



PEORIA CIVIC CENTER®

PEORIA CIVIC CENTER AUTHORITY
Minutes of December 1, 2016
Meeting FY17 No. 3

Chairman Manning called the regular meeting of the Peoria Civic Center Authority to order at 4:00 p.m., Thursday, December 1, 2016 at the Peoria Civic Center in the Lexus Club.

VOTING AUTHORITY MEMBERS PRESENT:

Commissioner Matthew Bartolo
Commissioner Paul DiGiallonardo
Commissioner Sylvia Hasinger
Commissioner Joseph Dalfonso
Commissioner Yvonne Greer-Batton 4:11 pm
Chairman Bob Manning

VOTING AUTHORITY MEMBERS ABSENT:

Commissioner Pratima Gandhi

NON-VOTING AUTHORITY MEMBERS PRESENT:

Commissioner Jason Stringer 4:09

NON-VOTING AUTHORITY MEMBERS ABSENT:

Commissioner James Lynch
Commissioner Ryan Spain
Commissioner Don Welch

SMG/PCC STAFF PRESENT:

Anne Clayton, General Manager
Will Kenney, Director of Operations
Megan Pedigo, Senior Marketing Manager
Danette Snopek, Director of Finance
Andrew VanDeweghe, Director of Food & Beverage
Jess McMullin, Director of Sales & Marketing
Ben Holeton, Booking Manager

OTHERS IN ATTENDANCE:

Dave Stuckel, PCCA Legal Counsel
Erin Schaefer, PCC
Cara Allen, PACVB
Adam Pulley, CliftonLarsonAllen

Chairman Manning called the meeting to order at 4:00 pm. He requested that a roll call be taken. Quorum present.

Chairman Manning requested a motion to approve the minutes of the October 27, 2016 PCCA meeting.

Motion to Approve Meeting Minutes of October 27, 2016 Meeting: Moved: Commissioner Dalfonso.
Seconded: Commissioner DiGiallonnardo. Passed unanimously by voice vote.

General Manager Report:

General Manager Anne Clayton introduced Jessica McMullin as the new Director of Sales & Marketing for the Convention Center. Interviews for the open Senior Sales Manager – Convention Center position will begin shortly. The sixteen shows of Wicked were a great success and the show producers were extremely happy with their experience in Peoria. The Marriott reported that the Wicked crew booked 312 room nights generating revenue of over \$26,000. The Bassnectar concert that was held in the Arena on Halloween night almost sold out both hotels.

SAVOR Report:

Director of Food & Beverage Andrew VanDeweghe reported that SAVOR had a strong month. The Spotted Cow officially opened on the Arena concourse and was well received. The catering department received some great feedback from several clients on the wonderful food and service they received. Interviews are being conducted for the Senior Banquet Manager position. Third party audits were conducted in November for food and alcohol safety programs. Scores were over 95% average on food safety and 100% compliance for alcohol safety. Wicked per caps were much higher than the 2011 performances. Specialty drinks were created for Wicked, the Hob Nob Holiday Market and PSO and were well received by patrons.

Operations Report:

Director of Operations Will Kenney reported that the Green Recycling Committee is exploring ways to keep utility costs down in the complex. October gas usage was down, but electrical costs were up. Future electrical rates have been negotiated and favorable new rates have been received. The ballroom tile project is nearing completion. The Winterfest drainage project has been completed and the new system is working well. The installers for the ice rink were very pleased with the changes that were made.

Marketing Report:

Senior Marketing Manager Megan Pedigo discussed the strong economic impact that Wicked had on the community during its two-week run in the Theater. With a large media budget that helped spread the word, the group sales manager sold over 4,000 tickets and generated income of over \$250,000. Total ticket sales reached \$2.7 million. Attendance was 32,000 with 48% coming from outside the area. The total economic impact from Wicked was \$8.9 million. A geographic report for the Bassnectar Arena concert showed that the majority of tickets were purchased from the Chicago area.

Sales and Booking Report:

Anne Clayton reported that the Convention Center prospecting, proposals contracted and lost business reports along with the Arena and Theater reports were included in this month's packet. Both sales and booking have been producing well. Booking Manager Ben Holeyton reported that Harlem Globetrotters, Get the Led Out, American English and Lewis Black went on sale in the month of November. Theater shows The Head and The Heart and David Sedaris will go on sale in December.

Sales and Marketing Committee:

Commissioner Dalfonso reported that the committee met this month and discussed sales and marketing goals. He turned the floor over to Megan Pedigo, Senior Marketing Manager, who reported that the customer service score was 9.4 out of 10.

Capital Committee:

Commissioner Bartolo reported that the Capital Committee did meet. He turned the floor over to Will Kenney, Director of Operations. An LED light upgrade project has been evaluated to replace existing 400W HID and 500W incandescent light fixtures with LED fixtures in Exhibit Halls A-C. It is estimated that this conversion will save the facility approximately \$46,063 annually in energy costs. DCEO will reimburse the Peoria Civic Center up to \$100,454 for costs incurred to do this work. In-house staff will be utilized to remove existing fixtures and install the new LED fixtures.

The Capital Committee recommends that the purchase be awarded to the lowest quote, Graybar for \$96,945.77.

Motion to accept the bid of \$96,945.77 from Graybar Electric: Moved by Commissioner Bartolo. Seconded by Commissioner Greer-Batton. Chairman Manning called for a roll call vote. Motion passed unanimously.

Finance Committee:

Commissioner DiGiallonardo reported that the Finance Committee met November 29th and turned the floor over to Director of Finance Danette Snopek. October consisted of 61 budgeted events versus 64 actual events. Event income was over budget by \$204,000 and indirect expenses were under budget by \$26,000 resulting in operating income being over budget by \$227,000. In the convention center, the consumer show Life Expo was unbudgeted. Two conventions came in 27% over budget combined. Two large meetings were booked that caused this category to be over budget by \$10,000. In the arena, the Bassnectar concert was 763 patrons over budgeted attendance and 67% over budget. The two Rivermen games were 29% under budget. In the theater, the Garrison Keillor show was substantially over budget and the Michael Carbonaro show was unbudgeted. Unfortunately, the profit made on these two shows was negated by the poor financial performance of Octonauts Live. The sixteen shows of Wicked came in over budget by \$133,000. This was due to 3,151 more patrons attending than budgeted as well as higher per cap spending in all the ancillary income categories. In non-operating income, the last payment was made to the city for the overpayment of the HRA subsidy.

Recommendations from the Finance Committee for professional contractor service agreements that exceed the committee's authority were presented to the full PCCA board for approval:

Siemens Building Technologies Service Agreement

Siemens Building Technologies maintains the building HVAC and lighting control systems. This is a three year agreement with a slight increase to \$28,220 per year.

Motion to approve Siemens Building Technologies Service Agreement: Moved by Commissioner DiGiallonardo. Seconded by Commissioner Hasinger. Chairman Manning called for a roll call vote. Motion passed unanimously.

Heart Managed Services Agreement

Heart Technologies provides phone and IT support for the facility. This is a one year agreement for \$12,479.92 per month.

Motion to approve Heart Technologies Services Agreement: Moved by Commissioner DiGiallonardo. Seconded by Commissioner Greer-Batton. Chairman Manning called for a roll call vote. Motion passed unanimously.

Renewal of FY17 Business Insurance

Substantial rate reductions in premiums for business insurance have been negotiated for FY17, due to a low claim rate status. The National Casualty Commercial insurance premium is \$57,060 for a savings of \$26,166. The Liberty Mutual premium was reduced to \$118,876 for a savings of \$28,591.

Motion to approve FY17 Business Insurance: Moved by Commissioner Dalfonso. Seconded by Commissioner Bartolo. Chairman Manning called for a roll call vote. Motion passed unanimously.

Fiscal Year 2016 Audit Review

Adam Pulley from Clifton Larson Allen reviewed the FY16 audit and noted that they issued an Unqualified Opinion with regards to the financial statements. In FY16, the PCC entered into a new inter-governmental agreement with the City of Peoria. Per the new agreement, the regular HRA subsidy and now eliminated PCC 90% Fund will be combined and considered non-operating revenue.

PAVCB:

PACVB Director of Marketing Cara Allen discussed their work on promoting PCC events in the area and beyond. The Hob Nob Holiday Market was a success, as was Life Expo. PNC Winterfest has been featured in several magazine articles and a video is being planned for distribution. A media buy for Small Market Meetings is being scheduled for January.

Old Business: None

New Business: Recommendation of Capital & Finance Committee Spending Authorization

The Finance Committee discussed at their November 29th meeting that both the Finance Committee and Capital Committee spending authorization thresholds should match each other and thus recommends the following for both committees:

Up to	9,999	SMG Staff
10,000	24,999	Finance Committee
25,000	and Above	Peoria Civic Center Authority

Motion to approve to accept the guidelines of dollar amounts for Capital & Finance Committee: Moved by Commissioner DiGiallonardo . Seconded by Commissioner Hasinger. Motion passed unanimously by voice vote.

Old Business: None

New Business: None

Public Comment: None

Noting that there was no need for an Executive Session, Chairman Manning reminded everyone the next PCCA meeting will be held January 26, 2017 in the Lexus Club at 4:00 pm. A reminder will be sent out one week prior to meeting.

Adjournment

Chairman Manning requested a motion to adjourn.

Motion to Adjourn: Moved by Commissioner Dalfonso. Seconded by Commissioner Greer-Batton. Passed unanimously by voice vote.

Meeting adjourned at 4:40 pm.