

**MINUTES**  
**13<sup>th</sup> CONVENTION CENTER HOTEL TASK FORCE MEETING**

Monday, November 25, 2013

Broward County Governmental Center, County Administration, Rm 409G  
8:30am – 10:45am

In attendance:

Dr. Scott Miller, CFO, Director Finance & Administrative Services Dept. (Chair)  
Bertha Henry, County Administrator  
Rob Hernandez, Deputy County Administrator  
Nicki Grossman, President, GFLCVB  
Noel Pfeffer, Deputy County Attorney  
Michael Kerr, Chief Trial Counsel, County Attorney's Office  
Ariadna Musarra, Director of Construction Management, Public Works Department  
Carlos Puentes, Deputy Director, BCCC  
Elizabeth Liddell, staff, Minutes Secretary

The Hotel Task Force meeting was opened by Dr. Scott Miller at 8:40am.

The minutes from the 12<sup>th</sup> Convention Center Hotel Task Force held on Monday, October 14, 2013, were approved as written.

The Agenda Item for the Masterplan of the Broward County Convention Center Hotel & Convention Center Expansion to approve HKS for the job is being brought before the Commission on Tuesday, December 10, 2013. Commissioner briefings may be needed prior to this meeting.

Discussion was made regarding the Site Capital Improvement Project Decision and Specific Direction. County Administration requested some additional research on this item before a final decision could be made.

The Developer RFP is being worked on by task force members. A boiler plate and draft scope of work has been drafted and must be reviewed by the sub-committee and approved by the purchasing division to keep the document moving forward.

Discussion was made on Quality Standards and they must be included. The task force is looking for a 3.5 to 4.0 diamond level hotel.

Discussion was made on the project schedule and additional adjustments were made including adding the financing steps needed to the schedule. The final draft schedule will be given to the Board at the next workshop.

Discussion was made to hold another Stakeholders Task Force Meeting, the last one having been held on May 28, 2013. It was decided enough progress has been made on the project to make another meeting worthwhile. The chair will develop an agenda and coordinate with BCCC staff on the room and invitations. The group's name was changed to the Stakeholders Task Force Meeting to better reflect their purpose and is anticipated to be held sometime in mid-December.

The tentative date for the next Commission Workshop is scheduled for Thursday, January 23, 2014; County Administration needs to finalize this date before it is scheduled.

The Florida Restaurant & Lodging Association met with County Administration and staff, they will be invited to the next Stakeholders Task Force Meeting in December as additional members.

#### **ACTION ITEMS FOR NEXT MEETING**

Draft Timeline of the project with today's updates

Update on Master Plan Project

Update on the Site Capital Improvements with additional research for final recommendations

Draft Agenda for Commission Workshop (tentatively set for January 23, 2014)

The next meeting of the Convention Center Hotel Task Force will be held on Tuesday, December 17, 2013, at 10:30am in the Broward County Governmental Center, County Administration Conference Room 409G.

Dr. Miller adjourned the meeting at 10:45am.