and its associated detention chambers. Crews returning this week to begin return cleaning off the dirt roads, as well as to start GPS and CCTV all systems to record current conditions and control points moving forward with an overall inventory of the Town's stormwater system. Will combine with NPDES section**
- **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. On Lake Down, 5 cypress trees planted and sent documentation to OCEPD to close out the complaint. Ongoing. SB received quotes to clean up the lakeshore (vegetation removal and tree removal). Continue to construct elevated boardwalk for nature trail. **2/3 DH discussed possibly funding "backyard BMP's" (swales, rain gardens, planting, etc.).**
- **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. TM needs to complete inventory. W&D want to invest in Town Hall including: roof; kitchen; etc. Working on pricing with contractor over the next 60 days. W&D has interest in TH improvements. SB has requested scope of work and cost from HB & Associates for TH improvements. SB to meet with CPWG to do a complete evaluation of Town Hall (both interior and exterior), subsurface to roof including electrical, HVAC, sound and lighting, foundations, etc. 2/3 **Met twice with cpwg as well as their co-consultant MLD Architects. MLD has an extensive history with historic buildings and are familiar with the State Historic Preservation Office (SHIPO) requirements aka Secretary of Interior. Some opportunities for grants may be possible for the historic portions of the work. SB met CPWG to provide a cost to evaluate Town Hall. MLB architects to also provide review of historical elements of Town Hall. SB to look at mid-end of March for scope of work. Will need RFQ**

- 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 9<sup>th</sup> 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 19<sup>th</sup>. Additional workshop with TC on September 23<sup>rd</sup> to be conducted to provide update and information on project status. October 22<sup>nd</sup> TC workshop with Wade-Trim to provide status of project. Scheduled for completion in March 2020. Presentation was completed on 10/20. OCU to provide flow information. Scheduled completion in March 2020. Ongoing. Coordinating with Orange County Utilities. WT requesting meter readings on hydrants for more accurate data. WT to provide update on coordination with Orange County. Confirm some flows and reevaluate fire hydrants (Orange County). 2/3 **Final flows and calculations have been completed. JF and SB meeting with WT to review drawings and design. Preliminary plans sent to Angie Brewer to review for possible funding sources. Goal to have TAC meeting mid-March with outcome moving toward TC in April.**
- 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 23<sup>rd</sup> TC workshop. LRP took no action on cut-thru IPO's. Work on cut-thru traffic plan for Ridgewood Drive. LRP will look at Oakdale Street improvements. TM to schedule workshop for LRP recommendation for SE Quadrant. LRP made second recommendation for SE quadrant and Ridgewood Drive. No right turn on Ridgewood Drive and Lee Street (at certain times). LRP recommending to table the Ridgewood Drive one-way ordinance indefinitely and move forward with requesting revised traffic engineering study for time limitation no right-turn only on 6<sup>th</sup> Avenue at Ridgewood Drive and Lee Street. SE quadrant discussion at a later date depending on effectiveness of no-right turn signage at Ridgewood Drive and Lee Street. MW to review plan before 12/18 TC meeting. OC has requested projects from the Town. 2/3 **TM working with Winter Garden, Ocoee and Oakland: West Orange Transportation Alliance (WOTA). TM worked with staff and KHA and submitted projects list to Ocoee and will submit to OC on 2/4. TM meeting with OC Staff about 1 cent sales tax. WOTA to meet on Friday. TM to update TC on Feb 11**

- **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 1<sup>st</sup>, 2019. Shop drawings reviewed by KHA and approved 10/4. AT&T permit review completed on 10/3. Contractor to start construction on 11/06. 60% of sidewalk demolished, water DIP exposed to determine size of tapping sleeve. Dog house structure shop drawing approved by KHA for installation by Barracuda. Project delayed by OC. Barracuda to request a change order for the bonding of the entire project. Original was to bond only for the utility improvements (per Orange County Utilities). 2/3 **Project moving forward, slow progress, as expected, due to conflicts with existing underground utilities and water taps. Bacterial testing scheduled for this week. Positive outcome will result in moving forward with removal of existing conflicting water line and begin stormwater system.**

- 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 22<sup>nd</sup>. 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. Conformed PROJECT manual issued to Gregori with agreement executed by all parties. Contract issued for NTP October 1, 2019. Project is 180-day contract. Contractor to start construction this week. Gregori Construction completed swale and both driveways and culverts poured and completed. Structures to be installed later this month. Awaiting sodding of swale. All construction completed, structures, mitered end sections and driveways. Swale completed including rubble riprap at Lake Down Canal. **2/3 As-Builts received from Gregori. MG prepared RECORD DRAWINGS. Awaiting close-out documents.**
- 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. CS requested a written CIP for each sidewalk improvement project in order to appraise citizens of project status. SB and JF completed priority map. SB & JF to provide CIP with year and cost. SB has a CIP for review of projected costs over a 5-year period (CIP attached to these minutes). Currently working in the Manors with approximately 75% complete of root-damaged sidewalks and other sidewalks in disrepair (i.e., trip hazards, cracking, etc.). Contractor working at Manors on repairs, removing cracked panels and trip hazards. **2/3 Manors repairs completed, as well as portions on north side of Park Avenue between the Manors and Marquises Court.**

- **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 27<sup>th</sup> special meeting agenda. TC provided direction to revise IPO scope for September 10<sup>th</sup> agenda. TM to review revised IPO from KHA. KH to contact OC representative responsible for lake water quality testing. KH to provide responses to IPO comments. Awaiting to complete responses to resident concerns by KHA. TM to review revised. **2/3 IPO revised as requested and moving forward.**
- **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 27<sup>th</sup> special meeting agenda. TC provided direction to revise IPO scope for September 10<sup>th</sup> agenda. TM to review revised IPO from KHA. KH to contact OC representative responsible for lake water quality testing. KH to provide responses to IPO comments. . Awaiting to complete responses to resident concerns by KHA. Awaiting to complete responses to resident concerns by KHA. **2/3 IPO revised as requested and moving forward.**
- **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 13<sup>th</sup> TC agenda. TC approved Gregori construction awarding of bid. Pre-Construction conducted – Notice to proceed to be issued after hurricane season. MG to proceed with preparing November 1<sup>st</sup> NTP and agreement to reflect the NTP date. Construction to start after Bayshore contract is completed. Gregori has completed initial clearing of pond vegetation. Currently working to get pond dry in order to begin installation of the underdrain piping. Opened up underdrain connection at control structure. Gregori continuing to construct underdrain system. **2/3 Underdrain system, final grading and sodding completed. Awaiting as-built and final close-out documents from Gregori.**



- 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. Hunt-Brady to complete final plan and renderings. JF received updated version of renderings and will distribute to committee. JF awaiting on sketch of interpretation of drop-down roof version of rendering. Providing comments to H-B to complete final plan. One minor comment on the pavilion elevation, addressed by H-B. Expected cost to be between \$400K and \$500K. 2/3 **To be run through LRP prior to TC meeting.**
- 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. Looking at mid-October launch of new website. Ongoing. Anticipated implementation by January 1<sup>st</sup>. TM continuing to work with vendor. Need meeting with Chatter Buzz due to hosting issues on existing URL. 2/3: **TM and Staff working with Chatterbuzz and other software firms to incorporate into new site.**
- 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 10<sup>th</sup> Avenue for stormwater use. **On-going**
- Marina Bay Inlet Erosion: SB contracted Enviro-Waste to CCTV line to identify any failures and recommend remedial/rehabilitation options. Enviro-Waste completed evaluation. Code violation issued subject property owner/representative for collapsed pipe. Code officer to serve notice. Code enforcement officer has served notice to property owner. Awaiting response. To be taken to magistrate for resolution. 2/3 **Town to review whether repairs were completed. Scheduled for CE hearing this month.**
- Resident Concern on Parking Lot: Additional landscaping to be added to address resident concern. SB met with church last week. SB to coordinate extending Town landscaping to cover gap. Landscaping will be installed prior to Christmas. Complete. 2/3 **Additional landscaping completed. Can be removed**
- **Pavement Management Plan: SB working with four (4) professional engineering companies to develop a scope of work and costing for the Town’s PMP. The survey/study will evaluate the existing roadway system conditions and provide future recommendations for paving and longevity.**

**Acronyms**

**ADG: Architect Design Group**

**BC: Brad Cornelius, Wade-Trim**

**CIP: Capital Improvement Project**

**CE: Code Enforcement**

**CS: Chris Sapp, Town Council Liaison**

**DAC: Direct Administrative Cost**

**DBC: Downtown Business Committee**

**DEM: Division of Emergency Management (State of Florida)**

**DH: David Hansen, Orange County Environmental Protection Division (EPD)**

**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)**

**H-B: Hunton-Brady Architects.**

**HC: Hao Chau (Kimley-Horn and Associates)**

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

**IDG: Innovative Design Group**

**JF: John Fitzgibbon, Town of Windermere**

**KHA: Kimley-Horn and Associates**

**LA: Liz Ardent, Town Council Member**

**LAS: Legacy Arborist Services**

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

**MG: Mike Galura (Michael Galura Engineering Consultants)**

**MPO: Metropolitan Planning Organization**

**MW: Mike Woodward (Kimley-Horn and Associates)**

**NOI: Notice of Intent**

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

**NW: Nora White, Town of Windermere**

**PA: Public Assistance**

**PMP: Pavement Management Plan**

**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, Town of Windermere**

**SFWMD: South Florida Water Management District**

**STAR: State Annual Reporting (DEP)**

**SW: Stormwater**

**TAC: Transportation Advisory Committee.**

**TC: Town Council**

**TM: Town Manager (Robert Smith)**

**TOW: Town of Windermere**

**WBC – Windermere Baptist Church**

**WT – Wade-Trim**

MAYOR  
JIM O'BRIEN

THE TOWN OF  
**Windermere**



TOWN MANAGER  
ROBERT SMITH

CLERK  
DOROTHY BURKHALTER

614 MAIN STREET, WINDERMERE, FL 34786  
OFFICE: (407) 876-2563 FAX: (407) 876-0103

January 28, 2020

Senator Victor M. Torres, Jr.  
15<sup>th</sup> District, Florida State Senate  
101 Church Street  
Suite 305  
Kissimmee, FL 34741

Dear Senator Victor M. Torres, Jr.,

I write to bring to your attention significant issues with the State's administration of disaster relief grants that has cost the Town of Windermere nearly half of a million dollars. Windermere's recent request for Federal Emergency Management Agency ("FEMA") and Florida Division of Emergency Management ("DEM") financial assistance in the aftermath of Hurricane Irma was approved in the amount of \$625,017.12 (the "Irma Funds"). However, instead of making the full amount available to service Windermere's constituents impacted by the storm, DEM withheld \$483,837.73 to offset the town's debt to DEM, which remains on its books after DEM failed to timely submit the town's appeal of FEMA's retroactive 2014 deobligation of provided financial assistance for Hurricanes Jeanne and Frances in 2004. As you can imagine, the loss of a half of a million dollars is a devastating blow to Windermere's budget.

Windermere's multiple appeals of the Jeanne and Frances deobligations were ultimately denied solely because DEM (under the prior administration) missed its deadline to transmit the town's appeal to FEMA. Windermere is not the only local government that lost its appeal based on the State's failures. Windermere and the other cities and counties similarly situated should not be punished for the State's failures, and we implore you to take remedial legislative action.

**Timeline and Summary of Events**

- **September, 2004** -- Hurricanes Frances and Jeanne caused extensive damage throughout Central Florida.
- **August 10, 2006** -- projects created and submitted to DEM by Windermere for financial assistance for contract costs associated with the removal and disposal of hazardous tree limbs from public property felled by the storms. Windermere received approximately \$1M in financial assistance from FEMA and DEM.
- During FEMA's review process at closeout, FEMA determined the town did not competitively bid the debris cleanup contract and identified duplicated costs and cost underruns in the following initial amounts for each storm for a total of \$483,837.73 in alleged overpayments.

- **February 15, 2016** -- Windermere timely submitted its first appeals for both storms to DEM arguing the funds were deobligated in error because the town properly and competitively bid the contract in the emergency situation in compliance with federal regulations, that FEMA was prohibited from recovering funds because more than three years had elapsed since the funds were approved and paid under Section 705(a) of the Stafford Act, and that even were that not the case Section 705(c) of the Stafford Act barred deobligation because the expenditures were reasonable and used to accomplish the purpose of the grant, i.e. debris removal and disposal.
- **May 18, 2016** -- DEM forwarded the town's appeals to FEMA and submitted letters in support of the town's position.
- **October and November, 2017** -- FEMA Region IV Regional Administrator denied the appeals as untimely. It also explained that FEMA's position is that Section 705(c) protections cannot apply where the appellate rights were exhausted or expired.
- **December, 2017 and January, 2018** -- Windermere appealed the first denial raising essentially the same substantive arguments. It also argued FEMA should not hold it accountable for DEM's failure to comply with the regulatory deadline. DEM adopted this argument and concomitantly argued on the town's behalf for reinstatement.
- **April and May, 2018** -- FEMA denied the second appeals based on the untimely submissions by DEM. FEMA concluded the town met its obligations by timely submitting its appeals to DEM, but that DEM failed to timely transmit the appeals to FEMA to preserve a consideration of the appeals on their merit. FEMA also concluded Section 705(c) protections did not apply because the appellate rights had lapsed and a final FEMA decision had been rendered.
- The denial of the second appeal exhausted the administrative remedies available to Windermere in relation to the Jeanne and Frances deobligations. The next legal step would be a lawsuit against FEMA and DEM.
- **September, 2017** -- Hurricane Irma caused massive damage to the town, for which Windermere sought financial assistance from DEM and FEMA.
- **March, 2019** -- FEMA obligated \$625,017.12 in disaster relief funds for Irma.
- **December 2019** -- Windermere received the final closeout of the Jeanne and Frances projects. Despite the fact that Windermere lost its appeals based on DEM's failure, DEM applied the Irma Funds to its balance and released only \$141,179.39 to Windermere for use.

We are considering our legal options, however legislative action – probably in the form of a general appropriations bill – would make not only Windermere but all similarly affected local governments whole. Based on our research, there are a handful of other governments with collective deobligations of less than \$10M. We respectfully ask that you assist the town by doing everything in your power to remedy the damages caused by DEM and can be available at your convenience to provide additional information and documentation, or to discuss further.

Thank you very much for your consideration.

Respectfully,



Robert Smith, Town Manager  
Town of Windermere

MAYOR  
JIM O'BRIEN



TOWN MANAGER  
ROBERT SMITH

CLERK  
DOROTHY BURKHALTER

614 MAIN STREET, WINDERMERE, FL 34786  
OFFICE: (407) 876-2563 FAX: (407) 876-0103

January 28, 2020

Representative Geraldine F. Thompson  
44<sup>th</sup> District, Florida House of Representatives  
Suites 202, 204, 205  
511 West South Street  
Orlando, FL 32805-2761

Dear Representative Geraldine F. "Geri" Thompson,

I write to bring to your attention significant issues with the State's administration of disaster relief grants that has cost the Town of Windermere nearly half of a million dollars. Windermere's recent request for Federal Emergency Management Agency ("FEMA") and Florida Division of Emergency Management ("DEM") financial assistance in the aftermath of Hurricane Irma was approved in the amount of \$625,017.12 (the "Irma Funds"). However, instead of making the full amount available to service Windermere's constituents impacted by the storm, DEM withheld \$483,837.73 to offset the town's debt to DEM, which remains on its books after DEM failed to timely submit the town's appeal of FEMA's retroactive 2014 deobligation of provided financial assistance for Hurricanes Jeanne and Frances in 2004. As you can imagine, the loss of a half of a million dollars is a devastating blow to Windermere's budget.

Windermere's multiple appeals of the Jeanne and Frances deobligations were ultimately denied solely because DEM (under the prior administration) missed its deadline to transmit the town's appeal to FEMA. Windermere is not the only local government that lost its appeal based on the State's failures. Windermere and the other cities and counties similarly situated should not be punished for the State's failures, and we implore you to take remedial legislative action.

#### Timeline and Summary of Events

- **September, 2004** -- Hurricanes Frances and Jeanne caused extensive damage throughout Central Florida.
- **August 10, 2006** -- projects created and submitted to DEM by Windermere for financial assistance for contract costs associated with the removal and disposal of hazardous tree limbs from public property felled by the storms. Windermere received approximately \$1M in financial assistance from FEMA and DEM.
- During FEMA's review process at closeout, FEMA determined the town did not competitively bid the debris cleanup contract and identified duplicated costs and cost underruns in the following initial amounts for each storm for a total of \$483,837.73 in alleged overpayments.

- **February 15, 2016** -- Windermere timely submitted its first appeals for both storms to DEM arguing the funds were deobligated in error because the town properly and competitively bid the contract in the emergency situation in compliance with federal regulations, that FEMA was prohibited from recovering funds because more than three years had elapsed since the funds were approved and paid under Section 705(a) of the Stafford Act, and that even were that not the case Section 705(c) of the Stafford Act barred deobligation because the expenditures were reasonable and used to accomplish the purpose of the grant, i.e. debris removal and disposal.
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We are considering our legal options, however legislative action – probably in the form of a general appropriations bill – would make not only Windermere but all similarly affected local governments whole. Based on our research, there are a handful of other governments with collective deobligations of less than \$10M. We respectfully ask that you assist the town by doing everything in your power to remedy the damages caused by DEM and can be available at your convenience to provide additional information and documentation, or to discuss further.

Thank you very much for your consideration.

Respectfully,



Robert Smith, Town Manager  
Town of Windermere

MAYOR  
JIM O'BRIEN



TOWN MANAGER  
ROBERT SMITH

CLERK  
DOROTHY BURKHALTER

614 MAIN STREET, WINDERMERE, FL 34786  
OFFICE: (407) 876-2563 FAX: (407) 876-0103

January 28, 2020

Florida Division of Emergency Management  
Custodian of Records  
2555 Shumard Oak Blvd.  
Tallahassee, Florida 32399-2100

Dear Custodian of Records:

Pursuant to Article I, section 24 of the Florida Constitution, and chapter 119, F.S., I am requesting a copy of the record(s) which lists the jurisdictions in the State of Florida whose Stafford Act disaster relief funds were offset by the Department of Emergency Management (DEM), against debt that remained on its books after DEM failed to timely submit appeals to FEMA. If such a list does not exist, I am requesting an opportunity to inspect or obtain copies of public records that identify all State of Florida jurisdictions whose Stafford Act disaster relief funds were offset by the DEM, against debt that remained on its books after DEM failed to timely submit appeals to FEMA.

If there are any fees for searching or copying these records, please inform me before filling my request. Should you deny my request, or any part of the request, please state in writing the basis for the denial, including the exact statutory citation authorizing the denial as required by s. 119.07(1)(d), F.S.

I will contact your office within one week to discuss when I may expect fulfillment of my request, and payment of any statutorily prescribed fees. If you have any questions in the interim, you may contact me at [rsmith@town.windermere.fl.us](mailto:rsmith@town.windermere.fl.us) or 407-876-2563 X 5324.

Regards,



Robert Smith, Town Manager



## West Orange Regional Transportation Alliance

### Projected Transportation Costs

Town of Oakland	\$	17,650,000
City of Ocoee	\$	102,750,969
Town of Windermere	\$	41,030,000
City of Winter Garden	\$	42,866,474
Total	\$	<b>204,297,443.00</b>



Transportation Projects for 2020 Sales Tax Initiative - Town of Oakland

Ranking	Roadway	Limits	Project Description	Functional Class	Project Details			Project & Funding Status		Maintenance	Estimated Cost	Safety and/or Operational Enhancement	Improvement Horizon
					Length (mi)	Improves Regional Connectivity	Bicycle/Pedestrian Improvements?	Project Status	Funding Status				
	<b>Intersection Improvements</b>												
	Oakland Avenue Roundabout	CR 438/Oakland Avenue and Old Highway 50 and JW Jones Road	New roundabout and trail connection. West Orange Trail		0.5	Yes, local traffic, Old Hwy 50 and Lake County traffic	Incorporate West Orange Trail crossing	Metropolitan Orlando #2 Prioritized Project: OS-10	MPO Prioritized Project List	Transfer from Orange County to Town of Oakland	\$2,500,000	Safety and Operational Enhancement	FY 2020/21 CST
	Oakland Avenue/Machete Trail Roundabout	Oakland Avenue	New roundabout at Orlando Nature Preserve		0.5	local	Incorporate West Orange Trail crossing	Oakland Mobility Master Plan Project	Not funded; potential developer improvements	Transfer from Orange County to Town of Oakland	\$1,500,000	Safety and Operational Enhancement	Short
	Catherine Ross/Winters Landing Dr Roundabout	Oakland Avenue	New roundabout at Winters Landing		0.5	local	Pedestrianized Intersection	Oakland Mobility Master Plan Project	Not funded	Transfer from Orange County to Town of Oakland	\$1,500,000	Safety and Operational Enhancement	Short
	Tubb Street and Oakland Avenue Pedestrian Intersection Improvements and Streetscape	Oakland Avenue and Tubb Street	Enhanced intersection with raised pavement, sidewalks, bike trail, Decorative Mast Arms and drainage		0.5	local	Pedestrian and bicycle trail intersection	Oakland Mobility Master Plan Project	Not funded	Transfer from Orange County to Town of Oakland	\$1,000,000	Safety and Operational Enhancement	Short
	SR 50/Starr St. Signalized Intersection	Starr St. and SR 50	New signal with mast arms and pedestrianized intersection improvements on SR 50					Oakland Mobility Master Plan Project	Not funded	Orange County	\$300,000	Operational	Long (When warranted)
	Pedestrianized Intersection SR 50/Tubb St.	SR 50 and Tubb/4th St.	Existing Signal, Mast Arms, Pedestrian Improvements					Oakland Mobility Master Plan Project	Not funded	Orange County	\$150,000	Safety and Operational Enhancement	Medium
	Pedestrianized Intersection at Deer Island and Oakland Avenue	SR 50 and Oakland Avenue/Deer Island	Existing Signal					Oakland Mobility Master Plan Project	Not funded	Orange County	\$150,000	Safety and Operational Enhancement	Medium
	Pedestrianized Intersection at Remington Rd. and SR 50	SR 50 and Remington Rd.	Existing Signal, Pedestrian Improvements					Oakland Mobility Master Plan Project	Not funded	Orange County	\$150,000	Safety and Operational Enhancement	Medium
	SR 50/Catherine Ross Signalized Intersection	Catherine Ross and SR 50	New signal and pedestrianized intersection on SR 50		0.5	Yes, local traffic and WG Traffic		Oakland Mobility Master Plan Project	Not Funded	Orange County	\$300,000	Operational	Long (When warranted)
	<b>Roadway Improvements</b>												
	CR 438/Oakland Avenue	SR 50/West Colonial Drive to East C/L	Rebuild to include curbs, Shoulders, gutters, sidewalks, lighting, drainage	Regional Collector	3	Yes, Connects WG and Lake County	Yes, add sidewalks and bike lanes	Oakland Mobility Master Plan Project	Not funded	Transfer from Orange County to Town of Oakland	\$4,000,000	Operational	Short

Tubb Street	SR 50/West Colonial Drive to Lake Apopka	Rebuild to include curbs, shoulders, gutters, sidewalks, lighting, drainage; 8-10 ft. Trail on one side, streetscape		1		Yes, add sidewalks and bike lanes	Oakland Mobility Master Plan Project	Not Funded	Town of Oakland	\$1,000,000	Operational	Short
Starr Street	Oakland Avenue to SR 50	New road with curb, gutters, sidewalks	Collector		Yes, local traffic and WG Traffic	Yes, add sidewalks and bike lanes	ROW acquired	Not funded, some developer improvements	Town of Oakland	\$750,000	Operational	Medium
Catherine Ross Road	Oakland Avenue to SR 50	New road, basic with drainage	Collector	0.5	Yes, local traffic and WG Traffic	Yes, add sidewalks and bike lanes	ROW acquired	WG, Town of Oakland, Developer	Town of Oakland	\$750,000	Operational	Short
<b>Trail/Sidewalks</b>												
Orange County/Oakland Sidewalks	Metro plan Orlando, Oakland Ave and Tubb St.	Oakland Ave: 2 miles; Tubb Street 1 mile		3		Yes	Metroplan Orlando BP-26	Metroplan Orlando Complete Streets	Town of Oakland	\$3,100,000	Safety Multimodal Con.	Short
Lighting on Oakland and Tubb		Oakland Ave: 2 miles; Tubb Street 1 mile		3		Yes		Duke Power	Duke	\$150,000	Safety	Medium
Sadler Bike/Pea Trail	Sadler from Sandsparrilla to Tubb Street	Loop through Longleaf to Sadler to WOT		1		Yes		Recreation Impact Fees	Town of Oakland	\$250,000	Safety and Operational	Short
Sidewalks on JW Jones	Turnpike to Apopka Sound/Eagles Landing	Completing gaps in existing sidewalk		1		Yes		Apopka Sound/developer funded for 1 side	Town of Oakland	\$100,000	Safety and Operational	Medium

These 4 projects are linked.

Estimated Grand Total \$17,650,000

Transportation Projects for 2020 Sales Tax Initiative - City of Ocoee



Ranking	Roadway	Limits	Project Description	Functional Class	Project Details			Project & Funding Status		Maintenance	Estimated Cost	Safety and/or Operational Enhancement	Improvement Horizon
					Length (mi)	Improve Regional Connectivity	Multi-Modal Bicycle/Pedestrian Improvements?	Project Status	Funding Status				
<b>Intersection Improvements</b>													
1	Ocoee Apopka Rd	at Fullers Cross Rd	Intersection Improvements					Design is complete. Construction anticipated later in 2020	Funded	City of Ocoee	Funded	Safety and Operational Enhancement	Short
2	Clarke Rd	at Hackney Prairie Rd	New Traffic Signal					Under evaluation by City	Unfunded	City of Ocoee	\$500,000	Yes	Short
3	Clarcna Ocoee Rd	at Ingram Rd	New Traffic Signal					Under Evaluation by the County	Funding by Orange County	Orange County	To be Funded by Orange County	Safety and Operational Enhancement	Short
4	Palm Drive	at Ocoee Apopka Rd	Relocate intersection to the north					Construction by developer expected Summer 2019	Funded by Developer thru Impact Fee Credits	City of Ocoee	\$500,000	Safety and Operational Enhancement	Short
5	Colonial Dr	at Economic Ct	New Traffic Signal					Under evaluation by City	Unfunded	FDOT	\$500,000	Safety and Operational Enhancement	Medium
6	West Rd	at Fountains West	New Traffic Signal					Currently Planned	Partially funded by the Developer	Orange County	\$375,000	Safety and Operational Enhancement	Medium
7	Silver Star Rd	at Silver Bend Blvd	New Traffic Signal					State Road and currently there is no warrant justifying need	Unfunded	FDOT	\$500,000	Safety and Operational Enhancement	Medium
<b>Roadway Improvements</b>													
1	Old Winter Garden Road and Economic Court	SR-50 to Maguire Rd	Extension of Old Winter Garden Road and Economic Court	Urban Minor Arterial / Urban Local	0.5	Yes	Yes	Initial planning has initiated	Unfunded	City of Ocoee	\$4,000,000	Safety and Operational Enhancement	Short
2	Clarke Rd	AD Mims to Hackney-Prairie Rd	Widen to 4 Lanes + trail	Urban Major Collector	0.8	-	Yes	See note	Unfunded need in LRTP	City of Ocoee	\$1,680,000	Safe Routes to schools	Short
3	Clarke Rd	Hackney-Prairie Rd to Clarcna-Ocoee Rd	Widen to 4 Lanes + trail	Urban Major Collector	0.7	-	Yes	See note	Unfunded need in LRTP	City of Ocoee	\$1,470,000	Safe Routes to schools	Short

City of Ocoee Transportation Needs



Ranking	Roadway	Limits	Project Description	Functional Class	Project Details			Project & Funding Status		Maintenance	Estimated Cost	Safety and/or Operational Enhancement	Improvement Horizon
					Length (mi)	Improve Regional Connectivity	Bicycle/Pedestrian Improvements?	Project Status	Funding Status				
4	Ocoee Crown Point Pkwy	Ocoee High School to E Crown Point Rd	Extension of Ocoee Crown Point Pkwy	Urban Local	0.5	-	Yes	Identified need	OCCS partial	City of Ocoee	\$1,200,000	Safe Routes to Schools	Short
5	Maguire Road (Phase 5)	SR 50 to Story Road	Additional lanes & urban parkway	Urban Minor Arterial	0.5	Yes	Yes	Design was completed, need to perform update review	Unfunded	City of Ocoee	\$5,000,000	Safety and Operational Enhancement	Short
6	Clarke Rd	Carcoma Ocoee Rd to McCormick Rd	Extension of Clarke Road + sidewalk	Urban Major Collector	1	Yes	Yes	The Developer is currently designing this section	Funded by the Developer	City of Ocoee	Funded by Developer	Safe Routes to Schools	Short
7	Bluford Ave	Old Winter Garden Rd to SR 50	Bike/ped improvements (adding 12 multi-purpose path and streetscaping)	Urban Minor Arterial	0.3	Yes	Yes	Planned by CRA	Design only at this time	City of Ocoee	\$1,500,000	Safe Routes to Schools	Short
8	Bluford Ave	SR 50 to Geneva Street	Complete Streets improvements including trail	Urban Minor Arterial	0.5		Yes	Planned by CRA	Design only at this time	City of Ocoee	\$2,000,000	Safe Routes to Schools	Short
9	Bluford Ave	Geneva St to Delaware St	Complete Streets improvements including trail	Urban Minor Arterial	0.5		Yes	Planned by City	Design only at this time	City of Ocoee	\$500,000	Safe Routes to Schools	Medium
10	Silver Star Road	Bonnuss Ave to Bluford Ave	Complete Streets improvements with trail	Urban Minor Arterial	1	Yes	Yes	Under evaluation by MPO	Funded by 2025 In LRTP	State of Florida	\$18,500,000	Safety and Operational Enhancement	Medium
11	Bonnuss Ave (Silver Star Complete Streets)	Franklin St to Silver Star Rd	Reconstruction - part of the Silver Star Complete Streets Project	Urban Local	0.1	Yes	Yes	PD&E	Unfunded	City of Ocoee	\$1,125,000	Safety and Operational Enhancement	Medium
12	Franklin St (Silver Star Complete Streets)	E Crown Point Rd to Lyle St	Complete Streets + Widening	Urban Minor Arterial	0.7	Yes	Yes	PD&E	Unfunded	State of Florida	\$4,515,703	Safety and Operational Enhancement	Medium
13	N. Blackwood Ave	SR 50 to Maine Street connection with City Center	Roundabout at Montgomery including slip lanes, streetscaping and bike/ped improvements	Urban Local	0.3	-	Yes	Under design seeking additional funding	CRA	City of Ocoee	\$1,900,000	Safety and Operational Enhancement	Short



City of Ocoee Transportation Needs

Ranking	Roadway	Limits	Project Description	Functional Class	Project Details		Multi-Modal	Project & Funding Status		Maintenance	Estimated Cost	Safety and/or Operational Enhancement	Improvement Horizon
					Length (mi)	Improve Regional Connectivity		Project Status	Funding Status				
14	Ocoee Apopka Rd	Palm Dr to Fullers Cross Rd	Widen and add multi-purpose path and sidewalk	Urban Major Collector	1.5	Yes	Yes	Identified need	Unfunded need in LRTP	Orange County / City of Ocoee	\$10,000,000	Safety and Operational Enhancement	Medium
15	Ocoee-Apopka Rd / Maguire Rd	Railroad tracks to Palm Dr	Complete Streets Improvements	Urban Major Collector	0.35	Yes	Yes	Under evaluation by MPO	Funded by 2025 in LRTP	City of Ocoee	\$6,000,000		Medium
16	Ocoee Apopka Rd	Fullers Cross Rd to West Rd	Widen Add Multi-purpose path and sidewalk	Urban Major Collector	0.5	Yes	Yes	Identified need	Unfunded need in LRTP	Orange County / City of Ocoee	\$525,293	Safety and Operational Enhancement	Long
17	Ocoee Apopka Rd	West Rd to McCormick Rd	Widen Add Multi-purpose path and sidewalk	Urban Major Collector	1.5	Yes	Yes	Identified need	Unfunded need in LRTP	Orange County	\$1,575,878	Safety and Operational Enhancement	Long
18	Palm Drive	E Crown Point Rd to Ocoee Apopka Rd	Bike/ped improvements and transformation from rural section to urban parkway, Also, realignment to meet OA Rd at new location	Urban Local	0.5		Yes	Identified need	Unfunded need in LRTP	City of Ocoee	\$3,071,055	Safety and Operational Enhancement	Medium
19	Lakewood Ave	Fullers Cross Rd to Garcona Ocoee Rd	Realign and widen to 4 lanes	Urban Major Collector	0.3			The Developer is currently designing this section	Funded by the Developer	City of Ocoee	\$1,521,851	Safety and Operational Enhancement	Medium
20	Maguire Road (Phase 6)	Story Road to railroad tracks	Additional lanes & urban parkway	Urban Major Collector	0.85	Yes	Yes	Design was completed, need to perform update review	Unfunded	City of Ocoee	\$5,000,000	Safety and Operational Enhancement	Medium
21	Lakewood Ave	Silver Star to Fullers Cross Road	Complete Streets	Urban Major Collector	1.5	-	Yes	In MetroPlan LRTP	Unfunded need in LRTP	Orange County / City of Ocoee	\$989,833	Safety and Operational Enhancement	Medium
22	Wurst Rd	N Lakewood Ave to Pine St	Reconstruction & extension of Wurst Rd	Urban Minor Collector	0.25	Yes	Yes	Identified need	CRA	City of Ocoee	\$639,674	Safety and Operational Enhancement	Medium
23	Fullers Cross Rd	E Crown Point Rd to Garcona Ocoee Rd	Widen to 4 lanes - see note	Urban Major Collector	1	-	-	In Metroplan LRTP	Unfunded need in LRTP	City of Ocoee	\$3,426,015	Operational Enhancement	Long

City of Ocoee Transportation Needs



Ranking	Roadway	Limits	Project Description	Functional Class	Project Details			Project & Funding Status		Maintenance	Estimated Cost	Safety and/or Operational Enhancement	Improvement Horizon
					Length (mi)	Improve Regional Connectivity	Multi-Modal Bicycle/Pedestrian Improvements?	Project Status	Funding Status				
24	Pine Street Connector	Pine Street to Ocoee Apopka	New connection	Urban Local	0.23	Yes	Yes	Identified need	Unfunded	City of Ocoee	\$350,000	Operational Enhancement	Mid
25	Orlando Ave/White Rd	Bluford Ave to Clarke Rd	Enhance bike/ped facilities for safe walk to schools, also access the intersection @ Montanera Rd	Urban Minor Collector	1.5		Yes	Identified need	Unfunded	City of Ocoee	\$989,883	Safety	Medium
26	Tomlyn Boulevard	Roberson Rd to Maguire Rd	Additional lanes & urban parkway	Urban Major Collector	2	Yes	Yes	Identified need	Unfunded need	Orange County / City of Ocoee	\$10,000,000	Safety	Medium
27	Geneva St	Bluford Ave to Maguire Rd	Widen to 4 lanes	Urban Major Collector	0.2	Yes	Yes	In MetroPlan LRTP	Unfunded need in LRTP	City of Ocoee	\$1,283,721	Safety	Long
28	Story Rd	SR 429 to Maguire Rd	Widen to 4 lanes	Urban Major Collector	0.7	Yes	Yes	Identified need	Unfunded	City of Ocoee	\$3,851,163	Safety	Long
29	Marshall Farms Interconnect	Tomlyn Blvd to Fl Turnpike	New connection	Ramp	0.1	Yes	No	Identified need	Unfunded	City of Ocoee	\$42,182	Operational Enhancement	Long
30	Pine Street	Palm Dr to Wurst Rd	Reconstruction & extension of Pine Street	Urban Local	0.5	Yes	-	Identified need	Unfunded	Orange County / City of Ocoee	\$344,288	Operational Enhancement	Long
31	Montgomery to SR 50 Connector	Montgomery Ave to SR 50	New road from roundabout to SR-50	Urban Minor Collector	0.3		Yes	Identified need	Unfunded	City of Ocoee	\$1,974,207	Local Connectivity	Long
	Miscellaneous on-going Bike/Ped Improvements	Throughout City	Complete sidewalk and bike facility gaps, including those connecting to the	Sidewalk/Bike facilities within ROW	various	Yes	Yes	Identified need	Unfunded	City of Ocoee	annual need	Local & Regional Connectivity	Throughout
	<b>Transit Improvements</b>												
	Clarke Rd	West Oaks Mall to Apopka	Link 445 extension			Yes		In MetroPlan LRTP	Funded by 2036	LVNX		Local & Regional Connectivity	Long

**Estimated Grand Total \$102,750,969**

Transportation Projects for 2020 Sales Tax Initiative - Town of Windermere



Ranking	Roadway	Limits	Project Description	Functional Class	Project Details			Project & Funding Status		Maintenance	Estimated Cost	Safety and/or Operational Enhancement	Improvement Horizon
					Length (mi)	Improve Regional Connectivity	Bicycle/Pedestrian Improvements?	Project Status	Funding Status				
Intersection Improvements													
1	6th Avenue at Main Street	at Main Street	Roundabout	Urban Major Collector	n/a	Yes	No	Concepts under analysis	Unfunded	Town of Windermere	\$2,000,000	Safety and Operational	Short
2	Main Street at Chase Road	at Chase Road	Roundabout	Urban Major Collector	n/a	Yes	No	Under evaluation	Unfunded	Town of Windermere	\$1,600,000	Operational	Short
3	Main Street at Windermere Road	at Windermere Road	Roundabout	Urban Major Collector	n/a	Yes	No	Under evaluation	Unfunded	Town of Windermere	\$1,400,000	Safety and Operational	Medium
Roadway Improvements													
1	Bridge over Canal	100' long by 30' wide, Canal between Wausson Bay and Lake Down	Replace existing bridge, add MM connectivity	Urban Major Collector	0.02	Yes	Yes	Planned	Unfunded	Town of Windermere	\$540,000	Maintenance	Medium
2	Main Street / Maguire Road	Chase Road to Park Ridge Gotha Road	Mill & Resurface, Add C&G	Urban Major Collector	2.4	Yes	Yes	Planned	Unfunded	Town of Windermere	\$5,270,000	Maintenance	Medium
3	6th Avenue	Main Street to Horizon Circle	Mill & Resurface	Urban Major Collector	1.4	Yes	Yes	Planned	Unfunded	Town of Windermere	\$2,190,000	Maintenance	Medium
4	Park Avenue	Town Limits to Maguire Road	Mill & Resurface	Local Collector	1.2	Yes	Yes	Planned	Unfunded	Town of Windermere	\$1,880,000	Maintenance	Long
5	Butler Improvements	6th Ave to 7th ave & on 7th Ave from Butler to Main	Drainage Improvements	Local Road	0.28	No	No	Under Design	Town to Fund	Town of Windermere	\$200,000	Maintenance	Short
6	Bestie Improvements	9th Avenue to 6th Avenue	Drainage Improvements	Local Road	0.43	No	No	Under Design	Town to Fund	Town of Windermere	\$200,000	Maintenance	Short
7	Park Ave Ancillary Roads	Misc. Roads Accessing Park Ave	Drainage Improvements	Local Road	0.75	No	No	Under Design	Town to Fund	Town of Windermere	\$400,000	Maintenance	Short
8	Dirt Road Maintenance	Townwide	Annual Maintenance	Local Roads	n/a	No	No	Planned	Town to Fund	Town of Windermere	\$2,000,000	Maintenance	Annual
9	Neighborhood Roads	All Dirt Roads	Drainage Improvements	Local Road	8	No	No	Under Design	Town to Fund	Town of Windermere	\$10,000,000	Maintenance	Medium / Continual
10	Lake Butler Blvd Milling & Resurfacing	Park Avenue to Maguire Boulevard	Mill & Resurface	Local Collector	1.35	No	No	Planned	Unfunded	Town of Windermere	\$1,300,000	Maintenance	Medium



11	Windermere Reserve Resurfacing	Horizon Circle	Mill & Resurface	Local Road	0.45	No	No	Planned	Town to Fund	Town of Windermere	\$320,000	Maintenance	Medium	
12	Manors Resurfacing	Tyon Pl / Center Grove Cir	Mill & Resurface	Local Road	1.4	No	No	Planned	Town to Fund	Town of Windermere	\$1,000,000	Maintenance	Medium	
13	Marina Bay Resurfacing	Schooner Way / Clipper Ct	Mill & Resurface	Local Road	0.36	No	No	Planned	Town to Fund	Town of Windermere	\$260,000	Maintenance	Medium	
14	Marina Bay Resurfacing	Schooner Way / Clipper Ct	Mill & Resurface	Local Road	0.36	No	No	Planned	Town to Fund	Town of Windermere	\$260,000	Maintenance	Medium	
15	Sunset Bay Resurfacing	Down Point Lane	Mill & Resurface	Local Road	0.55	No	No	Planned	Town to Fund	Town of Windermere	\$390,000	Maintenance	Long	
16	Mill/Resurface/Widen West Second Ave	Western terminus to Main Street	Mill & Resurface	Local Collector	0.83	No	No	Planned	Unfunded	Town of Windermere	\$800,000	Maintenance	Long	
17	Willows Resurfacing	Willow Brick Rd / Willow Gardens Dr	Mill & Resurface	Local Road	2	No	No	Planned	Town to Fund	Town of Windermere	\$1,440,000	Maintenance	Long	
<b>Trails / Sidewalks</b>														
1	6th Avenue Sidewalk	Main Street to Lake Street	Construct Sidewalk	Urban Major Collector	0.3	Yes	Yes	Designed	Unfunded	Town of Windermere	\$140,000	Safety / MM Mobility	Short	
2	Misc. SW Repair	Multiple Locations	Reconstruct Sidewalks	Urban Major Collectors	n/a	Yes	Yes	Planned	Town to Fund	Town of Windermere	\$600,000	Safety / MM Mobility	Short	
3	Ped Crossings	Multiple Locations - Main St / 6th Ave	Crosswalk	Urban Major Collector	n/a	Yes	Yes	Planned	Unfunded	Town of Windermere	\$100,000	Safety / MM Mobility	Short	
4	Ward Trail Phase 1	North Drive to Park Avenue + Bridge	MM Trail / Linear Drainage	Urban Major Collector	0.61	Yes	Yes	Feasibility Study Underway	Feasibility Study Funded	Town of Windermere	\$1,610,000	Safety / MM Mobility	Short	
5	Ward Trail Phase 2	6th Avenue to North Drive	MM Trail / Linear Drainage	Urban Major Collector	0.47	Yes	Yes	Planned	Unfunded	Town of Windermere	\$470,000	Safety / MM Mobility	Short	
6	Ward Trail Phase 3	Along 6th from Main St to Apopka St to Vineland Rd	MM Trail	Urban Major Collector	1.6	Yes	Yes	Planned	Unfunded	Town of Windermere	\$970,000	Safety / MM Mobility	Medium	
7	Ward Trail Phase 4	Main St from Chase to 6th Ave	MM Trail / Linear Drainage	Urban Major Collector	0.53	Yes	Yes	Planned	Unfunded	Town of Windermere	\$530,000	Safety / MM Mobility	Medium	
8	Ocoee / Ward Connection	Park Avenue to Tomryn Road	Wide SW / MM Trail	Urban Major Collector	2.3	Yes	Yes	Planned	Unfunded	Town of Windermere / Orange County	\$1,160,000	Safety / MM Mobility	Medium	
9	Sidewalk	Misc.	Add & Repair SW Annual Program	Local Roads	n/a	Yes/No	Yes	Planned	Town to Fund	Town of Windermere	\$2,000,000	Maintenance	Medium / Long	
<b>Estimated Grand Total</b>											<b>\$41,030,000</b>			

Transportation Projects for 2020 Sales Tax Initiative - City of Winter Garden



Ranking	Roadway	Limits	Project Description	Functional Class	Project Details			Project & Funding Status		Maintenance	Estimated Cost	Safety and/or Operational Enhancement	Improvement Horizon
					Length (mi)	Improve Regional Connectivity	Multi-Modal Bicycle/Pedestrian Improvements?	Project Status	Funding Status				
<b>Intersection Improvements</b>													
1	Story Road @ Plant Street		Roundabout	Minor Arterial Urban/Major Collector Urban		Yes	Yes	Conceptual	Unfunded	Winter Garden	\$2,500,000	Yes	FY23
2	Story Road @ Park Avenue		Roundabout	Major Collector Urban		Yes	Yes	Conceptual	Unfunded	Winter Garden	\$2,500,000	Yes	FY25
3	Story Road @ Ninth Street		Roundabout	Major Collector Urban		Yes	Yes	Conceptual	Unfunded	Winter Garden	\$2,500,000	Yes	FY22
4	Marsh Road @ Williams Road		Roundabout	Local Urban		Yes	Yes	Conceptual	Unfunded	Winter Garden	\$2,500,000	Yes	FY27
<b>Roadway Improvements</b>													
1	Story Road (Section 1)	Dillard Street to Ninth Street	Widening to 3 Lanes	Major Collector Urban	0.5	Yes	Yes	Conceptual	Unfunded	Winter Garden	\$2,450,732	Yes	FY22
2	Story Road (Section 2)	Ninth Street to SR 429	Widening to 4 Lanes	Major Collector Urban	1.1	Yes	Yes	Conceptual	Unfunded	Winter Garden	\$8,975,811	Yes	FY25
3	Ninth Street	SR 50 to Plant Street (SR 438)	Widening to 3 Lanes	Major Collector Urban	1.1	Yes	Yes	Conceptual	Unfunded	Winter Garden	\$10,216,550	Yes	FY25
4	East Crown Point Road	Plant Street to Crown Road Crossroad Incl Palm Intersection	Widening to 3 Lanes	Major Collector Urban	0.6	Yes	Yes	Conceptual	Unfunded	Winter Garden	\$2,458,695	Yes	FY24
5	Maple Street	Ninth Street to Maple street Curve	Extension, including Traffic Signal on 9th Street	Major Collector Urban	0.2	No	Yes	Conceptual	Unfunded	Winter Garden	\$1,265,588	Yes	FY24
6	North-South Connector	Story Road to Plant Street	New Roadway - 3 Lane Section	Major Collector Urban	1	Yes	Yes	Conceptual	Unfunded	Winter Garden	\$7,499,098	Yes	FY30
<b>Transit Improvements</b>													
1													

Estimated Grand Total \$42,866,474