



PEORIA CIVIC CENTER®

PEORIA CIVIC CENTER AUTHORITY  
Minutes of October 24, 2019  
Meeting FY20 No. 2

Vice Chairman Bartolo called the regular meeting of the Peoria Civic Center Authority to order at 4:00 p.m., Thursday, October 24, 2019 at the Peoria Civic Center in the Second Floor Conference Room.

VOTING AUTHORITY MEMBERS PRESENT:

**Chairman Paul DiGiallonardo : Tele-Conference**  
**Commissioner Yvonne Greer-Batton**  
**Commissioner Matthew Bartolo**  
**Commissioner Robert Manning**  
**Commissioner Henry Vicary**  
**Commissioner Laith Al-Khafaji**

VOTING AUTHORITY MEMBERS ABSENT:

**Commissioner Pratima Gandhi**

NON-VOTING AUTHORITY MEMBERS PRESENT:

**Commissioner Sylvia Hasinger**  
**Commissioner Deborah Roethler**

NON-VOTING AUTHORITY MEMBERS ABSENT:

**Commissioner Sid Ruckriegel**  
**Commissioner Joseph Dalfonso**  
**Commissioner Michael Eddlemon**

SMG/PCC STAFF PRESENT:

**Rik Edgar, General Manager**  
**Danette Snopek, Director of Finance**  
**Sarah Luthy, Director of Food & Beverage**  
**Will Kenney, Director of Operations**  
**Adam Smith, Director of Booking**  
**Jess McMullin, Director of Sales & Marketing**  
**Shelley Nordwall, Human Resources Manager**

OTHERS IN ATTENDANCE:

**Dave Stuckel, PCCA Legal Counsel**

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

Vice Chairman Bartolo requested a motion to approve the minutes of the September 26, 2019 PCCA meeting minutes.

**Motion to Approve Meeting Minutes of September 26, 2019 Meeting:**

Moved: Commissioner Manning. Seconded: Commissioner Al-Khafaji. Passed unanimously by voice vote.

**General Manager Report:**

General Manager, Rik Edgar reported that with our local partnership with Dagz and Pop-A-Shot, they have created customized arcade items for our visiting performers and Bradley.

Our annual New Year's Eve ball drop had been confirmed again for this year. There will be bigger and better activities for children as well as an early ball drop at 6:00pm to coincide with tip off for the Bradley vs Drake game. Another ball drop will be held for adults at the stroke of midnight.

Ticketed events saw an uptick in the Pro Bull riding held in the Arena. It doubled our expectations. Also, in September, Disney On Ice saw a decline in ticket sales primarily due to the season and this impacted the budget. They are usually here in the winter months but due to scheduling conflicts, they came in September.

In the Arena, we announced WinterJam and now have 95% confirmed on three arena shows. In the theater we announced Louis CK, Jerry Seinfeld, Foreigner and Celtic Woman.

Bradley University and the PCC partnered to allow Bradley students to use their Key cards to purchase tickets at their box office for PCC events.

**Food & Beverage Report:**

Director of Food and Beverage Sarah Luthy introduced a new product, a sparkling wine called BABE. It comes in three different flavors and will be premiered at the Chris Stapleton concert tomorrow night. It is also being promoted on Twitter and Facebook.

The PCCA board requested an explanation of the incident that happened at the season opener for the Rivermen. Lines were extremely long; many patrons were upset. Sarah explained that due to a staffing issue six employees were "NO CALL – NO SHOW" which left them severely understaffed. Both large concession stands were set and ready to go but due to staff shortage the decision was made to open just the arena north concession stand due to the fact that it is closer to the warehouse which would make it easier and quicker if something were needed. The Brewhaus and portable stand were also open. After going back and reviewing the situation, a program was put in place in case this should ever happen again. Employees are now called the day before they are scheduled to work. Sarah also wanted the PCCA board to know that her staff put forth the effort to keep lines moving and to serve our patrons without as much as a break. The board thanked Sarah for the explanation and for her resolving the problem if case it happens in the future.

**Facility and Operations Report:**

Director of Operations Will Kenney reported that the month of September was a busy month for operations with getting the facility ready for the new season. Maintenance completed 109 work orders and all inspections and annual checkups have been completed. Three of the LED lighting projects have been completed in the parking lots, ballroom and triangle lobby. Sink holes in the parking lots have been repaired. Built the ice for Disney and Rivermen.

Electrical usage was slightly above average due to having to build the ice sooner for Disney. Natural Gas was below average.

**Marketing Report:**

Director of Booking Adam Smith reported that the monthly Turnkey report showed that we took a slight hit in the month of September on environment and food and beverage but still at ASM Global averages in all categories. Criss Angel scored a 9.1 and Disney on Ice scored an 8.3.

**Convention Center Sales Report:**

Director of Sales Jess McMullin, reported that the sales team for the month of September acquired forty-one leads, wrote nineteen proposals and executed eight contracts.

The Fertilizer and Chemical Association renewed their contract for another three years.

The PACVB is giving a tour to six event planners that showed interest in the facility and Peoria area from the conference in Green Bay that Jess and the PAVCB attended. Erin Schaefer is attending Connect Faith in Grand Rapids and is hoping it is just as productive.

Director of Sales Jess McMullin in conjunction with the PACVB presented the new virtual tour of the facility. It shows the complete venue and how the event space will look. Event managers will be able to use it show clients what kind of set up will look like and make any changes to the layout to accommodate the client. This also is a great sales and marketing tool; clients will be able to view the facility from our website.

**.Strategic Planning Committee:**

Commissioner Hasinger, reported that the committee had not met due to scheduling difficulties. She did report that the biggest challenge and opportunity facing the Strategic Planning Committee is scope. They are in need of some clarity to help the PCC staff and the PCCA board.

**Finance & Facility Committee:**

In Commissioner Gandhi's absence Commissioner Manning reported that the committee had met and turned the floor over to Director of Finance, Danette Snopek. The Flex Analysis report on any variances on anything over \$5,000 or 10% of budget. Rental income was up \$16,729 based on rental deal structure with PBR Bull Riding and Disney on Ice held in the Arena and Hairball that performed in the Theater. Service revenue, service expenses and direct income are also related to the rental deal structures. Ancillary income was down due to attendance, concessions, marked sales and parking. Catering revenues were down slightly due to attendance, lower price point meals. Other event income was down approximately \$49,000 due to unexpected low-ticket sales. Operating expenses were up \$24,786 due to the ice installation and Zamboni repairs. Non-Operating is up \$54,391 from budget the city collected in HRA taxes.

**Finance & Facility Committee cont.:**

Recommendation from the Finance & Facility for the purchase of not more than and up to than 6,000 pounds of R-22 refrigerant for ice rink system in the amount of \$94,306.08 from United Refrigeration. Director of Operations Will Kenney is to purchase at his discretion.

**Motion to approve the purchase of R-22 Refrigerant.**

Motion was made by Commissioner Manning. Seconded by Commissioner Greer-Batton. Vice Chairman Bartolo called for a roll call vote. Passed unanimously.

Recommendation from the Finance & Facility to accept the proposal and proceed with Desigo CC Insight Workstation upgrade for \$69,950.

**Motion to approve the Insight Workstation Upgrade.**

Motion was made by Commissioner Manning. Seconded by Commissioner Vicary. Vice Chairman Bartolo called for a roll call vote. Passed unanimously.

**PACVB:**

Chairman Dalfonso was absent. No report given.

**Old Business: Five Year Analysis Report on Lost Revenue/Arena Ice Rink Replacement.**

Director of Operations Will Kenney reported that after Bradley Graduation held in May, on an average we host only two events in the summer, so loss of revenue would be minimal. Events that did not require ice would be able to perform on new concrete.

**New Business: New Parking Tax.**

On January 1<sup>st</sup>, 2020 the State of Illinois will implement a new 6% parking tax which will impact our events. We are asking for an increase to \$10.00 up from \$7.00 to help fund the new tax increase.

**Motion to increase event parking fee from \$7.00 to \$10.00.**

Motion was made by Commission Manning. Seconded by Commissioner Greer-Batton. An amended motion to include the increase in our monthly parking fees needed to be added.

**Amended Motion to set a standard parking rate of \$10.00 for event parking and \$50.00 for monthly starting on January 1<sup>st</sup>, 2020 authorizing payment for the new state parking tax will be accessed on that date.**

Vice Chairman Bartolo called for a motion to the amended motion to include the monthly parking increase. Motion was made by Commissioner Manning. Seconded by Commissioner Greer-Batton. Vice Chairman Bartolo call for a voice vote. Passed unanimously

**Public Comment: There was no Public Comment.**

Noting there was no need for an Executive Session; Vice Chairman Bartolo reminded everyone that the next regular PCCA meeting will be held December 5, 2019 at 4:00 pm, in a location TBD. A reminder will be sent out one week prior to the meeting.

**Adjournment:**

Vice Chairman Bartolo requested a motion to adjourn.

**Motion to Adjourn:**

Motion made by Commissioner Greer-Batton. Seconded by Commissioner Manning. Motion passed unanimously.

Meeting adjourned at 4:52 p.m.