



**SOUTH SAN FRANCISCO  
CONFERENCE CENTER**

**SOUTH SAN FRANCISCO CONFERENCE CENTER  
REGULAR AUTHORITY MEETING**

Tuesday, February 20, 2024 – 5:15 p.m.  
255 South Airport Blvd., South San Francisco, CA 94080

**AGENDA**

**Call to Order – Pledge of Allegiance – Roll Call**

**Public Comment:**

Note: For matters not otherwise listed on this agenda, the Authority welcomes your comments but is prohibited by State Law from discussing the items raised. Such items may be taken under consideration and referred to staff for further action as appropriate.

**Closed Session:**

1. Public Employee Performance Evaluation  
(Pursuant to Government Code Section 54957)  
Title: Executive Director
2. Conference with Labor Negotiator  
(Pursuant to Government Code Section 54957.6)  
Agency Designated Representatives: Rich Garbarino and Steve Mattas  
Unrepresented Employee: Executive Director

**Action Items:**

1. Review/Approval of Minutes from the December 11, 2023, Regular Meeting.
2. Review/Approval of Authority's 2024-2025 Regular Authority Board Meeting Schedule.
3. Election of Authority Chairperson for 2024.
4. Election of Authority Vice Chairperson for 2024.
5. Appoint Budget Subcommittee for the Fiscal Year 2024-2025 Budget Process.
6. Consideration of Resolution approving Amendment No. 2 to Employment Agreement between James McGuire and the South San Francisco Conference Center Authority (to be considered following closed session).





**SOUTH SAN FRANCISCO  
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**Discussion Item/s:**

1. Review November & December 2023 Preliminary Financial Statements.
2. Update on status of parking lease issue for the property in front of Park Pointe Hotel that is included within the Agreement for Reciprocal Grant of Nonexclusive License for Parking by Patrons of the South San Francisco Conference Center.

**Authority Announcements, Referrals and Future Agenda Items:**

**Executive Director's Report:**

1. Executive Director's Updates – including Sales and Operations (Jim McGuire, Executive Director)

**Next Regular Authority Board Meeting will be on Monday, April 15, 2024, at 5:15 p.m.**

**Adjourn**





**SOUTH SAN FRANCISCO  
CONFERENCE CENTER**

MINUTES  
REGULAR MEETING OF THE  
SOUTH SAN FRANCISCO  
CONFERENCE CENTER AUTHORITY  
South San Francisco Conference Center  
255 South Airport Blvd., South San Francisco, CA 94080

December 11, 2023

Meeting was called to order at 5:16 p.m. by Chairperson Maharaj

Authority Members Present: Francois Camou, James Coleman, Richard Garbarino, Shila Narottam, Buenaflor Nicolas, Reena Maharaj, and Iyad Shihadeh

Authority Members Absent: BJ Patel, Pravin Punjiya

Staff Present: Ali Wolf, Katie Leung, Kathleen Kearney, and Jim McGuire

**Public Comment:**

There was no public comment.

Authority Chairperson Maharaj called the Closed Session to order at 5:17 p.m.

**Closed Session:**

1. Public Employee Performance Evaluation  
(Pursuant to Government Code Section 54957)  
Title: Executive Director

2. Conference with Labor Negotiator  
(Pursuant to Government Code Section 54957.6)  
Agency Designated Representatives: Reena Maharaj and Ali Wolf  
Unrepresented Employee: Executive Director

**Closed Session Report:**

Closed Session ended at 5:22 p.m.





**SOUTH SAN FRANCISCO  
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For both items 1 and 2, the Authority has created a subcommittee to administer the Executive Director's evaluation and consider a recommendation for contract amendments at the February 20, 2024, Regular Meeting. The subcommittee consists of Authority Members Garbarino, Nicolas and Shihadeh.

**Presentations:**

- 1. Presentation by Paul Pham, CPA / Partner of Chavan & Associates, LLP regarding Fiscal Year 2022-2023 Annual Financial Statement, via Zoom.**

Paul Pham, CPA, of Chavan & Associates, LLP presented the 2022-2023 Financial Statement to the Authority. He stated the audit had found no findings to report, no management comments, or recommendations for the fiscal year. He pointed out that there were not a lot of changes from last year and it was a clean audit, no deficiencies, and no weaknesses. There are increases in rent, and food and beverage from increased activity. Like last year, GASB 87 redefines the way the Conference Center looks at the Conference Center's leases, but nothing significant to adjust or record. Overall, the Agency has been reported to be doing a great job in handling the finances.

**Action Items:**

- 1. Review/Approval of Minutes from October 16, 2023, Regular Meeting.**

Authority Member Garbarino moved to approve the minutes and Authority Member Nicolas seconded the motion. The Authority agreed unanimously.

- 2. Review/Approval of Authority's 2024-2025 Regular Authority Board Meeting Schedule.**

The 2024-2025 Regular Authority Board Meeting Schedule was inadvertently left out of the packet. Executive Director McGuire will email the schedule after the meeting and this Action Item will be included in the Regular February meeting.

**Discussion Item/s:**

- 1. Review September & October 2023 Preliminary Financial Statements.**

Chief Financial Officer, Katie Leung, reviewed the September and October 2023 Preliminary Financial Statements for the Authority. YTD Gross Revenue is over budget by \$52,907. The YTD Total Operating Expenditures are \$91,816 below what was budgeted. Administrative & General expenses were under budget by \$46,263, Operations & Maintenance expenses were under budget by \$24,954 and Sales and





Marketing expenses were under budget by \$20,599. YTD Net Income, Net Depreciation Expenses is \$325,280 and Net Income is \$177,757 over budget.

**Authority Announcements, Referrals and Future Agenda Items:**

- 1. Election of Authority Chairperson and Vice Chairperson for the year 2024 on Tuesday, February 20, 2024 (Monday, February 19, 2024, is President's Day Holiday)**

McGuire mentioned that the Authority will be electing a Chairperson and Vice Chairperson for 2024 during the Authority's regular scheduled meeting in February.

**Executive Director's Report:**

- 1. Sales Activity Report (Kathy Kearney, Director of Sales)**

Director of Sales Kearney reported that staff recently contracted one of staff's prospects entertained at The Cloud Club for a value of \$52,000, which will completely offset the Conference Center's 3-year commitment to The Cloud Club. Kearney reported that Sales Manager Stacey San Pedro completed a sales mission in Washington, DC with The San Francisco Travel Association. The total investment for this mission was \$5,300, and the Conference Center booked \$140,000 in estimated revenue as a result of the sales trip.

Kearney reported that McGuire, Kearney, and San Pedro will be hosting a client reception in Sacramento for CalSAE for qualified association meeting planners on Tuesday, December 12, 2023, along with three (3) hotel partners – the DoubleTree Hotel, Embassy Suites and Sonesta Hotel. San Pedro will be attending the trade show on Wednesday, December 13, 2023.

- 2. Executive Director's Report (Jim McGuire, Executive Director)**

Executive Director McGuire reported to the Authority on the success of the event for President Ferdinand Marcos Jr. and showed several photographs from the event. McGuire mentioned that Mayor Nicolas and City Manager Ranals attended the event, and McGuire expressed his appreciation and collaboration of the conference center staff and the South San Francisco Police Department to execute a flawless event. McGuire shared with the Authority that the conference center appeared on the Presidents' official Instagram page two (2) different times, giving the conference center international exposure.





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CONFERENCE CENTER**

McGuire updated the Authority on the recent year-to-date budget percentages as follows:

- Room Rental is 77% of budget
- Audio-Visual is 61% of budget
- Event Services is 99% of budget
- Food and Beverage is 79% of budget

McGuire reported that he held the quarterly General Manager & Director of Sales meeting in November and special guests were Councilmembers Addiego and Flores, Assistant City Manager Rich Lee and presenters SSFPD, SSFFD and Flock Cameras.

McGuire updated the Authority on the condition of the two (2) water boilers and food warmers. The conference center has a total of six (6) food warmers, and none of them regulates the heat property. McGuire will be replacing two (2) immediately and will include the remaining four (4) in next Fiscal Year's capital request. The two (2) hot water boilers are past their usable life and need to be replaced. This job will need to be done immediately and will cost approximately \$50,000.

McGuire will be ordering South San Francisco Conference Center jackets for the Authority members, and he passed around a sheet requesting sizes for each person.

McGuire reminded that the annual holiday dinner will be immediately following the meeting.

Chairperson Maharaj announced that the next Regular Authority Meeting is scheduled for Tuesday, February 20, 2024.

The meeting was adjourned at 5:48 p.m.

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Reena Maharaj  
Authority Chairperson

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Jim McGuire  
Executive Director





SOUTH SAN FRANCISCO  
CONFERENCE CENTER

## South San Francisco Conference Center Authority Authority Board Regular Meetings

2024-2025  
5:15 p.m.

Tuesday, February 20, 2024 (Monday is President's Day Holiday)

Monday, April 15, 2024

**Monday, June 3, 2024** (FY 2023-24 Budget)

Monday, August 19, 2024

Monday, October 21, 2024

**Monday, December 9, 2024** (Holiday Dinner)

Tuesday, February 18, 2025 (Monday is President's Day Holiday)

Monday, April 21, 2025

**Monday, June 2, 2025** (FY 2024-25 Budget)

Monday, August 18, 2025

Monday, October 20, 2025

**Monday, December 8, 2025** (Holiday Dinner)





**South San Francisco Conference Center  
Budget vs. Actuals: FY23-24 November - December Preliminary  
November 2023 - December 2023**

	Nov 2023				Dec 2023				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
<b>Income</b>												
41100 Room Rental Income	70,150.00	75,000.00	(4,850.00)	93.53%	46,350.00	55,000.00	(8,650.00)	84.27%	427,902.50	435,000.00	(7,097.50)	98.37%
41200 Event Services Income	78,942.25	13,500.00	65,442.25	584.76%	21,062.00	13,780.00	7,282.00	152.84%	195,637.25	124,160.00	71,477.25	157.57%
41300 Audio Visual Income	84,548.00	79,300.00	5,248.00	106.62%	24,464.00	16,104.00	8,360.00	151.91%	284,351.85	202,276.00	82,075.85	140.58%
41400 Food & Beverage Income	128,499.84	93,750.00	34,749.84	137.07%	208,378.24	218,750.00	(10,371.76)	95.26%	922,050.97	743,750.00	178,300.97	123.97%
<b>Total Income</b>	<b>\$ 362,140.09</b>	<b>\$ 261,550.00</b>	<b>\$ 100,590.09</b>	<b>138.46%</b>	<b>\$ 300,254.24</b>	<b>\$ 303,634.00</b>	<b>\$ (3,379.76)</b>	<b>98.89%</b>	<b>\$ 1,829,942.57</b>	<b>\$ 1,505,186.00</b>	<b>\$ 324,756.57</b>	<b>121.58%</b>
<b>Cost of Goods Sold</b>												
42100 COGS Room Rental	-	-	-	-	-	-	0.00	-	1,387.70	0.00	1,387.70	-
42200 COGS Event Services	56,241.84	6,015.00	50,226.84	935.03%	5,092.80	4,799.00	293.80	106.12%	90,013.11	39,473.00	50,540.11	228.04%
42300 COGS Audio Visual	70,904.35	49,725.00	21,179.35	142.59%	15,614.40	10,098.00	5,516.40	154.63%	216,892.97	126,837.00	90,055.97	171.00%
42400 COGS Food & Beverage	96,830.84	67,313.00	29,517.84	143.85%	142,677.60	157,063.00	(14,385.40)	90.84%	656,710.47	534,014.00	122,696.47	122.98%
<b>Total Cost of Goods Sold</b>	<b>\$ 223,977.03</b>	<b>\$ 123,053.00</b>	<b>\$ 100,924.03</b>	<b>182.02%</b>	<b>\$ 163,384.80</b>	<b>\$ 171,960.00</b>	<b>\$ (8,575.20)</b>	<b>95.01%</b>	<b>\$ 965,004.25</b>	<b>\$ 700,324.00</b>	<b>\$ 264,680.25</b>	<b>137.79%</b>
<b>Gross Profit</b>	<b>\$ 138,163.06</b>	<b>\$ 138,497.00</b>	<b>\$ (333.94)</b>	<b>99.76%</b>	<b>\$ 136,869.44</b>	<b>\$ 131,674.00</b>	<b>\$ 5,195.44</b>	<b>103.95%</b>	<b>\$ 864,938.32</b>	<b>\$ 804,862.00</b>	<b>\$ 60,076.32</b>	<b>107.46%</b>
<b>60000 Operating Expenses</b>												
<b>65000 Administrative &amp; General Expenses</b>												
65100 Salary & Benefit	117,456.19	118,826.33	(1,370.14)	98.85%	113,860.73	120,849.70	(6,988.97)	94.22%	647,009.82	713,529.91	(66,520.09)	90.68%
65200 General Insurance	3,368.39	3,890.00	(521.61)	86.59%	3,368.39	3,890.00	(521.61)	86.59%	20,210.34	23,340.00	(3,129.66)	86.59%
65300 Bank Charges	2,897.21	7,583.80	(4,691.59)	38.18%	2,523.97	8,805.02	(6,281.05)	28.67%	25,532.13	43,679.87	(18,147.74)	58.45%
65400 Property/ Taxes/ Lease	39,400.00	39,400.00	-	100.00%	39,400.00	39,400.00	0.00	100.00%	257,898.05	261,900.00	(4,001.95)	98.47%
65600 Office Expenses	958.89	904.00	54.89	106.07%	449.35	1,094.00	(644.65)	41.07%	5,126.50	7,204.00	(2,077.50)	71.16%
65670 Donation	-	-	-	0.00%	0.00	0.00	0.00	0.00%	5,000.00	5,000.00	0.00	100.00%
65810 Travel Expense - Admin	5.25	-	5.25	0.00%	50.00	0.00	50.00	0.00%	241.70	0.00	241.70	0.00%
65820 Employee Relation - Admin	868.88	200.00	668.88	434.44%	727.23	2,500.00	(1,772.77)	29.09%	2,961.29	3,800.00	(838.71)	77.93%
65910 Public Relations	423.71	400.00	23.71	105.93%	8,523.86	7,350.00	1,173.86	115.97%	14,156.33	12,700.00	1,456.33	111.47%
<b>Total 65000 Administrative &amp; General Expenses</b>	<b>\$ 165,378.52</b>	<b>\$ 171,209.13</b>	<b>\$ (5,830.61)</b>	<b>96.59%</b>	<b>\$ 168,903.53</b>	<b>\$ 183,888.72</b>	<b>\$ (14,985.19)</b>	<b>91.85%</b>	<b>\$ 978,136.16</b>	<b>\$ 1,071,153.78</b>	<b>\$ (93,017.62)</b>	<b>91.32%</b>
<b>66000 Operation &amp; Maintenance Expenses</b>												
66100 Contract Labor & Service	24,053.50	21,788.48	2,265.02	110.40%	22,424.52	21,409.45	1,015.07	104.74%	133,689.70	134,953.59	(1,263.89)	99.06%
66220 HVAC	6,212.00	-	6,212.00	0.00%	1,659.38	1,800.00	(140.62)	92.19%	15,913.36	14,800.00	1,113.36	107.52%
66230 Kitchen	1,470.00	-	1,470.00	0.00%	400.00	5,150.00	(4,750.00)	7.77%	5,360.23	11,300.00	(5,939.77)	47.44%
66300 Maintenance Services & Equipments	4,049.59	3,350.00	699.59	120.88%	5,748.54	850.00	4,898.54	676.30%	19,900.50	20,450.00	(549.50)	97.31%
66400 IT & Communications	13,488.35	14,689.00	(1,200.65)	91.83%	13,874.58	15,088.00	(1,213.42)	91.96%	84,479.18	89,442.00	(4,962.82)	94.45%
66500 Utilities	13,602.93	14,193.75	(590.82)	95.84%	13,527.95	15,606.25	(2,078.30)	86.68%	79,070.03	90,343.75	(11,273.72)	87.52%
66700 Client Services Expenses	1,671.73	1,585.00	86.73	105.47%	1,167.96	1,983.00	(815.04)	58.90%	12,505.89	9,788.00	2,717.89	127.77%
66810 Travel Expense - OPS	50.00	-	50.00	0.00%	50.00	0.00	50.00	0.00%	539.16	0.00	539.16	0.00%
66820 Employee Relations - OPS	345.56	-	345.56	0.00%	570.18	1,000.00	(429.82)	57.02%	2,139.32	1,600.00	539.32	133.71%
<b>Total 66000 Operation &amp; Maintenance Expenses</b>	<b>\$ 64,943.66</b>	<b>\$ 55,606.23</b>	<b>\$ 9,337.43</b>	<b>116.79%</b>	<b>\$ 59,423.11</b>	<b>\$ 62,886.70</b>	<b>\$ (3,463.59)</b>	<b>94.49%</b>	<b>\$ 353,597.37</b>	<b>\$ 372,677.34</b>	<b>\$ (19,079.97)</b>	<b>94.88%</b>
<b>67000 Sales &amp; Marketing Expenses</b>												
67110 Marketing	10,893.81	10,808.00	85.81	100.79%	9,696.05	10,808.00	(1,111.95)	89.71%	78,478.69	85,973.00	(7,494.31)	91.28%
67310 Client Entertainment	403.45	320.00	83.45	126.08%	3,668.77	4,364.00	(695.23)	84.07%	12,908.26	16,464.00	(3,555.74)	78.40%
67320 Client Gifts	1,322.00	300.00	1,022.00	440.67%	266.10	0.00	266.10	0.00%	1,588.10	7,800.00	(6,211.90)	20.36%
67410 Tradeshows	71.52	-	71.52	0.00%	5,846.88	5,000.00	846.88	116.94%	12,325.95	12,900.00	(574.05)	95.55%
67510 Industry Event Registration	99.00	100.00	(1.00)	99.00%	0.00	500.00	(500.00)	0.00%	219.00	800.00	(581.00)	27.38%
67610 Dues & Membership	-	100.00	(100.00)	0.00%	645.00	765.00	(120.00)	84.31%	1,991.97	3,609.00	(1,617.03)	55.19%
67620 Group Rental Incentive	-	2,000.00	(2,000.00)	0.00%	0.00	0.00	0.00	0.00%	0.00	2,000.00	(2,000.00)	0.00%
67810 Travel Expense - Sales	1,630.53	150.00	1,480.53	1087.02%	1,897.28	3,150.00	(1,252.72)	60.23%	8,147.25	9,500.00	(1,352.75)	85.76%
67820 Employee Relations - Sales	334.44	-	334.44	0.00%	423.35	0.00	423.35	0.00%	1,901.08	600.00	1,301.08	316.85%
67912 Community - Sales	1,500.00	240.00	1,260.00	625.00%	880.68	1,540.00	(659.32)	57.19%	8,460.68	7,540.00	920.68	112.21%
<b>Total 67000 Sales &amp; Marketing Expenses</b>	<b>\$ 16,254.75</b>	<b>\$ 14,018.00</b>	<b>\$ 2,236.75</b>	<b>115.96%</b>	<b>\$ 23,324.11</b>	<b>\$ 26,127.00</b>	<b>\$ (2,802.89)</b>	<b>89.27%</b>	<b>\$ 126,020.98</b>	<b>\$ 147,186.00</b>	<b>\$ (21,165.02)</b>	<b>86.62%</b>
<b>Total Expenses</b>	<b>\$ 246,576.93</b>	<b>\$ 240,833.36</b>	<b>\$ 5,743.57</b>	<b>102.38%</b>	<b>\$ 251,650.75</b>	<b>\$ 272,902.42</b>	<b>\$ (21,251.67)</b>	<b>92.21%</b>	<b>\$ 1,457,754.51</b>	<b>\$ 1,591,017.12</b>	<b>\$ (133,262.61)</b>	<b>91.62%</b>
<b>Net Operating Income</b>	<b>\$ (108,413.87)</b>	<b>\$ (102,336.36)</b>	<b>\$ (6,077.51)</b>	<b>105.94%</b>	<b>\$ (114,781.31)</b>	<b>\$ (141,228.42)</b>	<b>\$ 26,447.11</b>	<b>81.27%</b>	<b>\$ (592,816.19)</b>	<b>\$ (786,155.12)</b>	<b>\$ 193,338.93</b>	<b>75.41%</b>
<b>Other Income</b>												
81110 Conference Center Tax	143,156.65	169,312.50	(26,155.85)	84.55%	127,508.30	169,957.50	(42,449.20)	75.02%	941,438.60	1,033,451.25	(92,012.65)	91.10%
81122 Interest from LAIF	-	-	-	0.00%	37,566.13	14,000.00	23,566.13	268.33%	69,915.10	28,000.00	41,915.10	249.70%
81130 Credit Card Discount & Rebate	-	300.00	(300.00)	0.00%	808.36	300.00	508.36	269.45%	3,602.06	1,800.00	1,802.06	200.11%
81135 Other Income - MG	-	-	-	0.00%	0.00	0.00	0.00	0.00%	54,424.73	0.00	54,424.73	0.00%
<b>Total Other Income</b>	<b>\$ 143,156.65</b>	<b>\$ 169,612.50</b>	<b>\$ (26,455.85)</b>	<b>84.40%</b>	<b>\$ 165,882.79</b>	<b>\$ 184,257.50</b>	<b>\$ (18,374.71)</b>	<b>90.03%</b>	<b>\$ 1,069,380.49</b>	<b>\$ 1,063,251.25</b>	<b>\$ 6,129.24</b>	<b>100.58%</b>
<b>Other Expenses</b>												
68100 Professional Services	3,702.34	3,034.00	668.34	122.03%	4,534.80	25,534.00	(20,999.20)	17.76%	42,447.05	40,704.00	1,743.05	104.28%
86000 Depreciation Expenses	25,871.34	27,345.64	(1,474.30)	94.61%	25,158.38	26,632.57	(1,474.19)	94.46%	148,540.09	158,620.81	(10,080.72)	93.64%
<b>Total Other Expenses</b>	<b>\$ 29,573.68</b>	<b>\$ 30,379.64</b>	<b>\$ (805.96)</b>	<b>97.35%</b>	<b>\$ 29,693.18</b>	<b>\$ 52,166.57</b>	<b>\$ (22,473.39)</b>	<b>56.92%</b>	<b>\$ 190,987.14</b>	<b>\$ 199,324.81</b>	<b>\$ (8,337.67)</b>	<b>95.82%</b>
<b>Net Other Income</b>	<b>\$ 113,582.97</b>	<b>\$ 139,232.86</b>	<b>\$ (25,649.89)</b>	<b>81.58%</b>	<b>\$ 136,189.61</b>	<b>\$ 132,090.93</b>	<b>\$ 4,098.68</b>	<b>103.10%</b>	<b>\$ 878,393.35</b>	<b>\$ 863,926.44</b>	<b>\$ 14,466.91</b>	<b>101.67%</b>
<b>Net Income</b>	<b>\$ 5,169.10</b>	<b>\$ 36,896.50</b>	<b>\$ (31,727.40)</b>	<b>14.01%</b>	<b>\$ 21,408.30</b>	<b>\$ (9,137.49)</b>	<b>\$ 30,545.79</b>	<b>-234.29%</b>	<b>\$ 285,577.16</b>	<b>\$ 77,771.32</b>	<b>\$ 207,805.84</b>	<b>367.20%</b>
<b>Net Income Net Depreciation</b>	<b>\$ 31,040.44</b>				<b>\$ 46,566.68</b>				<b>\$ 434,117.25</b>			