

Downtown Redevelopment Authority

415 W 6th Street
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www.cityofvancouver.us

Board Members: President Richard Keller, Deborah Ewing, Christine Wamsley, Jack Onder, Marc Fazio, David Copenhaver

Staff: Lloyd Tyler, Brent Boger



DOWNTOWN REDEVELOPMENT AUTHORITY MINUTES THURSDAY, OCTOBER 20, 2016

REGULAR BOARD MEETING

CALL TO ORDER AND ROLL CALL OF DRA BOARD MEMBERS

The regular meeting of the Downtown Redevelopment Authority was called to order at 11:30 a.m. by Richard Keller in City Hall Council Chambers, 415 W 6th Street, Vancouver, Washington.

Present: David Copenhaver, Deborah Ewing, Christine Wamsley, Jack Onder, Marc Fazio, Richard Keller

Absent:

APPROVAL OF MINUTES

Motion made by Debi Ewing, seconded by Christine Wamsley and passed unanimously to approve the minutes for September 22, 2016.

FINANCIAL REPORT

Christine Smith, Accounting Manager, City of Vancouver, provided an overview of the DRA financial statements and related tax revenue for September 2016. Please see "Overview of Financial Statements" documents dated September 30, 2016.

APPROVAL OF CLAIMS

Smith provided an overview of the DRA Voucher Approval and noted no unusual claims for September 2016. Please see "Vancouver Downtown Redevelopment Authority Voucher Approval" document dated October 20, 2016.

Motion made by Christine Wamsley, seconded by David Copenhaver and passed unanimously to approve the claims submitted for September 2016 (\$1,451,195.76).

ASSET MANAGER'S REPORT

Tom Morone, Principal, CHMWarnick, provided an overview of the Asset Manager's Report for September 2016. Please see "Asset Manager's Report to the DRA Board for September 2016."

HOTEL MANAGER'S REPORT & ASSET MANAGER'S REPORT

Mike McLeod, General Manager, Hilton, presented an overview of the Hotel's performance for September regarding year-end revenue forecast, occupancy, sales goals, the market for the competitive set and RevPAR. For October they are expecting to hit about \$1.6 million, which is a little bit better than September, this is down about 1 percent to budget, but up 7 percent to prior

year. Occupancy is at 81 percent, down 7 percent to budget, but the average rate is up 3.8 percent. Food and Beverage is expected to be up 2.3 percent to budget, which is 9.5 percent to prior year. For the full year they are at about \$17 million, which is down 3.2 percent in occupancy of 75 percent, up 1.8 percent over prior year with the average rate forecasted to be up 7.5 percent. They have 25 percent more group rooms for 2017 than they did for 2016 with the average rate up as well. Vancouver is in the top 25 out of 273 Hilton Hotels.

CAPITAL REQUESTS

Network Switch and Firewall

Request approval to purchase a network switch and firewall that was not included in the previously approved OnQ Network Switch project; the estimated cost of this is \$6,309.45.

Room Service Cart

Request approval to purchase a room service cart; the estimated cost of this is \$1,183.18.

PPIC Computer Replacement

Request approval to purchase a computer to replace the PPIC computer in the Front Office, which failed; the estimated cost of this is \$4,952.80.

Sales Computer Refresh

Request approval to purchase eight workstations with monitors, five laptops with docking stations, two printers, and required cabling, fees, and support for sales and catering; the estimated cost of this is \$17,580.69.

Gray's Design Fees

Request approval to contract Siteworks for the design of the 2017 Gray's at the Park renovation; estimated cost of this is \$127,725.55.

Motion made by Christine Wamsley, seconded by David Copenhaver, and passed unanimously to approve the capital requests for Network Switch and Firewall; Room Service Cart; PPIC Computer Replacement; Sales Computer Refresh and Gray's Design Fees.

PUBIC TESTIMONY

Richard opened Public Testimony and, receiving no testimony, closed Public Testimony.

EXECUTIVE SESSION

Brent requested an Executive Session to discuss potential litigation.

Richard Keller adjourned the group for Executive Session at 12:05 p.m.

Board reconvened at 12:19 p.m. with no follow up action taken by the Board. Richard reported that at the last DRA meeting on September 22, 2016, he stated that the reimbursable expenses approved by the DRA Board that day did not include payment for any claims made pursuant to the July 23, 2016 letter of Kara Randall of Hilton to Lloyd Tyler.

The Board and Richard need to add and make clear that no payments for B&O taxes owed by Hilton for DRA reimbursable expenses are authorized by prior DRA action nor are they authorized by the approval of claims made today or in the future.

NEXT MEETING

There being no additional business, the meeting adjourned at 12:20 p.m.

The next regular meeting will be held November 17, 2016, at 11:30 a.m. at City Hall, Council Chambers.

Approved:

Richard Keller, President