

DOWNTOWN REDEVELOPMENT AUTHORITY MEETING MINUTES

Vancouver City Hall – Council Chambers – 415 W. 6th Street
PO Box 1995 – Vancouver, Washington 98668-1995

www.cityofvancouver.us

Marc Fazio • Debi Ewing • Brad Hutton • David Copenhaver • Jan Robertson • Kathleen Kee

REGULAR MEETING – 7.20.23

ITEM 1: CALL TO ORDER AND ROLL CALL

The July 20, 2023 meeting of the Downtown Redevelopment Authority was called to order at 11:02 am.

Present: Marc Fazio, Brad Hutton, Jan Robertson, Debi Ewing

Absent: Kathleen Kee, *David Copenhaver

Motion by Ewing, seconded by Fazio, to excuse Kathleen Kee for today's meeting. Approved.

*Copenhaver was excused at the end of the meeting: **Motion** by Ewing, seconded by Fazio. Approved.

ITEM 2: APPROVAL OF MINUTES - APPROVAL

Motion by Ewing, seconded by Fazio, and carried unanimously to approve the minutes from the April 20, 2023 meeting. Approved.

ITEM 3: CLAIMS AND ADMINISTRATIVE EXPENSES- APPROVAL

Item Summary – Ramras provided overview of Claims and Vouchers for in the amounts of **\$4,646,184.60** and **\$31,823.22**, respectfully.

Motion to approve Claims and Administrative expenses as presented by Ewing, seconded by Fazio. Approved.

ITEM 4: FINANCIALS – JUNE 2023 - UPDATE

Item Summary – Ramras provided overview of financials as presented in pages 13-19.

- Member Robertson asked for clarification on timing of the quarterly approvals, and Natasha confirmed that it isn't now, and will specify it in the future.

ITEM 5: CAPITAL EXPENSES - APPROVED

Item Summary – Ramras provided explanation of all Capital expenses as presented in the packet, beginning on page 20. This includes emergency replacement items as a ratification of approval, and remaining capital items as it relates to the remodel.

Motion to ratify Emergency Capital expenses as presented, by Hutton, seconded by Fazio. Approved.

Motion to approve Capital expenses as presented, by Ewing, seconded by Fazio. Approved.

ITEM 6A: OTHER BUSINESS – 2023 AUDIT STATUS- UPDATE

Item Summary - Ramras provided an update on the independent 2021-2022 audit by Hanford & Associates, Inc. as presented in the packet, starting on page 77.

ITEM 6B: OTHER BUSINESS – HILTON LOBBY REMODEL - UPDATE

Item Summary – Ramras provided an overview of the lobby remodel in combination with the capital expense explanations.

ITEM 7: ASSET MANAGER REPORT

Item Summary – Bob Hayward, CHM Warnick SVP, presented an update and overview of global, statewide, and local market information, as well as business updates for the Hilton Vancouver Washington, as provided in the CHM Asset Manager’s Report.

- Member Fazio asked about the impact of Ilani Casino hotel on Group business at the hotel. Bob replied that the business is not direct competition due it being a very niche market and not the same business needs as the Downtown Vancouver traveler/Group.

ITEM 8: HOTEL MANAGER REPORT

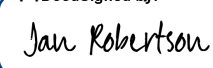
Item Summary – Hilton General Manager Mike McLeod provided hotel performance updates including current and forecasted revenue/expenses, ongoing staffing challenges, and overall improvement in customer satisfaction surveys due to the end of the construction and repair of air conditioner in fitness center. Board discussion regarding construction impact on guests and balancing work delays.

- Member Ewing asked about the circumstances and obstacles surrounding staffing issues and retention efforts. McLeod replied that it’s multi-factor and mostly due to turnover. Culinary positions continue to be a challenge in hospitality and in all industries.
- Member Fazio asked about patio business. McLeod replied that breakfast/brunch and weekend bar business is picking up, but lunch/dinner continues to be a challenge.

ITEM 9: EXECUTIVE SESSION – N/A

ADJOURNMENT - Meeting adjourned at 11:54 am.

Approved by:


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 Jan Robertson, President

Date:

10/20/2023



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