Community Venues
Mayor's
Citizens Oversight Committee

Meeting Information

Location:

City Hall
City Council Chambers
400 South Orange Avenue

Time:

10:00 a.m.

Members Present

Gregory Lee, Chairman
Laura Guitar, Vice-Chairman
Don Engfer
Bill Jennings
John McReynolds
Mercedes McCall
Richard Siwica, Esq.

Members Absent

Richard McCree, Jr
Rev. Terence Gray

City Staff Liaison

Frank D. Usina, Jr., AICP
Olabisi S. Cox

Minutes

December 11, 2012

Opening Session

1. Gregory Lee, Chair, called the meeting to order at 10:10 a.m., after determining there was a quorum. Members present were Gregory Lee, Laura Guitar, Mercedes McCall, Don Engfer, Bill Jennings, John McReynolds and Richard Siwica.

   Mr. Lee presented a brief overview and mission of the Mayor's Citizens Oversight Committee (MCOC), as well as the general rules of order for the meeting.

   Motion was made by Don Engfer for approval of the September 19, 2012, meeting minutes, seconded by Mercedes McCall. All voted in favor, and the minutes were approved. [Agendas and approved minutes are posted on the City of Orlando web site under Community Venues]

Agenda Review

2. Standing Reports/Discussion

Frank Usina, Community Venues Project Manager and staff liaison to the Oversight Committee, presented the project overview dashboards for Florida Citrus Bowl and Dr. Phillips Performing Arts Center. The dashboards consist of six categories that include Project Budget/Expenses, Schedule Milestones, Blueprint Performance, Green Commitment, Development Agreements and a Community Update. The information presented for this meeting is compiled through October 31, 2012. The two dashboards will be attached to these minutes as back-up for the standing reports.

Florida Citrus Bowl (FCB): Mr. Usina explained that the budget and expenses for the Florida Citrus Bowl Renovation are reset to $0, because the budget has not been determined and there are no expenditures yet. Mr. Usina reported that Senior City Staff traveled to Kansas City, MO in the effort to proceed forward with HNTB with the pre-design process. S.C. Advisors was approved by City Council as the City's advisor; the agreement is being worked on and CS&L has been procured to perform a market analysis to assist the design process.

Don Engfer asked if the Interlocal Agreement had been amended. Mr. Usina replied that it was amended in July 2012. Mr. Engfer requested a copy of the amendment for the committee. Mr. Usina agreed.

Jay Berlinsky, S.C. Advisors, added that since October 2012, the FCB staff has been developing the Owner's Team, and continued work with the Design Team. Further, Mr. Berlinsky explained that the procurements for the Program Manager and Construction Manager teams are in the works.

Mr. Lee added that FCB Sub-Committee meetings should resume in January/February 2013.

Amway Center (AC): Mr. Usina reported that there is no dashboard for Amway Center because there have been no draw packages and nothing new to report. Project complete.

Dr. Phillips Center (DPC): Mr. Usina gave a complete report from the dashboards highlighting the milestones and looking into 2013. He continued that the South Street Realignment is completed as of September 2012.

Mr. Engfer asked if there were enough contingency/reserves to finish the project on time and within budget? Clint Jackson, PCL, replied that based upon the current burn rate, PCL is comfortable with or without philanthropy contributions. Mr. Engfer asked for a philanthropy update. Doug Spencer, representing DPC, responded that he will report on contributions at the January 2013 sub-committee meeting.

Rebecca Sutton, CFO, City of Orlando added that the purpose of reserving contingency is to identify the philanthropic obligations.

John McReynolds added that it is critical to monitor funds as the project moves forward to ensure it stays on track, because change orders can be very expensive.

through the City.

Don Engfer asked, if DPC goes over contingency, who bears the risk? Ms. Sutton replied that it depends on the source of the overage (DPC or City) and if there are design flaws. If there were some unexpected type of occurrence, there can be project related resources that could be made available.

Mr. Lee asked that DPC representatives be prepared to report fund-raising updates for the next quarterly meeting. He continued that FCB will kick off sub-committee meetings in January or February.

3. Sub-Committee Reports

Dr. Phillips Center (DPC): Laura Guitar, MCOC, Vice-Chairman, reported that DPC had two sub-committee meetings since the last quarterly meeting and one site tour. The budget is on track; MWBE is on track; the revised interior packages are being negotiated and the construction of the canopy is underway.

4. **New Business:**

Mr. Lee stated that MCOC needs to be prepared to give an annual report to City Council, with a :30 - :45 minute presentation, done in coordination with City staff, in February 2013. He encouraged as many members as possible be present.

The next quarterly MCOC meeting is scheduled for **Tuesday, March 12, 2013** at 10:00 a.m. in the **City Council Chambers** at City Hall.

DPC Sub-Committee meetings are scheduled for Friday, April 19, and May 17, 2013, at 3:00 p.m. on DPC job site.

Conclusion: The meeting was concluded at 10:42 a.m. by Gregory Lee, Chair.

Submitted by: Olabisi S. Cox

Olabisi S. Cox, Executive Assistant/City Liaison
Orlando Venues
City of Orlando

Gregory D. Lee, Chairman
Mayor's Citizens Oversight Committee

Date: 3-12-2013