

CAPITAL IMPROVEMENT BOARD OF MANAGERS
OF MARION COUNTY, INDIANA
Minutes of Meeting
Friday, June 10, 2016-8:30am
Indiana Convention Center Boardroom

A Meeting of the Capital Improvement Board of Managers of Marion County, Indiana ("Board") was held on June 10, 2016 in the Indiana Convention Center's Boardroom.

Board Members present included Melina Kennedy, David E. Corbitt, Mary Ann Fagan, Douglas R. Brown, Jim Dora Jr., Brenda Myers, David Ruhmkorff, and Michael C. Terrell as well as Ex-Officio, Leonard Hoops. Board member Maggie A. Lewis was absent. Others in attendance included Barney Levensgood, Executive Director, Mary Solada, General Counsel, Bingham Greenebaum Doll LLP, James Wallis, Visit Indy ("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.

Ms. Kennedy introduced the **Approval of Minutes** for the Friday, May 13, 2016 meeting. Upon a motion by Ms. Fagan and seconded by Mr. Ruhmkorff, the Minutes were unanimously approved as presented.

Mr. Kuehr presented the **Financial Update** to the Board as per the supporting documentation, which is attached and made a part of these minutes. Mr. Kuehr reviewed the financial statements for the month and year with the Board members explaining variances from budget and answering questions as necessary. There was some discussion as to the amount of payment and timing of receipt of allocations from the Professional Sports District Area, ("PSDA"). Ms. Kennedy mentioned that the CIB should continue to work to have a better understanding of these issues. Ms. Kennedy asked if there were any additional questions for Mr. Kuehr regarding the Financial Update and there were none at this time.

Ms. Kennedy introduced Leonard Hoops 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. Hoops reviewed the Visit Indy Sales reports with the Board explaining trends and variances in the main areas of Downtown, Marion County and outside Marion County. Mr. Hoops informed the Board this month marked his 5 year anniversary with Visit Indy and the CIB. Mr. Hoops noted April was a strong month with occupancy in the downtown area at 83% providing for a tremendous start to the year. He added YTD the numbers are up across the board and he anticipated the May numbers to be good as well.

Mr. Hoops reminded the Board that a total of approximately 175,000-200,000 visitors to our City are expected during June 24-27 for a variety of events which were detailed at the previous CIB meeting. He described these various events as a critical mass of different groups, including concerts, political events, sporting events and festivals. Ms.

Kennedy thanked him for his report and asked if there were any further questions for Mr. Hoops from the Board and there were none at this time.

Ms. Hennessey presented the **ICCLoS Sales Report**, which is attached to and made a part of these Minutes. Ms. Hennessey informed the Board the occupancy for May was 53% in the Convention Center and 17% at the Stadium. She mentioned this month there were several high school graduation ceremonies as well as the IUPUI Commencement and the Do-It-Best May Market. Some of the notable events for June include the Indianapolis Colts Mini Camp, Indiana Democratic Party meeting, the Indiana Republican State Committee and the USA Volleyball Associations Girl's Junior National Championship with an anticipated attendance of 48,000. These matches begin at the end of June and go into July for ten (10) straight days of Volleyball. Ms. Hennessey informed the Board that one of the members of the CIB Sales staff, Laura Kenny, was nominated for the Meetings Professionals International ("MPI"), Indiana Supplier of the Year award to be given at the IMPRESS Awards ceremony later this month adding how proud we all were of this achievement. Ms. Hennessey also informed the Board fifty (50) of our employees participated in CPR training for the Hospitality Industry which was recently held by the American Red Cross at Victory Field. Ms. Kennedy asked if there were any questions for Ms. Hennessey and there were none at this time.

Mr. Levengood presented the **Review & Accept 2015 Comprehensive Annual Financial Report (CAFR)** agenda item, which is attached to and made a part of these Minutes. Ms. Kennedy informed the Board she sat in on the Pre-Audit Meeting and Audit Exit meeting and was impressed at the attention to detail, quick response and cooperation between the CIB and the State Board of Accounts ("SBOA") and wanted to share that with the Board members. Mr. Levengood explained for the year 2015, SBOA has issued a "Clean Opinion" to the CIB. That means that the financial statements present fairly, in all materials respects, the financial position of the CIB as of December 31, 2015, in accordance with accounting principles generally accepted in the United States. At the end of this month, staff will send the Audit results to the Government Finance Officers Association ("GFOA"). The GFOA will review the CAFR and if it adheres to program standards, will present the CIB with a Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a governmental unit and its management. Mr. Levengood added the CIB has utilized BKD to assist in the compiling of the CAFR report since 2009. Mr. Brown inquired whether or not the SBOA should be interested in the PSDA revenue. Mr. Levengood explained while the SBOA has an interest in the PSDA, it is ultimately a matter for the Indiana Finance Authority ("IFA") and the Indiana Department of Revenue to ensure the PSDA is being accounted for correctly. Ms. Kennedy asked the Board if there were any further questions for Mr. Levengood specifically pertaining to the CAFR and there were none. Mr. Levengood asked the Board to accept these finding in the Audit as presented. Upon a motion by Mr. Dora and a second by Mr. Corbitt, the **Review & Accept 2015 Comprehensive Annual Financial Report (CAFR)** was unanimously approved as presented. Mr. Levengood applauded Mr. Kuehr and the Accounting department on a job well done.

Mr. Levengood presented the **BLF – Suite Consolidation Project**, which is attached to and made a part of these Minutes. He explained this project involves consolidating and transforming suites on the south end of BLF into an open club lounge area. The project is being undertaken per the amended Operating Agreement between the CIB and the Pacers. The project was estimated at \$2,054,031.00, so consistent with Indiana's Public Procurement Laws, the CIB published invitations to bid with eight (8) alternates. The low bid was submitted by 3D Professional Inc. in the amount of \$2,786,000.00. Staff and counsel have determined that their bid is both responsive and responsible. Mr. Levengood asks for the Board's approval to award the contract to 3D Professional Inc. in the amount of \$2,786,000.00 as the most responsive and responsible bidder. Ms. Fagan inquired if the project would be completed before the beginning of the Pacers season. Mr. Levengood responded they hoped to have the project done before the season begins but added it would be possible for the BLF operations to continue around the work. Ms. Kennedy asked if there were any further questions from the Board for Mr. Levengood. There were none. Upon a motion by Mr. Corbitt, and a second by Ms. Fagan, a contract with 3D Professional Inc. for BLF – Suite Consolidation Project was unanimously approved as presented.

Mr. Levengood presented the **BLF – Club Level Concessions**, which is attached to and made a part of these Minutes. He explained this project involves demolition of existing finishes and equipment and the remodeling will include new finishes and new cooking equipment. The project is being undertaken per the amended Operating Agreement between the CIB and the Pacers. The project was estimated at \$599,122.00, so consistent with Indiana's Public Procurement Laws, the CIB published invitations to bid. The low bid was submitted by 3D Professional Inc. in the amount of \$482,000.00. Staff and counsel have determined that their bid is both responsive and responsible. Mr. Levengood asks for the Board's approval to award the contract to 3D Professional Inc. in the amount of \$482,000.00 as the most responsive and responsible bidder. Ms. Kennedy asked if there were any further questions from the Board for Mr. Levengood. There were none. Upon a motion by Mr. Dora, and a second by Ms. Fagan, a contract with 3D Professional Inc. for BLF – Club Level Concessions, was unanimously approved as presented.

Mr. Levengood then presented the **Park Whiz Agreement** which is attached to and made a part of these Minutes. He explained this agreement was a small contract with regard to revenue but was significant because it was something new for the CIB as it would enable the Park Whiz webpage to be linked with the CIB website. He felt it was important to make the Board members aware of this as well as obtain their approval for the addition of the Park Whiz logo and link to the CIB website. He added that the CIB would receive a portion of the revenues which were generated. Several Board members noted they were familiar with the company and their services and had used them in the past. Mr. Levengood offered to answer any questions and there were none. Pursuant to a motion by Mr. Ruhmkorff and a second by Mr. Brown, the Park Whiz Agreement was unanimously approved by the Board as presented.

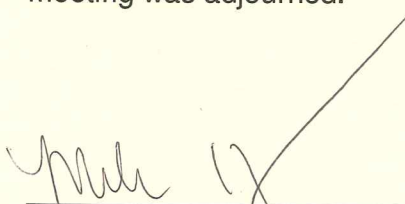
Mr. Levengood next presented the **Disposal of Obsolete Equipment** which is attached to and made a part of these Minutes. Mr. Levengood noted the list of equipment has

been reviewed by Staff and found to have no book value. Pursuant to a motion by Mr. Brown and seconded by Mr. Dora the **Disposal of Obsolete Equipment** was unanimously approved by the Board.

The next topic on the agenda was the **Claims**. Mr. Levengood presented these to the Board as per the supporting documentation, which is attached to and made a part of these Minutes. Ms. Fagan recused herself from line item 60 on voucher 2016G regarding Bingham Greenebaum Doll LLP. Ms. Kennedy recused herself from line items 7, 8, 9, 10 and 20 on Voucher 1985B regarding Indianapolis Power and Light. There were no questions from the Board and upon a motion by Mr. Dora and seconded by Mr. Ruhmkorff, Claims 2016G, 1985B and 2005C were unanimously approved by the Board taking into account the aforementioned recusals.

Ms. Kennedy asked if there were any **Other Business** items from the Board. Mr. Levengood mentioned John Kilroy from Performance Racing Industry ("PRI") was retiring. Mr. Levengood wanted to acknowledge Mr. Kilroy adding he is a big supporter of the ICCLOS and supported the move of the PRI show from Orlando to Indianapolis.

There being no further Other Business to address and no **Public Comment**, the meeting was adjourned.



Melina Kennedy, President
THE CAPITAL IMPROVEMENT BOARD
OF MANAGERS
OF MARION COUNTY, INDIANA



Douglas R. Brown, Secretary
THE CAPITAL IMPROVEMENT BOARD
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