



City Commission Work Session Minutes

May 11, 2020 at 2:00 p.m.

City Hall, Commissioner Chambers
401 S. Park Avenue | Winter Park, Florida

Present

Mayor Steve Leary

Commissioner Marty Sullivan

Commissioner Sheila DeCiccio

Commissioner Carolyn Cooper

Commissioner Todd Weaver

City Manager Randy Knight

City Clerk Rene Cranis

Meeting called to order

Mayor Leary called the work session to order at 2:00 p.m.

Winter Park Library and Event Center

Mr. Knight introduced the owner's representative, Carlo Burns of Pizzuti and project manager representatives Richard Dwyer and Jim Ellspermann of Brassfield & Gorrie. He stated this work session was requested to review the budget and discuss the project.

Mr. Burns gave an update on the project stating that demucking has been completed and a slab was poured today, a couple of days ahead of schedule. Items have been procured for construction.

Mr. Ellspermann provided the following updates:

- demucking still be analyzed
- foundation work on the Library has started
- shop drawings are in process, steel drawings are anticipated shortly, pre-cast drawings have been received and are being reviewed
- working with Ardaman to ensure that unsuitable soil has been removed
- \$21-22 million in subcontracts have been issued
- Impact of the COVID19 - the largest risk is delay of materials but no notification of delays has been received.

Commissioner Sullivan asked about the impact of the COVID19 on revenue and funding. Mr. Knight stated that the event center does not rely on international tourism monies and tourist projections and will not impact the revenue of the event center which is based on prior usage of the Civic Center. He explained the relationship of international tourism to the TDT Grant and stated that international tourism is anticipated to increase with visitors who want to see Adjaye projects. This would impact hotels and other cultural events but not rental of the event center. He stated that the city lowered its projection of property taxes but experts have indicated the pandemic will not impact property tax revenue and as a result CRA tax revenue.

Commissioner Sullivan recommended watching property values to determine whether property taxes will increase and continue to fund the CRA.

In response to questions by Commissioner Sullivan, Mr. Ellspermann explained that temporary measures and stormwater and pollution prevention plan are in place as required and a third-party firm is evaluating and doing on-site inspections to ensure there are no violations or pollution to meet requirements for SJWMD permitting. After discussion, Mr. Ellspermann said he is confident that requirements are being met and will provide details documenting the city's compliance.

Commissioner DeCiccio expressed her concern that the decrease in sales tax will adversely impact TDT grant funding. Mr. Knight stated that Orange County expects to honor their contracts for TDT.

In response to questions and concerns regarding the owner's contingency, Mr. Burns explained that the owner's contingency is not on the entire project and is just under \$1 million. He feels that, combined with the CM contingency of approximately \$300,000, it is sufficient to complete the project. Additional information was provided regarding standard practices for establishing a contingency percentage.

Mr. Knight reviewed the reconciliation of the contingency which started at \$588,321. Parking Option 3 reduced the project cost by \$260,698 which was added to the contingency. Other changes totaling \$133,059 increased the contingency to \$982,078. With the demucking completed, the overage is in \$140-\$150,000 range and will be taken from contingency, which is less than was anticipated two weeks ago. He stated that the cost of other items added by the city is not part of the design would come out of contingency.

Mr. Burns stated that, historically, owner changes absorb contingency funds; however due to the time and effort in the design by staff and the project team, he believes change orders will be minimal.

Commissioner DeCiccio expressed her concern about lack of parking and the cost to provide parking. Mr. Knight pointed out that parking meets city code and the city has a lease of property across the street for larger events. The draft parking study will be disseminated this week. Discussion followed on parking requirements and capacity with overlapping and/or large events.

Mr. Burns responded to questions regarding steel materials and fabrication and what is covered by CM contingency (within GMP) and owner's contingency (city changes, exceptions to GMP). He stated he does not anticipate the steel will significantly impact contingency and that the biggest risk is demucking and getting the shell built.

Commissioner Cooper commented on what she feels is a tight contingency. She said she feels increased and improved communication to the Commission on the status of the project is needed, particularly on areas of risk, mitigation and cost-sharing. She asked Mr. Burns to identify and assess the top risks and mitigation of those risks. Mr. Burns identified muck, steel and pre-cast as top risk areas.

Commissioner Weaver said he feels it is pertinent for the commission question details to meet fiduciary and financial responsibilities. He said he feels all risks have not been identified and must be identified and addressed.

Discussion ensued on current communication and needs for improved communication through a weekly or bi-weekly report and information needed.

Mr. Knight noted that the project started only two weeks ago and the Commission was notified of the demucking issue. He stated that a detailed financial report was provided for this work session. On a monthly basis, staff will provide a report including detailed billing by line item and a narrative summary, and a GANDT chart can be provided biweekly. He asked that the commission notify him if is other information is needed.

Commissioner Sullivan asked for the same kind of reporting on this project as we do on city-wide issues and that staff continue to provide detailed information.

Commissioner DeCiccio asked for additional information on encumbrances. Mr. Ellsperman said he believes they are owner direct purchases to realize sales tax savings and others are for supplies under contract with vendors.

In response to questions, Mr. Knight advised that Pizzuti and staff are in constant contact with a bi-weekly meeting with staff, contractors and Pizzuti. Additional meetings are held, if necessary as was the case with the demucking process where, weekly meetings were held.

Mr. Burns said that he will provide a monthly executive summary and a biweekly project update. Commissioner said she is interested in hearing about potential risks and assessment.

In response to comments by Commissioner Sullivan, Mr. Knight stated that he will send a summary of actions taken to the Commission.

Mayor Leary adjourned the work session at 3:23 p.m.

City Clerk Rene Cranis