



Library & Events Center Task Force Minutes

April 24, 2019 at 8 am

City Hall, Chapman Room
401 Park Ave. S. | Winter Park, Florida

Board Members Present

Teri Gagliano, Tom McMacken and Sam Stark

Staff Members Present

Jason Seeley, Brenda Moody, Troy Attaway, Leif Bouffard, Michelle Neuner, Clarissa Howard and Michelle Bernstein

Administrative

Approve Minutes - Tom McMacken moved to approve the March 6 minutes as presented; seconded by Sam Stark; motion carried unanimously.

Public Comment - Terry Bryant congratulated the City on the acquisition of funds from Orange County's Tourist Development Tax.

Nancy Shutts shared concerns with the need for additional parking now that the rooftop venue is being added to the project.

Informational

Project Update - Ms. Neuner announced that the Orange County Board of Commissioners voted yesterday to approve our funding for the TDT grant for 6 million dollars. This will allow the City to add some of the add alternates and amenities that were not part of the base project. For clarity purposes, to date the project budget is 36 million (which includes the 6 million from the TDT grant).

Ms. Moody explained that from a timeline perspective, staff and project consultants would:

- review the total project funding and each of the add alternates;
- define what the City would like to include or not;
- finalize the design drawings and obtain approval;
- commence forward with construction drawings (completed by late August/September)
- followed by Guaranteed Maximum Price (GMP)
- anticipated opening by December 2020/January 2021

Ms. Neuner noted that on May 13 the City Commission would decide whether to approve the design drawings and/or move forward with the construction documents. At that same time, staff will bring forth the task force recommendations and find out if there are any other items for the task force to complete. Upon questioning, Ms. Howard noted that the communications department is working on several marketing pieces and will share the most up to date information on the City's website. Mr. Attaway provided a brief parking update.

Action

Review and Finalize Recommendations to Commission on May 13 -

A majority of the task force members agreed with the following recommendations:

1. Campus Operating Model - Recommend #2 - The Hybrid Model
The initial contract period is recommended to be five years with a five-year renewal, but also allowing for evaluation and tweaking at the end of the first five-year period.

2. Catering - Recommend #2 - Preferred Catering
Select approximately 4-6 vendors at various price points to serve as exclusive caterers for the canopy.
3. Valet Parking
Recommend contracting with one valet service. RFP's would be issued competitively every five years. Contract would likely be for one year with possible four one-year renewals.
4. Campus Manager
Recommend approval of the proposed Campus Manager job description, advertising the position June 1, 2019 and placement of a candidate into that position on October 1, 2019 to begin engaging in the policy making, marketing, training, budgeting, reserving and staffing of this facility before the grand opening. It was clarified that the City Manager will be responsible for hiring, etc. in accordance with the Charter.

Further recommendations from the task force included:

- Establish a Fee Waiver and include the library on the list by allocating a specific dollar amount per year;
- Establish and utilize a preferred vendor list including food vendors, disc jockey/audio entertainment.

Suggestions for future tasks:

- Evaluate the campus layout to ensure community/neighborhood connectivity within Martin Luther King Park and the Library and Events Center (Example: Educational trails, etc.)

Meeting adjourned at 8:45 am