

**SAN DIEGO CONVENTION CENTER CORPORATION  
BOARD OF DIRECTORS MEETING**

**TUESDAY, SEPTEMBER 28, 2021, NOON  
111 W. Harbor Drive, 2<sup>nd</sup> Floor, Executive Boardroom  
San Diego, California 92101**

**AGENDA**

Pursuant to Governor Newsom's Executive Orders N-29-20 and N-08-21, members of the San Diego Convention Center Corporation Board and staff may participate in public meetings via teleconference or video conference. In the interest of reducing the spread of COVID-19, in-person public participation is prohibited at this time. Board meetings are held live via teleconference at the number indicated at the top of the agenda. Members of the public may participate live in the Board meeting and submit comments on the teleconference line.

**Telephone number for members of the public  
to observe, listen, and address the meeting telephonically:  
1(888) 251-2909 – Access code is 6724115#**

1. **Call to Order** – Elvin Lai, Chair
2. **Non-Agenda Public Comments**

This portion of the agenda provides an opportunity for members of the public to address the Board on items of interest within the jurisdiction of the Board that are not on the posted agenda. Pursuant to the Brown Act, no discussion or action shall be taken by the Board on items not posted on the agenda.

3. **Board Committee Reports and Board Action Items**

**Consent Agenda:**

- A. **Approval of Minutes of Board Meeting of August 24, 2021**

**Action Item(s):**

- B. **Executive Committee (Elvin Lai)**

- (1) **Authorization to Approve a Resolution of the San Diego Convention Center Corporation, Inc. Authorizing all or Partial Remote Teleconference Meetings of all Legislative Bodies as Needed During the COVID-19 Local and State Emergency for the Period of September 28, 2021 through October 28, 2021 Pursuant to *Brown Act* Provisions**

**C. Budget Committee (Allan Farwell)**

**(1) Authorization to Ratify Contract for Emergency Generator Radiator Repairs**

4. **Chair's Report** (Elvin Lai)
5. **President's Report** (Rip Rippetoe)
6. **Board Comment** [Govt. Code § 54954.2(a)(2)]
7. **Closed Session**

**A. EMPLOYEE PERFORMANCE EVALUATION  
Government Code Section 54957  
Title: President & CEO**

**Adjournment**

This information is available in alternative formats upon request. To request an agenda in an alternative format, or to request a sign language, oral interpreter, an Assistive Listening Device ("ALD"), or other reasonable accommodation for the meeting, please call Pat Evans at (619) 525-5131 at least two working days prior to the meeting to ensure availability. **Audio copies of Board of Director meetings are available upon request. Please contact Pat Evans at (619)525-5131 or pat.evans@visitsandiego.com to request a copy.**

In compliance with Government Code section 54957.5, non-exempt written material that is distributed to the Board prior to the meeting will be available at the meeting or it may be viewed in advance of the meeting online at [visitsandiego.com](http://visitsandiego.com). Materials distributed to the board after the posting of this agenda also will be available. Please contact Pat Evans at (619)525-5131 or pat.evans@visitsandiego.com if you would like to receive a copy of any material related to an item on this agenda.

Action items on this agenda may be consolidated for voting purposes into a single vote of the Board, to the extent they are routine or otherwise do not require further deliberation. A Board member may comment on an action item before it is voted upon as part of the consolidated vote; however, if a Board member wishes to discuss an action item, that item will not be included in the consolidated vote. If a member of the public wishes to comment upon an action item, they should so advise the Board chair at or before the public comment portion of the meeting, in which case that item will not be included in any consolidated vote.

**Agenda Item 3.A**

**MINUTES\***  
**SAN DIEGO CONVENTION CENTER CORPORATION**  
**THE BOARD OF DIRECTORS**

**BOARD MEETING OF AUGUST 24, 2021**  
**Via Teleconference**

<b>BOARD MEMBERS PRESENT:</b>	Chair Elvin Lai and Directors Carol Kim, Carlos Cota, Jeff Gattas and Jaymie Bradford
<b>BOARD MEMBER(S) ABSENT:</b>	Directors Allan Farwell and Shawn VanDiver
<b>STAFF PRESENT:</b>	Rip Rippetoe, Mardeen Mattix, Andy Mikschl, Corey Albright and Pat Evans (Recorder)
<b>ALSO PRESENT:</b>	Jennifer Lyon, General Counsel, Julie Coker, SDTA President & CEO

\*Audio copies of Board of Director meetings are available upon request. Please contact Pat Evans at (619)525-5131 or [pat.evans@visitsandiego.com](mailto:pat.evans@visitsandiego.com) to request a copy.

**1. Call to Order**

Chair Elvin Lai called the Board Meeting to order at 12:03 p.m. in the Executive Boardroom of the San Diego Convention Center Corporation, 111 West Harbor Drive, San Diego, CA 92101. Chair Lai then called roll to determine which Directors were present on the teleconference:

Director Lai – Present  
Director Kim – Present  
Director Farwell – Absent  
Director Cota – Present  
Director Gattas – Present  
Director VanDiver – Absent  
Director Bradford – Present

All Directors were present except Directors Farwell and VanDiver. Chair Lai noted that all votes taken during this meeting would be recorded via roll-call vote.

**2. Non-Agenda Public Comment – None**

3. **Board Committee Reports and Board Action Items:**

**Consent Agenda:**

**A. Approval of Minutes of Board Meetings of June 22, 2021.**

**Directors Gattas and Kim moved and seconded, respectively, to approve the Consent Agenda set forth hereinabove.**

**Director Lai – Aye  
Director Kim – Aye  
Director Farwell – Absent  
Director Cota – Aye  
Director Gattas – Aye  
Director VanDiver – Absent  
Director Bradford – Aye**

**Vote: Unanimous**

**AYES: 5**

**NAYS: 0**

**ABSTENTIONS: 0**

**Action Item(s):**

**B. Executive Committee (Elvin Lai)**

**(1) Authorization to Approve the San Diego Convention Center Corporation Coronavirus Prevention Program**

Ms. Kurtenbach noted that during the Executive Committee meeting, Directors requested that language be added to the “Authority and Responsibility” paragraph of the Program that reflects the President & CEO of the Convention Center has the authority to amend the Coronavirus Prevention Program as needed.

**Directors Kim and Cota moved and seconded, respectively, to approve the San Diego Convention Center Corporation Coronavirus Prevention Program.**

**Director Lai – Aye  
Director Kim – Aye  
Director Farwell – Absent  
Director Cota – Aye  
Director Gattas – Aye  
Director VanDiver – Absent  
Director Bradford – Aye**

**Vote: Unanimous**

**AYES: 5**

**NAYS: 0**

**ABSTENTIONS: 0**

**(2) Authorization to Approve the San Diego Convention Center Corporation Injury and Illness Prevention Program**

Ms. Kurtenbach noted that during the Executive Committee meeting, Directors requested that language be added to the Program that reflects the President & CEO of the Convention Center has the authority to amend the Injury and Illness Prevention Program as needed.

**Directors Gattas and Cota moved and seconded, respectively, to approve the San Diego Convention Center Corporation Injury and Illness Prevention Program.**

**Director Lai – Aye  
Director Kim – Aye  
Director Farwell – Absent  
Director Cota – Aye  
Director Gattas – Aye  
Director VanDiver – Absent  
Director Bradford – Aye**

**Vote: Unanimous**

**AYES: 5                      NAYS: 0                      ABSTENTIONS: 0**

**C. Budget Committee (Allan Farwell)**

**(1) Authorization to Ratify Cleaning Services Contract**

**Directors Cota and Kim moved and seconded, respectively, to ratify the Cleaning Services Contract with Pegasus Cleaning Services for \$182,699. Federal Health and Human Services will reimburse \$161,156 of that sum to the Corporation related to the Emergency Intake Site contract requirements.**

**Director Lai – Aye  
Director Kim – Aye  
Director Farwell – Absent  
Director Cota – Aye  
Director Gattas – Aye  
Director VanDiver – Absent  
Director Bradford – Aye**

**Vote: Unanimous**

**AYES: 5                      NAYS: 0                      ABSTENTIONS: 0**

**(2) Authorization to Extend Term and Amend Telecom Services Contract**



**AYES: 5**

**NAYS: 0**

**ABSTENTIONS: 0**

**(5) Authorization to Ratify Emergency Boiler Repairs**

Directors Kim and Cota moved and seconded, respectively, to ratify the award of the contract for \$122,947 to R.F. McDonald Company for Emergency Boiler Repairs.

**Director Lai – Aye**

**Director Kim – Aye**

**Director Farwell – Absent**

**Director Cota – Aye**

**Director Gattas – Aye**

**Director VanDiver – Absent**

**Director Bradford – Aye**

**Vote: Unanimous**

**AYES: 5**

**NAYS: 0**

**ABSTENTIONS: 0**

**(6) Authorization to Approve Contract for Purchase of Copiers and Maintenance Agreement**

Chair Lai requested that the record reflect that the Corporation will realize \$15,000 in savings by awarding the copier purchase and maintenance contracts to new vendors.

Directors Cota and Kim moved and seconded, respectively, to approve the award of the contract for copier purchase to Canon for \$71,382.24 and the award of the maintenance agreement to South Coast Copy Systems.

**Director Lai – Aye**

**Director Kim – Aye**

**Director Farwell – Absent**

**Director Cota – Aye**

**Director Gattas – Aye**

**Director VanDiver – Absent**

**Director Bradford – Aye**

**Vote: Unanimous**

**AYES: 5**

**NAYS: 0**

**ABSTENTIONS: 0**

**4. Chair's Report (Chair Elvin Lai): Chair Lai reported:**

- Chair Lai is appointing an Ad Hoc Compensation Committee that will be comprised of Directors Lai, Kim and Bradford.
- Chair Lai is also appointing an Ad Hoc Committee to oversee San Diego Tourism Authority contract negotiations. That Committee will consist of Directors Lai, Gattas and Cota.

- The Board Dinner is scheduled for Friday, September 10, 2021 on the Center Terrace outside of Ballroom 20.
- The next Board meeting is scheduled for September 28, 2021 at Noon. Directors have the option of attending the meeting on site or via videoconference.

**5. President's Report (Rip Rippetoe) – Mr. Rippetoe reported:**

- Mr. Rippetoe provided an update regarding the discussions between Comic-Con, the Port and the Coastal Commission regarding the event permitting process. Mr. Rippetoe reported that the Coastal Commission approved the permit for the Comic-Con November event.
- The strategic planning process is ongoing. Staff is focusing on internal culture and client needs. Staff will provide a strategic planning update at the September Board meeting.
- Eighty percent of Convention Center staff have received COVID vaccinations.
- San Diego Business Journal recognized DeeAnne Snyder, Director of Event Services, as one of the “50 Women of Influence in San Diego.”
- Rita de la Fuente, Director of Government and Community Affairs, is leaving the Corporation.
- Mr. Rippetoe also discussed the timeline for potentially implementing staff vaccination mandates.

**6. Board Comment [Govt. Code § 54954.2(a)(2)] – Director Bradford announced that Lead San Diego, in conjunction with the San Diego Chamber, is awarding Mr. Rippetoe and the San Diego Convention Center its Regional Collaboration Award for all of the work the staff performed related to working with the homeless (Operation Shelter-to-Home) and working with the undocumented minors (Operation Artemis).**

**7. Closed Session:** The Board entered into closed session at 12:39 p.m. to discuss:

**A. EMPLOYEE PERFORMANCE EVALUATION**  
**Government Code Section 54957**  
**Title: President & CEO**

**B. CONFERENCE WITH LEGAL COUNSEL --- ANTICIPATED LITIGATION** Initiation of litigation pursuant to Government Code section 54956.9(d)(4) (5 cases)

The Board returned to open session at 1:12 p.m.

Reporting out of closed session, General Counsel Lyon stated that the Board discussed items “7A” and “7B” and direction was given but no reportable action was taken.

There being no further business, the meeting adjourned at 1:12 p.m.

I, Carlos Cota, Secretary of the Board of Directors of the San Diego Convention Center Corporation, Inc., do hereby certify that the foregoing is a true and correct copy of the minutes of the business transacted by the Board of Directors of the San Diego Convention Center Corporation, Inc., at a duly noticed meeting held on August 24, 2021 and that said minutes were approved by the Board of Directors on September 28, 2021.

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Carlos Cota, Secretary

DRAFT

**Agenda Item 3.B**

**SAN DIEGO CONVENTION CENTER CORPORATION  
M E M O R A N D U M**

**TO:** Board of Directors

**FROM:** Jennifer Lyon, General Counsel

**DATE:** For the Agenda of September 28, 2021

**RE:** A RESOLUTION OF THE SAN DIEGO CONVENTION CENTER CORPORATION, INC. AUTHORIZING ALL OR PARTIAL REMOTE TELECONFERENCE MEETINGS OF ALL LEGISLATIVE BODIES AS NEEDED DURING THE COVID-19 LOCAL AND STATE EMERGENCY FOR THE PERIOD OF SEPTEMBER 28, 2021 THROUGH OCTOBER 28, 2021 PURSUANT TO BROWN ACT PROVISIONS.

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**BACKGROUND**

On March 17, 2020 the Governor issued Executive Order N-29-20 related to the COVID-19 pandemic. Pursuant to his Executive Order certain requirements under the Ralph M. Brown Act ("Brown Act") that govern the procedure for public meetings were suspended allowing legislative bodies of agencies across the State to conduct meetings remotely. Executive Order N-29-20 is going to expire on September 30, 2021. On September 16, 2021, the Governor signed into law AB 361 which amends the Brown Act to allow continued flexibility for conducting public meetings. AB 361 will be effective on October 1, 2021.

**DISCUSSION**

AB 361 amended Government Code section 54953 of the Brown Act to allow virtual public meetings through January 1, 2024 in any of the following circumstances:

- The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.
- The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
- The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

These circumstances allow public agencies to hold entirely virtual and partially virtual public meetings during the current pandemic while California is in a proclaimed state of emergency. If a public meeting is held virtually under the new provisions of AB 361, the agenda must still be posted under the appropriate timelines: 72 hours in advance for a regular board meeting, and 24 hours in advance for a special meeting. The agenda must include the meeting link or dial-in, so that members of the public may access the meeting electronically. Also, the following are requirements under AB 361 for public comments during virtual meetings:

- Members of the public must be allowed to directly address the legislative body or board in real-time during the meeting.
- Legislative bodies or boards can no longer require public comments to only be submitted in writing in advance.
- When legislative bodies or boards use agenda items with timed public comment periods, they must allow those time limits to expire before closing public comment.
- When legislative bodies or boards take public comment separately on each agenda item, they must allow a reasonable amount of time per agenda item.
- In the event the meeting broadcast is disrupted, or if a technical issue on the agency's end disrupts public comment, the legislative body or board cannot take any further action on the agenda until the technical issue is resolved.

Most significantly, to continue to hold virtual meetings under AB 361 when a state of emergency remains active, the legislative body/board must make findings every 30 days that:

- The legislative body/board has reconsidered the circumstances of the state of emergency; and
- The state of emergency continues to directly impact the ability of the members to meet safely in person or state or local officials continue to impose or recommend measures to promote social distancing.

The attached Resolution includes the necessary findings to allow the Board, and all of its standing committees, to continue to meet all or partially in a virtual mode while this local and state emergency continues. The Resolution includes the fact that the State of California and the City of San Diego declared emergencies in March of 2020 and that those emergency declarations are still in effect.

Additionally, local conditions still require necessary precautions related to COVID-19 because state and/or local officials have imposed or recommended measures to promote social distancing, such as when there have been recent exposures to COVID-19 positive individuals or persons are experiencing any symptoms of illness. Also, having the legislative bodies of the San Diego

Convention Center Corporation conduct in-person meetings at this time would present imminent risks to the health and safety of attendees due to the small size of the Board meeting room, the unknown number of attendees, the potential need for booster shots, the contagious nature of the Delta variant and other COVID-19 variants, the unknown vaccination status of members of the public who might attend meetings, and the need for a specific number of directors to be present during a meeting to have a quorum for the conduct of business. This Resolution does not mandate that all public meetings be virtual public meetings; it merely lays the framework to allow for all virtual or partially virtual meetings during this pandemic.

Please note that these public meetings under the Brown Act are drastically different than the conventions that are held in the Center because the conventions are held in large areas of the Center and are not freely accessible to the public. The conventions are held under State requirements at this time which require proof of vaccine status or negative COVID-19 tests for attendance at the conventions. Those same requirements are not in place for members of the public who might attend a Board meeting. Additionally, a person can choose not to attend a convention if they are sick or have been exposed to a person with COVID-19. Directors are required to attend Board meetings because the Board needs a quorum to transact its business.

#### **STAFF RECOMMENDATION**

Staff recommends that the Board approve the attached Resolution.

Attachment:

1. Corporation Resolution

### Agenda Item 3.B

#### RESOLUTION NO. 2021-03

**A RESOLUTION OF THE SAN DIEGO CONVENTION CENTER CORPORATION, INC. AUTHORIZING ALL OR PARTIAL REMOTE TELECONFERENCE MEETINGS OF ALL LEGISLATIVE BODIES AS NEEDED DURING THE COVID-19 LOCAL AND STATE EMERGENCY FOR THE PERIOD OF SEPTEMBER 28, 2021 THROUGH OCTOBER 28, 2021 PURSUANT TO BROWN ACT PROVISIONS.**

**WHEREAS**, the San Diego Convention Center Corporation (“SDCCC”) is committed to preserving and nurturing public access and participation in meetings of SDCCC and its advisory bodies/standing committees;

**WHEREAS**, all meetings of SDCCC’s legislative bodies, as defined in the Ralph M. Brown Act (“Brown Act” Cal. Gov. Code 54950 – 54963), are open and public so that any member of the public may attend, participate, and observe the bodies conduct their business;

**WHEREAS**, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body and the public, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions;

**WHEREAS**, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558;

**WHEREAS**, it is further required that state and/or local officials have imposed or recommended measures to promote social distancing, and that the legislative body meeting in-person would present imminent risks to the health and safety of attendees;

**WHEREAS**, a state of emergency was proclaimed on March 4, 2020 by the Governor of the State of California as a result of the threat of COVID-19, and the City of San Diego proclaimed a local state of emergency related to COVID-19 on March 12, 2020 which has been continued regularly thereafter as required by law;

**WHEREAS**, orders from state and/or local officials recommend social distancing measures to prevent an imminent risk to health and safety as a result of COVID-19;

**WHEREAS**, as a consequence of the state and local emergency, the Board does hereby find that the legislative bodies of SDCCC, as defined in the Brown Act, may conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

**WHEREAS**, the agendas for all remote meetings of SDCCC’s legislative bodies shall identify and include an opportunity for all persons to attend via a call-in option or an internet-based service option and provide a method for real-time public comments as required by law.

### Agenda Item 3.B

**NOW, THEREFORE**, be it resolved by the Board of Directors of the San Diego Convention Center Corporation (the "Board") as follows:

1. Recitals. The recitals set forth above are true and correct and are incorporated into this Resolution as findings.
2. Acknowledgement of State of Emergency. The Board hereby acknowledges the Governor's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020, and the City of San Diego Mayor's Proclamation of State of Emergency, effective March 12, 2020 which has been continued regularly thereafter.
3. Social Distance Measures and Risks: The Board finds that state and/or local officials have imposed or recommended measures to promote social distancing to reduce exposure to COVID-19 and its transmission, such as when there have been recent exposures to COVID-19 positive individuals or persons are experiencing any symptoms of illness. In compliance with recommended or mandated state and/ or local social distancing measures, the Board further finds that having the legislative bodies of the San Diego Convention Center Corporation conduct in-person meetings at this time would present imminent risks to the health and safety of attendees due to the small size of the Board meeting room, the unknown number of attendees, the potential need for booster shots, the contagious nature of the Delta variant and other COVID-19 variants, the unknown vaccination status of members of the public who might attend meetings, and the need for a specific number of directors to be present during a meeting to have a quorum for the conduct of business.
4. Remote Teleconference Meetings. The President & CEO, or designee, and the legislative bodies of the San Diego Convention Center Corporation are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) as needed and other applicable provisions of the Brown Act.

**Agenda Item 3.B**

5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption. The Board may extend the terms of this Resolution as required by law every 30 days.

**PASSED, APPROVED and ADOPTED** this 28th day of September, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Elyin Lai, Chairperson

ATTEST:

\_\_\_\_\_  
Carlos Cota, Secretary of the Board

DRAFT



## Agenda Item 5

### SAN DIEGO CONVENTION CENTER CORPORATION MEMORANDUM

**TO:** Board of Directors  
**FROM:** Rip Rippetoe, President & CEO  
**DATE:** September 28, 2021  
**RE:** September 2021 President & Staff Report

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**Core Value:** Collaboration – Working together for the greater good.

**Executive:**

- Phase II installation of the digital signage project with Digital Conventions has begun.
- We, and Comic-Con, secured the Coastal permit for Comic-Con CDP.
- Strategic planning continues with renewed focus on culture and customers.

**Human Resources:**

- HR is planning the launch of a revised and updated “San Diego Spirit” program.
- HR is continuing to address recruiting challenges.
- We are actively recruiting for a Director of Government and Community Affairs.

**Finance/Accounting:**

- For the month ending August 31, 2021, Corporation is trailing budget by nearly \$500K. Removing Artemis revenue inflows from the equation and focusing exclusively on operational results, revenues total \$2.0M YTD, which is better than expected mainly due to the UA of Plumbing & Pipe Fitting Industry General Convention spending more in F&B and ancillaries than budgeted. Operating expenses total \$4.9M, which is better than budget, but exceeds revenues. The main areas of concern that are anticipated to exceed budget for the year are utilities and repair and maintenance costs. Personnel expenses have offsetting fluctuations with FT position vacancy rates higher than projected with PT hours exceeding budget to compensate for the vacancy rate of the FT open positions. There are 49 open positions actively in recruitment.

August 2021 ended with an unrestricted reserve balance of \$18M after making obligatory IBank payments. We continue to monitor reserves closely with the City while tracking attendance rates and industry outlooks for travel projections. It was announced this week that international travel restrictions would ease later this year, which should improve attendance of events in the second half of the year. We have seen a small number of shows

## Agenda Item 5

delay to later in the year due to COVID-Delta variant concerns, with a couple shows outright cancelling due to current uncertainty. Anticipated lost revenue compared to budget is approx. \$750K. There continues to be a strong demand for events to host in person meetings, but attendance is expected to remain between 25%-40% of pre-pandemic levels in the near term.

### **Strategic Plan focus work**

- Corey is working on an Economic Development Administration travel and tourism competitive grant. Projects identified for this submission is the combination of meeting room carpet, painting, and building wayfinding signage.
- Procurement is working with HR to open recruiting for a Director of Planning and Development in late September. Development of Major Maintenance and Capital Improvement Programs will commence after hiring and orientation.
- Accounting is working with HR to design and implement a vaccination and testing tracking process to meet public health requirements and follow City policy on vaccination protocol. Anticipated completion date to be within the next 30-45 days.
- Executive team is working with HR to develop a compensation strategy to implement immediate measures to retain and attract new talent in order to increase the labor pools to maintain expected service levels of clients.
- Staff is working diligently to analyze business model opportunities by focusing on balancing client demand with resources to support them.
- Staff is seeking further engagement with the competitor set study to seek clarity of funding sources and uses of funds within competitor market to understand the economic impact on their regions compared to San Diego.

### **Project Updates:**

- Staff confirmed with the building's fire marshal that the existing diesel fire pump project is not feasible as contracted without significant alterations to the scope of work. Staff is currently evaluating costs and benefits of continuing the project as a diesel fire pump or redesign of the project with an electric fire pump and infrastructure.

### **Finance significant areas of focus**

- Accounting is working with HR to actively recruit for an Accounting Manager and Accounts Payable person. The department is going through a reorganization following Kelly's retirement as Finance Director a few months ago. Accounting and Finance combined to one functional department with Anastasia Rollins promoted as the Director of Accounting & Finance.
- ERP project conversion is cutting over to testing phase within the next 30 days. Anticipated financial system conversion by November. Goal is to cut over Venue Ops in December/January.

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- Focus on converting Sales ERP to Simpleview is delayed until next fiscal year. Instead, staff is focusing efforts on streamlining information to share between SDTA and SDCCC in the interim to build informational reports and consistent data.
- PPP1 forgiveness application submitted and should be forgiven within the next 6 months.
- PPP2 forgiveness application process will open in late November. Anticipated submission date will be by end of March 2022.

### **IT Security and Hardening our Defenses**

- IT staff are working with key stakeholders in Operations to identify software needs related to work order management and staff scheduling to identify viable solutions to leverage better reporting, streamline data and track labor. Solutions identified will integrate into the ERP platform upgrades at a later phase.
- Implemented real time phishing testing/training program to build more awareness of scams to help increase network protection.
- Deployed upgraded malware/virus protection and threat hunting platform. Project is 90% completed and expected to be operational before December 2021.
- Deployed cloud data backup solution for OneDrive in August 2021.

### **Business Development:**

- We are coordinating Phase II of the digital signage project with Digital Conventions, Inc.; first component of phase II to be installed and available for clients by end of September, with additional displays to then be installed later in the Fall; new signage will provide increased incremental revenues for SDCC.
- We are working with an outside vendor on updates to the Restaurant/Concierge booth in the lobby, to provide a new brochure program to highlight and promote local restaurant community.

### **Sales:**

- Started discussions with Julie Coker regarding SDTA contract, which expires on June 30, 2022.
- Participating in interviews for SDTA Citywide Sales Manager position.
- Participated in search committee for new SDTA Sales leader, who will oversee Citywide Sales and start in new position next month.
- Partnering with SDTA on new advertising program to roll out later this year.
- Working with Certified Folder Display on new lobby rack brochure program, which will provide update brochures on local restaurants, attractions, etc.

## **Agenda Item 5**

- Working with Digital Convention on install of three new lobby displays (lobby D, F & G), which will be fully operational by first week of October.

### **Venue Operations:**

- Staffing plans are being developed for the large fall shows. Recall efforts have still not provided all the personnel needed. We will supplement with other work groups as needed.
- Emergency repairs for the radiator should be complete this week.
- Supply chain issues are affecting all purchases for Facilities and Engineering. We are looking at critical items and procuring them now, to alleviate any issues which could affect operational functions
- Boiler #1 re-tube for the Central Plant is complete.
- Boiler for East kitchen replacement is complete.
- Approximately 250 feet of worn out cast iron pipe has been replaced this month.

### **Public Safety**

- Staffing continue being developed for the large fall shows. Recall efforts have still not provided all the PT personnel needed. We will supplement with contract security in collaboration with the CBA as needed.

### **Centerplate:**

- Bobby Ramirez was promoted to District Manager by Centerplate.
- Centerplate has recalled additional staff and has been preparing for event F&B needs.

### **Marketing & Communications**

- Publicized event activity via social media, press relations, and our blog: [SDCC.link/summer-2021](https://sdcc.link/summer-2021)
- Communicated the state's updated event guidance through our website, FAQs, and client communications coordinated with SDTA
- President-CEO presented at the UPLIFT Step-up Celebration (9/14) and Downtown Real Estate Meeting (9/16)
- Participated in the Port's Operation Clean Sweep volunteer event
- Lit our Sails Pavilion for Hispanic Heritage Month, the anniversary of September 11, Suicide Prevention, and other community causes

### **Government Affairs and Community Outreach:**

- SDCCC was awarded the MTS ICommute Platinum Award.
- SDCCC has been notified that we are the recipient of this year's LEAD San Diego Ronald Kendrick Memorial Award for Regional Collaboration Visionary Award.