

# Library & Events Center Task Force



**April 24, 2019 at 8:00 a.m.**

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

## **1 administrative**

- a. Approve minutes (March 6)
- b. Public Comment

## **2 Informational**

- a. Project update

## **3 action**

- a. Review and Finalize Recommendations to Commission

## **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**  
**March 6, 2019**

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

Members present: Tom McMacken and Sam Stark

Members absent: Teri Gagliano

Staff Members present: Randy Knight, Jason Seeley, Troy Attaway, Leif Bouffard, Clarissa Howard, Brenda Moody, Michelle Neuner and Kristi Wong

**Administrative items**

- a. Approve minutes – Tom McMacken moved to approve the February 6 minutes as presented; seconded by Sam Stark; motion carried unanimously.
- b. Public comment –
  - Nancy Shutts, Brandywine Drive, noted that she would appreciate any information related to the canopy project be shared with the community.
  - Terry Bryant, spoke about the new library and events center bringing value added to the community.

**Informational Item**

**Project Update and Budget**

City Manager Randy Knight provided an update on The Canopy project. Several spreadsheets were distributed illustrating the base project costs and add alternate options based on design development documents. He advised that we have a very good project that is within budget. He addressed the possible add alternates, the enhanced architectural features that could be included, and enhanced parking.

Upon questioning regarding alternate funding and timeframe, Mr. Knight offered the following:

- Grant requests have been submitted;
- there are elements of the project that would be CRA eligible;
- continue the on-going fundraising efforts;
- by the end of April staff will be able determine what funding options are available;
- the Commission has the ability to approve and allocate the remaining two million dollars in bonds (should they wish to do so);
- staff anticipates construction documents to start around September/October based upon the final GMP (guaranteed maximum price).

**Action items**

a. Recommend deal points for Campus Operating Model

Ms. Neuner mentioned that city staff met with the library personnel to gain their input. She provided a copy of the bullet point/executive summary for the Canopy Campus Management and Use Agreement, which illustrates the term of the agreement, operations, maintenance and funding options. Ms. Neuner summarized the items and addressed questions. A majority of the task force members shared their support with this working document.

Staff acknowledged the following recommendations to be considered:

- Establish a fee waiver list for event center
- Funding Option, bullet point 2 - add language pertaining to CIP capital outlay

b. Campus Management job description review

Human Resource Director, Ms. Wong mentioned that she took into consideration their recommendations from the last few meetings and put more of a focus on the sales, setting targets, promoting growth and revenue, promoting the use of campus wide spaces, coordinating successful events and performing management analysis tasks. She distributed a draft copy of the Campus Manager job description for their review and feedback.

Ms. Neuner and Ms. Wong addressed questions and acknowledged that if a community board was created for The Canopy, this person would be the staff liaison and it would be added to their job description. A majority of the task force members shared their support with this working document.

Cynthia Wood commented on operating procedures and thanked the committee for their hard work.

Ms. Neuner commented that staff has not had that level of detailed conversation with the commission yet and if need be, this group can talk more about it at the next library task force meeting.

It was noted that the task force is planning to present their recommendation to the City Commission on April 22.

The next meeting was scheduled for April 3, 2019 at 8:00 a.m. in the Chapman Room, City Hall, Second Floor.

The meeting adjourned at 9:05 a.m.