

Library & Events Center Task Force



February 6, 2019 at 8:00 a.m.

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

1 administrative

- a. Approve minutes (January 9)
- b. Public Comment

2 Informational

- a. Project update

3 action

- a. Discuss campus operating model
- b. Campus Management discussion

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
January 9, 2019

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, Brenda Moody, Michelle Neuner, Jason Seeley and Kristi Wong

Administrative items

- a. Approve minutes – Sam Stark moved to approve the November 7 minutes as presented; seconded by Tom McMacken; motion carried unanimously.
- b. Public comment –
 - Kim Allen spoke about environmental concerns and stormwater treatment and asked staff to look into these items. Mr. Attaway said he will look at the information provided by Ms. Allen and will respond accordingly.

Informational Item

- a. Project Update - Ms. Neuner advised of the following:
 - Revised design drawings are currently under review, along with project costing and value engineering;
 - Tree removal and demolition will begin at the end of this month (we are concentrating on removing the trees closest to the building and the pad of the future building in an attempt to save as many trees as possible).
 - Timeline for wrapping up fundraising and grant approval to be included in construction budget is April.

Action items

a. Campus Management

Ms. Neuner explained that the City is working closely with the library on researching and finalizing three specific campus models and anticipate a recommendation within the next month. The three models mentioned are as follows:

- 1) Existing model where the library leases from the City;
- 2) New model where the library becomes a contracted organization that manages the library inside the building but the City would take on more building functions such as building maintenance, IT Services, etc.
- 3) In-house model where the library becomes a department of the City.

Ms. Neuner mentioned that the City is moving forward with establishing a baseline job description for the campus manager and distributed a copy for reference. Human Resource Director, Ms. Wong explained that the draft outline was created based on the current information available, however depending upon which model is adopted, the job description

may have to be tweaked to match it. The current outline depicts that the person will report directly to City Management until the center is up and running, at which time it may change. She spoke briefly about the job duties, essential job functions, knowledge/skills, abilities, and estimated salary. Following a brief discussion, a majority of the task force recommended adding the following to the job description: Revenue Management/Sales, Hospitality Management, Advocate of facility/canopy.

b. Format and timeline to bring recommendation to Commission

Ms. Neuner provided the following timeline estimate:

- February/March - Finalize management model recommendations;
- April - Bring recommendation to Commission;
- May – Recruit for position with a potential start date in August, to coincide with the start of construction.

Mr. Attaway addressed parking questions. He advised that we have secured 220 parking spaces on site, with an opportunity to increase if needed. He also noted that a parking agreement for after hours parking (evenings and weekends) is in place with Heritage Park. Valet parking was mentioned and a majority of the task force agreed that a discussion needs to take place at a later date to possibly establish a preferred list of vendors for valet parking and audio/visual.

The next meeting was scheduled for February 6, 2019 at 8:00 a.m. in the Chapman Room, City Hall, Second Floor.

The meeting adjourned at 8:45 a.m.