

Library & Events Center Task Force

September 26, 2018 at 8:00 a.m.

Chapman Room • City Hall Second Floor
401 South Park Avenue, Winter Park, Florida



1 administrative

- a. Approve minutes (April 18 and September 5)
- b. Public Comment

2 Informational

- a. Parking
- b. Catering

3 action

4 new business

5 adjourn

appeals & assistance

"If a person decides to appeal any decision made by the Board with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." (F. S. 286.0105).

"Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office (407-599-3277) at least 48 hours in advance of the meeting."

Library & Events Center Task Force
April 18, 2018

The meeting was called to order at 8:00 a.m.

Members present: Leslie O'Shaughnessy, Tom McMacken and Sam Stark

Staff Members present: Brenda Moody, Troy Attaway, Leif Bouffard and Michelle Neuner

Others present: Shawn Shaffer, Executive Director for Winter Park Public Library

Administrative items

Sam Stark moved to approve the February 21, March 2, March 7 and March 22, 2018 minutes as presented; seconded by Leslie O'Shaughnessy; motion carried unanimously.

Public comment – Shawn Shaffer distributed copies of this month's Library Event Guide. She noted that the library has a great partnership with AARP and their volunteers assisted 1,000+ citizens with their taxes and filed over 810 tax returns.

Informational items

a. Update on Schematic Design and Next Steps

Ms. Neuner advised that on April 9 the City Commission discussed the schematic design package and project budget, resulting in five motions/directives being made, followed by a unanimous approval. Ms. Moody summarized the five motions/directives (see attached April 9 City Commission meeting minutes). Discussion ensued whereby Mr. Attaway and Ms. Neuner addressed questions related to value engineering costs and how it impacts the overall project budget, possible revenue loss if certain amenities are not included in the project (such as the rooftop venue and amphitheater), along with the disruption of services if certain amenities are constructed at a later date in time. Copies of the project budget summary and rooftop rental rate analysis documents were distributed.

During the discussion the task force members relayed that they understand that the City Commission is adhering to fiscal accountability, however they need to hear and understand the business model/revenue side and that the investment made today will bring a continuous revenue stream for years to come.

Ms. Moody and Ms. Neuner advised that the Events Center Rooftop Add/Alternative agenda item will be discussed at the next City Commission meeting on April 23. Ms. Neuner reassured the task force that City Manager Randy Knight will address funding alternatives, income opportunities, return of investment, etc. She also encouraged the task force members to attend so they can share their concerns and recommendations.

Upon request, Ms. Shaffer provided a brief status update on their fund raising activities and said they are anxiously awaiting the campus name so they can move forward. Lawrence Lyman, Development Director of the Library Board of Trustees said they are also awaiting to hear if they need to raise additional funds (in addition to the 2.5 million dollar commitment they originally agreed upon) or not. Ms. Shaffer then asked if the Library Board of Trustees would be able to address the Commission at their April 23 meeting so they can get a better understanding on the funding needed. Ms. Neuner advised them to go before the Commission during the public comment period and request a reconsideration for the library's add alternates. This will allow them to bring new information forward at a future meeting (such as a revenue model, private donation consideration, etc.)

b. Update on Naming Process

Ms. Neuner advised that on April 9, Mark Calvert with Evolve Design Group addressed the branding exercise and presented color palette options for the project to the commission. Ms. Neuner summarized what transpired at that meeting. It was noted that Vice Mayor Weldon spoke about his preference to include the City's logo to identify the facility as a Winter Park facility and that he is willing to support the concept of the Winter Park Canopy with the sub-venue identifications as presented. Commissioner Sprinkel agreed and stated she does not want to be involved in the color scheme. After further comments regarding the inclusion of the City seal, Communications Director Clarissa Howard offered a suggestion to use the colors from our seal and the font used for Winter Park above each Canopy name. Ms. Howard also clarified that the task force is not trying to replace any names of the existing park, facilities or amenities; the Winter Park Library (at the Canopy) will remain as well as the Martin Luther King, Jr. Park (at the Canopy). The City Commission then tabled this item until the next meeting for further discussion.

The task force members then discussed their strategy and what the next steps in the process should be. They agreed that they should be present at all future commission meetings to address any misconceptions or provide clarification on recommendations to be considered. Ms. O'Shaughnessy advised that she will be resigning from the task force due to unforeseen circumstances and would like to submit her comments/recommendations in writing for inclusion at the May 14 commission meeting.

Following a brief discussion, the task force reached favorable consensus on the following recommendations:

- For the City Commission to accept the rooftop study and proceed with full design;
- To consider continuing the design of the raked auditorium;
- To include the amphitheater in design.

Ms. Neuner acknowledged the above recommendations and noted that Mr. Russell with Pizzuti Company will give the presentation, City Manager Knight will address financial alternatives and Mr. Stark will present the task force recommendations.

Action item

a. Review Operating Models

Due to time constraints this item was postponed to the next meeting. Mr. Bouffard acknowledged the request to email them a copy prior to the next meeting.

The next meeting was scheduled for May 2, 2018 at 8:00 a.m. in the Chapman Room, City Hall, Second Floor.

The meeting adjourned at 9:19 a.m.

Consent Agenda Item 'b'2

Commissioner Cooper asked if we are doing a competitive procurement. City Manager Knight explained the City of Orlando did a competitive bid and we are piggybacking off that contract but that there were items in their contract that did not apply to Winter Park so they negotiated a lower price from that contract. They did not feel like they should have called it a piggyback because of the modifications. He stated staff is comfortable they received a competitive price.

Motion made by Commissioner Sprinkel to approve Consent Agenda 'b'2; seconded by Vice Mayor Weldon and carried unanimously with a 4-0 vote.

Action Items Requiring Discussion

a. Appointment of Vice Mayor

Vice Mayor Weldon stated he would welcome another appointment for another year. Commissioner Cooper suggested appointing Commissioner Seidel whereby Commissioner Seidel declined due to his work schedule.

Motion made by Vice Mayor Weldon to appoint himself as Vice Mayor for another year; seconded by Commissioner Sprinkel and carried unanimously with a 4-0 vote.

b. Library/Events Center Schematic Design Package

Jim Russell, Pizzuti Company, summarized the project phases. Maurizio Maso, HuntonBrady Architects, addressed additional details on the remaining schedule. Russell Crader, Adjaye Associates, addressed conceptual designs and showed schematic drawings.

Discussion ensued regarding the project budget and the add alternates that require additional funding. Vice Mayor Weldon addressed a letter received from the Library Board and asked about the relationship Mr. Russell has had in terms of what they have documented on their wish list. Mr. Russell responded that the comments they receive are documented and are made part of a marked up set of drawings as well as all correspondence they receive is sent to the Design Team for discussion. He stated he believed everything has been addressed at least verbally and will be evaluated to see what can work into the plan and what may have a cost factor to it. This will be presented as part of the design package.

Patricia Gallagher, President of the Winter Park Library Association, stated their staff have been very involved in the process with the architects and Pizzuti's representatives. She addressed the email sent with issues the library is concerned about and wanted to make sure there is an adequate resolution to some of the items. She stated they would like all the add alternates to be a part of the project.

Vice Mayor Weldon stated the porte cochere is essential to the overall architectural integrity of the project as designed and should be included. The rooftop venue has always been outside of the scope of the concept of what the citizens voted on and did not support it. He disagreed with the amphitheater to the water's edge and eventual use of it. Concerning the raked auditorium, he believed it to be a wonderful concept and that the more flexible they can make that space, the more valuable it will be for the library.

Commissioner Sprinkel did not want to include the rooftop venue or the other add-ons because of the cost, but agreed with including the porte cochere. She stated that the amphitheater could be added later on.

Mr. Russell stated the rooftop venue is the only alternate impactful in terms of cost today to advance and to make a change later on. He stated you could leave the other three items open to be a part of the design to be decided upon later and advanced as part of the design development.

Commissioner Cooper agreed to include the porto cochere. She believed that the rooftop venue will make this a special place but did not want to move forward now because of the cost. She wanted to know the cost to design it to allow it to happen at a future date, hold the necessary square footage in the drawings and in the facility so someday they would have the space available and structural support if they move forward with it in the future. She did not support the other add-ons.

Mr. Russell stated they can advance the schematic design and come back at the next meeting with more detail with options and costs.

Commissioner Seidel commented about the bond monies and he agreed with what they originally saw at the presentation.

#1 Motion made by Vice Mayor Weldon to accept the schematic design package as presented and to include the porte cochere add-in in the project for approximately \$1 million; seconded by Commissioner Cooper.

#2 Motion made by Vice Mayor Weldon to delete the amphitheater from the project (to include this consideration in the engineering plans going forward for a later decision); seconded by Commissioner Sprinkel.

#3 Motion made by Vice Mayor Weldon to delete the raked auditorium to be replaced with a flexible auditorium; seconded by Commissioner Sprinkel.

#4 Motion made by Vice Mayor Weldon to approve the consideration of engineering for an anticipated rooftop venue to perhaps be constructed in the future with cost estimates and engineering insights to be presented at the next City Commission meeting; seconded by Commissioner Cooper.

#5 Motion made by Commissioner Sprinkel that all the comments made by the Library Board, staff and all interested parties in a cooperative effort be included to work through the remaining potential design changes to meet the functionality and design objectives of the program; seconded by Vice Mayor Weldon.

#6 Motion made by Vice Mayor Weldon to accept the schematic design package as presented today with the changes made; seconded by Commissioner Cooper.

Jeffrey Blydenburgh, 204 Genius Drive, commented that the library should get 100% of the size of the building that they need and if that means the civic center has to be rebuilt later, keep the current one and build that later.

Kim Allen, 1800 W. Fawsett, asked if the proposed size of the library meets its needs because it was first determined that 50,000 square feet was needed.

Upon a roll call on Motion #1, Commissioners Seidel, Sprinkel, Cooper and Vice Mayor Weldon voted yes. The motion carried unanimously with a 4-0 vote.

Upon a roll call on Motion #2, Commissioners Seidel, Sprinkel, Cooper and Vice Mayor Weldon voted no. The motion carried unanimously with a 4-0 vote.

Upon a roll call on Motion #3, Commissioner Seidel voted no. Commissioners Sprinkel and Cooper and Vice Mayor Weldon voted yes. The motion carried with a 3-1 vote.

Upon a roll call on Motion #4, Commissioners Seidel, Sprinkel, and Cooper and Vice Mayor Weldon voted yes. The motion carried unanimously with a 4-0 vote.

Upon a roll call on Motion #5, Commissioners Seidel, Sprinkel, and Cooper and Vice Mayor Weldon voted yes. The motion carried unanimously with a 4-0 vote.

Upon a roll call on Motion #6, Commissioners Seidel, Sprinkel, and Cooper and Vice Mayor Weldon voted yes. The motion carried unanimously with a 4-0 vote.

Public Comments (items not on the agenda)

There were no comments made.

Library & Events Center Task Force
September 5, 2018

The meeting was called to order at 8:00 a.m. in the commission chambers of city hall.

Members present: Teri Gagliano, Tom McMacken and Sam Stark

Staff Members present: Troy Attaway, Leif Bouffard, Clarissa Howard, Michelle Neuner and Jason Seeley

Others present: Kim Hall, Library Director of Development & Campaign and Sabrina Bernat, Library Assistant Director

Administrative items

- a. Approve April 18 meeting minutes - This item was deferred to the next meeting.
- b. Public comment –
 - Kim Allen, 1800 W. Faucet, encouraged the group to focus on parking issues and to look at the park holistically. She provided handouts for reference.
 - Michael Perelman, Greentree Drive, suggested having visual displays at the library to encourage community comment related to library & event center functions and for the group to think about the integration of shared space/programming for the two facilities.
- c. Welcome new member – Teri Gagliano was officially welcomed to the task force.

Informational items

- a. Update project status

Ms. Neuner advised that a city wide public notice was mailed out recently for the project and is scheduled to go before the Planning and Zoning Board on September 11 and then onto the City Commission on September 24 for approval.

Ms. Neuner noted that the project is currently in the design development phase. She distributed and summarized the main points (key milestone dates, key activities this month and next month, upcoming key decisions, cost data and schedule status) as listed in the attached August 2018 Monthly Project Report issued by Pizzuti Solutions.

Upon questioning, Mr. Attaway noted that the salvaging of equipment and materials from the old civic center is underway and that the design development approval is to occur within the next 4-6 weeks.

- b. Introduce Kim Hall, Library Director of Development and Campaign

Kim Hall was officially welcomed. She advised that they have met with the canopy leadership fundraising team and they are starting to resume their fundraising activities.

Action Items

- a. Establish priorities of task force

Ms. Neuner advised that due to time constraints during our April 18 meeting, the group was unable to review and discuss the operating models that staff was going to present. She asked the group to define several key items to work on so they can provide recommendations to the project management team, whereby a majority agreed with the following:

- Establish a management model
- Lease agreement with the library
- Operation model (including catering, coffee shop, etc.)
- Person to oversee the entire facility (define the role of the person, who they report to, etc.)

Staff acknowledged the request to research the following:

- How we operate some of our other city owned facilities
- Catering models
- Find other smaller cities with similar dynamics that have successful models that we can look at

Upon request, Mr. Attaway provided a brief parking update by explaining that the design team was tasked with coming up with 220 on-site parking spaces. He said they are currently exploring these items: obtaining on street parking on Harper, a parking agreement to use Heritage Park, perpendicular parking on the south side of the park by Comstock and Lake Island Hall for additional parking.

The task force and staff agreed that once the designated parking areas are defined and being used, they will need to be managed regularly to ensure that they are being used solely for the canopy, library and events center and also to ensure that there will be enough parking spaces available for weddings, on-site events, keynote speakers, etc.. Staff acknowledged the request to bring a parking overlay map at the next meeting showing secured/designated parking and potential parking.

Ms. Neuner obliged to brief the commission at the next council meeting regarding their upcoming priorities/tasks.

Ms. Gagliano asked the library board for guidance in providing her with their visioning (from the library's perspective). Ms. Bernat acknowledged this request.

The next meeting was scheduled for September 26, 2018 at 8:00 a.m. in the Chapman Room, City Hall, Second Floor.

The meeting adjourned at 8:40 a.m.

City of Winter Park
Winter Park Library & Events Center

Monthly Project Report
August 2018



Project Type:

New Build, Library & Event Center

Project Location:

Martin Luther King Park
1050 W. Morse Blvd.
Winter Park, FL 32789

Design Team:

Hunton Brady Architects, Architect of Record
with Adjaye Associates, Design Architect

Construction Delivery Method: CMaR

Key Milestone Dates:

Design Start Date: May 2017
Demolition: Jan. 14, 2019
GMP Review & Sign Off: May 3-16, 2019
Ground Breaking: June 12, 2019
Construction Start Date: June 17, 2019
Construction Completion Date: July 13, 2020
Grand Opening Date: August 10, 2020

Construction Manager:

Brasfield & Gorrie, with Lamm & Co. Partners.

Project Status:

Design Development

Key Activities This Month:

- Meetings were held the week of August 13 with City, Library and Project Team to review the most recent updates to the Design Development drawings. The O.R. will continue to track that all comments are addressed appropriately by the design team.
- The City approved the updated project schedule.
- Design Team continues with Design Development, which is now more than 50% complete. Brasfield & Gorrie is providing continuous estimating during Design Development.
- City has selected the approach to demolition, which is to bid out demolition of the Civic Center combined with another building. O.R. to draft demolition scope of work and provide to Owner.
- HBA and O.R. reviewed HBA-provided updated sub-consultant listing and associated fee savings & costs with the goal of balancing out within current contract amount.
- Pre-cast design assist is being managed by Brasfield & Gorrie.

Key Activities Next Month

- City to establish direction for management model / management agreement with the Library for The Canopy campus.
- City to establish direction for Events Center catering model (single caterer vs. preferred list vs. open).

- City to establish direction for coffee / food vending model for Library.
- Design Team - Stakeholder meetings to review next update to the plans will take place September 19-20.

Upcoming Key Decisions:

- City to make decision on management model / management agreement for The Canopy campus.
- City to make decision on Events Center catering model (single, preferred list, open).
- City to make decision on coffee / food vending model for Library.
- Library to provide Capital Campaign coordinating information.

Cost Data:

Budget Item	Amount	Notes
Initial Project Budget	\$30.00 MM	Approved by City Commission in 2017
Porte Cochere	\$ 1.07 MM	Approved by City Commission on April 9, 2018
Interior Raked Auditorium/Library	\$.47 MM	Approved by City Commission May 14, 2018
Outdoor amphitheater	\$.58 MM	Approved by City Commission May 14, 2018
Rooftop event area prep for future	\$.38 MM	Approved by City Commission May 14, 2018
Total Project Budget	\$32.5 MM	

Schedule Status:

- AoR contract approved by City Commission on April 24, 2017.
- AoR began work in May, following issuance of signed contract, PO and NTP issued in May.
- Design Team kickoff meeting conducted on May 24, 2017.
- Design Architect's project director conducted stakeholder meetings/survey June 13, 2017.
- Design Architect, David Adjaye conducted community dialogue session on June 20, 2017.
- Design Architect's project director conducted follow up stakeholder meetings to review architectural program alternatives on June 29.
- Most qualified CMaR selected on June 28, 2017; City Commission approval of selection on July 10, 2017.
- City and Library approved architectural program on July 20, 2017.
- Concept Design cost estimating complete.
- Concept Design public presentation took place Nov. 1, 2017, with City Commission approval of the Concept Design occurring November 13, 2017.
- The modified CMaR Contract was approved on December 11, 2017.
- Schematic Design package issued for cost estimating December 19, 2017. CMaR, OR and design team completed value engineering options and recommended prioritization.

- Schematic Design package and cost report submitted to Owner week of March 27, 2018.
- Owner approval of SD for Library and Porte Cochere, and authorization to continue design on the outdoor amphitheater occurred on April 9, 2018; Owner approval to continue design on tiered indoor auditorium add alternate in the Library occurred on April 23, 2018.
- Owner approval of SD for Events Center with an approved option for the Rooftop Venue scheduled for May 14, 2018.
- Owner approval of SD with specific direction on alternates and rooftop venue occurred on May 14, 2018.
- Owner written approval of SD with conditions (comments) provided on May 25, 2018.
- DD underway in May 2018.
- Updated Schedule approved by Owner on August 23, 2018.