



VILLAGE OF KEY BISCAINE

Office of the Village Manager

DT: July 5, 2007

TO: Honorable Mayor and Councilmembers

FR: Jud Kurlancheek, Interim Village Manager

RE: Community Center Deferred Maintenance

Village Council
Robert L. Vernon, *Mayor*
Jorge E. Mendia, *Vice Mayor*
Michael Davey
Enrique Garcia
Steve Liedman
Thomas Thornton
Patricia Weinman

RECOMMENDATION
Jacqueline R. Menendez

It is recommended that the Village Council allocate an amount not to exceed \$76,150 to complete deferred maintenance items and increase maintenance in the Community Center from the Community Center Maintenance Reserves which has a balance of \$229,820.

BACKGROUND

The Parks and Recreation Department, Community Center Advisory Board, Skyline Management and Coastal Building Management have been meeting to address the continuing maintenance issues in the Community Center. The present condition of the Community Center resulted from a reduction in maintenance staff which occurred in the FY06 budget. Since that time, the Advisory Board noticed the decline in the appearance of the Community Center.

On May 10, 2007, the Community Center Advisory Board unanimously passed a motion recommending that the daily maintenance coverage be increased to include a night crew on Sundays and daily coverage for all hours while the Community Center is open. This was the level of service prior to 2006.

The following chronology tracks the development of the proposed maintenance plan and staffing. The proposed FY08 budget recommends the same increase in maintenance staff.

May 10, 2007 Community Center Advisory Board recommended a Maintenance Priority List that should be accomplished in the short term.

June 8, 2007 Skyline Management, Coastal Building Management, and Staff met to review the list and determine the cost of each item. The minutes of this meeting are attached.

June 21, 2007 The Islander News published the attached editorial which focused on the lack of maintenance and appearance of the Building.

June 22, 2007 Skyline Management and Staff was directed to develop a Maintenance Priority List, cost estimates, and a funding source before the Village Council as soon as possible.

Maintenance Priority List

Area	Scope	Cost Estimate
General area floors	Clean, seal & repair	\$2,500
Gym and dance studio wood floors	Strip, sand and refinish	\$18,000
Main stairwell	Resurface treads, modify rails and paint	\$22,500
Ground floor painting	Clean, patch and re-paint walls and trim	\$18,000
Teen Activity Room	Install wall guard and carpet repair	\$2,750
Garage	Pressure wash and seal concrete	\$2,500
Exterior ramp repair	Remove and reset pavers	\$3,150
Second floor furniture	Repair	\$6,500
Janitorial	Staff additions (3,900/month for 2.5 months)	\$9,750
Total		\$76,150

Community Center Maintenance Meeting

On June 8, 2007 a meeting to address the Community Center maintenance was scheduled. The following individuals were present at the meeting:

Paul Abbott and Ernesto Cercas of Skyline Management
Jose Menendez and Davis Palma of Coastal Building Management (CBM)
Todd Hofferberth and Maite Miyares of the Village of Key Biscayne

The meetings purpose was to identify immediate repairs that need to be made, there cost and how they could be scheduled to minimally impact the users of the facility. The issues addressed are as follows:

1. Community Center Stairwell: It was agreed that the stairwell will receive a deep clean while Skyline management will look into possible alternative materials to be placed in the stairwell that will withstand the use and remain clean.
2. Weekend Day Porter: The porters' lack of performance was discussed. In addition the porter allowing a family to fill in without approval was discussed. CBM has agreed to replace this porter. Since our meeting her service with the Village has been terminated. CBM has agreed to conduct random weekend inspections of their employees.
3. Budget: The proposed budget for maintenance was discussed. The increase will take place October 1, 2007 if the budget is approved. If sufficient funds are available in the budget the increased maintenance may be scheduled earlier.
4. Dance Studio Floor: It was agreed that Skyline and CBM would meet with qualified contractors to bid the re-surfacing of the wood floor and painting of this area. A time frame required to complete the work will be provided to the Village. It was requested by the Village that this work be completed prior to July 20, 2007. The Village asked that the contractors include the best possible method to mitigate the fumes resulting from the work. It was agreed that the Dance Studio could be closed the first week of July to complete this work.
5. July 20th Event: The Community Center will host the Village Council's reception for Village Manager candidates on July 20th. Additional porters on the day of the event and special cleaning will take place prior to the event.
6. Playstation Room: It was agreed that this area would receive a detailed cleaning including the areas under the structure the first Friday of each month. The Village agreed to close the room for this activity.

7. Early Morning Restroom Cleaning: During the meeting it was decided that David would have the daytime porter from the Administrative/Police dept come in earlier during the day at 8:30 a.m., so that she could police the (4) common restrooms in the recreations center. The restrooms will be spruced up from 8:30 a.m. – 9:00 a.m. The will help in maintaining the common restrooms somewhat in an orderly manner until Monica the daytime porter arrives at 11:00 a.m.

8. PRESSURE CLEANING GARAGE – The request was put forward by Paul's office for CBM to Have Lorenzo check the garage early in the morning to ensure that the garage is free of debris. CBM will also be setting up a pressure cleaning of the garage areas as per Paul's request. *The pressure cleaning for the garage will be performed during the Labor Day weekend when the center is scheduled to be closed.

9. Tile Cleaning: Paul requested to have common area ceramic tiles stripped clean and sealed. This work will entail extra billing. This work will also be scheduled for Labor Day weekend.



Opinion:

Ours, yours, theirs

Maintaining what we have

There has been a 10 percent drop in membership at the Community Center. Some say poor maintenance is partly to blame.

How did we allow our jewel in the crown to become tarnished?

EDITORIAL

During a budget workshop last week, the Village Council was told that the Community Center has had a 10 percent drop in membership and that poor maintenance is partly to blame for that.

How did we allow this to happen?

In our deliberations on skate parks, performing arts conservatories, going green and putting art in public places, how did we let this happen to our Community Center, the place so many fought so hard for?

During last week's budget workshop, Parks and Recreation Director Todd Hofferberth proposed a 2 percent drop in funding: a \$1.07 million budget for parks and recreation and \$1.49 million for the Community Center. He noted, however, that the numbers reflect some uncertainty because of maintenance. The Community Center's \$230,000 maintenance bill is part of the Village Manager's budget, but several individuals indicated the Village needs to spend more.

Community Center Advisory Board member Bonnie Cooper told the Council she had heard complaints from people who stopped going to the center because of maintenance issues. She said that after maintenance improves, numbers will go up.

We hope that will be the case. Often when people become dissatisfied with a facility, it takes more than promises to convince them to return.

We should have never allowed our Community Center to reach this state. We must immediately find out what is wrong and allot sufficient money to take care of it. Our Council also needs to know what role, if any, Skyline Management, the company in charge of Community Center maintenance, played in this and if any of the problems are actually structural rather than maintenance.

Maintenance of what we have is much more important than allocating funds for new projects which might become tomorrow's maintenance problems.

Is it true NOAA's cutting the Hurricane Center's budget, letting a weather satellite die with no replacement for 7 years, but spending \$4 million on a PR campaign?



LETTERS

(Due to a production error, a portion of this letter was omitted in last week's *Islander News*. The letter is published in its entirety below.)

Somewhat disturbing

I would like to respond to Mr. Hector Formoso-Murias' letter in last week's *Islander* titled "Democracy on the Key," and specifically to his statement, "The Zoning Ordinance Review

of Key Biscayne what disturb the 11 persons only four h Key, of who speak for the ly take exce Murias' ins serve on th "make my developmen lived on Key and I have