

**THE CITY OF MADEIRA BEACH, FLORIDA
PUBLIC NOTICE**

BOARD OF COMMISSIONERS SPECIAL WORKSHOP MEETING

The Board of Commissioners of the City of Madeira Beach, Florida will meet at City Hall, located at 300 Municipal Drive, Madeira Beach, Florida to discuss the agenda items of City business listed at the time indicated below.

5:30 P.M.

TUESDAY, MAY 15, 2012

AUDITORIUM

CALL TO ORDER: The meeting was called to order at 5:30 p.m.

ROLL CALL:

MEMBERS PRESENT:

Travis Palladeno, Mayor
Robin Vander Velde, Vice-Mayor
Nancy Oakley, Commissioner District 3
Nancy Hodges, Commissioner District 2
Terry Lister, Commissioner District 1

STAFF PRESENT:

Shane Crawford, City Manager (CM)
Vince Tenaglia, Finance Director (FD)
Dave Marsicano, Central Services Director (CSD)
Ginger Stilton, City Clerk (CC)

1. TOPIC:

A. REVIEW POLICY WITH REGARD TO EMERGENCY PROCUREMENT OF SERVICES.

CM: There is the need for an emergency purchase. The City has a policy in place that in the event of a life threatening issue/life safety issue, the CM is empowered to approve a purchase or service purchase over 15,000 but must report back to the BOC regarding the purchase. The staff is developing an administrative form for whenever these occur. The policy is sufficient and does not need to be altered.

B. CONSIDER EMERGENCY PROCUREMENT OF SERVICES TO WRAP 44 PILINGS AT JOHN'S PASS.

CM: Currently, the City has budgeted \$25,000 to do half of the pilings under the boardwalk at Johns Pass. The pilings are not as sturdy as they need to be and he doesn't want to see any collapses. He thinks it's a very big deal and needs to be addressed right now. The City has found a contractor that can replace all 44 pilings for around \$24,000. They are going to wrap them and fill them with cement. If the BOC doesn't agree that this is an emergency procurement purchase, they can bid it out. The BOC runs the risk that there could be an issue with the pilings before the work gets done. This wouldn't disrupt the normal operations of the boardwalk. They budgeted for half of it, but the City has enough for the whole thing. (\$24,000 for 44 pilings). No action is needed by the BOC and this will be included in the City Manager's report back to the BOC.

C. INTERVIEW WITH WANNEMACHER JENSEN ARCHITECTS.

CM: Tonight is the beginning of the process for conceptualizing the plans for the new City Hall/Recreation Center/Fire Station/DPW Building/and Baseball Diamonds. The BOC will throw out the issues with the current structures and what needs to be included in the new buildings.

Lisa Wannemacher: Their goal is for the BOC to generate discussion. They will be meeting with the Departments & Department Heads in order to get their program requirements and what they specifically need in the new building. They want to gauge what departments collaborate with other departments and they can be situated near each other. They have an aerial view which they will be referring to. Where do you see Madeira Beach going in the next 50-75 years? Think Big.

- 1) Location of New Building – CM: The location will be similar to where it is today. The issue is with building a new building while still operating a City Government. It can be a phased in approach, rent out an office space, trailer. The Staff will figure out a way to continue operations.

WJ: Their estimate for the space (CH & Fire Station) of the building is 15,000 square feet but they don't know until the survey comes back.

Commissioner Lister: Is wondering where Public Works will be located.

Encroaching on the library property needs to be agreed upon by all of the municipalities that use the library.

- 2) Fitness Center: Is that a room within the City Hall/Fire Station or is that a separate facility? Would it be part of a larger recreation center? CM: Residents really want this and it could be included with the Fire Department if they get a 3 hour window (for example) where it is exclusively for them. There is a liability associated with it, but the residents really want one. However, it needs to be looked at when the Recreation Center also gets renovated. There will be at least a small fitness center for the fire department and it could be expanded. The FD is accommodating if that is the decision.

WJ: People coming to the fitness center can open up other programs that they might be interested in when visiting the recreation center.

CM: City Commission Chambers should remain the City Commission Chambers. They don't want to make scheduling conflicts with the BOC. A conference/multipurpose room that can be rented out is a great idea, but that should be separate from where the BOC conducts meetings. There could be 2 auditoriums and ensure that the chambers aren't open to the public. There is always someone in the conference room. City Hall should revolve around what the BOC does. Ad Hoc committees have meeting right before the BOC meetings occur and he wants to set up a room that ensures for specified meeting space.

BOC: The Rec center needs to be torn down and included. CM wants to add in the Ball Diamonds.

WJ: Dissected the land and how the Recreation Center could be redesigned. The City is constructing a new playground next to the Rec Center. They can move basketball or tennis courts (and playground). They can look into master plan options, and the final scheme can be a combination of multiple ideas. One idea could be a complete shift of all of the recreation items. Parking and accessibility will change. This will be looked at as well. The property line with the City Hall and the Library will be surveyed (on a boundary basis) as well. They need to look into the deed, title, and other considerations that go into it.

CM: This could be included in the plan right now and be taken out later. The City can back off any plan. WJ will add in Pros and Cons too each plan.

- 3) Public Works Building: How will the sanitation department play into that as well as the future of the sanitation department. The location of this building and if it will still be near the Marina.

Commissioner Oakley: She wants to know the cost of building that new Sanitation Building and if it is palatable to the citizens. Would that money be better spent elsewhere or if the City would be better served by outsourcing the sanitation department? She wants to ask the citizens what they think. She wants line item costs to be able to talk to citizens. CM thinks this will be hard to figure out. The reasonable assumption is that it is cheaper to outsource it.

Commissioner Lister: The City already voted to keep sanitation less than 6 year ago. The City can save money outsourcing, but he doesn't want to put the trucks at this location.

CM: The situation has changed. The previous building was 1/3 offices and the City doesn't need that anymore. The City will still most likely run sanitation and if they do, will the vehicles be fixed in-house? That is where a lot of the money will be spent (lifts and other maintenance equipment). If it isn't fixed in-house, a 2-3 million dollar Public Works

building will be downgraded to a "\$400,000 glorified pole-shed" because the City doesn't need offices, lifts, tools. The City does need a Wash Station. He has allegiance to the current employees, but not hiring other employees.

Commissioner Hodges: She doesn't want the trucks moving up and down the City as they are unappealing and will tear up the road.

CM: There needs to be a building to house equipment. He doesn't marry Public Works and the Marina together. The Marina will always need storage. The City knows that Seminole & Gulfport could do repairs. Basically this building will house/hide the vehicles.

V-M Vander Velde: Only wants to keep that building there if it benefits the Marina and it doesn't cost the City money (i.e. place where the trucks are cleaned). The one thing the City really needs to decide is if it will do its own repairs. The current mechanic does the work on the fire truck and other vehicles.

CM: The City doesn't need a state of the art facility that is focused on fixing vehicles. Having everything centered would be a good thing, but do not be 100% married to keeping sanitation. Without the repair capabilities, the building will be around \$400,000. (Walls, roof, wash bay, drain, and storage for parks). There will be a day where sanitation is too much and the City will get out of the business. The citizens approve of the current level of service and don't want to outsource it yet. The storage facility will always be used. Those guys have bit the bullet: been working 8 hour days, the City invested in trucks, and the residents like it. This is a 3 year phase out and it isn't very feasible to throw them all out on the street when the Fiscal Calendar flips. The garbage trucks are being stored right outside the public works building at the current time. There are 5 trucks, a bucket truck, and a claw truck. This building should be able to be used for the Marina in the future. Outsourcing is not a bad idea, but needs to be looked into more thoroughly. He is also fine with the BOC saying that they should just find another space to house these trucks rather than even creating the structure within the City. The current building needs to be fixed because the roof is crumbling. Finding outside space will be a management issue, but it can be done. CM would rather the vehicles be within the City. The City spends a couple hundred thousand dollars in labor and buys a new truck every 5 or so years which costs around .25 million dollars. Residents do like the twice a week pick up, picking up brush and landscaping, and picking up bulk trash. The City can get another provider to pay for it, but it will cost more than it currently does. Also the City loses control and residents will complain if there are any issues. There should be a field supervisor type office, but not a ton of them.

V-M Vander Velde: Wondering if they could rent spaces for those vehicles from Bay Pines or Seminole. CM: This has totally shifted from creating one City Center to renting spaces from other Cities. Residents think that sanitation and fire fighters are untouchable, but some of the public would be fine with getting rid of sanitation. There is a million and a half dollars difference.

CM: The city doesn't need a 2 million dollar building to building sanitation. There can be natural attrition of the sanitation department and he doesn't want to rock the boat even more than the current administration has. There was a public works supervisor who had an office there, but that situation was done away with. Deb Laramee is using the computer at the Marina to order necessary Parks equipment. The offices aren't being used and a field supervisor office needs to be built at the City Hall or at recreation.

Commissioner Hodges: Discussed weking. There is a sign shop that is really just storage.

Mayor Palladeno: Residents like the current level of service and would be fine if sanitation naturally phased itself out.

Commissioner Lister: This is a building that we need and we should put it where the building currently is. The wash rack is vital and it will be extremely difficult to obtain a new one from the EPA and it will again be necessary to have when the Marina builds their high and dry. He thinks this should be torn down.

CM: How much would it cost for a glorified pole shed, a couple of bays for the fire trucks, and storage. Right now, you have eager guys that want to keep their jobs and they have made concessions. The BOC understands how hard they work. The City has saved .25 million dollars in payroll in the last 5 months by not backfilling those positions and now

these guys are working the extra hours for free. Some people along the other beaches are not happy with their current service and the City could raise more revenue if they can be used for other cities.

BOC wants to see figures with and without the mechanic's facility included in the building.

CM: In the fire station there will be at least a 2-Bay garage. If they add in a fix-it bay and storage, there might be a storage option as well. There could be a larger savings with an economy of products and there would be a lift there. Also this would provide space for potentially an ambulance.

CM: The versions are – 1) a pretty pole shed 2) nice public works building 3) fix-it bay in the new fire department. Pole shed & fix it bay are associated with one another.

- 4) Future of Madeira Way: Maybe include a Post Office within City Hall and Madeira Way could "Green-up" the street. This is part of the master vision of what residents and visitors will see when they enter the City.

CM: He talked with the owner of the building the post office is in and he also voiced that nation-wide the post office has been struggling. He mentioned that they might not be a tenant there for much longer. There is a possibility that Madeira Beach might not be a post office in the future. The vendors don't agree on the post office. "Madeira Way is 3-5 years out before any City involvement is necessary and in need of major expenditure". CM does not want to have the Post Office in City Hall. The post office isn't ready to sign a 20 year lease in his opinion.

- 5) City Image and Future Plan: What's the perception of the City and where does the City want to go?

Mayor Palladeno: The City wants to go green and residents are building homes with green technology. It is more expensive, but would like green technology to be included.

WJ: Will add in maintenance measures.

CM: Building maintenance will be outsourced because the City doesn't have that type of employees on staff. He wants long-term contracts for A/C and other functions within the building.

BOC: Would like it 1 story over the parking. They want it 1 over parking, but CM said that it might be better to be bigger. The BOC is open to everything. CM doesn't want to eliminate any option. The City Hall can be more self-service.

WJ: The visitor/staff aspect will make it more inviting and welcoming to visitors. There was an area for volunteers and that program greatly benefits the City. A portion of the City Hall construction will potentially have profit aspect of it.

CM: The entrance needs to be welcoming because people come to City Hall unhappy. There needs to be a smiling face that gets you to the right office and make the residents happy. There should be a human element and everyone should talk to a person when they come to City Hall.

Commissioner Lister: Would like to accentuate the water. He discussed water-theme and includes the docks. WJ said they will do that. Also asked about where the Fire Station will be positioned. WJ: Drive-thru bays are the most desirable followed by the back-in (current design). That organizes the positioning a great deal. The visibility of the City Hall and the functionality of the Fire Department are the two most important aspects of the new building. When they talk about the Master Plan, they will include the options and their pros and cons. WJ also discussed a roadway for the bays and what is best for them. WJ will have a stakeholder meeting with the FD.

- 6) Process: WJ stated that there was a discussion about the construction delivery method. They want to inform the BOC of the intentions and how it would be accomplished. There would be a construction manager at risk in addition to a maximum price. They would be included in the team in terms of budgeting, staging, phasing, conceptualizing, etc...All of the different aspects that go into construction. They would put it out to bid after that. The benefit would be in the

aspect that a team member is included in the formulation of the final product and the fact that there is a formal bid process.

Construction Manager at risk is the best option because it gives a concrete schedule, the best pricing, more knowledge of subcontractors and they become a true partner with the City and the architect. It will not turn into an adversarial relationship. WJ discussed more details of the process. Construction Manager would be hired based on qualifications and a pre-construction services contract. This is the best option due to the FEMA regulations and the phasing aspect of the City Hall site. The sooner the City can get the Construction Manager on board the better.

CM: Wants to do the Construction Manager option (saying that as the owner's representative). It will cost (pre-construction) \$15-20,000.00 and they will act as the City's General Contractor. The City will still spend this money later so it would be better to do this before a Change Order comes in and the City will have to spend more money. This is a direct purchase for tax saving (15k per million dollars). This brings an extra level of accountability that wasn't available before. There are going to be change orders and this will cut out the discrepancies and lack of communication that could occur.

BOC gives CM the approval to look into the RFQ for Construction Managers.

- 7) Proposed Date for a Town Hall Meeting: CM said that after WJ gets a master plan together, they can give the BOC a couple of options. WJ envisions that would be in July.

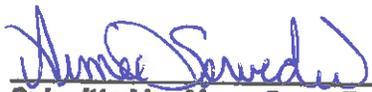
Mayor Palladeno: wants to be here for the FD meeting. CM wants to keep the FD separate from the City Hall and then they compromise into one meeting. They (Mayor and Commissioner Hodges) can attend, but then they will decide on a plan.

2. ADJOURNMENT: The meeting was adjourned at 7:11 p.m.

Date Approved: 11-5-13



Travis Palladeno, Mayor



Submitted by Aimee Servedio, City Clerk