



MAYOR AND COUNCIL OF THE TOWN OF WINDERMERE

Mayor Jim O'Brien

Council Members

Andy Williams

Bill Martini

Tony Davit

Mandy David

Molly Rose

Agenda

Agenda

Council Elect: Tom Stroup

March 14, 2023

6:00 PM

WINDERMERE TOWN HALL

520 MAIN STREET

WINDERMERE, FL 34786

JOIN ZOOM MEETING: [HTTPS://US06WEB.ZOOM.US/J/85933603707?](https://us06web.zoom.us/j/85933603707?pwd=D0T5L2TIC1PKMLPXOURUREJGMZA1DZ09)

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MEETING ID: 859 3360 3707

PASSCODE: 242353

ONE TAP MOBILE: +1-305-224-1968 / 85933603707#

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 proceedings should contact the Office of the 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 conversation 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**

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

2. SPECIAL PRESENTATION / PROCLAMATIONS / AWARDS

a. McDirmit Davis FY 21/22 Audit Presentation (Attachments)

3. TIMED ITEMS & PUBLIC HEARING

4. OLD BUSINESS

a. Other Items for Consideration

- i. Town Manager Evaluations (Attachments - Board Option)

5. NEW BUSINESS

a. Swearing In of Council Members

- i. Council Member Tony Davit
- ii. Council Member Mandy David

iii. Council Member Tom Stroup

b. Special Recognition

i. Council Member William "Bill" Martini

c. Minutes

i. Public Information Workshop / Healthy West Orange-Rotary Pavilion Walkthrough: February 9, 2023 (Attachment - Staff Recommends Approval)

ii. Town Council Meeting: February 14, 2023 (Attachment - Staff Recommends Approval)

iii. Town Council Workshop: February 28, 2023 (Attachment - Staff Recommends Approval)

d. Consent Items

i. Z23-04 - 12150 Lake Butler Boulevard; Sanjay & Kavita Pattani - Variance to allow a sport court in front of a principal residence (Attachments - DRB Recommends Approval with the condition that a minimum 6-foot hedge be maintained along the property boundary on Lake Butler Boulevard and Park Avenue. DRB vote 3-1.-)

i. Z23-05 - 126 Down Court; Brian & Tracy Bowen - Variance to allow an expansion of more than 10% for a non-conforming home (Attachments - DRB Recommends Approval 4-0)

~~—e. Resolutions / Ordinances for Approval / First Reading—~~

f. Appointments

i. Liz Andert to Historic Preservation Board (Attachment - HPB Recommends Approval)

ii. Donna Steele to Historic Preservation Board (Attachment - HPB Recommends Approval)

~~—g. Contracts & Agreements—~~

h. Financial

i. Rostan Solutions LLC Emergency Debris Monitoring Cost Overages - Hurricane Ian \$36,229.49 (Attachments - Staff Recommends Approval)

i. Other Items for Consideration

i. Promotion of Tara Vogel to Finance Director

ii. Appointment of Town Council Liaison for Boathouse Lawsuit Mediations (Town Attorney to Address - Board Option)

6. MAYOR & COUNCIL LIAISON REPORTS

a. Mayor O'Brien

b. Council Member Williams

c. Council Member Davit

d. Council Member David

e. Council Member Rose

f. Council Member Stroup

7. STAFF REPORTS

a. Town Manager Robert Smith

b. Town Attorney Heather Ramos

c. Police Chief Dave Ogden

d. Public Works Director Tonya Elliott-Moore

e. Clerk Dorothy Burkhalter

8. ADJOURN

• REPORTS

a. March Projects Meeting Minutes

• OTHER ITEMS



Town of Windermere

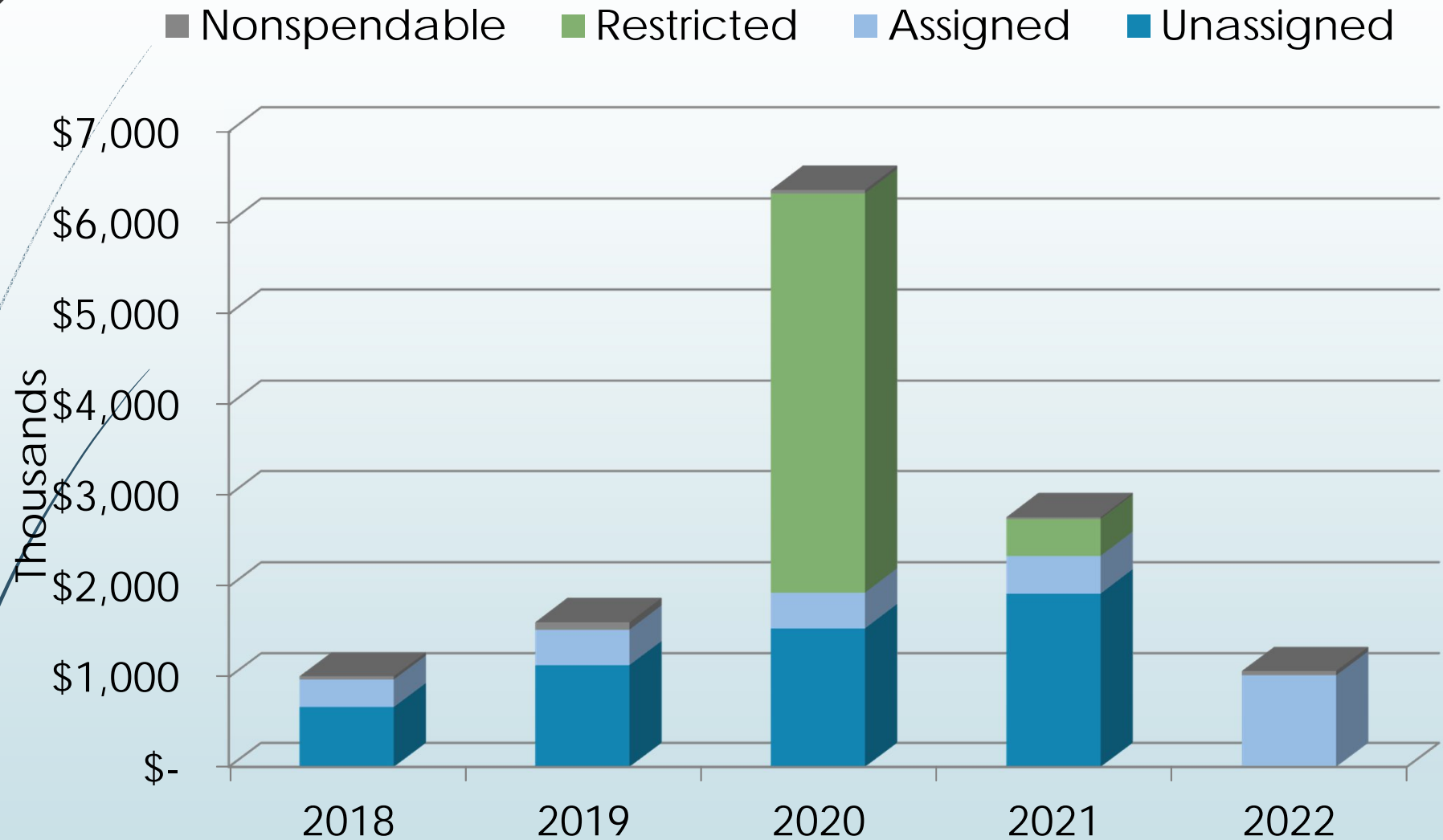
2022 Financial Statement Audit



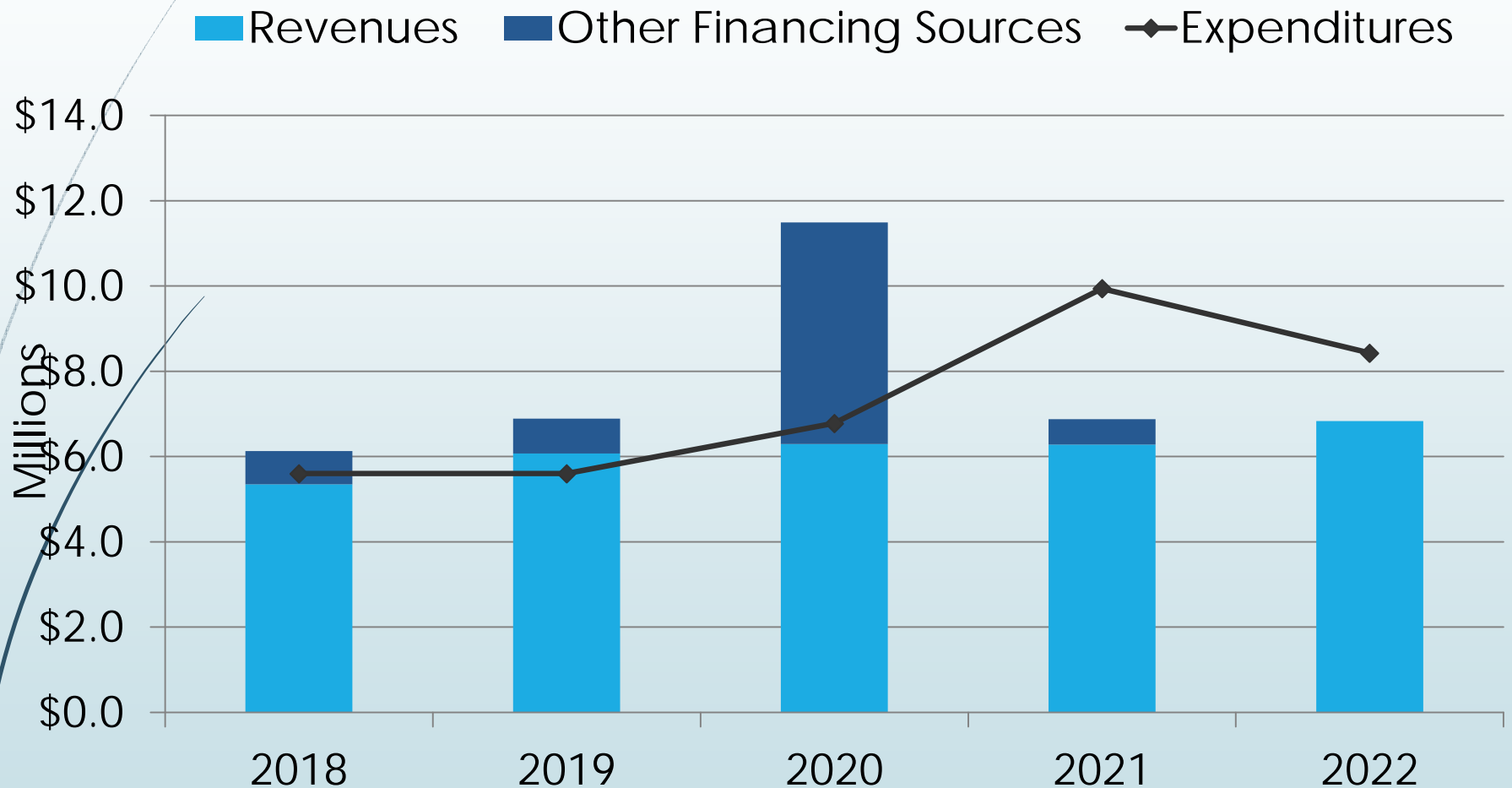
HIGHLIGHTS

- Audit Opinion – unmodified
- General Fund balance decreased \$1.69m to \$1m.
- Capital outlay of \$2.8m, including:
 - Town Admin Facility - \$1.5m
- Unearned revenue of \$1.54m ARPA funding not yet spent.
- No new debt, \$495k payments on existing debt

Fund Balance- General Fund



General Fund Revenues and Expenditures over Time





Audit Reports

- Town is in compliance with all requirements of Auditor General, including financial condition monitoring.
- One management comment
 - Controls over the preparation of financial statements
 - Common in small governments
- Separate letter to the board
 - Summarizes audit procedures and significant audit items

Honorable Mayor and Town Council
Town of Windermere, Florida

We have audited the financial statements of the *Town of Windermere* as of and for the year ended September 30, 2022, and have issued our report thereon dated March 10, 2023. 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 4, 2022, 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 accordance 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 and material noncompliance, and other matters noted during our audit in a separate letter to you dated March 10, 2023.

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, our firm, and our network firms have complied with all relevant ethical requirements regarding independence.

Significant Risks

A significant risk is an identified and assessed risk of material misstatement, that in the auditor's professional judgment, requires special audit consideration. We have focused on the following significant risks during our audit procedures:

- Management override of internal controls is the risk that management could circumvent established internal control procedures. We performed audit procedures to test this risk, including unpredictability testing, and no matters were identified as a result of our testing.
- Improper revenue recognition is the risk that revenue is recognized in a period it is not earned. We performed audit procedures to test collectability and revenue recognition policies. No matters were identified as a result of testing.

There were no management comments related to these risks.

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 the Town of Windermere is included in Note 1 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during the fiscal year. 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 key factors and assumptions used to develop the reasonableness of the useful lives as well as the depreciation methods and determined that it is reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

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 12.

Significant Unusual Transactions

For purposes of this communication, professional standards require us to communicate to you significant unusual transactions identified during our audit. There were no significant unusual transactions identified as a result of our audit procedures.

Identified or Suspected Fraud

We have not identified or obtained information that indicates that fraud may have occurred.

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 also 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. Uncorrected misstatements or matters underlying those uncorrected misstatements could potentially cause future-period financial statements to be materially misstated, even though the uncorrected misstatements are immaterial to the financial statements currently under audit.

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:

- Adjust stormwater grants received to the correct fund in the amount of \$4,742
- Reverse 2021 payroll accrual entry not previously reversed in amount of \$75,254
- Defer APRA funds not spent before year end in the amount of \$721,298
- Adjust health insurance payable to actual total in the amount of \$12,780
- Correct coding of deposit review fees \$6,838
- Reverse prior year retainage payable of \$16,204
- To transfer ARPA funds to stormwater \$93,150
- To correct posting of property taxes \$8,425

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 the 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 March 10, 2023.

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, significant events or transactions that occurred during the year, 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.

McDiernit Davis

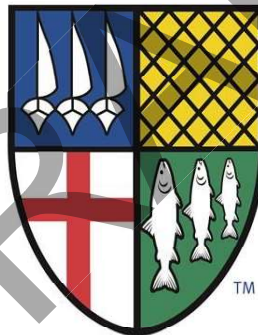
Orlando, Florida
March 10, 2023

DRAFT

Annual Financial Report

September 30, 2022

THE TOWN OF
Windermere



DRAFT

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Elected Officials

Mayor

Jim O'Brien

Town Council Members:

Loren Williams

Chris Sapp

Bill Martini

Mandy David

Tony Davit

Town Officials

Town Manager

Robert Smith

Town Attorney

Tom Wilkes

Town Clerk

Dorothy Burkhalter

DRAFT

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 Audit of the Financial Statements

Opinions

We have audited 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, 2022, and the related notes to the financial statements, which collectively comprise the *Town of Windermere's* basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities, and each major fund, of the *Town of Windermere*, as of September 30, 2022, and the respective changes in financial position thereof and the respective budgetary comparison for the General Fund and the Stormwater Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the *Town of Windermere*, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

The *Town of Windermere's* management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the *Town of Windermere's* ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 *Town of Windermere's* internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the *Town of Windermere's* ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control–related matters that we identified during the audit.

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 is the responsibility of management and, 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

Management is responsible for the other information included in the annual report. The other information comprises the introductory section, but does not include the financial statements and auditor's report thereon. Our opinions on the financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated March 10, 2023 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 solely 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 the effectiveness of 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
March 10, 2023

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, 2022.

Financial Highlights

- The assets of the Town exceeded its liabilities at the close of the most recent fiscal year by \$10,354,387 (net position). Of this amount, \$733,976 (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 \$648,258.
- As of the close of the current fiscal year, the Town's governmental funds reported combined ending fund balances of \$878,378, a decrease of \$(1,802,312) in comparison with the prior year. Unassigned fund balance for the general fund was \$0 or 0% of total general fund expenditures.

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 \$10,354,387 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:

	Governmental Activities 2022	Governmental Activities 2021
Assets:		
Current and other assets	\$ 2,827,896	\$ 4,558,428
Capital Assets, net of depreciation	14,922,693	12,961,106
Total assets	17,750,589	17,519,534
Liabilities:		
Long-term liabilities	5,391,961	5,876,842
Other liabilities	2,004,241	1,936,563
Total liabilities	7,396,202	7,813,405
Net Position:		
Net investment in capital assets	9,620,411	7,566,675
Restricted for public safety	-	342
Unrestricted	733,976	2,139,112
Total net position	\$ 10,354,387	\$ 9,706,129

The largest portion of the Town's net position 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.

The balance of unrestricted net position, \$733,976, may be used to meet the Town's ongoing obligations to citizens and creditors.

Statement of Activities

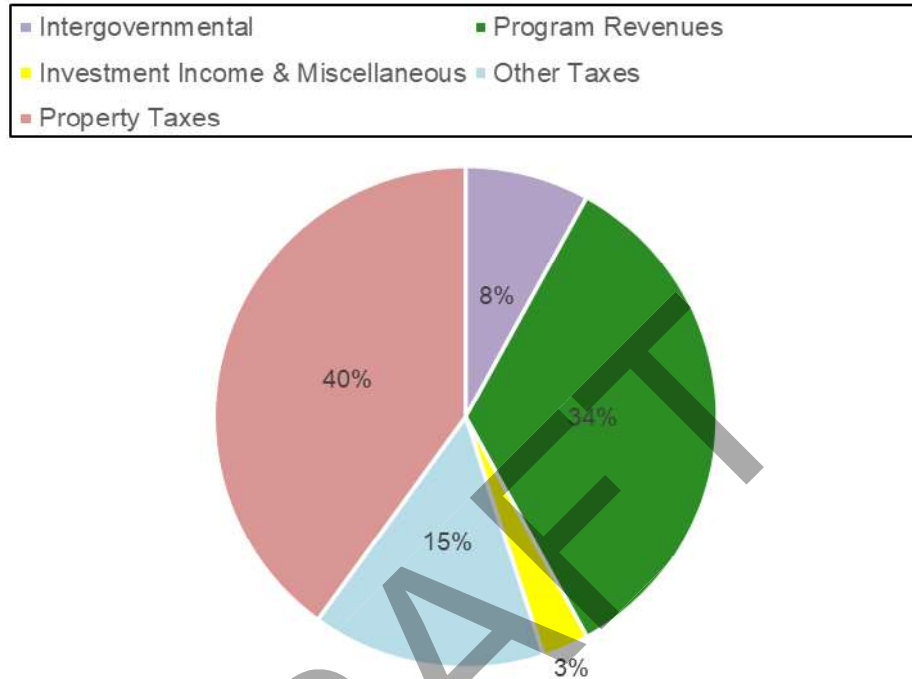
The following table reflects the condensed Statement of Activities for the current year. For more detailed information see the Statement of Activities on page 9.

Governmental activities increased the Town's net position by \$648,258. Key elements of this increase are as follows:

Changes in Net Position

	Governmental Activities 2022	Governmental Activities 2021
Revenues:		
Program Revenues:		
Charges for services	\$ 1,988,905	\$ 1,932,569
Operating grants and contributions	291,410	216,350
Capital grants and contributions	17,277	163,437
Total program revenues	2,297,592	2,312,356
General Revenues:		
Property taxes	2,943,000	2,765,047
Franchise and utility taxes	1,150,981	1,046,477
Intergovernmental	709,845	545,703
Investment income and miscellaneous	81,772	176,969
Total revenues	7,183,190	6,846,552
Expenses:		
General government	1,891,548	1,633,749
Public safety	2,319,808	2,263,525
Physical environment	2,009,097	2,008,066
Culture and recreation	186,169	137,968
Interest on long-term debt	128,310	142,145
Total expenses	6,534,932	6,185,453
Change in net position	648,258	661,099
Net position, beginning	9,706,129	9,045,030
Net position, ending	\$ 10,354,387	\$ 9,706,129

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, 2022, the Town governmental funds reported combined ending fund balances of \$878,378.

The general fund is the chief operating fund of the Town. At September 30, 2022, the total fund balance of the general fund was \$1,072,070 and the unassigned fund balance of the general fund was \$0. The fund balance of the general fund decreased by \$1,687,887.

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. Actual revenues and expenditures for the year ended September 30, 2022 were comparable to budgeted amounts; total general fund balance decreased by \$1,687,887 due to capital outlay expenditures.

Capital Asset and Debt Administration

Capital Assets

The Town's investment in capital assets for its governmental activities as of September 30, 2022 amounts to \$14,922,693, 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)

	Governmental Activities 2022	Governmental Activities 2021
Land	\$ 510,317	\$ 466,033
Buildings	5,987,610	308,351
Improvements other than buildings	516,972	526,276
Equipment and machinery	453,598	376,707
Infrastructure	5,587,033	5,915,549
Intangibles	68,091	92,279
Construction in progress	1,799,072	5,275,911
Total	\$ 14,922,693	\$ 12,961,106

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 \$5,302,282. This debt includes notes payable related to equipment and construction of the new town administrative facility. Additional information on long-term debt can be found in Note 10 of this report.

Town of Windermere Long-term Debt

	Governmental Activities 2022	Governmental Activities 2021
Revenue notes payable	\$ 5,074,000	\$ 5,488,500
Promissory notes payable	228,282	308,622
	\$ 5,302,282	\$ 5,797,122

Next Year's Budget and Rates

During the current fiscal year, the unassigned fund balance in the General fund decreased to \$0. Assigned fund balance of \$617,043 was appropriated for spending in the 2023 budget.

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.

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Basic Financial Statements

Town of Windermere, Florida
Statement of Net Position
September 30, 2022

	Governmental Activities
Assets:	
Cash	\$ 2,729,876
Receivables	48,097
Prepays	49,923
Capital Assets not Being Depreciated:	
Land	510,317
Construction in progress	1,799,072
Capital Assets, Net of Accumulated Depreciation:	
Buildings	5,987,610
Improvements	516,972
Equipment and machinery	453,598
Infrastructure	5,587,033
Intangibles	68,091
Total assets	17,750,589
Liabilities:	
Accounts payable	169,729
Accrued liabilities	95,119
Accrued interest payable	54,723
Unearned revenues	1,543,091
Customer deposits	141,579
Noncurrent Liabilities:	
Due within one year	503,268
Due in more than one year	4,888,693
Total liabilities	7,396,202
Net Position:	
Net investment in capital assets	9,620,411
Restricted for:	
Public safety	-
Unrestricted	733,976
Total net position	\$ 10,354,387

Town of Windermere, Florida
Statement of Activities
Year Ended September 30, 2022

Functions/Programs	Program Revenues			Net (Expense) Revenue and Changes in Net Position
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
Primary Government				
Governmental Activities:				
General government	\$ 1,891,548	\$ 417,617	\$ 166,215	\$ -
Public safety	2,319,808	819,280	-	12,535
Physical environment	2,009,097	713,149	125,195	4,742
Culture and recreation	186,169	38,859	-	-
Interest on long-term debt	128,310	-	-	-
Total governmental activities	\$ 6,534,932	\$ 1,988,905	\$ 291,410	\$ 17,277
		General Revenues:		
		Property taxes		2,943,000
		Franchise and utility taxes		1,150,981
		Intergovernmental		709,845
		Investment income and miscellaneous		81,772
		Total general revenues		4,885,598
		Change in net position		648,258
		Net position, beginning		9,706,129
		Net position, ending		\$ 10,354,387

Balance Sheet**Governmental Funds**

September 30, 2022

	General	Stormwater Special Revenue	Total Governmental Funds
Assets			
Cash	\$ 2,716,202	\$ 13,674	\$ 2,729,876
Receivables	48,097	-	48,097
Due from other funds	190,497	-	190,497
Prepays	49,923	-	49,923
Total assets	\$ 3,004,719	\$ 13,674	\$ 3,018,393
Liabilities			
Accounts payable	154,997	14,732	169,729
Accrued liabilities	92,982	2,137	95,119
Due to other funds	-	190,497	190,497
Customer deposits	141,579	-	141,579
Unearned revenue	1,543,091	-	1,543,091
Total liabilities	1,932,649	207,366	2,140,015
Fund Balances			
Nonspendable	49,923	-	49,923
Assigned	1,022,147	-	1,022,147
Unassigned	-	(193,692)	(193,692)
Total fund balances	1,072,070	(193,692)	878,378
Total liabilities and fund balances	\$ 3,004,719	\$ 13,674	

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.

14,922,693

Long-term liabilities, including notes payable, are not due and payable in the current period and therefore are not reported in the funds.

Accrued interest payable

(54,723)

Notes payable

(5,302,282)

Compensated absences

(89,679)

Net position of governmental activities**\$ 10,354,387**

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

Year Ended September 30, 2022

	General	Stormwater Special Revenue	Total Governmental Funds
Revenues:			
Taxes:			
Property	\$ 2,943,000	\$ -	\$ 2,943,000
Franchise and utility	1,150,981	-	1,150,981
Licenses and permits	246,898	-	246,898
Intergovernmental revenues	1,013,790	4,742	1,018,532
Charges for services	1,373,423	344,502	1,717,925
Fines and forfeitures	24,082	-	24,082
Investment income	8,402	91	8,493
Miscellaneous	73,279	-	73,279
Total revenues	6,833,855	349,335	7,183,190
Expenditures:			
Current:			
General government	1,782,281	-	1,782,281
Public safety	2,290,269	-	2,290,269
Physical environment	3,565,792	543,750	4,109,542
Culture and recreation	176,158	-	176,158
Debt Service:			
Principal	483,879	10,961	494,840
Interest and other charges	130,213	2,199	132,412
Total expenditures	8,428,592	556,910	8,985,502
Excess (Deficit) of revenues over expenditures	(1,594,737)	(207,575)	(1,802,312)
Other Financing Sources (Uses):			
Transfers in	-	93,150	93,150
Transfers out	(93,150)	-	(93,150)
Total other financing sources (uses)	(93,150)	93,150	-
Net change in fund balances	(1,687,887)	(114,425)	(1,802,312)
Fund balance, beginning of year	2,759,957	(79,267)	2,680,690
Fund balance, end of year	\$ 1,072,070	\$ (193,692)	\$ 878,378

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

Year Ended September 30, 2022

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

Net change in fund balances - total governmental funds: \$ (1,802,312)

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	\$ 2,833,569	
Current year depreciation	(859,058)	1,974,511

The net effect of various miscellaneous transactions involving capital assets (i.e. sales, trade-ins and disposals) is to decrease net position. (12,924)

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 repayments	494,840
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Interest on long-term debt is not accrued in governmental funds, but rather is recognized as an expenditure when paid. 4,102

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.

(9,959)

Change in Net Position of Governmental Activities

\$ 648,258

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

Year Ended September 30, 2022

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget -
				Positive
				(Negative)
Revenues:				
Taxes:				
Property	\$ 2,847,321	\$ 2,943,000	\$ 2,943,000	\$ -
Franchise and utility	1,077,750	1,150,981	1,150,981	-
Licenses and permits	338,800	246,897	246,898	1
Intergovernmental revenues	1,483,386	1,013,790	1,013,790	-
Charges for services	1,526,786	1,373,424	1,373,423	(1)
Fines and forfeitures	25,000	24,082	24,082	-
Investment income	15,000	8,401	8,402	1
Miscellaneous	112,850	73,279	73,279	-
Total revenues	7,426,893	6,833,854	6,833,855	1
Expenditures:				
Current:				
General government:				
Finance & administrative	1,055,926	1,295,895	1,295,866	29
Other	565,577	486,417	486,415	2
Total general government	1,621,503	1,782,312	1,782,281	31
Public safety	2,878,616	2,891,220	2,891,201	19
Physical environment:				
Streets & buildings	2,466,499	3,267,551	3,260,794	6,757
Solid waste	335,275	324,975	324,975	-
Total physical environment	2,801,774	3,592,526	3,585,769	6,757
Culture and recreation	125,000	169,344	169,341	3
Total expenditures	7,426,893	8,435,402	8,428,592	6,810
Excess of revenues over expenditures	-	(1,601,548)	(1,594,737)	6,811
Other Financing Sources (uses):				
Transfers out	-	(93,150)	(93,150)	-
Total other financing sources (uses)	-	(93,150)	(93,150)	-
Net change in fund balances	-	(1,694,698)	(1,687,887)	6,811
Fund balance, beginning	2,759,957	2,759,957	2,759,957	-
Fund balance, ending	\$ 2,759,957	\$ 1,065,259	\$ 1,072,070	\$ 6,811

Town of Windermere, Florida
Stormwater Special Revenue Fund
Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual
Year Ended September 30, 2022

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget -
				Positive
				(Negative)
Revenues:				
Intergovernmental revenues	\$ -	\$ 4,742	\$ 4,742	\$ -
Charges for services	350,884	344,502	344,502	-
Investment income	-	87	91	4
Miscellaneous	-	-	-	-
Total revenues	350,884	349,331	349,335	4
Expenditures:				
Current:				
Physical environment	350,884	556,916	556,910	6
Total expenditures	350,884	556,916	556,910	6
Excess (deficit) of revenues				
over expenditures	-	(207,585)	(207,575)	10
Other financing sources (uses):				
Transfers in	-	93,150	93,150	-
Total other financing sources	-	93,150	93,150	-
Net change in fund balances	-	(114,435)	(114,425)	10
Fund balance, beginning of year	(79,267)	(79,267)	(79,267)	-
Fund balance, end of year	\$ (79,267)	\$ (193,702)	\$ (193,692)	\$ 10

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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.

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.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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

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.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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, 2022.

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, 2022.

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.

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.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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

In fiscal year 2022, the Town has not implemented any new accounting standards with a material effect on the Town's 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 3 STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY (CONTINUED)

The General Fund budget is prepared on a budgetary basis, whereby the Town includes a portion of the prior year's fund balance represented by unappropriated liquid assets remaining in the fund as budgeted revenue in the succeeding year. The results of operations on a GAAP basis do not recognize the fund balance allocation as revenue as it represents prior periods' excess of revenues over expenditures. Also, the Town does not budget for capital outlay expenditures and other financing sources related to the acquisition of assets through capital leases or other debt.

Appropriations in Excess of Estimated Revenues and Funds Available

For the year ended September 30, 2022, appropriations in the Stormwater Special Revenue Fund were in excess of anticipated revenue and prior years' fund balance due to a beginning fund balance deficit.

NOTE 4 CASH AND INVESTMENTS

Deposits

At year-end, the carrying amount of the Town's deposits was \$2,729,876 and the bank balance was \$2,909,240. 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.

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, 2022, the town has no investments as defined by GASB 72.

NOTE 4 CASH AND INVESTMENTS (CONTINUED)

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, 2022, 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, 2022, 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, 2022 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 \$4,915,662 (before discount) additional per year from the present assessed valuation of \$785,563,167 before the limit is reached.

NOTE 6 CAPITAL ASSETS

Capital asset activity for the year ended September 30, 2022 was as follows:

	<u>Beginning Balance</u>	<u>Increases / Transfers</u>	<u>Decreases / Transfers</u>	<u>Ending Balance</u>
Primary Government				
Governmental Activities:				
Capital assets, not being depreciated:				
Land	\$ 466,033	\$ 44,284	\$ -	\$ 510,317
Construction in progress	5,275,911	2,690,296	(6,167,135)	1,799,072
Total capital assets not being depreciated	<u>5,741,944</u>	<u>2,734,580</u>	<u>(6,167,135)</u>	<u>2,309,389</u>
Capital assets, being depreciated:				
Buildings	1,287,813	5,732,286	(40,524)	6,979,575
Improvements	1,254,372	62,110	(3,049)	1,313,433
Equipment & machinery	1,573,400	202,891	(25,142)	1,751,149
Infrastructure	11,507,159	268,837	-	11,775,996
Intangibles	150,474	-	-	150,474
Total capital assets being depreciated	<u>15,773,218</u>	<u>6,266,124</u>	<u>(68,715)</u>	<u>21,970,627</u>
Less accumulated depreciation for:				
Buildings	(979,462)	(40,103)	27,600	(991,965)
Improvements	(728,096)	(71,414)	3,049	(796,461)
Equipment & machinery	(1,196,693)	(126,000)	25,142	(1,297,551)
Infrastructure	(5,591,610)	(597,353)	-	(6,188,963)
Intangibles	(58,195)	(24,188)	-	(82,383)
Total accumulated depreciation	<u>(8,554,056)</u>	<u>(859,058)</u>	<u>55,791</u>	<u>(9,357,323)</u>
Total capital assets being depreciated, net	<u>7,219,162</u>	<u>5,407,066</u>	<u>(12,924)</u>	<u>12,613,304</u>
Governmental activities capital assets, net	<u>\$ 12,961,106</u>	<u>\$ 8,141,646</u>	<u>\$ (6,180,059)</u>	<u>\$ 14,922,693</u>
Depreciation Allocation:				
General government			\$ 79,249	
Public safety			90,597	
Physical environment			643,864	
Culture and recreation			45,348	
			<u>\$ 859,058</u>	

NOTE 7 INTERFUND RECEIVABLES AND PAYABLES

At September 30, 2022, the Stormwater Special Revenue Fund owed the General Fund \$190,497 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, 2022, there were 45 participants. Total contributions made by the Town during the year ended September 30, 2022 amounted to \$228,257.

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, 2022, the plan had 27 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, 2022 follows:

	Beginning Balance	Additions	Deductions	Ending Balance	Due Within One Year
Promissory notes payable- Private Placement	\$ 308,622	\$ -	\$ (80,340)	\$ 228,282	\$ 59,300
Revenue notes payable- Private Placement	5,488,500	-	(414,500)	5,074,000	435,000
Compensated absences	79,720	83,992	(74,033)	89,679	8,968
	<u>\$ 5,876,842</u>	<u>\$ 83,992</u>	<u>\$ (568,873)</u>	<u>\$ 5,391,961</u>	<u>\$ 503,268</u>

NOTE 10 LONG-TERM DEBT (CONTINUED)

Notes Payable

Notes payable outstanding at September 30, 2022, are as follows:

	<u>Sale Date</u>	<u>Original Borrowing</u>	<u>Outstanding 9/30/2022</u>	<u>Final Maturity</u>	<u>Interest Rates to Maturity</u>
<u>Note Payable:</u>					
Communication services tax refunding					
Note, Series 2014	11/14/2014	\$ 1,856,500	\$ 429,000	10/1/2024	3.54%
CIRN Note, Series 2019	12/20/2019	5,200,000	4,645,000	10/1/2039	2.13%
<u>Promissory Notes:</u>					
Promissory Note 802856-6	3/2/2017	74,940	40,314	3/2/2027	3.05%
Promissory Note 802856-7	12/13/2016	148,493	79,859	12/13/2026	3.05%
Promissory Note 802856-9	9/25/2017	32,472	-	3/2/2022	2.99%
Promissory Note 802856-10	11/6/2017	21,001	-	3/2/2022	3.00%
Promissory Note 802856-11	11/6/2017	21,001	-	3/2/2022	3.00%
Promissory Note 802856-12	2/14/2018	35,643	-	3/2/2022	3.25%
Promissory Note 802856-13	11/1/2018	82,000	34,514	11/1/2023	3.62%
Promissory Note 802856-14	11/25/2019	39,634	24,628	11/25/2024	3.65%
Promissory Note 802856-16	12/10/2020	35,495	28,733	12/10/2025	2.40%
Promissory Note 802856-17	4/23/2021	25,000	20,234	4/23/2026	2.40%

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 \$378,883. In the event of default, all principal and interest of the Note will become immediately due and payable.

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.

NOTE 10 LONG-TERM DEBT (CONTINUED)

Debt service requirements of notes payable are as follows:

	<u>Maximum Annual Debt Service</u>	<u>Fiscal Year Principal & Interest Paid</u>	<u>Principal and Interest Remaining</u>	<u>Payment Schedule</u>
<u>Note Payable:</u>				
Communication services tax refunding Note, Series 2014	\$ 229,597	\$ 219,969	\$ 447,947	Bi-annual
CIRN Note, Series 2019	327,714	317,347	5,586,783	Annual
<u>Promissory Notes:</u>				
Promissory Note 802856-6	8,828	8,828	44,137	Annual
Promissory Note 802856-7	17,492	17,492	87,430	Annual
Promissory Note 802856-9	6,976	6,976	-	Annual
Promissory Note 802856-10	4,499	4,499	-	Annual
Promissory Note 802856-11	4,499	4,499	-	Annual
Promissory Note 802856-12	7,609	7,609	-	Annual
Promissory Note 802856-13	18,223	18,224	36,398	Annual
Promissory Note 802856-14	8,817	8,817	26,450	Annual
Promissory Note 802856-16	7,626	7,626	30,503	Annual
Promissory Note 802856-17	5,366	5,366	21,464	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>
2023	\$ 494,300	\$ 117,666
2024	510,138	103,629
2025	279,910	91,240
2026	267,448	84,880
2027	270,486	78,868
2028 - 203	1,285,000	310,343
2033 - 2037	1,425,000	166,938
2038 - 2040	770,000	24,816
	<u>\$ 5,302,282</u>	<u>\$ 978,380</u>

NOTE 11 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 12 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.

NOTE 13 FUND BALANCES

At September 30, 2022, the Town's governmental fund balances were classified as follows:

Fund Balances:	General	Stormwater Special Revenue	Total
Nonspendable:			
Prepaid expenses	\$ 49,923	\$ -	\$ 49,923
Spendable:			
Assigned to:			
Parks & recreation	116,249	-	116,249
Capital improvements	100,000	-	100,000
Other	188,855	-	188,855
Subsequent years expenditures	617,043	-	617,043
Unassigned:			
Unassigned	-	(193,692)	(193,692)
Total Fund Balances	\$ 1,072,070	\$ (193,692)	\$ 878,378

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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* as of and for the year ended September 30, 2022, and the related notes to the financial statements, which collectively comprise the *Town of Windermere's* basic financial statements, and have issued our report thereon dated March 10, 2023.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the *Town of Windermere's* internal control over financial reporting (internal control) as a basis for designing 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 of Windermere's* internal control. Accordingly, we do not express an opinion on the effectiveness of the *Town of Windermere'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 was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control 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 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.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the *Town of Windermere'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 financial statements. 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 of Windermere's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the *Town of Windermere's* response to the findings identified in our audit. The *Town of Windermere's* response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

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
March 10, 2023

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**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, 2022. 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, 2022.

McDermitt Davis

Orlando, Florida
March 10, 2023

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, 2022, and have issued our report thereon dated March 10, 2023. Professional standards require that we advise you of the following matters relating to our audit

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 March 10, 2023, 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 2022 Finding #	FY 2021 Finding #	FY 2020 Finding #
ML 22-01	ML 21-01	ML 20-01

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.b. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures for the Town of Windermere. 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
March 10, 2023

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22-01 - 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.

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THE TOWN OF
Windermere



Matrix
And
Comments

2021 Town Managers Evaluation

Personal	Councilmember David	Councilmember Davit	Councilmember Martini	Councilmember Rose	Councilmember Williams	Mayor O'Brien
1A	10	8	10	10	10	8
1B	10	9	9	8	9	8
Average:	10	8.5	9.5	9	9.5	8
9.1						
Professional Skills and Status	Councilmember David	Councilmember Davit	Councilmember Martini	Councilmember Rose	Councilmember Williams	Mayor O'Brien
2A	10	9	n/a	7	9	8
2B	9	9	9	7	9	8
2C	9	7	9	7	9	7
2D	9	9	9	5	9	8
2E	9	8	9	9	9	8
Average:	9.2	8	9	7	9	7.8
8.4						
Relations with Town Council	Councilmember David	Councilmember Davit	Councilmember Martini	Councilmember Rose	Councilmember Williams	Mayor O'Brien
3A	9	9	10	7	9	9
3B	9	9	8	7	9	8
3C	9	8	10	7	9	8
3D	9	9	10	8	9	8
3E	9	8	10	6	9	8
3F	9	8	9	7	8	8
Average:	9	8.5	9.5	7.0	8.8	8.17
8.5						
Policy Execution	Councilmember David	Councilmember Davit	Councilmember Martini	Councilmember Rose	Councilmember Williams	Mayor O'Brien
4A	10	9	10	7	8	9
4B	10	9	10	7	8	9
4C	10	9	10	7	8	8
4D	10	9	10	7	9	8
4E	9	9	n/a	6	8	7
4F	9	8	10	5	8	7
Average:	9.7	8.8	10	6.5	8.2	8
8.5						
Reporting	Councilmember David	Councilmember Davit	Councilmember Martini	Councilmember Rose	Councilmember Williams	Mayor O'Brien
5A	9	9	9	7	10	8
5B	9	8	8	8	9	8
5C	9	8	9	7	9	8
5D	10	9	8	8	9	9
Average:	9.25	8.5	8.5	7.5	9.25	8.25
8.5						

Citizens Relations	Councilmember David	Councilmember Davit	Councilmember Martini	Councilmember Rose	Councilmember Williams	Mayor O'Brien
6A	9	7	9	7	8	8
6B	10	10	10+	9	10	10
6C	9	8	9	5	9	8
6D	9	8	9	8	9	8
6E	9	8	10	7	9	9
6F	9	9	9	9	9	9
6G	9	9	9	9	9	8
6H	10	9	9	7	9	8
Average:	9.25	8.5	9.1	7.63	9	8.5
Staffing	Councilmember David	Councilmember Davit	Councilmember Martini	Councilmember Rose	Councilmember Williams	Mayor O'Brien
7A	10	9	9	9	10	9
7B	9	9	9	9	10	8
7C	9	9	n/a	6	8	8
Average:	9.33	9	9	8.0	9.3	8.3
Supervision	Councilmember David	Councilmember Davit	Councilmember Martini	Councilmember Rose	Councilmember Williams	Mayor O'Brien
8A	9	9	9	8	10	8
8B	9	9	9	8	10	8
8C	n/a	n/a	n/a	5	9	8
Average:	9	9	9	7.0	9.7	8
Fiscal Management	Councilmember David	Councilmember Davit	Councilmember Martini	Councilmember Rose	Councilmember Williams	Mayor O'Brien
9A	9	9	10	9	10	9
9B	9	9	10	9	10	9
9C	9	9	10	9	10	8
9D	9	9	10	7	10	8
Average:	9	9	10	8.5	10	8.5

Council Member David:

- 10. What have been the finest accomplishments of the Town Manager this past year?**

No comments made.

- 11. What areas need the most improvement? Why? What constructive, positive ideas can you offer the Town Manager to improve these areas?**

No comments made.

- 12. Goals for the upcoming year:**

No comments made.

Council Member Davit:

- 10. What have been the finest accomplishments of the Town Manager this past year?**

The finest response was that in response to Hurricane's Ian and Nicole. The town's ability to respond far quicker than the surrounding communities shows the planning and preparation that was placed toward this matter. Well Done! Additionally, the planning and prioritization of several public works programs to better the community is admirable.

- 11. What areas need the most improvement? Why? What constructive, positive ideas can you offer the Town Manager to improve these areas?**

During several discussions the TM was perceived to be working an agenda counter to the desires of the town residents. Continue to use of open forums and discussions as these have helped move the perception in the past year.

- 12. Goals for the upcoming year:**

Continue to work to close out the outstanding 'hot' topics: Boat houses, 500 Block Redevelopment, Rotary Pavilion, Bird Island, and repairs after the Hurricanes. These items will define Windermere into the future.

Council Member Martini:

- 10. What have been the finest accomplishments of the Town Manager this past year?**

Mr. Smith has done an excellent job of managing Town of Windermere operations smoothly, efficiently, and cost-effectively. Of particular note was his performance and leadership before, during, and after two major severe weather events, Hurricanes Ian and

Nicole, struck our Town (during both of which, the new Town facilities performed flawlessly!). He has successfully prioritized multiple complex projects while navigating the challenges of budgetary constraints, limited staff, and a demanding community. He continues to make advancements on multi-modal path, water master plan, stormwater projects, traffic/resident safety/parks issues, etc., while presenting a balanced budget and seeking funding through every source possible (including appropriations requests), all while sustaining only several minor injuries.

11. What areas need the most improvement? Why? What constructive, positive ideas can you offer the Town Manager to improve these areas?

Communication can always be improved and it's crucial to reflect on the lessons of the past when making decisions for the future (i.e. paving of 5th Ave.).

12. Goals for the upcoming year:

Maintain productivity, continue to cautiously monitor/balance finances and spending, continue to strive for highest levels of customer service and communication with residents, staff, Council, etc. Continue to seek funding sources for infrastructure projects and explore solutions to address the greatest concerns of each, and all, of our Town residents. Avoid sharp object and smile.

Council Member Rose:

10. What have been the finest accomplishments of the Town Manager this past year?

Assisting the Chief in obtaining accreditation.

Organizing and leading various Zoom workshops. He realized that you get a lot more participation from residents by utilizing Zoom technology. In addition the Zoom calls have been very well organized presentations, which makes the meetings much more efficient and effective.

Finding an acceptable solution to the cut through traffic on Oakdale.

Management overall with the hurricane and storms has been excellent due to the leadership of our Town Manager. This is as it relates to both physical needs and budgeting and staying on top of the FEMA process for hopefully earlier reimbursement of costs incurred. Thank you.

11. What areas need the most improvement? Why? What constructive, positive ideas can you offer the Town Manager to improve these areas?

I'd suggest paying more attention to new ideas and projects that are presented to the Town by committees and residents ie: Pavilion. If we had all paid more attention to it in the beginning stages we could have found out earlier that there was so much controversy, and developed scope of work that was more acceptable.

Earlier one on one discussions with the Boathouse renters may also have helped to prevent the current litigation. I say this as an outsider looking in since I was not on council at the beginning of the latest negotiations.

I'd like to hear more from the Town Manager on pros and cons of issues that arise. Although it is ultimately the Councils decision, it is helpful to know what the Town Manager thinks/knows, and you have to deal with the aftermath of our decisions.

12. Goals for the upcoming year:

Assist in finding an acceptable solution to the Pavilion project. The project as currently designed is not what the majority of the residents want. We need to find and implement a compromise or bite the bullet and pay for costs incurred to date and get out of the deal. Healthy West Orange may be fine with providing restrooms and exercise equipment, both needed for a healthy lifestyle.

Obtaining funding for sewer design/engineering. To me this is one of the most critical issues all of Florida is dealing with.

Continue your search for funding potable water. Although not as important as sewer in my opinion, I see the advantage for fire protection.

Find more options that could help reduce the traffic issues we are having on Main and 6th. Perhaps more specific discussions with Orange County and the State would convince them that this is a problem impacting more than just Windermere. With so many more people moving into Florida, and the uncontrolled growth, they need to take responsibility regardless of cost to provide better transportation from 535 to Apopka-Vineland. Bridge and/or tunnel.

Make sure that the development on the 500 block is completed at an acceptable level/size that does not impact the traffic congestion any more than necessary. At the very least make sure the parking meets or exceeds the design guidelines.

Renovation of the Town Hall is badly needed. Let's make sure the scope of work is correct and we don't move ahead until we all understand the impacts to the town.

Council Member Williams:

10. What have been the finest accomplishments of the Town Manager this past year?

1. Receiving the DOT Grant through the "safe routes to school" initiative that will assist in funding the town's linear park.

11. What areas need the most improvement? Why? What constructive, positive ideas can you offer the Town Manager to improve these areas?

1. Anticipating “hot button” issues before they make it to TC agendas. If possible, pull items off the agenda if there is a known issue that will need more public input prior to a TC meeting. 2. Improvement in community communications. There has been great gains in this area over the past several years but there is always room for improvement.

12. Goals for the upcoming year:

1. Storm Water and Utility Projects. 2. Resolving Traffic Concerns as possible. 3. Look at ways to fund a sewer system design plan for the town. I believe this is an issue that will eventually be forced upon us and we need to have designs in place, so we can effectively lobby for State and Federal Aid

Mayor O'Brien:

10. What have been the finest accomplishments of the Town Manager this past year?

Progression of the Ward Trail ROW acquisitions
Continued Navigation of the Healthy West Orange/Windermere Rotary Pavilion
Improvements in Resident Input, social media, and Resident information mechanisms
Improved Public Works team, communications, and operating culture
Funding from Congressional Appropriation Representative Demings Accreditation of Windermere Police Department

11. What areas need the most improvement? Why? What constructive, positive ideas can you offer the Town Manager to improve these areas?

Discuss and develop a working committee to explore ways to secure resident input on the front end of projects/developments/improvements to determine if we can improve our processes allowing for a more linear project flow.

12. Goals for the upcoming year:

Continued progress in acquisition of ROW and groundbreaking of the Ward Trail System.
Ward Trail Bridge Installation
FEMA Public Assistance Project Obligation for Hurricane Ian
500 Block Redevelopment and Oversight
Completion of Healthy West Orange/Windermere Rotary Pavilion
Completion of HMGP Projects and West 2nd Ave Repaving
Explore additional mitigation funding available to the Town.



Mayor and Town Council Evaluations

Town of Windermere – Calendar Year 2022 Town Manager Evaluation

Page 2 of 5

- 8 Respected in management position.
- 7 Has a capacity for innovation.
- 8 Anticipates problems and develops effective approaches for solving them.
- 8 Willing to try new ideas proposed by the Town Council or staff.

3. Relations with the Town Council Members

- 9 Carries out directives of the Town Council as a whole rather than those of any one Town Council member.
- 8 Assists the Town Council in resolving problems at the administrative level to avoid unnecessary Town Council action.
- 8 Assists the Town Council in establishing policy while acknowledging the ultimate authority of the Town Council.
- 8 Responds to requests for information or assistance by the Town Council
- 8 Informs the Town Council of administrative developments.
- 8 Receptive to constructive criticism and advice.

4. Policy Execution

- 9 Implements Town Council action in accordance with the intent of the Town Council.
- 9 Supports the actions of the Town Council after a decision has been reached.
- 8 Enforces Town Council policies.
- 8 Understands town laws and ordinances.
- 7 Reviews enforcement procedures periodically to improve effectiveness.
- 7 Offers workable alternatives to the Town Council for changes in the law when an ordinance or policy proves impractical in actual administration.

5. Reporting

- 8 Provides the Town Council with reports concerning matters of importance to the town.

**Town of Windermere
Town Manager Evaluation**

This form may be used by each member of the Town Council to evaluate the Town Manager's performance in fulfilling each role he / she plays in the Town of Windermere's government.

The Town Manager is rated 1 through 10, with the following scale:

RATING LEVEL	EXAMPLES OF PERFORMANCE
10: Exceeds Expectations	Employee always meets, and regularly exceeds, performance goals. Results go beyond original projections, due to employee's initiative or extra effort. Work products are often convincingly better than performance objectives. Employee often demonstrates competencies beyond those expected for his/her job.
5: Fully Meets Expectations	Employee regularly meets performance goals and achieves results within a fully acceptable range. Work is produced on time, and consistently meets quality standards. Consistently and successfully demonstrates competencies appropriate to job level.
1: Below Expectations	Employee does not consistently achieve goals and deadlines, or results are not consistently of expected quality. Quality of work is variable and employee may require frequent clarification of instructions or closer supervision than expected. Competencies may not always be demonstrated at the level expected for successful performance. A performance improvement plan to bring performance to a consistent level of achievement should be developed.

If the Town Council Member lacks sufficient information/knowledge of one of the below evaluation areas and is unable to evaluate, please utilize **N/A (Not Applicable)**.

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1. **Personal**

- 8 Invests sufficient effort toward being diligent and thorough in the discharge of duties.
- 8 Composure, appearance, and attitude fitting for an individual in his executive position.

2. **Professional Skills and Status**

- 8 Knowledgeable of current developments affecting the management field.

8 Evaluates personnel periodically and points out staff weaknesses and strengths and works to improve their performance.

9. Fiscal Management

9 Prepares a balanced budget to provide services at a level intended by the Town Council.

9 Makes the best possible use of available funds: conscious of the need to operate the Town efficiently and effectively.

8 Prepared budget is in an intelligible format.

8 Reports the Town's financial position on a regular basis.

10. What have been the finest accomplishments of the Town Manager this past year?

Progression of the Ward Trail ROW acquisitions
Continued Navigation of the Healthy West Orange/Windermere Rotary Pavilion
Improvements in Resident Input, social media, and Resident information mechanisms
Improved Public Works team, communications, and operating culture
Funding from Congressional Appropriation Representative Demings Accreditation
of Windermere Police Department

11. What areas need the most improvement? Why? What constructive, positive ideas can you offer the Town Manager to improve these areas?

Discuss and develop a working committee to explore ways to secure resident input on the front end of projects/developments/improvements to determine if we can improve our processes allowing for a more linear project flow.

12. Goals for the upcoming year:

Continued progress in acquisition of ROW and groundbreaking of the Ward Trail System.
Ward Trail Bridge Installation
FEMA Public Assistance Project Obligation for Hurricane Ian
500 Block Redevelopment and Oversight
Completion of Healthy West Orange/Windermere Rotary Pavilion Completion
of HMGP Projects and West 2nd Ave Repaving
Explore additional mitigation funding available to the Town.

- 8 Reports are accurate and comprehensive.
- 8 Reports are generally produced through own initiative rather than when requested by the Town Council.
- 9 Prepares a sound agenda which ensures trivial administrative matters do not require review by the Town Council.

6. Citizen Relations

- 8 Accommodates complaints from citizens.
- 10 Dedicated to the community and to its citizens.
- 8 Skillful with the news media – avoiding political positions and partisanship.
- 8 Has the capacity to listen to others and to recognize their interests. Works well with others.
- 9 Willing to meet with members of the community and discuss their real concerns.
- 9 Cooperates with neighboring communities.
- 8 Cooperates with the town, state and federal governments.
- 8 Cooperates with the elected Constitutional Officers.

7. Staffing

- 9 Recruits and retains competent personnel for town positions.
- 8 Accurately informed and concerned about employee insurance, fringe benefits, promotions, and pensions.
- 8 Impartially administers the merit system.

8. Supervision

- 8 Encourages department heads and supervisors to make decisions within their own jurisdictions without Town Manager approval yet maintains general control of administrative operations.
- 8 Instills confidence and initiative in subordinates and emphasizes support rather than restrictive controls for their programs.

Signature – Town Manager

James M O'Brien, Mayor
Signature – Reviewer

Date

March 8, 2023
Date

10.11.2019 14:00:00 10.11.2019 14:00:00 10.11.2019 14:00:00 10.11.2019 14:00:00

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Town of Windermere – Calendar Year 2022 Town Manager Evaluation**Page 1 of 4****Town of Windermere
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1. Personal

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2. Professional Skills and Status

- 10 Knowledgeable of current developments affecting the management field.
- 9 Respected in management position.
- 9 Has a capacity for innovation.
- 9 Anticipates problems and develops effective approaches for solving them.

9 Willing to try new ideas proposed by the Town Council or staff.

3. **Relations with the Town Council Members**

9 Carries out directives of the Town Council as a whole rather than those of any one Town Council member.

9 Assists the Town Council in resolving problems at the administrative level to avoid unnecessary Town Council action.

9 Assists the Town Council in establishing policy while acknowledging the ultimate authority of the Town Council.

9 Responds to requests for information or assistance by the Town Council

9 Informs the Town Council of administrative developments.

9 Receptive to constructive criticism and advice.

4. **Policy Execution**

10 Implements Town Council action in accordance with the intent of the Town Council.

10 Supports the actions of the Town Council after a decision has been reached.

10 Enforces Town Council policies.

10 Understands town laws and ordinances.

9 Reviews enforcement procedures periodically to improve effectiveness.

9 Offers workable alternatives to the Town Council for changes in the law when an ordinance or policy proves impractical in actual administration.

5. **Reporting**

9 Provides the Town Council with reports concerning matters of importance to the town.

9 Reports are accurate and comprehensive.

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Town of Windermere – Calendar Year 2022 Town Manager Evaluation

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<u>9</u>	Prepared budget is in an intelligible format.
<u>9</u>	Reports the Town's financial position on a regular basis.

10. What have been the finest accomplishments of the Town Manager this past year?

11. **What areas need the most improvement? Why? What constructive, positive ideas can you offer the Town Manager to improve these areas?**

12. **Goals for the upcoming year:**

Signature – Town Manager



Signature – Reviewer

Date

3-2-23

Date

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10. What have been the finest accomplishments of the Town Manager this past year?

__The finest response was that in response to Hurricane's Ian and Nicole. The town's ability to respond far quicker than the surrounding communities shows the planning and preperation that was placed toward this matter. Well Done! Additionally the planning and prioritization of several public works programs to better the community is admirable.

11. What areas need the most improvement? Why? What constructive, positive ideas can you offer the Town Manager to improve these areas?

__ During several discussions the TM was perceived to be working an agenda counter to the desires of the town residents. Continue to use of open forums and discussions as these have helped move the perception in the past year.

12. Goals for the upcoming year:

__Continue to work to close out the outstanding 'hot' topics: Boat houses, 500 Block Redevelopment, Rotary Pavilion, Bird Island and repairs after the Hurricanes. These items will define Windermere into the future.

Signature – Town Manager

__//Signed/ajd/220/2023//_____
Signature – Reviewer

Date

__20 Feb 2023_____
Date

Town of Windermere – Calendar Year 2022 Town Manager Evaluation**Page 1 of 4****Town of Windermere
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- 9 Respected in management position.
- 9 Has a capacity for innovation.

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9 Willing to try new ideas proposed by the Town Council or staff.

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6. Citizen Relations

9 Accommodates complaints from citizens.

10+ Dedicated to the community and to its citizens.

Town of Windermere – Calendar Year 2022 Town Manager Evaluation
Page 3 of 4

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8. Supervision

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10. What have been the finest accomplishments of the Town Manager this past year?

Mr. Smith has done an excellent job of managing Town of Windermere operations smoothly, efficiently, and cost-effectively. Of particular note was his performance and

Town of Windermere – Calendar Year 2022 Town Manager Evaluation

Page 4 of 4

leadership before, during, and after two major severe weather events, Hurricanes Ian and Nicole, struck our Town (during both of which, the new Town facilities performed flawlessly!). He has successfully prioritized multiple complex projects while navigating the challenges of budgetary constraints, limited staff, and a demanding community. He continues to make advancements on multi-modal path, water master plan, stormwater projects, traffic/resident safety/parks issues, etc., while presenting a balanced budget and seeking funding through every source possible (including appropriations requests), all while sustaining only several minor injuries.

11. What areas need the most improvement? Why? What constructive, positive ideas can you offer the Town Manager to improve these areas?

Communication can always be improved and it's crucial to reflect on the lessons of the past when making decisions for the future (i.e. paving of 5th Ave.).

12. Goals for the upcoming year:

Maintain productivity, continue to cautiously monitor/balance finances and spending, continue to strive for highest levels of customer service and communication with residents, staff, Council, etc. Continue to seek funding sources for infrastructure projects and explore solutions to address the greatest concerns of each, and all, of our Town residents. Avoid sharp objects and smile.

Signature – Town Manager

Date

Bill Martini

Signature – Reviewer

03/07/2023

Date

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- 7 Respected in management position.
- 7 Has a capacity for innovation.

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9 Willing to try new ideas proposed by the Town Council or staff.

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10. What have been the finest accomplishments of the Town Manager this past year?

Assisting the Chief in obtaining accreditation.

Organizing and leading various Zoom workshops. He realized that you get a lot more participation from residents by utilizing Zoom technology. In addition the Zoom calls have been very well organized presentations, which makes the meetings much more efficient and effective.

Finding an acceptable solution to the cut through traffic on Oakdale.

Management overall with the hurricane and storms has been excellent due to the leadership of our Town Manager. This is as it relates to both physical needs and budgeting and staying on top of the FEMA process for hopefully earlier reimbursement of costs incurred. Thank you.

11. What areas need the most improvement? Why? What constructive, positive ideas can you offer the Town Manager to improve these areas?

I'd suggest paying more attention to new ideas and projects that are presented to the Town by committees and residents ie: Pavilion. If we had all paid more attention to it in the beginning stages we could have found out earlier that there was so much controversy, and developed scope of work that was more acceptable.

Earlier one on one discussions with the Boathouse renters may also have helped to prevent the current litigation. I say this as an outsider looking in since I was not on council at the beginning of the latest negotiations.

I'd like to hear more from the Town Manager on pros and cons of issues that arise. Although it is ultimately the Councils decision, it is helpful to know what the Town Manager thinks/knows, and you have to deal with the aftermath of our decisions.

12. Goals for the upcoming year:

Assist in finding an acceptable solution to the Pavilion project. The project as currently designed is not what the majority of the residents want. We need to find and implement a compromise or bite the bullet and pay for costs incurred to date and get out of the deal. Healthy West Orange may be fine with providing restrooms and exercise equipment, both needed for a healthy lifestyle.

Obtaining funding for sewer design/engineering. To me this is one of the most critical issues all of Florida is dealing with.

Continue your search for funding potable water. Although not as important as sewer in my opinion, I see the advantage for fire protection.

Find more options that could help reduce the traffic issues we are having on Main and 6th. Perhaps more specific discussions with Orange County and the State would convince them

Town of Windermere – Calendar Year 2022 Town Manager Evaluation

Page 5 of 5

that this is a problem impacting more than just Windermere. With so many more people moving into Florida, and the uncontrolled growth, they need to take responsibility regardless of cost to provide better transportation from 535 to Apopka-Vineland. Bridge and/or tunnel.

Make sure that the development on the 500 block is completed at an acceptable level/size that does not impact the traffic congestion any more than necessary. At the very least make sure the parking meets or exceeds the design guidelines.

Renovation of the Town Hall is badly needed. Let's make sure the scope of work is correct and we don't move ahead until we all understand the impacts to the town.

Signature – Town Manager

Signature – Reviewer

Date

Date

Town of Windermere – Calendar Year 2022 Town Manager Evaluation**Page 1 of 4****Town of Windermere
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- ___9___ Reports are accurate and comprehensive.
- ___9___ Reports are generally produced through own initiative rather than when requested by the Town Council.
- ___10___ Prepares a sound agenda which ensures trivial administrative matters do not require review by the Town Council.

6. **Citizen Relations**

- _9_ Accommodates complaints from citizens.
- _10_ Dedicated to the community and to its citizens.
- _10_ Skillful with the news media – avoiding political positions and partisanship.
- _9_ Has the capacity to listen to others and to recognize their interests. Works well with others.
- _10_ Willing to meet with members of the community and discuss their real concerns.
- _10_ Cooperates with neighboring communities.
- _10_ Cooperates with the town, state and federal governments.
- _10_ Cooperates with the elected Constitutional Officers.

7. **Staffing**

- _10_ Recruits and retains competent personnel for town positions.
- _10_ Accurately informed and concerned about employee insurance, fringe benefits, promotions, and pensions.
- _10_ Impartially administers the merit system.

8. **Supervision**

- _10_ Encourages department heads and supervisors to make decisions within their own jurisdictions without Town Manager approval, yet maintains general control of administrative operations.
- _10_ Instills confidence and initiative in subordinates and emphasizes support rather than restrictive controls for their programs.
- _10_ Evaluates personnel periodically and points out staff weaknesses and strengths and works to improve their performance.

9. **Fiscal Management**

- _10_ Prepares a balanced budget to provide services at a level intended by the Town Council.
- _10_ Makes the best possible use of available funds: conscious of the need to operate the Town efficiently and effectively.
- _10_ Prepared budget is in an intelligible format.
- _9_ Reports the Town's financial position on a regular basis.

10. **What have been the finest accomplishments of the Town Manager this past year?**

1. Receiving the DOT Grant through the "safe routes to school" initiative that will assist in funding the town's linear park.

11. **What areas need the most improvement? Why? What constructive, positive ideas can you offer the Town Manager to improve these areas?**

1. Anticipating "hot button" issues before they make it to TC agendas. If possible, pull items off the agenda if there is a known issue that will need more public input prior to a TC meeting. 2. Improvement in community communications. There has been great gains in this area over the past several years but there is always room for improvement.

12. **Goals for the upcoming year:**

1. Storm Water and Utility Projects. 2. Resolving Traffic Concerns as possible. 3. Look at ways to fund a sewer system design plan for the town. I believe this is an issue that will eventually be forced upon us and we need to have designs in place, so we can effectively lobby for State and Federal Aid.

Signature – Town Manager

Signature – Reviewer

Date

Date



Town Manager's Self Evaluations

**Town of Windermere
Town Manager Evaluation**

This form may be used by each member of the Town Council to evaluate the Town Manager's performance in fulfilling each role he / she plays in the Town of Windermere's government.

The Town Manager is rated 1 through 10, with the following scale:

RATING LEVEL	EXAMPLES OF PERFORMANCE
10: Exceeds Expectations	Employee always meets, and regularly exceeds, performance goals. Results go beyond original projections, due to employee's initiative or extra effort. Work products are often convincingly better than performance objectives. Employee often demonstrates competencies beyond those expected for his/her job.
5: Fully Meets Expectations	Employee regularly meets performance goals and achieves results within a fully acceptable range. Work is produced on time, and consistently meets quality standards. Consistently and successfully demonstrates competencies appropriate to job level.
1: Below Expectations	Employee does not consistently achieve goals and deadlines, or results are not consistently of expected quality. Quality of work is variable and employee may require frequent clarification of instructions or closer supervision than expected. Competencies may not always be demonstrated at the level expected for successful performance. A performance improvement plan to bring performance to a consistent level of achievement should be developed.

If the Town Council Member lacks sufficient information/knowledge of one of the below evaluation areas and is unable to evaluate, please utilize **N/A (Not Applicable)**.

Each member of the Town Council should sign the form and forward it to the Town Clerk, who will archive and forward to the Administration Liaison compilation. The forms and accompanying summary should then be presented to the Town Manager for his permanent file.

1. Personal

- 10 Invests sufficient effort toward being diligent and thorough in the discharge of duties. *As in previous years, it is not uncommon for me to work several evenings (both at the office and at home), weekends, etc. attending Board and Committee Meetings, Events, HOA Meetings, Workshops and Public Hearings relative to various issues. For the various projects we held special Zoom public outreach meetings in addition to onsite meetings with those directly and indirectly impacted.*
- 9 Composure, appearance, and attitude fitting for an individual in his executive position.

2. **Professional Skills and Status**

- 8 Knowledgeable of current developments affecting the management field.
- 8 Respected in management position.
- 8 Has a capacity for innovation.
- 8 Anticipates problems and develops effective approaches for solving them.
- 9 Willing to try new ideas proposed by the Town Council or staff.

3. **Relations with the Town Council Members**

- 5 Carries out directives of the Town Council as a whole rather than those of any one Town Council member. *This will always be a 5 since it is a directive, I will always carry out equally. This is the same for all areas where a 5 is indicated*
- 9 Assists the Town Council in resolving problems at the administrative level to avoid unnecessary Town Council action.
- 8 Assists the Town Council in establishing policy while acknowledging the ultimate authority of the Town Council.
- 9 Responds to requests for information or assistance by the Town Council.
- 7 Informs the Town Council of administrative developments.
- 9 Receptive to constructive criticism and advice.

4. **Policy Execution**

- 5 Implements Town Council action in accordance with the intent of the Town Council.
- 5 Supports the actions of the Town Council after a decision has been reached.
- 5 Enforces Town Council policies.
- 8 Understands town laws and ordinances.
- 7 Reviews enforcement procedures periodically to improve effectiveness.
- 8 Offers workable alternatives to the Town Council for changes in the law when an ordinance or policy proves impractical in actual administration.

5. **Reporting**

- 8 Provides the Town Council with reports concerning matters of importance to the town.
- 8 Reports are accurate and comprehensive.
- 8 Reports are generally produced through own initiative rather than when requested by the Town Council.
- 8 Prepares a sound agenda which ensures trivial administrative matters do not require review by the Town Council.

6. **Citizen Relations**

- 9 Accommodates complaints from citizens.
- 10 Dedicated to the community and to its citizens.
- 9 Skillful with the news media – avoiding political positions and partisanship.
- 9 Has the capacity to listen to others and to recognize their interests. Works well with others.
- 10 Willing to meet with members of the community and discuss their real concerns.
- 9 Cooperates with neighboring communities.
- 9 Cooperates with the town, state and federal governments.
- 9 Cooperates with the elected Constitutional Officers.

7. **Staffing**

- 9 Recruits and retains competent personnel for town positions.
- 8 Accurately informed and concerned about employee insurance, fringe benefits, promotions, and pensions.
- 5 Impartially administers the merit system.

8. **Supervision**

- 9 Encourages department heads and supervisors to make decisions within their own jurisdictions without Town Manager approval, yet maintains general control of administrative operations.
- 9 Instills confidence and initiative in subordinates and emphasizes support rather than restrictive controls for their programs.

—

- 5 Evaluates personnel periodically and points out staff weaknesses and strengths and works to improve their performance.

9. Fiscal Management

- 5 Prepares a balanced budget to provide services at a level intended by the Town Council.
- 8 Makes the best possible use of available funds: conscious of the need to operate the Town efficiently and effectively.
- 5 Prepared budget is in an intelligible format.
- 5 Reports the Town's financial position on a regular basis.

10. What have been the finest accomplishments of the Town Manager this past year?

(1) Town Admin/PD/PW Completion (2) Various Projects Ongoing: Butler, Bessie, Facilities, Water Master Plan, Multi Modal Path, Downtown Developments etc. and keeping TC and residents apprised of all updates (3) The multitude of Zoom meetings with the Public, TC and Others. (4) Overall availability to meet with and be transparent with residents with their concerns. (5) Coordination with other local communities, organization, State and Federal Government on funding and appropriations for several needed projects. (\$+3,000,000 for HMGP and \$760,000 for Multi Modal). (7) Coordination and work during and after Hurricane Ian

11. What areas need the most improvement? Why? What constructive, positive ideas can you offer the Town Manager to improve these areas?

(1) Improve on communication with residents (meetings, projects, etc.) i.e. Prior to an item being presented to TC. Negotiate impacts to lessen anxieties or falsehoods (2) Continue to keep Staff and Elected Officials in the loop on various projects and updates. (3) Patience on projects and developments

12. Goals for the upcoming year:

(1) Stormwater and Utility Projects (2) Resolving Traffic Concerns (3) Enhance all levels of service (4) Become LAP certified for the Town's Multi Modal Projects (5) Continue to get appropriations for the Town.

Signature

Date

Signature

Date



Recommendation For Salary Increase

OATH OF OFFICE

March 14, 2023

I, **Anthony (Tony) Davit**, solemnly swear or affirm that I will support the Constitution of the United States and will obey the laws of the State of Florida; that I will, in all respects, observe the provisions of the Charter and Ordinances of the Town of Windermere and will faithfully discharge the duties of Council Member.

Term: 1st Two-year 2021-2023
2nd Two-year 2023-2025

Anthony Davit

Administer of Oath

Sworn and subscribed before me this 14th day of March 2023

Notary Public

OATH OF OFFICE

March 14, 2023

I, **Mandy David**, solemnly swear or affirm that I will support the Constitution of the United States and will obey the laws of the State of Florida; that I will, in all respects, observe the provisions of the Charter and Ordinances of the Town of Windermere and will faithfully discharge the duties of Council Member.

Term: 1st Two-year 2021-2023
2nd Two-year 2023-2025

Mandy David

Administer of Oath

Sworn and subscribed before me this 14th day of March 2023

Notary Public

OATH OF OFFICE

March 14, 2023

I, **Tom Stroup**, solemnly swear or affirm that I will support the Constitution of the United States and will obey the laws of the State of Florida; that I will, in all respects, observe the provisions of the Charter and Ordinances of the Town of Windermere and will faithfully discharge the duties of Council Member.

Term: 1st Two-year 2023-2025

Tom Stroup

Administer of Oath

Sworn and subscribed before me this 14th day of March 2023

Notary Public

TOWN OF WINDERMERE

Proposed Pavilion Public Site Walkthrough

February 9, 2023

PRESENT:

Council Members Andy Williams, Bill Martini, and Council-Elect Tom Stroup were present. Town Manager Robert Smith, Town Clerk Dorothy Burkhalter, Public Works Director Tonya Elliott-Moore, and John Fitzgibbon were also present.

1. THE WALKTHROUGH CALLED TO ORDER

Public Works Director Elliott-Moore opened the walkthrough at 9:00am. She then turned the floor over to Mr. John Fitzgibbon.

2. WALKTHROUGH OF PROPOSED SITE PLAN

Mr. Fitzgibbon commented on past discussions/meetings regarding the Pavilion. He then commented on facts and reviewed the layout of the proposed pavilion. Comments were made from the public regarding the following: size, location, use, concessions, bathrooms, clarification of funding, stage size, trees/protection, comments against the pavilion, landscaping, need for green space, moving bathrooms to the back, number of possible events, switching bathrooms and concession stand, proposed landscape, use for rear of pavilion, sound barriers, modifying current plans, downtown being mostly residential, noise and traffic, in favor of a smaller stage – no concession stand - bathrooms – and a better noise Ordinance, overwhelming in size, need for bathrooms, expensive/cost, parachute type roof, food truck time shift, against being a destination spot, and having pavilion match surrounding buildings.

3. OPEN FORUM

Discussion is included above.

4. ADJOURN:

Adjourned at 10:01am.

Dorothy Burkhalter, Town Clerk

Jim O'Brien, Mayor

TOWN OF WINDERMERE

Town Council Meeting Minutes

February 14, 2023

CALL TO ORDER:

Present were Mayor Jim O'Brien, Council Members Bill Martini, Andy Williams, Mandy David, Tony Davit, and Molly Rose. Town Manager Robert Smith, Public Works Director Tonya Elliott-Moore, Zoning/Town Planner Brad Cornelius, and Town Clerk Dorothy Burkhalter were also present. Chief Dave Ogden and Attorney Heather Ramos were absent.

Mayor O'Brien called the meeting to order at 6:00pm and stated that a quorum was present. He then led everyone in the Pledge of Allegiance.

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

There were no public comments made.

2. SPECIAL PRESENTATION/PROCLAMATIONS/AWARDS

NONE

3. TIMED ITEMS AND PUBLIC HEARING

4. NEW BUSINESS:

a. MINUTES:

- i. **Public Workshop Minutes – December 6, 2022**
- ii. **Town Council Meeting Minutes – January 10, 2023**
- iii. **Public Workshop Minutes – January 23, 2023**
- iv. **Town Council Workshop Minutes – January 24, 2023**

Mayor O'Brien introduced this item. Member Davit made a motion to approve the Town Council minutes as presented. Member Rose seconded the motion. Roll call vote was as follows: Martini – aye, Williams – aye, Davit – aye, David – aye, and Rose – aye. Motion carried 5-0.

b. CONSENT ITEMS:

- i. **Z23-01 – 510 Jennifer Lane – Variance to allow a Bot Dock with a Negative 50-foot setback from the project adjacent property lines**

Mayor O'Brien introduced this item. He then turned the floor over to Mr. Cornelius. Mr. Cornelius review the proposed variance request. He also reviewed the past Development Review Board comments that let to a 3-1 vote for approval. Mr. Cornelius explained that the neighbor who originally objected, had withdrawn their objection. He then explained that all approvals have been received from other agencies involved. Ms. Mary Solick, attorney for applicant, introduced herself. She stated she was available for questions if needed. After brief discussion was made, Member Williams made a motion to approve the variance request. Member Davit second the motion. Roll call vote was as follows: Rose – aye, Davit -aye, David – aye, Williams – aye, and Martini – aye. Motion carried 5-0.

- ii. **Z23-03 – 914 W 2nd Avenue – Variance to allow a gross floor area in excess of 38% for the installation of a roof over existing 2nd story balconies**

Mayor O'Brien turned the floor over to Mr. Cornelius. Mr. Cornelius reviewed the proposed variance request. He explained that placing a roof over the balconies will exceed the 38% floor area ratio. Mr. Cornelius stated that this item was unanimously recommended for approval by the Development Review Board. Member Rose clarified that the existing roof is only going to cover the

TOWN OF WINDERMERE

Town Council Meeting Minutes

February 14, 2023

existing balcony. Mr. Cornelius stated yes. Member Davit made a motion to approve variance request Z23-03. Member David seconded the motion. Roll call vote was as follows: Martini – aye, Williams – aye, David -aye, Davit – aye, and Rose – aye. Motion carried 5-0.

c. **ORDINANCES/RESOLUTIONS FOR APPROVAL/FIRST READING**

NONE

d. **APPOINTMENTS**

e. **CONTRACTS & AGREEMENTS**

f. **FINANCIAL**

i. **Approval of purchase of playground shade structure for Palmer Park – Shade America \$26,530.00**

Mayor O'Brien introduced this item. Member Rose made a motion to approve Shade America in the amount of \$26,530.00. Member Davit seconded the motion. Roll call vote was as follows: Rose - aye, Davit – aye, David – aye, Williams – aye, and Martini – aye. Motion carried 5-0.

g. **OTHER ITEMS FOR CONSIDERATION**

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

Mayor O'Brien opened the floor to the Council members. Member Rose commented on the successful Wine and Dine event and thanked all for their assistance.

6. **STAFF REPORTS:** No reports were given

a. **TOWN MANAGER ROBERT SMITH**

b. **TOWN ATTORNEY HEATHER RAMOS**

c. **POLICE CHIEF DAVE OGDEN**

d. **PUBLIC WORKS DIRECTOR TONYA ELLIOTT-MOORE**

e. **TOWN CLERK DOROTHY BURKHALTER**

7. **ADJOURN:**

Mayor O'Brien adjourned the meeting at 6:20pm.

Dorothy Burkhalter, MMC, FCRM
Town Clerk

Jim O'Brien, Mayor

CALL TO ORDER:

Present were Mayor Jim O'Brien, Council Members Andy Williams, Bill Martini, Mandy David, and Tony Davit. Also present was Town Manager Robert Smith, Town Attorney Heather Ramos, Town Clerk Dorothy Burkhalter, and Public Works Director Tonya Elliott-Moore.

1. WORKSHOP CALLED TO ORDER

Mayor O'Brien called the workshop to order at 6:00pm. He then led everyone with the Pledge of Allegiance.

2. NEW BUSINESS**a. Other items for consideration****i. Fourth Town Council Workshop – Windermere Downtown PUD Final Engineering Plan**

Mayor O'Brien reviewed the decorum for this workshop. He then turned the floor over to Mr. Brad Cornelius, Town Planner with Wade Trim. Mr. Cornelius gave a presentation with updated information that had been received from the Developer which included the following: master plan, recent submittals, civil engineering plans, comments from the City of Ocoee's Fire Chief, stormwater, curb revision, parking spaces/regulations, tree mitigation, buffering – landscaping/wall, the next steps, and outdoor display of merchandise. This concluded the presentation from Mr. Cornelius. Mayor O'Brien opened the floor to the Town Council. Member Davit questioned if the twelve-foot parking designation standard is being followed. Mr. Cornelius stated "yes." Member Davit then questioned if the loading area could have dual use: loading and parking. Mr. Cornelius stated "no." Mayor O'Brien requested information on truck egress. Mr. Cornelius explained that the proposed change on the east side of 5th Avenue. He also stated that Chief Sorenson of Ocoee Fire Department stated that firetrucks would be able to access the site as well. There being no further questions, Mayor O'Brien turned the floor over to the applicant for their presentation. Mr. Trey Vick with V3 Capital introduced his team. He then reviewed past discussions and timelines regarding this project. Mr. Vick's discussion included the following topics: trees, parking, access, and buffering/wall. He stated for the record that he will build a six-foot wall, a three-foot wall, or whatever size wall makes sense for the project and the Town Council. Manager Smith stated that additional slides were received after 5:00pm today which can be shared for Mr. Keith Silverman to review. Mr. Silverman and Mr. Vick reviewed the proposed buffering/wall renderings. Mr. Vick stated for the record that they are on board to build what the Town wishes. Mayor O'Brien opened the floor to Town Council for Q & A with the applicant. Member David commented on the renderings and how they do not have the look or feel of Windermere. Mr. Vick stated that there is an approval process for the plans. He then stated that the full building plans are would come along further in the process. Mayor O'Brien commented on the Design Standards and parking lot barriers/walls. Mr. Vick commented on the panelized system that will be used. Member Williams commented on the wall at Lake Down Reserve for reference. He then questioned Mr. Vick's previous comment regarding a "fee to park." Mr. Vick commented on the mitigation for parking requirements. Manager Smith questioned if the submittal to the DRB will mirror what is shown, as they cannot change. Mr. Vick stated that there would not be any substantial changes. Manager Smith commented on his concerns with any changes prior to submittal to the DRB. Mr. Vick stated that there would not be a dynamic shift with plans. Discussion followed regarding elevations. Member Martini questioned if there is a contingency plan if parking at 3.5 is not approved. Mr. Vick stated there is not a contingency plan. He commented on the costs and balances to this project. Member Martini commented on resident concerns regarding the buffer wall and questioned if the applicant would meet with concerned homeowners. Mr. Vick stated that either themselves or a representative would meet with the residents. He also stated that a mock wall could be implemented. Member Martini questioned mitigation for trees. Mr. Cornelius stated that in lieu of payment for mitigation, inch per inch could be done. Member Martini questioned the stormwater and handling large amounts of

TOWN OF WINDERMERE

Town Council 500 Block Workshop Minutes

February 28, 2023

rainwater. Mr. Cornelius commented that the requirements are being met. Mr. Geiger stated that they are confident that the system in place will perform. Member Martini noted that on page fifty and fifty-one, the project appears on the wrong block. Clerk Burkhalter read comments submitted by Member Rose, who could not attend (attached). Manager Smith stated that the Tree Board is looking for enough landscaping to shield the dumpster from the residents along Oakdale Street. Mayor O'Brien then turned the floor over for public comments. First to speak was Stephen Withers of 712 Main Street. He commented on concerns with the backs of buildings looking like the back of a shopping center, as this is where patrons will be parking. Mr. Withers stated that painting a different color or adding siding could help. He then commented on a green space that could be used for parking and planting ivy. Mayor O'Brien stated that maximum parking spaces have been accounted for. Discussion followed. Jennifer Roper commented on parking material and safety, parking spaces, storefronts on Sixth Avenue, and her disappointment in the facades. Mr. Vick stated that a brick-looking paver will be used. Tom Stroup commented on parking (4 spaces), footprints, and impacts. Rania Ata, 323 E 8th Avenue, introduced herself. She commented on concerns regarding parking, the facades not being in line with the Town, semi-truck deliveries, traffic, and outdoor displays. Mayor O'Brien commented on the guidelines for merchandise. Joan Fogilia of 215 Butler Street introduced herself, Hannah Ammar, and Susan Carter. She then commented on the need for character in the buildings, concerns with the buildings being too close to the road, and there being no space for large trees in the front. Hannah Ammar, 315 W 2nd Avenue, stated that the buildings look too generic and that they need character. Susan Carter, 106 Palm Street, stated that she appreciated the tree protection/mitigation, and commented on the following: renderings are inaccurate, the tree canopy, a request that the Town's arborist and the site arborist ensure all mitigations are followed appropriately, and prioritizing of protection for trees and the tree canopy. Member Martini commented on the need for direct contact for tree protection/mitigation. Daniel Floyd of 515 Oakdale Street stated that he would like the applicant to visit with residents on Oakdale Street. He then questioned ownership of the development and proposed tenants. Mr. Vick stated he would have a meeting in the middle of March. He stated that the owners have remained the same. Mr. Vick commented on possible tenants as ACE Hardware, keeping existing businesses, restaurant, and services. Mayor O'Brien stated that this group had requested an in-person meeting, but he felt a virtual meeting is better attended. Angela Withers, 712 Main Street, thanked Mr. Cornelius for all his assistance. She then commented on the following: concerns with the structure being built to the line instead of what's best, concerns with the closeness of the 6th Avenue corner/building, no to awnings, and stated that the façade and design needed to be addressed; that it looked like a generic shopping center. Nancy Nix of 303 E 8th Avenue stated she would like to see renderings of the entire block from 5th Avenue to 6th Avenue, both existing and proposed. Gloria Groome of 416 E 6th Avenue commented on concerns with traffic and construction through Town where it is mostly residential. Nora Brophy, 426 Magnolia Street, questioned the 5th Avenue entrance/exit. She commented on concerns with two-way traffic there. Ms. Brophy agreed that the buildings look like a strip mall. Brandi Haines stated that the developer needs to be held to four parking spaces. She then commented that financial impacts shouldn't be a concern as residents are allowed variances that are financial. She also commented on two-way traffic access, average one-story building heights, and saving trees in the right-of-way. Susan Razor, 2458 Tryon Place, stated that the corner needs to be reassessed and redesigned. Mayor O'Brien commented on the Design Standards. Some discussion followed. Kit Arunakul, 535 Oakdale Street, echoed the concerns of others: traffic during construction, and parking. Mayor O'Brien requested clarification regarding amending the corner height and the two-way 5th Avenue access. Manager Smith stated that, per code, a building height is thirty-five feet. Mr. Vick stated 5th Avenue is currently two-way and will remain two-way. He also stated that building height is twenty-six feet. Public comment was closed at 8:04pm. Mayor O'Brien opened the floor to the Town Council. He stated that the applicant can go before the DRB at any time. Member Davit commented that protection of four parking spaces is needed, the proximity of the corner of 6th Avenue to the building, and that the roof tops are the top items that need to be addressed prior to heading to DRB. Member David stated that she has concerns with the façade, going to the DRB, parking, golf cart parking, and closeness of the corner on 6th Avenue and the building. Manager Smith commented that if the four parking spot requirements are adhered to, tree saving/protection may be a concern. Attorney Ramos stated she would like to review the code prior to speaking on this item. Member Martini stated that the Developer may need to revisit the plan for parking. He then commented on saving trees and revisiting the style and character of the buildings. Attorney Ramos explained that the Developers Agreement is a negotiated document. Mayor O'Brien commented that this is not a variance request as referenced by Brandi Haines. He then stated that there are three consistent topics for the developer to review.

TOWN OF WINDERMERE

Town Council 500 Block Workshop Minutes

February 28, 2023

Mr. Vick stated he agrees with the parking, integrating golf cart parking, elevations, exit this format, and moving forward to the DRB. He stated that they will meet with the residents along Oakdale Street. Some discussion followed. Member Davit questioned the Town Council's steps after recommendation from the DRB. Mr. Cornelius stated that the PUD had been approved in 2021. He stated that there are many steps left prior to the first Public Hearing. Mayor O'Brien stated that the Developer has a lot of work to do prior to going before the DRB. Mr. Cornelis agreed. Some discussion followed. Mayor O'Brien thanked all for their participation.

3. MAYOR AND COUNIL LIAISON REPORTS

None

4. STAFF REPORTS

None

5. ADJOURN

Mayor O'Brien adjourned the workshop at 8:26pm

Dorothy Burkhalter, MMC, FCRM
Town Clerk

Jim O'Brien, Mayor

Regarding: 500 Block PUD:

I am unable to attend the 2/28/23 Workshop for the 500 Block PUD design review, so I'd like this note read into the meeting minutes.

I have been reviewing the 500 Block development plans and scope of work for many years while serving on the DRB, LRP and as a council member. At each of these reviews I have stated my position that I will not approve a plan that provides less than 4 parking spaces per 1000 sf of development. Yet as of the last submittal, dated 2/8/23 I see that the developer is still trying to convince the Town that 3.52 spaces per 1000 should be adequate.

For those that are not familiar with typical parking requirements in Orange County, FL, let me point out that typically:

1. Restaurant: 1 space for each 4 seats provided for patron use, plus 1 space for each 75 square feet of floor area provided for patron use which does not contain seats.
2. Retail: 1 space for each 300 square feet of gross floor area.
3. Business Office: 1 space for each 200 square feet of floor area used for office purposes.
4. Medical Office: 1 space for each employee plus 2 spaces for each employee for patient use.

Note that if not enough parking is provided the burden is placed on public space and other businesses to handle the overflow. This is not fair to anyone.

Based on this information, I believe the Town of Windermere Design Guidelines has been more than accommodating when requesting only 4 parking spaces per 1000 sf of development, and we should not back down from this requirement.

I also think that the traffic into Town will be significantly increased. In addition, the buildings are sitting too close to the roads, in my opinion, thus making the overall scale of the project feel like it is overwhelming the town center. I understand the project is meeting the current Town Center Design Guidelines on these specific architectural requirements, and as a result I will reluctantly accept the design of these elements.

Just to be clear, I am NOT opposed to development within our quaint Town of Windermere. As a resident and a Town Council Member, I am only attempting to preserve the small-town character and quality, which Windermere is famous for. The scale and aesthetics of the proposed architecture is of utmost importance, the traffic, septic system, water, parking implications to the Town's infrastructure are also obviously critical issues, which affect our Town's character. I hope that we as residents of our great little Town can all agree and that we will do the right thing during this approval process.

Thank you,
Molly Rose

02:04:19 Robert Smith: All public comment will be addressed once TC opens it up

02:30:06 Angela Withers: Agree with Jennifer's final point - this design is very generic, typical shopping center.

02:35:19 bradgebben: I think it's wonderful that we are developing this area and enhancing downtown windermere. The traffic has NOTHING to do with this development. Traffic has to do with people who live on the west side and have no other way to get home.

02:42:09 VIDEOGRAPHER Jennifer Roper: It should be a place that people love to visit and see friends. I would really like to have some porches, balconies and more outdoor areas. Even smaller footprints but a couple of two story buildings instead of a huge solid building.

02:46:57 Keith Silveman (V3 Capital): please email us at Trey@v3capital.com Keith@v3capital.com Brett@v3capital.com lets set up a meeting mid March

02:47:13 Daniel Floyd: Reacted to "please email us at T..." with 👍

02:49:32 bradgebben: Yes, more outdoor areas with seating, coffee shops, restaurants, etc

02:52:58 VIDEOGRAPHER Jennifer Roper: We didn't have peaked roofs in the design guidelines.

02:55:51 Angela Withers: Couldn't we restrict deliveries to smaller trucks?

03:02:02 bradgebben: I would like to say it again. Traffic in downtown windermere has absolutely nothing to do with what we do downtown. Downtown is the currently the only way to get to the west side of all the new development. And its gonna get worse until there is another way to get there.

03:03:02 Brandi: Can Brad & the applicant answer about the maximums heights.

03:04:33 Brittany Grier: This development will hopefully make our small town even more quaint and enjoyable for residents. I agree the look doesn't fit with the rest of our town, but I believe this is just a generic rendering from what everyone is saying. So, I'm expecting as we move forward it will match the style and expectations of the residence.

If I'm understanding this correctly, the parking spots will be lined, unlike the lot by the Brewery that is just a free for all. Could we possibly add smaller designated golf cart parking so those aren't taking up a full spot that could be used for a full size car.

03:07:21 Robert Smith: Chat will be disabled but you questions are part of the record and can be addressed via an email to Brad or I. Max building height for the Town is 35 ft.

03:21:51 Robert Smith: rsmith@town.windermere.fl.us

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 February 21, 2023

Town Council March 14, 2023

Case No.: Z23-04

Property Owners: Sanjay and Kavita Pattani

Requested Action: Request to allow a sports court in front of the principal building.

Property Address: 12150 Lake Butler Blvd Windermere, FL 34786

Legal Description: REPLAT OF METCALF PARK Q/18 FROM E1/4 COR OF SEC 12-23-27 RUN N 22 DEG W 370 FT S 67 DEG W 438.91 FT FOR POB TH RUN N 67 DEG E 220 FT TO WLY R/W OF LAKE BUTLER BLVD S 22 DEG E 589.90 FT S 67 DEG W 25 FT S 291.01 FT S 22 DEG E 22 FT M/L TO WATER SWLY 115FT M/L TO A PT S 20 DEG E FROM POB TH N 20 DEG W 820 FT M/L TO POB

Future Land Use/Zoning: Residential/Residential

Existing Use: Residential (Single Family)

Surrounding Future Land Use/Zoning

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

CASE SUMMARY:

The applicant proposes to construct a sports court in the front yard of a principal structure. The proposed sports court's dimensions are 46 feet by 84 feet, totaling 3,864 square feet. The sports court is proposed to be set back approximately 40 feet off the west property line, 94 feet off the east property line (Lake Butler Boulevard), and 397 feet off the north property line (Park Avenue).

Section 7.02.09, Town Land Development Code, requires sports courts to be located in the side or rear yard of the principal structure. In addition, sports courts must:

1. Meet the required side setback for the property (94 feet provided to the east side property line and 40 feet provided to the west side property line for this sports court property);
2. Be no closer than 50 feet to the normal high-water elevation of the lake (over 300 feet provided for this sports court); and
3. All lighting cannot produce direct visible glare visible from any surrounding property (sports court proposed lighting will be directed down and shielded).

Because the proposed sports court meets the setbacks and lighting requirements, the variance is needed only for the location of the sports court in the front yard.

The subject property is approximately 3.9 acres with a maximum lot width of approximately 228 feet at the location of the sports court and a maximum lot length of approximately 828 feet at the location of the sports court. The home on the subject property was completed construction in April 2022. The pool deck of the home is located approximately 80 feet at its closest point from the lake's normal high-water elevation. There is also a protected wetland area along the rear and west side of the subject property.

The sports court is designed to be used for multiple activities including basketball, tennis, pickleball, and volleyball. The sports court is not proposed to be fenced other than the existing perimeter fencing around the property, and no landscape screening for the sports court is proposed.

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. Please see attached variance request received by the applicant.

PUBLIC NOTICE:

Public notices were mailed to property owners within 500 feet of the subject property. As of March 8, 2023, four (4) responses were returned in support and two (2) in opposition.

DEVELOPMENT REVIEW AND RECOMMENDATION:

At the February 21, 2023, Development Review Board (DRB) meeting, the DRB reviewed the variance request and based on information provided in the staff report and testimony provided at the DRB meeting, the DRB found that the variance request met the requirements of Section 10.02.02, LDC, and found that a hardship existed related to the unique size and shape of the property, and recommended approval of the variance with the following condition:

1. A minimum six-foot hedge shall be maintained along the property boundary on Lake Butler Boulevard and Park Avenue.

The DRB vote was 3-1.

December 15, 2022

DOROTHY BURKHALTER, TOWN CLERK
TOWN OF WINDERMERE
WINDERMERE, FL 34786
(407) 876-2563

Sanjay Pattani
12150 Lake Butler Boulevard
Windermere, FL. 34786

Ms. Burkhalter and Town of Windermere,

This letter is to formally request a variance to the Windermere code provisions that prohibits the location of play courts/sport courts in a front yard. By reviewing our unique property dimensions, and our house location on the property, the only site we have available to build a sports court for our 4 sons to play is technically in our front yard. We have no side yard, and insufficient room in our backyard.

We have almost 3 acres of land that we may build a sports court. We do not foresee any lighting, noise, or other nuisances that would affect our neighbors within a 500 foot perimeter. We have discussed the matter with many neighbors, who have not expressed any concern.

Included please find a copy of my survey site plan, and I will be submitting all fees per the Town of Windermere variance request process.

We would like the town to please consider our variance proposal so we can complete my kids' dream home. We look forward to your review and approval of our sports court.

Respectfully,

Sanjay & Kavita Pattani

Cornelius, Brad

From: Sanjay Pattani <pattaninewhome@gmail.com>
Sent: Sunday, January 29, 2023 11:59 PM
To: Cornelius, Brad
Cc: Warner, Amanda; Mastison, Sarah; Baird, Connor; Kavita Pattani
Subject: Re: 12150 Lake Butler Variance Request for Additional Information
Attachments: Sport Court Layout-Basketball Court Specs 005.pdf; Septic Location 12150 LBB.pdf; Sport Court Location.pdf

This message originated from outside of Wade Trim

Brad and team,

Please find enclosed a copy several plans, depicting the locations of drain field, planned sports court placement, with larger diagram showing actual dimensions of the court itself. I hope they are legible enough this time around.

To answer some of the points brought up:

1. The original drain field and sports court on original sight plan were not followed by the original builder Mr. Bradford. He placed the drainfield much farther away from the house without notice. This will not allow for a sports court to be placed per original plans. However, when 2 large oaks fell from hurricane Ian, the area where the drain fields were originally suppose to be located (closer to the house) is now feasible to relocate the sports court.
2. The sports court will not be landscaped, but left open due to the need to run off court after balls. This just does not make sense and may provide the opposite desired effect of landscaping itself
3. The sports court will be lit from above and behind the Hoops that shine DOWN onto the court itself, without significant illumination off court.
4. The Sports court itself is concrete base, with acrylic top layer
5. The sports court will not be fenced, it is enclosed by my perimeter property fence lines
6. The builder does plan to bring in enough fill to level off the slope of the property
7. The builder is familiar with windermere town requirements, and is confident the current stormwater retention areas will remain intact. He will create additional retention area if needed (but not anticipated)

Happy to answer any additional questions. To note, the sports court builder has done projects in Windermere, and is quite familiar with the towns provisions, variances, and requirements. He has agreed to be transparent and open during the process. I have faith any and all of the questions will be amicably addressed and tabled.

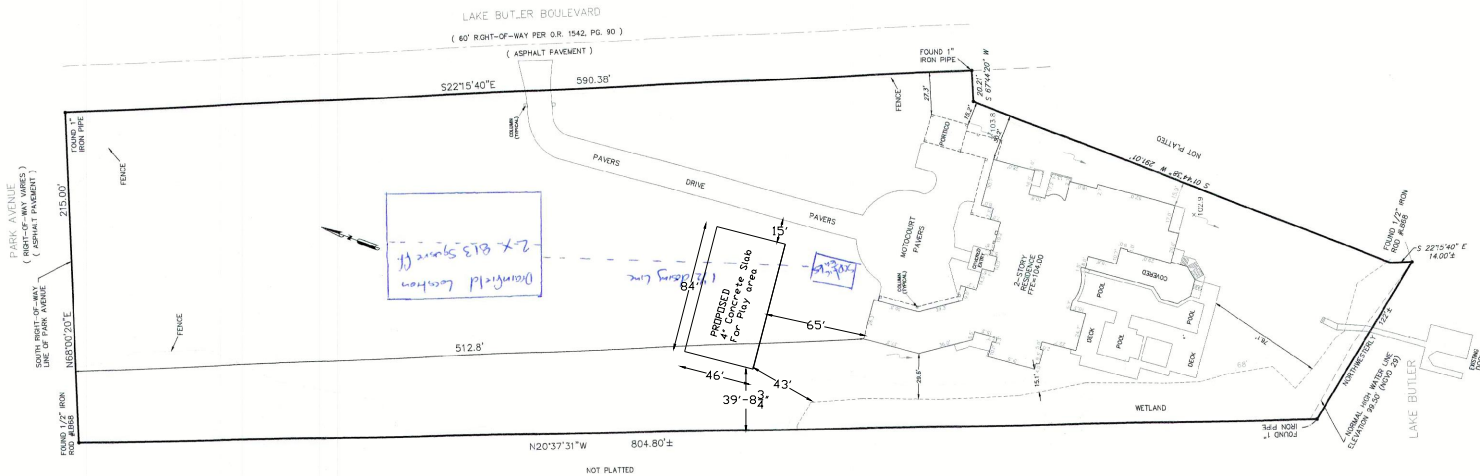
Respectfully,
Sanjay

Sanjay & Kavita Pattani
443-762-6108

On Thu, Jan 5, 2023 at 2:48 AM Cornelius, Brad <bcornelius@wadetrim.com> wrote:
Sanjay,

Happy New Year!

That part of Section 12, Township 23 South, Range 27 East, Orange County, Florida, described as follows: Begin at a 1 inch iron pipe with no number at the Southwest corner of Park Avenue and Lake Butler Boulevard; thence South 22 degrees 15 minutes 40 seconds East along the West right of way line of Lake Butler Boulevard as described in Official Records Book 1542, Page 90, Public Records of Orange County, Florida, for a distance of 590.38 feet to a 1 inch iron pipe with no number; thence leaving said West right of way line run South 67 degrees 44 minutes 20 seconds West for a distance of 20.21 feet to a 1 inch iron pipe with no number; thence South 01 degree 44 minutes 38 seconds West for a distance of 291.01 feet to a 1/2 inch iron rod with cap #LB68; thence run South 22 degrees 15 minutes 40 seconds East for a distance of 14 feet, more or less, to the waters of Lake Butler; thence run Northwesterly along said waters for a distance of 122 feet, more or less, to a point on the Western boundary of lands described in Official Records Book 3239, Page 556, said point being North 20 degrees 37 minutes 31 seconds West and 3.6 feet from a 1 inch iron pipe with no number; thence run North 20 degrees 37 minutes 31 seconds West along the Western boundary for a distance of 804.80 feet, more or less, to a 1/2 inch iron rod with cap #LB68, said point being on the South right of way line of the aforementioned Park Avenue; thence run North 68 degrees 00 minutes 20 seconds East along said right of way line for a distance of 215.00 feet to the Point of Beginning.



SURVEYOR'S NOTES:

1. BEARINGS SHOWN HEREON ARE BASED ON THE W LAKE BUTLER BOULEVARD, S22°15'40"E, PER DEED.
2. THERE MAY BE EASEMENTS AND RESTRICTIONS OF RECORD AND/OR PRIVATE AGREEMENTS NOT FURNISHED TO THIS SURVEYOR OR SHOWN ON THIS SURVEY THAT MAY AFFECT PROPERTY RIGHTS AND/OR LAND USE RIGHTS OF THE SUBJECT PROPERTY.
3. THERE MAY BE ENVIRONMENTAL ISSUES AND/OR OTHER MATTERS REGULATED BY VARIOUS DEPARTMENTS OF FEDERAL, STATE OR LOCAL GOVERNMENTS AFFECTING THE SUBJECT PROPERTY NOT SHOWN ON THIS SURVEY.
4. THIS SURVEY WAS PERFORMED FOR THE SOLE AND EXCLUSIVE BENEFIT OF THE ENTITIES LISTED HEREON AND SHALL NOT BE RELIED UPON BY ANY OTHER ENTITY OR INDIVIDUAL WHOMSOEVER.
5. REPRODUCTIONS OF THIS SKETCH ARE NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER AND/OR ELECTRONIC SIGNATURE AS SET FORTH IN F.A.C. 5J-17.602(3).
6. UNLESS OTHERWISE NOTED OR SHOWN HEREON, APPARENT AND/OR UNOBSTRUCTED VISIBLE, ABOVE GROUND IMPROVEMENTS WERE LOCATED. UNDERGROUND IMPROVEMENTS, SUCH AS FUEL TANKS, FOUNDATIONS AND UTILITIES, WERE NOT LOCATED.
7. ADJACENT PARCEL INFORMATION WAS OBTAINED FROM THE ORANGE COUNTY PUBLIC ACCESS SYSTEM.

CERTIFICATION TO:
FBC Mortgage LLC
Sanjoy J. Pattani and Kavita M. Pattani
Frank M. Eidsen PA

I hereby certify that this Boundary Survey was prepared in accordance with the standards of practice for the profession of surveying and mapping as set forth in Chapter 5J-17 Florida Administrative Code, pursuant to Section 472.027, Florida Statutes. The fieldwork was completed on 5/13/22.

Date of Map: 5/19/22

Steven E. Blankenship
STEVEN E. BLANKENSHIP P.S.M. #5361
STATE OF FLORIDA

STEVEN E. BLANKENSHIP
2022.05.20
06:50:21-04:00

BOUNDARY SURVEY
12150 LAKE BUTLER BLVD.

ATLANTIC SURVEYING

2000 W. UNIVERSITY BLVD.
SUITE 100
MILWAUKEE, WI 53212
(414) 556-4833 FAX (414) 556-4437
C0000000

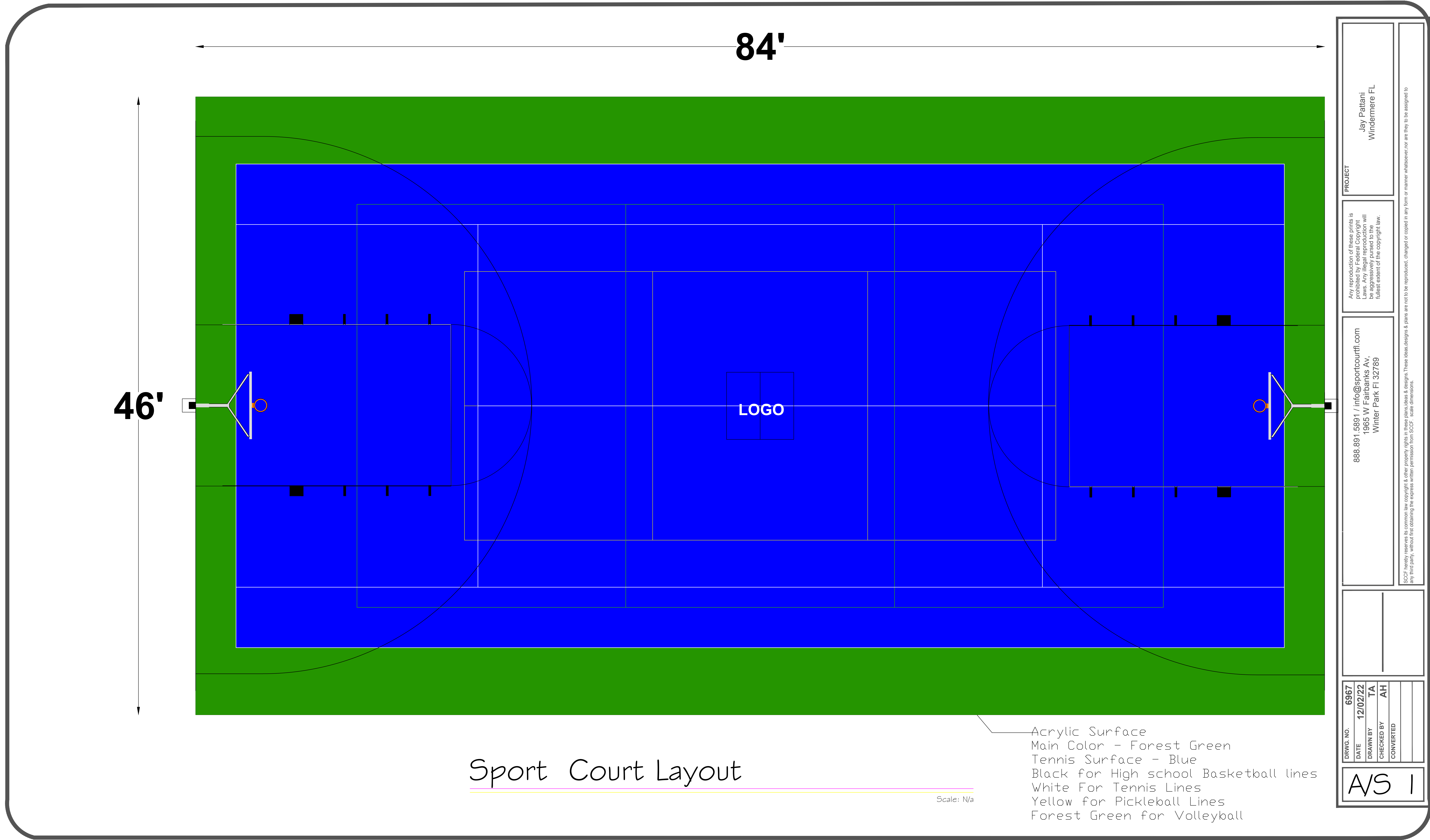
DATE: 5/19/22
SCALE: 1" = 40'
DRAWN BY: JES
CHECKED BY: JES
JOB NO.: 100000

Revisions

5/19/22 FINAL SURVEY

Date

SHEET



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

December 21, 2022

TOMPKINS CHARLES D
12037 LAKE BUTLER BLVD
WINDERMERE, FL 34786

RE: Public Notice of Variance Public Hearing for 12150 Lake Butler Blvd. Z23-04

Sanjay and Kavita Pattani, the owners of 12150 Lake Butler Blvd. in the Town of Windermere, submitted a request for approval of a variance, pursuant to Division 10.02.00 of the Town of Windermere Land Development Code. The Town's requires sports courts to be located behind the front of the principal building. The applicants are requesting to allow a sports court in front of the principal building.

Enclosed is additional information regarding this request.

Pursuant to the Town of Windermere Code of Ordinances, you as a surrounding property owner are entitled to comment on this matter. If you wish to comment, this form must be received by the Town of Windermere using the enclosed stamped envelope to Wade Trim, Inc. by **January 6, 2023**.

This matter will be presented to the Development Review Board on **Tuesday, January 17, 2023, at 6:30 p.m.** Their recommendation will be heard by the Town Council on **Tuesday, February 14, 2023, at 6:00 p.m.** You may attend the meetings in person at Town Hall, located at 520 Main Street. All meetings are open to the public and you are welcome to participate. Feel free to contact me if you have any questions.

Sincerely,
Brad Cornelius, AICP, Town Planner
Wade Trim, Inc.
813.882.4373

Wade

RECOMMEND - 22-04 (12150 Lake Butler Blvd.)

APPROVAL: ☒ DISAPPROVAL: ☐

COMMENTS: *Sanjay and Kavita are wonderful neighbors, and we look forward to seeing their children enjoying their new sports court.*

SIGNATURE: *Kathy Tophino* DATE: *12/26/2022*

TOMPKINS CHARLES D

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

December 21, 2022

HOGAN GERALD J ESTATE
11948 PARK AVE
WINDERMERE, FL 34786

RE: Public Notice of Variance Public Hearing for 12150 Lake Butler Blvd. Z23-04

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Sincerely,
Brad Cornelius, AICP, Town Planner
Wade Trim, Inc.
813.882.4373
tow@wadetrim.com
Encl.

RECOMMEND - Z23-04 (12150 Lake Butler Blvd.)

APPROVAL: ✓ DISAPPROVAL:

COMMENTS: ENJOY, 4000/NEW
YEAR!

SIGNATURE: [Signature] DATE: 12/27/2022

HOGAN GERALD J ESTATE

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

December 21, 2022

SPECTOR GABRIELLE F
12200 PARK AVE
WINDERMERE, FL 34786

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Sincerely,
Brad Cornelius, AICP, Town Planner
Wade Trim, Inc.
813.882.4373
tow@wadetrim.com
Encl.

RECOMMEND – Z23-04 (12150 Lake Butler Blvd.)

APPROVAL: _____ DISAPPROVAL ☒

COMMENTS: Lights and Noise
a major concern

SIGNATURE: [Signature] DATE: Jan 2023

SPECTOR GABRIELLE F

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

December 21, 2022

FILART ROLAND
2948 SUNBITTERN CT
WINDERMERE, FL 34786

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Sincerely,
Brad Cornelius, AICP, Town Planner
Wade Trim, Inc.
813.882.4373
tow@wadetrim.com
Encl.

RECOMMEND – Z23-04 (12150 Lake Butler Blvd.)

APPROVAL: ✓ **DISAPPROVAL** _____

COMMENTS: _____

SIGNATURE:  **DATE:** 1/4/23

FILART ROLAND

Filart, Cecilia *CF* 1/4/23

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

December 21, 2022

MILLS HAROLD F
11900 LAKE BUTLER BLVD
WINDERMERE, FL 34786

RE: Public Notice of Variance Public Hearing for 12150 Lake Butler Blvd. Z23-04

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Sincerely,
Brad Cornelius, AICP, Town Planner
Wade Trim, Inc.
813.882.4373
tow@wadetrim.com
Encl.

RECOMMEND – Z23-04 (12150 Lake Butler Blvd.)

APPROVAL: X DISAPPROVAL _____

COMMENTS: _____

SIGNATURE: [Signature] DATE: 12.28.22

MILLS HAROLD F

Cornelius, Brad

From: Christa Dinallo <christad.realtor@gmail.com>
Sent: Monday, February 13, 2023 12:53 PM
To: Cornelius, Brad
Subject: 12150 Lake Butler Blvd: Response to Variance Request Z230=-04
Attachments: DRB_12150_LakeButlerBlvd_Variance_Response_Z23-04_Final_02132023.pdf; DRB_12150_LakeButlerBlvd_Highlights_EvidencedBasedData_Z23-04_Final_02132023.pdf

This message originated from outside of Wade Trim

Hi Brad,

Attached are 2 documents.

- My response (*DRB_12150_LakeButlerBlvd_Variance_Response_Z23-04_Final_02132023*) and
- PowerPoint Presentation (*DRB_12150_LakeButlerBlvd_Highlights_EvidencedBasedData_Z23-04_Final_02132023*).

I was told to save as a pdf, which highlights documented issues and lawsuits with Pickleball.

As I state in my response, I am not attempting to block the build; however, I am highlighting evidenced-based data to substantiate my request for formal abatement measures to block the sound and light, and to request Dark Sky Lighting, if lighting is approved.

Ms. Dorothy said to submit my docs to the Board. Silly question, are you on the Board, or should I be submitting to someone else as well?

Let me know if you have any questions.

Thank you,
Christa

--

Christa Dinallo, GKC, PSA, ACE, e_PRO, AHWD, CIPS

Million Dollar Club

REALTOR, Suzi Karr Realty

561-702-2112 Direct

ChristaD.Realtor@gmail.com

527 Main Street, Windermere, FL 34786

www.SuziKarrRealty.com

RE: Public Notice of Variance Public Hearing for 12150 Lake Butler Blvd. Z23-04

Original Recommendation 01/05/2023: DISAPPROVAL at this time based on an unreadable site plan and the additional information requested as noted below.

Current Recommendation 02/09/2023: Requesting Conditional Approval based on the information which follows. This may or may not be a factor, once additional site plan details are provided.

Comments:

DRB members, while I appreciate the applicants' desire for sport courts for their children and the time Mr. Cornelius has dedicated to obtaining a readable site plan and clarification of a few of the prior questions raised, I am here tonight to highlight facts, as they directly relate to neighboring concerns, so that the Applicant, DRB and Town Council may consider them in the approval process. In addition to this response, I created a brief PowerPoint Presentation which sites public articles, nuisances, formal complaints and lawsuits resulting from Pickleball. With that said, my intent is not to attempt to block the variance request, rather to request consideration of formal abatement measures due to evidenced-based data, highlighted in the PowerPoint document, pertaining to sport courts in residential areas. The two main concerns are noise and lighting, with the former highly focused on Pickleball. A simple internet search of 'Pickleball and Lawsuits and Noise,' will reveal, it is the cause of Noise Nuisance Lawsuits both locally and across the country.

I live in the community across the street from the applicant. We are a close community. Someone is always available in time of need, yet we have our privacy at all other times. My neighbors truly are the best I have had ever. Though I don't know the applicants, I feel confident they will be a new addition to our current best neighbor ever community!

While it's unfortunate their initial planning did not include future development of the sports court in the backyard, hence, the need for a variance, I request additional information and consideration, to ensure proper measures are in place, since the sports court will have a negative impact on nearby neighbors, our quality of life, the market value of our homes, and our environment, *if abatement treatments are not incorporated.*

Why formal abatement treatments?

While a multisport court is a brilliant idea when space is limited, we all know that any type of sport court will produce undesirable Impact Noise* and Airborne Noise** and can wreak havoc on neighbors. Additional noise results from those participating in or cheering the sport, and from loud music which often accompanies.

Definitions:

***Impact Noise:** *Soundwaves caused by a physical impact of a ball with the ground. In the case of basketball, this is known as the Thump, High-pitch Ringing that follows, and the Vibration from the backboard.*

****Airborne Noise:** *Soundwaves that travel through the air.*

When looking at the Court Diagram provided by the applicant, the legend on the bottom right of the Court Diagram, shows different colored lines denoting the boundaries and play lines for four different sports with the addition of stadium lighting.

Identified Sports:

- Tennis
- Basketball
- Pickleball
- Volleyball

The basis of the court is a Tennis court, constructed of Concrete and an Acrylic coating, which from my limited internet search, is the loudest of other court materials, such as Asphalt, Concrete, EPDM, Acrylic, and Polyurethane.

Regarding basketball, the ball bounce on a concrete court is good and solid for play; however, it produces more noise compared to other outdoor basketball court surfaces noted. Asphalt is the most preferred sport surface; it is soft, and experts recommend using it for orthopedic benefits that improve the performance of the players, affordability and high durability. [[What Are the Types of Outdoor Basketball Court Surfaces? - Hooption](#)]

Basketballs have an inextensible yet flexible membrane containing compressed air and are inflated to a point of overpressure by several psi, which provides their stiffness and resilience. A basketball bounced on a stiff surface, such as a thick concrete slab, emits a loud characteristic “Thump”, followed by a High-pitched Ringing and Vibrations from the backboard. **THUMP...HIGH-PITCHED RINGING...VIBRATIONS.** The Impact and Airborne Sounds are only lessened if the ball is bounced on a more resilient or softer surface and formal abatement treatments are in place. The same applies to Volleyball since it, too, is considered to be a firm ball. The sport court has 4 *identified* sports that are considered loud and require formal sound mitigation measures. I trust the experts, DRB, and applicant to consider the best court material for the both players and the neighbors, in an effort to reduce Impact and Airborne Noise.

The sport that has recently become popular in record speed, and has caused more problems with regard to noise nuisance and law suits, is Pickleball. Anyone who has been to a tennis game or tournament, watched a game on TV, or at the Windermere Rec Center, is aware that tennis is a loud sport when the ball contacts the court. The resulting noise varies within the environment, depending on the sound barriers, the type of racket and the speed at which the ball travels, and the level of the players.

Keeping that in mind, a single tennis court houses *four Pickleball courts*. This equates to *16 players*, who are also yelling as they play. Top that off with spectators cheering and loud music, and you have a lot of noise that increases in pitch and decibels, as the excitement and competition increases. Sixteen players,...that’s a lot of hard paddles hitting hard plastic balls that have 40 holes, similar to a *Whiffle ball*,...**Hard, Loud, & Fast**. These Pickleballs are the chief offenders when it comes to pickleball noise!

Pickleball produces quick ‘impulse sounds,’ *hundreds* of times during each game, different from other sports. The incessant high pitch **POP*POP*POP** and irregular noise patterns are the declared nuisance. High-pitched sounds are more irritating to humans than low, even if both are of equivalent decibels. That’s why alarm clocks, home security alarms and storm warnings, for instance, alarm at a loud, high tone, as opposed to a low tone. In these circumstances we need to be irritated by these alerts and respond quicker, but it’s not something you want as a constant in your life, causing anxiety and stress, and altering the quality of life of those in ear distance, including that of all the birds that nest around us. It would also be disturbing and could even interfere with our livelihood, for those of us who work from home, as the Windermere Noise Ordinance would allow playing 7 am – 10 pm. That’s a lot of noise and

late-night lighting.

Unlike other neighbors, most of the rooms in my residence will be affected from both Impact Noise and Airborne Noise, since they face the front yard of the applicant. With their open Park Avenue front yard, void of sound barrier applications, such as vegetative layers, walls, sound will travel and resonate louder and further. The closer the vegetative layers to the sound source, the better the sound reduction.

With regard to stadium lighting, of course we prefer no lighting. However, if the DRB and Town Council support lighting, then we ask it be conditional with Dark Sky Lighting, which in accordance with Dark Sky Cities, states:

- Only on when needed
- Only light the court; No casting light
- Be no brighter than necessary
- Minimize blue light emissions
- Eliminate upward-directed light

As you can see, the main concerns all evolve around sound travel and lighting; hence, my requests.

Conditional Requests to the Applicant, DRB & Town Council:

Consider Pickleball's historical data as a noise nuisance sport, as well as the prevalent local and US-wide lawsuits with regard to the following requests:

1. Best Sound-travel mitigating Court Material
2. Consider both court material and in-ground hoops (as opposed to portable, with additional mass to the backboard to mitigate sound travel
3. Apply Dark Sky Lighting to reduce casting and comply with Dark Sky Lighting, if the DRB and Town Council support court lighting. Highlights contained within PowerPoint Presentation.
4. Implement Formal Abatement Treatments for Soundproofing & Light casting mitigation
 - Per evidenced-based data: 8' to 10' Tree Line or Brick/Stone Live Wall

Reality is, no one wants to live next to or near a sport court, whether it be residential or community owned, yet, many, would love to have a sport court on their property. I would be lying if I said I welcome the build. However, it is of my opinion, if the applicant builds their multi-sport court incorporating formal abatement treatments, then we scored a goal for the same team!

Lastly, as time permits, since Pickleball has ramped up in popularity so quickly, it has "become a lightning rod for controversy within some residential communities. (E.B. Solomont, The Wall Street Journal, 2022)." Local codes do not address the documented issues specific to this sport which often escalate into massive formal complaints, nuisances, and lawsuits, as sited in the PowerPoint Presentation, and since many lots in Windermere could easily accommodate a sport courts, I ask your consideration in updating local codes to accommodate Pickleball anticipated complaints.

Thank you for your time.

Warmest regards,

Signature: *Christa Dinallo*
Dinallo Christa Life Estate

Date: 02/09/2023

Resources:

- ANSI (American National Standards Institute) for sound regs if not defined by local ordinances]
- www.soundproofingguide.com
- www.cdc.gov
- www.soundproofcentral.com
- www.acousticalnoise.com
- www.soundproofcow.com
- www.acousticalsolutions.com
- <https://Library.municode.com> > Code of Ordinances
- [recreation-board-8-22-2019-pacific-grove-pickleball-noise-assessment-20190807.pdf](#)
- [‘It’s Been Awkward.’ Pickleball Is Pitting Neighbor Against Neighbor in Noise-Conscious Communities. - WSJ](#)

Town of Windermere

Development Review Board

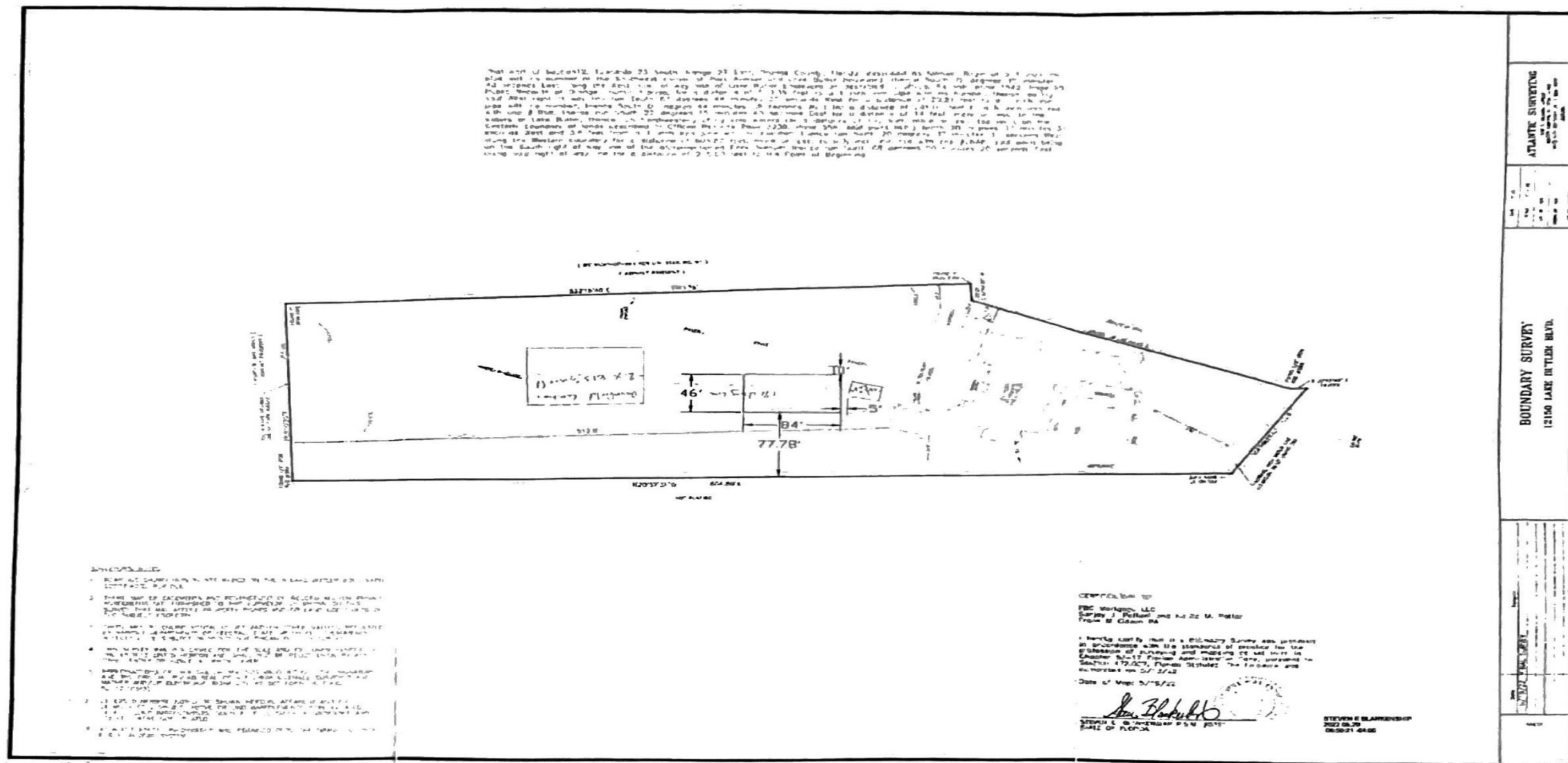


RE: Public Notice of Variance Public Hearing for 12150 Lake Butler
Blvd
Z23-04

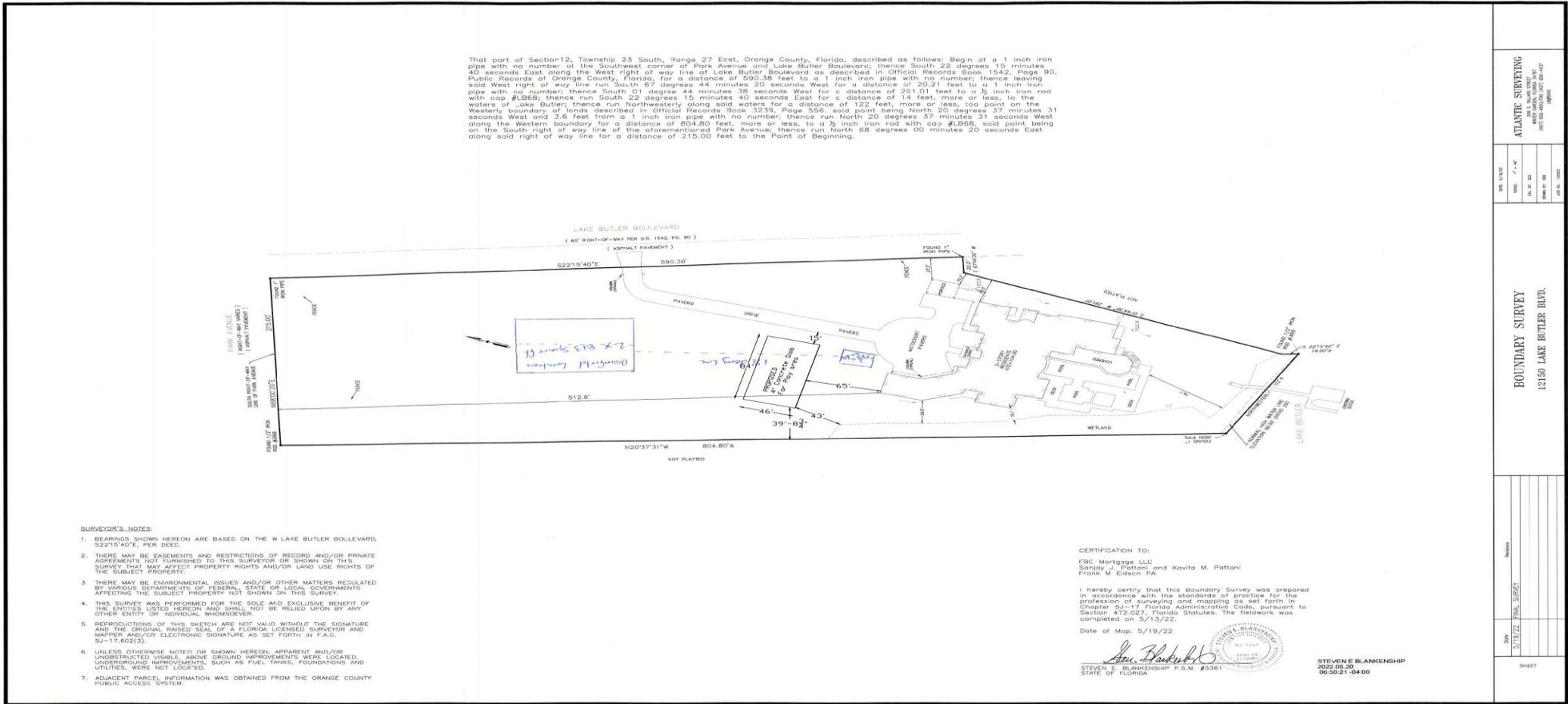
Recommendations

- **Original Recommendation 01/05/2023: DISAPPROVAL at this time based on an unreadable site plan and additional information requested in my response.**
- **Current Recommendation 01/30/2023: Requesting Conditional Approval based on highlights that follow and details in Request Response.**
- **This may or may not be a factor, once additional site plan details are provided.**

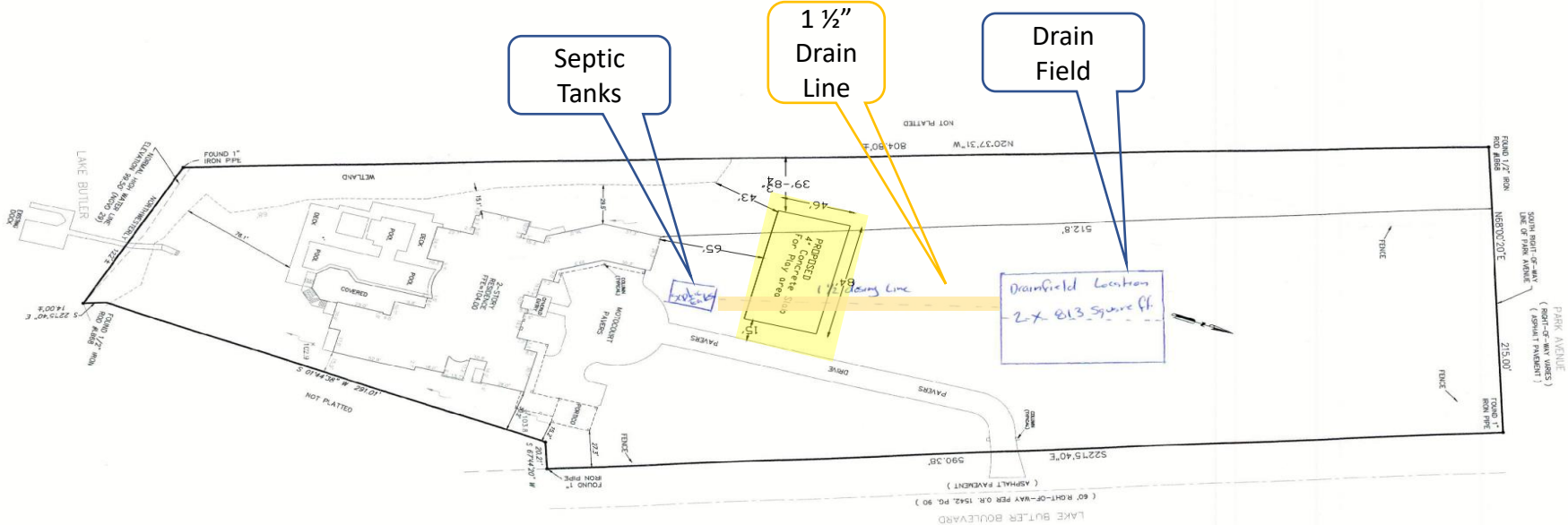
Sports – Original Site Plan Not Readable



Sports – Site Plan Update



- SURVEYOR'S NOTES:
1. BEARINGS SHOWN HEREON ARE BASED ON THE W LAKE BUTLER BOULEVARD.
 2. THERE MAY BE EASEMENTS AND RESTRICTIONS OF RECORD AND/OR PRIVATE AGREEMENTS THAT MAY AFFECT PROPERTY RIGHTS AND/OR LAND USE RIGHTS OF THE SUBJECT PROPERTY.
 3. THERE MAY BE ENVIRONMENTAL ISSUES AND/OR OTHER MATTERS REGULATED BY VARIOUS DEPARTMENTS OF FEDERAL, STATE OR LOCAL GOVERNMENTS AFFECTING THE SUBJECT PROPERTY NOT SHOWN ON THIS SURVEY.
 4. THIS SURVEY WAS PERFORMED FOR THE SOLE AND EXCLUSIVE BENEFIT OF OTHER ENTITY OR INDIVIDUAL WHOSOEVER.
 5. REPRODUCTIONS OF THIS SKETCH ARE NOT VALID WITHOUT THE SIGNATURE MAPPER AND/OR ELECTRONIC SIGNATURE AS SET FORTH IN F.A.C. 54-17.602(3).
 6. UNLESS OTHERWISE NOTED OR SHOWN HEREON, APPARENT AND/OR UNRECORDED IMPROVEMENTS, SUCH AS FUEL TANKS, FOUNDATIONS AND UTILITIES, WERE NOT LOCATED.
 7. ADJACENT PARCEL INFORMATION WAS OBTAINED FROM THE ORANGE COUNTY PUBLIC ACCESS SYSTEM.



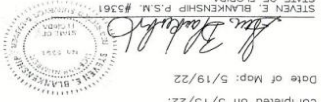
That part of Section 12, Township 23 South, Range 27 East, Orange County, Florida, described as follows: Begin at a 1 inch iron pipe with no number at the Southwest corner of Park Avenue and Lake Butler Boulevard; thence South 22 degrees 15 minutes 40 seconds East along the West right of way line of Lake Butler Boulevard as described in Official Records Book 1542, Page 90, Public Records of Orange County, Florida, for a distance of 590.38 feet to a 1 inch iron pipe with no number; thence leaving said West right of way line South 67 degrees 44 minutes 20 seconds West for a distance of 20.21 feet to a 1 inch iron pipe with no number; thence South 01 degrees 15 minutes 44 seconds East for a distance of 291.01 feet to a 1/2 inch iron rod with cap #1B55; thence run South 22 degrees 15 minutes 40 seconds East for a distance of 14 feet, more or less, to the waters of Lake Butler; thence run Northwesterly along said waters for a distance of 122 feet, more or less, to point on the Western boundary of land described in Official Records Book 3259, Page 556, said point being North 20 degrees 37 minutes 31 seconds West for a distance of 804.80 feet, more or less, to a 1/2 inch iron rod with cap #1B55; said point being on the South right of way line of the aforementioned Park Avenue; thence run North 88 degrees 00 minutes 20 seconds East along said right of way line for a distance of 215.00 feet to the Point of Beginning.

CERTIFICATION TO:

FRB Mortgage LLC
Sonjay J. Potlani and Kavita M. Potlani
Frank M. Edgson PA

I hereby certify that this Boundary Survey was prepared in accordance with the standards of practice for the profession of surveying and mapping as set forth in Chapter 54-17 Florida Administrative Code, pursuant to Section 472.027, Florida Statutes. The fieldwork was completed on 5/13/22.

Date of Map: 5/19/22



STEVEN E. BLANKENSHIP
2022.05.20
06:50:21-04:00

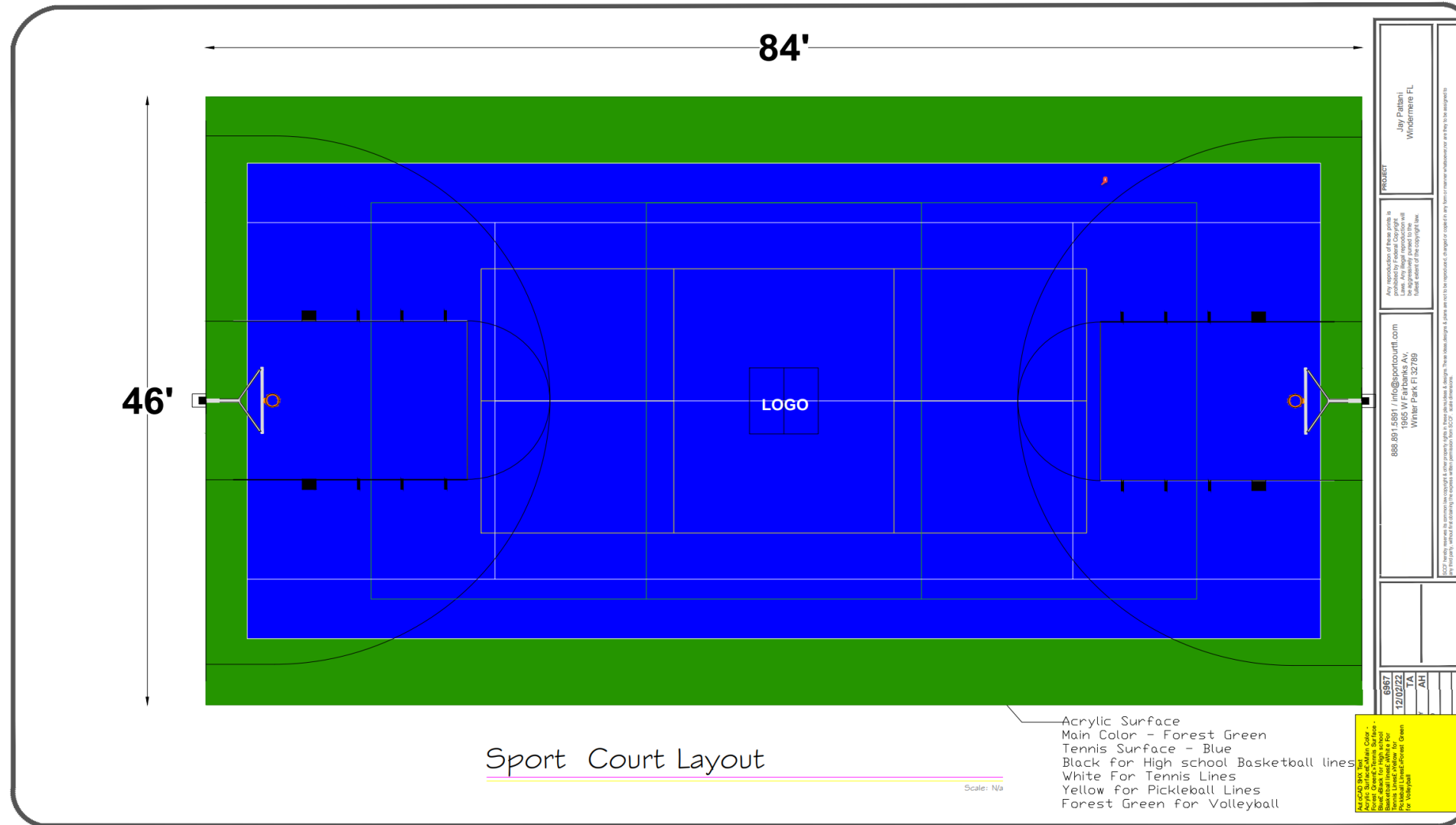
Date	Revision
5/19/22	FINAL SURVEY

BOUNDARY SURVEY
12150 LAKE BUTLER BLVD.

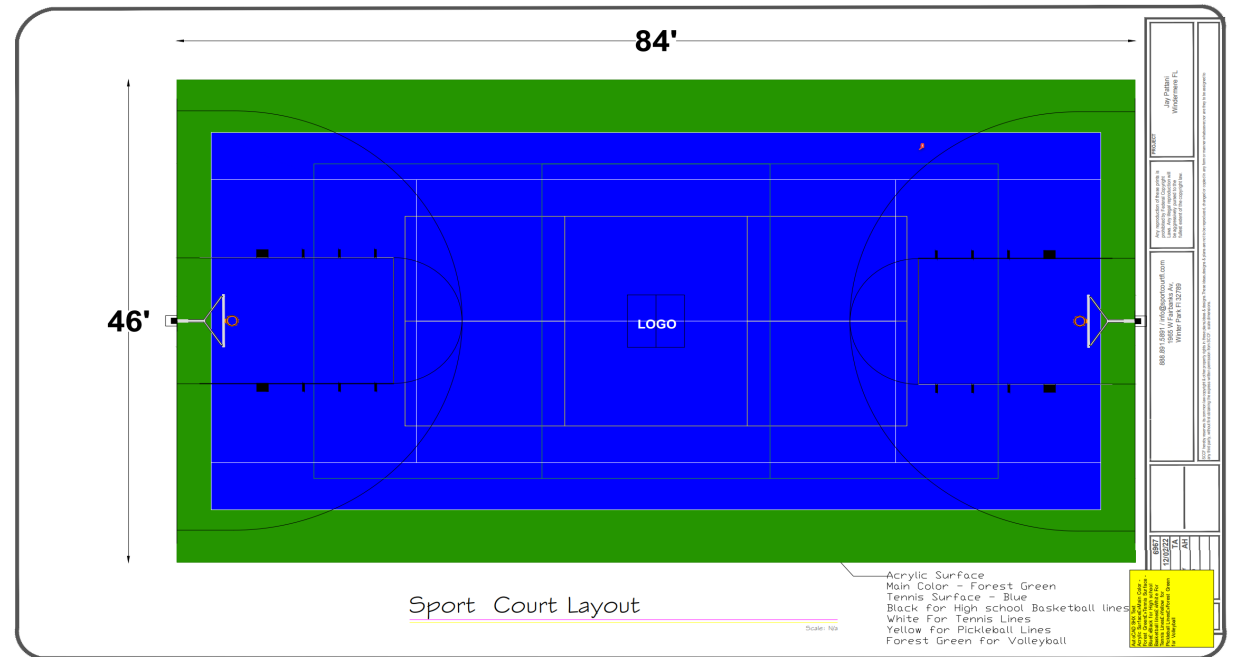
SCALE: N=1/2"
TOTAL: 1" = 60'
DATE: 5/19/22
SCALE: 1" = 60'
DATE: 5/19/22

ATLANTIC SURVEYING
308 E. PALM STREET
SUITE 200
FORT LAUDERDALE, FL 33301
(954) 554-0000
FL00000

Court Diagram



Court Diagram



Acrylic Surface
Main Color - Forest Green
Tennis Surface - Blue
Black for High school Basketball lines
White for Tennis Lines
Yellow for Pickleball Lines
Forest Green for Volleyball

AutoCAD SHX Text
Acrylic Surface»Main Color -
Forest Green»Tennis Surface -
Blue»Black for High school
Basketball lines»White for
Tennis Lines»Yellow for
Pickleball Lines»Forest Green
for Volleyball

Sports

- Sports Involved per Site Plan – Noise Nuisance
 - Tennis
 - Basketball – *In-ground Hoops with added mass produce less sound than portable hoops*
 - Pickleball – *Noise Nuisance & Lawsuits Prevalent Locally & Across the Country*
 - Volleyball

Concerns

- Location of Multi-sport Court
- Stadium / Court Lighting
- Formal Abatement Treatments for Sound & Light Barriers

Concerns: Location

- Current Site Plan shows over Septic Drain Line
- Request final location of court
 - Distance from Park Avenue is factor in determining noise and light impact on neighbors

Concerns: Stadium / Court Lights

Formal Abatement Treatments

- Type of Lighting, Height of Lighting Fixtures & Effect on Casting
- Request Dark Sky Lighting, in accordance with Dark Sky Lighting Cities
 - Only on when needed
 - Only light the court
 - Be no brighter than necessary
 - Minimize blue light emissions
 - Eliminate upward-directed light
- Request tree wall to block spilling of bright lights & sound

Example: Tennis Court Lights

- Residential court lighting projects a level of
 - 60-75 average foot candles to maximum 75-100 average foot-candles[Outdoor Lighting Basics - International Dark-Sky Association \(darksky.org\)](https://darksky.org/outdoor-lighting-basics)
- PSMH fixtures require upward tilt to throw light on court
 - Results:
 - Little directional control of light
 - Light casting outward, spilling on other areas
 - (PSMH: Pulse Start Light Bulbs)
- Appeal to the experts for adequate court lighting without impinging on neighbor privacy

Concerns: Sound

Formal Abatement Treatments

- Impact Noise
 - Soundwaves caused by a physical impact of a ball with the ground.
 - Basketball, this is known as the Thump, High-pitch Ringing that follows, and the Vibration from the backboard.
 - Pickleball: *POP*POP*POP
- Airborne Noise
 - Soundwaves that travel through the air.

Concerns: Formal Abatement Treatments

- Types of Walls: 8 ft – 10 ft
 - Tree Wall to block spilling of bright lights & sound
 - Brick & Stone walls block sounds best due to solid structure
 - Living Wall of edible plants/herbs or ornamentals



Private Nuisance

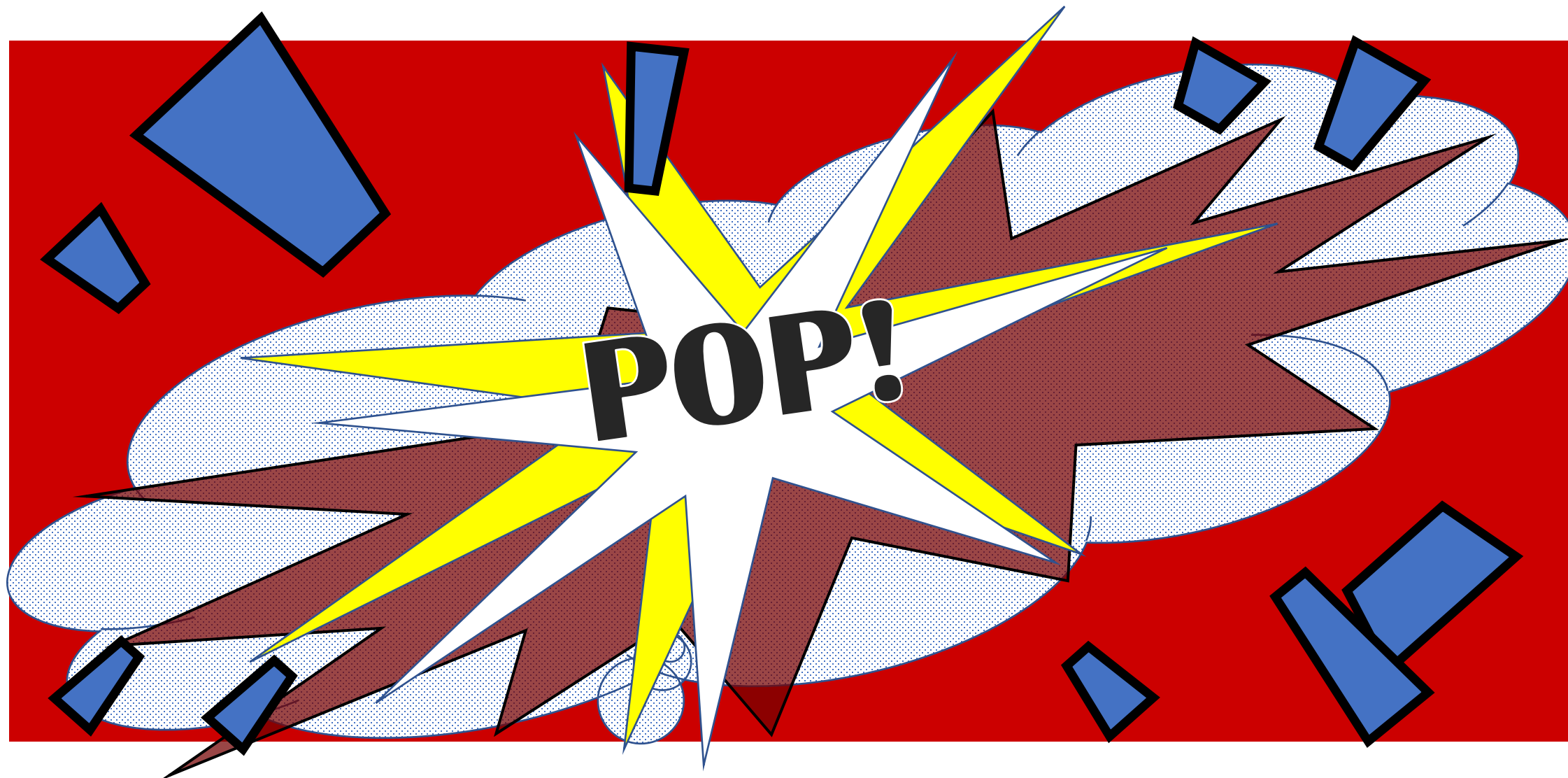
- Occurs when there is a substantial, unreasonable interference with another's use or enjoyment of property. Property owners cannot use their property in a manner that interferes with another's right to use their property.
- The interference must be offensive, inconvenient, or annoying to an average person in the community.

[Private Nuisance: Your Right to Peace and Quiet - Bryan W Crews - Bryan W Crews \(bryancrews.com\)](http://bryancrews.com)

- **Rest...Play...Work...Sleep**

Background: Pickleball

- Hard Racket & Hard Whiffle-like Ball with 40 holes
- Undeniably Louder than Tennis
- **Hard...Loud...Fast**
- Incessant high-pitched ***Pop*Pop*Pop**



***POP *POP *POP**

Nuisance – Pickleball

- “This type of sound, sound that has this highly-impulsive characteristic, has a much greater annoyance than other sounds of the same level.” (Acoustic Engineer - Lance Willis)

[Pickleball plan pits Kirkwood residents against neighboring country club | FOX 2 \(fox2now.com\)](#)

- The noise problem pickleball causes is due to the fact that humans are more annoyed by higher pitch sounds in general. A beeping sound is more annoying than a rumble sound, even if those two sounds are of the same level.

[The sound of pickleball – a detailed explanation, and what you need to consider before building courts – Crazy Pickleball Lady](#)

Nuisance - Pickleball

- “More balls, more chatter, points are longer so there are more ball strikes per point and per hour and per minute of play.”
(Joel Dinoffer, 30,000+ hours of world tennis instruction)
[Sound – Pickleball vs Tennis - YouTube](#)
- “That higher noise impact can mean the difference between violating rules and regulations, as evidenced by numerous places where tennis has been deemed permissible without sound mitigation but pickleball has not. It can also have negative consequences for nearby residents.”
(Tom Spendiarian, principal architect at Spendiarian & Willis)
[Pickleball noise is pitting neighbor against neighbor - Los Angeles Times \(latimes.com\)](#)

Nuisance - Pickleball

- “Sounds that are impulsive and tonal nature, such as the pickleball impacts are often more readily perceptible in the background noise environment, leading to a greater level of annoyance.
- To account for this increased perception many jurisdictions apply a 5 dB penalty to sounds that are tonal or impulsive, as called out in the ASTM International E1686.
- The more current American National Standards Institute (ANSI) S12.9, Part 4 also calls for a 5 dB adjustment to the sound exposure level of regularly impulsive sounds.”

[Technical Memorandum \(cityofpacificgrove.org\)](http://cityofpacificgrove.org)

Nuisance – Pickleball

Florida

- “Most annoying sound ever.”

[Pickleball Noise Is Driving Neighbors to Build New Walls – YouTube](#) (Inside Edition)

- Punta Gorda community fighting the noise levels, claiming a health risk including anxiety, heart disease, high blood pressure, panic attacks, insomnia (William Thornton, of Thornton Acoustics and Vibrations).

[‘Pickleball noise creates a human health risk,’ study says \(sachub.net\)](#)

- Punta Gorda: Tax Payers are paying \$4000 for an acoustic study

[Acoustic study will measure the sounds of pickleball play in a Punta Gorda park – YouTube](#)

Nuisance – Pickleball *Florida*

- Vera Lago, Vero Beach: [Loudest pickleball noise ever, Vero Beach, Florida 1/17/23 too close to existing homes, no peace! – YouTube](#)
- South Florida: “Linda Waldman, the owner of a unit near the courts, states: “It’s a very noisy game, unfortunately . . . there is a ‘pong’ not also from the racket, but also when it hits the ground. Ponging and screaming.”
- “Complain about the noise as a type of “Chinese water torture.”
[Associations Take Heed: Pickleball Creates a Real Racket at South Florida Community — Florida HOA Lawyer Blog — April 22, 2019](#)

Nuisance - Pickleball

- “The owners of the surrounding homes will be routinely battered with the noise emanating from the pickleball courts. This will no doubt result in substantial frustration to those residents, may have a negative impact on their property value, and will, almost certainly, result in a nuisance lawsuit for the association.”
 - (TLG Attorney, Corey L. Todd, Esq.)

[Pickleball Installation — HOA Lawyer Blog — November 18, 2020 \(tinnellylaw.com\)](#)

Nuisance – Pickleball

- “It has also become a lightning rod for controversy within some residential communities, where exuberant shouting, competition for court time and the telltale sound of players whacking wiffle-like balls with paddles has pit neighbors against each other, leading to name-calling and yelling, even lawsuits.”
- “To be effective, a sound barrier around the court would have to be 16 to 20 feet high, he said.”

[‘It’s Been Awkward.’ Pickleball Is Pitting Neighbor Against Neighbor in Noise-Conscious Communities - Mansion Global](#)

Nuisance - Pickleball

- Park City: Two courts,...”One on Venus Court is a concrete patio that the homeowner wants to convert into a pickleball court, and the project on Equestrian Court is part of a sports court that is also lined for other sports like basketball and volleyball.”
- Main concern by neighbors: “How much noise pickleball produces. The game is played on a hard surface with hard balls and hard paddles, and some neighbors worried that the courts would be too close to surrounding properties to not be a nuisance.”

[No vote on residential pickleball until city adopts new land management code \(kpcw.org\)](http://kpcw.org)

Nuisance – Pickleball Lawsuits

- Ridgewood, New Jersey: Complaints from residents became so excessive that the mayor padlocked the local pickleball courts as the only means to mitigate the noise issues.

[How Do You Stop Pickleball Noise? \(10 Ways Explained\) - The Racket Life](#)

- Philadelphia: “Pickleball has become a neighborhood nuisance.” Residents are planning on “suing the city for breaking it’s own noise ordinance.”

[Noise from pickleball court has nearby community fed up – YouTube](#)

Nuisance - Pickleball Lawsuits

- Mayor of Mission Woods, Kansas, filed a lawsuit against the Mission Hills Country Club for the noise levels coming from pickleball courts
 - [Lawsuit: Mission Woods mayor, wife say noise from converted pickleball courts a 'repetitive nuisance' \(kctv5.com\)](https://www.kctv5.com/story/news/local/2023/05/10/mission-woods-mayor-lawsuit-noise-pickleball-courts/7000000001/)
- Pickleball-related legal disputes are also occurring with HOAs.
- Irvine, California: “Represented members in more than 10 residential communities with claims against associations that allowed new or converted pickleball courts.” In most cases the noise was found to exceed noise provisions in HOA codes. (Attorney Nicholas Caplin)

Nuisance - Pickleball Lawsuits

- “The issue has become so heated in some communities that there have actually been lawsuits over pickleball noise!”

[Pickleball Noise Problems, Possible Solutions and Quiet Pickleball Paddles \(pickleballportal.com\)](https://pickleballportal.com/pickleball-noise-problems-possible-solutions-and-quiet-pickleball-paddles)

- “The City of Surrey is moving pickleball play to a new location in Crescent Park, after receiving numerous complaints from angry residents.”

[Pickleball noise prompts complaints in South Surrey | CTV News](https://www.ctvnews.ca/south-surrey/pickleball-noise-prompts-complaints-in-south-surrey-1.4888888)

Background – Basketball & Volleyball

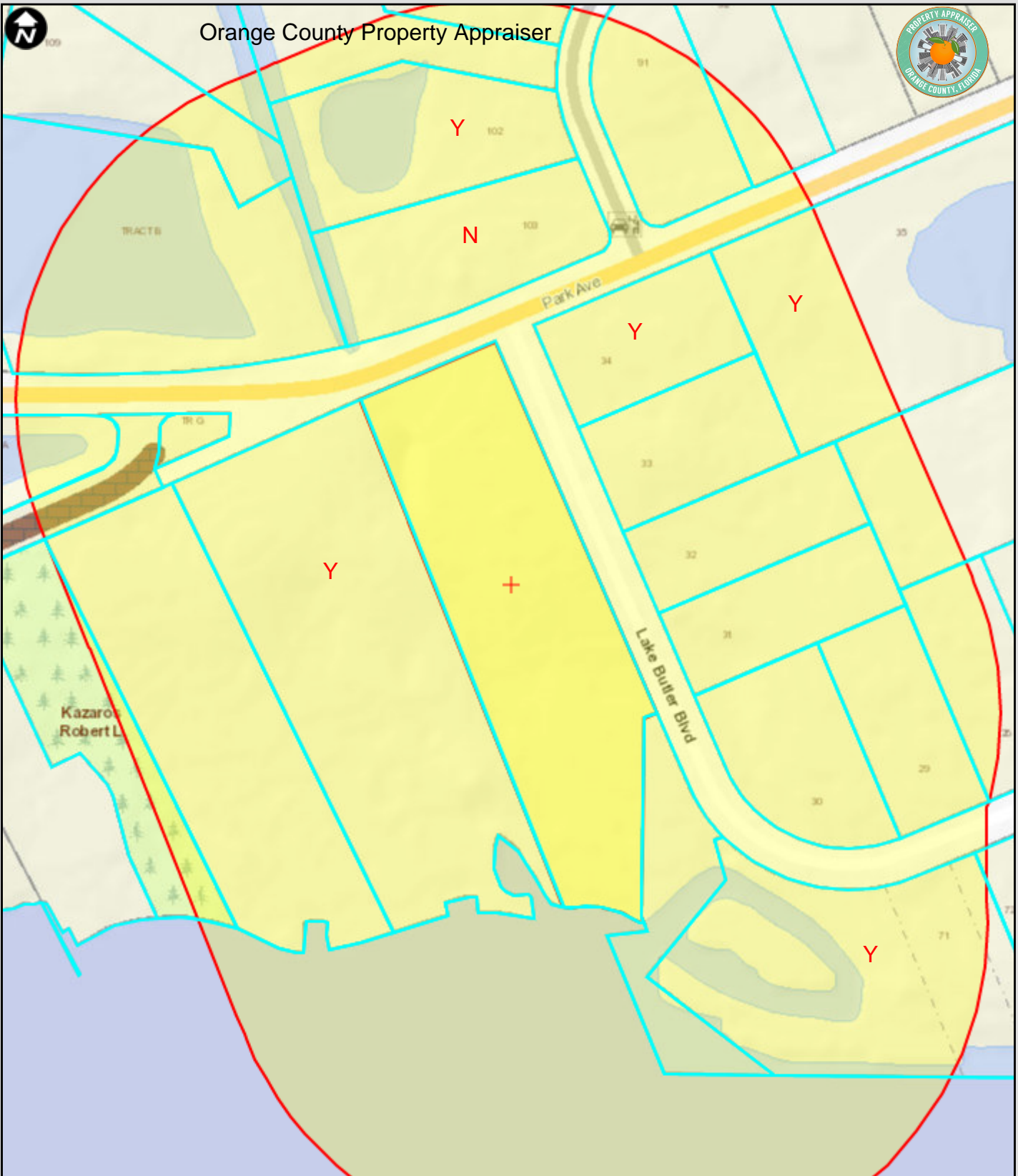
- Inextensible yet flexible membrane containing compressed air
- Inflated overpressure by several psi, providing stiffness and resilienc
- Bounced on a stiff surface (concrete slab), emits a loud characteristic **“Thump”**, followed by a **High-pitched Ringing** and **Vibrations** from the backboard.
- **THUMP...HIGH-PITCHED RINGING...REVERBERATING VIBRATIONS**
- Impact & Airborne Sounds are lessened on a more resilient or softer surface.

Conditional Requests

- Approve Site Plan Conditional:
 1. Best Sound-travel mitigating Court Material
 2. In-ground Hoops with Increased Mass vs. Portable Hoops
 3. Dark Sky Lighting to reduce casting and comply with Dark Sky Lighting
 4. Formal Abatement Treatments to reduce Impact Noise and Airborne Noise
 1. 8' to 10' Tree Line
 2. 8' to 10' Brick/Stone Live Wall
 5. As time allows, consider updating local codes to accommodate Pickleball anticipated complaints per evidence-based data

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



Created: 2/15/2023 18:9

This map is for reference only and is not a survey

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 February 21, 2023

Town Council March 14, 2023

Case No.: Z23-05

Property Owners: Brian and Tracy Bowen

Requested Action: Request to allow the expansion of the floor area of a nonconforming home more than the allowed 10%.

Property Address: 126 Down Court Windermere, FL 34786

Legal Description: DAVIS SHORES FIRST REPLAT W/102 LOT 3

Future Land Use/Zoning: Residential/Residential

Existing Use: Residential (Single Family)

Surrounding Future Land Use/Zoning

North: Residential/Residential
East: Residential/Residential
South: Residential/Residential
West: Residential/Residential/Canal

CASE SUMMARY:

The applicant proposes to expand a nonconforming structure more than 10% the allowable. The existing rear covered porch encroaches the 50-foot setback from the normal high-water Elevation (NHWE) line by approximately 9 feet. This is the point of nonconformity since all structures are required to setback from the NHWE line by a minimum of 50 feet. The applicant is proposing to covert the existing covered carport into

a garage and add a second story. The current gross floor area is 2,424 square feet, which would allow an addition of 242 square feet based on the 10% limitation. The proposed addition of 1,751 square feet to a new gross floor area total of 4,175 square feet is a 72% increase in gross floor area. The proposed addition is compliant with the current setbacks, maximum total gross floor area, total impervious area, height, and is more than 50 feet from the NHWE.

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 applicants in support of their variance request:

1. The applicant states the addition and alterations meet all other zoning requirements.
2. The applicant states the additions and alterations will result in a lower impervious surface ratio.

PUBLIC NOTICE:

Public notices were mailed to property owners within 500 feet of the subject property. As of March 8, 2023, 10 responses were returned in support and three (3) in opposition.

DEVELOPMENT REVIEW AND RECOMMENDATION:

At the February 21, 2023, Development Review Board (DRB) meeting, the DRB reviewed the variance request and based on information provided in the staff report and testimony provided at the DRB meeting, the DRB found that the variance request met the requirements of Section 10.02.02, LDC, and found that a hardship existed, and recommended approval of the variance as presented.

The DRB vote was 4-0.

January 16, 2023

Dorothea Burkhalter, Town Clerk
Town of Windermere
Windermere, FL 34786

Re: Variance 126 Down Court
Windermere, FL 34786

Dear Dorothea Burkhalter,

Brian and Tracy Bowen, located at 126 Down Court, Windermere are applying for a variance. Their existing property is non-conforming as the existing screened back porch is less than 50 feet from the normal high-water elevation. The new addition is more than 10% of the existing floor area. The new addition meets all the required setbacks and ratios per the town requirements. The existing FAR is 10.2% and the proposed is 20.9%. The existing ISR is 34% and the proposed is 31.3% (which is lower than the existing ISR due to relocating the driveway). The existing square footage under roof is 1,675 sf, the proposed square footage under roof is 3,426.

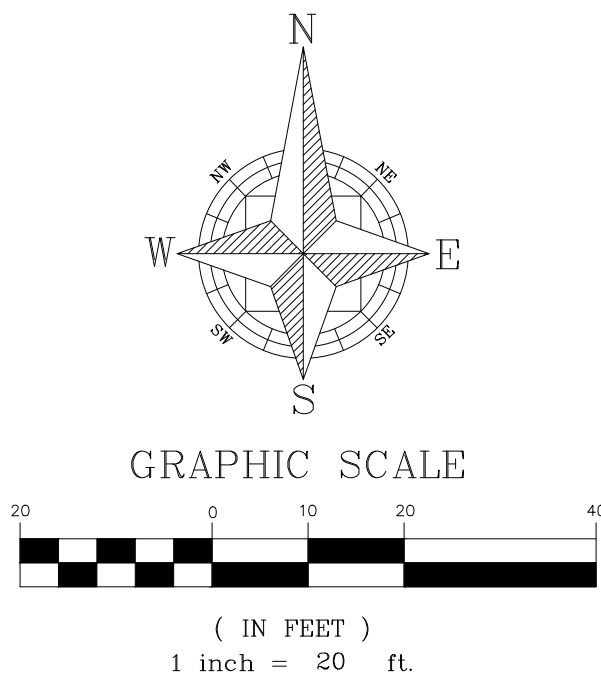
Sincerely,

A handwritten signature in blue ink, appearing to read "Dean Miller", is written over a faint, circular official stamp.

Dean Miller
Dean Allen Co., Inc.
PO Box 75
Windermere, FL 34786



DAVIS SHORES FIRST REPLAT W/102 LOT 3



**126 DOWN COURT
SITE PLAN
WINDERMERE, FLORIDA 34786**

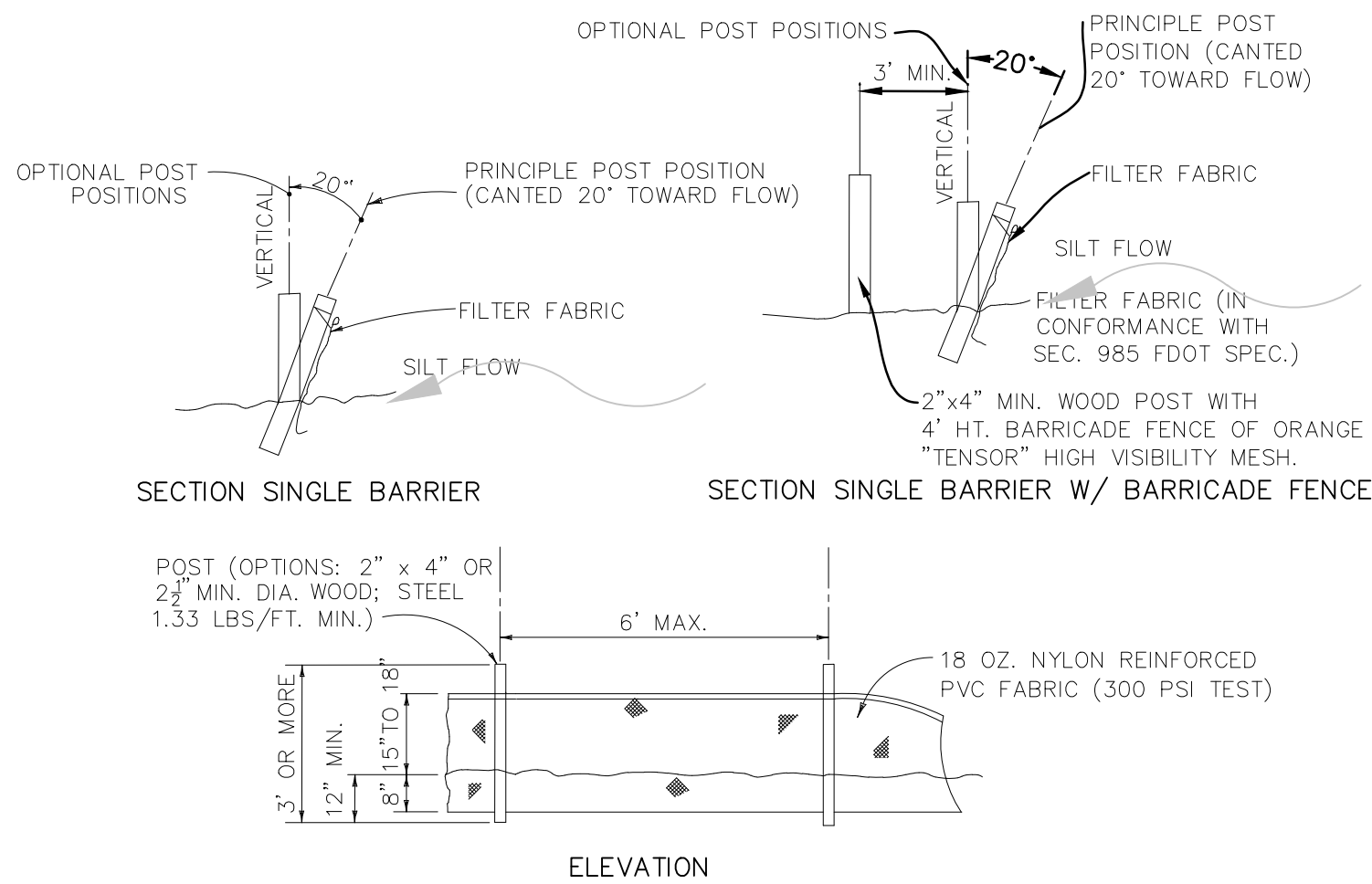
STORMWATER

NO ADDITIONAL IMPERVIOUS AREA IS PROPOSED.

GRADING REQUIREMENTS

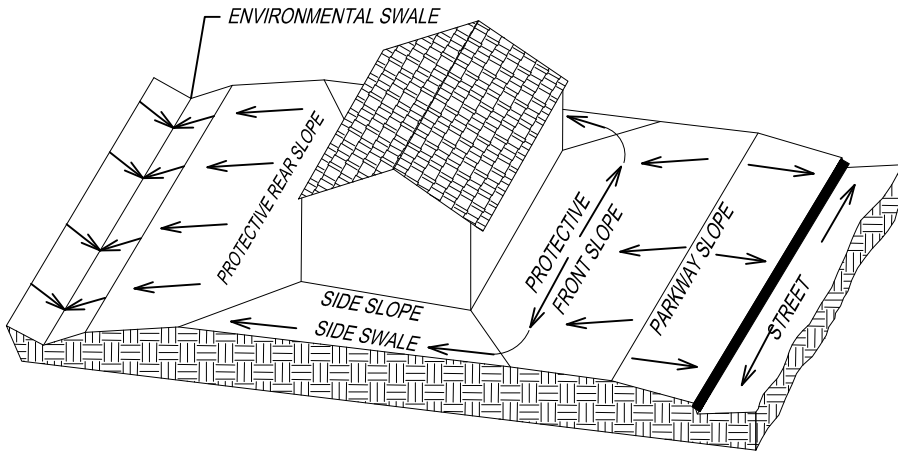
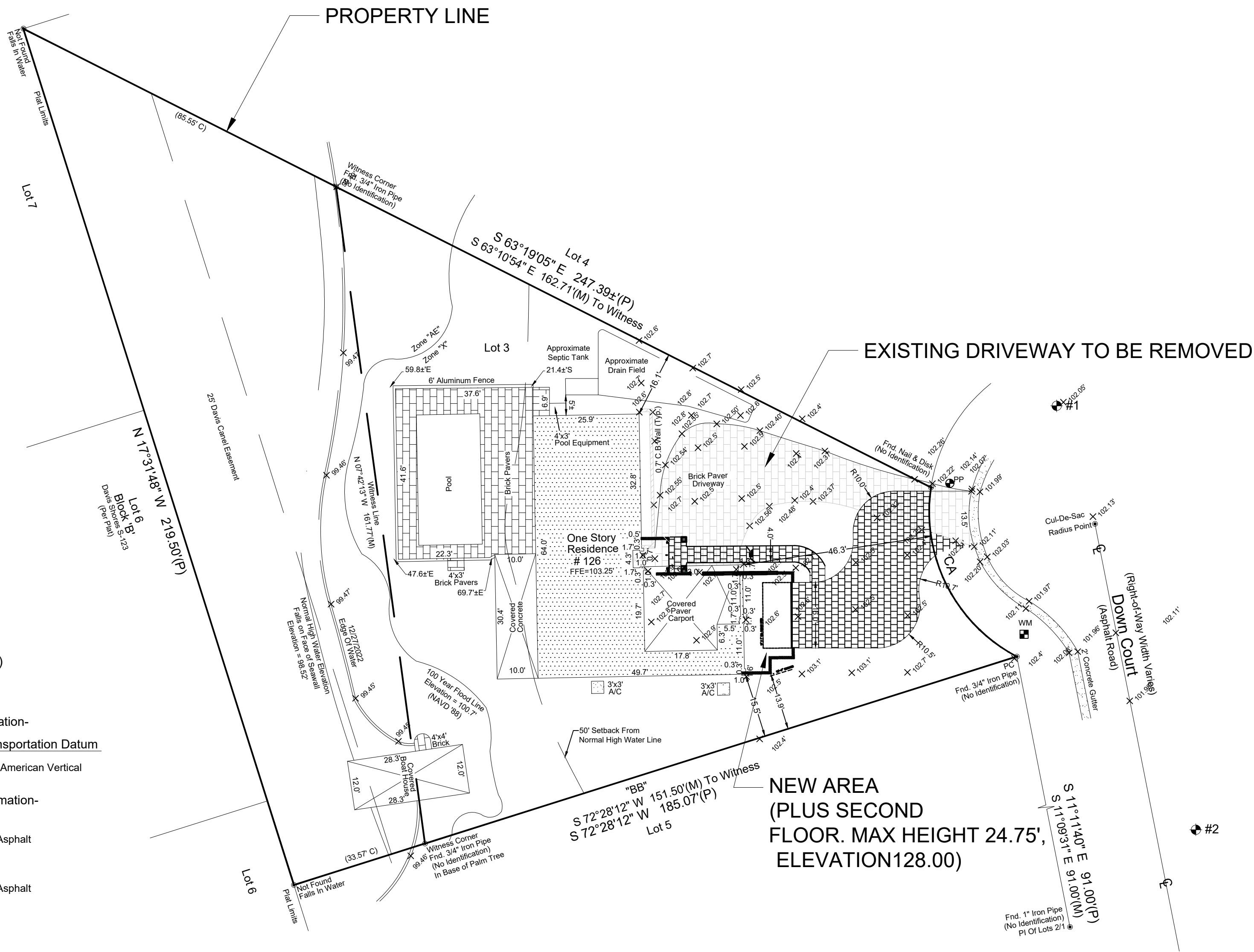
SILT FENCE SHALL BE INSTALLED AROUND THE LOT PER DETAIL. A DOUBLE ROW OF SILT FENCE SHALL BE INSTALLED ALONG THE REAR SIDE OF THE LOT AS REQUIRE FOR PROPOSED IMPROVEMENTS.

THE SILT FENCE SHALL BE INSTALLED PRIOR TO COMMENCEMENT OF CONSTRUCTION.



NOTE: SILT FENCE TO BE PAID FOR UNDER THE CONTRACT UNIT PRICE FOR STAKED SILT FENCE (LF)
FOR ADDITIONAL INFORMATION REFERENCE FDOT INDEX 102

STAKED TURBIDITY BARRIER
N.T.S.



Type "C" Lot Grading

NOTE: FREESTANDING EQUIPMENT OUTSIDE OF THE ENVELOPE OF THE HOME (I.E. AIR CONDITIONERS, GENERATORS, ETC.) SHALL HAVE VISUAL SCREENING CONSISTING OF LANDSCAPED MATERIALS WITH A HEIGHT OF AT LEAST 36" AT TIME OF PLANTING. SUCH SCREENING SHALL BLOCK FROM VIEW OF THE EQUIPMENT FROM ANY RIGHTS OF WAY AND ADJACENT PROPERTIES

[illegible]

RCE CONSULTANTS, LLC
617 Arvern Drive
Altamonte Springs, FL 32701
Phone No. 407-452-8633
LARRY@RCECONSULTANTS.NET

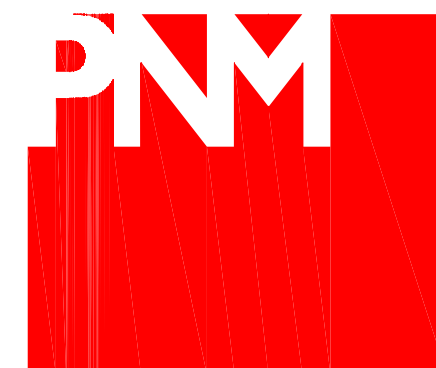
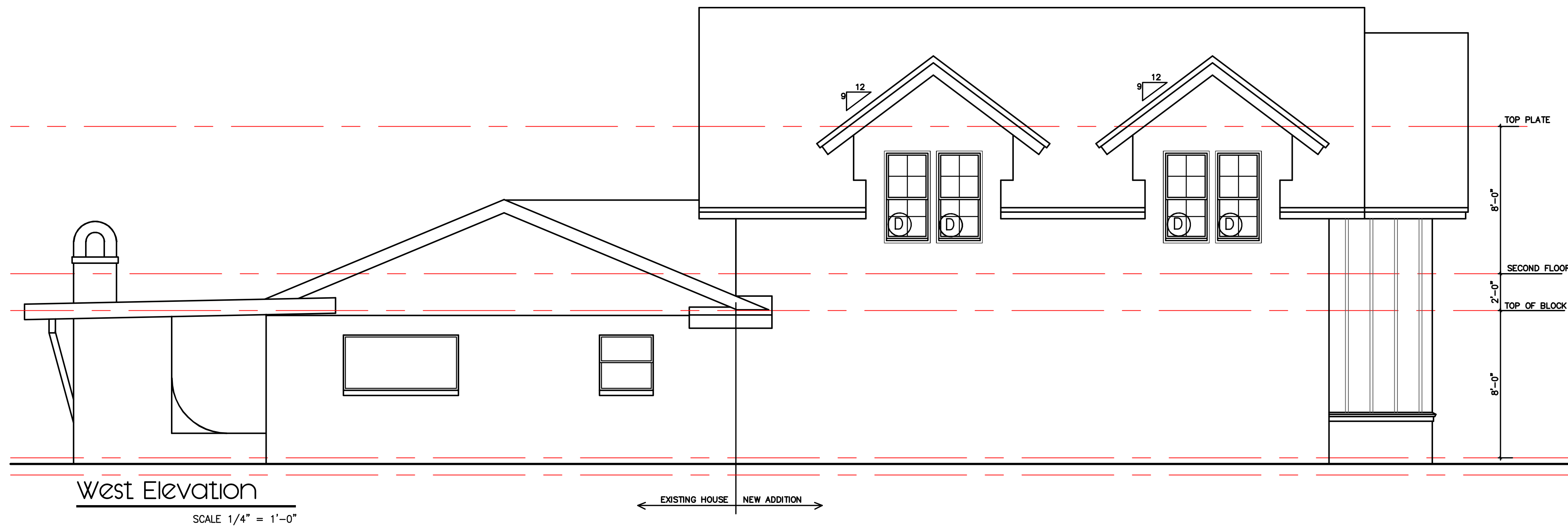
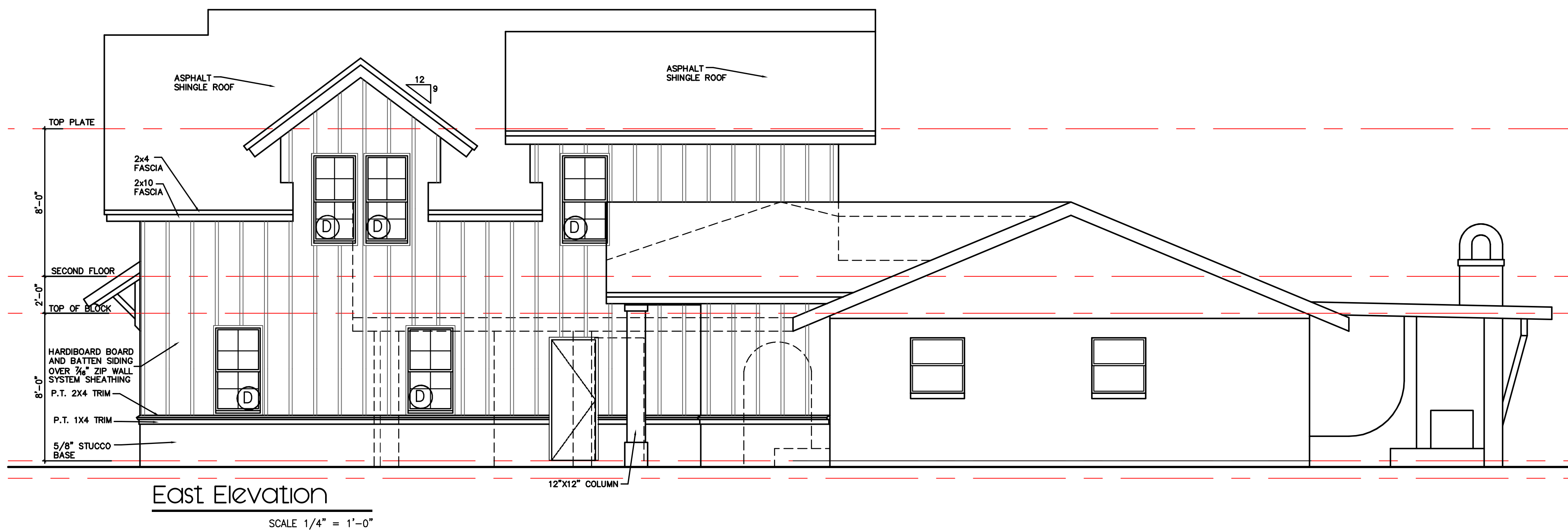
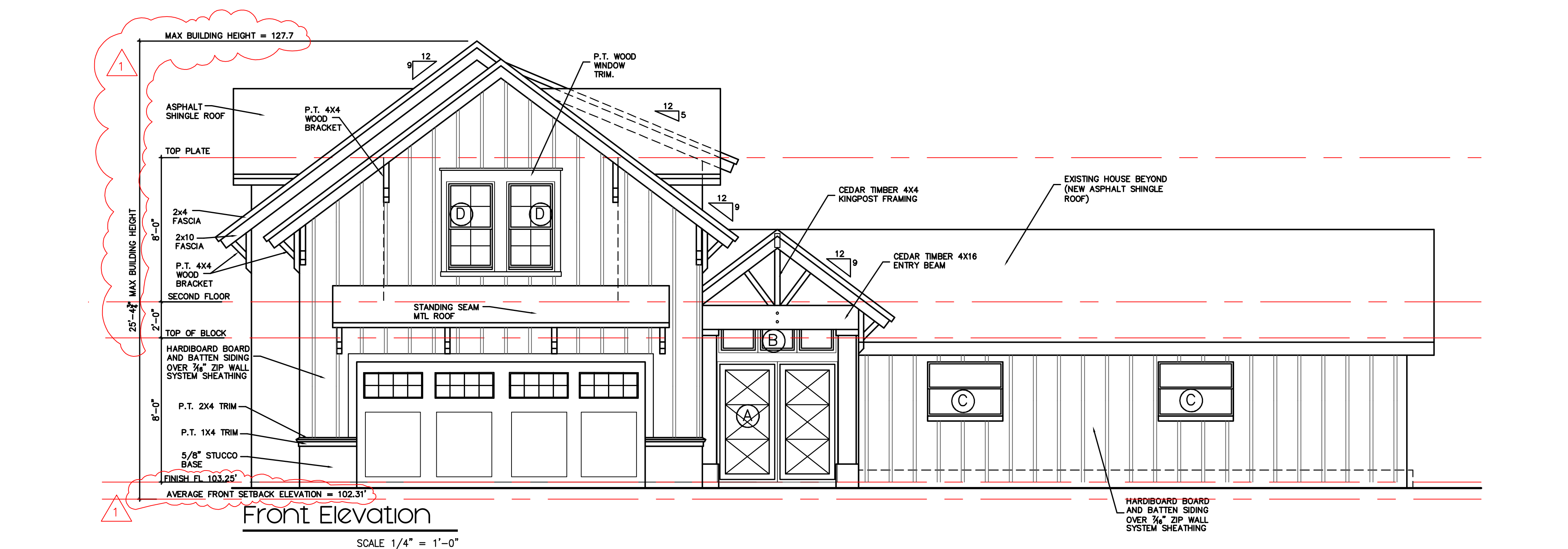
**CERTIFICATE OF
AUTHORIZATION 29307**

Engineer of Record

Laurence Poliner
#56974

- This item has been electronically signed and sealed by Laurence Pollner, P.E., on the date delineated using a digital signature.
- Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copy.

PROJECT #: 09.2023	
DRAWN: LMP CHECKED: LMP	
JAN 2023	SHEET: C-1
SCALE: 1"=20'	
SITE PLAN	



ARCHITECTURE

**PAUL N
MEDLEY**
Architect

• AIA • NCARB •

101 Smokerise Blvd
Longwood FL 32779
PHONE NUMBER 407-701-6440
WWW.PNM-ARCHITECTURE.COM

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OR REPRODUCTION
WITHOUT THE EXPRESSED
WRITTEN CONSENT OF PNM
ARCHITECTURE IS STRICTLY
PROHIBITED.

SEAL AR # 96512

PROJECT
126 DOWN CT
WINDERMERE FL 34786

REVISION DATES

1 PER VARRIANCE
1-25-23

DATE

9-2-22

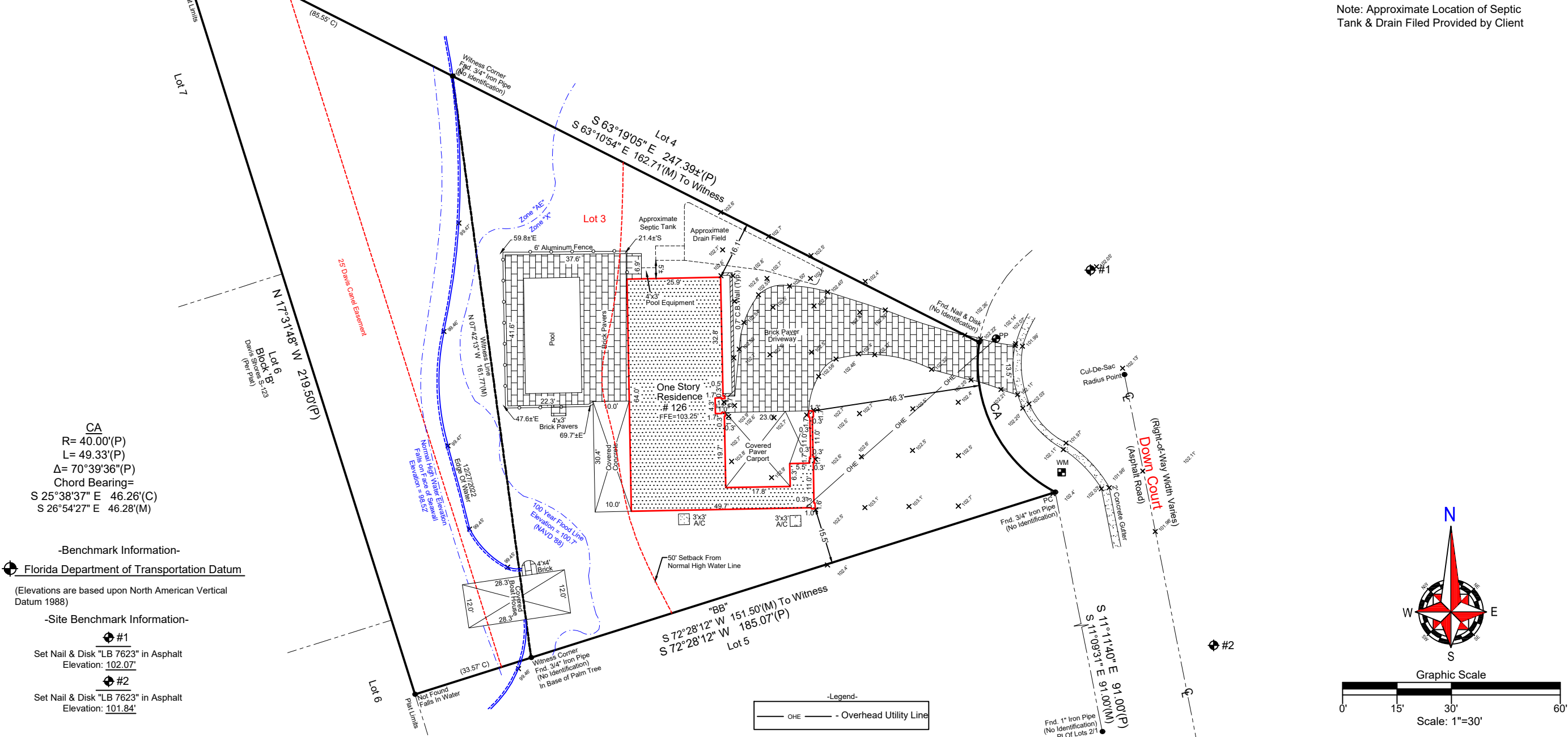
SHEET TITLE
ELEVATIONS

SHEET NUMBER

A5

PROJECT NO.

020-21



BOUNDARY & TOPOGRAPHIC SURVEY

Legal Description:

LOT 3, DAVIS SHORES FIRST REPLAT, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK W, PAGE 102, OF THE PUBLIC RECORDS OF ORANGE COUNTY, FLORIDA.

Flood Information:

BY PERFORMING A SEARCH WITH THE LOCAL GOVERNING MUNICIPALITY OR WWW.FEMA.GOV, THE PROPERTY APPEARS TO BE LOCATED IN ZONE X, AE (WITH A BASE FLOOD ELEVATION OF 100.7). THIS PROPERTY WAS FOUND IN TOWN OF WINDERMERE, COMMUNITY NUMBER 120381, DATED 9/24/2021.

CERTIFIED TO:

DEAN ALLEN CO.



126 DOWN COURT, WINDERMERE, FLORIDA 34786

Field Date: 12/27/2022 Date Completed: 01/03/23

Drawn By: S.T. File Number: IS-113313

-Legend-	
C	- Calculated
CL	- Centerline
CB	- Concrete Block
CM	- Concrete Monument
Conc.	- Concrete
D	- Description
DE	- Drainage Easement
Esmt.	- Easement
F.E.M.A.	- Federal Emergency Management Agency
FFE	- Finished Floor Elevation
Fnd.	- Found
IP	- Iron Pipe
L	- Length (Arc)
M	- Measured
N&D	- Nail & Disk
N.R.	- Non-Radial
ORB	- Official Records Book
P	- Plat
P.B.	- Plat Book
W	- Wood Fence
PC	- Point of Curvature
Pg.	- Page
PI	- Point of Intersection
P.O.B.	- Point of Beginning
P.O.L.	- Point on Line
PP	- Power Pole
PRM	- Permanent Reference Monument
PT	- Point of Tangency
R	- Radius
Rad.	- Radial
R&C	- Rebar & Cap
Rec.	- Recovered
Rfd.	- Roofed
Set	- Set 1/2" Rebar & Cap "LB 7623"
Typ.	- Typical
UE	- Utility Easement
WM	- Water Meter
Δ	- Delta (Central Angle)
-O-	- Chain Link Fence

I hereby certify that this Boundary Survey of the above Described Property is True and Correct to the Best of my Knowledge and Belief as recently Surveyed under my Direction on the Date Shown, Based on Information furnished to me as Noted and Conforms to the Standard of Practice for Land Surveying in the State of Florida in accordance with Chapter 5J-17.052 Florida Administrative Codes, Pursuant to Section 472.027 Florida Statutes.

Patrick K. Ireland, PSM 6637, LB 7623
This Survey is intended ONLY for the use of Said Certified Parties.
This Survey NOT VALID UNLESS signed and Embossed with Surveyor's Seal.

Ireland & Associates Surveying, Inc.
800 Currency Circle | Suite 1020
Lake Mary, Florida 32746
www.irelandsurveying.com
Office-407.678.3366 Fax-407.320.8165

AGENT AUTHORIZATION FORM

I/WE, (PRINT PROPERTY OWNER NAME) Brian Bowen and Tracy Bowen, AS THE OWNER(S) OF THE
REAL PROPERTY DESCRIBED AS FOLLOWS, 126 Down Ct. Windermere, FL, 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, Bowen addition, 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: 1/13/23

Tracy Bowen
Signature of Property Owner

Tracy Bowen
Print Name Property Owner

Date: 1/13/2023

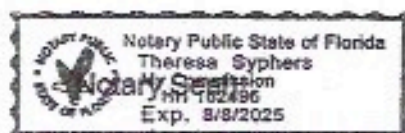
Brian Bowen
Signature of Property Owner

Brian Bowen
Print Name Property Owner

STATE OF FLORIDA
COUNTY OF ORANGE :

I certify that the foregoing instrument was acknowledged before me this 13 day of JANUARY,
2023 by BRIAN & TRACY BOWEN. He/she is personally known to me or has produced
FDL 8500-076-01-360-0 as identification and did/did not take an oath.
8500-801-70-655-0

Witness my hand and official seal in the county and state stated above on the 13 day of
JANUARY, in the year 2023.



[Signature]
Signature of Notary Public
Notary Public for the State of Florida

My Commission Expires: 8-8-28

Legal Description(s) or Parcel Identification Number(s) are required:

PARCEL ID #: 08-23-28-1952-00-030

LEGAL DESCRIPTION:

Davis Shores First Replat w/102 lot 3.

RECOMMEND – Z23-05 (126 Down Ct.)

APPROVAL: _____ DISAPPROVAL X

COMMENTS: This area and its fragile environments
were not designed to tolerate the influx
of more or larger houses.

SIGNATURE: Miriam B. Barnes DATE: 2-10-23

BARNES MIRIAM 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

February 1, 2023

ANDERSON GREGG H / *Anderson SHAWN C*
137 DOWN CT
WINDERMERE, FL 34786

RE: Public Notice of Variance Public Hearing for 126 Down Court Z23-05

Dean Miller, representative for Brian and Tracy Bowen owners of 126 Down Ct in the Town of Windermere, submitted a request for approval of a variance, pursuant to Division 10.02.00 of the Town of Windermere Land Development Code. The Town's code limits expansion of nonconforming structures to 10% of the existing floor area of the structure. The applicants are requesting to expand the floor area of their nonconforming home from 2,424 square feet to 4,211 square feet, which is an increase of 73.7%.

Enclosed is additional information regarding this request.

Pursuant to the Town of Windermere Code of Ordinances, you as a surrounding property owner are entitled to comment on this matter. If you wish to comment, this form must be received by the Town of Windermere using the enclosed stamped envelope to Wade Trim, Inc. by **February 17, 2023**.

This matter will be presented to the Development Review Board on **Tuesday, February 21, 2023, at 6:30 p.m.** Their recommendation will be heard by the Town Council on **Tuesday, March 14, 2023, at 6:00 p.m.** You may attend the meetings in person at Town Hall, located at 520 Main Street. All meetings are open to the public and you are welcome to participate. Feel free to contact me if you have any questions.

Sincerely,
Brad Cornelius, AICP, Town Planner
Wade Trim, Inc.
813.882.4373
tow@wadetrim.com
Encl.

RECOMMEND – Z23-05 (126 Down Ct.)

APPROVAL: ✓ DISAPPROVAL

COMMENTS: The design looks nice and
will improve the cul-de-sac.

SIGNATURE: *Shawn Anderson* DATE: 2/9/23

ANDERSON GREGG H
SHAWN C

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

Clerk
DOROTHY BURKHALTER

169

RECOMMEND – Z23-05 (126 Down Ct.)APPROVAL: _____ DISAPPROVAL XCOMMENTS: Understand that our laws only permit
10% & the applicant is asking for 73%SIGNATURE: Karen J DATE: 7/6/23

KAREN J FAY LIVING TRUST

RECOMMEND – Z23-05 (126 Down Ct.)APPROVAL: _____ DISAPPROVAL XCOMMENTS: I'd like further information on this property,
as all I am basing my opinion is the drastic increase
of impervious area.... this proposal is complex.SIGNATURE: Dan Higgins DATE: 2.5.23

HIGGINS DANIEL J

chuck it
down for
general
public?

RECOMMEND - Z23-05 (126 Down Ct.)

APPROVAL: X DISAPPROVAL _____

COMMENTS: _____

SIGNATURE: Jerry A. Lake DATE: Feb 7th, 2023

LAKE JERRY A LIFE ESTATE

RECOMMEND - Z23-05 (126 Down Ct.)

APPROVAL: ✓ DISAPPROVAL _____

COMMENTS: THANKS, FOR LETTING US KNOW.

SIGNATURE:  DATE: 2-4-23

WILSON JEFFREY A

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

February 1, 2023

LAKE DONALD D
106 DOWN CT
WINDERMERE, FL 34786

RE: Public Notice of Variance Public Hearing for 126 Down Court Z23-05

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Sincerely,
Brad Cornelius, AICP, Town Planner
Wade Trim, Inc.
813.882.4373
tow@wadetrim.com
Encl.

RECOMMEND – Z23-05 (126 Down Ct.)

APPROVAL: ☒ DISAPPROVAL: ☐

COMMENTS: THIS IS A REASONABLE REQUEST. THESE WINDERMERE HOMES BUILT IN THE '60'S LIKE MINE, DO NOT MEET TODAY'S MARKET REQUIREMENTS FOR LIVING SPACE. RATHER THAN TEARING THEM DOWN AND BUILDING

SIGNATURE: _____ DATE: _____

LAKE DONALD D

THE DREADED "McMANSIONS". THIS IS A BETTER ALTERNATE TO KEEP THE GREAT CHARACTER OF THIS CUTE NEIGHBORHOOD. PLEASE APPROVE
Don & Deb LAKE

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

Clerk
DOROTHY BURKHALTER

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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

February 1, 2023

WALKER DALE L
212 E 1ST AVE
WINDERMERE, FL 34786

RE: Public Notice of Variance Public Hearing for 126 Down Court Z23-05

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Sincerely,
Brad Cornelius, AICP, Town Planner
Wade Trim, Inc.
813.882.4373
tow@wadetrim.com
Encl.

RECOMMEND - Z23-05 (126 Down Ct.)

APPROVAL: ☒ DISAPPROVAL ☐

COMMENTS: _____

SIGNATURE: Dale Walker DATE: 2/14/23

WALKER DALE L

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

February 1, 2023

EPSTEIN LAWRENCE M
3855 SAINT VALENTINE WAY
ORLANDO, FL 32811

RE: Public Notice of Variance Public Hearing for 126 Down Court Z23-05

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Sincerely,
Brad Cornelius, AICP, Town Planner
Wade Trim, Inc.
813.882.4373
tow@wadetrim.com
Encl.

RECOMMEND – Z23-05 (126 Down Ct.)

APPROVAL: ✓ DISAPPROVAL _____

COMMENTS: _____

SIGNATURE: DATE: 2/8/23

EPSTEIN LAWRENCE M

100)

☒ DISAPPROVAL

COMMENTS: I was out of town - returned
2/20/2023.

SIGNATURE: Barbara F. Frazier DATE: 2/23/2023
BARBARA F FRAZIER REVOCABLE TRUST

RECOMMEND - Z23-05 (126 Down Ct.)

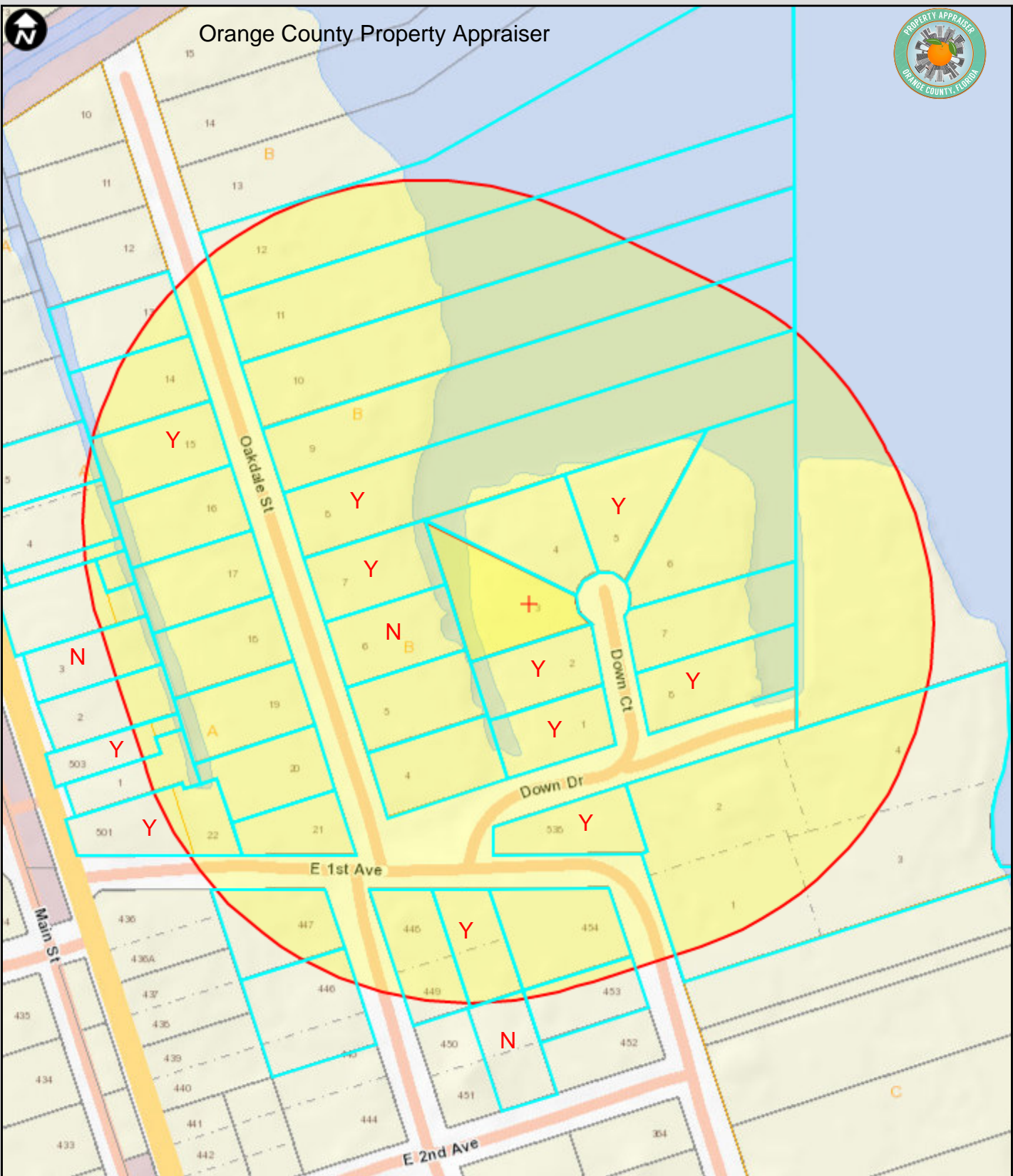
APPROVAL: ☒ DISAPPROVAL

COMMENTS:

SIGNATURE: Vincent Totera DATE: 2/18/2023
TOTERA VINCENT J JR

OCA 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	



Created: 2/1/2023 10:0

This map is for reference only and is not a survey

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

COMMITTEE MEMBER APPLICATION FORM

1. Name: LIZ ANDERT Phone: 651-253-9295
2. Home Address: 60 OAKDALE STREET Windermere, FL 34786
3. Business: N/A Business Phone: N/A
4. Business Address: N/A
5. Email: Lizvandert @ gmail.com
6. Brief Summary of Education and Experience:
- BSB (MARKETING, FINANCE), MBA (MARKETING, STRATEGIC MGMT) UNIV. OF MN
- HIGHER EDUCATION FINANCE INDUSTRY NON-PROFIT POSITIONS: SALES, PROD. DEV.,
COMMUNICATIONS, MARKETING, GOVT. RELATIONS PROJECT MGMT., BUSINESS DEVELOPMENT
- RETAIL OWNERSHIP - CONSULTING - LOCAL GOVT., TOWN COUNCIL
7. Are you a U.S. Citizen? Yes X No ___
8. Are you a registered voter? Yes X No ___
9. Resident of the Town for 6 Months or longer? Yes X No ___
10. Do you hold public office? Yes ___ No X
11. Are you employed by the Town? Yes ___ No X
12. Do you now serve on a Town Board or Committee? Yes ___ No X
13. Indicate which Board(s) or Committee(s) you are interested in:

Code Enforcement Board ___ Development Review Board ___
Downtown Business Committee ___ Elders Committee ___
Historical Preservation Committee X Long Range Planning Committee ___
Parks and Recreation Committee ___ Windermere Tree Board ___

14. Why do you think you are qualified to serve on this board?
I WILL BE AN INFORMED, ACCOUNTABLE, ACTIVE PRESENCE ON THIS BOARD.
SERVING TOWN RESIDENTS VIS-A-VIS TOWN COUNCIL AND VARIOUS
COMMITTEE LIAISON ASSIGNMENTS AND VOLUNTEERING HAS PROVIDED A
RICHNESS OF STORIES AND PERSPECTIVES THAT WILL GUIDE MY SERVICE
AS A REPRESENTATIVE FOR OUR NEIGHBORS. PLEASE CONTACT ME IF YOU WISH
***FINANCIAL DISCLOSURE FORMS MAY BE REQUIRED FOLLOWING APPOINTMENT TO EXCHANGE**

Signature: Elizabeth Andert Date: 1/12/2023 MORE THOUGHTS.
Note: If you have any questions, please call the Town Clerk at (407) 876-2563 ext. 5323

THANK YOU FOR YOUR CONSIDERATION -
Elizabeth Andert

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

COMMITTEE MEMBER APPLICATION FORM

1. Name: Donna Steele Phone: 407-421-9487
2. Home Address: 721 Forest St. Windermere, FL 34786
3. Business: _____ Business Phone: _____
4. Business Address: _____
5. Email: donnaswindermere @ g mail . com
6. Brief Summary of Education and Experience:
Northwestern University, Chicago. Chair / Committee Member
Parks & Recreation (20 years). Founder / Race Director Run
Among the Lakes. Established Tow Art Collection.
7. Are you a U.S. Citizen? Yes ☒ No _____
8. Are you a registered voter? Yes ☒ No _____
9. Resident of the Town for 6 Months or longer? Yes ☒ No _____
10. Do you hold public office? Yes _____ No ☒
11. Are you employed by the Town? Yes _____ No ☒
12. Do you now serve on a Town Board or Committee? Yes _____ No ☒
13. Indicate which Board(s) or Committee(s) you are interested in:

Code Enforcement Board _____ Development Review Board _____
Downtown Business Committee _____ Elders Committee _____
Historical Preservation Committee ☒ Long Range Planning Committee _____
Parks and Recreation Committee _____ Windermere Tree Board _____

14. Why do you think you are qualified to serve on this board?

I've been a resident of Windermere for 50 years (3rd
generation). I have a passion for the town, its
residents and the natural resources. I am excited to
preserve our history and to help share it with others.

***FINANCIAL DISCLOSURE FORMS MAY BE REQUIRED FOLLOWING APPOINTMENT**

Signature: Donna L. Steele Date: 2/17/23

Note: If you have any questions, please call the Town Clerk at (407) 876-2563 ext. 5323



**TOWN OF WINDERMERE
EXECUTIVE SUMMARY**

SUBJECT: Approve Rostan Solutions, LLC Emergency Debris Monitoring Cost Overages – Hurricane Ian

REQUESTED ACTION: Approval

☐ Work Session (Report Only)

☒ Regular Meeting

DATE OF MEETING: March 14, 2023

☐ Special Meeting

CONTRACT: ☐ N/A

Effective Date: 7/11/18

Managing Division / Dept:

Vendor/Entity: Rostan Solutions, LLC

Termination Date: July 10, 2023

Public Works

BUDGET IMPACT: \$36,229.49

☒ Annual

☐ Capital

☐ N/A

FUNDING SOURCE:

EXPENDITURE ACCOUNT:

FEMA Emergency Hurricane Ian

001 5999 000 7570

HISTORY/FACTS/ISSUES:

Rostan Solutions, LLC was the Town's contracted provider for Emergency Debris Monitoring during Hurricane Ian. The initial approval by Town Council at the October 11 Town Council meeting was for \$50,000.

The Town staff and the contractual providers worked quickly and efficiently to move the debris from the town's right of way fast as possible. This meant Rostan also had to move quickly to keep up with the town team's pace in the debris removal process. The final invoice for Debris Motoring services was \$86,229.49. This exceeded the initial \$50,000 by \$36,226.49. Staff is asking Town Council to approve the additional \$36,226.49 as an after-the-fact item. The costs for these services are reimbursable under FEMA.

From: [Tonya Elliott-Moore](#)
To: [Robert Smith](#)
Subject: Fwd: Rostan Solutions, LLC: Invoice #INV -6928
Date: Monday, January 9, 2023 11:44:48 AM

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: Travis Mays <tmays@rostan.com>
Sent: Monday, January 9, 2023 11:43:03 AM
To: Tonya Elliott-Moore <tmoore@town.windermere.fl.us>
Subject: RE: Rostan Solutions, LLC: Invoice #INV -6928

Tonya,

Good Morning and thank you for reaching out. I understand your concerns and frankly it's on me for not notifying you that we had exceeded the budget prior to us sending and the Town issuing payment for our invoice. Looking back and comparing this event to 2017 I notice a few major differences that would primarily account for the increased cost.

1. In 2017 we used an existing Polk County contract that was procured around 2014/2015. The rates in the Polk County contract were naturally less than the rates in the current contract. Two examples: The current contract authorizes general expense reimbursement. Polk County's only mileage reimbursement. This was a difference of about \$7,000. Secondly, the Project Manager Rate in Polk County was \$65/hour and in this contract it is \$85/hour. Across the board the rate structure accounts for increased costs over 2017.
2. In 2017 we were engaged post Irma, after work had already begun and the decision was made at that time to only monitor from the DMS to the final disposal location. This season we were engaged upfront and monitored the collection from curbside to the DMS, and from the DMS to final disposal with the intent to help the Town maximize reimbursement funding for the entire debris collection effort.

While the quantity of material this year was notably smaller than in 2017, final disposal of 5,440 vs. 16,351 (33%), the amount of working days wasn't as significantly different 23 vs 32 (72%). Since our charges are hourly the efficiency of the debris removal/disposal process has much more to do with our overall costs than the ultimate quantities. Despite the contract and scope differences between the two events, had the collection/disposal efficiency been similar to 2017 it is likely that the \$50,000 budget would have been enough as originally estimated.

Please let me know if you would like to discuss further.

Thank you.

Travis

From: Tonya Elliott-Moore <tmoore@town.windermere.fl.us>
Sent: Monday, January 9, 2023 9:27 AM
To: Travis Mays <tmays@rostan.com>
Subject: FW: Rostan Solutions, LLC: Invoice #INV -6928

Travis,

Our NTP was for \$50,000 and this invoice is for over \$80K. Town Manager I inquiring about the discrepancy since for the previous hurricane which had more work the costs were lower. You and I had determined based on the hurricane from previous years that the \$50,000 should cover it. Our Town Council approved up to \$50,000. No one let me know if was going up with the NTP amount. Any thoughts?

Tonya Elliott Moore

Director of Public Works
Town of Windermere
614 Main Street
Windermere, FL. 34786
Main: (407) 876-2563 x5325
Cell: 321-299-2410
Fax: (407) 876-0103
tmoore@town.windermere.fl.us



From: Jan (accounting@rostan.com) <system@sent-via.netsuite.com>
Sent: Monday, November 14, 2022 11:18 AM
To: Tonya Elliott-Moore <tmoore@town.windermere.fl.us>; Robert Smith <rsmith@town.windermere.fl.us>
Cc: tmays@rostan.com; jcousins@rostan.com
Subject: Rostan Solutions, LLC: Invoice #INV -6928

Please see our attached invoice for DR-4673 (Hurricane Ian) Debris Monitoring Services. If you have any questions, feel free to contact us.

Thank you,

Jan Gay
Business Administrator
Rostan Solutions, LLC
225-719-1503 |



Invoice

#INV -6928

Date: 11/8/2022

Due Date: 12/8/2022

Bill To

Windermere FL
614 Main Street
Windermere FL 34786
United States

Project: Windermere FL : Windermere DR-4673 (Ian) Debris

Contract: MSA - RFP 2018-02 - Debris Monitoring and Disaster Consulting Services

Task Order: TO-01: DR-4673 (Ian) Debris Monitoring - NTP

Period: September 30, 2022 through October 30, 2022

Item	Amount
Professional Services	\$79,266.25
Expenses	\$6,963.24
<hr/>	
Total	\$86,229.49

Please reference invoice number #INV -6928 on payment and remit to:

Rostan Solutions, LLC
3433 Lithia Pinecrest Rd
Suite 287
Valrico FL 33596
United States
accounting@rostan.com

Invoice Time Summary

Labor Position	Personnel	Rate	Hours	Amount
Tower Monitor	Christine Lee	\$34.00	9.5	\$323.00
Tower Monitor	Katrina Thomas	\$34.00	32	\$1,088.00
Tower Monitor	Lakeita Baker	\$34.00	45.25	\$1,538.50
Tower Monitor	Shonka Thomas	\$34.00	153	\$5,202.00
Tower Monitor	Vorry Washington	\$34.00	79	\$2,686.00
Project Manager	Chris Bellavia	\$85.00	24	\$2,040.00
Project Manager	Jhon Henao	\$85.00	271	\$23,035.00
Operations Manager	Devin Cerrato	\$75.00	15	\$1,125.00
Operations Manager	John Dickinson	\$75.00	39.5	\$2,962.50
Operations Manager	Jordan Bryant	\$75.00	5	\$375.00
Field Supervisor	Carole Wright	\$48.00	193.75	\$9,300.00
Field Monitor	Ashley Evins	\$32.00	98.75	\$3,160.00
Field Monitor	Berlanda Collins	\$32.00	20.75	\$664.00
Field Monitor	Celeste Sutherland	\$32.00	6.25	\$200.00
Field Monitor	Eric Evans	\$32.00	16	\$512.00
Field Monitor	Gail Elizabeth Hazzard	\$32.00	107	\$3,424.00
Field Monitor	Jade Walcott	\$32.00	88	\$2,816.00
Field Monitor	Jason Badlam	\$32.00	90.5	\$2,896.00
Field Monitor	Johnathan Browder	\$32.00	13.5	\$432.00
Field Monitor	Kevin Wright	\$32.00	143.25	\$4,584.00
Field Monitor	Macy Keen	\$32.00	51	\$1,632.00
FEMA Specialist	Jeff Cousins	\$85.00	23	\$1,955.00
FEMA Specialist	Stefani Muscat	\$85.00	5.5	\$467.50
FEMA Specialist	Travis Mays	\$85.00	9.75	\$828.75
Data / GIS Specialist	Denise Jankauskas	\$65.00	22.5	\$1,462.50
Data / GIS Specialist	Jonas Jankauskas	\$65.00	53.5	\$3,477.50
Clerical / Administrative Assistant	Curtis Carter	\$24.00	6	\$144.00
Clerical / Administrative Assistant	Lee Wordsman	\$24.00	15	\$360.00
Clerical / Administrative Assistant	Marilyn Cousins	\$24.00	24	\$576.00
Total			1,661.25	\$79,266.25

Invoice Time Detail

Personnel	Client/Project	Date	Hours	Activity
Ashley Evins	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/9/2022	9.00	Debris Monitoring
Ashley Evins	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/10/2022	10.50	Debris Monitoring
Ashley Evins	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/11/2022	10.25	Debris Monitoring
Ashley Evins	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/12/2022	10.50	Debris Monitoring
Ashley Evins	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/13/2022	10.50	Debris Monitoring
Ashley Evins	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/14/2022	10.00	Debris Monitoring
Ashley Evins	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/15/2022	9.00	Debris Monitoring
Ashley Evins	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/18/2022	10.00	Debris Monitoring
Ashley Evins	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/19/2022	9.00	Debris Monitoring
Ashley Evins	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/20/2022	10.00	Debris Monitoring
Berlanda Collins	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/6/2022	7.50	Debris Monitoring
Berlanda Collins	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/7/2022	3.00	Debris Monitoring
Berlanda Collins	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/8/2022	1.00	Debris Monitoring
Berlanda Collins	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/9/2022	9.25	Debris Monitoring
Carole Wright	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/4/2022	11.50	Debris Monitoring
Carole Wright	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/5/2022	10.50	Debris Monitoring
Carole Wright	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/6/2022	11.00	Debris Monitoring
Carole Wright	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/7/2022	10.00	Debris Monitoring
Carole Wright	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/8/2022	10.50	Debris Monitoring
Carole Wright	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/9/2022	9.50	Debris Monitoring
Carole Wright	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/10/2022	11.00	Debris Monitoring
Carole Wright	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/11/2022	10.25	Debris Monitoring
Carole Wright	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/12/2022	11.00	Debris Monitoring
Carole Wright	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/13/2022	10.50	Debris Monitoring
Carole Wright	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/14/2022	11.50	Debris Monitoring
Carole Wright	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/15/2022	11.00	Debris Monitoring

Personnel	Client/Project	Date	Hours	Activity
Carole Wright	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/16/2022	10.00	Debris Monitoring
Carole Wright	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/17/2022	10.00	Debris Monitoring
Carole Wright	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/18/2022	11.50	Debris Monitoring
Carole Wright	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/19/2022	10.00	Debris Monitoring
Carole Wright	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/20/2022	11.00	Debris Monitoring
Carole Wright	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/21/2022	8.00	Debris Monitoring
Carole Wright	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/22/2022	5.00	Debris Monitoring
Celeste Sutherland	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	9/30/2022	6.25	Debris Monitoring
Chris Bellavia	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	9/30/2022	12.00	Debris Monitoring
Chris Bellavia	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/1/2022	12.00	Debris Monitoring
Christine Lee	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/3/2022	4.00	Debris Monitoring
Christine Lee	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/5/2022	5.50	Debris Monitoring
Curtis Carter	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/3/2022	1.00	Debris Monitoring
Curtis Carter	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/5/2022	1.00	Debris Monitoring
Curtis Carter	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/7/2022	1.00	Debris Monitoring
Curtis Carter	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/10/2022	1.00	Debris Monitoring
Curtis Carter	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/12/2022	1.00	Debris Monitoring
Curtis Carter	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/14/2022	1.00	Debris Monitoring
Denise Jankauskas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	9/30/2022	1.00	Debris Monitoring
Denise Jankauskas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/1/2022	4.00	Debris Monitoring
Denise Jankauskas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/2/2022	5.00	Debris Monitoring
Denise Jankauskas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/3/2022	5.00	Debris Monitoring
Denise Jankauskas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/4/2022	4.00	Debris Monitoring
Denise Jankauskas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/5/2022	3.00	Debris Monitoring

Personnel	Client/Project	Date	Hours	Activity
Denise Jankauskas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/6/2022	.50	Debris Monitoring
Devin Cerrato	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	9/30/2022	12.00	Debris Monitoring
Devin Cerrato	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/1/2022	3.00	Debris Monitoring
Eric Evans	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/12/2022	7.00	Debris Monitoring
Eric Evans	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/13/2022	9.00	Debris Monitoring
GailElizabeth Hazzard	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/10/2022	10.50	Debris Monitoring
GailElizabeth Hazzard	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/11/2022	10.50	Debris Monitoring
GailElizabeth Hazzard	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/12/2022	10.00	Debris Monitoring
GailElizabeth Hazzard	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/13/2022	9.00	Debris Monitoring
GailElizabeth Hazzard	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/14/2022	10.00	Debris Monitoring
GailElizabeth Hazzard	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/15/2022	9.00	Debris Monitoring
GailElizabeth Hazzard	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/17/2022	10.00	Debris Monitoring
GailElizabeth Hazzard	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/18/2022	10.00	Debris Monitoring
GailElizabeth Hazzard	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/19/2022	10.00	Debris Monitoring
GailElizabeth Hazzard	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/20/2022	10.00	Debris Monitoring
GailElizabeth Hazzard	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/21/2022	8.00	Debris Monitoring
Jade Walcott	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/10/2022	10.50	Debris Monitoring
Jade Walcott	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/11/2022	10.50	Debris Monitoring
Jade Walcott	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/12/2022	10.00	Debris Monitoring
Jade Walcott	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/13/2022	9.00	Debris Monitoring
Jade Walcott	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/14/2022	10.00	Debris Monitoring
Jade Walcott	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/17/2022	10.00	Debris Monitoring

Personnel	Client/Project	Date	Hours	Activity
Jade Walcott	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/19/2022	10.00	Debris Monitoring
Jade Walcott	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/20/2022	10.00	Debris Monitoring
Jade Walcott	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/21/2022	8.00	Debris Monitoring
Jason Badlam	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	9/30/2022	9.75	Debris Monitoring
Jason Badlam	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/1/2022	9.75	Debris Monitoring
Jason Badlam	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/2/2022	11.50	Debris Monitoring
Jason Badlam	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/3/2022	10.00	Debris Monitoring
Jason Badlam	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/4/2022	11.50	Debris Monitoring
Jason Badlam	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/5/2022	10.50	Debris Monitoring
Jason Badlam	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/6/2022	8.50	Debris Monitoring
Jason Badlam	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/7/2022	8.50	Debris Monitoring
Jason Badlam	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/8/2022	10.50	Debris Monitoring
Jeff Cousins	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	9/30/2022	4.00	Debris Monitoring
Jeff Cousins	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/1/2022	4.00	Debris Monitoring
Jeff Cousins	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/2/2022	2.00	Debris Monitoring
Jeff Cousins	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/3/2022	1.00	Debris Monitoring
Jeff Cousins	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/4/2022	1.00	Debris Monitoring
Jeff Cousins	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/5/2022	2.00	Debris Monitoring
Jeff Cousins	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/6/2022	1.00	Debris Monitoring
Jeff Cousins	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/7/2022	2.00	Debris Monitoring
Jeff Cousins	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/8/2022	2.00	Debris Monitoring
Jeff Cousins	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/9/2022	1.00	Debris Monitoring
Jeff Cousins	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/11/2022	1.00	Debris Monitoring
Jeff Cousins	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/12/2022	1.00	Debris Monitoring
Jeff Cousins	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/15/2022	1.00	Debris Monitoring
Jhon Henao	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/1/2022	13.50	Debris Monitoring
Jhon Henao	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/2/2022	13.50	Debris Monitoring
Jhon Henao	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/3/2022	13.00	Debris Monitoring

Personnel	Client/Project	Date	Hours	Activity
Jhon Henao	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/4/2022	12.50	Debris Monitoring
Jhon Henao	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/5/2022	12.50	Debris Monitoring
Jhon Henao	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/6/2022	12.50	Debris Monitoring
Jhon Henao	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/7/2022	12.50	Debris Monitoring
Jhon Henao	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/8/2022	12.50	Debris Monitoring
Jhon Henao	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/9/2022	12.50	Debris Monitoring
Jhon Henao	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/10/2022	12.50	Debris Monitoring
Jhon Henao	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/11/2022	12.50	Debris Monitoring
Jhon Henao	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/12/2022	12.50	Debris Monitoring
Jhon Henao	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/13/2022	12.50	Debris Monitoring
Jhon Henao	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/14/2022	12.50	Debris Monitoring
Jhon Henao	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/15/2022	12.50	Debris Monitoring
Jhon Henao	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/16/2022	12.50	Debris Monitoring
Jhon Henao	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/17/2022	12.50	Debris Monitoring
Jhon Henao	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/18/2022	12.50	Debris Monitoring
Jhon Henao	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/19/2022	12.50	Debris Monitoring
Jhon Henao	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/20/2022	12.50	Debris Monitoring
Jhon Henao	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/21/2022	12.50	Debris Monitoring
Jhon Henao	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/22/2022	6.00	Debris Monitoring
John Dickinson	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	9/30/2022	14.50	Debris Monitoring
John Dickinson	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/1/2022	16.00	Debris Monitoring
John Dickinson	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/2/2022	4.00	Debris Monitoring
John Dickinson	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/3/2022	5.00	Debris Monitoring
Johnathan Browder	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	9/30/2022	3.75	Debris Monitoring
Johnathan Browder	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/1/2022	9.75	Debris Monitoring
Jonas Jankauskas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/4/2022	1.00	Debris Monitoring
Jonas Jankauskas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/6/2022	2.50	Debris Monitoring

Personnel	Client/Project	Date	Hours	Activity
Jonas Jankauskas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/7/2022	3.00	Debris Monitoring
Jonas Jankauskas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/8/2022	3.00	Debris Monitoring
Jonas Jankauskas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/9/2022	3.00	Debris Monitoring
Jonas Jankauskas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/10/2022	3.00	Debris Monitoring
Jonas Jankauskas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/11/2022	3.00	Debris Monitoring
Jonas Jankauskas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/12/2022	3.00	Debris Monitoring
Jonas Jankauskas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/13/2022	3.00	Debris Monitoring
Jonas Jankauskas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/14/2022	3.00	Debris Monitoring
Jonas Jankauskas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/15/2022	3.00	Debris Monitoring
Jonas Jankauskas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/16/2022	3.00	Debris Monitoring
Jonas Jankauskas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/17/2022	3.00	Debris Monitoring
Jonas Jankauskas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/18/2022	3.00	Debris Monitoring
Jonas Jankauskas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/19/2022	3.00	Debris Monitoring
Jonas Jankauskas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/20/2022	3.00	Debris Monitoring
Jonas Jankauskas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/21/2022	3.00	Debris Monitoring
Jonas Jankauskas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/22/2022	3.00	Debris Monitoring
Jonas Jankauskas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/23/2022	2.00	Debris Monitoring
Jordan Bryant	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	9/30/2022	5.00	Debris Monitoring
Katrina Thomas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/2/2022	10.50	Debris Monitoring
Katrina Thomas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/3/2022	10.00	Debris Monitoring
Katrina Thomas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/4/2022	11.50	Debris Monitoring
Kevin Wright	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	9/30/2022	9.00	Debris Monitoring
Kevin Wright	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/1/2022	9.75	Debris Monitoring
Kevin Wright	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/2/2022	10.50	Debris Monitoring
Kevin Wright	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/3/2022	10.00	Debris Monitoring
Kevin Wright	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/4/2022	11.50	Debris Monitoring
Kevin Wright	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/5/2022	10.50	Debris Monitoring
Kevin Wright	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/6/2022	11.00	Debris Monitoring

Personnel	Client/Project	Date	Hours	Activity
Kevin Wright	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/7/2022	10.00	Debris Monitoring
Kevin Wright	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/8/2022	10.50	Debris Monitoring
Kevin Wright	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/9/2022	9.50	Debris Monitoring
Kevin Wright	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/10/2022	11.00	Debris Monitoring
Kevin Wright	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/11/2022	10.50	Debris Monitoring
Kevin Wright	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/12/2022	10.50	Debris Monitoring
Kevin Wright	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/13/2022	9.00	Debris Monitoring
Lakeita Baker	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/5/2022	8.50	Debris Monitoring
Lakeita Baker	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/6/2022	10.00	Debris Monitoring
Lakeita Baker	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/7/2022	9.00	Debris Monitoring
Lakeita Baker	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/10/2022	8.50	Debris Monitoring
Lakeita Baker	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/11/2022	9.25	Debris Monitoring
Lee Wordsman	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	9/30/2022	3.00	Debris Monitoring
Lee Wordsman	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/1/2022	2.00	Debris Monitoring
Lee Wordsman	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/2/2022	2.00	Debris Monitoring
Lee Wordsman	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/6/2022	1.00	Debris Monitoring
Lee Wordsman	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/7/2022	1.00	Debris Monitoring
Lee Wordsman	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/8/2022	1.00	Debris Monitoring
Lee Wordsman	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/9/2022	1.00	Debris Monitoring
Lee Wordsman	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/13/2022	1.00	Debris Monitoring
Lee Wordsman	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/14/2022	1.00	Debris Monitoring
Lee Wordsman	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/15/2022	1.00	Debris Monitoring
Lee Wordsman	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/16/2022	1.00	Debris Monitoring
Macy Keen	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/10/2022	6.00	Debris Monitoring
Macy Keen	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/11/2022	10.50	Debris Monitoring
Macy Keen	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/12/2022	10.00	Debris Monitoring
Macy Keen	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/13/2022	9.00	Debris Monitoring
Macy Keen	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/14/2022	10.00	Debris Monitoring

Personnel	Client/Project	Date	Hours	Activity
Macy Keen	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/15/2022	5.50	Debris Monitoring
Marilyn Cousins	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	9/30/2022	2.00	Debris Monitoring
Marilyn Cousins	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/1/2022	4.00	Debris Monitoring
Marilyn Cousins	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/2/2022	4.00	Debris Monitoring
Marilyn Cousins	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/3/2022	2.00	Debris Monitoring
Marilyn Cousins	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/4/2022	2.00	Debris Monitoring
Marilyn Cousins	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/5/2022	2.00	Debris Monitoring
Marilyn Cousins	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/6/2022	2.00	Debris Monitoring
Marilyn Cousins	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/7/2022	2.00	Debris Monitoring
Marilyn Cousins	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/8/2022	2.00	Debris Monitoring
Marilyn Cousins	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/9/2022	1.00	Debris Monitoring
Marilyn Cousins	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/14/2022	1.00	Debris Monitoring
Shonka Thomas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/6/2022	8.00	Debris Monitoring
Shonka Thomas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/7/2022	9.50	Debris Monitoring
Shonka Thomas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/8/2022	10.50	Debris Monitoring
Shonka Thomas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/10/2022	10.50	Debris Monitoring
Shonka Thomas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/11/2022	10.50	Debris Monitoring
Shonka Thomas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/12/2022	10.00	Debris Monitoring
Shonka Thomas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/13/2022	9.50	Debris Monitoring
Shonka Thomas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/14/2022	10.00	Debris Monitoring
Shonka Thomas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/15/2022	9.00	Debris Monitoring
Shonka Thomas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/16/2022	10.00	Debris Monitoring
Shonka Thomas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/17/2022	10.00	Debris Monitoring
Shonka Thomas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/18/2022	11.50	Debris Monitoring
Shonka Thomas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/19/2022	10.00	Debris Monitoring
Shonka Thomas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/20/2022	11.00	Debris Monitoring
Shonka Thomas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/21/2022	8.00	Debris Monitoring
Shonka Thomas	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/22/2022	5.00	Debris Monitoring

Personnel	Client/Project	Date	Hours	Activity
Stefani Muscat	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	9/30/2022	2.00	
Stefani Muscat	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	9/30/2022	1.00	Debris Monitoring
Stefani Muscat	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/7/2022	1.00	Debris Monitoring
Stefani Muscat	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/11/2022	1.00	Debris Monitoring
Stefani Muscat	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/18/2022	.50	Debris Monitoring
Travis Mays	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	9/30/2022	1.00	Debris Monitoring
Travis Mays	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/1/2022	.50	Debris Monitoring
Travis Mays	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/3/2022	2.00	Debris Monitoring
Travis Mays	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/4/2022	.25	Debris Monitoring
Travis Mays	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/9/2022	1.00	Debris Monitoring
Travis Mays	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/10/2022	1.00	Debris Monitoring
Travis Mays	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/11/2022	.25	Debris Monitoring
Travis Mays	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/12/2022	.25	Debris Monitoring
Travis Mays	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/13/2022	.25	Debris Monitoring
Travis Mays	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/14/2022	.25	Debris Monitoring
Travis Mays	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/15/2022	.25	Debris Monitoring
Travis Mays	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/16/2022	.25	Debris Monitoring
Travis Mays	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/17/2022	.25	Debris Monitoring
Travis Mays	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/18/2022	.25	Debris Monitoring
Travis Mays	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/19/2022	.25	Debris Monitoring
Travis Mays	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/20/2022	.25	Debris Monitoring
Travis Mays	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/21/2022	.25	Debris Monitoring
Travis Mays	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/22/2022	.25	Debris Monitoring
Travis Mays	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/24/2022	1.00	Debris Monitoring
Vorry Washington	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/6/2022	9.00	Debris Monitoring
Vorry Washington	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/7/2022	8.50	Debris Monitoring
Vorry Washington	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/8/2022	10.50	Debris Monitoring
Vorry Washington	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/9/2022	9.00	Debris Monitoring

Personnel	Client/Project	Date	Hours	Activity
Vorry Washington	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/10/2022	10.50	Debris Monitoring
Vorry Washington	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/12/2022	10.50	Debris Monitoring
Vorry Washington	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/13/2022	9.00	Debris Monitoring
Vorry Washington	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/14/2022	10.00	Debris Monitoring
Vorry Washington	JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris	10/17/2022	2.00	Debris Monitoring

Expenses Detail

Client/Project: JOB -5546 Windermere FL : Windermere DR-4673 (Ian) Debris				
Date	Name	Item	Amount	Memo
9/30/22	Devin Cerrato	Lodging	\$ 159.75	Springhill Suites
9/30/22	Chris Bellavia	Lodging	\$ 159.75	Springhill Suites
9/30/22	John Dickinson	Lodging	\$ 159.75	Springhill Suites
9/30/22	Devin Cerrato	Car Rental	\$ 41.35	National Car Rental - rental
10/1/22	John Dickinson	Lodging	\$ 148.50	Springhill Suites
10/1/22	John Dickinson	Car Rental	\$ 119.90	Car Rental - 2 days
10/1/22	Chris Bellavia	Car Rental	\$ 126.50	Enterprise Rent A Car
10/1/22	Jhon Henao	Fuel	\$ 20.71	Mobil - Miami to Windermere. Rental received with only half tank.
10/2/22	John Dickinson	Fuel	\$ 51.66	Walmart - Fuel
10/2/22	Travis Mays	Lodging	\$ 136.14	ELEMENT - TM Hotel room Windermere
10/3/22	Jhon Henao	Fuel	\$ 30.21	7-Eleven - Gas
10/9/22	Jhon Henao	Fuel	\$ 36.36	7-Eleven 34828 - Fuel
10/14/22	Jhon Henao	Fuel	\$ 40.22	Rebel
10/20/22	Jhon Henao	Fuel	\$ 38.13	7-Eleven
10/22/22	Jhon Henao	Fuel	\$ 28.63	Shell
10/22/22	Jhon Henao	Car Rental	\$ 718.30	Car Rental - 22 days
10/23/22	Jhon Henao	Lodging	\$ 3,015.00	FAIRFIELD INN & SUITES - Henao 20 nights - Windermere
10/24/22	Jhon Henao	Lodging	\$ 138.38	FAIRFIELD INN & SUITES - Henao 1 night - Windermere
9/30/22- 10/30/22	Chris Bellavia	Per Diem M&IE	\$ 69.00	Per Diem M&IE - 1 day
9/30/22- 10/30/22	John Dickinson	Per Diem M&IE	\$ 138.00	Per Diem M&IE - 2 days
9/30/22- 10/30/22	Devin Cerrato	Per Diem M&IE	\$ 69.00	Per Diem M&IE - 1 day
9/30/22- 10/30/22	Jhon Henao	Per Diem M&IE	\$ 1,449.00	Per Diem M&IE - 21 days
9/30/22- 10/30/22	Travis Mays	Per Diem M&IE	\$ 69.00	Per Diem M&IE - 1 day
	Total		\$ 6,963.24	

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springhillsuites.com

Devin Cerrato	Room: 1342			
6918 Valley Haven Dr	Room Type: KSTE			
Charlotte NC 28211-6159	Number of Guests: 1			
Mobile	Rate: \$142.00	Clerk: KAK		
Arrive: 29Sep22	Time: 01:34PM	Depart: 01Oct22	Time: 04:01PM	Folio Number: 64608

DATE	DESCRIPTION	CHARGES	CREDITS
29Sep22	LD 954-707-8637	6.50	
29Sep22	Tax	0.42	
29Sep22	Room Charge	117.00	
29Sep22	Occupancy Sales Tax	7.02	
29Sep22	State Occupancy Tax	7.61	
30Sep22	Room Charge	142.00	
30Sep22	Occupancy Sales Tax	8.52	
30Sep22	State Occupancy Tax	9.23	
01Oct22	Visa		298.30
Card #: VXXXXXXXXXXXXX1860/XXXX			
Card Type: VISA Card Entry: MANUAL Approval Code: 03068D			

BALANCE: 0.00

Marriott Bonvoy Account # XXXXX6812. Your Marriott Bonvoy points/miles earned on your eligible earnings will be credited to your account. Check your Marriott Bonvoy account statement or your online statement for updated activity.

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Chris Bellavia

Room: 1436

Room Type: KSTE

Number of Guests: 1

Rate: \$142.00

Clerk:

Arrive: 29Sep22

Time: 02:12PM

Depart: 01Oct22

Time: 01:00PM

Folio Number: 64607

DATE	DESCRIPTION	CHARGES	CREDITS
29Sep22	LD 713-823-2002	2.25	
29Sep22	Tax	0.15	
29Sep22	Room Charge	117.00	
29Sep22	Occupancy Sales Tax	7.02	
29Sep22	State Occupancy Tax	7.61	
30Sep22	LD 732-718-9246	4.00	
30Sep22	Tax	0.26	
30Sep22	Room Charge	142.00	
30Sep22	Occupancy Sales Tax	8.52	
30Sep22	State Occupancy Tax	9.23	
01Oct22	Visa		298.04
<p align="center">Card #: VXXXXXXXXXXXX1860/XXXX Amount: 298.04 Auth: 06828D This card was electronically swiped on 29Sep22</p>			

BALANCE: 0.00

Marriott Bonvoy Account # XXXXX6812. Your Marriott Bonvoy points/miles earned on your eligible earnings will be credited to your account. Check your Marriott Bonvoy account statement or your online statement for updated activity.

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John Dickinson

Room: 1341

Room Type: KSTE

Number of Guests: 1

Rate: \$142.00

Clerk: JJA

Arrive: 29Sep22

Time: 03:52PM

Depart: 01Oct22

Time: 06:15AM

Folio Number: 64609

DATE	DESCRIPTION	CHARGES	CREDITS
29Sep22	Market Beverage	3.00	
29Sep22	Sales Tax	0.20	
29Sep22	Market Packaged Food	2.50	
29Sep22	Sales Tax	0.16	
29Sep22	Room Charge	117.00	
29Sep22	Occupancy Sales Tax	7.02	
29Sep22	State Occupancy Tax	7.61	
30Sep22	Market Beverage	3.00	
30Sep22	Sales Tax	0.20	
30Sep22	Room Charge	142.00	
30Sep22	Occupancy Sales Tax	8.52	
30Sep22	State Occupancy Tax	9.23	
01Oct22	Visa		300.44
Card #: VXXXXXXXXXXXX1860/XXXX			
Card Type: VISA Card Entry: MANUAL Approval Code: 07244D			

BALANCE: 0.00

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RA #: 951593324
 Invoice #: 90144277026
 Invoice Date: 10/27/2022
 Reservation #: 1974512323



8335 IBM DR
 STE 100
 28262 CHARLOTTE, UNITED STATES

BILLING DETAIL

Description	Qty	Period	Rate	Amount
Taxable Charges:				
TIME & DISTANCE	1	MON	851.61	851.61
CFC 4.00/DAY	30	DAY	4.00	120.00
CONC REC 11.11 PCT	854.61	%	11.11	94.95
VLF REC .10/DAY	30	DAY	0.10	3.00

Taxable Subtotal:			1,069.56	
NC HIGHWAY USE TAX	1,069.56	%	8.00	85.56
COUNTY GROSS RECEIPT TAX	1,069.56	%	1.50	16.04
U-DRIVE-IT TAX	1,069.56	%	5.00	53.48
CITY GROSS RECEIPT TAX	1,069.56	%	1.50	16.04

Total (USD) 1,240.68

PAYMENTS

Payment	10/27/2022	VI	1860	1,240.68
Total Payments (USD)				1,240.68

Balance Due (USD) 0.00

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.

BILL TO

DEVIN CERRATO
 6918 VALLEY HAVEN DR
 CHARLOTTE, NC, UNITED STATES 26211

RENTAL INFORMATION

Driver: CERRATO, DEVIN
Check Out: 09/25/2022 17:03
Location: CHARLOTTE DOUGLAS ARPT
Check In: 10/25/2022 17:03
Location: CHARLOTTE DOUGLAS ARPT
Reserved Car Class: FCAR / FCAR
Charged Car Class: ICAR / ICAR
Type: VP

RENTAL VEHICLES

#	Year	Make	Model	Series	Class	Reg. Date	Start	End
1	2020	FORD	EXPEDITLRN2		ICAR		09/25	10/25

#	Lic. Plate	MRP	CO2	Fuel	KM/M	Beg. / End. / Total
1	NPP8350					50626 / 53626 / 3000

#	VIN #	Eng.	HP	KW	Unit
1	1FMJK1KT3LEB00527		375	276	7TQ8S3

Fed Tax Id : 43-1241935

FOR BILLING INQUIRIES

Tel#: +1 7049715399
 53WWAR@ERAC.COM



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John Dickinson	Room: 1341			
6918 Valley Haven Dr	Room Type: KSTE			
Charlotte NC 28211-6159	Number of Guests: 1			
Leisure	Rate: \$132.00	Clerk: DGG		
Arrive: 01Oct22	Time: 06:16AM	Depart: 02Oct22	Time: 10:57AM	Folio Number: 64785

DATE	DESCRIPTION	CHARGES	CREDITS
01Oct22	Room Charge	132.00	
01Oct22	Occupancy Sales Tax	7.92	
01Oct22	State Occupancy Tax	8.58	
02Oct22	Visa		148.50
Card #: VXXXXXXXXXXXXX1860XXXX			
Card Type: VISA Card Entry: MANUAL Approval Code: 08075D			
		BALANCE:	0.00

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RA #:
Invoice #:
 Invoice Date:
 Account #:
 Reservation #:

7PFT9L
600050205566
 10/31/2022
 XZ42798
 1442448591



BILLING DETAIL

Description	Qty	Period	Rate	Amount
Taxable Charges:				
TIME & DISTANCE	4	DAY	80.00	320.00
TIME & DISTANCE	1	MON	1,600.00	1,600.00
FL WASTE TIRE & BATTERY FEE	34	DAY	0.02	0.68
SC REC - FL SURCHG RECOV	1	RNT	60.00	60.00
VEHICLE LICENSE FEE RECOVERY	34	DAY	0.50	17.00
Taxable Subtotal:				1,997.68
SALES TAX	1,997.68	%	7.50	149.83
Total (USD)				2,147.51

PAYMENTS

Deposit	10/31/2022	MC	8892	348.94
Deposit	10/27/2022	MC	8892	1,798.57
Total Payments (USD)				2,147.51

Balance Due (USD)

0.00

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.

BILL TO

ROSTAN SOLUTIONS LLC
 Attn: DARIUS STANKUNAS
 3433 LITHIA PINECREST RD
 VALRICO, FL, UNITED STATES 33596

RENTAL INFORMATION

Driver: DICKINSON, JOHN
Check Out: 09/27/2022 14:48
Location: JAX-SOUTHSIDE
Check In: 10/31/2022 10:06
Location: JAX-SOUTHSIDE
Reserved Car Class: MVAR / MVAR
Charged Car Class: MVAR / MVAR
Type: VP
Rate Plan: ROSTAN SOLUTIONS LLC / US HC
Billing Name: ROSTAN SOLUTIONS LLC
IATA: ENSS0192

RENTAL VEHICLES

#	Year	Make	Model	Series	Class	Reg. Date	Start	End
1	2021	CHRY	VOYA	LXIP	MVAR		09/27	10/31
#	Lic. Plate	MRP	CO2	Fuel	KM/M	Beg. / End. / Total		
1	BWIV61			UL		41680 / 44326 / 2646		
#	VIN #	Eng.	HP	KW	Unit			
1	2C4RC1DG3MR527960		287	211	7V2FFK			

Fed Tax Id : 430724835

FOR BILLING INQUIRIES

Tel#: +1 8775306141
 askaradmin@ehi.com



RA #:
Invoice #:
Invoice Date:
Reservation #:

7PBCY6
800051151224
10/31/2022
1974555312



101 BUSINESS PK BLVD/STE 1100
29203-9498 COLUMBIA, UNITED STATES

BILLING DETAIL

Description	Qty	Period	Rate	Amount
Taxable Charges:				
TIME & DISTANCE	1	MON	1,600.00	1,600.00
VEHICLE LICENSE FEE	30	DAY	2.25	67.50
Taxable Subtotal:				1,667.50
SALES TAX	1,667.50	%	9.00	150.07
Non-Taxable Charges:				
RENTAL CAR USER FEE	1,600	%	5.00	80.00
Non-Taxable Subtotal:				80.00
Total (USD)				1,897.57

PAYMENTS

Deposit	10/31/2022	AX	2003	3,793.70
Deposit Refund	10/31/2022	AX	2003	-1,896.13
Total Payments (USD)				1,897.57

Balance Due (USD)

0.00

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.

BILL TO

CHRISTOPHER BELLAVIA
35 COLLETON DRIVE
CHARLESTON, SC, UNITED STATES 29407

RENTAL INFORMATION

Driver: BELLAVIA, CHRISTOPHER
Check Out: 09/27/2022 11:08
Location: WEST ASHLEY
Check In: 10/27/2022 10:30
Location: WEST ASHLEY
Reserved Car Class: MVAR / MVAR
Charged Car Class: MVAR / MVAR
Type: VP
Rate Plan: ROSTAN SOLUTIONS LLC / US HC

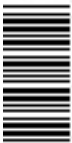
RENTAL VEHICLES

#	Year	Make	Model	Series	Class	Reg. Date	Start	End
1	2022	CHRY	PACI	0TOL	MVAR		09/27	10/27
#	Lic. Plate		MRP	CO2	Fuel	KM/M	Beg. / End. / Total	
1	VFS203				UL		13151 / 16279 / 3128	
#	VIN #			Eng.	HP	KW	Unit	
1	2C4RC1BG7NR138985				287	211	7VK3VV	

Fed Tax Id : 43-1241935

FOR BILLING INQUIRIES

Tel#: 8032102699
SC_GA_ARADMIN@ehi.com



WELCOME TO
CABEZAS MOBIL

DATE 10/1/22 10:53
TRAN# 9061568
PUMP# 06
SERVICE LEVEL: SELF
PRODUCT: UNLD
GALLONS: 5.919
PRICE/G: \$3.499
FUEL SALE \$20.71
DEBIT \$20.71

USD\$20.71
Payment from
Primary Account
*****1904
Entry: Chip Read
AppName: US DEBIT
AuthNet: MAE DIR
MODE: Issuer
AID: A0000000980840
Auth #: 981985
Resp Code: 000
Stan: 272310699264
Invoice #: 804931
Shift #: 1
Store # 9768896

Verified By PIN
No Signature Needed

THANK YOU
PLEASE COME AGAIN

See bottom of receipt
for your chance to win
\$1000 ID#: 7RH8QF1637R

Wal*mart #110
16313 NEW INDEPENDENCE P
WINTER GARDEN, FL 34787

Pump# 01 UNLEAD(11)
Gallons 16.670
Price/Gal \$3.099
Fuel Sale \$51.66

VISA CREDIT \$51.66
VS *****4561 I
03
Auth: AA
Apprvl: 002452

AID #A0000000031010

10/02/22 06:41AM

TC#
5502 6710 5840 9298 422

HOW WAS YOUR EXPERIENCE?
TELL US ABOUT YOUR VISIT
TODAY AND YOU COULD WIN
1 OF 5 \$1000 WALMART
GIFT CARDS OR 1 OF 750
\$100 WALMART GIFT CARDS.
DIGANOS ACERCA DE SU
VISITA A WALMART HOY Y
USTED PODRIA GANAR UNA
DE LAS 5 TARJETAS DE
REGALO DE WALMART DE
\$1000 O UNA DE LAS 750
TARJETAS DE REGALO DE
WALMART DE \$100.

WWW.SURVEY.WALMART.COM

Element Orlando Universal Blvd.
8278 Universal Boulevard
Orlando, FL 32819-9363 US
+1 407-352-2225

Summary of Charges

Guest Information	TRAVIS MAYS	Dates of Stay	10/02/2022 -
	7394 VERDOT CT		10/03/2022
	NEW KENT, VA 231242341 US	Room number	610
		Guest number	87959W1
		Member Number	*****196
		Group Number	87959

Date	Description	Reference	Charges	Credits
10/02/2022	Room Chrg - Other Discount	RT610	109.65	
10/02/2022	State Tax	RT610	7.13	
10/02/2022	State Tax	RT610	0.78	
10/02/2022	Occupancy Tax	RT610	6.58	
10/02/2022	SELF Parking	RT610	12.00	
10/03/2022	Visa-6645	VI		136.14
Total balance				0.00 USD

Important information

Authenticity of Hotel Bills

Marriott retains official records of all charges and credits to your account and will honor only these records.

Privacy

Your privacy is important to us. For full details, please view our [Privacy Statement](#).

Credit of Marriott Bonvoy Points

After a stay, it may take up to seven days for Marriott Bonvoy points to be credited to your account.

7-ELEVEN 39186
FG12130701001
4200 WINTER GARDEN
WINTER GARDE, FL
34787
10/03/2022 528087581
05:18:27 PM

XXXXXXXXXXXX1904
Debit
INVOICE 052140
AUTH 163778

PUMP# 7
Regular 9.594G
PRICE/GAL \$3.149

FUEL TOTAL \$ 30.21

DEBIT \$ 30.21

=====

Customer-activated Purchase/Capture
Site #: 000000009767559
Shift Number 2
Sequence Number 18511
Chip Read
US DEBIT
Mode: Issuer
AID: A0000000000040
TVR: 0000040000
IAD: 0601120300A000
TSI: 6000
ARC: 00
APPROVED 163778
Verified by PIN

=====

7-ELEVEN 34828

XXXXXXXXXX1001

2510 S MAGUIRE BLVD

OCOE , FL

34761

10/09/2022 4616400

02:24:48 PM

XXXXXXXXXXXX1904

Debit

INVOICE 021829

AUTH 276169

PUMP# 2

Regular 11.021G

PRICE/GAL \$3.299

FUEL TOTAL \$ 36.36

DEBIT \$ 36.36

=====

Customer-activated Purchase/Capture

Site #: 000000009755968

Shift Number 2

Sequence Number 25565

Chip Read

US DEBIT

Mode: Issuer

AID: A0000000000040

TVR: 8000040000

IAD: 0601120360A000

TSI: 6000

ARC: 00

TC: B4403C5CF4B3ACA3

APPROVED 276169

Verified by PIN

=====

WELCOME
REBEL #815
REBEL 815
2710 MAGUIRE RD
OCOE FL
34761

DATE 10/14/22 17:15
TRAN#9029117
PUMP# 02
SERVICE LEVEL: SELF
PRODUCT: UNLD
GALLONS: 11.832
PRICE/G: \$3.399
FUEL SALE \$40.22
DEBIT \$40.22

USD\$40.22
Payment from
Primary Account
*****1904
Entry: Chip Read
AppName: US DEBIT
AuthNet: MAE DIR
MODE: Issuer
AID: A00000000980840
Auth #: 296436
Resp Code: 000
Stan: 04221877192
Invoice #: 576500
Shift #: 1
Store # 4840112

Verified By PIN
No Signature Needed

THANK YOU
HAVE A NICE DAY

7-ELEVEN 34768
XXXXXXXXXX8001
5490 S KIRKMAN RD
ORLANDO , FL
32819
10/20/2022 382032204
09:22:21 AM

XXXXXXXXXXXX1904
Debit
INVOICE 075439
AUTH 238790

*** REPRINT *** REPRINT *** REPRINT ***
PUMP# 8
Regular 11.489G
PRICE/GAL \$3.319

FUEL TOTAL \$ 38.13
*** REPRINT *** REPRINT *** REPRINT ***

DEBIT \$ 38.13

=====
Customer-activated Purchase/Capture
Site #: 000000009755919
Shift Number 0
Sequence Number 12773
Chip Read
US DEBIT
Mode: Issuer
AID: A0000000980840
TVR: 8000048000
IAD: 0601120360A000
TSI: 6800
ARC: 00
TC: 5BC9C8110A0C5D6E
APPROVED 238790
Verified by PIN
=====

Welcome to Shell
12643713006

SHELL
2851 THONOTOSASSA RD
PLANT CITY FL 33565

< DUPLICATE RECEIPT >

Description	Qty	Amount
REGULAR CA #10	8.840G	28.63
SELF @ 3.239/ G		
Subtotal		28.63
Tax		0.00
TOTAL		28.63
DEBIT \$		28.63

US DEBIT
USD\$28.63
XXXX XXXX XXXX 1904
Chip Read
APPROVED
AUTH # 090749
INV # 275628
Verified by PIN
Mode: Issuer
AID: A0000000980840
TVR: 8000048000
IAD: 06011203A0A000
TSI: 6800
ARC: 00

Please come again

ALL SALES FINAL
NO RETURNS NO REFUNDS

ST# 233 TILL XXXX DR# 1 TRAN# 9107871
CSH: 0 10/22/22 12:45:36 PM



12037 S.W. 117 AVE.
MIAMI, FL 33186-5215

Rental Agreement #:
Bill Ref #:
Invoice Date:
Account #:

7QKGQF
7500-5296-2110
11/04/2022
XZ42798

BILLING DETAIL

Description	Qty/Per	Rate	Amount
TIME & DISTANCE	1 MTH	840.00	840.00

Subtotal 840.00

FL WASTE TIRE & BATTERY FEE	30 DAY	0.02	0.60
VEHICLE LICENSE FEE RECOVERY	30 DAY	0.50	15.00
SC REC - FL SURCHG RECOV	30 DAY	2.00	60.00
SALES TAX	PCT	7.00	64.09

Total Charges (USD) 979.69

PAYMENTS

Prepayments Master Card -979.69

Total Payments (USD) -979.69

Amount Due (USD) 0.00

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.

BILL TO

ROSTAN SOLUTIONS LLC
ATTN: DARIUS STANKUNAS
3433 LITHIA PINECREST RD
VALRICO, FL - 33596

RENTAL INFORMATION

Date/Time Out 10/01/2022 10:37 AM Date/Time In 10/31/2022 10:33 AM

Renter
HENAO, JHON

RENTAL VEHICLES

Color	License	Model	Unit	Miles/Kms Out In
BLACK	02BPYL	CRV	8DJLH5	21,799 22,000

VIN: 5J6RW1H25ML006179

CLAIM INFORMATION

Claim# / PO# / RO# Insured

Date of Loss Type of Loss Type of Vehicle
Repair Shop

For Billing Inquiries / Payment Terms :

Tel#: +1 9184016000
askaradmin@ehi.com
Payments are due immediately.
Late payments are subject to a finance charge.

Thank You For Choosing Enterprise

Please Return This Portion With Remittance

Amount Due (USD) 0.00

Remit To :
EAN SERVICES, LLC
PO BOX 402383
ATLANTA, GA 30384-2383

Paid By:
ROSTAN SOLUTIONS LLC
3433 LITHIA PINECREST RD
VALRICO, FL 33596

Email Remit To: ARADMIN@EHI.COM

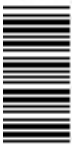
Fed Tax Id: 430724835

Account #
XZ42798

Rental Agreement
7QKGQF
29

Amount
0.00

GPBR
4182



Fairfield by Marriott® Near Universal Orlando Resort
5614 Vineland Road, Orlando, FL 32819 P 407.581.5600
Fairfield.Marriott.com

T. Mays

Room: 502

Room Type: EXKS

Number of Guests: 1

Rate: \$123.20

Clerk:

Arrive: 01Oct22

Time: 05:28PM

Depart: 21Oct22

Time: 12:00PM

Folio Number: 89378

DATE	DESCRIPTION	CHARGES	CREDITS
01Oct22	Room Charge	147.20	
01Oct22	State Occupancy Tax	9.57	
01Oct22	County Tax	8.83	
02Oct22	Room Charge	139.20	
02Oct22	State Occupancy Tax	9.05	
02Oct22	County Tax	8.35	
03Oct22	Room Charge	123.20	
03Oct22	State Occupancy Tax	8.01	
03Oct22	County Tax	7.39	
04Oct22	Room Charge	123.20	
04Oct22	State Occupancy Tax	8.01	
04Oct22	County Tax	7.39	
05Oct22	Room Charge	123.20	
05Oct22	State Occupancy Tax	8.01	
05Oct22	County Tax	7.39	
06Oct22	Room Charge	123.20	
06Oct22	State Occupancy Tax	8.01	
06Oct22	County Tax	7.39	
07Oct22	Room Charge	167.20	
07Oct22	State Occupancy Tax	10.87	
07Oct22	County Tax	10.03	
08Oct22	Room Charge	167.20	
08Oct22	State Occupancy Tax	10.87	
08Oct22	County Tax	10.03	
09Oct22	Room Charge	123.20	
09Oct22	State Occupancy Tax	8.01	
09Oct22	County Tax	7.39	
10Oct22	Room Charge	123.20	
10Oct22	State Occupancy Tax	8.01	
10Oct22	County Tax	7.39	
11Oct22	Room Charge	123.20	
11Oct22	State Occupancy Tax	8.01	
11Oct22	County Tax	7.39	
12Oct22	Room Charge	123.20	
12Oct22	State Occupancy Tax	8.01	
12Oct22	County Tax	7.39	
13Oct22	Room Charge	123.20	
13Oct22	State Occupancy Tax	8.01	
13Oct22	County Tax	7.39	
14Oct22	Room Charge	167.20	
14Oct22	State Occupancy Tax	10.87	
14Oct22	County Tax	10.03	

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 5614 Vineland Road, Orlando, FL 32819 P 407.581.5600
Fairfield.Marriott.com

T. Mays		Room: 502		
		Room Type: EXKS		
		Number of Guests: 1		
		Rate: \$123.20	Clerk:	
Arrive: 01Oct22	Time: 05:28PM	Depart: 21Oct22	Time: 12:00PM	Folio Number: 89378

DATE	DESCRIPTION	CHARGES	CREDITS
15Oct22	Room Charge	167.20	
15Oct22	State Occupancy Tax	10.87	
15Oct22	County Tax	10.03	
16Oct22	Room Charge	123.20	
16Oct22	State Occupancy Tax	8.01	
16Oct22	County Tax	7.39	
17Oct22	Room Charge	123.20	
17Oct22	State Occupancy Tax	8.01	
17Oct22	County Tax	7.39	
18Oct22	Room Charge	123.20	
18Oct22	State Occupancy Tax	8.01	
18Oct22	County Tax	7.39	
19Oct22	Room Charge	123.20	
19Oct22	State Occupancy Tax	8.01	
19Oct22	County Tax	7.39	
20Oct22	Room Charge	123.20	
20Oct22	State Occupancy Tax	8.01	
20Oct22	County Tax	7.39	
21Oct22	Visa		3015.00
Card #: VXXXXXXXXXXXX6645/XXXX			
Amount: 3015.00 Auth: 05964D			

BALANCE:		0.00
-----------------	--	-------------

Marriott Bonvoy Account # XXXXX8196. Your Marriott Bonvoy points/miles earned on your eligible earnings will be credited to your account. Check your Marriott Bonvoy account statement or your online statement for updated activity.

THANK YOU FOR CHOOSING TO STAY WITH FAIRFIELD INN & SUITES near UNIVERSAL ORLANDO RESORT. ENJOY YOUR DAY
 AND WE HOPE TO SEE YOU AGAIN SOON.

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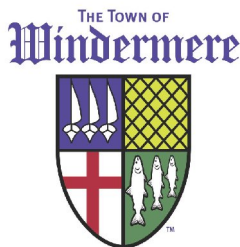
Jhon Henao		Room: 607	
Arrive: 21Oct22		Room Type: DBDB	
		Number of Guests: 1	
		Rate: \$123.00	Clerk: RST
Time: 01:14PM	Depart: 22Oct22	Time: 10:03AM	Folio Number: 90798

DATE	DESCRIPTION	CHARGES	CREDITS
21Oct22	Room Charge	123.00	
21Oct22	State Occupancy Tax	8.00	
21Oct22	County Tax	7.38	
22Oct22	Visa		138.38
Card #: VXXXXXXXXXXXX6645/XXXX			
Amount: 138.38 Auth: 03011D			
		BALANCE:	0.00

Marriott Bonvoy Account # XXXXX8196. Your Marriott Bonvoy points/miles earned on your eligible earnings will be credited to your account. Check your Marriott Bonvoy account statement or your online statement for updated activity.

THANK YOU FOR CHOOSING TO STAY WITH FAIRFIELD INN & SUITES near UNIVERSAL ORLANDO RESORT. ENJOY YOUR DAY
AND WE HOPE TO SEE YOU AGAIN SOON.

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EXECUTIVE SUMMARY

SUBJECT: Finance Director Hire: Tara Vogel

REQUESTED ACTION: Town Manager Recommends Approval

☐ Work Session (Report Only)

☒ Regular Meeting

DATE OF MEETING: 3/14/23

☐ Special Meeting

CONTRACT: ☐ N/A

Effective Date: _____

Managing Division / Dept: _____

Vendor/Entity: _____

Termination Date: _____

BUDGET IMPACT: _____

☐ Annual

☐ Capital

☒ N/A

FUNDING SOURCE: _____

EXPENDITURE ACCOUNT: _____

HISTORY/FACTS/ISSUES:

Mayor & Council,

With the retirement of Nora White, the position of Finance Director needs to be filled. Since Nora's departure on January 3, 2023, I promoted Tara Vogel who previously held the position of Finance Clerk II to Interim Finance Director. This was somewhat of a probationary period to see if she had the experience, skills and temperament for the position. I am pleased to say that she excelled and surpassed all of my expectations. She took over the department and all of the Town's finances and ensured everything was transitioned smoothly and the Town remained in compliance with all applicable standards and laws. Per the Town Charter, I do not have the ability to promote Tara to full time Finance Director without your blessing.

Section 8.02. - Town Manager—Powers and Duties.

The Town Manager shall be the chief executive officer and head of the administrative branch of the Town government. He or she shall be responsible to the Town Council for the proper administration of all affairs of the Town, and to that end he or she shall have the following powers and duties:

- (a) To appoint and remove the Town Clerk and directors of all Town departments, with the approval of the Town Council

I would unequivocally recommend Town Council approve Tara Vogel for the position of Town of Windermere Finance Director.

March Projects Meeting

For previous updates on each item please refer to February projects meeting minutes

Attendees:

- Robert Smith, Town Manager
- Tonya Elliott-Moore, Public Works Director Town of Windermere
- John Fitzgibbon, Town of Windermere
- Tara Vogel, Finance Director
- Travis Mathias, Town of Windermere - Not in Attendance
- Tony Davit, Town Councilman Liaison
- Mike Woodward, Kimley-Horn Associates - Not in Attendance
- Hao Chau, Kimley-Horn Associates
- Victor Gallo, Kimley-Horn Associates - Not in Attendance
- Mike Galura, Michael Galura Engineering Consultants

1. **NPDES (National Pollutant Discharge Elimination System):** *The NPDES permit program addresses water pollution by regulating point sources that discharge pollutants to waters of the United States.* Since the Town discharges into the lakes we are required to maintain this permit. 10/18: MBG addressed additional comments for NOI and Annual Report. Per conversation with Jason Maron, response to audit is complete. Awaiting completeness and acceptance letter. Issuance of NOI, Cycle 4 pending. MBG will distribute forms to be used for compliance (i.e., fleet maintenance, erosion/sedimentation control, etc.). Community project scheduled for Saturday, November 3rd (clean-up on lakefront, etc.) per Scott Brown. Final reading for ordinance scheduled for November 13th TC meeting. TM to coordinate with Da'Shanta and Diane on distributing Stormwater pamphlets with Boat Ramp Keys. TM reached out to BC and PDCS as well. Town received additional comments for NOI from Jason Maron. MG to address and resubmit. Comments are minor – MG to try to have responses by next week. MG to work on additional stormwater related brochures for rack in front of receptionist desk. MG coordinate with Diane on Gazette articles and number of Gazettes' issued. MG to provide Town with public education brochures for front magazine rack. Mike had DEP public notice published in February 10, Sunday edition of Orlando Sentinel. Inquiries to be made to Jason Maron, FDEP. Expecting NOI to be issued this month. MG contacted Jason Maron, DEP, for status of pending NOI. Received violation by residential builder. Coordinate with Dianne on Gazette on stormwater related articles. Awaiting Notice of Public Petition to be published in Orlando Sentinel (to be published this Saturday). Once published, need to forward proof of publication to Jason Maron, FDEP. Proof of Publication for Public Petition from Orlando Sentinel forwarded to Jason

Maron, FDEP. Issuance of NOI Cycle 4 pending (permit issued May 3, 2019). KH to pick up NPDES tasks from MG based on KHA being selected as Town Continuing Consultant. KHA will prepare NPDES brochure and in-house training schedule. MG to send SOP's to HC for NPDES compliance. HC to prepare brochure for stormwater related subjects. Articles to also be published in quarterly Gazette. Violations being documented. HC to prepare stormwater related articles for the quarterly Gazette. Training is will also be initiated (late March and before Memorial Day for Town employees). Subject will range from illicit discharge to stormwater and sediment control. 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. Article has been submitted for Gazette. KHA and SB has responded to FDEP questions on focused audit. Vacuum truck services have completed GPS and CCTV work at 12th Street and Oakdale. KHA and SB to work on how to get this information into GIS. Potential dates for training in April. Training slides sent to SB for approval (slides approved). Training session to be scheduled. First set of inlets from truck vac for inventory. Proposal to incorporate vacuum information. Tentative training to be conducted in July-August. Two sessions: 1) Public Works and 2) Police Department. SB to coordinate with Chief on scheduling training. HC to submit projected budget impacts for next FY. Gazette articles submitted. Vac trucks working on drainage structure inventory. All training material prepared per HC. Year 2 reporting due by June 2021 – may defer training until COVID-19 restrictions are eased. Thursday nights are best for training with PD per TM. HC and SB to coordinate on when the training can be conducted (for all Town Staff). KHA agreement approved at last TC meeting. Inspection for 505 and 1108 Dirt Main sent out by JF (now in compliance) for noncompliance. IPO approved. Documentation continuing for vac truck. Need to schedule 2 training sessions with staff (PD and Public Works). SB suggested a virtual training session. HC to provide copies of training documents and to coordinate with SB on dates of training sessions. Staff training dates scheduled. Training Sessions completed (October 2020). KHA working on standardized violation forms. 12/7/20 - Prepare standard violation forms. MG will send to HC. No reporting to DEP required till next year (Year 2 reporting). 1/6/21 Ongoing. 2/1/21 Additional reports received and filed. 3/1/21 Draft – List for violations to be sent out to the Town for review. 5/3/21 Next report in October-November. HC working on violation forms to TC for review. Violations noted by JF and BC in Rosser Reserve. Violations documented by JF. Training will be taped and added to Power DMS. 6/7/21 NPDES budget provided to TC from HC. TM coordinating with PD to train Officers. 7/12/21 KHA tracking vacuum and street sweeping. MG to coordinate with HC on inventory (see previous e-mail from HC). Training sessions completed. JF reported 2 violations' that have since been resolved. Continue tracking NPDES items. 9/13 Ongoing tracking. Annual report due in November. 10/4 Ongoing tracking. Annual report due in November. 12/6/21 Annual report has been submitted. Received RAI and will respond. 1/10/22 Annual report submitted and

approved. 2/14/22 – Ongoing, public outreach via social media, lake cleanup on 2/20. 3/7 Lake cleanup well received. Another lake cleanup scheduled for 3/27. Social media platforms Facebook and Instagram. Town will look to have a clean-up quarterly. TEM provided quantities for NPDES compliance/info. 4/4/22 Submitted Biennial Report and documenting for the annual report. 3/7 and 3/27 lake cleanup conducted by the Town. TEM to document cleanup efforts and quantities to HC. 5/2 NPDES violations noted at 10988 Down Yonder Lane. BC working with owner on resolution of violation. TM Spoke to Brad and issue resolved. JF to note issue on Oakdale 6/6 vacuum and sweeping amounts provided to KHA for reporting purposes. 7/11 Ongoing. HC compiling data from vacuuming and cleaning. 8/1 - Ongoing compiling and documenting. 9/12 Ongoing – Violation 10/10 – Ongoing – violations documentation. 11/7 Ongoing – no violations reported. 12/5 – Ongoing – Hurricane prep emails documented. 2/13 - Ongoing. **3/6 TM reported violation on Lake Butler Boulevard. HC said he will include in next NPDES reporting cycle.**

2. Orange County LMS: Orange County Local Mitigation Strategy (LMS) is comprised of the County and other governmental jurisdiction within it to plan and prepare for natural disasters. These projects are funded by FEMA. FEMA has dedicated \$15 million to the County to fund various projects. TOW has submitted 7 projects for funding including W Second Ave. This is a 25% match program. The process takes about 2 years. 10/18: MBG ask Jason Taylor for status. MG to review comments for 5 HMGP projects from DEM (Douglas Galvan) and address within 15-days for 5 projects. MG to resubmit by DEM timeline. MG resubmitted revised Pre-Disaster application for funding of Preliminary Engineering for West Second Avenue. Geotechnical and Surveying services were not eligible because the services were performed before the Hurricane Irma disaster declaration. Awaiting word on technical review of HMGP applications. Update on Hurricane Irma HMGP applications (contact Douglas Galvan on status update). LMS Working Group Meeting scheduled for later in May (May 22nd). Jason Taylor encouraged the submittal of applications for Tier 3 projects under Hurricane Michael disaster declaration. JT feels that there will be substantial money available due to rural and smaller communities in the Panhandle not being able to provide matching funding sources for HMGP applications. MG to notify JT of budget change for West Second Avenue for Preliminary Engineering. KHA to work on Hurricane Michael applications (due August). MG to continue on Hurricane Irma tasks. MG to address comments from Mitchell Plummer, Engineering Specialist, Mitigation Bureau, Florida Division of Emergency Management by 07/12/2019. These projects are:

- 4337-693: 3rd Avenue and Magnolia Street Drainage Improvements;
- 4337-694: 6th Avenue and Butler Street Drainage Improvements; and
- 4337-695: 9th Avenue/10th Avenue and Oakdale Street Drainage Improvements
- 4337-697: West Second Avenue TM executed agreement and it was sent 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 21st at Orange County OEC (10:00 am). MG mentioned money may be available under Tier 3 funding for Hurricane Michael. Town to consider projects.

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

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 /10 deadline.

MG submitted FEMA-4399-DR-FL HMGP application for Lake Down Retaining Wall to Kathleen Marshall, FDEM, Mitigation Bureau, on February 25, 2020. Project will be considered for Tier 3 funding under Hurricane Michael.

MG address environmental comments from DEM regarding applications 4337-693 (3rd Avenue and Magnolia Street) and 4337-694 (6th Avenue and Butler Street). The comments were from Kayla Born, FDEM. Two projects were considered ineligible for HMGP funding by the FDEM. These projects are 4337-695 (9th/10th Avenue and Oakdale Street) and 4337-696 (9th Avenue and East Boulevard Regional Stormwater Pond). RS mentioned infrastructure stimulus package may have money available for CIP's.

Received notification from DEM (Douglas Galvan) that Project 4338-443-R (693) 3rd Avenue and Magnolia Street Drainage – Phase I (Design and Permitting) has been approved for funding under the Hazard Mitigation Grant Program (HMGP). The Project Total Cost under Phase I: \$72,500; Federal Share: \$54,375; Local Share: \$18,125. The contract with DEM will be forthcoming for the Town's execution.

Reimbursement Request No. 1 processed by the DEM. Additional information submitted to Claudia Purser, DEM regarding 9th/10th and Oakdale and 9th/East Boulevard Regional Stormwater Pond. MG to follow up with Claudia on status of additional information. MG to prepare and submit quarterly report and Reimbursement Request No. 2 by the first week in July.

Second quarter reports sent to TM for his digital signature. Awaiting execution of two new project contracts with DEM.

New quarterly reports forms prepared and executed by the TM for the three (3) Town project – 4337-297-R (West Second Avenue); 4337-443-R (3rd Avenue and Magnolia Street); and 4337-449-R (6th Avenue and Butler Street) and submitted to Douglas Galvan, FDEM. All contracts executed and quarterly reports submitted. MG submitted an exhibit locating the three projects on a single Location Map to Paola Sullivan, DEM. Attended LMS Working Group meeting last month to discuss LMS projects and any other topics. Discussions on

residential safe room funding. Manny Soto (City of Orlando) – Steering Committee chair; Daniel Negron (Orange County Stormwater Management Division) – Planning Committee chair. HC to provide typical section for 7th and Butler Street. Workshops and public meetings scheduled in October. Typical will be applied. Contract for three projects pending from DEM (FEMA Project No. 4337-443-R). HC submitted quarterly report for three projects (contract pending). 11/2/20 Contract for three projects pending from DEM. HC submitted quarterly report for three projects (contracts pending). 12/7/20 - TM provided brief discussion regarding CCNA as it relates to procurement of the HMGP grants. TM had discussions with Gray-Robinson. TM to have 2nd zoom meeting with Gray-Robinson 12/8/20. 1/6/21 Bessie and Butler has been RFQ. Due on 1/11. 2/1/21 West 2nd received first reimbursement for design and proceeding with Bessie and Butler. Bessie/Butler RFQ to be approved at February TC Meeting. MG to contact DG and get confirmation of extensions. 3/1/21 Butler extension received. DEM agreement for Bessie, extension for Bessie. AIA agreements with KHA executed. 9th at 10:00 am – 12:00 am. All extensions from FDEM received. 7/12/21 HC and MG working on quarterly requests and reimbursement packages to Doug Galvan, FDEM. RS and TEM to look at other projects under other funding opportunities (September 1st deadline) with a minimum of \$2M. 8/9 All reports submitted. 9/13 MG attended LMS meeting. Meeting focused on upcoming update of County's LMS program and any changes that may need to be done. Doug Galvan is leaving and we are waiting on who will be next point of contact. 10/4 New contact is Brianna Nelson. KH and Galura to work on quarterly reports. 12/6/21 Next quarterly report is for period ending on 12/31. KH and Galura to prepare quarterly reports. Designs to be submitted by end of year and bids projected in January. Design Reimbursements to be submitted as well for last quarter. 1/10/22 DEM is updating project list and policies and will send to Michael Galura. Mike will send to Town staff. February agenda will ask for Resolution adopting policies and procedures. 2/14/22 Resolution to adopt Orange County LMS presented to February TC. Resolution approved 5-0. MG sent signed copy of resolution to John Mulhall, Orange County LMS Administrator. MG attended quarterly LMS meeting (virtual). FDEM was speaker and provided updates to LMS procedures and other applications. 3/7/22 MG to touch base with John Mulhall on acknowledgement of approval of resolution. Meeting on 3/8 to go over priorities and future funding. Staff to attend. 4/4 4th and Magnolia potential project. MG to ask John Mulhall about getting project on LMS list. 5/2 LMS meeting on May 11th at 10:00 am (Microsoft Teams meeting) Tonya or TM to attend. Include Nora on project numbers. Need reimbursables submitted. JF and TEM to submit application for 4th and Magnolia project 6/6 May 11th meeting was cancelled. Waiting for rescheduled meeting to address any additional projects. 7/11: Awaiting new Meeting. 8/1 - meeting scheduled on 8/10. 9/12 – MG sent forms to TEM on any potentially new projects to be considered for LMS funding (under disaster declaration). 10/10 – Federal disaster declaration expected for Orange County. 11/7 – MG to coordinate with HC on 4th and Magnolia future project. 2 other projects to be presented (retaining wall improvements) – 6th and Lake Down, 5th and Lake. 12/5 – LMS meeting postponed. MG to submit on two structural projects. Third project is 4th and Magnolia at Lake Down Park. FEMA will prioritize projects for Hurricane Ian. 1/09 - Waiting to hear back from FEMA. MG to follow up. Potential projects are two wall projects at 5th and Lake and 6th and Boat Ramp and one drainage project at 4th and Magnolia. 2/13 Mike G to prepare forms for seawalls at 6th and 5th and Hao to draft one for 4th and Magnolia. Once drafted need to send to John Mulhall. **3/6 TM asked if the Town needs a member on the LMS planning committee. MG will ask John.**

3. 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 8th at 3:00 pm at Town Hall. MG to still look at possibility of covering grates on roadway. MG submitted initial request for reimbursement. SFWMD responded and needs unique Town invoice number to process request. Debbie Wilson provided MG with unique Town invoice

number. MG resubmitted invoice to Nestor Garrido. Town received \$175,000 reimbursement from the SFWMD. Project Complete. MG to review alternatives to grates in lieu of Mack Concrete's recommendation to cut inlet top and precast top with manhole frame and cover. Potential filter per JF – test site. Further evaluate grates on First Avenue on whether to cap or maintain. MG to apply for DAC Recovery funding from DEM. \$31,564.07 is requested for DAC funding. MG to work to submit next week. DAC application submitted to Amanda Campen, Florida DEM, Bureau Chief of Recovery, 2555 Shumard Oak Boulevard, Tallahassee, Florida 32301 on July 1st, 2019. MG to follow up on submittal. KHA to review drainage system and provide 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 28th (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. March 4th: March 10th 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. KHA will prepare three IPOs for March Town Council agenda. KHA to review survey files previously provided by MG. KHA to include septic drain fields in project survey. Schedule kick-off meeting – TC approved one CIP – upgrade and include equalizer pipes and swale details. IPO expanded to include topographic survey in private property. Rain event monitored by KHA. First field visit conducted as well as kick-off meeting. KHA completed field visits and prepared drainage maps to prepare conceptual construction plans. PEC Surveying and Mapping conducting survey work. KHA to present to TC in July (tentative). Rain events to be continued to be monitored. Meeting to property owners before TC meeting. MG to coordinate with HC on modeling of W. Second Avenue as part of the First Avenue and Forest Drainage Improvements. Schedule kick-off meeting – TC approved one CIP – upgrade and include equalizer pipes and swale details. IPO expanded to include topographic survey in private property. Rain event monitored by KHA. First field visit conducted as well as kick-off meeting. Drainage analysis and conceptual design underway. Coordination with MG on W. 2nd Avenue. Meetings to be scheduled with residents upon completion of the conceptual. Concept and approach to tentatively presented in two (2) weeks. VG conducted review and will provide TM with update after storm observation. Workshop on 9/22. Concept plan to be completed this week and submitted to the Town for review next week. HC to utilize same typical section as 7th and Butler. Redundant outfall pipe and swales to be presented by KH as part of workshop with TC. KHA to complete plans by December 2020. Zoom meeting to be conducted with residents. MG to send ICPR model to VG. 12/7/20 – 90-percent plans to be submitted in two weeks and to the SFWMD for permit modification. CS asked if a workshop is warranted. 1/6/21 90% Plans submitted, met with John F in field and he had some comments. We implemented and will resubmit this week. John F to meet with residents to discuss before KH finalizes plans. 2/1/21 KH will send full set and separate plan view to John F. Once we have reviewed full plans, we will create Zoom meeting with residents and in person when

possible. 3/1/21 TC reviewing documents. JF reviewed and will discuss with HC on any comments prior to bidding. Public outreach to be conducted pursuant to JF comments. 5/3/21 Final plans completed. JF to discuss plan design with residents. HC ready to prepare bid documents. HC to send MG model modifications for proposed plans. TM to evaluate availability of money for project. Zoom calls with residents pending. 6/7/21 Bid package is wrapped up by HC and submitted to TEM. 7/12/21 Bid package completed. Awaiting on gas line information to verify location. Package to be sent to TM and JF for review. Look at September approval and TC agenda. 8/9/21 KHA received all gas information. Plans updated and sent to TEM. Non-mandatory pre-construction meeting to be scheduled once advertised for bid. 9/13 Bids are due 9/22. 10/4 contractor selection will be on 10/12 Town Council meeting. 12/6/21 Contractor NTP provided. KH and Town staff are currently reviewing shop drawings. Looking at January-April construction time frame. 1/10/22 Pre-con meeting Friday. Contractor mobilizing next week. Tonya to work on notifying residents. 2/14 construction ongoing. Tony and John and Victor met out in field. Construction should be completed in a few weeks. Swales regraded to lessen slope. 3/7/22 Construction completed. Walk thru scheduled with TEM and JF. Change order approved for additional aggregate. Contractor to roll edges to level with adjacent sodding. 4/4 Project completed and Town monitoring improvement performance. 5.2 Discussions with Gray-Robinson regarding potential resident litigation regarding drainage flow through 1st Avenue swale and into Wauseon Bay. Further discussion pending. TM to reach out to resident and conduct walk thru 6/6 TEM discussed adding weep holes – VG proposed lowering boxes. KHA evaluated alternatives to address resident concerns. TD to set up meeting with resident once all alternatives evaluated. 7/11 Ongoing. 8/1 – Staff will be meeting with OC EPD this week and meeting with resident is TBD. 9/12 Internally met with team regarding options to potentially submit to Jeff and his attorney. Meeting to be scheduled TBD. 12/5 – No new updates. Waiting to hear back from property owner. 1/09 - No new updates. Still waiting to hear back from property owner. 2/13 sent response to resident on 2/6 to review email from Town sent to them on 10/5 and respond back with options from that they wish the Town to pursue. **3/6: Nothing Further. No additional communication from property owner**

4. 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 12th/chase to Windermere Rd. 10/18 November 1st advertising period. TM working on negotiations for property swap. Conceptual design will commence once the property agreement is finalized. SB is coordinating with the Rubio's on property donation adjacent to Lake Down-Lake Butler canal. Still waiting on Wards. Awaiting on closing on property swap with the Town. Expect closing in April. Next agenda for resolution to vacate 20' on Dirt Main and provide it for the property owner (Ward). TM negotiating with property owner adjacent to Lake Down canal. The closing is next week. TM providing information to closing agent. Workshop held Monday night. TC approved property swap. TM to talk to residents on Lake Butler Boulevard for swap/purchase of RR property. SB still talking to Rubio's, updating TM on status. TM looking for funding sources for project (FRDAP, etc.). Rubio's agreed to donate land pursuant to conditions to be addressed by the Town. To be on July TC meeting. TM sent documents to Sorenson. SB to discuss contract with Rubio's. Heather to draft agreement for Rubio's. TM – after property acquisition, review multi-modal concept plan with Wade-Trim or KHA. SB working on funding opportunities to design project. To be named Windermere-Ward trail (prototype name – provisional). SB still negotiating with Rubio's – language in agreement for disclosure statement. Gray-Robinson to prepare agreement language for the Rubio's to approve. Memorial plaque to be provided as part of the agreement. 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. Meeting occurred in February. Direction was given to KHA on look and feel of walk way. KHA and SB have a site visit scheduled in March. After the field visit, KHA will prepare draft concept for TC workshop. MW presented preliminary alignment for multi-modal path and concept plan for typical sections. The alignment is a curvilinear alignment with a 10-foot width in an elevated section along the top of the existing berm. Discussion regarding public meeting – pending on when a public meeting can be held. KHA to amend plans to remove elevated path. TC workshop to be scheduled by SB/HC. Present to LRP/TB in July prior to TC meeting workshop in the end of July for conceptual approval. IPO to be prepared for final design upon approval by TC of conceptual plan. TM to secure some initial funding for the project (without pedestrian bridge). Information to be ready by 6/12 for TB meeting on 6/18. Review plan with LRP on 6/25. Property on 10th Avenue, alignment to be adjusted. TM discussed with LRP and TB to be submitted to TC for conceptual approval of plan at next TC meeting. Coordination with Ocoee, MW provided multi-modal information. Once concept is approved, TM to take to West Orange for funding opportunities (connection to West Orange Trail). TM to request IPO from Mike Woodward, KHA. Work with TB regarding tree selection. Work with residents on type of vegetation to be planted. Include separate Add-Alternative for bridge. Need probable cost for pedestrian bridge. IPO for pedestrian bridge was approved to KHA. CS discussed KHA third party vendor for provider of pedestrian bridge. KHA will serve as liaison for bridge design. Vendors will present options to KHA and the Town for selection of preferred bridge structure. TM and MW working with West Orange Alliance on funding for the project. Pedestrian bridge is separate IPO. Provide multi-modal links. April 2021 funding to be considered by WOA. Meeting regarding pedestrian bridge scheduled for tomorrow. 12/7/20 – TM and MW has been working with West Orange County Health Care alliance regarding interconnectivity and connection between Windermere and Ocoee. NW got closing documents from Gray-Robinson for TM to review and approve. 1/6/21 RW conveyance has been completed. Robert to confirm with Gray Robinson. 2/1/21 RS met with West Orange Health Alliance, they are working on it and will present to board in April. State appropriations also asked for trail. Plans also went to Chamber of Commerce. TM also to reach out to additional private RR ROW owners in the near future. 3/1/21 TC working with MW on concept. Metroplan has large PDE projects and project is unlikely to be funded through this mechanism. Best bet for funding is WO Health Alliance. TM meeting with residents along route for possible interest in property acquisition (1st Ave and North). 4/1/21 Submitted to MetroPlan for funding. Set up meeting with West Orange Health Alliance for funding. Property at Second and Dirt Main to be purchased from resident (preliminarily agreed on). Heather Ramos, Gray-Robinson, to prepare agreement. 5/3/21 TM still working on acquiring remaining 4 parcels. Contracts in draft form. TM has two weeks to close deal to move forward with road design. TM updated that Fed \$\$ may be available for pathway. 6/7/21 TM has meeting with Singers June 9th. Title searches being conducted on all properties to be acquired for accurate offer and dimensions of taking. TM to have a meeting with West Health Care Alliance this week. July TC may need eminent domain resolution. 7/12/21 TC met with Health Care Alliance. Presentation slated for Health Care District (Ocoee, Winter Garden and Orange County). Discussion on prioritization and distribution of funding. August TC meeting – imminent domain taking powers to the TM. Survey in for Ward Trail. Schedule a walk thru with TEM and JF; and KHA (MW and HC). 8/9 Awaiting from funding from West Health Care Alliance and Feds. Focus on interactivity of trail. Property acquisition to be through imminent domain process (4 of 5 acquired). 9/13 – Massy's requested to exclude hold

harmless. TM to meet with Hart. Singers want to close after October 1st. Still awaiting responses from Denoyles. TM to reach out to Denoyles again. 10/4 – Harts have signed on. Masseys have updated contact. Working with Singers. Denoyles still waiting for response. We are having neighborhood meeting this month. 12/6/21 Neighborhood meeting has been completed. Gray Robinson still working on closing for 4/5 lots. TM also working with Rose property and King Property for property swaps (10th Ave) 12/16 Public Information Workshop on Ward Trail. West Orange Healthcare Alliance monies to assist in funding. 1/10/22 Ward Trail, working with Arborist. KH to look at saving trees by minor realignments or protection measures. KH to develop landscape plans for public meeting and then Town Council. February 17th meeting for government task force for funding prioritization. 2/14/22 Property swap meeting has been rescheduled due to weather. MW looking to adjust trail alignment based on arborist recommendations. TM has West Orange Alliance meeting on 2/17 3/7 Property swap scheduled for Thursday. MW had walk through and will revise plan as needed. West Orange Alliance has committed money for the project – will be prioritized based on jurisdiction. No funding from State anticipated. 4/4 – Town working with residents on South Main adjacent to Ward property (King and Rose). Securing ROW. HC said plans are done for a portion of the project, awaiting on property swaps. Still working on Denoyles property. 5/2 Acquired property on north between 1st and North Drive per TM. Massey property closing soon. TM working and negotiating on 8th and Dirt Main property. TEM working with Tree Board on landscape concepts. 6/6 TM indicated additional property swaps pending (112 West 8th Avenue & 824 Main St.). TM meeting with Singers and Denoyles this week and next for purchases. 7/11 90% plans presentation 7/11. TC in August. 4 Property swaps on TC agenda for Tuesday night meeting. 8/1 – 90% plans for Ward Trail will be on August TC agenda. Town has closed on Massey Property. 11/7 no updates to date. 12/5 – Steering Committee looking to fund projects but not until 2025. Working with FDOT D5 for LAP certification and funding. Scheduled for Fiscal Year 2023/24 (July 2023). 1/09 - FDOT to send Town training list for Fiscal Year 2024 (begin July 2023) LAP Certification. 2/13 SAME, plus KH responding to DOT RAI, which mainly revolve around ROW. **3/6 Waiting on LAP certification from FDOT District 5 (expect in July).**

5. W. Second Ave Roadway and Drainage Improvements: 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 2nd Avenue to Canal (IPO by KHA). TM emailed GR. MG submitted 4th Quarter report to FDEM in compliance with the executed contract conditions. Next quarterly report to be submitted by April 15, 2020. MG to coordinate with Gray-Robinson regarding title search for existing right-of-way bisecting West Second Avenue for stormwater management outfall to Lake Butler/Wauseon Bay. MG to coordinate with Diane Edwards on reserving Town Hall for 2 public forums (east of Pine Street/west of Pine Street). MG to coordinate with Wade-Trim regarding the existing 2” water main on West Second Avenue for upgrading per the water master plan. RS and MG to also meet with cul-de-sac owners regarding the Town taking over the cul-de-sac if agreed on with owners,

including the securing of outfall easement to Lake Butler/Wauseon Bay. Title search by Gray-Robinson revealed that no rights-of-ways or drainage easements exist where originally mapped by the Orange County Property Appraiser. Their maps were updated to reflect no right-of-way or drainage easements. A public forum is to be scheduled (pending on pandemic lockdown) to solicit drainage easement(s) from residents. Mike Galura will coordinate with Scott Brown, Hao Chou and John Fitzgibbon on PRELIMINARY drainage design. TM to schedule a Town Hall Meeting for specific residents regarding the outfall easements at the middle of the project and at the end of the project (cul-de-sac). June may be the tentative month for a face-to-face public forum. MG to re-print presentation boards for public forum. MG to also coordinate with WT on relocation and re-construction of existing water main as part of roadway improvements. MG to have updated presentation boards prepared for public forum. 2nd quarter report due first week in July. MG to coordinate with SB, JF and HC on design plans and calculations. Three meetings: 1) East of Pine Street residents; 2) West of Pine Street residents; 3) Cul-De-Sac residents. MG conducted video conference call with SB and KHA (HC, VG) to discuss peer review comments by KHA. MG to amend plans accordingly. MG to coordinate with WT regarding water main design to be incorporated with the plans. SB and WT coordinating with OCU regarding the water main design. Tentative August 5th meeting with OCU. Quarterly report submitted to Doug Galvan by TM. MG prepared and submitted Reimbursement Request No. 2 to Doug Galvan. MG continuing to revise plans per KHA peer review and prepare boards for public forum(s). MG to submit revised computer models to Victor Gallo, KHA. Schedule to have 90% plans completed by September. TM and MG to conduct Zoom meeting with residents on public forum. Three (3) virtual public workshops conducted (East of Pine Street; west of Pine Street; cul-de-sac). Minor comments received that MG will incorporate into the final plans. Expecting more comments. Comments and discussions include avoiding large trees, locations of speed humps, stop signs (at Pine Street), lane widths, curb type etc. Continue public forums with stakeholders on discussions of project design. MG working on quarterly report and time extension request. MG to review side street extensions pursuant to Zoom meeting inquiry by resident(s). MG to only look at double stack on side streets instead of extending Forest Street. MG discussed water main improvements with Mike Demko, Wade-Trim. What was proposed in the Master Water Plan report is to replace 6" water main west of Pine Street to 8". 4" water main to terminus would remain the same size. 8" water main size between Main Street and Pine Street would remain the same. No additional fire hydrants proposed on 2nd Avenue pursuant to Master Water Plan. 1/6/21 Mike G will provide update. 2/1/21 MG working on reimbursement #3. Plans sent to Christina Crosby at OCU. RS to reach out to Gray Robinson on 4 property owners at cul-de-sac. 3/1/21 Awaiting PEC on drawing of legal description on Lot 21 from Gray-Robinson title search. HC to send MG copy of OC agreement for the Park Avenue improvements. TM to schedule final round of public input on project. 4/1/21 Conducted additional Public Involvement meetings with Town Residents. Spoke with cul-de-sac residents and will move forward to establish a 20-foot wide right-of-way and Cul-De-Sac radius based new alignment (avoid existing large tree). Upon completion, a legal description and sketches will be prepared and agreements prepared by Heather Ramos, Gray-Robinson. Linear Park R/W purchased for property at 2nd Avenue and Dirt Main. Revise roadway alignment to avoid existing large tree at northwest quadrant. MG and HC to coordinate on final roadway alignment. TM to discuss project with Ms. McCarthy (Andrew McCarthy's grandmother) to get concurrence on design. 5/3/21 Gray Robinson and third-party attorney working on agreement with the residents at end of West Second Ave. Should have ready for June meeting. 6/7/21 MG reconfigured the roadway alignment to closely match the existing pavement. The project will be strictly a drainage project with the pavement to be reconstructed to the same dimension. JF and TEM to meet with the residents to get concurrence before preparing the right-of-way agreement (third party). 30% Water Main Improvement plans submitted to Christina Crosby (Orange County Utilities Division). 7/21/21 JF had last meeting on cul-de-sac, get concurrence in writing. MG awaiting concurrence from all residents prior to having PEC prepare legal description and sketches to accompany easement agreement to transfer road right-of-way to Town. MG to check on status of 30% water main plan review from Orange County Utilities

(Christina Crosby). MG to coordinate with HC at intersection of West Second Avenue and Dirt Main on intersection configuration. 8/9 MG met with JF on alignment. MG to revise right-of-way alignment pursuant to field review and discussions. JF to coordinate with HR on draft agreement. Awaiting concurrence with Andrew McCarthy's grandmother. Received initial comments on water main plans from County (Christina Crosby). OC wants plans on 11x17 plan set format (currently on 24x36 plan set format). Meeting with Ed Torres (OC Utilities Division) scheduled later in month. 9/13 – Right-of-way limits for Aladar Replat cul-de-sac finalized between MG, JF and TEM. ROW and temporary construction limits (TCE) submitted to PEC for preparation of legal description and associated sketches. Expect completion by end of week or early next week. Reimbursement request for design fees submitted to Doug Galvan (Reimbursement request No. 3 for invoices through period ending 5/31/2021). 10/4 – Waiting on PEC for final legal & sketch. Robert and John to meet with property owner. KH provided 60% OCU submittal peer review comments. 12/6/21 Michael Galura to provide update. Public Workshop moved until 12/13/21. 1/10/22 Requested and received HMGP grant extension. Submitted 90% plans to Town staff. On TC agenda for 1/11. Then will submit for SFWMD permit. Still waiting on some residents to sign easement agreement. . 2/14/22 SFWMD ERP Application submitted 2/1/22. Proceeding with modifications to Orange County Utilities water main plans (KHA peer review). Preparing reimbursement request to be submitted to FDEM. 3/7 MG issued Response to Comments to SFWMD for ERP. RS and JF working on easement agreements – MG will need for FDEM deliverables. MG to discuss extension with FDEM due to delay from SFWMD review. 4/4/22 MG submitted the Phase I deliverables (less the SFWMD ERP and the FDEP NPR, both which are pending) to Lourdes Vargas on 3/30/22. Mike is working on the quarterly report and reimbursement request. MG to review the OCU peer review comments from KHA and incorporate into 60% submittal to OC. 5/2 MG addressed FDEM comments and submitted per FDEM timeline. Addressed building replacement value issue per OCPA website. TM submitted potable water design to ARPA. JF to send easement agreements to MG. 6/6 MG addressed additional comments from Ed Warren, FDEM. Ed indicated that his engineering review is complete and that he has determined a BCR of 1.3 for the project, indicating that it is eligible for the FEMA funds under Hurricane Irma. He said that additional comments may come from other departments but engineering is complete with their review. MG also submitted the reimbursement request #4 to Lourdes Vargas, FDEM, for review. Lourdes had comments to remove any costs associated with administering the Phase I contract (quarterly reporting, reimbursement requests, etc.). These cost are to be removed from subsequent reimbursement requests. 7/11 MG provided responses to Environmental RFI from Amanda Chin, FDEM. MG also received request from Amanda Chin for a DRAFT of the Public Notice to be published by the Town for the Phase II funding of the project by FEMA. Any public objections during Public Noticing will need to be addressed before funding contract can be issued. POP extension requested to 10/31/22 and submitted (per recommendation by Lourdes Vargas, FDEM) to allow time to address current and future RAI's. 8/1 – Updated POP extension for FDEM review period. Extended to October 2022. Waiting to hear back from FDEM on draft public notice. Reviewing WM plans for consistency with recently approved MUP. Public Notice revised and sent to TEM per Amanda Chinn, FDEM. Public Notice to be published per approved FDEM methods of delivery. MG to provide electronic and hard copy of 100% plans to the Town for observation. Public notice to be published in Orlando Sentinel. 10/10 MG to update plans and submit to TM. Awaiting if any objections to Public Notice (30-day appeal period) has been filed. Any objections to be documented and addressed satisfactorily per FDEM. Provide FDEM with affidavit regarding publication of Public Notice in newspaper of general circulation. 11/6 Awaiting on status of Public Notice (any filed objections). Updating plans, quantities and specifications. 12/5 – Submitted to FDEP information requested for No Permit Required Letter. Public Notice completed with no public comment. 1/09 - Waiting on No Permit Required Letter from FDEP and Period of Performance Extension Date for HMGP Grant. 2/13 received NPR from DEP on this project. Mike is hoping construction can begin in the 3rd or 4th quarter. 3/6 MG provided

update. Revised plans, engineer's estimate, response to comments and FDEP permit application to OCU submittal portal.

6. **Signage:** TOW looking for consistent signage within Town. Part of Branding Revitalization. Street signs have been installed along major roadways. Now focusing on interior signage to make sure they are correct type, meet specs and are justified and enforceable. 10/18: SB to look into Parking Directional Signage when 5th/Forest is complete. Town Entrance Signage placed on hold. SB to look at parking directional signage. Parking directional sign ordered by SB. SB to meet with contractor on parking signs and public parking signs. Keep 10-ton weight limit for bridge over canal. SB to order sign for 10-ton limit. Parking signs are expected to be received this week. New speed limit signs installed by SB. Look at installing DO NOT BLOCK INTERSECTION signs at intersections. SB to look to add in next round of regulatory signs. Most signs have been maintained by PW. Some signs may need to be replaced due to age. SB to monitor. SB awaiting quotes for flashing beacons. DO NOT BLOCK INTERSECTION signage to be included in next FY budget. Re-visit event signage – coordinate with LRP. No change – Advanced warning “Stop Ahead” beacons have been ordered and will be installed at approach to Windermere Road on Maguire Road. Beacons on hold due to backorder at manufacturer. PW to continue to maintain sidewalks. Posts were received but were damaged and were 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. New no right-turn signs at six locations and speed humps have been installed on Ridgewood. CS suggested that flags be temporarily placed on new signs, a temporary info board from PD could be used, and to put down traffic counters. SB will get with PD on these items. KHA to look at providing past traffic counts. There was a discussion on how to get this information reported to Waze and Google Maps. LRP made recommendation for RFW w/sign company to design, construct and operate Town Facilities event and gateway signs. PD monitoring, will get count when traffic patterns return to normalcy. Hold off on internal signs. Park Avenue signs to be updated. CS to set up LRP meeting – schedule workshop in August-September. SB put signs on bridge. Park Avenue signage ready to go (SB spoke with contractor). Resolve issue with property owner and WT on signage. SB and CS discussed with LRP and they need more information on scope of work. SB should have some notes to CS sometime this week to get a signage company onboard regarding the Town's brand (beyond regulatory and traffic signage). SB reached out to OCPS for design processes. Looking at capabilities of companies currently contracted with the TOW for design. LRP will make final recommendations to TC. Individual IPO's for signage discussed. Documentation to be sent to TM for TC agenda. To be done under KHA master services agreement. To be presented as an LRP item. Upgrade 6th Avenue. CS to send summary to LRP. Upgrade 6th Avenue. 12/7/20 – CS to send summary to LRP. Upgrades to be completed this week. TM to coordinate with Duke Energy. 1/6/21 Poles getting replaced with new upgrades on 6th Avenue. 2/1/21 Poles on 6th Avenue completed. John F and Travis have been doing maintenance on all signs. TC approved signage as part of KH master services. 3/1/21 Change guideline on font use to match the Town Facility. 4/1/21 Tonya will check on expenditures for signage for the year. 5/3/21: \$\$ Spent for this FY. Tonya creating signage maintenance plan within road maintenance plan. Will create CIP for remining areas of Town to create consistent signage. 6/7/21 PW for signage will be budgeted for next FY with exception to emergency signage (alcohol-related signage) and NO RIGHT TURN per TEM. 7/12/21 NO RIGHT TURN signs have been installed. NO MOTORIZED VEHICLES signage to be installed at Lake Down. TC workshop in August to discuss Fernwood

transition from a public park to a private boat ramp (Town Residents only). Issues are enforcement of parking at various locations. 8/9 TM to discuss action items with TC. 9/13 – NO PARKING on the weekend signs. To be deferred until ordinance has been approved by TC, 10/4 – Robert working on ordinance. 12/6/21 Robert and Tonya to provide update. Once Fernwood Comp Plan approved, Fernwood would then become boat ramp. Still waiting on Department of Economic Opportunity input. Changes to gate and fencing as well on hold pending DEO review. Once parking ordinance is approved in December, additional signage with ordinance numbers can go up as well. 1/10/22 Staff is reviewing sign language and gate types and operating systems. 2/14 PD, PW and TM met and will be moving gate and installing card reader at Fernwood Park. Will take to TC in March. Also reworking signage to match new ordinances. PW to look at Manors signage 3/7 TEM working on signage 4/4 TEM working on signage for the parks – Alcohol language for all parks. 5/2 TM issued purchase orders for Manors and Marina Bay. Additional signage for Lake Street Park approved – purchase order approved. 6/6 TEM – new signage installed at Fernwood Park and other parks. TEM to work with PD for NO PARKING WEEKEND signs. Signage for Manors and Marina Bay ordered. TEM send MW options on Oakdale road closures for concurrence. 7/11 Oakdale to be discussed in TC meeting. Manors and Marina Bay signage being erected. 8/1 – Signage getting redone and will get installed. . 11/7 Cross-walks painted per TEM. JF to check on street lighting in front of Town Admin. 12/5 – Currently fixing street lighting in front of Town admin. No other updates. 1/09 - No new updates. 2/13 No new updates 3/6: Nothing Further

7. New Facility: Awaiting preliminary DD budget numbers from HJ High. Coordination with MW regarding impact to roundabout from new facility construction. JF to coordinate with ADG for modifications and scope on 6th Ave including ingress-egress to the library. This was not part of the original budget and will be priced separately for Robert to determine budget parameters. Maintenance Bldg. will be priced separately since it was not included in the original scope. The arborist was On site Friday May 2nd to perform air spading the trees that are to remain. The report will indicate tree root pruning plans. Determination was made that no special foundations will be required based on proposed building foundations and existing tree root extent. JF working on AIA102 form for GMP for review in July with HJ High. Early demo and foundation packages plan to be submitted in August for pricing and contracting. Demo tentatively to be completed 8/1. Meetings this week with design teams. JF to send current design schedule to Robert for TC. JF/ADG to present update to TC by 7/28 (workshop). Any TC directions can be approved at August meeting. Two workshops to be conducted per TM. Transition into construction document phase. Anticipate having demo package by mid- to latter part of August. Preliminary construction meeting to be conducted before demolition. Provisions for ventilation requirements for COVID-19 to be considered as part of budget increase. Received 50% CD set from ADG Thursday of last week. JF and Stephen Withers to prepare redlines and schedule meeting with ADG to further discuss. ADG working on 50% CD budget. Bidding abatement out. Abatement will be done as Change Order to. Waiting review comments from HJH. TM – request waivers for demo contractors (hold Town harmless). JF coordinate with demo contractor on turning off power. CS – coordinate on salvaging of materials from Town offices to be demolished and documented. 60% CD's complete; 90% CD's expected September 30, 2020. Demo package out to bid with HJH. Demolition to begin mid- to late October 2020. Coordination with all utilities continuing for disconnection. Gas has been disconnected as well as all Spectrum Business services. FDLE Server waiting to be relocated. Once server is relocated, power will be cut off and removed from old facilities. Coordinating salvage of old material from building with Tom Strupe and George Poelker from the Historic Preservation Board. Doing final selection with Demo contractor. Selection based on low qualified bidder. Abatement completed. Air quality test conducted in existing facilities. Pre-construction meeting with demo contractor TBD. 100% CD's expected by end of week. Looking into perimeter fencing prior to demolition. Demolition complete. Awaiting permit from OC Public Health for existing septic system. Kerosene tank removed. In for permit for permit fees for WT. Full GNP numbers from contractor

pending. Minor items pending per JF. Ground breaking anticipated in approximately 3-weeks (possibly after Thanksgiving). Expect NTP in December with 10-12-month construction timeline. 11/2/20 Demolition complete. Awaiting permit from OC Public Health for existing septic system. Kerosene tank removed. In for permit for permit fees for WT. Full GNP numbers from contractor pending. Minor items pending per JF. Ground breaking anticipated in approximately 3-weeks (possibly after Thanksgiving). 6/6 JF doing final closeout to determine final payment by end of June. Waiting on final waivers and lien releases with prime contractor and sub-contractors

12/7/20 – JF had meeting with site contractor. Hope to have GNP soon. JF to coordinate with Computer Business, Spectrum and contractor regarding all infrastructure to be installed. Construction timeline is expected to be the same – to be discussed with contractor. 1/6/21 Working on finalizing all GMP contracts paperwork. JF to review changes with Guy Haggard to finalize all forms. 2/1/21 Fully executed contract approved by TC. Contractor is proceeding with submittals. 3/1/21 Work progressing. Foundation poured. Underground utilities relocated. JF working with Town Staff on purchases. Schedule for TC walk-through. TM to review Duke Energy easement agreement. 4/1/21 Budget review pending. Concrete block walls going up. Awaiting inspection at 6' height. 4/22 structural steel expected. Underground work is completed. 5/21 Duke to establish transformer. Stormwater/drainage tie-ins to be conducted. Water lines upsized pursuant to OCU. Meeting on 5/5/21 Tonya will update TC on progress at 5/11 TC meeting 6/7/21 Finalize cut sheets this week. JF to work with TEM regarding furnishings and fixtures for Public works. PW to be dried-in this week and Admin later this month. Electrical rough-in's on going. Meeting with LAG regarding connection to new Town facility. Steel structure for workshop not expected to be received until August. Should not affect schedule and CO for admin building. Currently on time and on budget. 7/12/21 On schedule. FF&E has been ordered. JF to provide monthly updates to TC. 8/9 Facility work on budget and on schedule per JF. Awaiting proposal from Stephanie (Spectrum) for IT services. TM and selection committee to select IT vendor for Town Facility. 9/13 – Signed easement agreement with OCU. Entered into agreement with Spectrum. 10/4 – John provided ppt of monthly update and will provide to TC. Tracking on schedule and temporary CO at end of year. Move in February. 12/6/21 Robert and Tonya to provide update. Issues with front doors arrival. Dealing with OCU issues relative to chlorination testing. Still on time and on budget, IT equipment to be installed this week and next. 1/10/22 Move is still anticipated for the first of February. John F. to coordinate FDLE move and comm design. Staff to coordinate grand opening and walking tours. 2/14/22 – Staff has moved into new facility. Punch list essentially completed. All exterior signage to be installed this week. Building to be pressure washed and cleaning – week after Spring Break expected for ribbon cutting ceremonies. 3/7 Roofing issues being resolved. Project under budget. Lightning protection repairs being installed. JF working on punch list towards final close-out. JF to reconcile on ODP. 4/4 – Grand opening 4/7/22 – 5:00 pm for opening. Punch list items being addressed. JF working with PD on accreditation – CCTV, card readers, etc. 95% closed out to the GC. 5/2 JF finalizing ODP changes – minor punch list items to be addressed (expected this week). Final walk with roofing contractor – address minor issues. 7/11 Address minor flooding in back parking lot. Awaiting final waivers. 8/1 – 100% closed out, final paid. Waiting on final releases from subcontractors for main building. Swept analysis completed for turning movement. 9/12 JF to meet with HJH on doors. Dedication plaque pending (Steven Withers has final design). Review latest version and finalize for approval by TM. 10/10 Minor punch list to be addressed by JF. 11/7 JF suggested final walk-thru with regards to warranties. 12/5 – mid to Late January for walk-thru punch list. 1/09 - No new updates, finishing punch list items. 2/13 – SAME 3/6 1-year warranty walk conducted. 15 items to be completed (9 completed) per JF.

8. Fernwood Park Improvements: \$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. David Hansen to help guide Town through OC permitting and variances. Video conference with SFWMD – will require a permit for the boardwalk. Meeting with Orange County EPD – 2 permits required including tree survey and wetland delineation. Draft concept prepared, beginning preparation of construction plans. 4-6-months estimated for design. FRDAP grant deadline April 2021. 5K run has been postponed, but not canceled. SB working with OC EPD on wetland delineation. Surveyors are picking up wetland flagging. Also virtually met with SFWMD on permit submittal. FRDAP forms sent to TM for execution. TM coordinating with FDEP regarding parking configuration. SB said that the SFWMD is requesting an individual permit for the boardwalk due to encroachments to Sovereign submerged lands. FRDAP grant application withdrawn. Meeting tonight at 5:00 pm to discuss. Town to conduct a charette for presentation (to be conducted on Zoom). Coordinate with Councilman McKinley on P&R input. No changes. Getting charettes and scheduled for the residents. TM to discuss with Councilman McKinley on opening of Lake Street Park. TM to as PR to complete and close-out. PR to determine what to do with boardwalk. 11/2/20 PR to determine what to do with boardwalk. 12/7/20 – Pending. 1/6/21 On hold until we get RFQ completed. Travis M. to contact companies and get quotes for dock fix. 2/1/21 JF to get three numbers from separate vendors for dock fix. JF to look into dock inspections checklist and schedule. 3/1/21 TM needs third quote for dock fix pursuant to Town procurement procedures. JF and TrM will review and recommend quote. 3/12/21 TM approved dock replacement. Waiting on schedule from vendor. Once there is a time frame scheduled, TM will post. 4/5/21 Await dock replacement until Butler design completed. TrM spoke with Peter Fleck regarding the dock. No permit required since it is a maintenance activity on existing dock. 5/3/21: Dock fixed. Remining improvements to be determined at time of Butler Basin design completion. Tonya looking into cameras at dock. 6/7/21 Looking to install security cameras. 7/12/21 Boardwalk to be dealt with after the 100-perenct plans for Butler Basin. P&R recommends transitioning park into boat ramp only. TM to work with TC to set up workshop. 8/9 Boat ramp conversion will provide the Town more enforcement powers. TEM awaiting quotes for fencing and gates. Going with wrought iron for structural stability and will not affect stormwater design . 9/13 – Redesignated to boat ramp in October. Continue working with OCEPD if Town can get no wake zone or no motorized water craft at Lake Street and Lake Down. 10/4 – Working with EPD on no wake and on Lake Street and Lake Down Park. 12/6/21 Waiting on Comp plan amendment. Robert

to touch base with Orange County EPD on Bird Island Ordinance. 1/10/22 Robert to work with Tonya on signage and gate systems. First reading of comp plan amendment on 1/11 TC meeting and second reading in February. 2/14 PD, PW and TM met and will be moving gate and installing card reader at Fernwood Park. Will take to TC in March. 3/7 Plan on TC agenda. 4/4 Fencing slated for fall 2022. 5/2 All fencing and appurtenances ordered per TEM. Additional request for signage. 6/6 TEM – supplier indicated gates to be received by July. By August anticipate everything to be installed. 7/11 August slated for park improvements. 8/1 – Electric installation will be this week/next week and fence installation in the next couple of weeks. 9/12 Fencing completed, Gate post completed. Issuance of keys for locked gate pending (TEM coordinating). 10/10 Gate locking system to be installed (pending). 11/7 TEM to get with installer regarding access. Fence was fixed due to tree falling. 12/5 – Gate system installed and waiting on instructions from installer. 1/09 - Contractor needs one more USB drop and it is in progress. 2/13 Staff received training on the new access system and drafted a process. Town Attorney reviewed and sent back the acknowledgment forms. A date can be derived for gate closure to allow two weeks of outreach before the gates close. **3/6 TEM waiting on closing gates (coordinate with TM). Diane to publish once finalized.**

9. Cross Walk Improvements: W&D has funded two cross walk improvements. First one on Second/Main and the next on 6th/Magnolia. 10/18 Two additional locations – 6th Avenue east of Ridgewood, and Main Street near Estancia. Funded one cross-walk. Location to be determined. Consideration for cross-walk locations: 1) 6th Avenue near Ridgewood Drive; 2) Main Street near Estancia. LRP to make recommendation and present to TC for approval. LRP has reviewed and approved Johnson Park crossing (east of Ridgewood), to be presented to TC for approval. More usage and higher volume of traffic. Cross-walk improvements completed. Look at an additional cross-walk based on availability of funding. LRP made 2 recommendations – 1) Estancia; 2) First Avenue and Main Street. Retrofit existing cross-walks. LRP recommendations made. Awaiting funding. No change. Waiting on Windermere W&D funds. No change. 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 1st Avenue and Main Street. On TC agenda for 2/11. Windermere Road and Maguire Road has been completed. TC approved RRFB at Main Street and 1st Ave. Footers have been poured. Awaiting deliveries for RRFB's. RRFB's completed at Main Street and 1st Avenue and operational. Nothing additional. Waiting on W&D. W&D to conduct event in March 2021 for sponsorships. TM to meet with HPB. 12/7/20 - W&D to conduct event in March 2021. 1/6/21 No update. 2/1/21 Ongoing. 3/1/21 - Ongoing. Another tier of cross-walk locations to be reviewed. LRP to have updates. 4/5/21 Taking to LRP. 5/3/21 No LRP in April so taking up in May. 6/7/21 Cross-walks will be discussed at TC meeting. Will be part of proposed share agreement. 7/12/21 Still waiting on monies and property share agreement with the 500 block. 8/9 Considering postponing event due to Covid. Decision to be made in October. 9/13 – Windermere Wine & Dine moved to February 2022. Business as usual in late September. Food truck event to be held in September. 10/4 – Wine and Dine event in February 2022. 12/6/21 Priority of crosswalks established. TM to provide list from LRP: 1. Estancia 2.WRC. 3 9/Main. 1/10/22 LRP made suggestions and Town staff has priorities. 2/14 – Working on grant for additional crosswalk. TM to talk to WW&D regarding funding for crosswalk. JF working on park bench additions by WW&D. TM working with W&D on funding. JF working with W&D on benches, 5/2 TM working with W&D and get on TC agenda. 6/6 TEM got quotes on all cross-walks (average \$20,000 apiece). TM to coordinate with WWD on funds and present to TC in June 7/11 TEM sent purchase order to contractor – delays in receiving materials. 8/1 – Ordered and waiting for install. 9/12 Awaiting cross-walk assembly. 10/10 TEM to provide update. 11/7 Cross-walks being installed this week. 12/5 – Crosswalk has been installed. 1/09 - No new updates. 2/13 Awaiting details on how much Wine and Dine can spend to fund the next cross walk which is Windermere Recreation Center at Park Ave - \$23,900 **3/6 Finalizing numbers from WWD.**

10. 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. HPB had conference call with SHPPO about signage and marker. No changes. TM to meet with potential volunteers for community hours. No changes. 12/7/20 HPB met and agreed to remove sidewalk around schoolhouse facility due to drainage issues. TM to address this week. 1/6/21 Completed. 2/1/21 Siding boards are currently being repaired. 3/1/21 Sidewalk removed and disturbed areas re-sodded. JF met with local Boy Scout troop who have an Eagle Scout project to connect the school house to the privy. 4/5/21 HPB is meeting this week. Eagle Scout project completed. 5/3/21 HPB guidance needed on how they are proceeding. 7/12/21 Batten boards for the siding are completed. Eagle scout painting boards. 8/9 TEM advised to work with her and JF on Boy Scouts understanding of the site when doing the improvements. 9/13 – TEM to get quote to clean up wilderness around school house, removal of well and landscaping. Orange County is in process to decommission well, 10/4 – Working on decommission well ongoing. 12/6/21 Orange County Permit to decommission well anticipated this week and work on it next week. 1/10/22 Met last week and selecting new chairperson. The well has been fully decommissioned. Patio is completed and pathway improvements are next. Looking at installing aesthetic “wishing well”. 2/14 - Ongoing 3/7: Ongoing. PW graded parking lot. Will seed the area. 4/4/22 Sod place in parking lot. Garden Club has been working around school. New board member – 5/2 New chair for Historic Preservation board. 6/6 no change. Change on leadership by that committee. 8/1 – No meetings in summer. Next meeting in October. 9/12 Meet on October. 10/10 No Change. Focus by board on 100th Anniversary. 11/7 No Board meeting in October. 12/5 – Minor debris cleanup. 1/09 - No new updates. 2/13 - No new updates. **3/6 No change.**

11. 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. Ongoing. SB and KHA submitted street sweeping volumes to FDEP. KHA and USA Services documenting quantities. Continuing to document. Quantities are continuing to be documented. Still documenting on monthly basis. Ongoing. 12/7/20 – Ongoing. 1/6/21 Coming out once a month. Travis to get paperwork and send to Hao. 2/1/21 Ongoing on obtaining reports. 3/1/21 Ongoing with reporting. 4/5/21 Ongoing. 5/3/21 Tonya and Hao to work with vendor on quantities to report for NPDES compliance 6/7/21 Reporting scheduled for every 3rd Wednesday for every Month per TEM. 7/12/21 Ongoing. TEM to put together schedule for street sweeping and vacuuming (3rd Wednesday of each month) 8/9 TEM has

set up regular schedule. 9/13 – Street sweeping to commence every 3rd Wednesday of the month. TEM to get latest report from vendor. 10/4 – Ongoing and documenting for NPDES Annual Report. 12/6/21 Ongoing and NPDES Annual Report submitted. 1/10/22 Ongoing and providing information to KH for next NPDES Annual report in two years. They are coming at scheduled times. Need to include in STAR report. 2/14 – Ongoing, services being provided on schedule and data sent to KH. 3/7 Ongoing. 4/4/22 Street sweeping ongoing. 5/2 Ongoing. 6/6 TEM – provide HC with street sweeping quantities. 7/11 Ongoing. 8/1- Ongoing and documenting. 9/12 Street sweeping last week. 10/10 Ongoing and documenting. Post-storm documentation to be sent to KHA. 11/7 Ongoing. TEM sent documentation to HC. 12/5 – Ongoing. 1/09 - Ongoing. 2/13 – Ongoing **3/6 info sent to HC.**

12. Vacuum-Truck Services – Cleaning of stormwater structures and storm pipes. Bid awarded by Town to Waste Services Group at January TC meeting. Started on 8th and Bessie Street to Magnolia. Log of linear footage of pipe cleaning and volume of debris collected. Completed in 1-1/2 days. Scheduled for 12th Avenue and Oakdale Street stormwater project. MG to provide SB with copy of recorded drainage easements for the storm sewer system in the back of the homes. Next project is west 8th and Forest Street. Plan is to initially clean the entire system with a future target of bi-annual cleaning of systems. SB to receive cleaning logs from WSG for documentation for NPDES measurable goals. Provide measurable goals for NPDES reporting. Done with cleaning 12th and Oakdale Street. Moving next to west 8th Avenue drainage system for cleaning. TM to coordinate with SB on availability of funding for continuing work. Working on funding. Continuing the cleaning of stormwater/drainage structures. Plan to conduct bi-annually. SB to provide budget amount to TM. Completed west 8th Avenue and currently working on Lake Street. Targeting North Oakdale (north of 1st Avenue). 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. 12th Street and Oakdale vacuum, GPS and CCTV services have been completed. 12th and Oakdale completed. Videoing process. SB working with KHA on GIS for inventory. GIS being prepared for drainage infrastructure mapping. Continuing GIS mapping of Town's MS4 system. Completed west 8th Avenue – working towards First and Forest. Ongoing. Set up for Bi-yearly cleaning. Continuing GIS mapping. Ongoing. Videoing for GIS mapping. Conducting videoing for GIS mapping. TM to present costs for upkeep for Street Sweeping and Vacuum-Truck services. Ongoing. 11/2/20 Conducting videoing for GIS mapping. TM to present costs for upkeep for Street sweeping and vacuum truck services. 12/7/20 - Johnson Park used as discharge location. HC tracking invoicing and debris removal for NPDES reporting (coordinate with TrM). 1/6/21 Ongoing. 2/1/21 Current reports received; HC will continue to track. JF and TM to request per service invoicing. 3/1/21 Ongoing. 4/5/21 Ongoing. 6/7/21 TEM and HC have been working with the street sweeping vendor on structure inventory. 7/12/21 Ongoing. TEM to put together schedule for street sweeping and vacuuming (3rd Wednesday of each month). Solids to be transported offsite. TEM waiting on quote for cleaning of all storm drains. 8/9 TEM to reconsider vacuum-truck vendor services (current vendor un-responsive). 9/13 – Ongoing. Lake management consultant to help coordinate when they come onboard. 10/4 – Ongoing and documenting for NPDES Annual Report. 12/6/21 Ongoing and NPDES Annual Report submitted. Tonya is looking at some options for contracts with other companies for this work. 1/10/22 Tonya met with Shenandoah and they will provide quote for vacuum services. Atlantic pipe has already sent Tonya a quote. Tonya to establish baseline of how often structures need to be

cleaned. Need to include in STAR report. 2/14 – New vendor will be contracted with this week. 3/7 Horizon Land Management is new vendor. TEM to send agreements over for execution. 4/4/22 – MG provided TEM with data, completion of missing structures and pipes to be cleaned. 5/2 TEM met with vendor. Ongoing 6/6 TEM discussed difficulty for cleaning structures due to duration when they were last cleaned. 7/11 Ongoing. 8/1 – Ongoing and documenting. Spreadsheet created for schedule and documentation. 9/12 Vendor completed tracking sheet which was forwarded to HC. 10/10 Ongoing and documenting. Post-storm documentation to be sent to KHA. 11/7 Ongoing. TEM sent documentation to HC. 12/5 – Ongoing. 1/09 - Ongoing and will provide vacuum quantities. 2/13 – Ongoing
3/6: Ongoing. Info sent to HC

13. 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.). Ongoing. SB to provide TM with budget numbers. Continuing. Continuing. Ongoing. SB to address wax myrtle growth by Lake Bessie boat ramp. Land alteration permit would be required. Ongoing. TrM to check with vendor (Solitude Lake Management) on cycle of lakefront maintenance. Check on maintenance plan and frequency. 1/6/21 Travis M reached out to vendor to get scheduling. Will follow up again to establish a set schedule. 2/1/21 JF and TM working on permit and is in process of resubmitting. 3/1/21 Received Lake Crescent permit. TrM working on schedule. 4/5/21 Ongoing. 5/3/21 Tonya and Hao to work with vendor on quantities to report for NPDES compliance. Will also TV and GIS lines and structures. All will be cleaned out prior to Storm Season. 6/7/21 Town is using Solitude as their vendor and they have been providing reports to TEM. Considering a lakefront maintenance consultant to assist with planning for lake-front and swale maintenance to keep constant tabs of tasks and maintenance schedule. 7/12/21 Ongoing. RFP going out on 7/23/21. 8/9 RFP committee met last week. Got additional information from respondent (JF to meet with TD to discuss and make recommendation for awarding of bid). 9/13 – Lake management consultant RFP to be included in TC agenda for approval. 10/4 – Aquastem will have onboard meeting this week with Staff. 12/6/21 Amy is working with Solitude Lake Management. Will do a State of the Lakes at January TC meeting. 1/10/22 State of Lakes report at TC 1/11 meeting. Things we need to work on and things that are going well. 2/14 Lakes Consultant is good with services being provided by Solitude. Consultant will review 50 ft setback 3/7 On going. Lake consultant provided WT with letter per TEM. 4/4/22 Setbacks relative to pool – workshop with TC (Brad Cornelius of WT to conduct workshop) to evaluate what the Town will adopt. 5/2 WT doing presentation to TC for pool setback. DRB recommend not to amend. 6/6 BC discussing with Winter Park on pool setbacks (to eventually be presented to TC). 7/11 Ongoing. Taking ordinance to DRB in near future. 8/1 – Town looking at new vendor and add swale maintenance treatment. Lakefront impact Ordinance Amendment will go to DRB 8/16. TC on 9/13. 9/12 TC in October and November. 10/10 – TEM waiting on proposal. 11/7 TEM – new vendor (AWC) coming onboard. 12/5 – Aquatic Weed Control just finished first treatment and working with Lakes Consultant. 1/09 - Ongoing and providing documentation for review. 2/13 – Ongoing. Orange County reviewing status of permits for Bessie and Lake Down, should hear from them on 2/17 as to if we can modify the existing permit or need to

reapply. Staff met with them virtually on 2/10 and in the field on 2/14. **3/6 TEM – new replanting plan (OC to extend permit). Focus on stormwater pond maintenance.**

14. 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. Contractor just send SB scope of work and cost. SB is reviewing. On Hold. SB and JF to get together on AC so TM can submit for the CARES act. JF to conduct thermal scans for various buildings. New toilets, automatic soap dispensers and automatic faucets to be implemented. Scheduled AC replacement for week after next (week of November 16th, 2020). 12/7/20 - AC replacement at Town Hall completed per TrM. Awaiting on final invoice and maintenance plan and warranty. 1/6/21 UV lights are installed and inspected. Look at getting roofer out to look at rotted area in the flat roof section. TM and JF to look at temporary fixes. 2/1/21 Minimal maintenance until after Town facilities completed, then will do full repairs. Temporary fixes to roof and porch steps. 3/1/21 Temporary fix on roof completed. Permanent roof replacement is pending. TrM gathering quotes for fixes from roofing vendors. 4/5/21 TrM getting quotes on roofing from prospective vendors. Bids to be presented to TC for consideration. 5/3/21 TC to approve roof fix on 5/11 6/7/21 Budget increased for Town Hall. Inventory required for Town Hall elements. Next FY targeted to implement improvements. The flat roof did get repaired per TEM. 7/12/21 FY 21-22 funding for full assessment of Town Hall (April-May of 2022 for assessment). Continue cosmetic repairs till full assessment. 8/9 Ongoing. 9/13 – Ongoing. Minor fixes and cleanup continuing. 10/4 – Ramp fixes have been completed. Continuing to monitor and making minor repairs. 12/6/21 Wait for after new facilities are completed and then do an assessment. 1/10/22 Ongoing. 2/14 – AC/heater was previously serviced but Tonya will look into if there is an issue. 3/7 – TEM has new vendor to check AC – coordinate with TM. Look to doing assessment over the summer if funds allow. 4/4/22 Assessment over the summer. 5/2 TEM RFQ for assessment. 6/6 TEM – Draft document completed and RFQ pending. 7/11 RFP submitted – Councilman Williams will be on selection. 8/1 – Received one proposal. Committee will reject proposal and will look at doing study under \$35K and will coordinate with Price architect. 9/12 TEM reached out to Price Architects to help with Town Hall improvements. TEM to receive quotes. 10/10 – JF had meeting with historical architect for proposals. 11/7 – TEM to review proposals. 12/5 – Three quotes obtained and taking to TC on 12/13 to approve working with Mr. Price. 1/09 - Tonya to set up kickoff meeting. 2/13 John and Tonya to review status with Mr. Price and set meeting to include TM. **3/6 Architect to schedule meeting with TM to discuss Town Hall updates (Tom Price).**

16. Cut-Through traffic: Town Council approved KHA to do study on cut thru traffic and determine where traffic originates. 10/18 Town Council Workshop on 10/30 Schedule follow-up meeting with KHA. KHA to conduct TC Workshop scheduled on 1/22/19. Includes

evaluation of continuous right turn southbound from Main Street to Chase Road. Await recommendations. Presentation by KHA at February TC meeting Tuesday night. Work with OC on county level on Windermere Road/Main Street roundabout and Main Street northbound to Chase Road with exclusive right-turn lane to relieve traffic congestion. Brought to TC Tuesday night. Police to continue with 90-day study – compile data and further evaluate with KHA study. TM asked Brad Cornelius for an urban planning study – possibly RFQ. Workshop in May, included in budget analysis by TM. Workshop planned this month. CS – Update from PD. Number of travel counts received from KHA. Data evaluated and will be discussed again at July TC meeting. TM had meeting for ideas for cut-thru traffic. TM has meeting with County Administrator. To be discussed at September 23rd TC workshop. LRP took no action on cut-thru IPO's. 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 turns 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 6th 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. New no right turns signs at six locations and speed humps have been installed on Ridgewood. CS suggested that flags be temporarily placed on new signs, a temporary info board from PD could be used, and to put down traffic counters. SB will get with PD on these items. KHA to look at providing past traffic counts. There was a discussion on how to get this information reported to Waze and Google Maps. Monitor right-turn issues. TM asking OC on 6th Avenue and Chase Road round-about road improvements. Conversations ongoing. Ongoing. Ongoing. 12/7/20 – No change. 1/6/21 No change. 2/1/21 RS met with Commissioner Wilson and sent documentation for 12th and Chase and 6th and Main improvements. 3/1/21 TM to continue discussions with Commissioner Wilson regarding appropriations for the 12th and Chase and Main Street improvements. 3/12/21 Meeting was cancelled last minute (again). We will continue to advocate for relief. 4/5/21 Issue with Duke. TM discussed with residents. Re-evaluate when school starts back up in the fall to provide a more realistic scenario. 5/3/21 Tonya created speed bump request process similar to stop sign process (resident initiated). TM met with Forest St residents about Left Turn only sign out of 5th Ave parking lot. Left Turn only signs not budgeted by PD. TEM reached out to PD for their vendor and received quote of \$4,500 for portable signage. TM to review and consider. 7/12/21: PW, PD and JF working on several locations identified by residents. Need assessment, evaluation, then determinations as to what if any changes will be made (signage, etc.). 8/9 Ongoing. 9/13 – Ongoing. New portable speed detection sign boards currently on Ridgewood Drive. 10/4 – Ongoing. 12/6/21 Ongoing. 1 cent sales tax initiative to be discussed in mid-December and early January. 1/10/22 Portable speed detection sign moved to First and Forest. Robert had meeting with County on 1 cent tax initiative. Will move forward with initiative in November. Town of Windermere share could be at \$367k a year if passed. 2/14 – Town Staff is working on Oakdale. 1 month info ended on 2/11. TM to review stats with PW and PD. Schedule Public Workshop then to LRP then TC workshop 3/7 TM to review Oakdale data. Speeds within 85%. TM to schedule workshop to discuss with stakeholders. 4/4/22 TM preparing presentation to Oakdale residents for 4/13/22. 5/2 TM – 2 cut-thru traffic meeting with residents. Setting up meeting with LRP then Workshop with TC 6/6 Presentation on 6/14 regarding cut-thru traffic. Proposal is to close access points south of 6th Avenue and possibly 12th/Chase. 7/11 – To be discussed at TC. 8/1 – Strips, signs and flexible diverters are ready to be installed on 8/18. 9/12 Diverter in place. TEM addressed golf cart access. Positive compliments on diverter. 10/10 – Golf cart resolution for next TC agenda. Also 30-day appeal period pending. 11/7 Take to December

TC meeting for review. 12/5 – Diverter is going to be discussed at 12/13 TC Meeting. Public meetings anticipated depending on TC direction. 1/09 - KH is working on proposal for diverter island and will include public workshops. 2/13 Mike W to produce three options for the public meeting, will touch base with Mike once he is back in the office. 3/6 TM sent appropriations request. Waiting on Safety Action Plan.

17. Sidewalk improvements/repairs (maintenance budget) outside of multi-modal project: 10/18: TC at 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. No new updates. Budgeted money spent for FY. Last project completed for Town Hall. TM needs second year estimated CIP costs of sidewalk improvements. Awaiting budget for sidewalk improvement for next fiscal year. Waiting on budget approval for next FY. 6th Avenue is priority project. Projects to be advertised for procurement of construction contracts. Portions of 6th Avenue replaced between Lee and Ridgewood due to fallen tree. 1/6/21 6th Avenue completed. Need to determine which area for repair is next. 2/1/21 Received proposal to extend construction on 6th Avenue from Highland to Ridgewood. 3/1/21 Sidewalk improvements on 6th Avenue to Ridgewood completed. 4/5/21 JF to coordinate with Tonya regarding implementation of various plans. TM to conduct budget review analysis. 5/3/21 Tonya to work with John on creating new CIP based on need and liability. Checking an area at Willows. 6/7/21 Virtual meeting to discuss sidewalk hazards. Looking to conduct pilot project for sidewalk maintenance company. 7/12/21: New company hired by Town will conduct an assessment of the Town sidewalks, prioritize improvement needs and prepare a CIP list for the Town to use for implementing sidewalk improvements. Vendor is 4-6 weeks out. Will start with 4 pilot projects. 8/9 New sidewalk company on board. TEM – 8/9 locations by Town Hall and Willows to be addressed. 9/13 – Work to be finalized this week in front of Tavistock office on 6th Avenue. 10/4 – Working on fixing trip hazards. 12/6/21 Tonya getting per square yard quotes based on sidewalk assessment from last year. 1/10/22 Tonya dealing with OC contractor for sidewalks and is waiting on bid. Anticipated February TC agenda. 2/14 – Sidewalk contractor approved by TC. 3/7 TM to send V3 conceptual sidewalk improvements by KHA (developer to construct sidewalk). 4/4/22 – Mayor received comments from residents. Replace first, then shave sidewalks to meet ADA compliancy. 5/2 TEM met with sidewalk contractor and walked problem areas. 1st week of June targeted to begin (contractor to coordinate with JF). 6/6 TEM – quote received and reassess sidewalk improvements with staff. 7/11 Ongoing. Repour sidewalk in front of Admin building. End of July – Start Park Avenue. 8/1 – Completed, vendor is Condor. 9/12 All sidewalk improvements completed for currently FY. 10/10 – TEM working with contractor on next phase of repairs. 11/7 Park Avenue completed, moving to 6th Avenue. 12/5 – Sidewalk repair at Park and then 6th Avenue. 1/09 - Sidewalk repair to

continue on 6th Avenue and then Main and Chase. 2/13 Finishing up 6th. 3/6 Finishing up 6th Avenue (for this fiscal year). Finished sidewalks damaged in Hurricane Ian. TEM waiting on reimbursements once work is completed. TEM given go ahead.

18. Bessie Street Stormwater Improvements: #2 priority on Stormwater improvements. Continuous maintenance issues and flooding. 10/18: MG to provide scopes. SB provide scopes to TM. On Hold. Awaiting HMGP application review. IPO to be presented at August TC. To be on August 27th special meeting agenda. TC provided direction to revise IPO scope for September 10th agenda. 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. IPO has been approved. SB and KHA to have kickoff meeting in March. IPO approved by TC. Kickoff meeting conducted between SB and KHA. Design survey and geotechnical services underway. 4/22 field review by KHA. Surveyor to complete this week and move on to Butler Street. KHA received topographic survey. HC working with SB on typical sections. End of June, preliminary concepts to the Town (SB, TM, CS). HC to schedule meeting. Preliminary concept plans to be presented by KHA at scheduled meeting or review and approval before moving to final design. HC coordinating with SB on concept plan. HC to prepare quarterly report. Concept plan ready next week. Community outreach to be conducted in October. Utility proposal from KHA pending (per Master Water Plan). Include Add Alternatives per TM. 12/7/20 Zoom meeting conducted with stakeholders. JF to meet with homeowners regarding project design concept prepared by KHA. IPO to be presented to TC for approval at December meeting. 1/6/21 RFQ due Monday, 1/11 at 5 pm. 2/1/21 Contract for design award with be on 2/9 TC agenda. 3/1/21 AIA agreements executed. Coordinate with Doug Galvan regarding time extension. Surveying on Bessie has been initiated (PEC). HC to review where additional swales and pipes are needed. Town to contact residents regarding surveying for project. 4/5/21 Survey to begin this week (Oakdale/8th and Magnolia Street). May delivery date expected for 45% plans. 3rd and Magnolia to be included as part of the project per DEM combination of projects. HC to provide separate IPO for water main improvements. 5/3/21 Survey Crews out later this week. Should have 45% plans by end of May. 6/7/21 Awaiting survey for project. HC working on 3rd and Magnolia. Workshops to be considered for both projects by end of June/early July. Public workshop followed by TC workshop after receipt of 45% plans. 7/12/21 Preliminary 45% plans and exhibits submitted to TEM and JF. Comments received and Kimley-Horn is updating for resubmittal this week. Public workshop is scheduled for 7/27. 8/9 45% plans on TC 8/10. VG-water main designs underway. 9/13 Pre-Application meeting with SFWMD scheduled for this month. 90% Plans to be prepared for submission for review in October. Water main schematic submitted to TEM for review (to be submitted to OCU). 10/4 – SFWMD submittal and OCU schematic submittal this month. KH working on final plans. 12/6/21 Public meeting completed. 90% plans completed. TC for approval on 12/14. Final plans by end of year. Respond to RAI this week. Water main plans submitted to OCU this week. 1/10/22 WMD permit received. KH working on draft bid package for submittal to Town and DEM. Water main plans to be resubmittal to OCU this week. 2/14 – Compiling documents for submittal to DEM this week. 3/7 Phase I DEM deliverables submitted for review. 4/4/22 - DDF tables submitted to DEM for review of BCA. 5/2 FDEM issued RAI's responses completed by KHA. TM submitted ARPA costs for potable water designs 6/6 FDEM asking for more data on DDF (Existing conditions). 7/11 – RAI responses submitted. Extension for POP to be submitted to cover RAI responses. 8/1 - POP Extension and all Phase 1 reimbursements submitted. Waiting to hear back from FDEM. 9/12 HC working with FDEM on BCA analysis. 10/10 BCA analysis completed and sent to FDEM for review. 11/7 HC remove scope of work that does not have direct benefit. Plans and cost-estimates to be updated and to be resubmitted to FDEM. HC to request POP extension from FDEM. 12/5 – Reduced scope of work sent to FDEM and currently under review to get BCA ratio to one. Pre-app scheduled with FDEP for No Permit Required Letter. 1/09 - Field meeting scheduled with FDEP and KH responding to No Permit Required Letter RAI from

FDEP. 2/13 Victor and Tonya met with FDEP on 2/3. They requested we send full set of plans and permits issued by Water Management District. Those were sent to FDEP on 2/7. Awaiting FDEP determination on wetland impacts. 3/6 HC said Ed Warren, FDEM, updated BCA in favor of the Town. Next step is a public notice and submission of the NPR.

19. Butler Street Stormwater Improvements: #3 Priority on Stormwater improvements: Continuous maintenance issues and flooding. 10/18: MG to provide scopes. SB provide scopes to TM. On Hold. Awaiting HMGP application review. IPO to be presented at August TC. To be on August 27th special meeting agenda. TC provided direction to revise IPO scope for September 10th agenda. 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. IPO has been approved. SB and KHA to have kickoff meeting in March. IPO approved by TC. Kickoff meeting conducted between SB and KHA. Design survey and geotechnical services underway. Wetlands delineated in Fernwood Park. Design survey to be completed this week and field reviews by KHA forthcoming. KHA received topographic survey. HC working with SB on typical sections. End of June, preliminary concepts to the Town (SB, TM, CS). HC to schedule meeting. Preliminary concept plans to be presented by KHA at scheduled meeting or review and approval before moving to final design. MG to forward HC quarterly reports to be prepared by KHA for the project (HMGP Project # 4337-449-R), Project has been selected for HMGP funding under Hurricane Irma. Concept plan in final review by SB and TM. Concept plan done. Community virtual outreach on 9/16/20 at 6:00 pm. Utility proposal from KHA pending (per Master Water Plan). Include berms and other improvements in Fernwood Park. 12/7/20 - TM and HC met with homeowners. IPO to be presented to TC for approval at December meeting. 1/6/21 RFQ due Monday, 1/11 at 5 pm. 2/1/21 Contract for design award with be on 2/9 TC agenda. 3/1/21 No additional surveying needed. HC moving to 45% plans. HC provided schedule regarding resident discussions on 45% plans. April-May for Butler; June-July for Bessie. On schedule for delivery 45% for this month, including Fernwood Park. May workshops likely for resident feedback. 5/3/21 KHA working on 45% plans. Once ready will present to TC, residents and LRP. 6/7/21 JF to have a meeting with Mr. Clark to clarify the project intent. TC to consider in July. 7/12/21 TC meeting to approve 45% plans at 7/13 TC meeting. Upon approval KHA will proceed with producing final plans and coordinating the water line permitting with Orange County. 9/13 Pre-Application meeting with SFWMD scheduled for this month. Plans to be prepared for submission for review. Submit water main schematic TEM for review (to be submitted to OCU). 10/4 - SFWMD submittal and OCU plans submittal this month. KH working on final plans. 12/6/21 Public meeting completed. 90% plans completed. TC for approval on 12/14. Final plans by end of year. General permit obtained. Water main plans submitted to OCU this week. 1/10/22 KH working on draft bid package for submittal to Town and DEM. Water main plans to be resubmittal to OCU this week. 2/14 - Compiling documents for submittal to DEM this week. 3/7 Phase I DEM deliverables submitted for review. 4/4/22 - DDF tables submitted to DEM. 5/2 FDEM issued RAI's responses completed by KHA. TM submitted ARPA funds for potable water design. 6/6 FDEM asking for more data on DDF (Existing conditions). 7/11 - RAI response submitted. Extension for POP being prepared and to be submitted. 8/1 - POP Extension and all Phase 1 reimbursements submitted. Waiting to hear back from FDEM. 9/12 HC working with FDEM on BCA analysis. Final calcs signed and sealed and submitted to FDEM. 10/10 BCA analysis completed and sent to FDEM for review. 11/7 Butler approved by FDEM. MG to provide HC with template for Public Notice language. 12/5 - Pre-app scheduled with FDEP for No Permit Required Letter. 1/09 - Field meeting scheduled with FDEP and KH responding to No Permit Required RAI from FDEP. 2/13 Victor and Tonya met with FDEP on 2/3. They requested we send full set of plans and permits issued by Water Management District. Those were sent to FDEP on 2/7. Awaiting FDEP determination on wetland impacts. 3/6 NPR to be sent to Amanda Chin, FDEM, per HC.

20. 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. TC/CS to provide direction moving forward. Received preliminary plans, TC wants to go through DRB and conduct a workshop. CS has been coordinating with BC at Wade-Trim for their review. JF to send information to CS. CS to schedule with TM to discuss pavilion status. Workshop to be scheduled for May 19th. JF sent package to CS. DRB approved preliminary plans. Next step is to present to TC in early August meeting (budget meeting). Discussion on funding options and opportunities. Concept approval. Awaiting funding opportunities from Rotary. Rotary trying to come up with funding plan. No changes. Rotary to have a plan. No change. 1/6/21 No change. 2/1/21 Ongoing. 3/1/21 - On Hold. 4/5/21 On Hold (Town working on other CIP projects). 5/3/21 Funding Opportunity up for approval by TC on 5/11 6/7/21 TM spoke with attorneys and contract is to be approved (pending). 7/12/21: Agreement signed. RFP for Project Management Services should be completed by this Wednesday or Thursday. 8/9 TM awaiting comments. 9/13 – Rotary created their own RFQ (did not use Town's boilerplate). Rotary Received 5 respondents and conducted interviews. JF to be Town's independent reviewer. Rotary selected ZHA as PM for Windermere Pavilion. ZHA recommended for project management for pavilion for Rotary Club of Windermere, LLC. Recommendation to be on TC agenda for approval. 10/4 – RFQ response this Friday. 12/6/21 Robert working on bid process with Rotary. Need to contact Rotary Attorney and JF for status. 1/10/22 Look at using design-build AIA form. Town staff to review RFQ package. 2/14 – Town staff to respond to questions on RFQ package. 3/7 Selection committee to be created (including JF) to review submitted responses to the RFQ. Only 2 respondents. Selection process pending. 4/4/22 Committee has made selection to design-build contractor to be presented to TC on 4/12. Asbestos inspection conducted and report expected next week – do not anticipate any issue. 5/2 Initial review of contract with contractor – no asbestos identified. JF recommended site plan for review by TC. 6/6 Surveyors are out to do a site survey for the pavilion site. Once survey is complete, a demolition plan will be prepared. JF will coordinate with Tree Board based on arborist report. 7/11 Received survey over weekend. Preparing site plan for pre-approval by TC. Once site plan is approved, demolition can proceed. 8/1 – John F is working on getting final budget and conceptual site plan to schedule workshop. Arborist report will be completed. 9/12 JF to meet regarding final design of pavilion. JF to coordinate with Andy before a formal TC workshop is scheduled. 10/10 JF to meet with ZHA regarding demolition permit. 11/7 JF to meet regarding the tagging of trees. To be included for December TC meeting. JF to meet with Hunton-Brady and prepare Executive Summary to TC. 12/5 – JF working with arborist and Tree Board. 45% design submittal to TC in January. 1/09 - January 23rd public information workshop scheduled. 2/13, field review of site held 2/9. Public input from this meeting will be brought back to TC for their decision at a to be determined date. **3/6 Money available for this specific project. TM to coordinate on amending scope of work. Amending site plan, conduct public and TC workshops, etc. Plan has been re-scaled to eliminate concession stand. TM to meet with Rotary Inc 3/7 at 4pm**

21. Dirt Main (Rose Property): Road water not flowing. Stormwater solutions pending (contingent on railroad right-of-way property swap). PW to address. Possible use of Town-owned property north of 10th Avenue for stormwater use. On-going. Ongoing. HC submitted proposal to TM and SB for improvements to Dirt Main. SB will work with HC to review possible drainage/road realignment design. HC, CG and SB met on site. Ideas on realigning dirt road. HC to provide scope and fee for engineering services to counter

problems. Concerns by residents on stormwater runoff in the area. HC to send scope and fee to SB. Approval of scope – KHA defining drainage basin and preparing concept plan for maintenance work to realign Dirt Main which will address stormwater related issues. 12/7/20 KHA working through their miscellaneous services contract. HC to move forward with dirt road realignment and coordinate with JF regarding location of property corners. 1/6/21 KHA submitted and need to get with property owner. Met with John F in field. KHA to resubmit concept plan addressing John F comments this week. Get property corner surveyed. KHA to coordinate with Duke Energy on distribution pole relocation. 2/1/21 Final concept submitted, KH contacted Duke Energy and they will require 2-3 months for relocation. Bishman surveyed property corners. Arborist report obtained recommending removal of tree. KH to call Duke Energy to start relocation process. Likely to be done in house. 3/1/21 JF met with Tree Board, Enviro-Tree to remove tree. JF awaiting Duke on pole relocation. 4/5/21 HC and JF met with Molly Rose 4/2/21 to discuss options for improving drainage improvements. IPO to be prepared for the proposed drainage improvement including design survey. Relocation of Dirt Main design pending relocation of Duke power pole. Tree's trimmed and removed. 5/3/21 Design in progress 6/7/21 Survey underway. End of June/beginning July for 45% plans to JF and TEM. 7/12/21 KHA coordinating with Duke Energy to have existing power pole relocated in mid-August. Topo survey has been completed. Kimley-Horn is currently working on 45% plans design. Anticipated submittal next month. Survey completed. JF working with Duke to relocate power pole. All staff coordinating with property owner and Wade-Trim. Design in Progress. 8/9 Power pole to be relocated within next 2-weeks (Duke Energy). Once pole is relocated, road realignment can be conducted. Stormwater improvements will likely need to be RFP'd. KHA working on plans. 9/13 – KHA to submit % plans to TEM and JF for review. Duke Energy has relocated power pole. 10/4 – KH has completed plans and John and Tonya will meet with Rose property. 12/6/21 John met with property owner. Rose and King property may be open to property swap. KHA to hold until property swap is confirmed. 1/10/22 Waiting on Rose property and 1036 Main Street property swaps. KHA on hold for plans. Power pole relocation will 4/22 be completed and Town staff can temporarily realign road off of private property. 2/14 – On hold until property swaps have been confirmed. 3/7 On Hold until TM meets with Mr. King. Meeting is this week. 4/4/22 – On hold until property swaps are completed. 5/2 awaiting quotes and working with GR. 6/6 Finalizing documents on acquisitions. 7/11 KHA submitting revised IPO with additional properties. 8/1 – IPO for design at additional properties will be on August TC agenda. 9/12 Topo surveying initiated per HC. 10/10 – Topographic survey completed. Road temporarily shifted. 11/7 HC-topographic survey completed, conducted field review with TEM. Roadway to be realigned and shifted to be within Town R/W. Plans to be prepared and submitted for review. 12/5 – Working on 45% plans for December/January submittal and workshop. 1/09 – 45% plans submitted to Town staff for review. 2/13, Mr. Fleming wants a full-size set of plans to review before meeting with John and Tonya on site. KH preparing these. 3/6 HC provided plots to JF. JF provided plans to Bob Fleming to review. HC to update 45% design based on comments.

22. 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. SB received no response. Received proposal from QES on budget (\$60,000). On hold for this FY. RFQ slated for next FY (original PMP prepared by QES). SB working on RFQ – pending. SB working on RFQ – next FY. Selection committee to be determined. RFQ is out (TM, JF and Roger Gatlin on selection committee). 12/7/20 Two respondents on RFQ (QES and PDQ). JF, TM, and Roger Gatlin to be on selection committee). 1/6/21 Robert Smith to look at and discuss pushing out selection to possibly April. 2/1/21 Pushing out to fiscal year 2021/2022. 3/1/21 No change. 4/5/21 RFQ – 2 submittals been received. Move awarding of RFQ till next FY. 5/3/21 Will RFP next

FY. Tonya and Councilman Davit to coordinate on drafting scope for RFP 6/7/21 JF to work on RFQ by October of this year. 7/12/21: In FY21/22 Budget. TM, PW, JF and TD to coordinate on drafting scope to advertise in RFP. 8/9 Plan on April FY21/22 for advertisement. 9/13 – On hold until April 2022. 10/4 – On hold until April 2022. 12/6/21 Tonya and staff to work on drafting RFP. 1/10/22 Town staff to review areas that need to be repaved. Tonya has reached out to contractors to see if they are willing to piggy back contract with other municipalities for this work. Town staff will coordinate with Councilman Davit on rehabilitation options. 2/14 – Town staff working with Middlesex. Waiting to get contract back from them. Councilman Davit and staff has reviewed. 3/7 Middlesex proposal on TC agenda (selective pavement repair). All Main Street/6th Avenue, partial Maguire Road. 4/4/22 – Middlesex contract approved. TD asked if the project could be done at night. 5/2 TEM working with PD and Middlesex on paving improvements. Looking at week of 6/5 for paving. 6/6 PMP to be held off till next FY. Middlesex conducting pavement improvements. 7/11 Starting night work on Main Street tonight. RFQ for PMP update scheduled for next FY. 8/1 – Middlesex completed their work. Pavement management Plan RFQ scheduled for September. 9/12 RFQ to be issued in new FY. RFQ to be drafted and reviewed between TEM and JF. 10/10 – JF reviewing proposal by QES. 11/7 On agenda for November 14th meeting. 12/5 – Approved by TC on 11/14. 1/09 - Kickoff meeting completed with QES and they are starting work. 2/13, QES was in town to perform the survey work on 2/4. **3/6 QES working on the plan based on new data.**

23. Downtown Brick Restoration Improvements – 3/7 JF and TEM to reach out to brick vendors regarding brick pavement repair. JF and TEM to review repair typical section to determine the best solution. 4/4/22 Cathcart looked at the typical sections – JF had brick contractor looked and provide proposal – wait until after school lets out. 5/2: 6th and 4th Repaired this weekend. 6/6 TM indicated spot on 6th Avenue to be addressed. TEM to ask for quote to do the work. 7/11 TEM purchased order for 6th Avenue (between new Admin building and Town Hall). 8-1 Waiting for bricks to be prepared. Town staff is following up with World Class Stone and Tile. 9/12 TEM – section by Town Hall and new Admin building completed. 10/10 Look at other improvement areas. 11/7 area outside of administration building completed. 12/5 – Address tripping hazards and remove broken basketball pole. 1/09 - Tripping hazard and broken basketball pole has been addressed. 2/13, Looking to address an additional spot this FY. **3/6 TEM and JF to schedule time and date for work (likely summer) due to volume of traffic.**

24. Paving of Dirt Main – IPO signed by TM. Survey scheduled this week. Survey completed. Horizontal and vertical alignment pending. Address large oak tree on northwest quadrant of 2nd and Dirt Main (MG and JF reviewing). 12/7/20 HC provided typical section and alignment. 1/6/21 Field meeting with John F conducted. KHA will address comments and resubmit to John F and Robert Smith next week. 2/1/21 HC to finalize and send exhibits to JF and RS. 3/1/21 HC finalized road and drainage plan, including sidewalk tie-in. 4/5/21 MG to coordinate with HC on roadway alignment. Massee property has been preliminarily acquired (pending agreement). 5/3/21 TM has two weeks to get properties 6/7/21 HC awaiting on property acquisitions. 7/12/21: TM has commitment from 4 of 5 property owners. Will be working with GR and KHA on acquisition and design. HC moving forward with final design of pavement and ribbon curb alignment per acquisition of properties. HC to coordinate with MG at intersection of West Second Avenue. In FY 21/22 budget. TM, PW, JF and TD to coordinate on drafting scope to advertise in RFP. 8/9 JF and TEM walked site with HC and MW to review design. MW to coordinate with MG at intersection of Dirt Main and West Second Avenue. 9/13 - 40% plans to be submitted at end of month. KHA walked site with Town staff. Water main schematic to be submitted to TEM, JF and OCU later this month. 10/4 –Public Meeting on 10/18. 12/6/21 Public meeting completed. TC November meeting approved to go to 90% plans. KHA to complete for staff review by end of January. Water main plans submitted to OCU this week. 1/10/22 KH working on 90% roadway and water main plans. 2/14 – Water main plans submitted to OCU. Finalizing 90%

design and will be ready for submittal this month for public meeting. 3/7 HC to provide TM cost for pavement from North Street to the canal. KHA submitted exemption from SFWMD – approval pending. 4/4/22 – HC received SFWMD exemption – HC to provide TM with revised costs. 5/2 KHA to finalize design. 6/6 HC – coordinating with MW on Ward Trail improvements. HC to submit 90% plans – TM to set up workshop. 7/11 On hold for funding (due to HMGP projects). HC to complete plans and set up workshops. 8/1 – Ready to schedule for workshops. 9/12 90% of plans on TC agenda. 10/10 – 90% plans approved by TC. KHA to proceed with 100% plans. 11/7 HC-90% plans approved, HC to sign and seal plans. Project to be constructed in the future. 12/5 – Final plans have been submitted. Shelved until funded for construction. 2/13 - No new updates. **3/6 Waiting on funding**

25. Pedestrian Bridge – IPO approved by TC 9/8/20. Survey underway. Elevations to be established. Meeting scheduled week of 11/2/2020. First Zoom meeting to be held 12/7/20. 1/6/21 KH sent Town survey results. Workshop in January with Town Council to decide on type of bridge and colors. Then we can move forward with design. 2/1/21 TC selected Bridge Brothers Bowstring 14-foot width, KH working on getting color palates and height. Will be on February TC. RS asked for appropriation from state. 3/1/21 Proceeding with final design (KHA). Target Healthcare Alliance meeting in April to have concept plan. 4/5/21 KHA (Mike Woodward) completing design. 5/3/21 Waiting on completed design 6/7/21 Surveys to be completed by this month per MW. 7/12/21: Surveying complete. Walk thru to be scheduled next week. 8/9 MW coordinate with bridge designers. MW to get a tentative construction schedule to TEM. 9/13 - MW send conceptual plans to TM for review. Town selected Option #2. Town provided feedback on abutments – electing a shorter bridge with concrete walls and decorative fascia at the edges of the canal. KHA will provide 60% plans by the end of the week for Town review and walk-through by Town selected arborist. Meeting this month with SFWMD to confirm permit status needs. Bridge design by manufacturer is underway. Construction schedule (after NTP to contractor) is estimated to be 6-months. 10/4 – Eric to provide arborist evaluation and then public meeting will be scheduled. 12/6/21 KH submitted for SFWMD permits. Received trail permit. KH Resubmitted RAI for bridge portion. 1/10/22 WMD permit received. Incorporated with overall trail design. 2/14 – Potential realignments to avoid trees and will submit this week. TM to meet with West Orange Alliance 2/17 3/7 MW to discuss with TM on public meeting. MW to revise plan. 4/4/22 – MW discussed that the project will be done with the Ward Trail project. 5/2 KHA 90% plans in 2 weeks per MW. Possibly June TC for approval. 6/6 90% plans submitted. TM to schedule workshop. 7/11 MW coordinating with FDOT on funding. Plans to be discussed tonight at workshop. 8/1 – 90% TC on August 9th. 9/12 90% plans approved. MW coordinating with FDOT District 5. 10/10 – 90% plans approved by TC. TM coordinating with FDOT on federal funding. MW indicated TB walk-thru pending. 11/7 Town to be LAP certified – MW working with FDOT on certification. DRMP to be used by Town for CEI services. TM and TEM to work on educational element of certification process. 12/5 – Working with FDOT D5 on LAP funding and certification. 1/09 – KH is addressing comments from FDOT and working on required certifications. 2/13 still awaiting LAP training options for TM and PWD. Sent DOT confirmation we will use their CEI contractor. **3/6 Awaiting on LAP certification. KHA responded to FDOT comments.**

26. TM to budget for wastewater report through infrastructure funding (IPO by KHA). Identify types of projects most eligible and pre-requisites. 8/1 – Town Staff will look at funding opportunities with Orange County. 9/12 On hold. 10/10 No change. 11/7 No change. 12/5 – No change. 1/09 - No change. 2/13 TM completed appropriation requests for these projects. TM and PWD have meeting with KH grant liaison on 2/15 to review additional grant options outside of the appropriations. **3/6 Submitted for State appropriations.**

27. Lake Street Park – move to privatize park. TM to discuss with Commissioner Wilson and OCEPD (Liz Johnson) on swimming zones and watercraft exclusion areas. FRDAP grants would need to be returned (TEM to review). 8/1 – Will go back to TC on August 9th. Potential returning of FRDAP grant and fence installation with keypad. 9/12 Meeting this afternoon. TEM reached out to FDEP regarding FRDAP. 10/10 Update to be provided by TEM in November to TC. 11/7 Updated to done in December. 12/5 – Presentation in January. 1/09 - Town staff to coordinate with OCEPD. 2/13, look to hold a workshop in March to continue this discussion. **3/6 Workshop with TC in March on ideas.**

28. Low level lighting at 5th and Forest – Town staff looking into it. 2/13 PWD and ENg Con to meet with electrician to price out the lighting. **3/6 TEM to send quotes to TM**

29. Stormwater Master Plan – Project has been kicked off. MG is coordinating with surveyor and Town staff for inventory. 2/13, SE Surveying 60% done with their work. PW team finalizing two additional swale areas to send to M. Galura. **3/6 MG compiling photo log of structures. MG to finalize swale plan and provide to SESMC for inclusion into the master plan. Will include HOAs and possible inspection timeline requirements.**

Acronyms

ADG: Architect Design Group

BC: Brad Cornelius (Wade-Trim)

CIP: Capital Improvements Project

CE: Code Enforcement

CS: Chris Sapp, Town Councilman (previous liaison)

CP: Claudia Purser, Florida DEM

DAC: Direct Administrative Cost

DBC: Downtown Business Committee

DEM: Division of Emergency Management (State of Florida)

DG: Douglas Galvan, Florida DEM

DH: David Hansen, Orange County Environmental Protection Division (EPD)

EPA: Environmental Protection Agency (Federal)

FEMA: Federal Emergency Management Agency (Federal)

FDEM: Florida Division of Emergency Management

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)

HJH: HJ High

HR: Heather Ramos (Gray-Robinson)

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

IDG: Innovative Design Group

IPO: Individual Project Order

JF: John Fitzgibbon, Town of Windermere

KHA: Kimley-Horn and Associates

LA: Liz Ardent, Town Council Member

LAP: Local Agency Program

LAS: Legacy Arborist Services

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

MD: Mike Demko (Wade Trim)

MG: Mike Galura (Michael Galura Engineering Consultants)

MPO: Metropolitan Planning Organization

MW: Mike Woodward (Kimley-Horn and Associates)

MS4: Municipal Separate Storm Sewer System (USEPA acronym)

NOI: Notice of Intent

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

NPR: No Permit Required (under State 404 program, previously USACE jurisdiction)

NW: Nora White, Finance Director, Town of Windermere

PA: Public Assistance

PD: Police Department

PMP: Pavement Management Plan

PW: Public Works Department

PDCS: Town Permitting Consultant

RFP: Request for Proposals

RFQ: Request for Qualifications

RR: Railroad

ROW: Right-of-Way

SFWMD: South Florida Water Management District

STAR: State Annual Reporting (DEP)

SW: Stormwater

TAC: Transportation Advisory Committee.

TB: Tree Board

TC: Town Council

USACE: United States Army Corps of Engineers