

FEBRUARY 17, 1988

The Manatee County Civic Center Authority met in REGULAR SESSION at the Civic Center, Palmetto, Florida, Wednesday, February 17, 1988, 7:35 a.m.

Present were Members:

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

Absent was Member: Thomas W. Harrison

Also present were:

John Graham, Director
Kim Umana, representing R. B. Shore,
Clerk of Circuit Court

News media notified, but not present.

The meeting was called to order by Chairman Gregory.

PERSONNEL

Richard Webb was introduced as the Supervisor of Accounting and Records.

MINUTES

Motion was made by Mr. Schofield, seconded by Mr. Wiseman and carried unanimously, to approve the minutes of January 20, 1988.

CONSENT AGENDA

Motion to approve the Consent Agenda was withdrawn. Items under consideration were:

Fleet Kleen - Wash building overhangs	\$1,900.00
State Chemical - Cleaning chemicals	1,069.25
A. J. Gallagher Co. - Fraud insurance	3,310.00
American Sign & Indicator - Replace Tropicana sign on marquee	1,719.00

Discussion: Rust spots found after wash; contract with Tropicana calls for three replacements at Civic Center expense; Fraud insurance bill to be researched by Clerk's Office, etc.

Motion was made by Mr. Hynton, seconded by Mr. Wiseman and carried unanimously to table (defer) the Consent Agenda to the next meeting.

MISS NATIONAL PRE-TEEN PAGEANT

John Graham, Director, reviewed a proposal (\$7,500) he submitted for hosting the Miss National Pre-Teen Pageant, which was rejected. The Pageant would like the facility rent free with a local organization selling tickets.

Terri Kiel, Convention & Visitor's Bureau Director, stated this Pageant is a preliminary for the Miss National Teenage Pageant, for which the County is being considered as host for 1989. Willard Scott, NBC Today Show, would host the Pre-Teen Pageant and telecast his weather report from the beaches during the four days he would be in town.

Jim Larkin, Holiday Inn Riverfront, stated the Inn is discounting rooms and meeting facilities for the Pageant.

Discussion: Economic benefit of television airtime of \$110,000 per day; Inn revenue at least \$12,000; trips for participants (Busch Gardens, Sea Escape, Miss Cortez Boat Trip); Center proposal twenty-two percent below normal charge; Tourist Development Council (TDC) funds not available; deleting certain items from proposal; assistance from Tully-Menard Advertising Agency; Eastern Airlines discounting airfares thirty-five percent for pageant; economic benefit of Miss National Teenage Pageant, etc.

The Director recommended that the pageant be a co-promotion with the TDC and TDC obtain ticket-selling organization. Ms. Kiel offered to find the organization.

Mr. Hynton moved the Authority follow the recommendation of the Director to ask TDC to assist with finding a ticket sales sponsor predicated on the fact that Willard Scott will be Master of Ceremonies and will be present for the time indicated; that TDC give approval in some manner and that Manatee County will receive television exposure. Motion was seconded by Mr. Wiseman and carried unanimously.

DIVERSIFIED FOOD SERVICE - APPRAISAL

Greg Johnson, Laventhol & Horwath, submitted proposed engagement letter to prepare a financial evaluation of subsequent value estimate regarding the food and beverage concession services contract with Diversified Food Service (DFS). He stated the appraisal would take approximately two to three weeks, once commenced.

Discussion: Estimate of worth by DFS; investment vs market analysis; actual concession take; inventory; contract changes; discuss contract with DFS; how to finance the purchase of the food services, etc.

Motion was made by Mr. Wiseman to table the Engagement Letter with Laventhol & Horwath. Motion was seconded by Mr. Schofield and carried unanimously.

(Depart Mr. Hynton)

Discussion: Determine figure to offer DFS for buy-out; seven years remaining on contract; life of kitchen equipment, etc.

Mr. Wiseman moved to take the Engagement Letter with Laventhol & Horwath from the table. Motion was seconded by Mr. McInerney and carried unanimously.

Discussion: Laventhol & Horwath study may back up Director's study; creating two committees, one to determine financing and one for structure of proposed buy-out, etc.

The Chair appointed a Committee of Mr. Schofield, Mr. Wiseman and the Director to develop a program for buy-out.

The Chair and the Director are to determine how and where to arrange financing of the buy-out.

FINANCIAL REPORT

The Director submitted the Balance Sheet and Revenue/Expense Statement for January 1988. He recommended the Financial Report not be approved in order to allow closer review of the figures.

Discussion: Some previous bills not submitted; repair of parking lot lights; air conditioner compressor; DeSear plaque; dance floor warped; parking lot analysis, etc.

UTILIZATION REPORT

The Director submitted and reviewed the Utilization Report for January 1988.

PERSONNEL POLICY

Mr. McInerney submitted revisions to the Personnel Policy regarding differences in benefits for full and part-time personnel.

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(Cont'd)

Motion was made by Mr. Griffith, seconded by Mr. Wiseman and carried unanimously, to approve the revisions.

RECORD S9-26

REFUNDS

Mr. Graham advised that due to miscommunication at a concert, Mr. E. J. Brader had purchased a VIP package, but was not permitted to use one free drink ticket (he purchased the beverage). Mr. Graham requested authority to refund the \$4.50 cost of the drink.

Mr. McInerney moved to authorize the refund. Motion was seconded by Mr. Wiseman and carried unanimously.

The Director requested authority to make refunds up to a certain amount in order to speed the process. Any amounts refunded will be included in the Director's Report.

Motion was made by Mr. Griffith to authorize the Director to make refunds up to \$100. Motion was seconded by Mr. McInerney and carried unanimously.

PARKING

The Director stated he had contacted Explorer Post 61 to handle parking lot control. The agreement is that the Explorer Post would receive twenty-five cents per car and the Civic Center would receive seventy-five cents per car (on the basis of \$1 per car).

Mr. McInerney moved to approve the arrangement. Motion was seconded by Mr. Griffith and carried unanimously.

MARQUEE

The Director advised that the City of Palmetto has jurisdiction over regulating the use of the Marquee and he is investigating a variance in order to sell advertising.

VOLUNTEER PROGRAM

Mr. Graham advised that eleven people are working as volunteers at various times (ticket-takers/ushers/grounds-keepers, etc).

BUDGETS FY 1988-89

The Director requested direction as to preparation of the FY 1988-89 budget. Mr. Wiseman and the Director were instructed to prepare the budget with assistance from the Clerk of Circuit Court.

TENNIS & BASKETBALL COURTS/FLOORS

The Director inquired if the Authority would be interested in finding buyers for the portable tennis court/floor or the basketball court/floor.

Upon discussion it was determined to keep both floors.

CONVENTION & VISITORS BUREAU - OFFICE SPACE

Mr. Graham referred to a letter from Ms. Kiel stating it would not be possible for the Convention & Visitors Bureau to rent office space at the Civic Center.

ENERGY CONSERVATION

The Director referred to an energy management survey of the Civic Center conducted by Florida Power & Light Company and stated request by County Energy Department that the Civic Center be included in the FY 1987-88 budget had been declined.

DIVERSIFIED FOOD SERVICE - CONTRACT

The Director submitted a copy of a letter to Diversified Food Service (DFS) wherein items in need of attention were listed. Attached thereto was an inventory (unsigned) indicating a \$10,406.37 shortage of equipment.

Disposition: Have attorney contact DFS if no response is received.

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(Cont'd)

DIVERSIFIED FOOD SERVICE - INSURANCE/LIQUOR LIABILITY

Mr. Graham referred to Memoranda (1/28/88 & 2/10/88) from Richard Johnston, Risk Management regarding DFS Insurance and Liquor Liability.

Insurance

Mr. Johnston advised: The Civic Center should be named as an additional insured on the Certificate of Insurance provided by Bradenton Insurance, Inc.; Contractual Liability be included with General Liability coverage; 30-day prior written notice in the event of cancellation by the insurance company is needed; there will be stated exclusions and restrictions in policies of this type.

Liquor Liability

Regarding \$300,000 liquor liability coverage, Mr. Johnston stated The Lexington Insurance Company (American International Group) writes liquor liability coverage up to \$1,000,000 limits. Hull & Company is writing liquor liability beginning February 1, 1988. He recommended DFS request its insurance agent to research the options.

MEETING ADJOURNED

There being no further business, the meeting was adjourned.

Attest:

APPROVED:


Clerk


Chairman

Adj: 9:25 a.m.