### **MEETING MINUTES**

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

PROJECT NAME:	Key Colony Beach: City Hall Hardening and Expansion		
MEETING DATE:	02/10/2025	<b>TIME</b> : 10:30 AM to 3:30 PM	
CPH COMM. NO.:	2401034	LOCATION:	On Site
WRITTEN BY:	Brandan DeCaro & James Tirado	ISSUE DATE:	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 programing and vision for the project. An agenda, schedule, and programing 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).
- 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:

### <u>City Administration – 8 people</u>

- 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				





# **City of Key Colony Beach City Hall**

# **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



Notice To Proceede

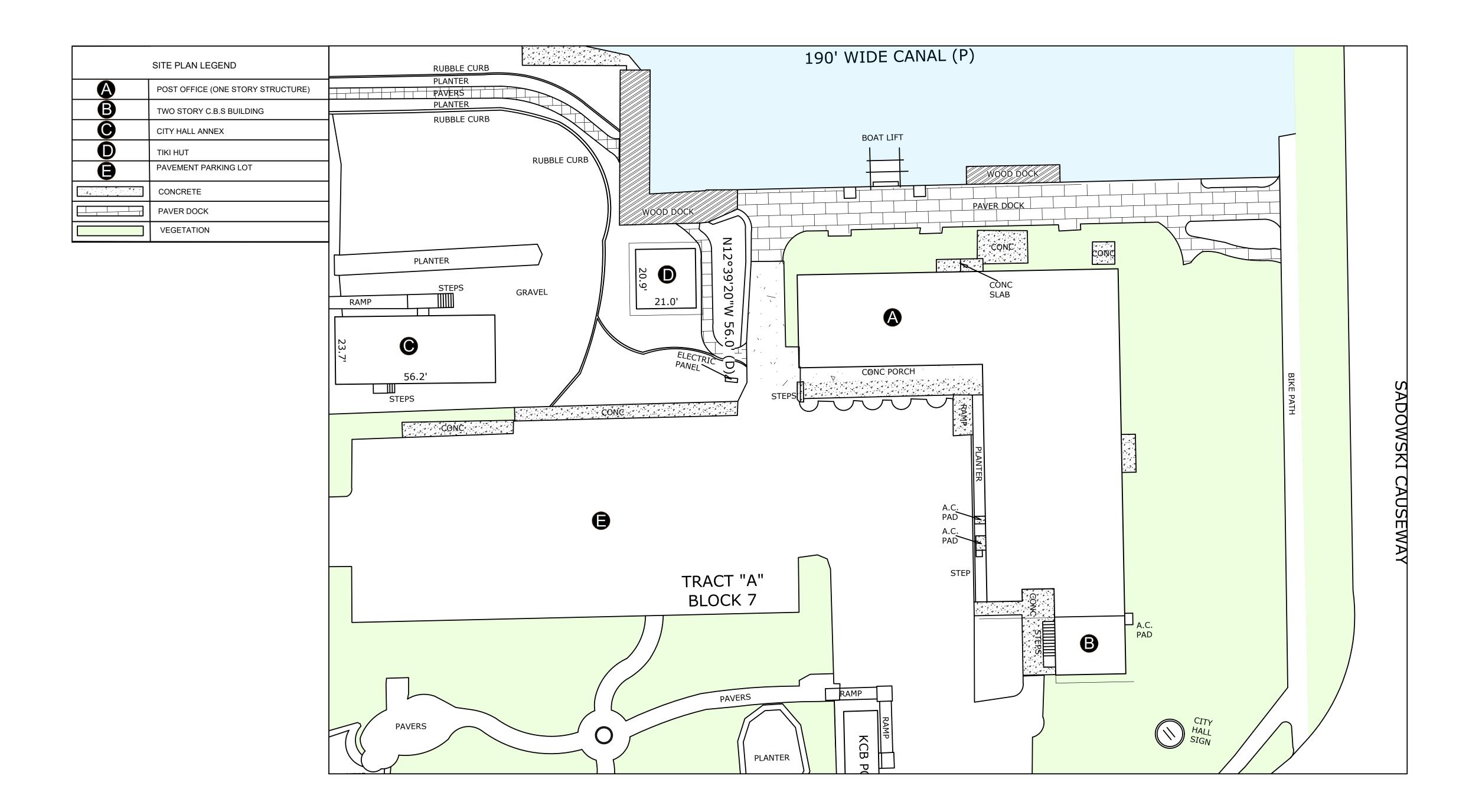
# City Of Key Colony Beach Town Hall Program Development & Conceptual Design Schedule 02/06/2025



Notice To Proceede

DATA / TASKS DURATION DATE START DUE DATE

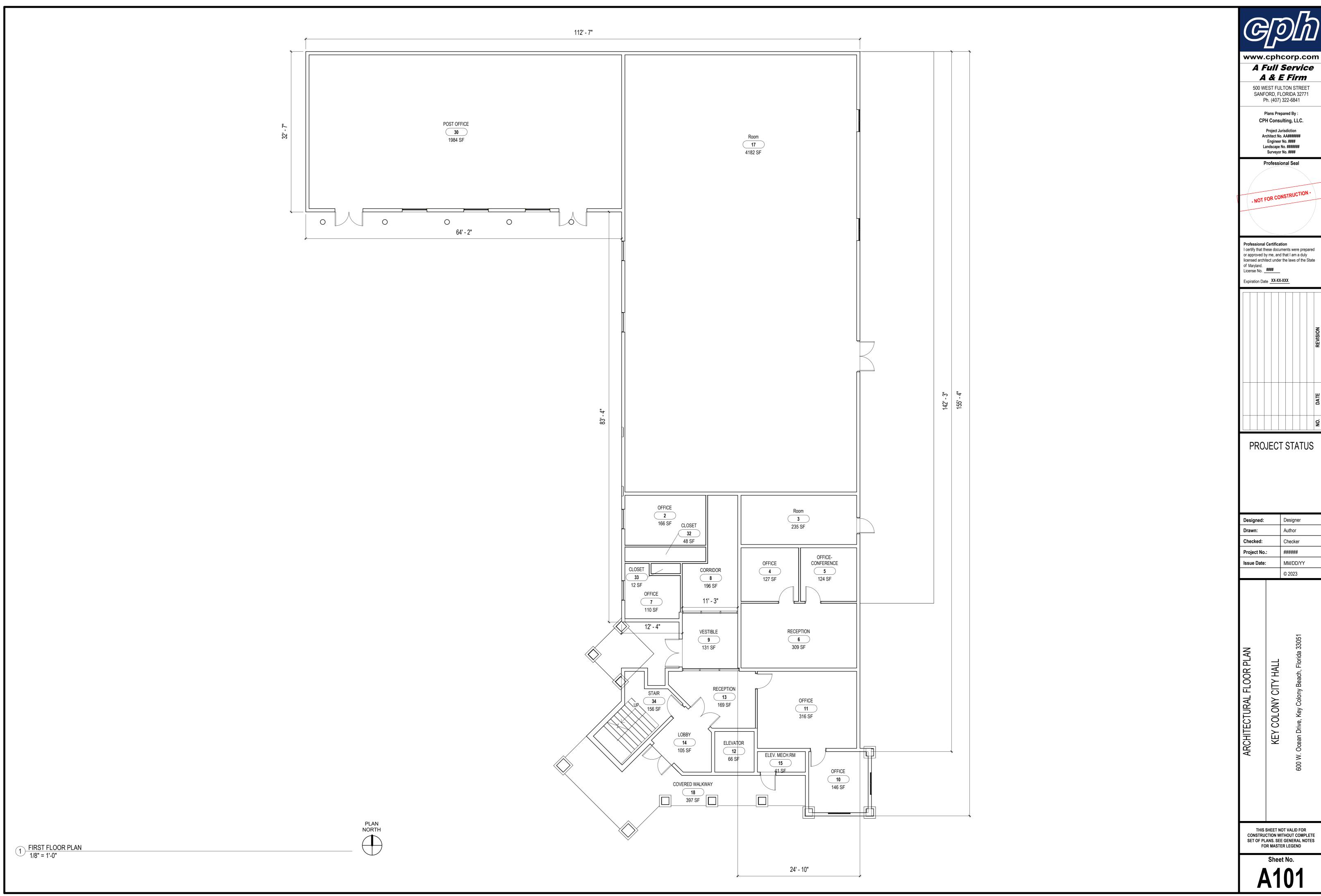
#### 2401034 - City Of Key Colony Beach - City Hall to create new task, insert new row and enter necessary information in contacts, disciplines, start date and duration or due date PROJECT ITEMS ARCHITECTURE Due Diligence/ Programming/ Concept Design - 15% Identify building code and design/technical issues that may affect CLIENT's proposed 28d 02/03/25 03/12/25 Due Diligence and Jurisdictional Research Kick-Off and Start-up Coordination CPH Team Kick-Off and introduction to the project and initial project scope coordination, scheduling, and planning 4d 02/03/25 02/06/25 Meeting with City Of KCB 02/10/25 One (1) in person workshop with Stake holders, City staff, and for site documentation (DATE PENDING) 02/14/25 5d **Program Development** 02/17/25 02/21/25 Define the design vocabulary for the project and initial 5d building program. Communicate and Identify other needs / desire, compare and design variations. Prepare a draft program for client review and coordination Final Building Program Following receipt of final comments, CPH will prepare a Final Building Program document which will be used as the basis 2d 02/21/25 02/24/25 for Conceptual Design Final Building Program Client Review Client has 5 days to review and respond 5d 02/26/25 03/04/25 Conceptual Design Prepare up to three (3) conceptual exterior designs for the CLIENT's consideration. Conceptual designs will convey the 02/18/25 03/10/25 15d exterior form, massing and materials in 2D black and white elevations. Cost Estimate 02/24/25 CPH shall provide a preliminary cost estimate 10d 03/07/25 Conceptual Design Client Review Client shall select one conceptual design, and have one (1) revision to the preferred conceptual floor plan. Client has 5 days 03/11/25 03/17/25 to review and respond Feb 2 Feb 9 Feb 23 Mar 2 Mar 9 Mar 16 2401034 Key Colony Beach City Hall Design PROJECT ITEMS ARCHITECTURE Due Diligence/ Programming/ Concept Design - 15% Due Diligence and Jurisdictional Research Due Diligence and Jurisdictional Research Kick-Off and Start-up Coordination Kick-Off and Start-up Coordination Meeting with City Of KCB Meeting with City Of KCB Program Development Program Development Final Building Program Final Building Program Final Building Program Client Review Final Building Program Client Review Conceptual Design Conceptual Design Cost Estimate Cost Estimate Conceptual Design Client Review Conceptual Design Client Review Schematic Design Phase - 30%



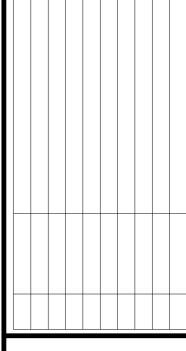
SITE PLAN

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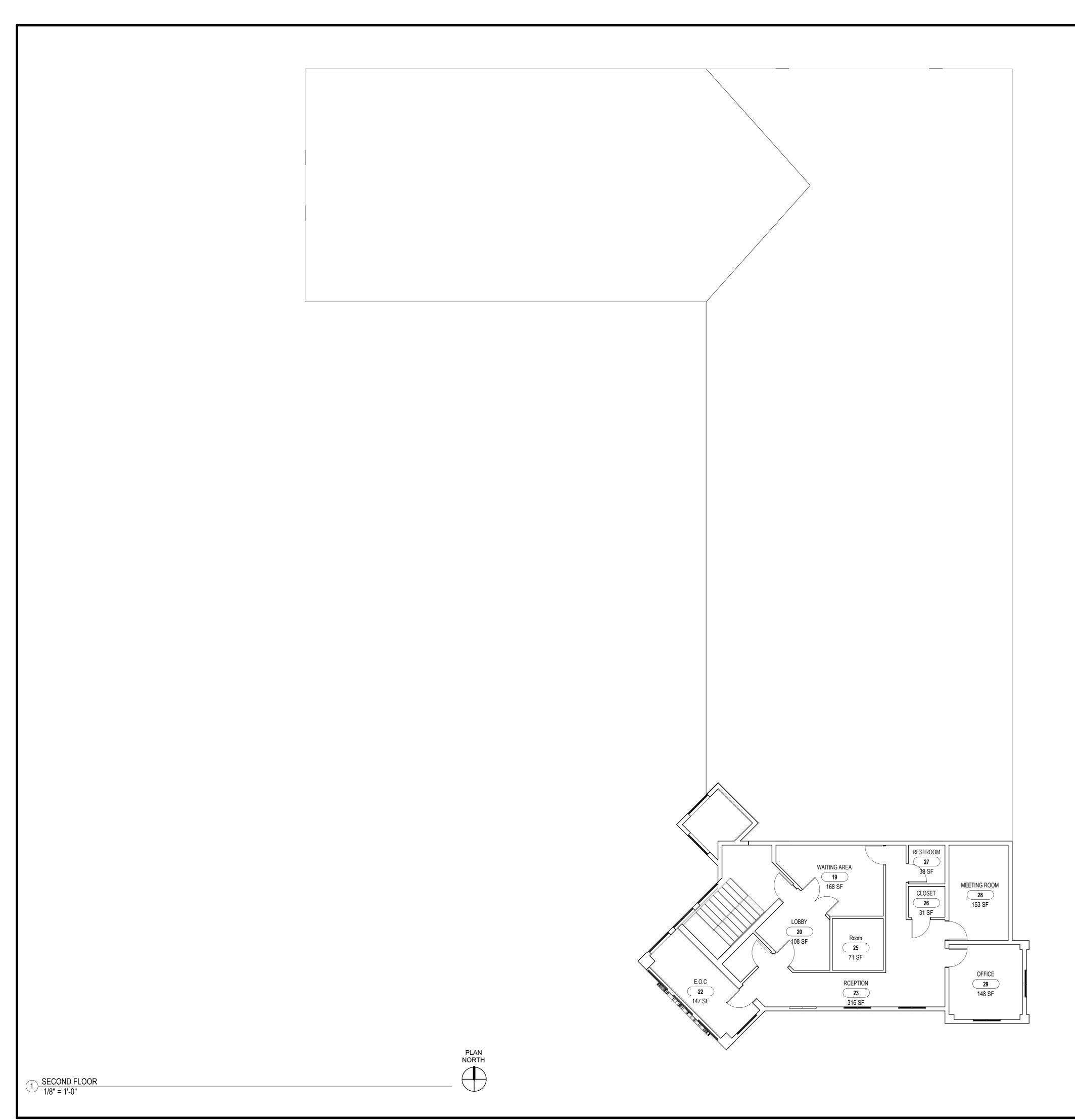
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		3D	No. Date	Revision	Z/U7/2025 BRANDAN DECARO	948		)



A Full Service



Designed:	Designer
Drawn:	Author
Checked:	Checker
Project No.:	######
Issue Date:	MM/DD/YY
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A Full Service A & E Firm

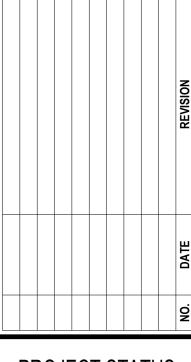
500 WEST FULTON STREET SANFORD, FLORIDA 32771 Ph. (407) 322-6841

Plans Prepared By : CPH Consulting, LLC. Project Jurisdiction Architect No. AA###### Engineer No. #### Landscape No. ###### Surveyor No. #####



Professional Certification
I certify that these documents were prepared or approved by me, and that I am a duly licensed architect under the laws of the State of Maryland.
License No. \_\_\_\_\_\_\_

Expiration Date XX-XX-XXX



PROJECT STATUS

Designed:	Designer
Drawn:	Author
Checked:	Checker
Project No.:	######
Issue Date: MM/DD/YY	
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ARCHITECTURAL FLOOR PLAN SECOND FLOOR KEY COLONY CITY HALL

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

Sheet No.