

MINUTES
15th CONVENTION CENTER HOTEL TASK FORCE MEETING

Friday, January 17, 2014

Broward County Governmental Center, County Administration, Rm 409G
10:00am-Noon

In attendance:

Dr. Scott Miller, CFO, Director Finance & Administrative Services Dept. (Chair)
Bertha Henry, County Administrator
Rob Hernandez, Deputy County Administrator
Monica Cepero, Assistant to the County Administrator
Nicki Grossman, President, GFLCVB
Noel Pfeffer, Deputy County Attorney
Tom Hutka, Director, Public Works Department
Carlos Molinet, Senior Vice-President, GFLCVB
Carlos Puentes, Deputy Director, BCCC
Elizabeth Liddell, staff, Minutes Secretary

Other attendees:

Erik Antalek, HKS, Project Manager (By phone)
Randall Morton, HKS, Legal Designer
Yvonne Garth, President/CEO, Garth Solutions, Public Outreach
Ariadna Musarra, Director, Construction Management Division

The Hotel Task Force meeting was opened by Dr. Scott Miller at 10:05am.

The minutes from the 14th Convention Center Hotel Task Force held on Friday, January 17, 2014, were approved as written.

HKS staff briefed the task force on their progress thus far and plans to complete the Master Plan in 155 days as required and how they plan to accomplish this task. HKS asked if the Hotel Task Force would serve as the Master Plan Steering Committee and the idea was approved.

Ms. Yvonne Garth, of Garth Solutions, briefed the committee on stakeholder meetings upcoming and their plan throughout the 155 days of the Master Plan. A website is being formed and it was requested of Garth Solutions by the task force to meet up with Margaret Stapleton of Broward County Public Communications to work together on the website. Garth Solutions will add to their graph how many times they plan to engage the Commissioners in their process.

County Administration has asked HKS to meet with the Board of County Commissioners before Thursday, January 30th, preferably around January 23rd and meet with each Commissioner one on one. It was also requested that a meeting be held with Portside before the 23rd of January and before the one on ones with the Commissioners (HKS, CVB-Nicki Grossman should meet with Portside prior to one on one's).

Tom Hutka briefed the task force on the Site Capital Improvement Projects and stated to the committee that the divers are diving the week of January 13, 2014 regarding the inspection of the wall repair site and results from that dive will be brought to the next task force meeting.

Carlos Puentes gave an update on the project schedule and will bring a hard copy to pass out at the next task force meeting.

Carlos Molinet talked about the Website status and that several CVB employees were coordinating this effort and the task force asked Mr. Molinet to let the CVB know that they need to meet with Margaret Stapleton in Public Communications.

HVS had a conference call with staff and stated they would have a more definitive Economic Impact Analysis by Friday, January 24th and HVS would also provide a Draft PowerPoint Presentation for the same after the report was approved by staff.

Discussion was made on the Port Security Gate Relocation and the purchasing complications. It was indicated that the County Attorney's Office and the purchasing division were working together and will get back to the hotel task force at the next meeting.

County Administration requested a meeting with PRAG the week of January 27th.

Other Business:

Mr. Hutka asked the task force to consider giving Design Criteria as an amendment to the contract to HKS (costing approximately \$200-250,000) The Amendment would be to fine tune and spec out the Design Criteria. The task force asked Mr. Hutka to make sure that this is legal within the Scope of Services to accomplish this task.

Mr. Hutka told the committee from our last meeting that the fence for the gate relocation will be a 10ft chain link fence.

ACTION ITEMS FOR NEXT MEETING

Website for the Convention Center Hotel & Expansion Project

Timeline of the project with updates

Update on Master Plan Project

Update on the Site Capital Improvements

Gate Security Relocation Update

Presentation to the Hotel Task Force on the Economic Impact Analysis by HVS

Draft Agenda for Commission Workshop (tentatively Feb 2014)

The next meeting of the Convention Center Hotel Task Force will be held on Thursday, February 20, 2014, at 2:00pm in the Broward County Governmental Center, 115 South Andrews Avenue, Conference Room 301.

Dr. Miller adjourned the meeting at 12:15pm.