

CAPITAL IMPROVEMENT BOARD OF MANAGERS  
OF MARION COUNTY, INDIANA  
Minutes of Meeting  
Monday, January 13, 2014  
Indiana Convention Center - Boardroom

A Meeting of the Capital Improvement Board of Managers of Marion County, Indiana ("Board") was held on January 13, 2014 in the Indiana Convention Center's Boardroom.

Board Members present included Ann Lathrop, Jay K. Potesta, Jim Dora Jr., David N. Shane, Milton O. Thompson, Douglas R. Brown, Brenda Myers, and Carolene Mays. Board Member Maggie A. Lewis was absent as well as Ex-Officio, Leonard Hoops.

Others in attendance included Barney Levensgood, Executive Director, Megan Ornellas, CFO, Patti Dean, Controller, Christina Koennecke, Business Operations Director, W. Tobin McClamroch, General Counsel, Bingham Greenebaum Doll LLP, Robert Vane, VSI, James Wallis, Visit Indy ("VI"), Jerry Semler, VI, David Sease, SGA, and members of the media. A copy of the list of those who signed in upon arrival is also attached hereto.

The first agenda item was **Approval of Minutes** for the Monday, December 9, 2013 meeting. Upon a motion by Mr. Brown and seconded by Mr. Dora the Minutes were unanimously approved as presented.

Ms. Lathrop introduced Megan Ornellas who presented the Board with a **Financial Update** as per the supporting documentation, which is attached and made a part of these minutes. Ms. Ornellas informed the Board the November Tax Revenues were the 2<sup>nd</sup> highest month of the year. Compared to 2012, Tax Revenues are up 1.9% for the year due to the new auto and admissions tax. When those are removed, Tax Revenues are only down \$770K, or 1% from 2012. She stated Operating Revenues are up \$6.6M, or 29%, over budget with the largest performers being Rental Income, Food Service and Labor Reimbursements. When compared to 2012, Operating Revenues are up almost \$2.5M, or 9.1% over 2012. She noted Expenditures through October are \$9.5M or 10% below budget with largest positive variances in Personal , Utilities, I & D Set-Up Charges, and Capital Outlays . Ms. Ornellas concluded by noting the CIB has a positive cash flow of \$15.2M which is a \$15.8M positive variance from budget.

Ms. Lathrop asked the Board if there were any questions for Ms. Ornellas at this time and there were none.

Ms. Lathrop introduced James Wallis who presented the **Visit Indy Update** with the Market Share Performance report and Room-Night Production documents attached to and made a part of these Minutes. Mr. Wallis explained Leonard Hoops and most of the Visit Indy Sales staff were attending the Professional Conference Manager Association meeting in Boston, which is the single largest gathering of VI's potential customers throughout the year. Mr. Wallis told the Board Visit Indy finished up the year with a

strong performance in December by booking 242,000 room nights, but fell just short of their room nights for the year hitting 90% of their goal. He shared some preliminary numbers from Smith Travel showing the occupancy had gone up 2.3%, the average daily rate had increased by 2.8% and the revenue per available room had risen 5.2% adding the strength of the Downtown carried the entire city and MSA. Ms. Lathrop asked if there were any further questions for Mr. Wallis and there were none. Ms. Lathrop commented Visit Indy's numbers confirmed and validated the importance and need of the Tourism Master Plan. Mr. Wallis added that without the assistance from Mr. Levengood, his staff and the support of the Board, Visit Indy would not be able to come close to reaching their goals and thanked Mr. Levengood and his staff for their performance in below zero temperatures and large amounts of snow during the recent storm.

Mr. Levengood presented the **ICCLOS Sales Report** which is attached to and made a part of these minutes. Mr. Levengood noted the occupancy was 59% which is a strong number for the year. He explained that as the occupancy rises, it is an indicator of the potential need for expansion to the building and noted the Sales Comparison Report was a good illustration of that. He also added the staff did a phenomenal job the last week. There were no questions for Mr. Levengood regarding the ICCLOS Sales Report.

Mr. Levengood presented the **Contract Extensions for ESG, CSC and Protection Plus** which are attached to and made a part of these Minutes. He stated the staff strongly recommended that we extend all three of these contracts by an additional two years and offered to answer any questions from the Board. There being no questions and pursuant to a motion by Mr. Brown and seconded by Ms. Mays, the **Contract Extensions for ESG, CSC and Protection Plus** were unanimously approved as presented.

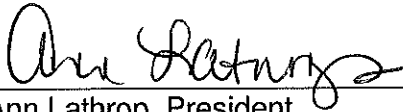
**Mr. Levengood presented the Ratification of the AlSCO Linen Agreement** which is attached to and made a part of these Minutes. He explained this was a sixty (60) month agreement with a ninety (90) day out contract for the linen service for the building. There being no questions and pursuant to a motion by Ms. Mays and seconded by Mr. Shane, the AlSCO Linen Agreement was unanimously approved and ratified by the Board.

Mr. Levengood then presented the **Disposal of Obsolete Equipment** as per the attached supporting documentation, which is made a part of these Minutes. There were no questions and pursuant to a motion by Ms. Mays and a second by Mr. Dora, the Board unanimously granted approval of the write off disposal of the obsolete equipment.

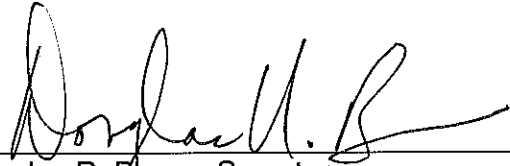
Mr. Levengood presented the **2013 Bad Debt Write-Off** agenda item which is attached to and made a part of these Minutes. He mentioned that the bad debt amount was .0004, four-one thousandth of a percent and congratulated Ms. Ornellas and the entire Accounting Department for all their hard work. Upon a motion by Mr. Shane and seconded by Mr. Dora the 2013 Bad Debt Write-Off was unanimously approved by the Board.

Ms. Lathrop then presented **Claims** 528G, 527B and 527C to the Board for approval as per the supporting documentation, which is made a part of these Minutes. There were no questions, and on a motion by Mr. Brown which was seconded by Mr. Potesta the Claims from January 2014 were unanimously approved by the Board.

Ms. Lathrop asked if there were any **Other Business** to address and there was none. There being no **Public Comment**, and with no further business to be conducted, the meeting was adjourned.



Ann Lathrop, President  
THE CAPITAL IMPROVEMENT BOARD  
OF MANAGERS  
OF MARION COUNTY, INDIANA



Douglas R. Brown, Secretary  
THE CAPITAL IMPROVEMENT BOARD  
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