



city commission agenda

Work Session

June 29, 2015

3:00-4:30

Commission Chambers

commissioners				mayor	commissioners			
seat 1	Gregory Seidel	seat 2	Sarah Sprinkel	Steve Leary	seat 3	Carolyn Cooper	seat 4	Tom McMacken

NO PUBLIC INPUT WILL BE TAKEN AT THIS MEETING.

1. Discussion to move forward with the construction of a new library

appeals & assistance

"If a person decides to appeal any decision made by the Commission 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."

Discussion Points for Library Work Session
June 29, 2015

There appeared to be consensus in support of a new Library at the June 22, 2015 City Commission Meeting. The following are suggested discussion points to move this project forward.

1. Location

- The Library Task Force recommended the north portion of MLK Park. The Commission needs to decide on a general location or direct staff to explore and present concepts for various locations along with pros and cons of each.
- See Parks and Recreation Advisory Board's recommendation attached as Exhibit A.
- See the Keep Winter Park Sustainable and Beautiful Advisory Board's matrix attached as Exhibit B. This Board chose not to make a specific recommendation

2. Civic Center

- Should the Civic Center be rebuilt as part of the project?
- If so, should it be a standalone building or part of the Library building?
- Would we want to leave it in place until new one is built or take it down and utilize the existing site for the new building?
- Civic Center usage statistics and Event Relocation Analysis attached as Exhibits C and D.

3. Parking

- Should a parking structure be considered to maximize the amount of greenspace or should it remain all surface parking?

4. Financing

- Discuss various funding options: G.O. Bond Referendum, CRA, Library Board fund raising, grant opportunities, public/private partnerships, etc.
- If bond referendum is a component discuss timing, i.e. with next March election or a standalone referendum
- If Library Board fund raising is a component discuss target percentage you would like them to raise

- Note: For every \$1,000,000 in G.O. Bonds the millage rate would be approximately 0.0171. So \$15,000,000 would be approximately 0.2561 mills. (assumes 20 year term at 3.75%) See attached table at Exhibit E.

5. Next Steps

- What level of design/cost analysis is desired before we go to the voters. Attached as Exhibit F is a whitepaper from ACi that discusses options. Staff has discussed other lower cost options with consultants that would provide a fairly firm cost estimate and a few design sketches but leave the detailed design work until after the project gets voter approval.

Exhibit A

Parks Board Recommendation

Motion made by Joel Roberts to support the recommendation of the Library Task Force made to the City Commission in placing the Library in the northern sector of Martin Luther King Jr Park provided that it's in conjunction with the Civic Center and that no park space is lost; seconded by Gary Diehl. Taylor Sacha requested to amend the motion (to include) a budgeted build out keeping as much green space as possible, amendment was seconded by Joel Roberts, the motion passed with a 5-1 vote. Janet Atkins voted no. Marni Spence and Mark Calvert were absent.

Exhibit B

Keep W.P. Sustainable Board Matrix

LIBRARY SITE ANALYSIS		Existing Site		City Hall		Civic Center		MLK Park	
Category	Indicator	Comments	Rating	Comments	Rating	Comments	Rating	Comments	Rating
CEGE1	City-wide carbon Footprint in GHG Emissions for construction	Will require renovation of existing library along with addition. Parking Structure will be needed	2	New structure for both library and parking structure	3	Possible renovation and addition to existing Civic Center. No Parking structure Required	1	Extensive earthwork in preparation for site of new library. No parking structure required	3
	City-wide carbon Footprint in GHG Emissions for operations	Operating two structures	3	Operating two structures	3	Operating one structure	2	Operating one structure	2
	Environmental Education opportunity	within mid rise setting	2	within urban setting	2	within Park setting	1	within Park setting	1
WDR1	Reduce solid waste generated during construction	Interior demolition of existing library and construction of new library will be managed under LEED requirements. Prefabricated Parking structure would have minimal waste.	3	Construction of new library will be managed under LEED requirements. Prefabricated Parking structure would have minimal waste.	2	Interior demolition of existing Civic Center and construction of new library will be managed under LEED requirements.	2.5	Construction of new library will be managed under LEED requirements.	2
MUF1	Vehicle miles traveled	Primary access on Aloma		Primary access on Aloma		Primary access on Orlando, Morse, Denning		Primary access on Orlando, Morse, Denning	
	Walk Score	82	2	94	1	78	3	75	3
	Stormwater management	integrated into parking garage design	1	integrated into parking garage design	1	reduction of pervious area with addition	2	reduction of pervious area with new building footprint and parking area. Also reduction of stormwater capacity within Lake Mendon will require replacement	3
NSR1	Tree Canopy Coverage	Reduction of canopy - elimination of trees in current parking islands	1	Reduction of canopy - elimination of trees in current parking islands	1	Reduction of Canopy - tree removal around perimeter of existing building for expansion/parking	2	Reduction of Canopy - tree removal for building, parking, and stormwater retention.	3
NSR2	Greenspace Coverage	No major change - existing impervious site	1	No major change - existing impervious site	1	reduction for building footprint and additional surface parking	2	reduction for building footprint and new surface parking. Will also require reduction of greenspace to offset stormwater replacement	3
LGO1	Local Government GHG Emissions	30,000 s.f. renovation +30,000 addition+Garage	3	60,000s.f. + Garage	3	10,000 s.f. renovation+ 40,000 s.f. addition+ shared uses with Civic Center	2	60,000 s.f.	2
Summary			18		17		17.5		22

Comparative Rating Key

Lower = 1

Same = 2

Higher = 3

Exhibit C

Rachel D. Murrah Civic Center Statistics



	2011	2012	2013	2014	2015 Projected	2016 Estimated
Revenue	\$ 272,039	\$ 213,303	\$ 223,005	\$ 229,842	\$ 270,000	\$ 280,000
Number of Events	476	374	378	376	450	450

Future Bookings: Wedding Receptions and Social Events - Last one booked is December 2016

Continuous Groups Contracted through December 2016	Winter Park Rotary Club	Luncheons
	Morley Ministries Man in the Mirror	Friday Morning Bible Study
	American Association of Retired Persons (AARP)	Meetings
	Center for Reproductive Medicine	Seminars
	Junior League	Meetings
	Business Network International (BNI)	Networking Meetings
	Association of Fundraising Professionals	Networking Meetings
	National Association of Insurance and Financial Advisors	Meetings
	National Association of Residential Property Managers	Meetings
	Air Conditioning Contractors Association of Central Florida	Meetings
	Society for Technical Communication	Meetings
	Central Florida Medical Group Management Association	Meetings
	Chamber of Commerce	Breakfasts, Luncheons, Leadership, Meetings
	Winter Park Sidewalk Art Festival Committee	Meetings

The 2017 Booking Calendar has not been opened for the acceptance of reservations.

A staff of five part time and five full time work from the civic center to reserve, maintain and staff four buildings: Civic Center, Farmers Market, Country Club and Lake Island Hall.

Exhibit D

Relocation Analysis

				Farmers Market	Lake Island	Golf Course	Azalea Lane	Community Center
Winter Park Rotary Club	Every Monday 11am to 1pm	125 People	Kitchen and Storage needed	y	no	no	no	no
Morley Ministries Man in the Mirror	Every Friday 6am to 8am	150 People	Storage Needed	Big Parking Problem	no	no	no	no
American Association of Retired Persons	2nd Tuesdays	120 People	Storage Needed	y	no	no	no	no
Center for Reproductive Medicine	2nd Wednesdays 7-9pm	125 People		n	no	no	no	y
Junior League	4th Tuesdays 6-9pm	140 People		n	no	no	no	no
Business Network International (BNI) Networking Meetings	3x Monthly 6-8pm	30 People		n	y			no
Association of Fundraising Professionals Networking Meetings	3rd Wednesdays 11:30a-3p	120 People	Kitchen needed	n	no	no	no	no
National Association of Insurance and Financial Advisors Meetings	2nd Thursdays 11:30-1 luncheon and 1-3 smaller meeting	120 People for Lunch and 25 for meeting	Kitchen needed	n	no	no	no	y
National Association of Residential Property Managers	3rd Thursdays 10am 1pm	110 People	Kitchen needed	n	no	no	no	no
Air Conditioning Contractors Association of Central Florida	3rd Thursdays 10am 1pm	40 People	Lunch, no kitchen	n	y	y	no	y
Society for Technical Communication Meetings	3rd Thursdays 6-9pm	30 People			y	no	no	y
Central Florida Medical Group Management Association Meetings	2nd Wednesdays 3-5pm	100 People		y	no	no	no	no
Chamber of Commerce Breakfasts, Luncheons, Leadership, Meetings	Various	30-100 people	Kitchen usually needed.	We do not have their 2017 calendar but if a calendar similar to 2015 is used, some events will not be accommodated.				
Winter Park Sidewalk Art Festival Committee Meetings	3rd Wednesdays 7-9pm	40 People		n	y	y	n	no

Exhibit E
Schedule of Millage impact

To generate \$1M in debt service payment we need 0.2483 mills.

Bond Issue	Assumed Interest	Annual Debt Serv 20 Years	Estimated Millage Needed
\$ 1,000,000	3.75%	\$ 68,750	0.017071
\$ 5,000,000	3.75%	\$ 343,750	0.085353
\$ 10,000,000	3.75%	\$ 687,500	0.170706
\$ 15,000,000	3.75%	\$ 1,031,250	0.256059
\$ 20,000,000	3.75%	\$ 1,375,000	0.341413
\$ 25,000,000	3.75%	\$ 1,718,750	0.426766

Note: Does not factor in bond issue cost.

Possible Next Steps to Further Define & Deliver a Feasible Design & Cost For the City of Winter Park New Public Library

Based on the City Commission's actions regarding the findings of the Library Task Force (LTF) Report, the report will make 2 specific recommendations as follows:

"1. The Task Force requests the Commission to approve the location recommendation made by the Task Force.

2. The Task Force requests that the Commissioners give the directive for the selection of qualified professionals to further develop detailed design and pricing documents for a specific site for the new library on the northern sector of the Civic Center/Martin Luther King, Jr. Park."

Possible Next Steps for #2 Recommendation

Creating detailed design and pricing documents that are commonly used for high quality civic/public buildings, like a public library, usually follow industry-established processes and forms of agreements used by public agencies and municipalities consistent with professional best practices set forth by the American Institute of Architects (AIA).

The AIA B103-2007 is a form of agreement that is commonly used for a project involving the complexity and quality of the proposed Library.

A summary of possible **next steps** using the **AIA B103** process can be summarized as follows:

- 1) Selection of an architectural team of qualified experts.
- 2) Depending upon the detail and cost predictability desired by the City for a Public Bond Referendum, the following services and deliverables are:

A. **"Minimum Detail"** = higher level of cost contingency & completed by Nov 2015.

1. Site investigation
2. Detailed Facility Program
3. Detailed Schematic Design
4. Schematic Design Budget = higher cost contingency
5. Schedule = approximately 4 months

I. MINIMUM DETAIL OF DESIGN DOCUMENTATION FOR PUBLIC APPROVAL (BOND REFERENDUM)

- a. **Detailed Site Investigation**-boundary/topographic/tree/utilities survey, civil, geotechnical, environmental, stormwater, traffic/transportation.

Deliverables: Site Investigation Report & Key Assumptions

- b. **Detailed Facility Program**-building upon Task Force Report, user interviews, FFE space standards/typical layouts, block/stack refinement.

Deliverables: Facility Program

- c. **Detailed Schematic Design Documents/Renderings**-based on the Detailed Site Investigation and Detailed Facility Program; prepare schematic level site plan, floor plans, building elevations & architectural renderings. Includes building engineering systems & FFE narratives to establish budget quality parameters.

Deliverables: Schematic Design Drawings, Renderings

- d. **Schematic Design Prelim Pricing Budget** (w/adequate contingency)

Deliverables: Schematic Design Prelim Pricing using CSI line item format

- e. **Public Input Process**-anticipates a community input process that encourages public input regarding fundamental elements of the project including site planning, facility planning, programming & design.

Deliverables: To be determined.

- f. **Professional Fee Calculation Example:**

Key Assumptions (if assumptions materially change then fee may need adjustment)

New Library (2 story)	50,000 SF	EST.
Construction cost	\$20-22 Million	EST.

- g. **Fee Thru Schematic Design Level**

Detailed Schematic Design Architect Basic
Services plus Detailed Programming,
Public Process, High-level Renderings
(includes civil, landscape, structural-MEP,
interiors, FFE narratives)

\$500-600,000 EST.

F continued

II. MAXIMUM DETAIL OF DOCUMENTATION FOR PUBLIC APPROVAL (BOND REFERENDUM)

Maximum Predictability = SD, DD, 30% Construction Documents

- Detailed Site Investigation
- Detailed Facility Program
- Detailed Schematic Design
- Public Input Process
- Renderings
- Detailed Design Development
- 30% Construction Documents (includes civil, landscape, structural-MEP, interiors, FFE narratives) \$1.0-1.2 Million EST.

ADDITIONAL PHASES TO COMPLETE CONSTRUCTION

\$ Remaining fee TBD

- 100% Construction Documents
- Bid or Negotiate
- Construction Administration
- C.O./Closeout

Notes:

1. To establish cost, especially for a large project and Bond Referendum, a CM/GC should be brought be selected by the City early on to work with the Architect.
2. If a formal GMP cost is required, to assure predictability it is typical for the documents to be taken to a more detailed level, normally 30% Construction Documents.
3. Knowing the importance of the new Library to the community, the scope of the above described professional services need to include a well managed public information process that includes time, effort and fee to continue the Library Task Force's community's involvement in the design of the new Library.