



## MEETING MINUTES

This is a fact-finding meeting. No ranking or decisions were made.

<b>PROJECT NAME:</b>	<b>Key Colony Beach: City Hall Hardening and Expansion</b>		
<b>MEETING DATE:</b>	02/10/2025	<b>TIME:</b>	10:30 AM to 3:30 PM
<b>CPH COMM. NO.:</b>	2401034	<b>LOCATION:</b>	On Site
<b>WRITTEN BY:</b>	Brandan DeCaro & James Tirado	<b>ISSUE DATE:</b>	02/12/2025

### 1. PURPOSE:

**Project Programming Meeting**

### 2. MEETING MINUTES

*The minutes below will be used to document decisions and action items for the project programming meeting on 02/10/2025. It is the responsibility of all meeting attendees to bring all omissions, corrections, and/or errors in these minutes to the attention of the undersigned within five working days.*

#### **Participants:**

##### The City of Key Colony Beach - KCB

1. John Bartus (JB) - City Administrator
2. Tony Loreno (TL) – Building Official
3. Freddy Foster (FF) - Mayor
4. Mike Marino (MM) – Public Works
5. Silvia Roussin (SR) – City Clerk

##### CPH L.L.C. - CPH

1. Brandan DeCaro (BD) - Senior Architect
2. James Tirado (JT) - Senior Architectural Designer

An in-person meeting was held between Key Colony Beach and CPH to discuss the programming and vision for the project. An agenda, schedule, and programming questionnaire to better identify the needs of KCB was provided.

1. A round table Introduction of participants was conducted between all those in attendance ex. (Name, Position, Experience).
2. BD established that he will be the point of contact for CPH and JT is to be copied on all communications. FF established Doug Colonell is to be the point of contact for the City of KCB and if any building department / code questions would arise that CPH can communicate directly to TL.
3. CPH with the attendees, reviewed what the agreed upon 15% scope was. Participating city members and CPH spoke about due diligence, building program, conceptual design, and the three components of the project being Hardening, Renovation, and the Building Addition
4. The Stakeholders/ Departments utilizing the space have been identified as the following:
  - City Administration
  - City Police
  - Building Department
5. TL has offered CPH assistance in any additional code research regarding fire safety and compliance.

6. The schedule provided was discussed and explained that CPH has a schedule for the entire project but what was presented is only for the initial contract, which is the 15% phase. It has been understood that future phases will be the 30% 60% and 90%,100%. With 90% being the documents provided by CPH for the Cities final Review and comments. Once addressed, be the 100% completion.
7. The Schedule indicates a 7-day review period. FF agreed that to fast track all review periods with-in 2 business days.
8. The City of KCB members spoke upon the vision and desired finish for the space. Estimated numbers of staff per department, room functionality/ layout, and ceiling finish. It was established that approximately 20 people total will work at the facility. The growth of future staff would be very little to none per the current city code and residential growth limitation. Any 24/7 operations conducted will be by Police Staff.
9. Departments needs are as follows:

**City Administration – 8 people**

- 3 offices that have privacy ability (Mayor, Clerk, Administrator)
- 4 cubical spaces
- 1 reception desk
- 1 Conference room for 10-12 people; E.O.C. Room
- 1 File storage room with a safe (5-year Archive)

**Police Department – 8 people**

- 1 Office for Chief
- 6 Cubical spaces
- 1 vestibule
- 1 Secure IT room
- 1 Secure storage room with evidence locker and weapons locker
- 1 Conference room for 6-8 people
- Secure separate entrance and exit with restricted access

**Building department – 3 people**

- 1 Office for department head
- 2 Cubical spaces
- 1 Storage closet
- Separate entrance

**Exercise Room- 4/6 people**

- 2 treadmills
- 2 spin bikes
- Dumbbell rack station
- All in one cable trainer machine
- Separate entrance
- Separate restroom with shower for available use with EOC

**Public Works Department**

- 1 Janitorial closet with mop sink and storage for supplies and small tools

**Marble Hall**

- Window and Door replacement
- ACT ceiling to look like board and batten
- 2x2 ceiling tiles preferred
- 2 large sliders (Possibly will need to be doors with push bars per fire code)



10. The priority of how the program should be included in the scope was agreed to be the following:  
Priority #1 - Hardening  
Priority #2 - Renovation  
Priority #3 - Building Addition
11. FF stated that the city will build out the breakroom kitchenette in Marble Hall and the restrooms in the renovated space. BD requested that drawings for the restroom buildout.
12. During the meeting a tour of the facility was conducted. The FEMA Finished Floor Elevation (FFE) was discussed. TL is the City's Flood Manager as well as the Building Official. He determined that the FFE for the purposed Building Addition should be FEMA Flood plus 1'-0" = 8'-0". This is 2'-6" higher than the existing FFE. Current FFE is 5' – 6".
13. It was agreed that all windows and doors are to be of the same manufacture. The size and sill height are to all be constant, and the glass and finish colors will be the same. The roof material is to be standing seam metal on both the new and existing roofs.
14. It was decided that the project construction documents be completed as a one package by CPH. The construction would be phased with 2 substantial completion dates, for the Renovation and the Building Addition. The project will be managed by one general contractor thus allowing the project to follow construction per the established priorities.

### 3. ACTION ITEMS

ACTION ITEM	RESPONSIBLE PARTY	DUE DATE
City Of KCB	Review & Approve Meeting Minutes	ASAP
CPH	Submit Building Program for review	ASAP
City Of KCB	Review Building Program and respond with comments	ASAP

**NEXT MEETING:** TBD

**END OF MEETING MINUTES**



## **Kick-off Meeting Agenda**

### **I. Team Introductions**

1. CPH Point of Contact
2. Establish lines of communication

### **II. Contract & Scope Review – 15%**

1. Due Diligence
2. Building Program
3. Conceptual Design
4. Building Hardening; Renovation; Addition

### **III. Meeting Objections**

1. Identify Stakeholders
2. Gather Information for Building Program
3. Establish Priorities

### **IV. Project Schedule**

1. Phase I – 15%
2. Future Phases – 30%, 60%, 90%, 100%
3. City Review Period - 1 week
4. Design completion Date – Bidding August 2025

### **V. Project Budget**

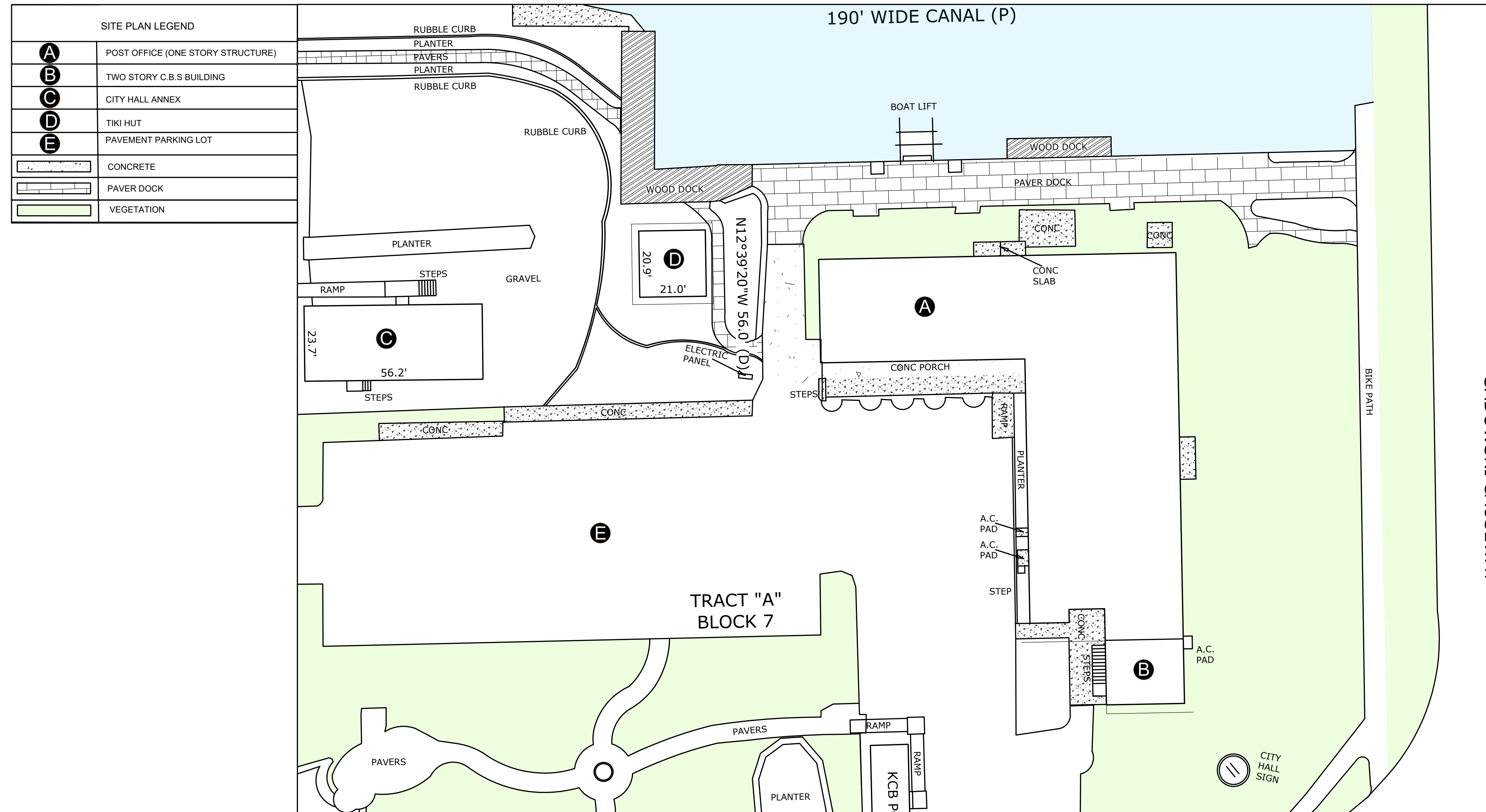
1. Construction Budget is \$2.5 Million +/-
2. Grant Funding & City Funding
3. Establish Priorities

### **VI. Next Steps**

1. Schedule Next Meeting
2. Preliminary Program
3. Conceptual Design

### **VII. Questions & Comment**

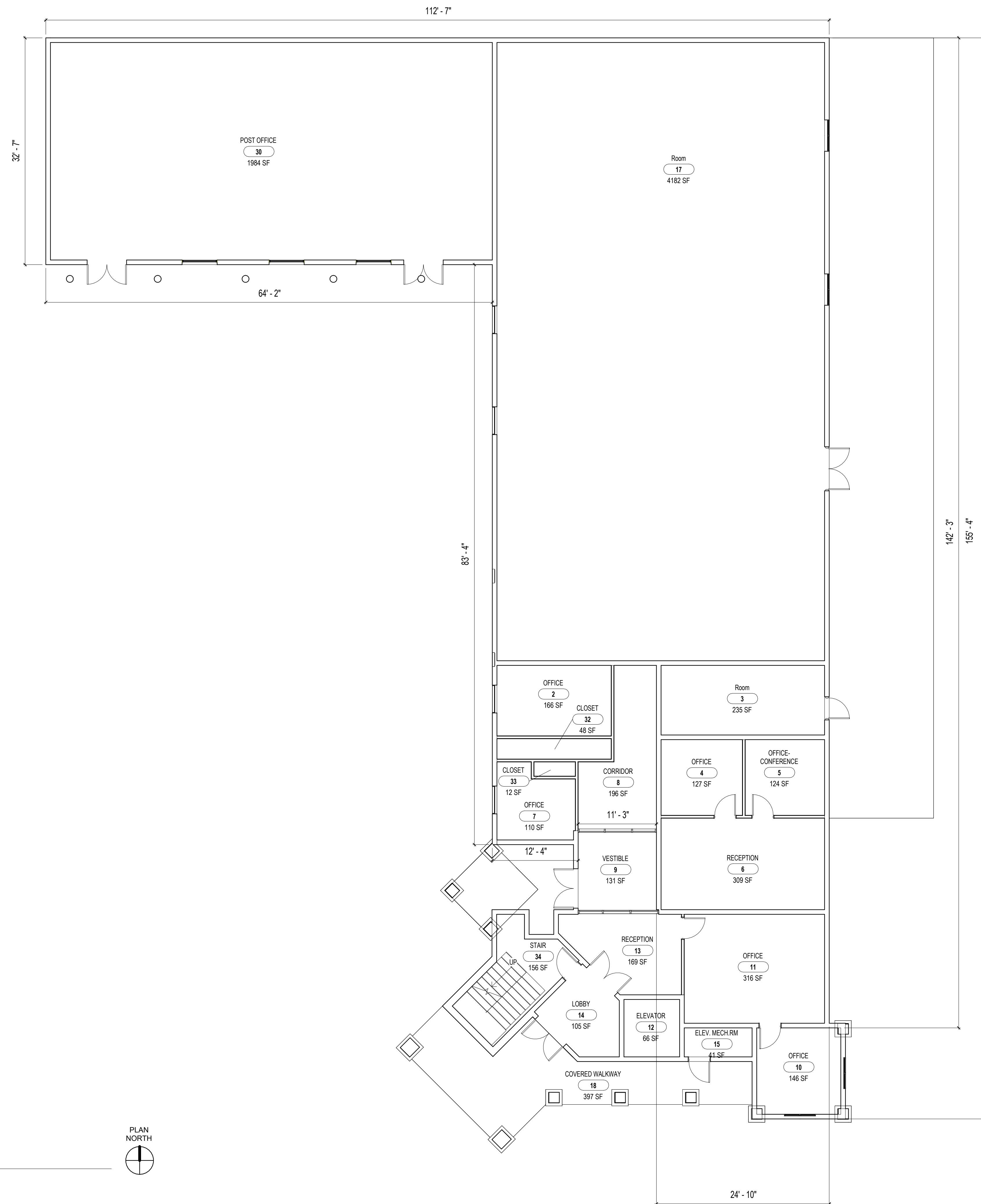




## SITE PLAN

$$1:20''=1'-0''$$



1 FIRST FLOOR PLAN  
1/8" = 1'-0"

$$1/8'' = 1'-0''$$
[illegible]

## PROJECT STATUS

<b>Designed:</b>	Designer
<b>Drawn:</b>	Author
<b>Checked:</b>	Checker
<b>Project No.:</b>	#####
<b>Issue Date:</b>	MM/DD/YY
	© 2023

## ARCHITECTURAL FLOOR PLAN

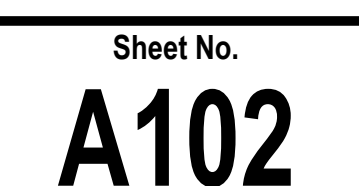
KEY COLONY CITY HALL

600 W. Ocean Drive, Key Colony Beach, Florida 33051

THIS SHEET NOT VALID FOR  
CONSTRUCTION WITHOUT COMPLETE  
SET OF PLANS. SEE GENERAL NOTES  
FOR MASTER LEGEND

Sheet No.

# A101



PLAN  
NORTH

