THE TOWN OF
Windermere

MAYOR AND COUNCIL OF THE TOWN OF WINDERMERE

Mayor Andy Williams

Council Members

CT Allen

Agenda **Mandy David** ***Agenda***

Tony Davit

Brandi Haines

Tom Stroup

June 9, 2026
6:00 PM

WINDERMERE TOWN HALL
520 MAIN STREET - WINDERMERE, FL 34786
JOIN ZOOM MEETING: HTTPS://WWW.ZOOM.COM/
MEETING ID: 816 9286 6627
PASSCODE: TOW2024
ONE TAP MOBILE: +1 (305) 224-1968, 81692866627# US

PLEASE TURN OFF ALL CELL PHONES

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 procedings before the Town of Windermere Town Council:

1. All electronic devices, including cell phones, 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 proceedings is made, which includes the testimony and evidence upon which the appeal is to be based.

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. 2026 Legislative Session Update from Representative Leonard Spencer | Florida State House District 45

3. NEW BUSINESS

a. MINUTES (Attachments)

i. May 12, 2026 - Town Council Minutes (Staff Recommends Approval)

ii. May 14, 2026 - Special Town Council Minutes (Staff Recommends Approval)

b. FINANCIAL

i. IPO #212 Amendment #1 Kimley-Horn - Town Square Restroom Facility - Final Design and Construction Documents (Attachments - Staff Recommends Approval)

ii. IPO #221 - Kimley-Horn - 6th Ave and Lake Down Retaining Wall Improvements (Attachments - Staff Recommends Approval)

c. OTHER ITEMS FOR CONSIDERATION

i. Consideration of Legislative Correspondence Regarding Property Tax Reform Legislation (Staff Recommends Approval)

ii. Declaration of Surplus Property - Nineteen (19) Virco Upholstered Stacking Chairs (Staff Recommends Approval)

4. MAYOR & COUNCIL LIAISON REPORTS

5. STAFF REPORTS

6. ADJOURN

TOWN OF WINDERMERE

Town Council Meeting Minutes **May 12, 2026**

CALL TO ORDER:

Present were Mayor Loren "Andy" Williams, Town Council Members CT Allen, Tony Davit, Brandi Haines, Mandy David, and Tom Stroup. Town Manager Robert Smith, Attorney Heather Ramos, Chief Dave Ogden, and Town Clerk Dorothy Burkhalter were present. ATM/PWD Elliott-Moore was absent.

Mayor Williams called the meeting to order at 6:02 pm and stated that a quorum was present. He then led everyone in the Pledge of Allegiance.

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

Mayor Williams opened the floor to the public. First to speak was Ms. Norine Dworkin of VoxPopuli introduced herself. Ms. Dworkin congratulated Member Allen on her new seat on the Council. She questioned that considering property tax reform and the award of fees to the boathouse litigation, is it responsible to file an appeal. Mayor Williams stated that this is a public comment session and litigation continues and cannot be discussed publicly at this time. Ms. Dworkin then commented on the proposed restroom and the keypad/card access. Mayor Williams stated that the restrooms are in discussion phase and have not been finalized. Ms. Dworkin stated she would continue to monitor future discussions. Mr. Stephen Withers of 712 Main Street introduced himself. He commented on getting costs for the bathrooms early in the design phase. Mr. Withers then stated that he would offer his assistance with plans if needed. Mayor Williams thanked all for their comments.

2. SPECIAL PRESENTATION/PROCLAMATIONS/AWARDS

a. Ceremonial Swearing in Officer Philip Pollen

Mayor Williams turned the floor over to Chief Ogden. Chief Ogden introduced and swore in Reserve Officer Philip Pollen.

b. 2025 Town of Windermere Financial Statement Audit

Mayor Williams turned the floor over to Ms. Tammy Campbell. Ms. Campbell, Audit partner of McDirmit Davis introduced herself. She then stated that the Town received an "Unqualified Opinion" which is the highest opinion that can be given. Ms. Campbell reviewed the revenues and expenditures. Manager Smith thanked Finance Director Tara Vegel and Finance/HR Theresa Syphers for a job well done.

c. Proclamation: Municipal Clerks Week May 3 -9, 2026

Mayor Williams read and proclaimed the past week of May 3- 9, 2026 as Municipal Clerks week. He then presented the Proclamation to Clerk Burkhalter.

3. TIMED ITEMS & PUBLIC HEARING

a. Ordinance 2026-01 Town of Windermere 2045 Comprehensive Plan

ORDINANCE NO. 2026-01

AN ORDINANCE BY THE TOWN OF WINDERMERE, FLORIDA, PERTAINING TO COMPREHENSIVE PLANNING; ADOPTING THE TOWN OF WINDERMERE 2045 COMPREHENSIVE PLAN WITH AMENDMENTS TO OBJECTIVE 2.3 AND POLICY 2.3.1, TRANSPORTATION ELEMENT, PURSUANT TO CHAPTER 163, FLORIDA STATUTES, BASED ON THE FINDING OF NON-COMPLIANCE,

DATED DECEMBER 19, 2025, WITH CHAPTER 2025-190, SECTION 28, LAWS OF FLORIDA, BY THE FLORIDA DEPARTMENT OF COMMERCE, PROVIDING FOR APPLICABILITY; SEVERABILITY; AND AN EFFECTIVE DATE.

Mayor Williams introduced this item. He then closed the Town Council meeting and opened the Public Hearing regarding proposed Ordinance 2026-01 at 6:22pm. Mayor Williams turned the floor over to Mr. Brad Cornelius. Mr. Cornelius explained the final re-adoption, timeline and the need for adoption. Mayor Williams read the title of proposed Ordinance 2026-01 for the record. There being no public comments, Mayor Williams closed the Public Hearing and reconvened the Town Council meeting at 6:29pm. Member Allen made a motion to approve Ordinance 2026-01. Member Davit seconded the motion. Roll call vote was as follows: Stroup – aye, David – aye, Haines – aye, Davit – aye, and Allen – aye. Motion carried 5-0.

4. NEW BUSINESS

a. MINUTES

i. Town Council Meeting Minutes: April 14, 2026

Mayor Williams introduced this item. Member Davit made a motion to approve the minutes as presented. Member David seconded the motion. Roll call vote was as follows: Allen – aye, Davit -aye, Haines – aye, David – aye, and Stroup – aye. Motion carried 5-0.

b. VARIANCE REQUEST

i. Case Z26-04 – 11214 Lake Butler Blvd – Variance request – boat dock.

Mayor Williams introduced this item and turned the floor over to Mr. Cornelius. Mr. Cornelius explained that the variance request is to allow for the construction of a boat dock 7.9 feet from the projected property line, whereas the Town requires 16 feet. He further explained that the dock has been non-compliant since the 1990's and an original permit could not be located. Mr. Cornelius stated that six replies were received in support and zero in opposition. He stated that the Development Review Board heard the case and has recommended approval of the request. Member Davit made a motion to approve the variance request. Member Allen seconded the request. Roll call vote was as follows: Allen – aye, Davit -aye, Haines – aye, David -aye, and Stroup – aye. Motion caried 5-0.

c. CONTRACTS & AGREEMENTS

i. Amendment to Lobbying Services Agreement between the Town of Windermere and JEJ & Associates, Inc.

Mayor Williams introduced this item. He then turned the floor over to Manager Smith. Manager Smith explained that the one-year contract is expiring with JEJ & Associates. He stated that the return has been good for the investment. Manager Smith further stated that he would recommend approval to renew the contract. Member Davit made a motion to approve the amended contract with JEJ & Associates. Member Allen seconded the motion. Roll call vote was as follows: Stroup – aye, David -aye, Haines – aye, Davit – aye, and Allen – aye. Motion carried 5-0.

ii. Town Square Restroom Facility-Authorization of Professional Engineering Services-Kimley Horn for final design and construction documents $43,100.00: Optional Landscape Services $5,800.00.

DRAFT

This item was tabled to the June Town Council meeting.

d. FINANCIAL

e. BOARD AND COMMITTEE APPOINTMENTS

f. OTHER ITEMS FOR CONSIDERATION

i. Town Hall Rental Agreements

This item was changed to a workshop in June.

5. MAYOR & COUNCIL LIAISON REPORTS:

Mayor Williams opened the floor to the council members for any reports. Member David reported on Parks and Recreation and a butterfly garden project in Palmer Park. Member Allen suggested reviewing the liaison assignments since changes had been made. Mayor Williams agreed. Member Stroup - Butler Chain of Lakes Advisory Board and Development Review Board, Member David - Parks and Recreation Committee and Windermere Active Youth, Member Haines - Historical Preservation Board and Tree Board, Member Davit - MetroPlan, Lang Range Planning, Holiday Hoopla, and Projects Liaison, Member Allen - Administration Liaison, Police Department Liaison, West Orange Chamber Alternate, and SAC Alternate, Mayor Williams - West Orange Chamber, MetroPlan, and SAC. Member Davit reminded everyone of the Tri-County Luncheon that will be hosted by the Town on Thursday May 21st.

6. STAFF REPORTS:

a. TOWN MANAGER ROBERT SMITH – No report.

b. ATM/PWD TONYA ELLIOTT-MOORE – Absent

c. ATTORNEY HEATHER RAMOS – No report.

d. CHIEF DAVE OGDEN – Chief Ogden reported on the Seminole County Memorial, Staff Reports and Officer I and Officer II Testing, and upcoming Memorials.

e. TOWN CLERK DOROTHY BURKHALTER – No report.

Mayor Williams reminded all of the upcoming Armed Forces Day event on Saturday May 16th, 10:00am-12:00. Member Allen commented on a collapsing dock that needed reported and addressed. Member David commented on the Rotary Memorial Day event Monday May 25th.

7. ADJOURN:

Mayor Williams adjourned the meeting at 6:44pm.

_____ _____

Dorothy Burkhalter, MMC, FCRM
Town Clerk

Loren "Andy" Williams, Mayor

DRAFT

TOWN OF WINDERMERE

Special Town Council Meeting Minutes **May 14, 2026**

CALL TO ORDER:

Present were Mayor Loren "Andy" Williams, Town Council Members CT Allen, Tony Davit, Brandi Haines, Mandy David, and Tom Stroup. Town Manager Robert Smith and Town Clerk Dorothy Burkhalter were present.

Mayor Williams 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.

2. RESOLUTION:

a. Resolution 2026-03

Resolution Authorizing the Law Firm of Shutts & Bowen LLP ("Shutts") to File a Florida State Court Lawsuit to Determine the Ownership of Certain Lands Attendant to Lake Butler

Mayor Williams introduced this item. He then read the title of proposed Resolution 2026-03 for the record. Member Davit made a motion to approve Resolution 2026-03. Member David seconded the motion. Member Davit commented that "lawsuit" is not the intent of the Resolution, but more of a legal action to determine ownership of the boathouse property and lagoon subsequent to Florida DEP stating that they don't own it. Manager Smith agreed. Roll call vote was as follows: Allen – aye, Davit – aye, David – aye, Haines – aye, and Stroup- nay. Motin carried 4-1.

3. ADJOURN:

Mayor Williams adjourned the meeting at 6:03pm.

_____ _____

Dorothy Burkhalter, MMC, FCRM
Town Clerk

Loren "Andy" Williams, Mayor

DRAFT

TOWN OF WINDERMERE
EXECUTIVE SUMMARY

SUBJECT: **Town Square Restroom Facility – Authorization of Professional Engineering Services (Kimley-Horn) for Final Design and Construction Documents**

REQUESTED ACTION: **Approval**

☐ Work Session (Report Only) **DATE OF MEETING:** **June 9, 2026**
☒ Regular Meeting ☐ Special Meeting

CONTRACT: ☐ N/A
Effective Date: Upon Council Approval
Vendor/Entity: Kimley Horn
Termination Date:
Managing Division / Dept: Public Works

BUDGET IMPACT: $34,190. Optional Landscape Services $4,870
☐ Annual
☒ Capital
☐ N/A
FUNDING SOURCE: **Town Budget Funds**
EXPENDITURE ACCOUNT: **N/A**

HISTORY/FACTS/ISSUES:

Background:

The Town of Windermere is advancing the Town Square Restroom Facility project following extensive public input and Town Council direction on the preferred design concept.

At the May 12, 2026 Town Council meeting, the Council considered IPO 212 – Amendment #1 for final design and construction document services for the restroom facility. Following discussion regarding the proposed engineering and architectural costs, the item was tabled and staff was directed to work with Kimley-Horn to further refine the scope and fee proposal and return the item for Council consideration at the June 9, 2026 Town Council meeting.

To proceed with final design and construction-ready plans, the Town must engage qualified professional engineering and architectural services in compliance with the Consultants' Competitive Negotiation Act (CCNA).

The Town has an existing Continuing Engineering Services Agreement with Kimley-Horn and Associates, Inc., which was procured in accordance with CCNA. As such, the Town may utilize Kimley-Horn for this project, with architectural services provided through a qualified subconsultant.

Following Council direction, Kimley-Horn reviewed and refined the proposed scope and fee and has submitted a revised IPO 212 – Amendment #1. The updated scope includes:

- Structural engineering design for the building foundation and structural system
- Mechanical, Electrical, and Plumbing (MEP) design for building systems
- Architectural design services through Tabernacle Architecture and Design, LLC
- Agency permitting and utility coordination with Orange County, FDEP, and SFWMD
- Coordination with the septic tank and drainfield design consultant
- Preparation of final construction plans and supporting documentation suitable for permitting and construction

The revised lump sum fee for these services is $34,190, representing a reduction of $8,910 from the proposal previously presented to Council. Optional landscape design services are available for an additional $4,870 if desired.

These services build upon the previously completed site civil plans prepared under IPO 212 and will provide the complete construction documents necessary to move the project into permitting, bidding, and ultimately construction.

REQUESTED ACTION:

Approve Individual Project Order (IPO) 212 – Amendment #1 with Kimley-Horn and Associates, Inc. in the amount of $34,190 (with optional landscape services of $4,870), and authorize staff to proceed with final design, permitting, and preparation of construction documents for the Town Square Restroom Facility in compliance with CCNA requirements.

Kimley»Horn

INDIVIDUAL PROJECT ORDER NUMBER 212 – AMENDMENT #1
June 1, 2026

This is Amendment #1 to the Agreement between The Town of Windermere ("Client" or the "Town") and Kimley-Horn and Associates, Inc. ("Kimley-Horn") dated November 4, 2025 ("the Agreement") for the Town of Windermere Public Restrooms Site Civil Plan (the "Project").

Kimley-Horn has entered into the Agreement with Client for the furnishing of professional services, and the parties now desire to amend the Agreement.

The Agreement is amended to include services to be performed by Kimley-Horn for compensation as set forth below in accordance with the terms of the Agreement, which are incorporated by reference.

Kimley-Horn will perform the following services:

Task 1 – Structural Design Services

Kimley-Horn will provide structural engineering design services in support of the proposed restroom facility. The structural members and foundations of the building will be designed as risk category II structures and in accordance with applicable local and state building codes. The building will be comprised of CMU walls and a roof frame system with standing seam roof panels.

Kimley-Horn's structural design services include:

- Cast-in-place concrete mat foundation design.
- Wall connections into foundation in support to architectural structural walls.

Construction plans will be drafted in Revit. Plan sheets will include general notes, plan views, section views, and details. General notes and plan callouts will be used in lieu of project specifications.

Kimley-Horn will perform up to two (2) minor design and plans updates based on architectural revisions upon schematic design approval. Revisions include aspects requiring structural design updates.

Task 2 – MEP Services

Kimley-Horn will provide mechanical, electrical, and plumbing (MEP) engineering design services in support of the proposed restroom facility. Services under this task are limited to building-level MEP design and do not include site civil, architectural, or specialty system design except as explicitly noted herein.

Building Program Assumptions
Kimley-Horn's design will be based on the following assumed building layout:

- Restroom Building
  - Men's and women's restrooms, one ventilated storage room, and one janitor's closet.
  - Covered porch with electrical water cooler.

Any significant changes to the assumed program, building square footage, space use, or occupancy classifications may require an amendment.

Mechanical (HVAC) Design Services
The HVAC design will be developed based on the following criteria and assumptions:

- The restroom building HVAC system will consist of a split direct-expansion (DX) system with indoor air-handling equipment.
- Exhaust ventilation will be provided via individual exhaust fans, discharging through wall louvers, or an energy recovery system.
- New ductwork and air distribution systems will be designed to support the assumed building layout.
- HVAC zoning, ventilation rates, and equipment sizing will be based on the Florida Building Code, Mechanical, and applicable energy code requirements in effect at the time of permitting.

Plumbing Design Services
Plumbing design services will include:

- Domestic cold and hot water distribution within the building, including a new water heater.
- Sanitary waste and vent system design.
- Coordination for utility connection locations.
- Coordination with the Architect for the plumbing fixtures.

The following assumptions apply:

- Domestic water service will be provided to each building via a single meter from a public water main.
- Roof drainage fixture locations, roof slopes, and overflow provisions will be provided by the Architect and incorporated by reference into the plumbing design.

Electrical Design Services
Electrical engineering services will include:

- Design of building power distribution systems.
- Interior lighting and lighting controls design.
- Coordination of electrical service requirements with the utility provider.
- Electrical design will comply with NFPA standards, Florida codes, and applicable energy code requirements.
- Lighting design will comply with IES recommended practices.

Revit Modeling and Coordination
Kimley-Horn will utilize Autodesk Revit for MEP design modeling with the following limitations:

- The Revit model will be developed to LOD 300.
    - Modeled elements will include:
        - Ductwork
        - Piping
        - Conduit 6 inches in diameter or greater.
        - Duct banks
        - Panelboards

- Mechanical and plumbing equipment.
- Refrigerant piping will be modeled for routing intent only.
- Elements smaller than 6 inches will be modeled for design intent only and are subject to contractor coordination.

Interdisciplinary coordination will be performed to address major conflicts related to chases, ceiling heights, structural elements, and foundations. Detailed clash detection services are excluded.

Lighting and plumbing fixtures will be placed and controlled by the Architect and referenced within Kimley-Horn's model.

This task includes one (1) coordination meeting during the construction document phase. Meetings with the Architect and other consultants will be limited to design coordination only. Formal clash detection meetings or model-based trade coordination are excluded and may be provided as an additional service.

Task 3 – Architectural Services

Kimley-Horn has retained the services of Tabernacle Architecture and Design, LLC to perform the architectural design and documentation of the proposed restroom facility. Refer to attached subconsultant proposal for additional information.

Task 4 – Agency Permitting and Utility Coordination

Utilizing the Civil construction documents completed under IPO 212, Kimley Horn will prepare and submit on the owner's behalf the required packages for the following Agencies.

- Orange County
  - On site potable water plans and calculations Kimley Horn has included up to two (2) rounds of review with the County.
- Florida Department of Environmental Protection (FDEP)
  - Potable Water
- South Florida Water Management District (SFWMD)
  - Environmental Resource Permit

Responding to requests for additional information from the jurisdictional agencies beyond what is normal and customary, and responding to permitting issues beyond our control which result in site plan modification(s) are outside of this scope of services, and will be provided as needed, as an Additional Service only after prior written authorization by the Town.

Permit fees and impact fees are not included. Kimley-Horn does not guarantee the issuance of permits or approvals. If permits are issued for this project, the conditions and expiration dates are the sole responsibility of the Town. Kimley-Horn is not responsible for extending time-limited entitlements or permits. Kimley-Horn may provide services related to permit time extension requests and/or re-application of expired permits as an additional service.

Any changes to the plans or scope of work requested by others after permit drawings are submitted to the above regulatory agencies will be addressed as additional services. After comments are received from all applicable regulatory agencies, Kimley-Horn will upgrade the civil engineering construction drawings produced in the above tasks to contract drawings suitable for construction. The plans will be prepared reflecting comments and/or conditions set forth by the regulatory agencies during the regulatory process.

Kimley-Horn has no control over the actions of jurisdictional agencies and is not a party to

agreements between the client and others. Accordingly, professional opinions as to the status of permits and entitlements or the suitability for a specific purpose herein and professional opinions as to the probability and timeframe for approvals are made on the basis of professional experience and available data. Kimley-Horn does not guarantee that the outcome of permits and entitlements or suitability will not vary from its opinions. Because its opinions are based upon limited site investigation and scope of services, Kimley-Horn does not guarantee that all issues affecting the site have been investigated.

Kimley Horn will coordinate with the septic tank/ drainfield design company as requested by the client and initiate up to two (2) coordination meetings to support the design process.

Task 5 – Optional Landscape Services

Kimley-Horn will prepare a preliminary Landscape Planting and Design plan for the area surrounding the proposed restroom facility if requested by the Town. The landscape design will be in accordance with applicable jurisdictional requirements.

Based on the coordination and direction from Town Staff and Council established after the Schematic Design Plans submittal, Kimley-Horn will prepare Final Design and construction plans for the landscape planting and design to be included in the Final Construction Plans submittal.

This task does not include conceptual graphics/renderings or hardscape design and details and these items can be provided as an additional service if required.

Project Deliverables:

- Schematic Design Plans
- Design Development Plans
- Final Construction Plans
- OCU, FDEP, and SFWMD application packages
- Opinion of probable construction cost
- Contractor bid tabulation form

Additional Services if required:

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

- Attendance at meetings in addition to those noted in the scope of services
- Certified Arborist evaluation for tree preservation
- Bid assistance services
- Construction phase services
- Construction phase grant administration services
- Energy Compliance calculations (COMcheck)
- Life cycle cost (ROI) and/or DOE energy analysis
- LEED consultation or designing to LEED standards
- Building commissioning services
- Stormwater system design beyond the building footprint
- Booster pump system design
- Fire sprinkler system design
- Natural gas, compressed air, or fuel system design
- Site lighting design

Kimley»Horn

- Technology, data, telecommunications, security, access control, or audiovisual systems design
- Fire alarm system design
- Generator design
- Hardscape Plans
- Conceptual Landscape graphics / renderings

Method of Compensation:

Kimley-Horn will perform the services in Tasks 1-4 for a lump sum fee of **$34,190** inclusive of expenses. A breakdown of fee by task is provided in the table below.

Task 1 – Structural Design	$	11,430.00
Task 2 – MEP Services	$	5,770.00
Task 3 – Architectural Services	$	12,000.00
Task 4 – Agency Permitting and Utility Coordination	$	4,990.00

If requested, Kimley-Horn will perform the services in Task 5 for a lump sum fee of **$4,870** inclusive of expenses.

Task 5 – Optional Landscape Services	$	4,870.00

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

ACCEPTED:

THE TOWN OF WINDERMERE, FLORIDA INC.

BY:_____

TITLE:_____

DATE:_____

KIMLEY-HORN AND ASSOCIATES,

BY:_____
Hao T. Chau, PE

TITLE: Vice President

DATE: 06/01/2026

Rev. 7/18

Kimley»Horn

APPENDIX A
LUMP SUM FEE BREAKDOWN
AND SUBCONSULTANT PROPOSAL

Kimley»Horn

June 1, 2026

KIMLEY-HORN AND ASSOCIATES, INC.

Project: Town of Windermere Public Restrooms Site Civil Plan Amendment #1

Client: Town of Windermere

Summary of Fees and Charges

PROJECT LABOR	Hours		Lump Sum
Project: Town of Windermere Public Restrooms Site Civil Plan Amendment #1	**127.0**	**$**	**22,190.00**
Task 1: Structural Design	67.0	$	11,430.00
Task 2: MEP Services	33.0	$	5,770.00
Task 4: Agency Permitting and Utility Coordination	27.0	$	4,990.00
SUBTOTAL KIMLEY-HORN LABOR FEES:	127.0	$	22,190.00
Subconsultant Task 3: Architectural Services (Tabernacle)		$	12,000.00
Total Subconsultant		$	12,000.00
GRAND TOTAL FEES AND CHARGES:		*$*	*34,190.00*
Task 5: Optional Landscape Services	33.0	$	4,870.00

Kimley»Horn

Consultant Name: **Kimley-Horn and Associates, Inc.**

Work Effort and Fee Estimate Table

Project: Town of Windermere Public Restrooms Site Civil Plan Amendment #1

	Principal		Proj Manager		Sr Engineer		Project Engineer		Analyst/Designer		Clerical		Task Totals	
	$280.00		$230.00		$230.00		$200.00		$140.00		$90.00			
Task	hrs.	rate	hrs.	rate	hrs.	rate	hrs.	rate	hrs.	rate	hrs.	rate	hrs.	rate
Task 1: Structural Design		$ -	4	$ 920.00	6	$ 1,380.00	20	$ 4,000.00	36	$ 5,040.00	1	$ 90.00	67	$ 11,430.00
Task 2: MEP Services		$ -	2	$ 460.00	6	$ 1,380.00	8	$ 1,600.00	16	$ 2,240.00	1	$ 90.00	33	$ 5,770.00
Task 4: Agency Permitting and Utility Coordination		$ -	4	$ 920.00	2	$ 460.00	12	$ 2,400.00	8	$ 1,120.00	1	$ 90.00	27	$ 4,990.00
Task 5: Optional Landscape Services		$ -	2	$ 460.00	4	$ 920.00	10	$ 2,000.00	10	$ 1,400.00	1	$ 90.00	27	$ 4,870.00
Total Billable Labor													**154**	**$ 27,060.00**

Principal	Proj Manager	Sr Engineer	Project Engineer	Analyst/Designer	Clerical
0 $ -	12 $ 2,760.00	18 $ 4,140.00	50 $ 10,000.00	70 $ 9,800.00	4 $ 360.00
0.0%	7.8%	11.7%	32.5%	45.5%	2.6%

Notes:

PROPOSAL FOR PROFESSIONAL SERVICES

DATE: June 1, 2026

TO: Chris Davidson
KIMLEY-HORN

FROM: Evan Bourff, Tabernacle Architecture + Design, LLC

CC: Accounting, Tabernacle Architecture + Design, LLC

RE: **A/E Fee Proposal, Exhibit A to AIA Document B110**
Town of Windermere – Toilet Building
Orlando, Florida 32804
Tabernacle Project #26-111

We are pleased to submit the following A/E Fee Proposal Exhibit A between the Prime Consultant, KIMLEY-HORN, and the Architect, TABERNACLE ARCHITECTURE AND DESIGN, LLC, for its consideration for the Town of Windermere – Toilet Building. This proposal is based upon the deliverables for the scope of work described below.

Project Description

This proposal provides architectural services for the design and documentation of a new standalone public restroom facility for the Town of Windermere. The building will be approximately 620 square feet and will provide separate men's and women's restrooms, each accommodating four fixtures and two lavatories, along with a dedicated accessible family restroom. A covered front porch will serve as the primary point of entry, and the rear of the building will include a storage closet and a janitor closet.

The structure will be constructed of concrete masonry unit (CMU) block with painted exposed CMU interior walls. Interior finishes will include phenolic toilet partitions and standard toilet accessories. The facility will be designed in full compliance with applicable accessibility requirements, local ordinances, and state building codes.

Project Phase Description and Deliverables

1. **Schematic Design – Two Weeks** – This phase includes two project meetings, the development of the building plan, roof plan, exterior elevations and coordination with all consultants.
    a. Schematic Design deliverables include the cover sheet, drawing index, code data sheet, architectural site plan, building plan, roof plan, building exterior elevations, and two building sections.

2. **Design Development – Two Weeks** – Upon the approval of the Schematic Design deliverables, this phase includes two project meetings, final building code and zoning review, life safety plan, final architectural site plan, floor plan, roof plan, exterior elevations, typical wall sections, building section(s) and coordination with all consultants.
    a. Design Development deliverables include the cover sheet, drawing index, general notes, code data and life safety sheets, architectural site plan, fire access plan (as necessary), accessibility requirements, partition schedule, floor/ceiling schedule, building plan, roof plan, enlarged plans, interior elevations, building elevations, building sections, typical wall sections, typical roofing details, door schedule, typical door details, window schedule, and typical window details.

3. **Construction Documents – Two Weeks** – Upon the approval of the Design Development deliverables, this phase includes two project meetings, and the development of architectural contract documents to be issued for permit and construction and coordination with all consultants.
    a. Construction Document deliverables include the cover sheet, drawing index, general notes, code data and life safety sheets, architectural site plan, accessibility requirements, partition schedule, floor/ceiling schedule, finish



schedule, building plan, roof plan, enlarged plans, interior elevations, building elevations, building sections, typical wall sections, typical roofing details, door schedule, typical door details, window schedule, typical window details, and all details necessary for construction and permitting.

4. **Permitting** – This phase includes coordination with the Authority Having Jurisdiction during the building plan review process. Any revisions required to satisfy the building department are included.

5. **Bidding & Negotiation** – This phase, if necessary, includes the coordination of bidder RFI's and addenda during the bidding process with general contractors and will be billed hourly.

6. **Contract Administration** – Contract Administration shall commence upon receipt of the first RFI or shop drawing submittal, and the phase includes attending job site meetings with the Prime Consultant, Owner and contractor as requested (this proposal has included 2 job site meetings), attend conference call with the Prime Consultant, Owner and contractor as requested (this proposal has included 2 conference call meetings), review submittals and shop drawings, answer RFI's, issue necessary clarifications, and perform a substantial completion inspection.

Owner Provided Services (not included in Basic Fee)

1. Boundary, Topography, Legal Description and Tree Survey
2. Geotechnical / Environmental Engineering
3. Permit / Impact Fees

Basic Fee

Architectural Basic Services		**Tabernacle Architecture + Design**
Schematic Design	$ 2,000.00	
Design Development	$ 3,000.00	
Construction Documents	$ 4,000.00	
Permitting	$ 1,000.00	
Bidding & Negotiation	$ Hourly	$200 per hour
Contract Administration	$ 2,000.00	2 Site Visits and 2 Conference Calls Included, Additional Visits/Calls to be billed hourly @ $200 per hour
Reimbursable Expenses	$ As Spent	As spent with 1.15 multiplier
Grand Total:	**$ 12,000.00***	**plus any hourly fees that may be incurred*

Special Services (not included in Basic Fee)

1. ADA/Accessible Signage
2. Renderings
3. Waterproofing Consultant
4. Accessibility Consultant
5. Sound Consultant
6. Coordination with Third Party Reviewer
7. Project Specification Manual
8. Additional Job Site Inspections Above Scope
9. Green Rating System certification
10. Project Mock-up Panel Drawings
11. Value Engineering
12. As-Built Drawings

Acceptance of Agreement and Retainer

If acceptable, please sign where indicated below and return via email. Thank you again for allowing Tabernacle Architecture + Design, LLC the opportunity to be considered for this work. The project kick off meeting shall be scheduled within ten (10) business days of receiving The Retainer. The Retainer shall be 20% of the Design Fee ($2,000.00) and shall be credited towards the final invoice.

If upon submission of this Agreement to Client, Client fails to return a signed copy to Architect and knowingly allows Architect to proceed with Scope of Work, such services shall be deemed performed pursuant to the Agreement and the Terms and Conditions shall be binding the same as if the Agreement were fully executed.

Yours Truly,

TABERNACLE ARCHITECTURE + DESIGN, LLC

Evan T. Bourff, AIA
President

Accepted: _____ _____

Signature *Date*

Chris Davidson
KIMLEY-HORN

TOWN OF WINDERMERE
EXECUTIVE SUMMARY

SUBJECT: **6th Avenue and Lake Down Retaining Wall Improvements – Approval of IPO 221 for Professional Engineering and Related Services – Kimley-Horn & Associates, Inc.**

REQUESTED ACTION: **Approval**

☐ Work Session (Report Only) **DATE OF MEETING:** **June 09, 2026**
☒ Regular Meeting ☐ Special Meeting

CONTRACT: ☐ N/A Vendor/Entity: Kimley Horn
Effective Date: TC Approval Termination Date:
Managing Division / Dept: Public Works

BUDGET IMPACT: $199,230
☐ Annual **FUNDING SOURCE:** **Hazard Mitigation Grant Program (HMGP) Funds / Town Match**
☒ Capital **EXPENDITURE ACCOUNT:** **Public Works Budget**
☐ N/A

HISTORY/FACTS/ISSUES:

The Town of Windermere was awarded Hazard Mitigation Grant Program (HMGP) funding through the Florida Division of Emergency Management (FDEM) for shoreline stabilization improvements along 6th Avenue (Conroy Windermere Road) adjacent to Lake Down. The project was initiated following substantial erosion caused by Hurricane Ian, which impacted the shoreline embankment and exposed underground utilities, demonstrating the need for long-term stabilization improvements to protect the roadway and surrounding infrastructure.

As a temporary stabilization measure, the Town previously installed Quick Crete rip rap to help secure the shoreline while pursuing grant funding and development of a permanent mitigation solution. The approved HMGP project now allows the Town to proceed with the engineering, permitting, and design phase for the long-term seawall and shoreline stabilization improvements.

Kimley-Horn and Associates, Inc., the Town's Engineer of Record under the Town's Continuing Engineering Services Agreement, has submitted IPO #221 for professional engineering and related services associated with the project.

The proposed scope of services includes:

- Preparation of 45% and final design plans for the retaining wall and shoreline stabilization improvements

- Structural engineering design for the proposed retaining wall
- Drainage improvements, including a nutrient-separating baffle box for stormwater treatment prior to discharge into Lake Down
- Sidewalk improvements to connect existing pedestrian facilities and enhance accessibility
- Environmental assessment and permitting coordination with applicable regulatory agencies
- Surveying and subsurface utility engineering services
- Geotechnical engineering and soil testing services
- Florida Division of Emergency Management (FDEM) grant administration and coordination services

The IPO also includes subconsultant services by Voler Group, LLC for surveying and utility investigation services and Geotechnical and Environmental Consultants, Inc. (GEC) for geotechnical analysis and testing.

The total lump sum fee for IPO #221 is $199,230, inclusive of subconsultant services and expenses. The project schedule anticipates completion of the design and permitting phase within approximately 365 calendar days.

Approval of IPO #221 will allow the Town to proceed with the engineering, permitting, environmental documentation, and grant coordination necessary to advance the project toward Phase II construction authorization under the HMGP program.

REQUESTED ACTION:

Approve Individual Project Order (IPO) #221 with Kimley-Horn and Associates, Inc. in the amount of $199,230 for professional engineering, surveying, geotechnical, environmental permitting, and grant support services associated with the 6th Avenue and Lake Down Retaining Wall Improvements Project, and authorize staff to proceed with the project design, permitting, and grant coordination activities.

Kimley»Horn

INDIVIDUAL PROJECT ORDER NUMBER 221
May 18, 2026

Describing a specific agreement between Kimley-Horn and Associates, Inc. (Kimley-Horn), and The Town of Windermere (the Client or the Town) in accordance with the terms of the Master Agreement for Continuing Engineering Services dated June 11, 2024, which is incorporated herein by reference.

Identification of Project:

Project Name: Town of Windermere 6th Avenue and Lake Down Retaining Wall Improvements
Client: Town of Windermere

Project Understanding:

This Individual Purchase Order (IPO) identifies the scope, schedule, and fee for engineering services for the 45% Design Plans for review by Town Council and Final Design Plans for the 6th Avenue and Lake Down Retaining Wall Improvements (Project). Kimley-Horn will provide design and permitting services for a vertical retaining wall along the north side of 6th Avenue (Conroy Windermere Road), adjacent to and just east of the Lake Down Boat Ramp. The design also includes drainage improvements including a Nutrient Separating Baffle Box to provide water quality treatment for stormwater runoff prior to discharging to Lake Down, and sidewalk improvements adjacent to the retaining wall to connect existing sidewalks east and west of the area and to provide a recreational amenity for the area residents. This IPO includes grant administration services for the 6th Avenue-Lake Down, Soil Stabilization Hazard Mitigation Grant Program (HMGP) grant administered by the Florida Division of Emergency Management (FDEM).

The design will comply with the direction of Town Council provided at the 45% design review and prior to proceeding to the Final Design Phase. Kimley-Horn will coordinate with Town Staff early during the design for direction to limit impacts to existing features along the corridor as to not diminish the look, feel and charm of the area. Kimley-Horn will present the 45% Design Plans to the Town Council at one (1) meeting. Final Design work will comply with the requirements of applicable regulatory agencies.

Specific Scope of Basic Services:

Task 1 – 45% Design Plans Submittal

A. Coordination
Kimley-Horn will provide coordination services with Town staff during the 45% Design Plans Submittal phase. This task includes up to two (2) meetings with the Town and one (1) Town Council meeting.

B. Roadway Plans
Kimley-Horn will prepare the 45% construction plans for the proposed retaining wall, drainage and sidewalk improvements in accordance with Town staff direction, FDOT Design Manual (FDM), and requirements by applicable regulatory agencies.

The construction plans will be prepared in accordance with the FDOT Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Street and Highways (Florida Greenbook) and the FDOT Standard Plans. The construction plan sheets will be prepared on 11"x17" sheets at a horizontal scale of 1" = 40'. Applicable design information for the proposed retaining wall, storm sewer pipe(s) and drainage structure(s) and sidewalk will be shown on the plan sheets.

One (1) typical section will be prepared and will depict the edge of roadway, curb, sidewalk, retaining

wall, and other elements within the right-of-way.

Cross sections will be developed at 50-foot intervals along the centerline of construction at a scale of 1"= 20' horizontal and 1" = 10' vertical. Existing underground utilities will be shown based on information provided by the utility companies or as identified by survey information.

Kimley-Horn will develop Level 1 Temporary Traffic Control Plans ("TTCP") to maintain traffic on 6th Avenue during the construction of the Project. TTCP will include general notes, typical sections, phasing notes, and references to the FDOT Standard Plan Indices. This task does not include detailed TTCP with plan sheets, temporary drainage, lighting or structures and these items can be performed as an additional service if required.

C. Structural Plans

Kimley-Horn will prepare retaining wall structural plans utilizing 11"x17" CADD format during the 45% design plans submittal phase. It is assumed that one (1) plan sheet will be required. Additionally, wall elevations sheets, a wall data table sheet, and a details sheet will be provided. One (1) PDF document will be submitted to the Town as a part of the 45% design plans submittal.

Kimley-Horn will prepare wall structural calculations utilizing letter size format. One (1) PDF document will be submitted to the Town as a part of the 45% design plans submittal. The wall structural plans and calculations will be prepared in accordance with the FDOT Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Street and Highways (Florida Greenbook) and the FDOT Standard Plans.

D. Drainage Plans

Kimley-Horn will design a drainage collection system to accommodate the proposed sidewalk and retaining wall improvements. The design will be included on the roadway plan sheets. The roadway drainage runoff is anticipated to be exempt from treatment requirements due to no new proposed vehicular impervious area and the proposed sidewalk is exempt from treatment requirements. This task does not include the design of a separate offsite stormwater management facility outside of the Town right of way and this can be performed as an additional service if required. The improvements to the 6th Avenue drainage system will include proposed inlet and piping systems to collect runoff along the proposed curb and outfall to Lake Down. Existing drainage patterns will be maintained. Based on available information, floodplain impacts are not anticipated for the roadway and retaining wall improvements. Floodplain analysis and mitigation is not included in this task and can be performed as an additional service if required.

This task also involves the design and integration of a baffle box system aimed at improving stormwater quality and nutrient reduction. The baffle box will be designed based on site conditions and provide water quality treatment. Kimley-Horn will engage in distributor coordination to identify and select a suitable baffle box for the project goals as well as determine the appropriate size, material, and installation method for the baffle box based on site hydrology and environmental impact assessments.

The following sheets are included in this task and will be incorporated into the construction plans:

- Drainage Map
- Drainage Details
- Drainage Structure Cross Sections
- Erosion Control Plan Sheet(s)

Task 2 – 90% Design Plans Submittal

A. Coordination
Kimley-Horn will provide coordination services with Town staff the 90% Design Plans Submittal phase. This task includes up to two (2) meetings with the Town and one (1) Town Council meeting.

B. Roadway Plans
Based on the coordination and direction from Town Staff and Council established after the 45% Design Plans submittal, Kimley-Horn will prepare the Final Design and construction plans for the 6th Avenue improvements.

C. Structural Plans
Based on the coordination and direction from Town Staff and Council established after the 45% Design Plans submittal, Kimley-Horn will prepare the Final Design and construction plans for the 6th Avenue retaining wall. In this task Kimley-Horn will provide the estimated wall structural quantities based on the Contract Documents provided to the Town. A Preliminary Opinion of Probable of Construction Cost (OPC) will be prepared and submitted to the Town at 90% and Final submittals.

D. Drainage Plans
Based on the coordination and direction from Town Staff and Council established after the 45% Design Plans submittal, Kimley-Horn will prepare the Final Design and construction plans for the 6th Avenue drainage improvements.

Task 3 – Survey and Utility Investigation Services

Kimley-Horn has retained the services of Voler Group, LLC to perform the topographic survey and subsurface utility engineering (utility designating, locating and survey), inclusive of up to three (3) utility verification test holes. Refer to attached subconsultant proposal for additional information.

Task 4 – Geotechnical Services

Kimley-Horn has retained the services of Geotechnical and Environmental Consultants, Inc. (GEC) to perform Standard Penetration Test (SPT) borings, manual probes, and laboratory soil classification tests for the proposed improvements. Refer to attached subconsultant proposal for additional information.

Task 5 – Environmental Assessment and Permitting

A. Environmental Site Assessment and Reporting
Kimley-Horn will conduct an environmental site assessment of the project site to identify the limits of the on-site wetlands, surface waters, and upland habitats. Kimley-Horn will also conduct a general wildlife survey during the field review to evaluate the potential for site utilization by protected species. The data collected will be used to provide the supporting environmental documentation and accompanying exhibits necessary to prepare and submit the state and local permitting packages. In preparing this assessment, Kimley-Horn will conduct the following tasks:

- Review readily available natural resource documentation, previous environmental studies (provided by the Client), existing permits (if available), and protected species information.
- Delineate the extent of on-site wetlands and/or surface waters in accordance with the State unified wetland delineation methodologies described in Chapter 62-340, Florida Administrative Code (FAC) and the United States Army Corps of Engineers (USACE) 1987 Wetland Delineation Manual and regional supplement.

- Assess the wetland and/or surface water impacts, prepare wetland impact tables, prepare figures depicting the limits of wetland impacts, and an environmental narrative, as necessary.
- Following the site visit and database review, the following maps will be prepared:
    - Project Location Map
    - USGS Quard Map
    - NRCS Soils Map
    - FLUCFCS Map
    - Wetland and Surface Water Impact Map
    - Protected Species Map (if applicable)

The scope of services and fee for this task includes travel and associated expenses. This task does not include coordination with a professional land surveyor for locating the delineated wetland flags. Preliminary evaluation of the limits of wetlands and surface waters are for estimation purposes and are subject to verification by the applicable regulatory agencies.

This task does not include species-specific surveys per FWC or U.S. Fish and Wildlife Service guidelines. Additional coordination and/or permitting with regulatory agencies having jurisdiction (i.e. FWC, USFWS, etc.) may be performed as additional services if requested by the Client. If during this site assessment it is determined that additional field surveys are required to meet the state and/or federal survey protocol, the Client will be notified and a cost estimate for the additional survey will be prepared.

B. Permitting

It is anticipated that the proposed improvements will require an Environmental Resource Permit (ERP) from the SFWMD and a Shoreline Alteration Permit from the Orange County Environmental Protection Division (EPD). Kimley-Horn will attend one (1) pre-application meeting with SFWMD and one (1) pre-application meeting with EPD to determine the project-specific permitting requirements. Additionally, Kimley-Horn will attend one (1) site visit with SFWMD staff and one (1) site visit with EPD staff for the agency field reviews.

Kimley-Horn will prepare and submit the permit application packages with the supporting environmental documentation, including Section C of the ERP application, exhibits depicting the limits of the wetland or surface water impacts, and an environmental narrative for the respective permit applications. Kimley-Horn will respond to up to two (2) Requests for Additional Information (RAI) from SFWMD and up to two (2) RAIs from EPD. A 404 Dredge and Fill Permit with the USACE is not included in this agreement. Should it be determined by the USACE that a permit or NEPA review is required for this Project, the services associated with these applications can be completed by Kimley-Horn under an amendment to this agreement.

The Client will be responsible for signing all necessary application forms and any mitigation agreements. Client signature is required on application documents and permitting timeline will be dependent on the Client turnaround time of necessary signatures. All fees associated with the permit applications or mitigation shall be paid by the Client. For the purposes of this scope, it is assumed that mitigation will not be required for this project. Any required mitigation can be accomplished through the purchase of mitigation bank credits. If credits are not available or mitigation other than off-site credit purchase (i.e. on-site or off-site wetland creation or enhancement) is required to satisfy mitigation requirements, additional scope and fee can be provided upon request by the Client to evaluate mitigation options and prepare a mitigation plan.

Kimley-Horn does not guarantee the issuance of permits or approvals. If permits are issued for this project, the conditions and expiration dates are the sole responsibility of the Client. Kimley-Horn is

not responsible for extending time-limited entitlements or permits. Kimley-Horn can provide hourly additional services to file for extensions, if applicable, provided the Client issues a direct written request for each requested entitlement, prior to the dates of expirations.

Task 6 – FDEM Grant Support Services

Kimley-Horn will provide grant administration services with the Florida Division of Emergency Management (FDEM) for the design phase of the proposed improvements.

A. FDEM Coordination

Kimley-Horn will provide project management and coordination services with the Town and FDEM to support the review of the Project. This task includes up to two (2) meetings to discuss the documents requested by FDEM and up to two (2) meetings to discuss their comments.

FDEM Benefit-Cost Analysis Support Services

Kimley-Horn will prepare Depth-Damage Function ("DDF") tables for the Project for submittal to the FDEM reviewer. Kimley-Horn will update the Project opinion of probable construction costs ("OPC") completed during design to the format required by FDEM. This task includes responding to up to two (2) rounds of comments from FDEM and updating the DDF tables and the OPC accordingly.

Responding to Requests for Additional Information

Kimley-Horn will respond up to two (2) Request for Additional Information ("RAIs") from FDEM. This task includes preparing and submitting the following supporting documents to FDEM for review.

- Aerial basin and erosion control maps
- Boundary map and coordinates
- Ground disturbance map and information
- FDEP No Permit Required documentation
- Project and construction activities descriptions
- Project public notices
- Comment responses
- Quarterly reports
- Reimbursement requests
- Grant Closeout

Project Deliverables:

- 45% Construction Plans
- 90% Construction Plans
- Final Construction Plans
- Drainage Report
- Structural Calculations
- SFWMD application package
- Geotechnical engineering report
- Utility test hole data sheets
- Opinion of probable construction costs
- Contractor bid tabulation form
- Grant quarterly reports, reimbursement requests and closeout documents

Additional Services if required:

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

- Utility Plans
- Landscape Plans
- Level 2 and Level 3 Temporary Traffic Control Plans
- Conceptual graphics / renderings
- ACOE permitting
- Floodplain analysis and mitigation
- Attendance at meetings in addition to those noted in the scope of services
- Certified Arborist evaluation for tree preservation
- Construction phase services
- Construction phase grant administration services
- Construction Engineering Inspection (CEI) services
- Permit application fees

Information Provided By Client:

The Town will provide the following information, upon which Kimley-Horn can rely:

- HMGP Grant Application
- Phase I Contract with FDEM for HMGP Grant
- Conceptual plans
- Available right of way data
- Available record or as-built plans
- Available permits
- Data regarding the existing road conditions

Schedule:

Tasks 1-6 are anticipated to be completed within 365 calendar days.

Method of Compensation:

Kimley-Horn will perform the services in Tasks 1-6 for a lump sum fee of $199,230 inclusive of expenses. A breakdown of fee by task is provided in the table below.

Task 1 - 45% Design Plans Submittal	$49,510
Task 2 - 90% Design Plans Submittal	$72,510
Task 3 - Survey and Utility Investigation Services	$23,736
Task 4 - Geotechnical Services	$18,694
Task 5 – Environmental Assessment and Permitting	$16,340
Task 6 - Grant Administration	$18,440

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

ACCEPTED:

THE TOWN OF WINDERMERE, FLORIDA	KIMLEY-HORN AND ASSOCIATES, INC.
BY:_____	BY:_____ Hao T. Chau, PE
TITLE:_____	TITLE: Vice President
DATE:_____	DATE: 5/18/2026

Kimley»Horn

May 18, 2026

KIMLEY-HORN AND ASSOCIATES, INC.

Project: 6th-Lake Down

Client: Town of Windermere

Summary of Fees and Charges

PROJECT LABOR	Hours		Lump Sum
Project: 6th-Lake Down	**800.0**	**$**	**156,800.00**
1. 45% Design Plans	254.0	$	49,510.00
2. 90% Design Plans	370.0	$	72,510.00
5. Environmental Assessment and Permitting	82.0	$	16,340.00
6. FDEM Grant Support Services	94.0	$	18,440.00
SUBTOTAL KIMLEY-HORN LABOR FEES:	**800.0**	**$**	**156,800.00**
3. Survey and Utility Investigation Services		$	23,736.00
4. Geotechnical Services		$	18,694.00
Total Subconsultant and Direct Expense		**$**	**42,430.00**
GRAND TOTAL FEES AND CHARGES:		***$***	***199,230.00***

Kimley»Horn

Consultant Name: **Kimley-Horn and Associates, Inc.**

Work Effort and Fee Estimate Table

Project: 6th-Lake Down

	Principal		Proj Manager		Sr Engineer		Project Engineer		Analyst/Designer		Clerical		Task Totals	
	$280.00		$230.00		$230.00		$200.00		$140.00		$90.00			
task	hrs.	rate	hrs.	rate	hrs.	rate	hrs.	rate	hrs.	rate	hrs.	rate	hrs.	rate
1. 45% Design Plans	20	$ 5,600.00	40	$ 9,200.00	45	$ 10,350.00	60	$ 12,000.00	87	$ 12,180.00	2	$ 180.00	254	$ 49,510.00
2. 90% Design Plans	34	$ 9,520.00	61	$ 14,030.00	68	$ 15,640.00	74	$ 14,800.00	131	$ 18,340.00	2	$ 180.00	370	$ 72,510.00
5. Environmental Assessment and Permitting	2	$ 560.00	10	$ 2,300.00	18	$ 4,140.00	36	$ 7,200.00	14	$ 1,960.00	2	$ 180.00	82	$ 16,340.00
6. FDEM Grant Support Services	2	$ 560.00	10	$ 2,300.00	20	$ 4,600.00	40	$ 8,000.00	20	$ 2,800.00	2	$ 180.00	94	$ 18,440.00
Total Billable Labor													**800**	**$ 156,800.00**

Principal	Proj Manager	Sr Engineer	Project Engineer	Analyst/Designer	Clerical
58 $ 16,240.00	121 $ 27,830.00	151 $ 34,730.00	210 $ 42,000.00	252 $ 35,280.00	8 $ 720.00
7.3%	15.1%	18.9%	26.3%	31.5%	1.0%

Notes:

February 18, 2026

CONROY WINDERMERE ROAD & LAKE DOWN

To
Chris Davidson
P.E.

Kimley-Horn
200 S. Orange Avenue
Suite 600
Orlando, FL 32801
407.701.4778

Proposal for Topographic Survey and Quality A/B Utility Locates

Dear Chris,

We appreciate your consideration of L&S Diversified, LLC to provide professional surveying services for the above referenced project. Below we have outlined the scope of services, cost, and schedule for the project.

Project Understanding

Kimley-Horn, on behalf of the Town of Windermere, has requested for surveying services to be completed along Conroy Windermere Road, also Known as 6th Avenue.

The project limits span approximately ± 680 linear feet of roadway and will span 90 feet, in both directions, from the road centerline, with the exception of the westerly 70 feet, which will span 60 feet. Refer to Exhibit 1 for an aerial view of these limits.

The scope of services for this project include:

- Topographic survey within the project limits
  - Limits within Lake Down to include edge of water and pond bottom elevations
- Mapping of the existing right-of-way & property lines
- Quality A Utility Locates
  - Up to three (3)
- Quality B Utility Locates within the project limits.
- Maintenance of Traffic

Attachments and Exhibits

Exhibit 1 – Project Limits.PDF

Exhibit 2 – Fee Breakdown.PDF

SURVEYING SCOPE OF SERVICES

L & S Diversified will provide all labor, equipment and resources necessary to provide the following scope of services.

Survey Control

L & S will establish horizontal and vertical control monuments at acceptable intervals to facilitate project engineering. Horizontal coordinates will be referenced to Florida State Plane, North American Datum of 1983 (NAD83). Elevations will be referenced to North American Vertical Datum of 1988 (NAVD88).

Topographic Survey (50-Grid and/or Cross Sections)

The Topographic Survey will include the horizontal location and elevation of all above ground improvements, utilities, and accessible gravity systems.

The survey will be displayed at 1-foot contour intervals.

Specific Purpose Right of Way Survey

The Specific Purpose Right of Way Survey shall consist of the position and description of all recovered monuments, right-of-way, and adjacent parcels with recording information.

The Specific Purpose Right of Way Survey will be performed and prepared in accordance with the State of Florida Standards of Practice, as set forth by the Board of Professional Surveyors and Mappers, Chapter 5J-17, Florida Administrative Code and per Section 472.027, Florida Statutes.

Survey Deliverables

- Survey(s) in Civil 3D 2024
- Survey(s) in PDF

Printed hard copies will be billed at an additional cost.

SUB-SURFACE UTILITY SCOPE OF SERVICES

Subsurface Utility Excavation (Quality Level A)

L & S will perform up to **three (3)** soft excavation test holes at locations determined by the client.

Each location will include a Sub-Surface Utility Report. The Report will include the horizontal location, pipe size, elevation, and depth of top of pipe from natural ground. The material will be noted only if visible.

A reference nail and disk, and stake will be set at ground level for each excavation.

Subsurface Utility Designation (Quality Level B)

L & S will field mark (paint & flag) all public sub-surface utility mains discovered within the project limits.

The paint and flags will be surveyed and mapped.

*See **Sub-Surface Utility Scope Notes** below for more information on the above scope of services.*

Sub-Surface Utility Engineering Deliverables

- Field Sketches in PDF
- Sub-Surface Utility Report in PDF
- Survey of Designated Utilities in Civil 3D

Printed hard copies will be billed at an additional cost.

PROPOSED COST

Task	Cost
Survey Control	$2,010
Topographic Survey	$6,298
Right of Way	$3,582
Utility Designation	$7,170
Utility Testholes	$3,228
Maintenance of Traffic	$1,448
Total Estimated Cost	**$23,736**

SCHEDULE

Task	Duration (Weeks)
Field	3
Office	2
QA/QC	1
Total Duration	**6**

It is anticipated that L & S Diversified will begin work on the proposed scope of services within 10 days of receipt of your executed Notice to Proceed.

The proposed cost and schedule is valid for 45 days from the date submitted.

NOTES & EXCLUSIONS

If the client desires to change the proposed scope of services an additional fee will be negotiated.

Reimbursables such as shipping, printing, or overtime will be **Billed as an Extra Cost on a Time and Materials Basis.** L & S will request approval from the client for these services.

Public entity or jurisdictional agency fees are to be paid directly by the client. These fees include, but are not limited to, platting, impact, re-zoning, permitting, review and application fees. L & S Diversified has no control over the procedures of public entities or jurisdictional agencies, and therefore, cannot guarantee timing and outcome of permits and entitlements.

Sub-Surface Utility Engineering Exclusions

Aerial utilities and appurtenances, underground storm sewer structures or pipes, underground gravity sanitary manholes and pipes, gravity laterals and other services or the location of other underground objects such as underground fuel tanks, irrigation equipment and/or irrigation systems and their appurtenances are not included in the scope of this project.

Thank you for this opportunity and we look forward to working with you on this exciting new project. Should you have any questions, please do not hesitate to call.

Sincerely,
VolerGroup

Majdi Hamed

Majdi Hamed, EI
Project Manager


Conroy Windermere Road
Topographic Survey
Quality A & B Utility Locates
N
Legend
Project Limits
Lake Down Boat Ramp
Conroy Windermere Rd

Exhibit 1

	Field Service Items									
volerGROUP	Survey Crew (1-2)		Survey Crew (3)		SUE Crew (1-2)		SUE Crew (3)			
	$181.00		$225.00		$189.00		$256.00			
Service Item	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Subtotal - Hours	Subtotal - Fee
Survey Control	8	$1,448.00		$0.00		$0.00		$0.00	8	$1,448.00
Topographic Survey	24	$4,344.00		$0.00		$0.00		$0.00	24	$4,344.00
Right of Way	8	$1,448.00		$0.00		$0.00		$0.00	8	$1,448.00
Utility Designation	8	$1,448.00		$0.00	24	$4,536.00		$0.00	32	$5,984.00
Utility Testholes	4	$724.00		$0.00	8	$1,512.00		$0.00	12	$2,236.00
Maintenance of Traffic	8	$1,448.00		$0.00		$0.00		$0.00	8	$1,448.00
	60	*$10,860.00*	*0*	*$0.00*	*32*	*$6,048.00*	*0*	*$0.00*	*92*	*$16,908.00*

	Office Service Items									
volerGROUP	Mapping Technician		PSM		Survey PM		SUE PM			
	$97.00		$234.00		$134.00		$205.00			
Service Item	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Subtotal - Hours	Subtotal - Fee
Survey Control	2	$194.00	1	$234.00	1	$134.00		$0.00	4	$562.00
Topographic Survey	16	$1,552.00		$0.00	3	$402.00		$0.00	19	$1,954.00
Right of Way	12	$1,164.00	3	$702.00	2	$268.00		$0.00	17	$2,134.00
Utility Designation	8	$776.00		$0.00		$0.00	2	$410.00	10	$1,186.00
Utility Testholes	6	$582.00		$0.00		$0.00	2	$410.00	8	$992.00
	44	*$4,268.00*	*4*	*$936.00*	*6*	*$804.00*	*4*	*$820.00*	*58*	*$6,828.00*

Total Fee	*$23,736.00*

[redacted]

Exhibit 2

Geotechnical and Environmental Consultants, Inc.

January 23, 2026

Kimley-Horn, Inc.
200 South Orange Avenue, Suite 600
Orlando, Florida 32801

Attention: Mr. Chris Davidson, P.E.

Subject: Proposal for Geotechnical Engineering Services
6TH AVENUE AND LAKE DOWN RETAINING WALL IMPROVEMENTS
Town of Windermere, Florida
GEC Proposal No. P12471G

Dear Mr. Davidson:

Geotechnical and Environmental Consultants, Inc. (GEC) is pleased to provide this proposal for the above-referenced project. Our proposed scope of services is based on the project information provided in your email correspondence to us on January 21, 2026, and our understanding of the proposed improvements, as shown on **Attachment 1**. The information provided included preliminary engineering drawings prepared by MGEC entitled "6th Avenue and Lake Down Retaining Wall Improvements" (dated November 2023) that showed the alignment of a new precast concrete sheet pile wall along the north side of 6th Avenue and the shore of Lake Down. Other improvements shown on the drawings included new drainage structures and pipes and a sidewalk between the existing roadway and the wall.

The purpose of this investigation is to explore soil conditions and groundwater levels at the site and to use the information obtained to provide geotechnical engineering recommendations for design of the proposed precast concrete sheet pile wall and site preparation recommendations for the other improvements. This proposal presents our understanding of the project, our recommended scope of services, and a fee and schedule for providing those services.

Site Location and Project Description

The proposed project site is located along the north side of 6th Avenue adjacent to Lake Down in the Town of Windermere, Florida as shown on the project plans in the **Attachments**. We understand that project plans include the installation of approximately 412 linear feet of concrete sheet pile wall, as well as drainage improvements and a new sidewalk.

Scope of Services

Based on the project information provided, our experience, and the local standard of care, we recommend the following scope of services:

- Stake boring locations at the site.
- Clear utilities at the boring locations.
- Obtain Maintenance-of-Traffic (MOT) permit for Orange County to perform a temporary lane closure.
- Mobilize truck-mounted drilling equipment and personnel.
- Perform 3 Standard Penetration Test (SPT) borings to a depth of 50 feet near the proposed wall location. These borings will be grout-sealed upon completion.
- Perform manual probes along the lake bedding in front of the proposed wall to determine the depth of water and depth of sediment/muck, if any.
- Perform routine laboratory soil classification tests (including corrosion series tests) to enhance visual soil classification of samples obtained.
- Issue a geotechnical engineering report signed and sealed by a Geotechnical Engineer licensed in Florida that will address the following topics:
    - Subsurface conditions at the boring locations
    - Measured and estimated seasonal high groundwater depths
    - Fill selection, placement and compaction
    - Suitability of soils excavated for use as engineered fill and backfill behind the wall
    - Soil parameters for use in design of the sheet pile walls. Actual wall design will be by others.
    - Global stability analysis for the proposed wall

Fee

The cost to provide the scope of services is a Not-to-Exceed fee of $18,694.00. **Attachment 2** documents our detailed scope of services and fees. This fee includes an electronic copy of our report emailed to you.

Schedule

Our schedule to complete the work will be about 5 weeks from your written notice to proceed and the receipt of project plans. Our schedule is highly dependent on Sunshine 811 and the utility providers/locators clearing the soil boring locations within the allotted 48-hour time frame.

Limitations

This proposal is subject to the following limitations:

- The site will be accessible to the drilling equipment assumed above. If other types of drilling equipment become necessary due to site and/or weather conditions, appropriate adjustments to the actual fees will be necessary
- We assume no responsibility for damage to underground utilities and/or structures that are not located by the owner or Sunshine State One-Call
- Survey services are not included in this proposal. We will estimate boring elevations based on provided topographic information, if available
- This fee proposal will remain in effect for 90 days. If you require more than 90 days to authorize us to proceed, we request that we be allowed to review our proposal to adjust our cost estimate, if necessary.

Closure

GEC appreciates the opportunity to submit this proposal. If you have any questions regarding this proposal, or if we can be of further assistance, please contact the undersigned.

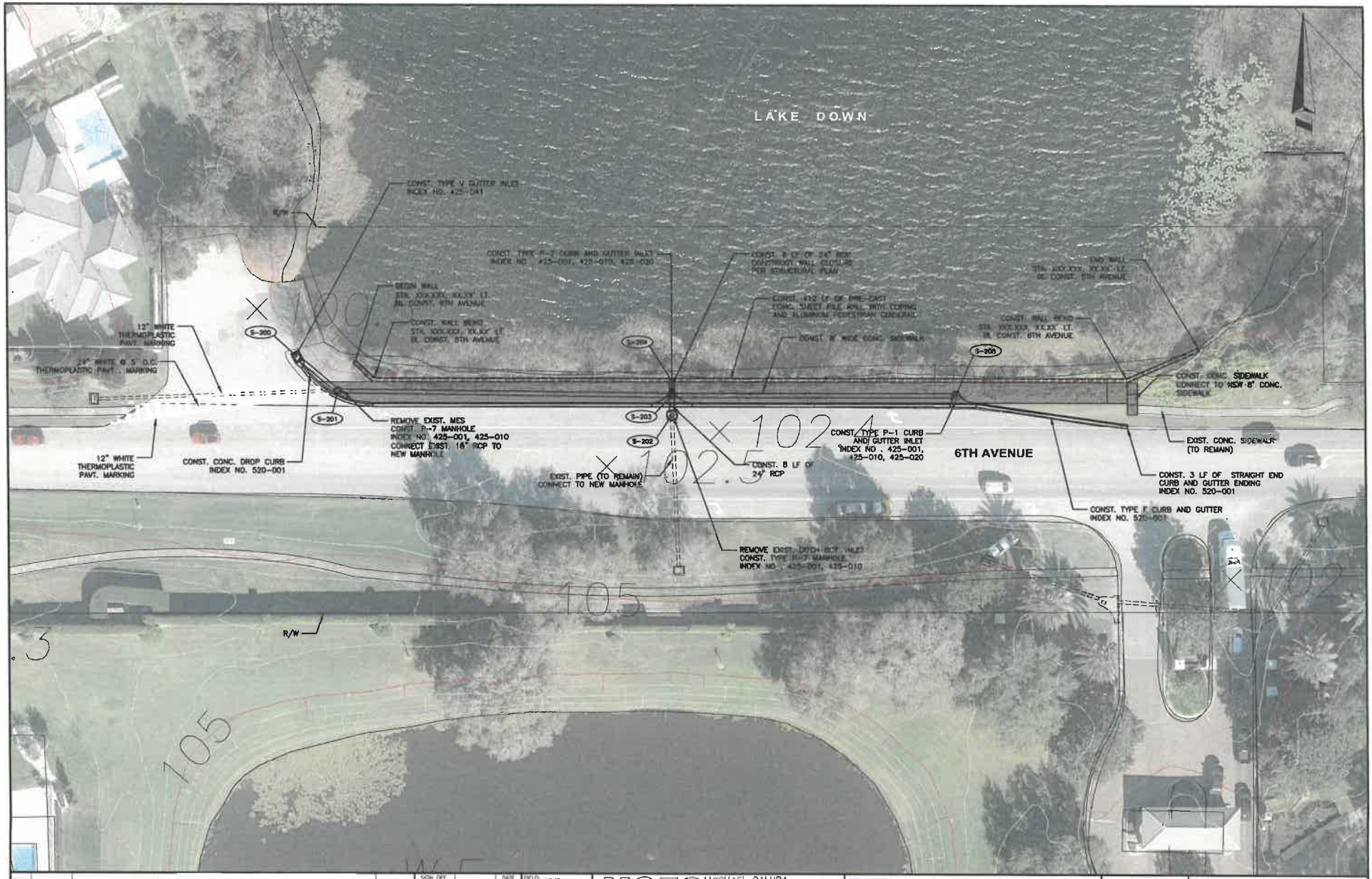
Very truly yours,

GEOTECHNICAL AND ENVIRONMENTAL CONSULTANTS, INC.

Chad A. Young, E.I.
Engineer Intern

William L. Fox, P.E.
Senior Geotechnical Engineer

ATTACHMENTS



REV.	DATE	DESCRIPTION	APP'D BY

SIGN OFF	DATE
CLIENT	
PM/CM BC	
PM/CM DM	
PM	
CM	
OTHERS	

FIELD: NONE
DRAWN BY: CADD
DESIGNED BY: MBG
CHECKED BY: MBG
DATE: NOVEMBER 2023

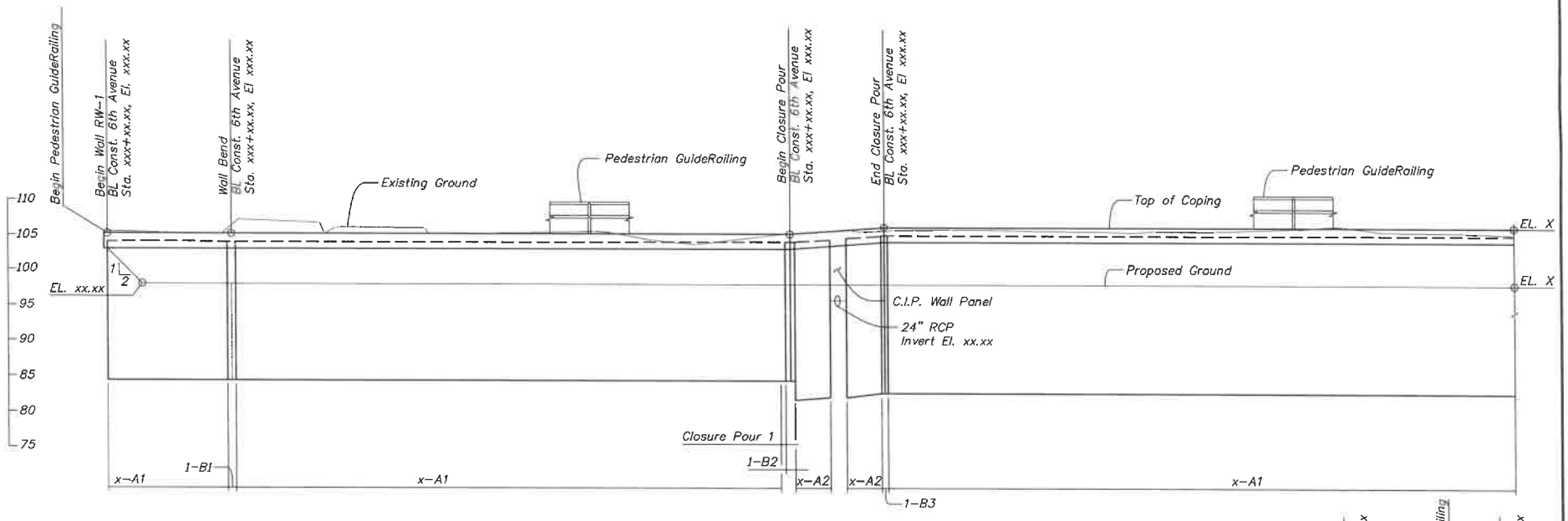
MGEC MICHAEL GALURA ENGINEERING CONSULTANTS, LLC
3222 Corrine Drive, Suite H
Orlando, Florida 32803 407/493-9983
CERTIFICATE OF AUTHORIZATION NO. 29032
http://www.mgalurosengineeringconsult.com

TOWN OF WINDERMERE
PUBLIC WORKS DEPARTMENT
614 MAIN STREET, WINDERMERE, FLORIDA 34786

JOB No. TOW-072.01.000
FILE NAME: SEE LEFT MARGIN
ARCHIVE DISC:
SCALE: HORIZ.= 1"=200'

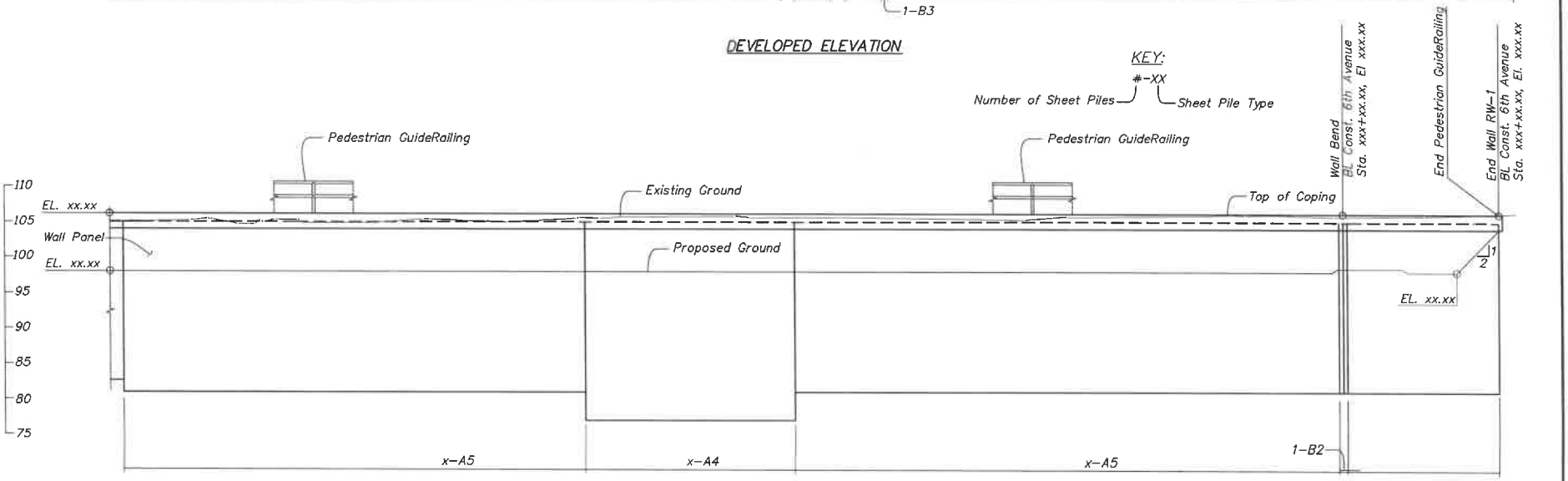
6TH AVENUE AND LAKE DOWN RETAINING WALL IMPROVEMENTS

DWG. | SHEET OF



DEVELOPED ELEVATION

KEY:
#-XX
Number of Sheet Piles
Sheet Pile Type



DEVELOPED ELEVATION

REV.	DATE	DESCRIPTION	APP'D BY

SIGN OFF | DATE
CLIENT
PM/CM BC
PM/CM DM
PM
CM
OTHERS

FIELD: NONE
DRAWN BY: CADD
DESIGNED BY: MBG
CHECKED BY: MBG
DATE: NOVEMBER 2023

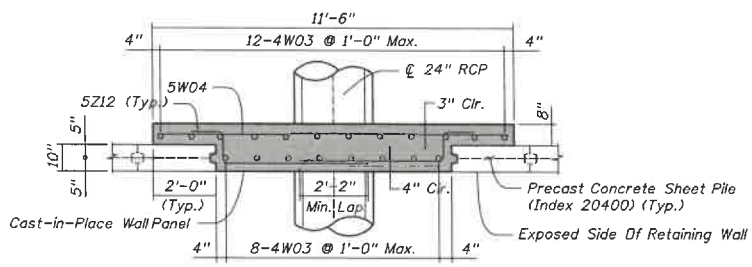
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TOWN OF WINDERMERE
PUBLIC WORKS DEPARTMENT
614 MAIN STREET, WINDERMERE, FLORIDA 34786

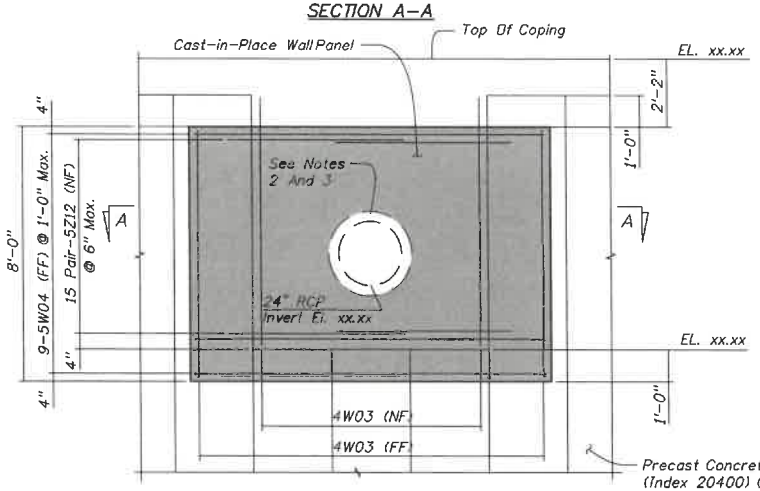
JOB No. TOW-072.01.000
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ARCHIVE DISC:
SCALE: AS NOTED

6TH AVENUE AND LAKE DOWN RETAINING WALL IMPROVEMENTS

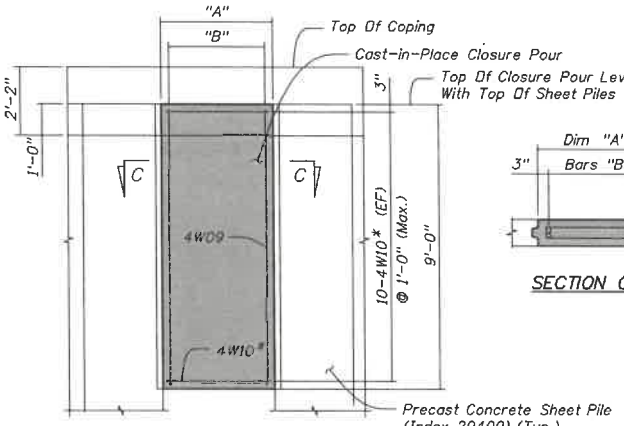
DWG.
SHEET OF 18



SECTION A–A



ELEVATION AT 24" RCP

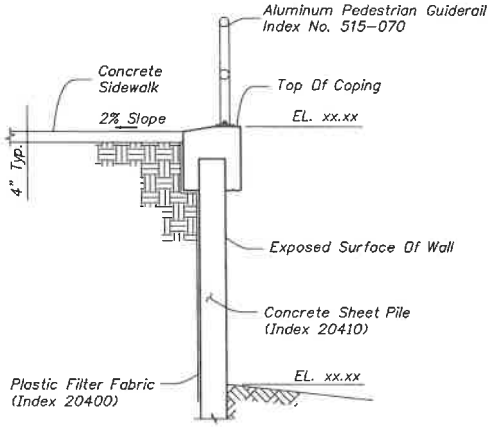


TYPICAL CLOSURE POUR

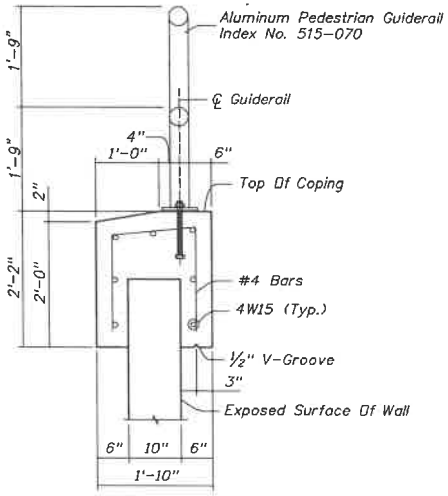
SECTION C–C

CLOSURE POUR VARIABLES		
LOCATION	Dim A	Bars B
1	1'-4¾"(±)	2 Spa. @ 5"(±)
2	11½"(±)	1 Spa. @ 5½"(±)
3	1'-6¼"(±)	2 Spa. @ 6"(±)

* Field Cut 4W10 As Necessary To Provide 2" Clear To Precast Sheet Piles.



TYPICAL SECTION THROUGH WALL AT 6TH AVENUE AND LAKE DOWN



TYPICAL SECTION THRU COPING

NOTES:

1. Refer To Wall Elevation Sheet For Location Of C.I.P. Wall Panels And Closure Pours.
2. Provide One Layer 64 LB Roofing Paper As A Bond Breaker Between RCP And Cast-In-Place Concrete.
3. Field Cut Reinforcing Bars As Necessary To Provide 2" Clearance To RCP.
4. All Lap Splices Of #4 Reinforcing Bars Shall Be 2'-0" Minimum.

REV.	DATE	DESCRIPTION	APP'D BY

SIGN OFF | DATE
CLIENT
PM/CM BC
PM/CM DM
PM
CM
OTHERS

FIELD: NONE
DRAWN BY: CADD
DESIGNED BY: MBG
CHECKED BY: MBG
DATE: NOVEMBER 2023

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TOWN OF WINDERMERE
PUBLIC WORKS DEPARTMENT
614 MAIN STREET, WINDERMERE, FLORIDA 34786

JOB No. TOW-072.01.000
FILE NAME: SEE LEFT MARGIN
ARCHIVE DISC:
SCALE: AS NOTED

6TH AVENUE AND LAKE DOWN
RETAINING WALL IMPROVEMENTS

DWG. | SHEET OF 18

ATTACHMENT 2

Geotechnical Scope of Services and Fee Estimate

6th Avenue and Lake Down Retaining Wall Improvements

Windermere, Florida

GEC Proposal No. 12471G

ITEM	QUANTITY	UNIT	UNIT RATE	COST	NOTES
FIELD SERVICES					
Truck Rig Mobilization	1	EACH	$775.00	$775.00	
Coring Machine	1	DAY	$180.00	$180.00	
GPS Unit	1	DAY	$120.00	$120.00	
Soil Survey/Coring Crew (2 person)	2	HOUR	$255.00	$510.00	
Drill Rig and Crew – Truck/Mud Bug (2 person)	2	HOUR	$300.00	$600.00	
MOT Portable Safety Signs (each)	21	EACH	$65.00	$1,365.00	Index 102-603
MOT Channelization Cones (each)	36	EACH	$7.00	$252.00	Index 102-603
MOT Arrow Board (each)	1	EACH	$105.00	$105.00	
SPT Borings – Truck (0 - 50 Ft)	150	FOOT	$21.00	$3,150.00	3 @ 50'
3 - inch Casing – Truck (0 - 50 ft)	75	FOOT	$14.00	$1,050.00	
Borehole Grouting – Truck (0 - 50 Ft)	150	FOOT	$9.00	$1,350.00	3 @ 50'
FIELD SERVICES TOTAL COST				$9,457.00	
LABORATORY SERVICES					
Natural Moisture Content	5	EACH	$24.00	$120.00	
Percent Fines	2	EACH	$62.00	$124.00	
Organic Content	3	EACH	$61.00	$183.00	
Atterberg Limits (Plastic & Liquid Limits)	2	EACH	$155.00	$310.00	
Corrosion Series	3	EACH	$300.00	$900.00	
LABORATORY SERVICES TOTAL COST				$1,637.00	
PROFESSIONAL SERVICES					
Senior Engineer	8	HOUR	$270.00	$2,160.00	
Engineer Intern	24	HOUR	$140.00	$3,360.00	
Senior Engineering Technician	4	HOUR	$145.00	$580.00	
Engineering Technician	4	HOUR	$100.00	$400.00	
Cadd/GIS Specialist	6	HOUR	$150.00	$900.00	
Secretary	2	HOUR	$100.00	$200.00	
PROFESSIONAL SERVICES TOTAL COST				$7,600.00	
TOTAL COST ESTIMATE				**$18,694.00**	

TOWN OF WINDERMERE
EXECUTIVE SUMMARY

SUBJECT: **Consideration of Legislative Correspondence Regarding Proposed Property Tax Reform Legislation**

REQUESTED ACTION: **Approval**

☐ Work Session (Report Only) **DATE OF MEETING:** **June 9, 2026**
☒ Regular Meeting ☐ Special Meeting

CONTRACT: ☐ N/A
Effective Date: Upon Council Approval
Vendor/Entity:
Termination Date:
Managing Division / Dept: Administration

BUDGET IMPACT:
☐ Annual
☐ Capital
☒ N/A

FUNDING SOURCE: **N/A**
EXPENDITURE ACCOUNT: **N/A**

HISTORY/FACTS/ISSUES:

The Florida Legislature is currently considering Senate Bill 2-F, House Bill 1F, and related property tax reform proposals that would substantially modify Florida's property tax system through increased homestead exemptions, reduced assessment caps, and the establishment of a framework for the potential future elimination of property taxes on primary residences.

The Florida League of Cities (FLC) and the Florida Association of Counties (FAC) have encouraged municipal and county elected officials and administrators to communicate with their respective legislative delegations regarding the potential impacts of the proposed legislation on local government operations and financial sustainability.

Property taxes represent a significant source of revenue used by municipalities throughout Florida to fund essential public services, including public safety, infrastructure maintenance, stormwater management, parks and recreation facilities, capital improvements, and other local government services. The proposed legislation may have long-term fiscal implications for local governments depending upon the final form of the legislation and any future constitutional amendments considered by voters.

Attached for Council consideration is a draft letter expressing concerns regarding the potential impacts of the proposed legislation on local government revenues, services, and long-term financial planning. The letter would be transmitted to the Town's legislative delegation if approved by the Town Council. A separate letter has also been prepared for consideration by the Town Manager.

Since preparation of this agenda item, both the Florida Senate and House committees have advanced amended versions of the legislation. Additional changes may occur prior to the Town Council meeting; therefore, the attached draft correspondence may be revised prior to Council consideration to reflect the most current legislative language.

REQUESTED ACTION:

Review the attached draft correspondence regarding proposed property tax reform legislation and authorize the Mayor to execute and transmit the letter, in substantially the form presented, to the Town's legislative delegation, with such non-substantive revisions as may be approved by the Town Attorney and staff.

[Date]

The Honorable [Legislator Name]
Florida Senate / Florida House of Representatives
Tallahassee, Florida

RE: Municipal Operational Concerns Regarding SB 2-F

Dear Senator/Representative [Name]:

As Town Manager for the Town of Windermere, I am writing to express serious concerns regarding Senate Bill 2-F and its potential impact on municipal operations throughout Florida.

Property taxes represent the most stable and predictable revenue source available to local governments. These revenues fund essential services that residents expect and depend upon every day, including law enforcement, infrastructure maintenance, stormwater management, parks and recreation facilities, emergency response capabilities, and long-term capital improvements.

The proposed expansion of homestead exemptions and reduction in assessment growth limits would significantly reduce local government revenues. More concerning is the proposal's stated objective of creating a pathway toward the eventual elimination of property taxes on primary residences without first establishing a dedicated and sustainable replacement funding source.

The costs of providing local government services do not disappear if property taxes are reduced or eliminated. Essential services must still be funded, employees must still be paid, infrastructure must still be maintained, and public safety responsibilities must still be met. If these services are not funded through property taxes, the revenue will need to come from another source, whether through increased sales taxes, user fees, special assessments, state appropriations, or other revenue mechanisms. The critical question is not whether local services will be funded, but how they will be funded and whether those alternative sources will be sufficient, reliable, equitable, and locally controlled.

From an administrative and financial management perspective, municipalities must be able to engage in long-range planning, maintain reserve levels, meet debt obligations, and fund infrastructure replacement and resiliency projects. The uncertainty associated with future state reimbursement mechanisms creates substantial challenges for responsible budgeting and financial stewardship.

Local governments are closest to the residents they serve and are best positioned to determine the appropriate level of service and corresponding funding needed within their

communities. Policies that significantly reduce local revenue authority while shifting reliance to future state appropriations could undermine local decision-making and reduce the ability of municipalities to respond to community needs.

The Town respectfully requests careful consideration of the long-term fiscal and operational impacts of this legislation and encourages the Legislature to identify and fully fund any replacement revenue mechanisms before advancing constitutional amendments that would substantially reduce local government revenue.

Thank you for your consideration and your continued service to the State of Florida.

Respectfully,

Robert Smith
Town Manager
Town of Windermere, Florida

[Date]

The Honorable [Legislator Name]
Florida Senate / Florida House of Representatives
Tallahassee, Florida

RE: Opposition to SB 2-F and Proposed Constitutional Amendments Impacting Local Government Revenue

Dear Senator/Representative [Name]:

On behalf of the Town Council of the Town of Windermere, we respectfully express our concerns regarding Senate Bill 2-F and the proposed constitutional amendments relating to homestead exemptions, property tax limitations, and the long-term elimination of property taxes on primary residences.

The Town Council recognizes the desire to provide tax relief to Florida homeowners. However, the current proposal would significantly reduce the primary revenue source that municipalities rely upon to provide essential public services while offering no clearly defined, sustainable replacement funding mechanism.

Property tax revenues support critical local government functions including police protection, roadway maintenance, stormwater infrastructure, parks, recreational facilities, code enforcement, emergency preparedness, and the maintenance of public assets. These services are delivered directly to residents and businesses and contribute to the quality of life that makes Florida communities desirable places to live and work.

While the legislation references a future state trust fund to offset local government revenue losses, no dedicated funding source has been identified, and no assurances have been provided regarding the adequacy, reliability, or long-term sustainability of such funding. Local governments should not be placed in a position where they must rely upon uncertain future appropriations from the State to maintain essential services.

The costs of providing local government services do not disappear if property taxes are reduced or eliminated. Essential services must still be funded, employees must still be paid, infrastructure must still be maintained, and public safety responsibilities must still be met. If these services are not funded through property taxes, the revenue will need to come from another source, whether through increased sales taxes, user fees, special assessments, state appropriations, or other revenue mechanisms. The critical question is not whether local services will be funded, but how they will be funded and whether those alternative sources will be sufficient, reliable, equitable, and locally controlled.

Additionally, the proposed framework for the eventual elimination of property taxes on primary homesteads raises significant concerns regarding local fiscal stability, municipal bond obligations, infrastructure investments, and the ability of communities to plan for future growth and resiliency needs.

We respectfully urge careful consideration of the long-term fiscal impacts of SB 2-F and any related constitutional amendments. Any proposal that substantially reduces local government revenue should include a clearly defined, sustainable, and legally protected replacement funding source before being advanced for voter consideration.

Thank you for your service to the residents of Florida and for your consideration of these concerns.

Sincerely,

Mayor Loren Williams
On Behalf of the Windermere Town Council
Town of Windermere, Florida

TOWN OF WINDERMERE
EXECUTIVE SUMMARY

SUBJECT: **Declaration of Surplus Property – Nineteen (19) Virco Upholstered Stacking Chairs**

REQUESTED ACTION: **Approval**

☐ Work Session (Report Only) **DATE OF MEETING:** **June 9, 2026**
☒ Regular Meeting ☐ Special Meeting

CONTRACT: ☐ N/A
Effective Date: Upon Council Approval
Vendor/Entity:
Termination Date:
Managing Division / Dept: Administration/Public Works

BUDGET IMPACT:
☐ Annual **FUNDING SOURCE:** **N/A**
☐ Capital **EXPENDITURE ACCOUNT:** **N/A**
☒ N/A

HISTORY/FACTS/ISSUES:

Town staff has identified **nineteen (19) Virco upholstered stacking chairs** that are no longer needed for Town operations. The chairs have been removed from active service and are currently being stored. Due to age, wear, and changing facility needs, staff has determined that the chairs no longer provide sufficient operational value to justify continued storage.

The chairs are commercial-grade meeting and event chairs manufactured by Virco. Staff has evaluated the inventory and determined that the chairs are surplus to the Town's operational needs and are not anticipated to be utilized for future Town programs, meetings, or facility rentals.

In accordance with the Town's surplus property procedures, staff recommends that the chairs be declared surplus property and sold through the Town's approved public auction process. Disposal through auction provides the Town with the opportunity to recover any remaining value from the assets while eliminating the need for continued storage.

REQUESTED ACTION:

Declare the **nineteen (19) Virco upholstered stacking chairs** as surplus property and authorize staff to dispose of the chairs through the Town's approved public auction process, with any proceeds returned to the appropriate Town fund in accordance with Town policy.

Town of Windermere
Surplus List:
June 1, 2026

Asset ID	Description	Manufacturer	Model	Quantity	Condition	Current Location	Original Use	Disposition Method
SUR-2026-001	Upholstered Stacking Chair, Blue Fabric, Chrome Frame	Virco	8915 Series (per manufacturer label)	19	Fair to Good; used, functional, normal wear associated with age and use	Town Hall Storage	Meeting and Event Seating	Public Auction

Certification of Surplus Property

Department: Administration / Public Works

The above-listed property has been reviewed and determined to be surplus to the operational needs of the Town of Windermere. The property is no longer required for municipal operations and is recommended for disposal through public auction in accordance with Town policies and procedures.

Council Approval Date: June 9, 2026

Approved By	Signature	Date
Mayor		
Town Clerk		

Notes

Manufacturer label identifies the chairs as **Virco Model 8915**.
Quantity: **19 chairs**.
Chairs are upholstered banquet/meeting chairs with chrome frames.
Condition: Used; functional with normal wear consistent with age and municipal use.
Disposal Method: Public auction.