

METROPOLITAN EXPOSITION-RECREATION COMMISSION

RESOLUTION NO. 21

Approving authorization of a contract amendment between the Metropolitan Exposition-Recreation Commission and Government Finance Associates to coordinate the financial analysis of facility consolidation, and to develop a financial plan for facility consolidation.

The Metropolitan Exposition-Recreation Commission finds:

1. That the management committee has met, interviewed, and selected Laventhol & Horwath to perform a financial analysis of facility consolidation.
2. That the Commission has authorized a contract with Laventhol & Horwath to conduct the financial analysis.
3. That the Commission desires services to coordinate this effort.
4. That the Commission also requires development of a financial plan based on the findings of the financial analysis.
5. That Government Finance Associates (GFA) was previously competitively selected as the financial advisors to the Metropolitan Service District.
6. That a contract amendment has been negotiated with GFA not to exceed the amount of \$31,600.00 plus \$500.00 out-of-pocket expenses.

BE IT THEREFORE RESOLVED that the Chairman and the Secretary/Treasurer are authorized on behalf of the Commission to execute the attached contract amendment not to exceed the amount of \$31,600.00 plus \$500.00 out-of-pocket expenses between the Metropolitan Exposition-Recreation Commission and Government Finance Associates to coordinate the financial analysis of facility consolidation, and to develop a financial plan for facility consolidation.

Passed by the Commission on February 14, 1989.


Chairman


Secretary/Treasurer

APPROVED AS TO FORM:


Metro General Counsel

METROPOLITAN EXPOSITION-RECREATION COMMISSION

**Contract Amendment No. 3
GOVERNMENT FINANCE ASSOCIATES
METRO CONTRACT NO. 86-8-120-AD**

THIS AMENDS the agreement (Metro Contract No. 86-8-120 AD) for services required by the Metropolitan Exposition-Recreation Commission, between the Metropolitan Service District and Government Finance Associates ("CONTRACTOR") executed July 24, 1986, as previously amended ("original agreement") for the period July 24, 1986, through July 24, 1989.

WHEREAS, the parties agreed to the conditions set forth in the original agreement and desire to amend the agreement;

The following changes are made to the original agreement. Contractor agrees to complete all tasks in as expeditious a manner as possible and complete all tasks by no later than May 15, 1989.

Additional Tasks:

CONTRACTOR agrees to perform the Scope of Work outlined in Exhibit A hereby attached to this document.

For the scope of work described in Exhibit A, the Commission agrees to compensate Contractor as follows;

The Commission agrees to pay Contractor for services performed and materials delivered the additional sum not to exceed Thirty-one Thousand, Six Hundred and no/100 Dollars (\$31,600.00), plus Five Hundred and no/100 Dollars (\$500.00) for out-of-pocket expenses. Hourly rates, expense charges, and billing procedures shall be as specified in the original agreement.

WHEREAS, all other conditions and terms of the original agreement remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused this Addendum to be executed by their duly authorized officers.

**GOVERNMENT FINANCE
ASSOCIATES**

**METROPOLITAN EXPOSITION-
RECREATION COMMISSION**

By: _____



Chairman


Secretary/Treasurer

Approved as to form:



Metro General Counsel

**GOVERNMENT FINANCE ASSOCIATES, INC.
SCOPE OF WORK**

ELEMENT I:

COORDINATION OF PROCESS

GFA will provide coordination for all team members, this will include project updates, progress reports, and study milestones. GFA proposes the following coordination activities:

- o Establish weekly progress meetings on a set day and time. These weekly meetings will provide an opportunity to update team members as to the progress of the project. It will also facilitate the timely progression of work and identification of possible obstacles to the proposed timeline.**
- o Provide internal progress reports to be distributed to management, staff, and general participants. These reports will provide an overview of project progress and upcoming milestones.**
- o Maintain internal communication channels, i.e. distribution lists, scheduling of meetings, agendas of meetings, etc.**

GFA will oversee the financial analysis consultants in the following areas:

- o Development of assumptions,**
- o Refinement of the work program**
- o Review of all study drafts**
- o Presentation to the Committee.**

ELEMENT II:

A. EVALUATION OF REVENUE SOURCES AND CAPITAL FINANCING ALTERNATIVES

GFA will research and identify alternative funding sources to address the operating and capital needs indicated by the financial analysis consultant.

- o Review alternative funding sources
- o Review legal authority for each alternative
- o Develop outline of alternative funding sources
- o Analyze impacts of alternative funding sources
- o Analyze applicability of alternative funding sources
- o Prioritize alternative funding sources

B. CAPITAL FINANCING ALTERNATIVES

After identifying alternative funding sources, GFA will analyze possible funding scenarios. Each configuration will be developed with attention given to

- o Summary description of financing options.
- o Review of legal authority for each option.
- o Analysis of the cost/benefit of each alternative.
- o Analysis of credit implications presented by each financing alternative.
- o Prioritization of alternative financing alternatives

It is anticipated that the various funding sources and alternatives will be developed and presented for discussion purposes, then further refined and prioritized.

ELEMENT III:

DEVELOPMENT OF CONSOLIDATION PLAN

GFA and Laventhol will produce a comprehensive plan for the consolidation of the region's inventory of convention, trade, and spectator facilities. The plan will review:

- o Areas of general concern
- o Policy issues for various levels of government
- o Legal issues which require further examination
- o Financial issues surrounding consolidation

The plan will summarize the following elements:

- o The budgetary implications of consolidation
- o The management policy implications of consolidation
- o The financial management implications of consolidation
- o The debt and credit implications of consolidation

The plan will present the recommended funding sources and capital financing alternatives.

ELEMENT IV:

PRESENTATION OF PLAN

GFA will present the funding plan to all legislative bodies concerned with the consolidation project. GFA staff will develop presentations for the following groups of persons:

- o Metro Exposition and Recreation Commission Management Committee**
- o Staff representatives of all legislative and jurisdictional bodies**
- o All legislative bodies**

METRO EXPOSITION AND RECREATION COMMITTEE

GOVERNMENT FINANCE ASSOCIATES PERSONNEL ASSIGNED

Senior Vice Presidents

Rebecca Marshall
Mark Gardiner

Vice President

Pat Clancy

Assistant Vice Presidents

Naomi Keck
Chip Pierce

Associate

Eric Johansen

METRO EXPOSITION AND RECREATION COMMITTEE

	HOURS			DOLLARS
	SVP/VP \$100	AVP \$80	ASSOC \$50	BASIC COST

*** COORDINATION ACTIVITIES ***				

Intra-Team Coordination	20.0	7.5		
Overight of Feasibility Consultant				
Assumption Coordination	5.0			
Refine Work Program	3.0			
Review Study Drafts	6.0	0.0		
Meetings with Committee	6.0			
General Coordination	10.0	8.0		

COORDINATION ACTIVITIES	50.0	15.5	0.0	\$6,240

*** EVALUATION OF REVENUE SOURCES AND ***
 CAPITAL FINANCING ALTERNATIVES

Define Work Program	3.0			
Research Concerning Possible Funding Sources	4.0	8.0	8.0	
Development of Outline	2.0			
Computer Analysis	5.0	10.0	5.0	
Development of Draft Summary Document:	5.0	11.0		
Internal Review of Document	3.0	0.0	0.0	
Revisions to Initial Document	6.0	1.0	1.0	
Meeting with Committee	6.0	0.0		
Revisions for Final Document	5.0	2.0		
TOTAL EVALUATION OF REVENUE SOURCES	39.0	32.0	14.0	\$7,160

*** CAPITAL FINANCING ALTERNATIVES ***

Define Work Program	2.0			
Analysis of Funding Scenarios	50.0	10.0	0.0	
Development of Presentation Outline	2.0			
Development of Draft Summary Document	7.5	0.0	2.0	
Internal Review of Funding Scenarios	6.0	3.0		
Revisions from Internal Review	3.0	0.0		
Meeting to Review Report	5.0	0.0		
Analysis of additional scenarios	12.0	4.0		
Revisions for Final Document	2.5	0.0		
TOTAL CAPITAL FINANCING ALTERNATIVES	75.5	13.0	2.0	\$8,690

*** DEVELOPMENT OF CONSOLIDATION PLAN ***

Define Work Program	2.0			
Define Areas of Concern	5.0	2.0	0.0	
Policy Issue Interviews	8.0			
Legal Issue Interviews	4.0	0.0	5.0	
Development of Draft Summary Document	20.0	5.0		
Internal Review of Report	6.0	0.0		
Revisions to Summary Document	3.0	0.0		
Meeting with Committee to Review Document	6.0	0.0		
Revisions for Final Document	4.0	0.0		
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TOTAL DEVELOPMENT OF CONSOLIDATION PLAN	58.0	7.0	5.0	\$6,610
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*** PRESENTATION ACTIVITIES ***

Legislative Body Interaction				
Briefing of Committee	3.0			
Briefings with Staff	8.0			
Presentations to Bodies	18.0			
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TOTAL PRESENTATION ACTIVITIES	29.0	0.0	0.0	\$2,900
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***** S U M M A R Y *****

Coordination Activities	50.0	15.5	0.0	\$6,260
Evaluation of Revenue Sources	39.0	32.0	14.0	\$7,160
Capital Financing Alternatives	75.5	13.0	2.0	\$8,690
Development of Consolidation Plan	58.0	7.0	5.0	\$6,610
Presentation Activities	29.0	0.0	0.0	\$2,900

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251.5	67.5	21.0		\$31,600
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Time distribution	74.0%	19.9%	6.2%	
Cost distribution	79.6%	17.1%	3.3%	
Cost	\$25,150	\$5,400	\$1,050	\$31,600
Blended hourly rate	\$93			

EXPENSES

GFA proposes out-of-pocket expenses of \$500. These costs include reproduction, postage, and telephone. Costs associated with the weekly progress conference calls have not been included and will be the direct responsibility of the committee.