

MINUTES OF THE COUNCIL CONVENTION AND VISITOR FACILITIES
COMMITTEE OF THE METROPOLITAN SERVICE DISTRICT

Regular Meeting
July 10, 1990

Committee members present: Councilors David Knowles (Chair),
Roger Buchanan (Vice Chair), Gary
Hansen, Ruth McFarland and George
Van Bergen

Committee members absent: None

Chair Knowles called the meeting to order at 4:10 p.m.

1. Consideration of Minutes of June 26, 1990

Motion: Councilor McFarland moved approval of the minutes
of June 26, 1990.

Vote: Councilors Buchanan, Hansen, Knowles and McFarland
voted aye.

The motion carried unanimously.

The Chair noted he was moving item No. 6 to the beginning of the
agenda.

6. Sales, Marketing & Operations Status

Jeffrey Blosser, Convention Center Manager, gave the Committee an
update on sales, marketing and operations at the Convention
Center. He said there were currently ten people on the staff,
mostly management personnel. The Metro ERC has used the "first
opportunity" hiring throughout their process and have been
successful in hiring four of the present ten staff members in
that manner. Mr. Blosser expects to have most of the staff on
board, or notified of pending employment, by the third to fourth
week of July.

In terms of the sales and marketing effort, Mr. Blosser said the
International Square Dancers Convention has been booked for 1994,
bringing between 22,000 to 25,000 people to Portland. He said
the national booking was up to approximately 46 conventions,
which was a little ahead of projections. Convention Center
Marketing staff are working with POVA and have contracted with
them to do national marketing and advertising.

In response to Committee questions, Mr. Blosser said plans for
the grand opening were progressing satisfactorily. The trade
show is virtually sold out, with 632 booths planned.

2. Convention Center Construction Update

Glenn Taylor, Convention Center Construction Coordinator, presented the status report on the progress of construction at the Convention Center. He said work on the site was 97% complete and gave the Committee a summary of the construction progress/activity completion of the project.

Mr. Taylor then explained the discussion issues included in his report. He said these issues were related to the Certificate of Occupancy. In response to questions from the Committee on the tower structural testing and proposed mass dampers, Mr. Taylor said the complete cost of the dampers was not known at this time. He said \$40,000 estimated for design work was the only figure he had. Mr. Taylor summarized the results of the smoke testing, saying the required corrections were being made.

Chair Knowles requested discussion on responsibility for tower design problems be on the agenda for the next meeting.

3. Furniture, Fixture and Equipment Procurement & Move-In Status Report

Neil McFarlane, Project Operations Manager, gave the Committee a report on the status of the purchase of furniture, fixtures and equipment (FF&E) for the Convention Center. He said there remained about \$515,000 worth of equipment to purchase and he said current estimates show FF&E purchases will be approximately \$490,000 under budget. Staff anticipated moving furniture into the building the first half of August.

Because of the relationship between item no. 3 and item no. 5, Mr. McFarlane asked if he could continue on to item no. 5 at this time. The Chair concurred.

5. Project Budget Status Report

Mr. McFarlane summarized the overview of the project budget and told the Committee staff he estimated there were funds available to provide for any remaining requirements. He noted it was estimated there would be \$1.0 million remaining in contingency. Mr. McFarlane told the Committee that figure assumed all claims were paid at full value.

4. EXECUTIVE SESSION: Held under the Authority of ORS 192.660(1)(h) for the Purpose of Discussing Convention Center Pending Litigation

Chair Knowles convened the Executive Session at 4:50 p.m. In addition to the Committee, those present were: Neil Saling,

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Acting Finance and Administration Director; Neil McFarlane,
Project Operations Manager; Monica Little, Legal Counsel; and Dan
Cooper, General Counsel.

The Executive Session adjourned at 5:09 p.m.

There being no other business, the meeting was adjourned at 5:10
p.m.

Respectfully submitted,



Ann Brunson
Committee Clerk

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