

JANUARY 20, 1988

The Manatee County Civic Center Authority met in REGULAR SESSION at the Civic Center, Palmetto, Florida, Wednesday, January 20, 1988, at 7:31 a.m.

Present were Members:

O. M. Griffith, Vice-Chairman  
A. Robert Hynton  
P. Allen Schofield  
Thomas W. Harrison  
Eugene Wiseman  
Russell A. McInerney

Absent was Member: W. Stuart Gregory, Chairman

Also present were:

John Graham, Director  
Peter H. Ramsden, representing R. B. Shore,  
Clerk of Circuit Court

Representatives of the various news media were present.

The meeting was called to order by Vice-Chairman Griffith.

MINUTES

Upon motion by Mr. Wiseman and seconded by Mr. McInerney, the minutes of December 9, 1987 were unanimously approved.

CONSENT AGENDA

Motion was made by Mr. Schofield, seconded by Mr. Wiseman and carried unanimously, to approve the Consent Agenda. Items Approved:

<u>Expenditures Over \$1,000</u>	
Florida Power & Light	\$10,030.19
Florida Power & Light	\$8,667.56
Diversified Food Service	\$1,578.41
Parks & Recreation	\$1,000.00

PARKING

John Graham, Director, addressed the question of parking lot attendants, stating normal procedure is for part time and other staff to assist when necessary. He discussed a volunteer program with certain organizations whereby a certain percentage of the parking fees would be returned to the organization.

FINANCIAL REPORT

The Director announced the resignation of Janice Webb, Supervisor of Accounting and Records. He submitted the Balance Sheet and Revenue/Expense Statement for December 1987.

Motion was made by Mr. Wiseman, seconded by Mr. McInerney and carried unanimously, to accept the financial report for information.

UTILIZATION REPORT

The Director submitted and reviewed the Utilization Report for December 1987.

AIR CONDITIONING/ENERGY CONSERVATION

Discussion followed as to an energy audit performed by the County. He stated the conference wing is run with one unit, therefore, the entire wing must be cooled if only one room is used.

ROOM RENTAL RATES

The Director advised that start up costs for room rentals run from \$300 to \$1,000. He stated the rental rates are in the process of being revised.

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Discussion: Charging \$2 for parking closer to building would require additional staff; developing a grassy parking area; redesign of parking lot, etc.

#### CONVENTION & VISITORS BUREAU - OFFICE SPACE

Mr. Graham reported that the Convention and Visitors Bureau had determined that renting office space at the Civic Center may not be appropriate at this time.

#### PERSONNEL POLICY

Mr. Graham relayed request from the Chair to amend the Personnel Policy regarding personnel exempt from overtime status and the Holiday Schedule. Mr. McInerney was requested to review changes with Mr. Graham and bring back a recommendation at the next meeting.

#### MARQUEE

Plans to sell advertising on the marquee were discontinued due to City of Palmetto and County Sign Ordinances.

#### CIRCUS TICKETS

The Director advised a promoter had distributed circus coupons for free seats (lower priced seating section), which could be upgraded if the patron paid the difference in price for better seating. The lower price seats had been filled, but many patrons held the coupons and did not desire to pay the difference for higher priced seating. The tickets stated free seating was limited, however, patrons were upset.

#### DIVERSIFIED FOOD SERVICE - LIQUOR LIABILITY

Mr. Graham reported that Risk Management advised the \$100,000 Liquor Liability Insurance carried by Diversified Food Service (DFS) did not appear to be sufficient coverage.

Discussion: \$300,000 would be sufficient; contract calls for \$100,000; DFS once had \$300,000 coverage, which sets precedence; review contract for items which need to be amended; equipment inventory; cash payables; cash registers used for cash operations; recap of sales; adhere to contract as of March 1; DFS insurance will not cover theft of meat slicer or food cutter, etc.

Disposition: Director to prepare letter to be reviewed by the Chair and Counsel (Cliff Walters).

#### TICKET SERVICE CHARGE

The Director relayed complaints on a service fee charged for tickets purchased from "Select-A-Seat" for events at the Center. The service charge is \$1.00, however, an event is advertised for a certain amount, then when a ticket is purchased an additional dollar is charged. He recommended amending the contract for promoters using the box office:

If Promoter's advertising does not include the phrase - PLUS HANDLING CHARGE - then the appropriate handling fee will not be paid by the purchaser, but deducted from gross receipts as an expense to the promoter at time of settlement.

Discussion: Promoter is aware of \$1 handling charge; percentage to Select-A-Seat; ticket outlets have been discontinued; promoter advertising not always correct, etc.

Suggestion was made to add the phrase "of not less than \$1" after PLUS HANDLING CHARGE.

Motion was made by Mr. Schofield to approve the amendment to the standard contract with the suggested addition. Motion was seconded by Mr. Harrison and carried unanimously.

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**ACCOUNTS RECEIVABLE**

Discussion followed regarding allowing certain businesses or organizations five business days in which to remit payment in full.

Disposition: No action taken.

**DIVERSIFIED FOOD SERVICE - APPRAISAL**

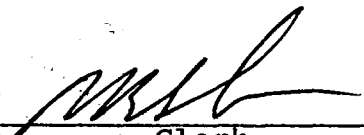
The Director advised the firm of Laventhol & Horwath had been contacted to prepare an estimate for appraising Diversified Food Service. The proposal will be submitted to the Authority for consideration.

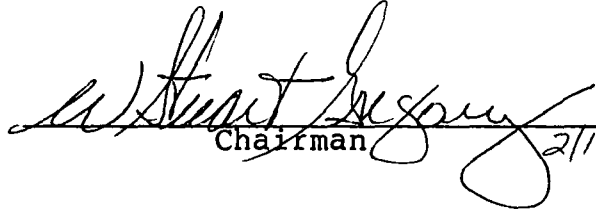
**MEETING ADJOURNED**

There being no further business, the meeting was adjourned.

Attest:

APPROVED:

  
\_\_\_\_\_  
Clerk

  
\_\_\_\_\_  
Chairman 2/16/88

Adj: 9:16 a.m.