

**THE RHODE ISLAND CONVENTION CENTER AUTHORITY  
BOARD OF COMMISSIONERS  
OPERATIONS AND FACILITIES COMMITTEE MEETING**

**June 22, 2004**

**A meeting of the Operations and Facilities Committee of the Rhode Island Convention Center Authority Board of Commissioners was held on June 22, 2004 at the rise of the Finance Committee, pursuant to notice at the Rhode Island Convention Center Boardroom, One Sabin Street, Providence, Rhode Island.**

**Board members present were Committee Chairman Jerry Massa, Commissioners, Joseph Judge, Paul MacDonald, and David A. Duffy.**

**Also in attendance, Jim McCarvill and Theodore Przybyla RICCA; Mark Anderson and Harry Jones, Westin Providence; Debbie Tuton and Doreen Bolster, SMG/RICC and Bruce Leach, Legal Counsel.**

**Chairman Massa called the meeting to order at 3:30PM.**

**The committee was advised the next meeting was scheduled at the rise of the Finance Committee on July 27, 2004.**

**Chairman Massa noting the minutes of the previous meeting had been distributed entertained a motion to approve.**

**Upon a motion duly made by Mr. Judge and seconded by Mr. Duffy it was unanimously**

**VOTED: To approve the minutes as distributed.**

**Mr. Massa recognized Mark Anderson and asked him to brief the committee on hotel on-going projects. Mr. Anderson briefed the committee on a recently received proposal by a parking vendor to provide valet service to the hotel. Mr. Anderson indicated that the proposal would provide for the hiring of the current staff by the vendor and certain guaranteed fees to the Authority for the right to provide valet service to the Westin. Mr. Anderson noted the vendor is currently providing valet service to the Biltmore Hotel. The committee discussed the merits of retaining the current operations within the hotel vs. contracting for services through a third party vendor. Commissioner MacDonald voiced his strong opposition to the concept of third party outsourcing noting the long and productive relationship the current employees have had at the hotel. He noted his concern that outsourcing only complicates the management relationships and has the potential to undermine the success enjoyed to date. Hotel employees were present at the meeting and voiced their opposition to the proposal. Chairman Duffy noting the insufficient time and information available to fully evaluate this proposal asked that the Executive Director and staff to review the proposal and report back to the committee at its next meeting. The committee concurred with the Chairman's request and the matter was**

**deferred until the next meeting.**

**Mr. Anderson reported that the escalator project was proceeding on schedule and on budget. Mr. Jones was complimented for his efforts in coordinating the ongoing hotel projects.**

**Debbie Tuton, Director of Operations at the Convention Center, reported on the ongoing projects currently underway. She reported that the garage renovations were on schedule. Ms. Tuton commented that she was pleased with the contractor and the construction management support being provided by FST.**

**Ms. Tuton advised the committee that she had sought proposals for a parking consultant to review the garage operations and PARCS (Parking Access Revenue Control System) with the ultimate goal of advising the committee on the current state of garage operations and the preparation of an RFP for the upgrade of the current systems.**

**Ms. Tuton advised the committee that several bids were received, and Convention Center management recommends that the committee retain the services of Walker Parking Consultants of Boston for a fee not to exceed \$25,000. Ms. Tuton noted that Walker was the second lowest bidder, but had the greatest experience and could provide the committee with the most expertise.**

**Upon a motion duly made by Mr. Judge and seconded by Mr. Duffy it was unanimously**

**VOTED: To recommend to the Board that the Convention Center award the consulting contract to Walker Parking Consultants.**

**Ms. Tuton advised the committee that the Ballroom renovations were progressing on schedule. Bids have been prepared by E.W. Burman, the construction manager and reviewed by staff.**

**Mark Anderson was asked to resume his presentation. Mr. Anderson briefed the committee on the proposal to re-concept the Agora restaurant. Mr. Anderson noted the past performance and current needs of the hotel. The committee discussed the concept and recognized the need to address the Agora. Mr. Anderson advised the committee that total projected cost of the renovations would be \$1.4 million. Committee Chairman Massa asked Mr. Anderson if any other options should be considered. Mr. Anderson indicated that he had explored various scenarios and concluded that this presented the best opportunity for the Authority. Mr. Przybyla asked Mr. Anderson if the 4% Renewal and Replacement hotel accrual would be the source of these renovation funds. Mr. Anderson indicated that it would not. Mr. Przybyla cautioned the committee that the Authority's Renewal & Replacement fund was created to fund future capital repairs and replacement of current assets. He continued that the committee has expended considerable dollars in the past for renovations from the Renewal & Replacement Fund. Mr. Przybyla encouraged the committee to evaluate this and future requests with**

**an eye to their potential return on investment (ROI). He further noted that the Convention Center and Hotel will need substantial and costly repairs and maintenance as we approach their twentieth anniversary. Mechanical systems and exterior architectural maintenance will require significant dollars to complete. Authority Chairman Duffy asked that a summary of the Renewal & Replacement Reserve be prepared for the next meeting, with future cash flow projections included where available.**

**Hearing no further business, the Chairman Massa entertained a motion to adjourn.**

**Upon a motion duly made by Mr. Judge and seconded by Mr. Duffy, it was unanimously**

**VOTED: To adjourn at 4:35 p.m.**

**Approved**

**July 27, 2004**

**For information please contact James P. McCarvill, Executive Director at (401) 351-4295.**