

# MEMORANDUM

TO: Board of Mayor and Alderman

FROM: Lisa R. Clayton, Parks Director

Catherine Powers, Planning & Sustainability Director Tom Marsh, Building & Neighborhood Services

Kristen Corn, Law Department Anna Shuford, Parks Department Brian Wilcox, Purchasing Manager

Andy King, Fire Marshal Rodney Escobar, Risk Manager

Vernon Gerth, ACA Community & Economic Development

Eric Stuckey, City Administrator

DATE: July 15, 2011

SUBJECT: Eastern Flank Battlefield Hall, 1343 Carnton Lane – Facility Management Proposal

## Purpose

The purpose of this memorandum is to discuss the possibilities of exploring how to maximize the City's resources for the Eastern Flank Battle Hall (former golf clubhouse) through various ways to generate revenue. Should the City of Franklin seek public-private partnership(s) for the operational services/facility management of the Eastern Flank Battle Hall?

#### **Background**

In June, the various city departments presented the idea of exploring a public-private partnership(s) for the operational services/facility management of the Battle Hall. The City Departments moved forward and spoke with several cities in TN regarding City facility owned but not operated by the municipality. The City of Nashville, Brentwood, Collierville, Kingsport, Johnson City, etc...all have some type of agreement with a private and/or non-profit organization to operate or cater within a municipal facility.

A second request from the June discussion was the amount of revenue received for events within the facility. The Parks Department began renting the facility in 2008 (see attachment). The total Parks Department renovation cost completed in 2010-2011 fiscal was \$12,760.53 for supplies from the Parks General Fund.

## **Options**

Over the past few months, various City departments have met to discuss long term goals for Battle Hall. Within those discussions, each department evaluated the concept of event management/catering services within the facility for public use. From those discussions, eight (8) goals were developed:

- Professional Management of the operations
- Aggressive Marketing
- Customer Service
- Quality Control
- Fiscal Services
- Reporting & Accountability
- Operational Services:

Event coordination, production, staffing & servicing Facility operation, maintenance, security & parking

• Food Services: food, beverage & catering services



# MEMORANDUM

**Recommendation:** 

In order to allow for natural competition, city staff recommends allowing time to develop a Request for Proposal (RFP) and schedule over the next couple of months. After the RFP has been approved by the City Administrator(s), request from the City Administrator and/or Mayor to appoint a Task Force to assist in evaluating the RFP's. The Task Force should consists of (2) two citizens/business owners, (1) one Alderman) along City staff shall invite and conduct interviews of potential firms before making a recommendation to the Board of Mayor and Alderman. This process would work similar to the RFP process the city conducted with The Park at Harlinsdale Farm master plan. The timeline of this process should take place in the remaining year of 2011 with a signed agreement between parties effective January 1, 2012.

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Eastern Flank Battlefield Park - User Groups 2008-2011											
	Group			Park	#e		<i>b</i> .				
Event Name	Classification	Attendance	Dates	Used	App Fees	Rental Fees	Misc. Comments				
2011				ļ							
TRPA Board meeting	WC Non profit	0	Jan.20, 2011-cancelled snow	EFBP	š -	s -	general meeting				
TRPA Maintenance School	WC Non profit	100	1/24, 25, 26, 2011	EFBP	5 .	\$ -	•				
Under Repair	n/a	0	2/1/2011-3/31/2011	EFBP	\$ -	\$ -	Maint. Meeting/Training and				
Private GRAD Party/Saharski	WC Resident	200		EFBP	\$ 100.00	\$ 500.00	building being refurbishe				
TRPA Board meeting	WC Non profit	25	Friday, May 13, 2011	EFBP	4		Graduation Party				
Franklin Tomorrow	WC Non profit	25	5/18 & 19/2011	EFBP	\$ -	\$	meeting				
	WC Non profit WC Resident	100	5/20.11-CANCELLED	EFBP	4 400.00		strategic planning meetir				
Private- Grad Party-/Traxler			Friday, May 20, 2011		\$ 100.00		Graduation Party				
Nationwide	WC Non Resident	58	June 14-15, 2011	EFBP	\$ 100.00	\$ 600.00	Sales Training				
WC Emergency Communications Training	WC Non profit	80	June 24-26, 2011	EFBP	\$	\$	volunteer training				
Private-Batptism celebration	WC Resident	60	Saturday, July 23, 2011	EFBP	\$ 100.00	<del></del>	employee -pvt				
Heritage Foundation	WC Non profit	650	Sept. 19-26 set up and clean up	EFBP	\$ 100.00		Heritage Ball				
Private Wedding	WC Resident	125	Saturday, October 22, 2011	EFBP	\$ 100.00	\$ 500.00					
2010	****										
TRPA BOARD MEETING	WC Non profit	40	Thursday, January 21, 2010	EFBP	\$ -	\$ -	Meeting				
COF LEGAL	COF	5	Tuesday, March 02, 2010	EFBP	\$ -	\$ -	DEPOSITIONS				
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COF LEGAL	COF	5	Thursday, March 04, 2010	EFBP		\$ -	DEPOSITIONS				
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Carnton/Carter House Board Mtg WC Non profit Carnton Boad Mtg WC Non profit Youth Leadership Franklin WC Non profit National Playground Safety Training WC Non profit City Battlefield Task Force COF COF Legal/Mtg COF COF Dept Purchasing Agents COF Carriage Pk HOA/Annual Mtg WC Resident Franklin's Charge/STFB WC Non profit COF HRY Confined Space Training COF Franklin's Charge/STFB WC Non profit Carnton Board Meeting WC Non profit Carnton Board Meeting WC Non profit COF Legal/Depositions COF Battlefid Task Force/Illumination COF COF Legal/Depositions COF COF Legal COF COF Legal COF COF Legal COF COF Legal COF COF Legal/Depositions COF Total  2008  COF/Risk Manager COF COF COF/Risk Manager COF COF COF/Risk Manager COF COF COF/Risk Manager COF COF COF COF/Risk Manager COF	25 20 25 20 60 5 35 50 300 160 150 25	24-Feb 9-Mar 1-Apr 4/7-4/9 13-May 12-May 13-May 5-May 6/20 & 21 6/8-6/11 14-Jun	EFBP EFBP EFBP EFBP EFBP EFBP EFBP	\$ \$ \$ \$ \$ \$ \$		\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	· ·	Meeting Mrs. Shroer Heritage Day
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COF Legal/Mtg COF COF Legal/Mtg COF COF Dept Purchasing Agents COF Corriage Pk HOA/Annual Mtg WC Resident Franklin's Charge/STFB WC Non profit COF HR/ Confined Space Training COF Franklin Tomorrow/Summer Social Carnton Board Meeting WC Non profit COF Legal Leadership Franklin/Becky Caldwell WC Non profit COF Legal/Depositions COF COF Legal/Depositions COF COF Legal COF COF Legal/Depositions COF COF/Risk Manager C	5 35 50 300 160 150 25	12-May 13-May 5-May 6/20 & 21 6/8-6/11	EFBP EFBP	\$			- 1	TRPA training
COF Dept Purchasing Agents Corriage Pk HOA/Annual Mtg WC Resident Franklin's Charge/STFB COF HR/ Confined Space Training CoF Franklin Tomorrow/ Summer Social Carnton Board Meeting COF Legal CoF Legal CoF Legal/Depositions COF COF COF COF Legal/Depositions COF COF Cof Legal/Depositions COF CoF COF Cof Legal/Depositions COF COF/Risk Manager COF Cof/	35 50 300 160 150 25	13-May 5-May 6/20 & 21 6/8-6/11	EFBP EFBP	\$	-	\$		Meeting
Carriage Pk HOA/Annual Mtg  Franklin's Charge/STFB  COF HRV Confined Space Training  Franklin Tomorrow/ Summer Social  Carrion Board Meeting  COF  Legal  COF Legal  COF Legal/Depositions  COF Legal/Depositions  COF Legal/Depositions  COF Legal/Depositions  COF COF Legal/Depositions  COF COF COF COF  COF Legal/Depositions  COF COF COF  COF Legal/Depositions  COF COF COF  COF COF	50 300 160 150 25 15	5-May 6/20 & 21 6/8-6/11	EFBP		-			COF
Franklin's Charge/STFB  COF HRV Confined Space Training Franklin Tomorrow/ Summer Social Carriton Board Meeting COF COF Legal Leadership Franklin/Becky Caldwell COF Legal/Depositions COF COF Legal COF COF COF Legal COF COF COF Legal COF	300 160 150 25 15	6/20 & 21 6/8-6/11		*		\$	- 1	COF
COF HR/ Confined Space Training Franklin Tomorrow/ Summer Social Carnton Board Meeting COF Legal COF Legal Leadership Franklin/Becky Caldwell COF Legal/Depositions COF COF Legal COF COF COF Legal COF	160 150 25 15	6/8-6/11	EFBP	⊅	. 1	\$		\$62.50 staff costs
Franklin Tomorrow/ Summer Social Carnton Board Meeting COF Legal COF Legal COF Legal/Depositions Battlefid Task Force/Illumination COF Legal/Depositions COF Legal/Depositions COF Legal/Depositions COF Legal/Depositions COF Legal/Depositions COF COF Legal/Depositions COF	150 25 15			\$	-	\$	- 1	Living History/Encampment
Carnton Board Meeting         WC Non profit           COF Legal         COF           COF Legal/Depositions         COF           Battlefld Task Force/Illumination         COF           COF Legal         COF           COF Legal/Depositions         COF           Total         COF           COF           COF/Risk Manager	25 15	14- huy	EFBP	\$	- 1	\$	- 1	COF
COF Legal COF Leadership Franklin/Becky Caldwell WC Non profit COF Legal/Depositions COF Battlefld Task Force/Illumination COF COF Legal COF COF Legal COF COF Legal COF COF Legal/Depositons COF  Total  2008  COF COF/Risk Manager COF COF COF COF/Risk Manager COF	15		EFBP	\$	-	\$	. 1	Social
Leadership Franklin/Becky Caldwell WC Non profit COF Legal/Depositions COF Battlefid Task Force/Illumination COF COF Legal/Depositions COF COF/Risk Manager COF COF/Risk Mana		1-Jun	EFBP	\$	-	\$	. 1	Mrs. Shroer
COF   Legal/Depositions	***************************************	8/24-8/25	EFBP	\$	-	\$		depositions
Battlefid Task Force/illumination  COF  COF Legal  COF  COF Legal  COF  COF  COF  COF  COF  COF  COF/Risk Manager  COF  COF  COF/Risk Monager  COF  COF  COF  COF  COF  COF  COF  WC Non profit  COF  WC Non profit  COF  WC Non-profit /No  Resident  COF  COF  COF  COF  COF  COF  COF  CO	30	2-Sep	EFBP	S	- 1	<b>`\$</b>		new class retreat
COF Legal COF Legal/Depositons COF  Total  2008  COF/Risk Manager COF COF COF/Risk Manager COF COF COF COF/Risk Manager COF	10	1-Sep	EFBP	\$		\$	- 1	COF
COF Legal/Depositons  COF  Total  2008  COF/Risk Manager COF	175	11/27-11/29	EFBP	\$		\$	- 1	COF
Total  2008  COF COF/Risk Manager COF COF/Risk Manager COF COF/Risk Manager COF COF COT/Risk Manager COF COT/Risk Manager COF COT/Risk Manager COF COT/Risk Manager COF	10	16-Nov	EFPB	\$		\$		COF
2008  COF/Risk Manager COF Solve COF	20	12/16, 12/17, 12/18	EFPB	\$	-	\$	-	COF
2008  COF/Risk Manager COF Solve COF	1155			Ś				
COF/Risk Manager COF COF/Risk Manager COF COF/Risk Manager COF COF/Risk Manager COF Youth Leadership Franklin WC Non profit 88 Reg.BCD Unit WC Non profit Franklin's Charge/Symposium WC Non profit COF/Hist.Planning Comm. COF Trn.Tech.Dr, Combs Resident COF/Historic Preserv.Dept. COF Wm.Cty.Tourism WC Non profit	1,155	88		9	*	\$	*	
COF/Risk Manager COF COF/Risk Manager COF COF/Risk Manager COF Youth Leadership Franklin WC Non profit S8 Reg.BCD Unit WC Non profit Franklin's Charge/Symposium WC Non profit COF/Hist.Planning Comm. COF WC Non- profit /No Tin.Tech./Dr, Combs Resident COF/Historic Preserv.Dept. COF Wm.Cty.Tourism WC Non profit								
COF/Risk Manager COF COF/Risk Manager COF COF/Risk Manager COF Youth Leadership Franklin WC Non profit S8 Reg.BCD Unit WC Non profit Franklin's Charge/Symposium WC Non profit COF/Hist.Planning Comm. COF WC Non- profit /No Tin.Tech./Dr, Combs Resident COF/Historic Preserv.Dept. COF Wm.Cty.Tourism WC Non profit	cof emp	1/30 & 1/31	EFPB	S		s		
COF/Risk Manager         COF           Youth Leadership Franklin         WC Non profit           S8 Reg.BCD Unit         WC Non profit           Franklin's Charge/Symposium         WC Non profit           COF/Hist.Planning Comm.         COF           YC Non- profit /No         Resident           COF/Historic Preserv.Dept.         COF           VC Non profit         WC Non profit	cof emp	Feb. 5,6,7,12,26,28	EFPB	\$		\$		Diversity Training
Youth Leadership Franklin         WC Non profit           88 Reg.BCD Unit         WC Non profit           Franklin's Charge/Symposium         WC Non profit           20F/Hist.Planning Comm.         COF           WC Non-profit /No         Resident           20F/Historic Preserv.Dept.         COF           Vm.Cty.Tourism         WC Non profit	cof emp	3/25/2027	EFPB	\$		\$		Diversity Training
88 Reg.BCD Unit         WC Non profit           Franklin's Charge/Symposium         WC Non profit           20F/Hist.Planning Comm.         COF           WC Non- profit /No.         Resident           20F/Historic Preserv.Dept.         COF           Nm.Cty.Tourism         WC Non profit	30	4/2/2008	EFPB			~ <del>~</del> ~~~~~~~~		Diversity Training
Franklin's Charge/Symposium         WC Non profit           COF/Hist-Planning Comm.         COF           WC Non- profit /No         Resident           COF/Historic Preserv.Dept.         COF           Vm.Cty.Tourism         WC Non profit	50	4/2/2008		\$ 90	-	\$		Heritage Day lunch presentation
COF/Hist.Planning Comm.         COF           WC Non- profit /No         Resident           COF/Historic Preserv.Dept.         COF           Vm.Cty.Tourism         WC Non profit	90	6/20-22/2008	EFPB EFPB	\$ 91	00.0	\$ S	100.00	Orig.schd.at Carnton Mansion-lunch
MC Non- profit /Non- profit /No	7	6/20-22/2008				\$	250.00	Living History & encampment
n.Tech./Dr, Combs Resident COF/Historic Preserv.Dept. COF Vm.Cty.Tourism WC Non profit		6/19/11	EFPB	\$		<b>&gt;</b>		Training
OF/Historic Preserv.Dept. COF Vm.Cty.Tourism WC Non profit	"] ,	6/20 & 21	EFPB	s		\$		Wetland Plant I.D.
Vm.Cty.Tourism WC Non profit	80	9/19/2008	EFBP	\$	-	\$		Camp/Workshop
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	50+	10/8/2008	EFPB	S		\$	- : 1	Mtg/Dinner
		11/3-5/2008	EFPB	\$	-	\$		District voting location
COF/ Tree Commission & COF	I District Voting	11/6/2008	EFPB	\$		\$		Regional Mtg/TUFC.
COF/Legal Dept. COF	District Voting	12/4,9,22,23,29,30/2008	EFPB	\$	-	\$		Meetings
507-20941-2020	45	AC( 1) 5/22/23/25/30/2000	LIFE	4		*		meetings
rotal				\$ 90	0.00	_	350.00	

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