

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

**WEDNESDAY, SEPTEMBER 28, 2022, NOON
111 W. Harbor Drive, 2nd Floor, Executive Boardroom
San Diego, California 92101**

AGENDA

Pursuant to Government Code section 54953(e)(1)(B), City of San Diego City Council Resolution R-2022-396, and San Diego Convention Center Corporation Resolution No. 2022-14 approved on September 23, 2022, members of the San Diego Convention Center Corporation Board and all of its legislative bodies 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 live on this 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 – Carol Kim, 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 Meetings of August 24, 2022 and “Special” Board Meeting of September 23, 2022

B. Approval of Revisions to SDCCC Conflict of Interest Code

Action Item(s):

C. Executive Committee (Carol Kim)

(1) Strategic Plan Update – Discussion Item

D. Budget Committee (Jeff Gattas)

(1) Authorization to Approve Meeting Room Carpet Installation Cost

(2) Authorization to Contract for Elevator Door Replacement

(3) Authorization to Contract for East Building Fire Door Project

E. Sales & Marketing Committee (Carlos Cota)

4. **President's Report** (Rip Rippetoe)
5. **Chair's Report** (Carol Kim)
6. **Board Comment** [Govt. Code § 54954.2(a)(2)]
7. **Urgent non-agenda items** (must meet the requirements of Government Code, Section 54954.2)

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. 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, 2022 Via Teleconference

BOARD MEMBERS PRESENT: Chair Carol Kim and Directors Carlos Cota, Shawn VanDiver, Jaymie Bradford, and Will Rodriguez-Kennedy
BOARD MEMBER(S) ABSENT: Directors Jeff Gattas and Elvin Lai

STAFF PRESENT: Rip Rippetoe, Mardeen Mattix, Corey Albright, Andy Mikschl and Pat Evans (Recorder)

ALSO PRESENT: 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 to request a copy.

1. Call to Order

Chair Carol Kim called the Board Meeting to order at 12:10 p.m. in the Executive Boardroom of the San Diego Convention Center Corporation, 111 West Harbor Drive, San Diego, CA 92101.

Chair Kim then called roll to determine which Directors were present on the teleconference:

Director Kim – Present
Director Cota – Present
Director Gattas – Absent
Director VanDiver - Present
Director Bradford – Present
Director Rodriguez-Kennedy – Present
Director Lai – Absent

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

2. Non-Agenda Public Comment – Chair Kim inquired if any member of the public wished to comment on any non-Agenda items. No members of the public responded to the request for comment.

3. Board Committee Reports and Board Action Items:

Consent Agenda:

Chair Kim inquired if any Director would like to pull a Consent Agenda item for discussion. Hearing no request to pull a Consent Agenda item, Chair Kim then inquired if any member of the public wished to comment on Agenda Items (3.A) or (3.B). No members of the public responded to the request for comment.

- A. Approval of Minutes of Board Meetings of June 22, 2022, July 15, 2022, and July 27, 2022**
- B. Approval of a Resolution (No. 2022-12) of the San Diego Convention Center Corporation, Inc. Extending the Authorization for all or Partial Remote Teleconference Meetings of all Legislative Bodies as Needed During the COVID-19 Local and State Emergency Pursuant to Brown Act Provisions**

Directors Rodriguez-Kennedy and Cota moved and seconded, respectively, to approve the Consent Agenda set forth hereinabove.

**Director Kim – Aye
Director Cota – Aye
Director Gattas – Absent
Director VanDiver – Aye
Director Bradford – Aye
Director Rodriguez-Kennedy – Aye
Director Lai – Absent**

Vote: Unanimous

AYES: 5 NAYS: 0 ABSTENTIONS: 0

Action Item(s):

- C. Executive Committee (Carol Kim)**

Chair Kim inquired if any member of the public wished to comment on Agenda Item (3.C.1). No members of the public responded to the request for comment.

- (1) Approval of Revised San Diego Convention Center Corporation Policy 505 re: Annual Performance Evaluation for President & Chief Executive Officer**

Directors Cota and Rodriguez-Kennedy moved and seconded, respectively, to Approve Revised San Diego Convention Center Corporation Policy 505 re: Annual Performance Evaluation for President & Chief Executive Officer.

**Director Kim – Aye
Director Cota – Aye
Director Gattas – Absent
Director VanDiver – Aye**

**Director Bradford – Aye
Director Rodriguez-Kennedy – Aye
Director Lai – Absent**

Vote: Unanimous

AYES: 5 NAYS: 0 ABSTENTIONS: 0

Chair Kim inquired if any member of the public wished to comment on Agenda Item (3.C.2). No members of the public responded to the request for comment.

(2) Approval of a Resolution (2022-13) of the San Diego Convention Center Corporation, Inc. Approving the Fourth Amendment to the Amended and Restated Employment Agreement

Directors Cota and Rodriguez-Kennedy moved and seconded, respectively, to Approve Resolution (2022-13) of the San Diego Convention Center Corporation, Inc. Approving the Fourth Amendment to the Amended and Restated Employment Agreement.

**Director Kim – Aye
Director Cota – Aye
Director Gattas – Absent
Director VanDiver – Aye
Director Bradford – Aye
Director Rodriguez-Kennedy – Aye
Director Lai – Absent**

Vote: Unanimous

AYES: 5 NAYS: 0 ABSTENTIONS: 0

D. Budget Committee (Jeff Gattas)

Chair Kim inquired if any member of the public wished to comment on Agenda Item (3.D.1). No members of the public responded to the request for comment.

(1) Authorization to Contract for Sewer Pump Replacement

Directors Cota and Rodriguez-Kennedy moved and seconded, respectively, to Authorize a Contract for Sewer Pump Replacement in a not-to-exceed amount of \$150,000.

**Director Kim – Aye
Director Cota – Aye
Director Gattas – Absent
Director VanDiver – Aye
Director Bradford – Aye
Director Rodriguez-Kennedy – Aye
Director Lai – Absent**

Vote: Unanimous

AYES: 5

NAYS: 0

ABSTENTIONS: 0

Chair Kim inquired if any member of the public wished to comment on Agenda Item (3.D.2). No members of the public responded to the request for comment.

(2) Authorization to Approve Meeting Room Trash Can Purchase

Directors Kim and Rodriguez-Kennedy moved and seconded, respectively, to Approve the Meeting Room Trash Can Purchase from Waxie for \$312,756.

Director Kim – Aye

Director Cota – Aye

Director Gattas – Absent

Director VanDiver – Aye

Director Bradford – Aye

Director Rodriguez-Kennedy – Aye

Director Lai – Absent

Vote: Unanimous

AYES: 5

NAYS: 0

ABSTENTIONS: 0

Chair Kim inquired if any member of the public wished to comment on Agenda Item (3.D.3). No members of the public responded to the request for comment.

(3) Authorization to Execute Operating Memorandum Agreement Related to SDCC Facility Use

Director Cota commented on the improved partnership between SDCC and the Symphony organizations which he attributed to the efforts of the SDCCC and Sodexo Live! teams.

Directors Cota and Rodriguez-Kennedy moved and seconded, respectively, to Authorize the President & CEO to Execute an Operating Memorandum Agreement with Sodexo Live! to permit the off-site use of Food Service Areas, Food Service Equipment, or Smallwares.

Director Kim – Aye

Director Cota – Aye

Director Gattas – Absent

Director VanDiver – Aye

Director Bradford – Aye

Director Rodriguez-Kennedy – Aye

Director Lai – Absent

Vote: Unanimous

AYES: 5

NAYS: 0

ABSTENTIONS: 0

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

- Mr. Rippetoe thanked the SDCC staff for their continued hard work despite the ongoing staffing shortages and he encouraged Board members to also express their support to the overworked team.
- Several customer site visits are scheduled for the coming months. The American Society of Hematology will return in December of 2023 and several other medical shows are predicting strong attendance. Planning preparations for the Twitch-Con event are going very well and that event expects up to 30,000 attendees. Twitch-Con has the potential to turn into another successful locally based event.
- San Diego has particularly good relationships with its long-time clients and staff is optimistic about the future of shows. San Diego has recovered more quickly and effectively from the COVID downturn than other centers in its competitive set.
- SDCCC has continued to grow its relationship with the S.D. Symphony and staff has been working with the Symphony to facilitate their communications with the Port, Ace Parking, and other entities.
- Hematology's lease issue with FAL regarding use of FAL space has during the Hematology event been resolved.

5. **Chair's Report (Carol Kim)**

- Comic-Con received positive feed-back regarding the event and the behind-the-scenes tours arranged by staff.
- The next Board meeting is scheduled for September 28, 2022, at Noon.
- Cal Travel announced that SDCCC has been awarded its "Advocate for the Homeless Award." Chair Kim described the criteria that led to SDCCC receiving the award.
- This year's Board Dinner will take place on Thursday November 10, 2022 at 5:30 p.m. Further details will be announced as the event details are finalized.

6. **Board Comment [Govt. Code § 54954.2(a) (2)]** – Director Cota noted that the CFO Report stated that at June month-end, the Center was \$11 million ahead of anticipated budget. Director Cota commended Ms. Mattix for her report but he also noted that part of the surplus was attributable to short staffing. Emphasis should continue on attaining full staffing levels because overworked staff is not sustainable. Mr. Rippetoe and Mr. Coker also commented on the improving business travel environment for national and international travel.

7. **Urgent non-agenda items** (must meet the requirements of Government Code, Section 54954.2): **None**

There being no further business, the meeting adjourned at 12:52 p.m.

I, Jeff Gattas, 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, 2022 and that said minutes were approved by the Board of Directors on September 28, 2022.

Jeff Gattas, Secretary

Agenda Item 3.A

MINUTES*

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

SPECIAL BOARD MEETING OF SEPTEMBER 23, 2022

BOARD MEMBERS PRESENT: Chair Carol Kim and Directors Carlos Cota, Shawn VanDiver and Jaymie Bradford

BOARD MEMBER(S) ABSENT: Directors Jeff Gattas, Will Rodriguez-Kennedy and Elvin Lai

STAFF PRESENT: Rip Rippetoe and Pat Evans (Recorder)

ALSO PRESENT:

*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.

1. Call to Order

Chair Carol Kim called the Board Meeting to order at 10:07 a.m. in the Executive Boardroom of the San Diego Convention Center Corporation, 111 West Harbor Drive, San Diego, CA 92101. Chair Kim then called roll to determine which Directors were present on the teleconference:

Director Kim – Present
Director Cota – Present
Director Gattas – Absent
Director VanDiver – Present
Director Bradford – Present
Director Rodriguez-Kennedy - Absent
Director Lai - Absent

All Directors were recorded as present except Director Gattas, Director Rodriguez-Kennedy and Director Lai. Chair Kim noted that all votes taken during this meeting would be recorded via roll call vote.

2. Non-Agenda Public Comments: – Chair Kim inquired if any member of the public wished to comment on any non-Agenda item. No members of the public responded to the request for comment.

3. Board Committee Reports and Action Items:

Chair Kim inquired if any member of the public wished to comment on Agenda Item 3.A. No members of the public responded to the request for comment.

Consent Agenda:

A. A Resolution (2022-14) of the San Diego Convention Center Corporation, Inc. Extending the Authorization for all or Partial Remote Teleconference Meetings of all Legislative Bodies as Needed During the COVID-19 Local and State Emergency Through October 23, 2022 Pursuant to *Brown Act* Provisions.

Directors Cota and Bradford moved and seconded, respectively, to approve the Resolution set forth hereinabove.

**Director Kim – Aye
Director Cota – Aye
Director Gattas – Absent
Director VanDiver – Aye
Director Bradford – Aye
Director Rodriguez-Kennedy - Absent
Director Lai - Absent**

Vote: Unanimous

AYES: 4 NAYS: 0 ABSTENTIONS: 0

4. Board Comment [Govt. Code § 54954.2(a)(2)] – None

There being no further business, the meeting adjourned at 10:10 a.m.

CERTIFICATION

I, Jeff Gattas, 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 September 23, 2022, and that said minutes were approved by the Board of Directors on September 28, 2022.

Jeff Gattas, Secretary

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, 2022

RE: Biennial Amendment of the Conflict of Interest Code

BACKGROUND

Pursuant to the Political Reform Act of 1974, a biennial review of the Corporation's Conflict of Interest Code must be conducted and, if required, the code must be amended. Corporation Staff conducted the review and determined that while all of the substantive terms in the Code are accurate and need not be changed, updates are required to reflect Staff restructuring and the addition of a few positions to the Code. A draft of the amended Code has been prepared (Attachment "1"), and the revised Appendices have been circulated for comment in anticipation of adoption at the September 28, 2022 meeting of the Board of Directors.

DISCUSSION

The proposed Amended Conflict of Interest Code reflects the following changes on Appendix "A":

- The following positions were added to the Code: General Counsel, Executive Director Financial Planning Reporting & Analysis, and Director of Planning and Procurement.
- The title of "Executive Director, Human Resources" has been changed to "Executive Director, People & Culture."
- The title of "Director of Building Operations" has been changed to "Director of Venue Operations."
- The title of "Procurement & Contracts Manager" has been changed to "Procurement Manager."

If the Board approves it, the amended Code will be forwarded to the City Clerk and docketed for Council action. The Amended San Diego Convention Center Conflict of

Board of Directors
Re: Agenda Item 3.B
Page 2 of 2
September 28, 2022

Interest Code will become effective after the City Council approves it, and its provisions will apply to the 2022 Form 700 statements which must be filed by April, 2023.

RECOMMENDATION

Approve the Amended Conflict of Interest Code.

_____/s/
Jennifer Lyon
General Counsel

Attachment

1. Amended Conflict Code

Agenda Item 3.B

**CONFLICT OF INTEREST CODE
OF
SAN DIEGO CONVENTION CENTER CORPORATION, INC.**
as amended ~~August 4, 2020~~ September 28, 2022

1. **Standard Code of FPPC** The Political Reform Act of 1974 (Government Code section 81000, et seq.) requires each state and local government agency to adopt and promulgate a conflict of interest code. San Diego Convention Center Corporation, Inc. has heretofore adopted such a code. This code applies to the San Diego Convention Center Corporation, Inc. The Fair Political Practices Commission (FPPC) has promulgated a regulation (2 Cal. Code of Reg. § 18730) which contains the terms of a standard conflict of interest code and can be incorporated by reference as an agency's code. After public notice and hearing the standard code may be amended by the FPPC to conform to amendments in the Political Reform Act.

2. **Adoption of Standard Code of FPPC** The terms of Title 2, California Code of Regulations, Section 18730 and any future amendments thereto duly adopted by the FPPC are hereby incorporated by reference. This regulation and the Appendices attached hereto designating officials and employees and establishing disclosure categories shall constitute the Conflict of Interest Code of San Diego Convention Center Corporation, Inc. This code shall take effect when approved by the City of San Diego and shall thereupon supersede all prior codes adopted by San Diego Convention Center Corporation, Inc.

3. **Filing of Statements of Economic Interests**

Pursuant to Section 4 of the standard code, persons holding the positions designated in **Appendix A**, attached hereto, shall file statements of economic interests with the Clerk of the City of San Diego, which will make the statements available for public inspection and reproduction (Government Code section 81008). The statements of economic interests must disclose investments and business positions, income and gifts, and interests in real property in accordance with the filer's disclosure category (set forth in Appendix A) and the disclosure requirements listed in **Appendix B**, attached hereto. Members of the Board of Directors shall be responsible for filing their statements with the City Clerk but may also provide the statements to the Office of the President & CEO (Executive Offices), who will make and retain copies and forward the originals to the City Clerk if provided with the statements in advance of the filing deadline. Employees and consultants shall file their statements with the corporation's Executive Offices, who shall make and retain copies and forward the originals of these statements to the City Clerk.

Adopted by the Board of Directors of San Diego Convention Center Corporation, Inc. on ~~August 4, 2020~~ September 28, 2022.

~~Allan Farwell~~ Jeff Gattas
Secretary

Agenda Item 3.B

CERTIFICATION

The foregoing revision to the Conflict of Interest Code was prepared by San Diego Convention Center Corporation, Inc. after a fair opportunity was offered to all employees and officials designated herein, and the public, to present their views.

Dated:

Clifford Rippetoe
President and Chief Executive Officer

Agenda Item 3.B

APPENDIX A Jurisdiction, Designated Positions and Disclosure Categories

Jurisdiction

The jurisdiction applicable to those persons required to file Statements of Economic Interest pursuant to this Conflict of Interest Code is as follows:

- For directors, employees and consultants of the San Diego Convention Center Corporation the jurisdiction is the San Diego Convention Center

Designated Positions/Disclosure Categories

The following designated positions are required to disclose economic interests according to the categories assigned.

<i>Position</i>	<i>Disclosure Category</i>
Officer or Member of Board of Directors	Category 1
President and Chief Executive Officer	Category 1
Chief Operating Officer	Category 1
Chief Financial Officer	Category 1
General Counsel	Category 1
Executive Director Financial Planning Reporting & Analysis	Category 1
Chief Sales & Revenue Officer	Category 1
Executive Director, Human Resources—People & Culture	Category 2
Director, Building Operations Director of Venue Operations	Category 2
Director of Planning and Procurement	Category 2
Procurement and Contracts Manager	Category 3
Procurement Administrator	Category 3
Defined Contribution Committee Members	Category 2
Consultants	Category 4

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Agenda Item 3.B

APPENDIX B **Disclosure Categories**

Category 1: You must disclose:

- Investments and business positions in business entities (1) doing business with the San Diego Convention Center Corporation; (2) providing any type of goods and services to the Convention Center; or (3) that use the Convention Center.
- Income and gifts from any source doing business with the San Diego Convention Center Corporation or who is a party to a contract with the San Diego Convention Center Corporation.
- Interest in real property located within a two mile radius of the San Diego Convention Center and any other real property owned, used or operated by the San Diego Convention Center Corporation.

Category 2: You must disclose:

- Investments and business positions in any entity (1) doing business with the San Diego Convention Center Corporation; (2) providing any type of goods and services to the Convention Center; or (3) any other business that uses the Convention Center. For purposes of Defined Contribution Committee Members, disclosure is limited to entities providing goods or services supplied by any actuarial, accounting, banking, financial, investment, or consulting firm.
- Income and gifts from any source doing business with the San Diego Convention Center Corporation or who is a party to a contract with the San Diego Convention Center Corporation.

Category 3: You must disclose

- Investments and business positions in any firm that supplies goods or services to the San Diego Convention Center Corporation.
- Income and gifts from any person or business entity that supplies goods or services to the San Diego Convention Center Corporation.

Category 4: Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation: The President may determine in writing that a particular consultant, although a "designated filer, is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The President's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

Agenda Item 3.B

CONFLICT OF INTEREST CODE OF SAN DIEGO CONVENTION CENTER CORPORATION, INC. as amended September 28, 2022

1. **Standard Code of FPPC** The Political Reform Act of 1974 (Government Code section 81000, et seq.) requires each state and local government agency to adopt and promulgate a conflict of interest code. San Diego Convention Center Corporation, Inc. has heretofore adopted such a code. This code applies to the San Diego Convention Center Corporation, Inc. The Fair Political Practices Commission (FPPC) has promulgated a regulation (2 Cal. Code of Reg. § 18730) which contains the terms of a standard conflict of interest code and can be incorporated by reference as an agency's code. After public notice and hearing the standard code may be amended by the FPPC to conform to amendments in the Political Reform Act.

2. **Adoption of Standard Code of FPPC** The terms of Title 2, California Code of Regulations, Section 18730 and any future amendments thereto duly adopted by the FPPC are hereby incorporated by reference. This regulation and the Appendices attached hereto designating officials and employees and establishing disclosure categories shall constitute the Conflict of Interest Code of San Diego Convention Center Corporation, Inc. This code shall take effect when approved by the City of San Diego and shall thereupon supersede all prior codes adopted by San Diego Convention Center Corporation, Inc.

3. **Filing of Statements of Economic Interests**

Pursuant to Section 4 of the standard code, persons holding the positions designated in **Appendix A**, attached hereto, shall file statements of economic interests with the Clerk of the City of San Diego, which will make the statements available for public inspection and reproduction (Government Code section 81008). The statements of economic interests must disclose investments and business positions, income and gifts, and interests in real property in accordance with the filer's disclosure category (set forth in Appendix A) and the disclosure requirements listed in **Appendix B**, attached hereto. Members of the Board of Directors shall be responsible for filing their statements with the City Clerk but may also provide the statements to the Office of the President & CEO (Executive Offices), who will make and retain copies and forward the originals to the City Clerk if provided with the statements in advance of the filing deadline. Employees and consultants shall file their statements with the corporation's Executive Offices, who shall make and retain copies and forward the originals of these statements to the City Clerk.

Adopted by the Board of Directors of San Diego Convention Center Corporation, Inc. on September 28, 2022.

Jeff Gattas, Secretary

Agenda Item 3.B

CERTIFICATION

The foregoing revision to the Conflict of Interest Code was prepared by San Diego Convention Center Corporation, Inc. after a fair opportunity was offered to all employees and officials designated herein, and the public, to present their views.

Dated:

Clifford Rippetoe

President and Chief Executive Officer

Agenda Item 3.B

APPENDIX A Jurisdiction, Designated Positions and Disclosure Categories

Jurisdiction

The jurisdiction applicable to those persons required to file Statements of Economic Interest pursuant to this Conflict of Interest Code is as follows:

- For directors, employees and consultants of the San Diego Convention Center Corporation the jurisdiction is the San Diego Convention Center

Designated Positions/Disclosure Categories

The following designated positions are required to disclose economic interests according to the categories assigned.

<i>Position</i>	<i>Disclosure Category</i>
Officer or Member of Board of Directors	Category 1
President and Chief Executive Officer	Category 1
Chief Operating Officer	Category 1
Chief Financial Officer	Category 1
General Counsel	Category 1
Executive Director Financial Planning Reporting & Analysis	Category 1
Chief Sales & Revenue Officer	Category 1
Executive Director, People & Culture	Category 2
Director of Venue Operations	Category 2
Director of Planning and Procurement	Category 2
Procurement Manager	Category 3
Procurement Administrator	Category 3
Defined Contribution Committee Members	Category 2
Consultants	Category 4

Agenda Item 3.B

APPENDIX B **Disclosure Categories**

Category 1: You must disclose:

- Investments and business positions in business entities (1) doing business with the San Diego Convention Center Corporation; (2) providing any type of goods and services to the Convention Center; or (3) that use the Convention Center.
- Income and gifts from any source doing business with the San Diego Convention Center Corporation or who is a party to a contract with the San Diego Convention Center Corporation.
- Interest in real property located within a two mile radius of the San Diego Convention Center and any other real property owned, used or operated by the San Diego Convention Center Corporation.

Category 2: You must disclose:

- Investments and business positions in any entity (1) doing business with the San Diego Convention Center Corporation; (2) providing any type of goods and services to the Convention Center; or (3) any other business that uses the Convention Center. For purposes of Defined Contribution Committee Members, disclosure is limited to entities providing goods or services supplied by any actuarial, accounting, banking, financial, investment, or consulting firm.
- Income and gifts from any source doing business with the San Diego Convention Center Corporation or who is a party to a contract with the San Diego Convention Center Corporation.

Category 3: You must disclose

- Investments and business positions in any firm that supplies goods or services to the San Diego Convention Center Corporation.
- Income and gifts from any person or business entity that supplies goods or services to the San Diego Convention Center Corporation.

Category 4: Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation: The President may determine in writing that a particular consultant, although a "designated filer, is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The President's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.



<p>Purpose</p> <p>The San Diego Convention Center is the region's premier gathering place, hosting conventions, trade shows and community events that economically benefit the city of San Diego and advance our convention and tourism industry.</p>	<p>Promise</p> <p>We provide clients and guests with outstanding service, consistently exceeding expectations, so that they want to come back, over and over again, to invest in San Diego.</p>	<p>Values</p> <p>Integrity: Do what you say you will do, big and small. Service: If we are not serving our client, serve someone who is. Collaboration: Work together for the greater good—over communicate. Courage: We work together toward our goals, despite the presence of risk, uncertainty or fear. Accountability: Anyone inside or outside of the organization can ask “why?”. If we don’t have a good answer, we change the decision.</p>	<p>Reputation</p> <p>S Service D Diversity C Community C Collaboration</p>	<p>Position</p> <p>Located in a top 10 destination, our convention center is #22 in size with an industry-leading team and reputation.</p>
<p>Our diverse team of dedicated and experienced industry professionals deliver unparalleled service to our clients and attendees. We are proactive hosts and ambassadors for the San Diego community.</p>				
<p>Imperatives: FY23 & FY24</p> <ol style="list-style-type: none"> 1. Grow and Nurture Culture 2. Develop a Facility Maintenance and Improvement Program (CIP, Operating Capital, and Major Maintenance) 3. Refine Business Model to Ensure Financial Viability 4. Engage the Community 				

Progress: Grow and Nurture Culture

The updated KPI grid for this imperative (below) is based on an analysis conducted by our new Executive Director of People and Culture, Michael Milligan. In order to address the organization's most urgent needs, the following KPIs originally included in this plan have been postponed:

Employee orientation program updated and in use.
Core competencies defined for all positions and review process established.

The next page provides an overview of immediate needs and planned areas of focus through 2025.

KPI	Department(s) Tracking	Goal	Status
1.1 Core six People and Culture (HR) positions filled.	People and Culture (HR)	By 12/22	On track. 5 of 9 positions on staff. In progress of hiring Manager, Benefits; Safety/Risk Manager; and Talent Acquisition Partner. HRIS position hired in September.
1.2 Reduce time to hire from 99 days to 84 days (15%).	People and Culture (HR)	By 6/23	Updated KPI based on research and analysis. Searching for Talent Acquisition Partner. See next page for details.
1.3 Reduce turnover by tenure within first 3 months of hire from 55% to 40%.	People and Culture (HR)	By 6/23	In progress.

Progress: Grow and Nurture Culture (continued)

Summary: Michael Milligan, the new Executive Director of People and Culture, spent the first 75 days on the job assessing his department and the organization. Part of his assessment consisted of collecting metrics, meeting with leaders, talking with brokers, reading documents, and attending meetings with all levels of employees. While a national Human Resources benchmark is 62 days, the time to hire metric for the first half of 2022 for SDCC is 99 days. The annualized turnover for the same time period for SDCC is 36%. Particularly concerning is that 55% of new hires left within 30 days of their start date.

Other noteworthy findings include:

- the need for leaders to increase their "people skills"
- staff want clarity on the strategic roadmap of the organization
- staff want communication to improve and a better understanding on the mission of the organization

Since the high time to fill and turnover rate metrics are putting a huge strain on several departments, it is recommended that the following initiatives, starting with the way SDCC attracts and onboards talent, occur as outlined below:

Area of Focus	Time Period
HR Infrastructure (hire team, etc.)	Q4:2022
Talent Acquisition	Q1:2023
Onboarding	Q2:2023
Safety	Q3:2023
Performance Management	Q1:2024
Succession Planning	Q2:2024
Employee Relations/Engagement	Q3:2024
Learning & Development	Q1:2025
Benefits & Leaves of Absence	Q2:2025
Compensation	Q3:2025
Wellness	Q4:2025

Progress: Develop a Facility Maintenance and Improvement Program

KPI	Department(s) Tracking	Goal	Status
2.1 Facilities Engineer hired.	COO	By 9/22	On hold due to shortage of Talent Acquisition Partner to source candidates.
2.2 Meeting held with City regarding long-range capital investment strategy.	Executive Team	By 10/22	On track
2.3 Long-range capital and major maintenance project plan created.	COO	By 12/22	In progress
2.4 Comprehensive facility and asset management programs created.	COO	By 3/23	In progress
2.5 CMMS refined to ensure all periodic inspection and maintenance work orders are configured on the appropriate recurring basis according to code.	COO	By 6/23	CMMS system upgraded to cloud version. Additional assets/inventory to be uploaded.

Summary:

Capital & Major Maintenance:

- Anticipate meeting with the City in the coming months to provide an update and begin discussions aimed at developing a long-range funding strategy for building projects.
- Currently drafting the combined capital and major maintenance plan outlining future projects together with preventative maintenance efforts required to maintain and repair building assets.

Preventative Maintenance:

- Facilities Engineer position recruitment on hold; will resume recruitment at a future date.
- Facility Condition Assessment report has been completed by consultant. Staff has been reviewing recommendations to address assets and create an asset management program.
- Converted our computerized maintenance management system (CMMS) system to a cloud-based system to allow for mobile work orders. Staff continues to input assets for tracking purposes.

Progress: Refine Business Model to Ensure Financial Viability

KPI	Department(s) Tracking	Goal	Status
3.1 New ESP scoring system in use when evaluating all SDTA booking opportunities.	Sales	By 10/22	SDTA implemented ESP review meetings as of 9/20; all future booking opportunities now reviewed with input from SDTA, SDCC, and HQ hotel partners to ensure optimal business is pursued for all stakeholders.
3.2 Updated criteria in use for all short-term booking opportunities.	Sales	By 10/22	Still in review; parameters to be introduced by 10/22.
3.3 Comprehensive tiered pricing structure and updated negotiating parameters implemented.	Sales/Finance	By 1/23	Complimentary meeting room policy has been implemented; additional parameters regarding tiered pricing to be introduced in the coming months.
3.4 Increase in ancillary revenues for billable labor services by 6/23.	Sales/Finance	>25%	TBD

Summary: Forecast FY23 and FY24 building occupancy and revenue projections have reached nearly an optimal mix of business, with revenue streams maximized for the labor force demands, pushing future net operating results higher. Huge wins on the booking strategy focus of corporate business and filling gaps within 5 years as opposed to primarily focusing on high room nights far into the future, with TOT remaining strong and in-house groups bringing a nice mix of business for the hotels in conjunction with our large group efforts. With little inventory remaining to sell, workforce shortages, and maintenance demands, staff recommends pulling back on short-term sales efforts for the next 14 months to focus on maintenance of the building while developing tools to enhance future booking strategies. Although our short-term booking activity has historically helped the hotels book short-term incremental room nights, the current demand for in-house group business, both large and small, makes the hotels less reliant on convention center bookings to fill their remaining short-term inventory. As a result, our inability to partner with them on these opportunities will not significantly impact booking activity, nor will it limit TOT revenues for the City.

Next steps (strategy): Maximizing labor workforce to support event operations (analyzing the composition of service departments). Incorporating more traditional labor services (e.g., security, aisle cleaning) as part of the increased rent to reduce incremental billing. Adopting stricter policies on late planning and event changes that drive labor-intensive services. Consider rebooking policy changes and developing opportunity funds to drive further incentive-based marketing efforts.

Progress: Engage the Community

KPI	Department(s) Tracking	Goal	Status
4.1 Year-over-year social media engagement growth.	Communications	>10%	Goal exceeded.
4.2 Number of major media stories per year with positive coverage of SDCC.	Communications	>25	On track; more than 20 major positive media stories published.
4.3 Presentations or panel discussions with SDCC participation.	Communications	>12	On track; 3 presentations made.
4.4 Collaborative community activities with SDCC participation.	Communications	>12	On track; 2 community activities held with SDCC participation.
4.5 Percentage of Leadership staff participating in community organizations or taking a leadership role in a volunteer activity.	Communications	>75%	On track; currently 50% of Leadership reported community involvement.

Summary: The return of Comic-Con in July brought international media attention and robust social media engagement. Together with Comic-Con and our partners at Sodexo Live!, we promoted food and beverage highlights—including craft chocolate bars and an innovative burrito delivery robot—and shared the economic impact of Comic-Con and other large-scale summer events. Our social media engagement rate was up more than 300% for July-August 2022 compared to the preceding two months, and up more than 1,000% when compared to July-August 2021.

For the first time, we partnered with the San Diego Tourism Authority, San Diego Zoo, and San Diego County Lodging Association to create a vibrant "Team Tourism" to march in the San Diego Pride Parade. During this quarter, our team also presented to industry and downtown associations, such as Women In Tourism and Hospitality (W.I.T.H.); hosted successful public events such as Art San Diego and Fully Charged LIVE, an electric vehicle show; and began assessing current involvement of our Leadership Team in community/volunteer initiatives.

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

/s/

 Jeff Gattas,
 Budget Committee Chair

Agenda Item 3.D.2

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

TO: Board of Directors

FROM: Jeff Gattas, Budget Committee Chair

DATE: For the Agenda of September 28, 2022

RE: Authorization to Contract for Elevator Door Replacement

BACKGROUND

In 2016, Staff contracted with KONE Inc. for the modernization of service, freight, and passenger elevators throughout the facility. Freight elevators N and O are the primary freight elevators for the west building behind hall C and are essential to efficient event move-ins and move-outs. As part of this contract, freight elevators N and O were modernized in 2018 for all major components other than the elevator doors.

DISCUSSION

Freight elevator N and O doors are beyond their useful life and can no longer be serviced for reliable use. The condition has resulted in the elevator doors failing and these essential freight elevators being taken offline at unplanned times, including during recent move-in and move-out periods severely degrading the process. Staff budgeted for the replacement of these doors for \$192,700 in the FY 23 operating capital budget.

Staff received an estimate from KONE Inc. for \$192,257.17 and recommends proceeding with a project budget of \$200,000.

STAFF RECOMMENDATION

Approve authorization to contract with KONE Inc. for elevator door replacement with a project budget of \$200,000.

_____/s/
Jeff Gattas,
Budget Committee Chair

Agenda Item 3.D.3

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

TO: Board of Directors

FROM: Jeff Gattas, Budget Committee Chair

DATE: For the Agenda of September 28, 2022

RE: Authorization to Contract for East Building Fire Door Project

BACKGROUND

In November 2021, Corporation Staff met with San Diego Fire-Rescue Department staff to discuss the ongoing failure of our automatic-closing fire door assemblies in the east building upper level for the meeting rooms. The current configuration is comprised of two main functions. The first function is the standard door closing mechanism itself, which is mechanically operable with no issues. The second function is to hold doors open for meeting rooms and when a fire alarm sensor triggers, it releases the door automatically as required by building code for fire containment. The door holder and automatic release function have physically failed in approximately 50% of the upper-level meeting doors in the east building.

DISCUSSION

Staff continued to collaborate with the San Diego Fire-Rescue Department and Sygnal Systems, our fire life safety system contractor. Through these collaborative efforts, a viable solution was agreed upon to remove the automatic door holding and closing function and convert the existing hardware to be a simple door closer. Sygnal Systems will install magnetic door holders, similar to what is used on the west side of the building, and additional smoke detectors for the magnetic holder locations.

While this project is not budgeted, it is a building code requirement we must adhere to for life safety. Staff is recommending proceeding with contracting to Sygnal Systems for \$196,000 with an additional \$15,000 contingency for unforeseen conditions, totaling a project budget of \$211,000.

STAFF RECOMMENDATION

Approve authorization to contract with Sygnal Systems with a project budget of \$211,000.

/s/
Jeff Gattas,
Budget Committee Chair



CONTACT: Andy Mikschl, *Executive Vice President, Sales, San Diego Convention Center*
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 619.525.5282

SHORT TERM BOOKING ACTIVITY

Conventions, Corporate Events, Consumer Shows, Community Events, & Local Meetings

DEFINITE		FY23 AUGUST 22	FY22 AUGUST 21	CUMULATIVE FYTD 2023	CUMULATIVE FYTD 2022
	EVENTS	5	3	11	8
	ATTENDANCE	14,900	7,000	25,114	26,300
	ROOM NIGHTS	3,735	0	4,935	1,600
	RENTAL REVENUE	\$163,900	\$46,120	\$325,850	\$123,620

FY23 PERCENT TO GOAL

Convention Center Rental Revenue

	GOAL	YTD	PERCENT TO GOAL
CONTRACTED RENTAL REVENUE	\$1,500,000	\$325,850	21%

San Diego Convention Center Short Term Sales September 2022 Sales Activity Report

CONTRACTED SHORT TERM EVENTS/ AUG 2022

EVENT NAME	EVENT DATES	PROJECTED ATTENDANCE	PEAK ROOMS	ROOM NIGHTS	RENTAL
CalStart Annual Symposium	12/07/22	300	10	10	\$15,950
Hot Chocolate Run Expo / Ventures Endurance	03/18/23	10,000	0	0	\$9,600
Starpower Talent Competition / Star Dance	05/12/23	2,000	0	0	\$25,500
Anyscale / Ray Summit 2023	05/15/23	1,600	1,160	3,110	\$76,650
AIMED Global Summit 2023	06/06/23	1,000	220	615	\$36,200
TOTAL		14,900	1,390	3,735	\$ 163,900

San Diego Convention Center Short Term Sales September 2022 Sales Activity Report

CONTRACTED SHORT TERM EVENTS/ FY23 YTD

EVENT NAME	EVENT DATES	PROJECTED ATTENDANCE	PEAK ROOMS	ROOM NIGHTS	RENTAL
CalStart Annual Symposium	12/07/22	300	10	10	\$15,950
Hot Chocolate Run Expo / Ventures Endurance	03/18/23	10,000	0	0	\$9,600
Starpower Talent Competition / Star Dance	05/12/23	2,000	0	0	\$25,500
Anyscale / Ray Summit 2023	05/15/23	1,600	1,160	3,110	\$76,650
AIMED Global Summit 2023	06/06/23	1,000	220	615	\$36,200
U:NOS / HyperFMI - ICW/ Transplant Games	08/02/22	14	0	0	\$2,550
Digimon and Dragon Ball Super	09/24/22	500	0	0	\$5,100
International Council of Shopping Centers	09/28/22	2,300	450	1,000	\$79,600
Live Well Advance & School Summit /	12/07/22	2,500	0	0	\$22,000
Jurassic Empire	01/07/23	3,600	0	0	\$33,500
San Diego Pokemon Regional Championships	01/07/23	1,300	100	200	\$19,200
TOTAL		25,114	1,940	4,935	\$325,850.00



PRIMARY MARKET

Conventions, Trade Shows, Corporate & Incentive Events

DEFINITE	FUTURE YR BOOKINGS	AUG 2022	AUG 2021	CUMULATIVE FY2023	CUMULATIVE FY2022	CUMULATIVE FY2019
	CONVENTIONS	0	0	1	0	7
	ATTENDANCE	0	0	8,000	0	46,000
	ROOM NIGHTS	0	0	16,050	0	79,250

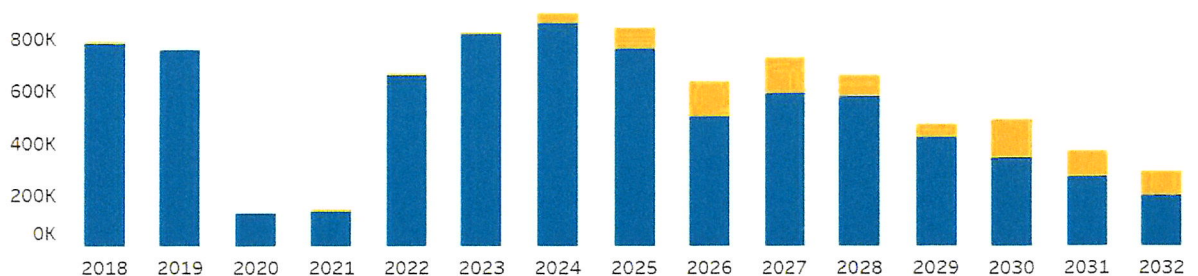
TENTATIVE	FUTURE YR BOOKINGS	AUG 2022	AUG 2021	CUMULATIVE FY2023	CUMULATIVE FY2022	CUMULATIVE FY2019
	BOOKINGS	8	4	10	11	16
	ATTENDANCE	55,550	15,870	108,550	91,870	135,400
	ROOM NIGHTS	111,392	48,165	216,843	163,163	268,006

FY2023 TOTAL ROOM NIGHTS FOR FUTURE BUSINESS

	CUMULATIVE FY2023	CUMULATIVE FY2022	CUMULATIVE FY2019
DEFINITE TOTAL ROOM NIGHTS	16,050	0	79,250
VARIANCE COMPARED TO FY2019	-80%		
TENTATIVE TOTAL ROOM NIGHTS	216,843	163,163	268,006
VARIANCE COMPARED TO FY2019	-19%	-39%	

ROOM NIGHT SUMMARY

Figures based on calendar year.



Tentative Room Nights	0K			0K	0K	8K	37K	78K	133K	135K	76K	50K	141K	95K	91K
Definite Room Nights	778K	753K	128K	139K	660K	809K	850K	755K	494K	585K	576K	414K	340K	267K	191K
Definite Conventions	124	161	33	27	102	67	46	37	29	24	20	16	11	11	5

BREAKDOWN OF LOST BUSINESS*Conventions, Trade Shows, Corporate & Incentive Events*

LOST ROOM NIGHTS 196K

