

Town of
INDIAN SHORES, FLORIDA

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WORKSHOP MEETING

MINUTES - 7 DECEMBER 2009

THE INDIAN SHORES TOWN COUNCIL WORKSHOP convened at 2:00 P.M. Those present were: Mayor Lawrence, Vice Mayor Herndon, Councilor Irelan, Councilor Smith and Councilor Sutch.

MAYOR

James J. Lawrence

VICE MAYOR

Joan G. Herndon

COUNCILORS

Carole Irelan

William F. Smith

Steve Sutch

TOWN CLERK

Marcia Grantham

**DIRECTOR OF
FINANCE**

Mary Karayianes

CHIEF OF POLICE

TOWN ADMINISTRATOR

E. D. Williams

**BUILDING CODE
ADMINISTRATOR**

Lawrence G. Nayman

ALSO PRESENT: Chief Williams; Mary Karayianes, Director of Finance; Elaine Jackson, Deputy Clerk; Lawrence Nayman, Building Official; Eddie Mastalerz, Steven Vinci and Robert Blatter, ARC3; Melissa Harman, Engineering Matrix; Mohammad Mostajabian, EMA Engineers, Inc.; Anne Miller, Art Newsome, and Mary Lois Harrison.

1.0 Consideration of approving Workshop Agenda for December 7, 2009.

There was unanimous consensus to approve the Workshop Agenda as published.

2.0 Presentation by ARC3 Architecture relative to proposed new Municipal Center.

Mr. Eddie Mastalerz, ARC3, gave a brief presentation showing the preliminary building design and floor plans for the proposed three-story Municipal Center, with increased parking area provided after removal of the present Town Hall and outbuildings, and the possible relocation of the pavilion. The new building would be a Mediterranean style structure, elevated over parking, creating a secure access for the Police Department. Public entry would be at ground level and serviced by elevators. A peaked roof could be added for visual effect, which would also give protection to mechanical elements. There would be disaster resistant vaults for storage of vital records and evidence, and additional storage areas implemented wherever necessary. The landscaping could accommodate a welcoming front yard area.

3.0 Discussion of proposal from ARC3 Architecture for design of the Town's new Municipal Center in the amount of \$180,452.00

Mr. Steven Vinci, AIA, Arc3, stated he expected the project to be completed in sixteen to eighteen months. Mr. Vinci reviewed the fee schedules based on construction costs and design, stating the projected total cost would be approximately \$3.5 million. Security issues, mechanical systems and planning for future system additions, such as state of the art visual and sound systems will be determined in more detail.

Councilor Irelan asked that anyone with suggestions for the new building put them in writing and submit to Mr. Nayman.

Mr. Nayman, Building Official, stated he met several times with the ARC3 team and was very satisfied with their qualifications, concepts and willingness to work within the Town's budget, and recommended Council approve the design proposal.

Chief Williams, Town Administrator, concurred with Mr. Nayman and stated he thought the price was fair for their services.

4.0 Discussion of proposal from Gulf Coast Testing Laboratory Inc. in the amount of \$2,280.00 to perform a Standard Penetration Test (SPT), relative to the Town's proposed new Municipal Center.

Mr. Nayman reported the penetration and soil tests are necessary to predict what we will be facing when establishing the foundation. Gulf Coast Testing is a local company and he recommended Council approval.

Chief Williams also recommended approval, based on qualifications and pricing.

5.0 Discussion of proposal from Adams Design in the amount of \$7,625.00 for Civil Engineering and Survey services for the Town's proposed new Municipal Center.

Mr. Nayman stated \$4,000.00 was for the original survey, with in-progress and final surveys included in the proposal. He recommended Council approval and Chief Williams concurred.

6.0 Discussion of proposal from EMA for Structural Engineering services in the amount of \$28,000.00 for the Town's proposed new Municipal Center.

Mr. Nayman stated he felt comfortable working with Mohammad Mostajabian, President of EMA, wherein Mr. Mostajabian would work directly for the Town under the direction of the Building Official, while coordinating with the architects and contractors. The proposed fees would bring the Town through the entire process to the end of the project. Mr. Nayman recommended Council approval, based on pricing and qualifications.

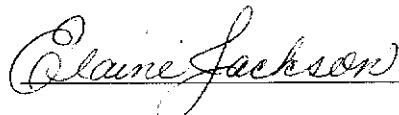
7.0 Discussion regarding part-time person to assist Director of Finance, and to replace Lorain Blankenship, who is retiring.

Mary Karayianes, Director of Finance and Personnel, requested the Town hire Diane Bride to assist in the Finance Department sixteen hours per week at a salary range equivalent to an accounting clerk. She stated there will be a steep learning curve, as there are a variety of duties needing attention, but she felt confident that Diane was qualified for the duties.

It was noted that a public information meeting relative to the proposed new Municipal Center will be held on Thursday, January 7, 2010 at 7 P.M. at the Town Hall.

It was also noted that the Christmas Boat Parade will be held on Sunday, December 20, 2009. Festivities begin at 7:30 P.M. in the Town Hall Pavilion.

The Indian Shores Town Council Workshop adjourned at 3:10 P.M.



Elaine Jackson, MMC

Deputy Clerk