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**RENO-SPARKS CONVENTION AND VISITORS AUTHORITY
NOTICE OF PUBLIC MEETING
REGULAR MEETING OF THE BOARD OF DIRECTORS**

Thursday, April 26, 2018

9:00 A.M.

**Reno-Sparks Convention and Visitors Authority
4001 S. Virginia Street, Board Room
Reno, Nevada**

BOARD OF DIRECTORS:

Commissioner Bob Lucey, Chairman

Mr. Nat Carasali
Mr. Lee Dillard
Councilman Ed Lawson
Mr. Rick Murdock

Mayor Hillary Schieve
Mr. Mark Sterbens
Mr. Bill Wood
Mr. Vick Wowo

THIS MEETING IS IN COMPLIANCE WITH THE NEVADA OPEN MEETING LAW AND HAS BEEN PROPERLY NOTICED AND POSTED AT THE FOLLOWING LOCATIONS:

Reno Sparks Convention & Visitors Authority (RSCVA) offices at 4001 S. Virginia St, Suite G, Reno, NV
Reno City Hall
Sparks City Hall
National Bowling Stadium
RSCVA Website: www.rscva.com/public-meetings
Online at <https://notice.nv.gov/>

Reno-Sparks Convention Center
Washoe County Administration Bldg.
Washoe County Courthouse

Items on the agenda are for possible action by the Board of Directors, unless stated otherwise. Items will not necessarily be considered in the order listed. The Board may combine two or more agenda items for consideration, may remove an item from the agenda or may delay discussion relating to an item on the agenda at any time.

Support materials are made available when they are provided to the Board, or if provided during the meeting, support materials will be made available at the meeting at the same time as they are made available to the Board. Support materials are also available at the RSCVA administrative offices and at the scheduled meeting. The designated contact to obtain support materials is Corie Carlsen, 4001 South Virginia Street, Suite G, Reno, NV (775) 827-7618.

AGENDA

A. OPENING CEREMONIES

Call to Order
Pledge of Allegiance
Roll Call

B. COMMENTS FROM THE FLOOR BY THE PUBLIC

Public comment is limited to three minutes. The public is encouraged to comment on all agenda items as well as issues not on the agenda during the Public Comment period, or on "action" items immediately before board discussion of such "action" items. Members of the public desiring to speak must complete a "Request to Speak" form and return it to the RSCVA clerk at the meeting. No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken. Public comments may not be accepted after the Chairman closes any period for public comment.

C. APPROVAL OF THE AGENDA

For Possible Action.

D. APPROVAL OF MINUTES OF MARCH 22, 2018 BOARD OF DIRECTORS' REGULAR MEETING

For Possible Action.

E. PRESENTATIONS – DISCUSSION AND POSSIBLE ACTION

E1. Reno-Tahoe Airport Authority Update

Marilyn Mora, A.A.E., President/CEO will deliver Reno Tahoe Airport Authority will give an update on the state of the airport and plans for the future.

This is an information item. Not an action item.

E2. Reno-Sparks Convention and Visitors Authority Staff Update

Phil DeLone, President/CEO, and RSCVA staff will deliver updates on Executive Office, Marketing, Sales, Facilities, and Finance, including the Corporate Scorecard.

This is an information item. Not an action item.

F. FINANCIAL DIVISION

F1. Discussion and Potential Approval of the Reno-Sparks Convention and Visitors Authority's (RSCVA's) lease extension.

The Finance Department is requesting the Board review, consider, and approve an extension of the term of the lease for the RSCVA administrative offices for a five-year period ending October 31, 2023, with a fixed monthly rental amount of \$13,613 throughout the term of the extension.

For discussion and possible action.

F2. Discussion and Potential Approval of the RSCVA Capital Improvement Plan Update.

The Finance Department is requesting the Board review, consider, and take possible action to approve the Fiscal Year 2018/2019 Capital Improvement Plan Update for the RSCVA. The Fiscal Year 2018/2019 Capital Improvement Plan Update for the RSCVA may be approved as presented or modified in the Board's discretion.

For discussion and possible action.

F3. Discussion and Potential Approval of the agreement with Duncan Golf Management for the management and operation of the Wildcreek Golf Course.

The Finance Department is requesting the Board review, discuss and take possible action to approve staff's recommendation to award the contract for the management and operation of Wildcreek Golf Course to Duncan Golf Management. The Board will review and discuss the management services to be provided, and may provide direction to staff related thereto.

For discussion and possible action.

F4. Board Review and Approval of Bid Award and Contract for RFP 2018-07 to Definitive Flooring Solutions for removal and disposal of existing floor coverings and the installation of carpet at the Reno-Sparks Convention Center.

The Finance Department is requesting the Board review, consider, and approve the bid award and contract for RFP 2018-07 to Definitive Flooring Solutions for the removal and disposal of existing floor coverings and the installation of carpet at the Reno-Sparks Convention Center in

the amount of, not to exceed, Four Hundred Thirteen Thousand Three Hundred Fifty Dollars (\$413,350)

For discussion and possible action.

F5. Board Review and Approval to purchase a 2014 Genie S65 Telescope Boomlift from H & E Equipment Services for the amount of \$86,000.

The Finance Department is requesting the Board review and approve the purchase of a 2014 Genie S65 Boomlift for \$86,000 to be used primarily at the Reno-Sparks Livestock and Events Center.

For discussion and possible action.

G. GOVERNMENTAL AFFAIRS

G1. Discussion and Direction by the Board regarding the Draft Legislative Platform for the 2019 Legislative Session.

The law firm of Fennemore Craig will present the draft RSCVA Legislative Platform for the 2019 Legislative Session to the Board. The Board is being asked to review and discuss and may take possible action to adopt and/or modify the draft RSCVA Legislative Platform for the 2019 Legislative Session.

For discussion and possible action.

H. BOARD MEMBER COMMENTS REGARDING ITEMS FOR FUTURE MEETINGS

I. COMMENTS FROM THE FLOOR BY THE PUBLIC

Public comment is limited to three minutes. The public is encouraged to comment on all agenda items as well as issues not on the agenda during the Public Comment period, or on "action" items immediately before board discussion of such "action" items. Members of the public desiring to speak must complete a "Request to Speak" form and return it to the RSCVA clerk at the meeting. No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken. Public comments may not be accepted after the Chairman closes any period for public comment.

J. ADJOURNMENT

For Possible Action.

Persons are invited to submit written remarks for all matters, both on and off the agenda. Written remarks presented for inclusion in the Board of Directors' minutes must be flat, unfolded, on paper of standard quality, and 8 ½ by 11 inches in size. Written remarks shall not exceed five (5) pages in length. The RSCVA will not accept for filing any submission that does not comply with this rule. On a case-by-case basis, the Board of Directors may permit the filing of noncomplying written remarks, documents, and related exhibits pursuant to NRS 241.035(1)(e). Board of Directors' meeting rooms are accessible to persons with disabilities. If special arrangements are required, please contact Corie Carlsen at 775-827-7618.

For information or questions regarding this agenda please contact:
The RSCVA Executive Office
P.O. Box 837, Reno, NV 89504
775-827-7618



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**Reno-Sparks Convention & Visitors Authority
Board of Directors Meeting Minutes
March 22, 2018**

The Regular Meeting of the Board of Directors of the Reno-Sparks Convention & Visitors Authority met at 9:00 a.m., March 22, 2018 at the Reno-Sparks Convention and Visitors Authority, 4001 S. Virginia Street, Reno, NV. The meeting was properly noticed and posted in compliance with the Nevada Open Meeting Law.

A. OPENING CEREMONIES

Call to Order

Chairman Bob Lucey called the meeting to order at 9:00 a.m.

Pledge of Allegiance led by Member Rick Murdock

Board Members Present:

Nat Caraseli
Lee Dillard
Councilman Ed Lawson
Commissioner Bob Lucey
Rick Murdock
Mayor Hillary Schieve (via telephone)
Mark Sterbens
Vick Wowo

Board Members Absent:

Bill Wood

RSCVA Executive Staff Present:

Jennifer Cunningham, Executive Vice President
Robert Chisel, Director of Finance
Sheri Nill, Director of Human Resources
Esther Isaac, Director of Marketing
Ben Kennedy, Legal Counsel

RSCVA Executive Staff Absent:

Phil DeLone, President/CEO
Mike Larragueta, Vice President of Sales
Molly Rezac, Legal Counsel

Chairman Lucey introduced Corie Carlsen the RSCVA's new Board Clerk and Executive Assistant to the President and CEO. Mrs. Carlsen served as the Executive Assistant to the president and CEO of the San Francisco Convention and Visitors Bureau and moved to Reno in 2006.

B. COMMENTS FROM THE FLOOR BY THE PUBLIC

Mr. Jeff Church announced that he is running for the Washoe County School Board. He stated he is a retired Sergeant from the Reno PD and a retired Lieutenant Colonel from the Air Force. Mr. Church told the board he was speaking because he is very concerned about the students and Washoe County.

C. APPROVAL OF THE AGENDA

MOTION: Member Lee Dillard made a motion to approve the March 22, 2018, Agenda. Seconded by Member Rick Murdock. **Motion carried unanimously.**

D. APPROVAL OF MINUTES OF FEBRUARY 22, 2018 REGULAR MEETING

MOTION: Member Vick Wowo made a motion to approve the February 22, 2018 Minutes. Seconded by Member Lee Dillard. **Motion carried unanimously.**

E. AWARD OF CONTRACT FOR PROFESSIONAL MANAGEMENT OF FACILITIES

Chairman Lucey asked Jennifer Cunningham to discuss this item.

Ms. Cunningham recognized that Mayor Hillary Schieve was present via conference call.

Ms. Cunningham provided the SMG selection highlights. SMG currently manages more convention space than any other company in the country. An important fact is that SMG operates the nation's largest rodeo with a solid understanding of equestrian business. Ms. Cunningham acknowledged two members of the SMG executive staff; Lesa Williams, National Equestrian Director, and Gregg Caren, Executive Vice President. She mentioned that SMG manages 13 athletic stadiums, 67 theaters and performing arts centers, as well as 70 concert arenas. Ms. Cunningham referred to SMG's extensive experience with renovations, remodeling, and expansions. They have developed 30 new or expanded convention centers in the past 15 years. She stated that this would be advantageous to the RSCVA, should the board choose to move forward with the Convention Center expansion at some point.

Ms. Cunningham touched on the SMG contract highlights assuring the board that the RSCVA continues to maintain control of the Facilities. SMG will report to the RSCVA and take direction from the RSCVA board of directors. She stated that SMG is an agent for the RSCVA. Ms. Cunningham emphasized that SMG will expressly honor existing contracts with the City of Reno, Washoe County, Reno Rodeo Association and others. Adding that existing contracts with customers will also be honored. The term of this contract will run through June 2022 to coincide with our contract with the City of Reno for the Event Center and the Bowling Stadium.

Ms. Cunningham discussed the financial portion of the SMG contract. She stated that the Management Fee of \$200,000 includes all four Facilities with a Quantitative Incentive Bonus capped at \$244,000. She added that the Sponsorship Bonus of 20%, capped at \$60,000, is based on any additional Sponsorships above the current benchmark of \$370,000. Ms. Cunningham discussed the Qualitative Bonus written into the contract that ensures proper service levels, based upon a scorecard of key performance indicators, capped at 2.5% of facility revenue. Finally, she discussed the Food & Beverage Revenue that will result in a management fee to SMG of 6% of the gross revenue from F&B, with a bonus earned after SMG exceeds the benchmark of \$800,000 (historical profit), then 20% of the profit over and above this benchmark.

Ms. Cunningham assured the board that all 39 existing employees would become SMG employees and retain their seniority. She added that they would immediately receive benefits, a competitive benefits package and a 401(K)-retirement plan.

As an oversight and reporting structure, SMG and the RSCVA will take part in monthly Operational and Financial reports and meetings, as well as annual budget meetings. The RSCVA will be working closely with SMG on Capital Improvement Plans and Recommendations for all four Facilities.

Ms. Cunningham opened the floor for questions.

Chairman Lucey emphasized the fact that SMG has been a phenomenal partner through this process. Working with the RSCVA staff and the board of directors to finalize the contract for Professional Management of the Facilities. He thanked Gregg Caren and his team for all the time they put into the process.

Chairman Lucey opened the floor for questions asking Ben Kennedy if he had anything that he wished to add.

Mr. Kennedy seconded Chairman Lucey's sentiments and drew the boards' attention to Section 3.2 of the agreement which provides for a hard date of July 1, 2018, for SMG to assume management. He stated that there had been some discussions on the date that SMG would assume management after the board materials posted with the July 1, 2018 date. Mr. Kennedy asked the board, should the contract be approved today, to give some flexibility for Mr. DeLone to change that date as necessary should SMG be in the position to assume management

at an earlier date. Mr. Kennedy stated that he had no further comments and opened the floor for questions.

Mr. Dillard asked Greg Caren, Executive Vice President, SMG, if the contract is approved today, did SMG have any time frame to when SMG would be able to add events to the existing Events Center calendar

Mr. Caren stated that he has already had conversations with Facilities personnel to discuss potential business, regardless of the contract is approved. Mr. Caren expressed that SMG is already invested in the partnership with the RSCVA.

MOTION: Member Carasali made a motion to approve item E and execute the contract for Professional Management of Facilities to SMG, including the flexibility for Mr. DeLone to execute the contract start date as needed. Seconded by Member Mark Sterbens. **Motion carried unanimously.**

Ms. Cunningham asked Mr. Caren to speak on behalf of SMG.

Mr. Caren stated that he has been tracking Reno's progress for 20 years. He added that SMG had been a part of many extraordinary convention center stories in cities like Cleveland, Detroit, and Providence. Mr. Caren gave three key elements for the board to take away from this meeting. He stated that first and foremost is the fiduciary responsibility, SMG's accountability as a contractor to the RSCVA, and lastly, but most importantly, is SMG's responsibility to the employees. Mr. Caren closed by saying that SMG is very excited to come to Reno.

F. PRESENTATIONS – DISCUSSION AND POSSIBLE ACTION

F1. Reno-Sparks Convention and Visitors Authority Staff Updates

Ms. Jennifer Cunningham, Executive Vice President, presented an update on the January 2018/Year-to-Date scorecards. For the Convention Sales segment, the year-to-date Visitor Volume number has increased 5.6 % (percent). Year-to-date Market Performance/Cash Occupied Room Nights are up 5.9% (percent), and year-to-date Taxable Revenue is up 13.9%. For January, Gross Produced Room Nights are at 23,000 with a goal of 16,000. The month of January produced 25 definite group bookings. Convention Produced Room Nights are at 22,781 with a goal of 23,000, while Sports received 140 room nights and Bowling received 200 room nights. Ms. Cunningham referred to the Convention Monthly Snapshot: Year-Over-Year February 17/18 handout. She stated that production was 21,103 room nights against a goal of 21,055 for February. She added that definite room night totals are 199,553 through February 2018, against the annual goal of 260,000, which is 77% (percent) of the fiscal year. Ms. Cunningham stated that Mr. Larragueta, Vice President of Sales, is confident that Convention Sales will surpass their goal of 260,000 Room Nights.

Mr. Art Jimenez, Executive Director of Tourism, reported on the Tourism segment of the scorecard and gave an update on where the RSCVA is with PHG Consulting for China programming. For the month of January, there were increases in three of the six measurable tourism marketing segments. Those increases occurred in Travel Wholesaler, Online Travel Agent, and Travel Agent. The decrease represented on the scorecard is due to seasonal travel. Year-to-date is trending very well in five of the six categories at 90% to goal year-to-date. Mr. Jimenez gave an update on PHG. He stated that the PHG team was here for a destination audit. They visited February 27th through March 2nd, 2018. They visited ten properties and experienced everything that Reno Tahoe has to offer. Currently, the tourism team is working on some infrastructure in China by building our Mandarin language website, social media programs and tour operator contact list for all of our properties. Mr. Jimenez stated that we have the Reno Tahoe destination video translated into six different languages. He presented the video translated in Mandarin.

Ms. Esther Isaac, Director of Marketing, announced that the RSCVA received 17 awards from American Advertising Federation Reno including 2017 Overall Best of Show for the Great Contrast campaign. These awards will move on to a district and regional competition. Ms. Isaac passed around books from the awards show for the board to review. She also referred to two separate handouts. One is an article about Reno in the Washington Post and the other in Barron's. Ms. Isaac announced that the RSCVA is forming a partnership with Big Truck Hats. Stating that Big Truck Hats will be selling the Reno Tahoe hats on their website. Lastly, Ms. Isaac brought the board's attention to the Local Legend handout that appeals to our community to bring meeting and convention business to the area.

Member Mr. Murdock asked the RSCVA Marketing staff if they had plans to leverage local US Olympian, David

Wise, in future ad campaigns. Ms. Cunningham stated that Mr. Wise took part in the Interbike ad campaign as well as advertising for the Safari Club 2019 convention. She stated that the RSCVA plans to keep him in mind for future promotions.

Ms. Cunningham drew the boards attention to the handout regarding the Reno Air Races. The Reno Air Races Associations will partner with the NBC Sports Network to air three one-hour shows from the 2017 Reno Air Races on March 31, April 8 and April 21, 2018.

Chairman Lucey reported very positive reviews for the convention center and local business staff from attendees of the recent Mary Kay Convention held at the Reno-Sparks Convention Center. He went on to say that another exciting event coming to Reno is the 2018 National High School Mock Trail put on by the Nevada Bar Association. He stated that in the past this event had been held in larger urban cities such as Washington D.C. and Philadelphia. Mr. Lucey commended the sales and marketing team for their work to continue to bring events and groups of all size to Reno Tahoe.

There was no further discussion.

G. BOARD MEMBER COMMENTS REGARDING ITEMS FOR FUTURE MEETINGS

None

H. COMMENTS FROM THE FLOOR BY THE PUBLIC

Mr. Jeff Church stated that he has a plan for Reno's homeless issue. He stated that he would be happy to share his plan with members of the board.

I. Adjournment

Meeting adjourned at 9:48 a.m.



**RSCVA
STAFF UPDATES &
CORPORATE
SCORECARD**

Presentation by
Phil DeLone and RSCVA Staff

RSCVA Monthly Snapshot: February 2018

Strategic Plan Priority #1: Visitor Growth & Awareness					
OVERALL VISITOR GROWTH		February'18	February'17	Y/Y%	Monthly Goal
Marketing Goals	Visitor Volume	362,487	353,085	2.7%	361,893
	# of Web Sessions - National Overall	148,185	-	-	TBD
	Number of web session partner referrals	4,332	-	+/- 100%	TBD
	SF: Web Sessions	25,514	-	-	TBD
	SF: Impressions (Outdoor, Digital, Print)	1,181,037	-	+/- 100%	TBD
	Seattle: Web Sessions	7,957	-	-	TBD
	Seattle: Impressions (Outdoor, Digital, Print)	3,032,696	-	+/- 100%	TBD
	LA Basin: Web Sessions	17,517	-	-	TBD
	LA Basin: Impressions (Outdoor, Digital, Print)	12,272,316	-	+/- 100%	TBD
	MARKET PERFORMANCE/CASH OCCUPIED ROOMS				
Washoe County Total					
	Room Inventory	651,902	660,509	-1.3%	665,469
	Cash Room Nights	254,972	249,799	2.1%	256,606
	Comp Room Nights	67,569	66,643	1.4%	67,970
	Overall Occupancy	67.6%	66.0%	2.4%	67.7%
	Taxable Revenue	\$25,080,115	\$22,714,041	10.4%	\$24,280,842
	A.D.R.	\$98.36	\$90.93	8.2%	\$94.62
	Rev Par	\$43.92	\$39.47	11.3%	-
	Gaming Win	\$64,874,125	\$61,435,743	5.6%	-
Hotel Market Segment					
	Room Inventory	438,526	435,274	0.7%	441,336
	Cash Room Nights	218,690	209,421	4.4%	215,859
	Comp Room Nights	67,167	66,336	1.3%	67,663
	Overall Occupancy	67.2%	64.8%	3.7%	65.7%
	Taxable Revenue	\$22,419,007	\$19,986,845	12.2%	\$21,436,230
	A.D.R.	\$102.52	\$95.44	7.4%	\$99.31
	Rev Par	\$52.85	\$47.11	12.2%	-
AIRLIFT					
	Air Passengers	296,726	286,337	3.6%	-
Strategic Plan Priority #2: Direct Room Night Growth					
TOURISM SALES GOALS		February'18	February'17	Y/Y%	Monthly Goal
Tourism Goals	Travel Wholesaler	1,147	1,436	-20.1%	2,200
	International/Domestic Receptive Operators	2,742	1,841	48.9%	1,367
	Online Travel Agent	38,089	29,509	29.1%	34,985
	Travel Agent	8,148	10,797	-24.5%	9,333
	Group Tour/Motorcoach	1,552	781	98.7%	1,666
	Ski and Golf Production	13	103	-87.4%	1,000
TENTATIVE SALES PIPELINE					
	# of Leads Issued	65	50	30.0%	66
	# of Room Nights for Leads Issued	81,902	53,762	52.3%	-
	# of Outstanding Leads in Sales Pipeline	255	222	14.9%	-
	# of Room Nights in Sales Pipeline	622,682	422,717	47.3%	776,000
PRODUCED ROOM NIGHTS					
	Gross Produced Room Nights	21,103	4,077	417.6%	21,055
	Net Produced Room Nights	21,103	4,077	417.6%	21,055
	Net Produced Room Nights % of Goal	100.2%	19.4%	417.6%	100%
	Convention Produced Room Nights	16,867	3,617	366.3%	3,617
	Sports Produced Room Nights	4,236	460	820.9%	995
	Bowling Produced Room Nights	-	-	+/- 100%	2,000
	Equestrian Produced Room Nights	-	-	+/- 100%	500
ACTUAL ROOM NIGHTS (RNs Realized This Year)					
	Groups/Conventions Actual Room Nights	14,671	5,224	180.8%	14,887
	Sports Actual Room Nights	1,428	985	45.0%	200
	Bowling Actual Room Nights	1,005	165	509.1%	200
	Equestrian and Livestock Actual Room Nights	360	272	32.4%	500
	Total Actual Room Nights	17,464	6,646	162.8%	15,787
	Number of concert events at REC	8	3	166.7%	2
Strategic Plan Priority #3: Facility Efficiency					
OPERATING MARGIN		February'18	February'17	Y/Y%	Monthly Goal
GM Goals	Reno-Sparks Convention Center	\$25,209	\$33,874	-25.6%	-\$61,500
	Reno Events Center	-\$9,678	\$68,192	-114.2%	-\$10,068
	National Bowling Stadium	-\$162,202	-\$85,843	-89.0%	-\$102,047
	Reno-Sparks Livestock Events Center	-\$102,457	-\$103,293	0.8%	-\$90,446
	Wildcreek Golf Course	-\$42,962	-\$117,287	63.4%	-\$59,199

Legend:	
Comparison of current actual to the monthly goal	
Green	>= 95% of target
Yellow	80-95% of target
Red	< 80% of target
*Note that for goals without targets, color coding is based on the same period the previous year	

RSCVA Monthly Snapshot: Year-to-Date February 2018

Strategic Priority #1: Visitor Growth & Awareness						
OVERALL VISITOR GROWTH		FY 17-18	FY 16-17	YTD Target	Y/Y%	Annual Goal
Marketing Goals	Visitor Volume	3,419,589	3,247,297	3,337,810	5.3%	5,025,248
	# of Web Sessions - National Overall	1,863,417	-	TBD	-	TBD
	Number of web session partner referrals	28,957	-	TBD	+/- 100%	TBD
	SF: Web Sessions	355,097	-	TBD	-	TBD
	SF: Impressions (Outdoor, Digital, Print)	57,525,165	-	TBD	+/- 100%	TBD
	Seattle: Web Sessions	126,016	-	TBD	-	TBD
	Seattle: Impressions (Outdoor, Digital, Print)	71,591,713	-	TBD	+/- 100%	TBD
	LA Basin: Web Sessions	319,627	-	TBD	-	TBD
	LA Basin: Impressions (Outdoor, Digital, Print)	165,019,423	-	TBD	+/- 100%	TBD
	MARKET PERFORMANCE/CASH OCCUPIED ROOMS					
Washoe County Total						
	Room Inventory	5,722,331	5,782,802	5,816,446	-1.0%	8,759,376
	Cash Room Nights	2,466,101	2,338,542	2,409,444	5.5%	3,626,875
	Comp Room Nights	590,237	605,413	617,456	-2.5%	935,500
	Overall Occupancy	71.4%	68.0%	70.0%	5.0%	70.0%
	Taxable Revenue	\$255,672,170	\$225,129,030	\$241,135,183	13.6%	\$361,344,865
	A.D.R.	\$103.67	\$96.27	\$100.08	7.7%	\$99.63
	Rev Par	\$50.06	\$42.81	-	16.9%	-
	Gaming Win	\$570,373,796	\$536,923,396	-	6.2%	-
Hotel Market Segment						
	Room Inventory	3,807,754	3,791,942	3,821,316	0.4%	5,751,360
	Cash Room Nights	2,083,319	1,957,376	2,021,919	6.4%	3,047,285
	Comp Room Nights	586,712	602,064	614,107	-2.5%	930,634
	Overall Occupancy	72.3%	68.6%	70.0%	5.4%	68.5%
	Taxable Revenue	\$226,038,477	\$198,156,199	\$212,989,277	14.1%	\$321,008,588
	A.D.R.	\$108.50	\$101.24	\$105.34	7.2%	\$105.34
	Rev Par	\$61.25	\$53.08	-	15.4%	-
AIRLIFT						
	Air Passengers	2,699,037	2,478,917	-	8.9%	-

Strategic Priority #2: Direct Room Night Growth						
TOURISM SALES GOALS		FY 17-18	FY 16-17	YTD Target	Y/Y%	Annual Goal
Tourism Goals	Traditional Wholesaler	14,252	15,732	19,200	-9.4%	21,109
	International/Domestic Receptive Operators	18,585	15,130	13,034	22.8%	23,353
	Online Travel Agency	345,162	290,967	323,643	18.6%	437,567
	Travel Agent	93,694	73,800	73,967	27.0%	136,983
	Group Tour/Motorcoach	27,989	33,796	32,334	-17.2%	47,591
	Ski and Golf Production	9,967	9,078	11,757	9.8%	12,996
	TENTATIVE SALES PIPELINE					
Convention Sales Goals	# of Leads Issued	479	358	485	33.8%	744
	# of Room Nights for Leads Issued	761,981	502,998	-	51.5%	-
	# of Outstanding Leads in Sales Pipeline	255	217	-	17.5%	-
	# of Room Nights in Sales Pipeline	622,682	463,074	776,000	34.5%	776,000
	PRODUCED ROOM NIGHTS					
	Gross Produced Room Nights	204,212	148,791	134,716	37.2%	260,000
	Net Produced Room Nights	199,553	148,791	134,716	34.1%	260,000
	Net Produced Room Nights % of Goal	148.1%	109.9%	100.0%	34.8%	100%
	Convention Produced Room Nights	111,495	127,303	111,872	-12.4%	196,021
	Sports Produced Room Nights	87,858	19,833	5,852	343.0%	33,979
	Bowling Produced Room Nights	200	7,096	16,000	-97.2%	24,000
	Equestrian Produced Room Nights	-	-	4,000	+/- 100%	6,000
ACTUAL ROOM NIGHTS (RNs Realized This Year)						
	Groups/Conventions Actual Room Nights	121,137	59,930	102,038	102.1%	138,566
	Sports Actual Room Nights	18,602	14,456	17,344	28.7%	66,622
	Bowling Actual Room Nights	14,006	14,612	10,900	-4.1%	37,000
	Equestrian and Livestock Actual Room Nights	10,188	14,377	33,000	-29.1%	35,000
	Total Actual Room Nights	163,933	103,375	163,282	58.6%	277,188
	Number of concert events at REC	37	12	13	208.3%	20

Strategic Priority #3: Facility Efficiency						
OPERATING MARGIN		FY 18-19	FY 17-18	YTD Target	Y/Y%	Annual Goal
GM Goals	Reno-Sparks Convention Center	-\$667,899	-\$981,467	-\$1,040,488	31.9%	-\$1,111,190
	Reno Events Center	-\$196,221	-\$49,676	-\$119,242	-295.0%	-\$187,575
	National Bowling Stadium	-\$1,154,278	-\$1,069,405	-\$965,524	-7.9%	-\$1,149,766
	Reno-Sparks Livestock Events Center	-\$473,990	-\$578,723	-\$495,833	18.1%	-\$715,922
	Wildcreek Golf Course	-\$166,624	-\$208,671	-\$181,405	-20.2%	-\$181,405

Legend:	
Comparison of current actual to the Year to Date Target	
Green	>= 95% of target
Yellow	80-95% of target
Red	< 80% of target
*Note that for goals without targets, color coding is based on the same period the previous year	

RSCVA - Market Comparison Group/ Convention

Market Comparison - Group/Convention														
Market	Available Rooms/Daily	Available Rooms/YTD	February						Year to Date					
			2018			% Change Year over Year			2018			% Change Year over Year		
			Group Mix (%)	ADR (\$)	RevPAR (\$)	Group Mix (%)	ADR (\$)	RevPAR (\$)	Group Mix (%) (2)	ADR (\$)	RevPAR (4) (\$)	Group Mix (%)	ADR (\$)	RevPAR (\$)
Reno, NV (1)	11,964	705,900	15.80	100.91	10.62	3.7	2.10	8.60	14.70	97.55	8.78	7.20	3.40	12.20
Tier 1 Market (3)	156,635	9,241,491	18.50	134.59	24.91	-0.30	3.20	2.90	17.30	132.72	22.99	-2.80	4.10	1.20
Tier 2 Market (3)	331,491	19,557,950	23.40	156.67	36.62	1.30	11.40	12.80	21.30	147.40	31.40	0.80	8.70	9.60

All Group/Convention Markets Comparison															
Market	Available Rooms/Daily	Available Rooms/YTD	February						Year to Date						
			2018			% Change Year over Year			2018			% Change Year over Year			
			Group Mix (%)	ADR (\$)	RevPAR (\$)	Group Mix (%)	ADR (\$)	RevPAR (\$)	Group Mix (%)	ADR (\$)	RevPAR (\$)	Group Mix (%)	ADR (\$)	RevPAR (\$)	
Reno, NV	11,964	705,900	15.80	100.91	10.62	3.70	2.10	8.60	14.70	97.55	8.78	7.20	3.40	12.20	
Tier 1 (5)	Anaheim, CA	5,888	347,392	14.70	107.72	15.83	16.70	5.30	22.90	13.60	81.50	11.09	-1.90	1.40	-0.60
	Austin, TX	38,177	2,252,431	26.40	151.05	39.86	-5.70	3.30	-2.60	23.90	147.45	35.28	-6.10	4.80	-1.70
	Denver, CO	47,307	2,791,104	14.90	124.10	18.46	11.20	1.60	13.00	15.80	126.15	19.87	10.40	5.80	16.80
	Long Beach, CA	6,265	369,635	22.00	169.42	37.22	-21.40	0.40	-21.10	21.80	163.48	35.69	-16.20	3.10	-13.60
	Portland, OR	27,956	1,649,404	14.50	122.94	17.77	-0.10	2.70	2.60	13.10	121.25	15.82	0.30	3.00	3.40
	Salt Lake City/Ogden, UT	23,283	1,373,685	21.20	125.99	26.71	-3.20	12.00	8.50	18.10	121.41	21.97	-12.20	2.40	-10.10
	Spokane, WA	7,760	457,840	8.40	92.71	7.78	23.00	4.30	28.20	6.60	89.33	5.86	-25.10	-3.40	-27.60
Tier 2 (6)	Albuquerque, NM	17,675	1,042,825	15.90	86.33	13.72	-12.20	2.10	10.40	13.60	81.50	11.09	-1.90	1.40	-0.60
	Indianapolis, IN	32,129	1,895,601	23.00	117.59	27.01	10.50	5.00	16.00	21.70	112.61	24.48	9.60	4.00	14.00
	Louisville, KY	21,413	1,263,367	20.10	112.08	22.53	0.40	1.00	1.40	16.60	102.72	17.02	-5.30	0.80	-4.60
	Minneapolis, MN	42,739	2,521,601	24.20	213.72	51.80	70.30	103.10	245.90	20.50	174.97	35.82	46.00	68.60	146.10
	Phoenix, AZ	65,303	3,852,893	36.40	181.24	65.95	1.60	3.20	4.90	33.50	171.22	57.34	-2.00	2.90	0.90
	Sacramento, CA	24,757	1,460,636	16.00	120.93	19.29	-8.70	5.90	-3.30	14.30	121.27	17.38	-4.40	5.40	0.70
	San Antonio, TX	46,832	2,763,088	29.00	125.83	36.48	0.00	1.60	1.60	25.40	124.78	31.75	-6.60	5.20	-1.80
	San Jose/Santa Cruz, CA	35,354	2,085,883	16.60	186.38	30.95	-7.00	1.50	-5.60	15.90	184.54	29.37	-1.50	4.80	3.20
	Seattle, WA	45,289	2,672,056	12.10	136.53	16.52	-36.60	-0.40	-36.80	13.20	139.24	18.33	-14.50	2.30	-12.60

Ref Legend

- 1 Represents data from the top 10 hotel/casino properties
- 2 Percentage of the total occupancy that is Group/Convention
- 3 Represents data reported from Smith Travel based on **total** occupied room nights
- 4 Total Group/Convention room revenue divided by **all** room nights available in the top 10 hotel/casino properties
- 5 Tier 1 represents primary competitors as determined by RSCVA leadership
- 6 Tier 2 represents secondary competitors as determined by RSCVA leadership

Please note: Tier 1 and Tier 2 data is a weighted average based upon available rooms

RSCVA - Market Comparison Overall

Market Comparison - Total														
Market	Available Rooms/Daily	Available Rooms/YTD	February						Year to Date					
			2018			% Change Year over Year			2018			% Change Year over Year (7)		
			Occupancy (%)	ADR (\$)	RevPAR (\$)	Occupancy	ADR	RevPAR	Occupancy (%)	ADR (\$)	RevPAR (\$)(3)	Occupancy	ADR	RevPAR
Reno, NV (1)	16,960	1,000,612	66.10	98.44	50.64	3.30	8.00	12.20	61.00	95.72	45.32	2.40	9.20	12.80
Tier 1 Market (2)	213,307	12,585,115	70.30	146.74	103.12	2.70	19.60	22.80	68.40	150.20	102.72	6.20	24.90	32.60
Tier 2 Market (2)	419,054	24,724,161	70.80	148.87	105.45	7.90	39.40	50.40	65.50	141.30	92.49	-0.60	14.30	13.70

All Markets Comparison															
Market	Available Rooms/Daily	Available Rooms/YTD	February						Year to Date						
			2018			% Change Year over Year			2018			% Change Year over Year			
			Occupancy (%)	ADR (\$)	RevPAR (\$)	Occupancy	ADR	RevPAR	Occupancy (%)	ADR (\$)	RevPAR (\$)	Occupancy	ADR	RevPAR	
Reno, NV	16,960	1,000,612	66.10	98.44	50.64	3.30	8.00	12.20	61.00	95.72	45.32	2.40	9.20	12.80	
Las Vegas, NV*	146,672	8,653,648	85.30	-	-	-0.30	-	-	84.50	-	-	-1.20	-	-	
Tier 1 (4)															
Anaheim, CA	5,888	347,392	78.40	100.56	78.86	5.30	7.50	13.20	73.80	100.54	74.22	2.80	6.00	9.00	
Austin, TX	47,307	2,791,104	71.10	139.81	100.25	-3.30	-0.60	-3.90	65.90	135.24	89.09	-2.30	0.20	-2.20	
Denver, CO	38,177	2,252,431	64.00	116.31	74.42	2.80	0.20	3.00	62.40	118.13	73.74	2.40	2.10	4.60	
Lake Tahoe South (6)	6,265	369,635	49.80	128.00	63.80	-1.30	-5.00	-6.20	47.90	126.10	60.50	-5.40	-1.80	-7.10	
Long Beach, CA	27,956	1,649,404	78.80	158.92	125.25	-0.60	-1.20	-1.70	75.50	154.90	116.92	0.30	1.00	1.20	
Portland, OR	23,283	1,373,685	69.00	123.26	85.01	-0.60	1.30	0.80	63.10	119.65	75.54	-2.70	1.10	-1.60	
Salt Lake City/Ogden, UT	7,760	457,840	72.60	114.54	83.19	1.80	4.00	5.90	66.20	110.02	72.79	-0.60	-1.30	-1.80	
San Francisco/San Mateo, CA (6)	4,244	250,372	76.60	209.30	160.40	-5.60	-10.90	-15.90	74.90	240.20	179.90	-3.30	-1.70	-4.90	
Spokane, WA	52,428	3,093,252	54.30	96.22	52.23	2.40	3.50	6.00	48.60	94.07	45.76	0.20	2.20	2.40	
Tier 2 (5)															
Albuquerque, NM	17,675	1,042,825	57.90	79.10	45.79	0.60	-0.30	0.30	53.7	76.9	41.3	2.2	0.5	2.7	
Indianapolis, IN	2,404	141,836	57.60	107.68	62.06	0.50	5.10	5.60	53.7	105.7	56.8	1.2	5.0	6.3	
Louisville, KY	32,129	1,895,601	56.90	108.79	61.94	1.40	1.30	2.80	50.1	100.5	50.4	-2.0	8.0	0.6	
Mammoth, CA (6)	21,413	1,263,367	64.30	238.60	153.40	-9.80	-0.90	-10.60	64.0	235.0	150.5	-8.9	1.4	-7.6	
Minneapolis, MN	42,739	2,521,601	64.60	158.26	102.29	13.00	47.00	66.00	59.8	138.3	82.8	9.2	29.4	41.2	
Monterey, CA (6)	4,664	275,176	73.00	176.90	129.20	9.70	7.50	17.90	67.6	162.7	110.0	9.2	7.5	17.4	
Napa/Sonoma, CA (6)	3,868	228,212	68.70	208.00	142.90	1.20	0.70	1.90	63.5	196.7	124.9	3.1	-0.3	2.8	
Palm Springs, CA (6)	14,887	878,330	77.10	192.20	148.10	1.10	7.50	8.60	70.1	179.7	126.0	-0.6	6.3	5.7	
Phoenix, AZ	65,303	3,852,893	85.10	169.06	143.81	3.70	4.10	7.90	77.1	156.9	121.0	3.0	3.0	6.1	
Sacramento, CA	24,757	1,460,636	68.00	120.24	81.79	-4.10	2.40	-1.80	64.7	119.2	77.1	-3.1	3.9	0.7	
San Antonio, TX	46,832	2,763,088	65.40	114.05	74.63	-0.90	1.70	0.70	59.0	110.4	65.1	-3.0	2.5	-0.6	
San Diego, CA (6)	61,740	3,642,657	80.30	160.50	128.90	5.40	5.60	11.30	73.5	150.6	110.7	3.1	2.3	5.5	
San Jose/Santa Cruz, CA	35,354	2,085,883	73.50	191.24	140.57	-2.40	3.10	0.50	70.5	190.0	134.0	0.3	4.3	4.6	
Seattle, WA	45,289	2,672,056	67.60	134.81	91.11	-7.50	-0.90	-8.40	64.8	134.8	87.3	-4.5	1.9	-2.8	

Ref Legend

- 1 Represents all hotel and motel occupancy in Washoe County
- 2 Represents all occupancy data reported to Smith Travel for the respective markets
- 3 Represents taxable room night revenue divided all available hotel & motel room nights
- 4 Tier 1 represents primary competitors in group/convention and leisure markets as determined by RSCVA leadership
- 5 Tier 2 represents secondary competitors in group/convention and leisure markets
- 6 Leisure market competitor only
- 7 Prior year raw data not available for leisure market competitor
- * Las Vegas unable to provide February statistics because of updated accounting rules impacting property ADR and RevPAR calculations

Please note: Tier 1 and Tier 2 data is a weighted average based upon available rooms



RSCVA LEASE EXTENSION

Presentation by
Finance Department



To: RSCVA Board of Directors

From: Robert Chisel, Director of Finance

CC: Phil DeLone, President/CEO
Bob Lucey, Board Chair

Date: April 26, 2018

Subject: **Review, discuss and take possible action to approve an extension of the lease for the administrative offices for a five-year period ending October 31, 2023, for a monthly amount of \$13,613**

Executive Summary

The Authority's administrative offices have been located at 4001 South Virginia Street, beginning in 2003, under a ten-year lease agreement. The lease was extended for a five year period by the Board on March 28, 2013. The current extension is set to expire on October 31, 2018.

Staff is recommending the offices remain at the current location and the lease agreement be extended for an additional five-year period ending on October 31, 2023. The rent on the lease will remain fixed at \$.90 per square foot per month for 15,126 square feet, or \$13,613 per month.

Background

The Authority's administrative offices have been located at 4001 South Virginia Street, beginning in 2003, under a ten-year lease agreement, that occupied 35,545 square feet of office space. On March 28, 2013, the Board agreed to an extension of the original lease at a fixed rate of \$.90 per square foot per month for a reduced space of 15,126 square feet. In addition, in this extension in 2013 the landlord has agreed to allow for the Board room area to be a community area that would be shared by building tenants, including the Authority, without requiring rent to be paid on the area.

The current extension is set to expire on October 31, 2018. Staff has negotiated with the landlord for an additional extension of five years, with no increase in rent, for the 15,126 square feet currently being occupied by the Authority. This represents no increase in rent for the Authority in a ten-year period. The rent for the Authority's administrative offices includes utilities.



Staff has reviewed competitive office space rent and believes the current rent is very competitive allowing the Authority to have a low cost office cost and would not have to incur additional costs of relocating the offices.

Staff, has also considered that if the Convention Center is expanded in the near future, administrative office space will be constructed on the site of the Convention Center. The timing for such construction would correspond to the end of the proposed 5-year extension of the lease.

Fiscal Impact

The cost of the lease is in the current fiscal year budget and will be included in future years budgets.

Recommendation

Staff recommends adoption of the agreement extension as presented.

AMENDMENT NO. 2 TO RENO TOWN MALL LEASE AGREEMENT

This Second Amendment, dated and effective as of January 8, 2018, (the "Effective Date") is made and entered into by and between Roter Investments of Nevada, L.P. ("Landlord") and Reno Sparks Convention and Visitors Authority ("Tenant").

A. The Reno Town Mall lease dated March 18, 2003, between Roter Investments of Nevada, a limited partnership, and Reno Sparks Convention and Visitors Authority and amended by the First Amendment dated November 1, 2013, is hereby amended in the following respect:

1. Commencement Date: Landlord and Tenant agree that the commencement date for this amendment shall be November 1, 2018 and the termination date shall be October 31, 2023.
2. Rent: The fixed monthly rent per paragraph 2.1 of the lease during the term of this amendment shall be \$.90 per square foot per month, or \$13,613.00 per month.
3. Options to Extend Term: Landlord hereby grants Tenant one option to extend the term of this lease for a period of five (5) years on the same terms and conditions as are set forth in this Lease except with respect to fixed monthly rent, which shall be as agreed by the parties prior to the commencement of such extended term. Tenant shall deliver to Landlord, on or before the one hundred eightieth (180th) day before the end of the lease term, a written notice stating that Tenant is exercising its option to extend the lease term and per this paragraph. Following any such notice the parties shall negotiate in good faith to reach an agreement on the rent which shall be memorialized in an amendment to the Lease.

B. This Second Amendment represents the entire understanding of the parties and the Lease as amended hereby amended, remains in full force and effect and may not be modified further except in writing executed by the parties to be bound thereby. Unless expressly modified herein, the terms and conditions of the Lease shall continue in full force and effect and the parties hereto confirm and ratify the same.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals as of the date and year first above written.

Landlord:

ROTER INVESTMENTS OF NEVADA,
a limited partnership
By: City Management Corporation,
General Partner

Tenant:

Reno Sparks Convention and Visitors Authority

By: _____

By: _____

Title: _____

Title: _____



CAPITAL IMPROVEMENT PLAN UPDATE

Presentation by
Finance Department



To: RSCVA Board of Directors

From: Robert Chisel, Director of Finance

CC: Bob Lucey, Board Chair
Phil DeLone, President/CEO

Date: April 26, 2018

Subject: **Discussion and potential approval of the RSCVA Capital Improvement Plan Update**

Executive Summary

On June 27, 2016 the Board approved a Strategic Plan for the Reno-Sparks Convention and Visitors Authority, that included a strategic plan for capital. Staff has been implementing the strategic plan, and as part of the budget development is presenting the attached update to the capital projects, which is attached as the Fiscal Year 2018/19 Capital Improvement Plan (CIP).

Background

The Authority has responsibility to manage and operate five facilities; the National Bowling Stadium (NBS), the Reno Events Center (REC), Reno-Sparks Convention Center (RSCC), Reno-Sparks Livestock Events Center (RSLEC), and the Wildcreek Golf Course. As part of the budget process staff has updated the Capital Improvement Plan for the Authority.

Finance developed the attached CIP, in conjunction with other departments. The CIP included a review of the current Capital Project Plan, identified changes and additions, consulted with professionals in the various specialties to develop the CIP. The needs of the projects were based on the following criteria:

- The ability of the project to meet health, safety and legal concerns and mandates;
- The value of the project to prolong the life of the asset or avoid/minimize future repair costs;
- The benefit the project will provide the Authority in support of the goals articulated in the Strategic Plan; and
- The potential for the project to generate revenue, savings or increase productivity.



With the implementation of professional management for the facilities, beginning in June of 2018, future CIP will include the input of the Professional Management firm.

Attached is the proposed CIP for the Authority, below is the summary of the projects:

Id	Title	Estimated Cost
Reno-Sparks Convention Center		
CC16	Interior furniture/seating	\$320,000
CC17	Engineering Pick-up Truck	\$40,000
CC18	Chairs	\$160,000
CC19	Hall 3 Roof	\$650,000
CC20	Carpet Equipment	\$52,000
CC21	Exterior Finishes	\$75,000
CC22	Lighting Halls	\$510,000
CC23	Lighting Meeting Rooms	\$105,000
CC24	Kitchen	\$500,000
Total		\$2,412,000
Reno-Sparks Livestock Events Center		
LEC7	Main Arena Roof	\$310,000
LEC8	Pavilion Roof	\$80,000
LEC9	Exhibit Hall Roof	\$375,000
LEC9	Main Arena Lighting	\$250,000
LEC11	Dirt Storage	\$100,000
LEC26	Armory Demolition	\$350,000
Total		\$1,465,000
Reno-Sparks Convention & Visitors Authority		
CVA1	Contingent	\$250,000
Total		\$250,000
Total		\$4,127,000

For Fiscal Year 2018/19 staff is proposing a total of \$4,127,000 in CIP funding, for Fiscal Year 2017/18, the approved budget was \$4,150,000, with an estimated carry-forward of \$1,200,000. The funding for this CIP is being proposed to come from the Tourism Surcharge at \$1,000,000 and the General Fund at \$3,127,000. The use of the Tourism Surcharge would represent approximately 5% of the Tourism Surcharge collected through FY 2018/19.



Below is a recap of the Tourism Surcharge actual, budgeted, and anticipated revenues and expenditures as of April 2018.

	FY 15/16 Actuals	FY 16/17 Actuals	FY 17/18 Budget	FY 18/19 Projected	Total Through FY 18/19	
Revenue						
Tourism Surcharge	\$4,286,922	\$5,032,542	\$5,260,573	\$5,351,393	\$19,931,430	
Interest	\$977	\$11,973	\$15,000	\$15,000	\$42,950	
	\$4,287,899	\$5,044,515	\$5,275,573	\$5,366,393	\$19,974,380	100%
Expenditures						
Marketing		\$(3,057,834)	\$(4,515,772)	\$(6,210,392)	\$(13,783,998)	69%
Air Service		\$(100,000)	\$(500,000)	\$(1,500,000)	\$(2,100,000)	11%
Sales		\$-	\$-	\$-	\$-	
Capital		\$-	\$-	\$(1,000,000)	\$(1,000,000)	5%
		\$(3,157,834)	\$(5,015,772)	\$(8,710,392)	\$(16,883,998)	85%
Net Change	\$4,287,899	\$1,886,681	\$259,801	\$(3,343,999)	\$3,090,382	
Beginning Balance-7/1	\$-	\$4,287,899	\$6,174,580	\$6,434,381		
Ending Balance-6/30	\$4,287,899	\$6,174,580	\$6,434,381	\$3,090,382	\$3,090,382	-15%

Fiscal Impact

The proposed Capital Improvement Plan will be submitted as part of the budget for Fiscal Year 2018/19, and it is anticipated there will be funding available.

Recommendation

Approval of the Capital Improvement Plan presented to the Board and recommend that the Capital Improvement Plan for Fiscal Year 2018/19 be included in the budget to be presented to the Board on May 24, 2018 for a total of \$4,127,000 in CIP funding, with funding coming from the Tourism Surcharge at \$1,000,000 and the General Fund at \$3,127,000.



Reno-Sparks Convention and Visitors Authority

**Fiscal Year 2018/19
Capital Improvement
Plan**



Reno-Sparks Convention and Visitors Authority
Fiscal Year 2018/19 Capital Improvement Plan

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CAPITAL IMPROVEMENT PLANNING PROCESS

The purpose of the Capital Improvement Plan (CIP) is to provide a comprehensive Infrastructure Investment Program to plan, design, construct, maintain, and repair Authority assets and facilities. The size, age and diverse facilities of the Authority require significant consideration to determine the best investments to make now, in order to realize the most cost effective returns in the future. The CIP also serves as a financial tool to set aside funds for the wide variety of capital projects as well as a planning tool to ensure capital projects are consistent with the Authority's Strategic Plan.

This CIP, for Fiscal Year 2018/19, was developed in conjunction with multiple Departments of the Authority. They reviewed the current Capital Project Plan, identified changes and additions, consulted with professionals in the various specialties, and developed a revised Capital Project Plan. The needs of the projects was based on established criteria:

- The ability of the project to meet health, safety and legal concerns and mandates
- The value of the project to prolong the life of the asset or avoid/minimize future repair costs
- The benefit the project will provide the Authority in support of the goals articulated in the Strategic Plan
- The potential for the project to generate revenue, savings or increase productivity

The National Bowling Stadium and the Reno Events Center are owned by the City of Reno, with capital improvements funded through \$2 of the downtown Surcharge Fund. For projects involving these properties, the Authority works with the City of Reno for projects to be included in the Capital Improvement Plan.

The Finance Department will be responsible for monitoring the costs and revenue projections during the year to determine the resources are available for the proposed capital projects. Specifically, the Finance Department monitors fiscal trends and expenditures of the projects.

With the implementation of Professional Management for the facilities, beginning in June of 2018, future CIP will include the input of the Professional Management firm.

CAPITAL IMPROVEMENT PLAN

The CIP identifies the proposed budget for each project that will receive funding in Fiscal Year 2018/19, and proposed plans for future fiscal years.



The proposed budgets and projects for the National Bowling Stadium and the Reno Events Center are managed by the City of Reno.

Reno-Sparks Convention Center – The RSCC projects are focused on the ability of the project to to prolong the life of the asset and on whether the project will provide the support of the goals articulated in the Strategic Plan.

Reno-Sparks Livestock Events Center – The improvement for the RSLEC are primarily prioritized around ability of the project to meet health, safety and legal concerns and to prolong the life of the asset.

Wildcreek Golf Course – The Wildcreek Golf Course is being proposed to be transferred to Washoe County and the Washoe County School District. Upon the transfer the property will have changes and impacts to the physical layout of Wildcreek Golf Course. Hence, no capital expenditures are being proposed for this Facility.

National Bowling Stadium – Is owned by the City of Reno, with capital improvements funded through \$2 of the downtown Surcharge Fund (along with the Reno Events Center). The primary projects for the NBS are to meet the requirements of the USBC agreement, and include the remodel of the 4th Floor and the refurbishment of the exterior.

Reno Events Center – Is owned by the City of Reno, with capital improvements funded through \$2 of the downtown Surcharge Fund (along with the National Bowling Stadium). No additional projects have been identified for the Reno Events Center.

OPERATING AND MAINTENANCE COST IMPACTS

One of the many issues evaluated through the CIP process is the impact new infrastructure projects and assets may have on operating budgets. As capital improvement projects are considered, the operating and maintenance costs for these facilities are also estimated, if necessary, to assess whether adequate budget is available to operate and maintain after construction.

HOW THIS DOCUMENT IS ORGANIZED

This document is laid out in sections to summarize the current and future capital improvements. The sections are as follows, and are further delineated by facility:

- Adopted Capital Projects;
- Proposed Capital Projects – Fiscal Year 2018/19; and
- Future Capital Projects – Fiscal Year 2019/20 to Fiscal Year 2021/22



ADOPTED CAPITAL PROJECTS – FISCAL YEAR 2018

Provided below is a summary of current approved capital improvement projects as of Fiscal Year 2017/18 that have been completed or are in process.

Funding is from the following sources:

Reno-Sparks Convention and Visitors Authority – General	\$5,194,527
City of Reno – Surcharge	\$8,855,549

Id	Title	Description	Status	Budgeted Cost
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Reno-Sparks Convention Center	\$4,508,470
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CC1	Asphalt Repairs	Repairs to joints in parking lot.	Completed	\$9,900
CC2	Joint Repair	Repair concrete joints in the facility	Completed	\$48,413
CC3	Projection Equipment	Replace outdated projection equipment	Completed	\$24,521
CC4	WiFi	Replace outdated Wifi system.	Completed	\$442,084
CC5	Re-roof Admin and East Hall	Reroof the Admin and East Hall to protect the structure.	In Process	\$1,000,000
CC6	Domestic hot water tanks	Replace domestic hot water tanks that have reached end of life.	In Process	\$125,000
CC7	Leviton Lighting system	Replace lighting control system that is no longer supported.	In Process	\$500,000
CC8	Fire Control Panel	Replace fire control panel.	In Process	\$100,000
CC9	Pringle Switches & Hall 3 Power	Replace the power switches for the facility.	In Process	\$375,000
CC10	Outside Lighting Retro	Retrofit existing lights with LED lighting.	In Process	\$100,000
CC11	Update Internal camera to IP cameras	Replace unsupported and outdated cameras.	In Process	\$50,000
CC12	Carpet	Replace carpet, originally installed in 2002, that has reached end of life.	In Process	\$1,200,000

Id	Title	Description	Status	Budgeted Cost
CC13	Master Plan Improvements	Design of masterplan improvements to the RSCC.	Completed	\$60,000
CC14	Painting	Painting of selected interior portions of the RSCC.	In Process	\$83,240
CC15	Restroom Refresh	Update and repair restrooms in Concourse A, that have experienced high usage.	In Process	\$390,312

Reno-Sparks Livestock Events Center

\$316,891

LEC1	Administrative Office Building Repairs	Repair the roof and perform asbestos abatement.	Completed	\$135,787
LEC2	Exhibit Hall Lighting	Replace the Exhibit Hall lighting with LED lighting.	Completed	\$15,185
LEC3	Lift	Replace lift that is no longer operable.	In Process	\$80,000
LEC4	Pavilion Lighting	Replace the Pavilion Hall lighting with LED lighting.	Completed	\$24,420
LEC5	Tables	Replace tables utilized by shows and events.	Completed	\$49,929
LEC6	Step Repair	Repair damaged and broken steps to the indoor Arena.	Completed	\$11,570

Reno-Sparks Convention and Visitors Authority

\$369,166

G1	Sync Software	Replacement of obsolete bowling system for support of the USBC tournaments.	In Process	\$369,166
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National Bowling Stadium – City of Reno

\$8,311,418

	HVAC Piping	Replacement of HVAC hydronic piping.	Completed	\$3,536,922
	UPS	Replacement of uninterruptable power system	Completed	\$53,000
	4th Floor Remodel-Design	Design of remodel of 4th Floor, as required in USBC Agreement.	In Process	\$250,000



Id	Title	Description	Status	Budgeted Cost
	4th Floor Remodel	Remodel of 4th Floor, as required in USBC Agreement.	In Process	\$4,405,000
	Entry Doors	Replacement of entry doors that are ADA compliant.	Completed	\$66,496

Reno Events Center – City of Reno

\$544,131

	Telescoping Bleachers	Repairs to telescopic bleachers	In Process	\$508,611
	Transformer	Replacement of transformer.	Completed	\$35,520



PROPOSED CAPITAL PROJECTS – FISCAL YEAR 2018/19

The following projects are proposed for Fiscal Year 2018/19. Total funding for this CIP is estimated at \$4,127,000, with use of the Tourism Surcharge funding proposed to be \$1,000,000 and the General Fund proposed at \$3,127,000.

Funding	
Reno-Sparks Convention and Visitors Authority	
Tourism Surcharge	\$1,000,000
General Fund	\$3,127,000
Total	<u>\$4,127,000</u>

Id	Title	Description	Justificaiton	Estimated Cost
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Reno-Sparks Convention Center

CC16	Interior furniture/ Seating	Addition of interior couches, chairs, and tables.	No current space exists for guests to congregate, sit, and meet informally.	\$320,000
CC17	Engineering Pick-up Truck	Replacement of 1987 GMC pickup truck.	Exceeded useful life.	\$40,000
CC18	Chairs	Replace and update existing red folding chairs, replacement schedule of 2,000 per year (total 12,000 chairs).	This is to replace damaged or missing red chairs in our inventory.	\$160,000
CC19	Hall 3 Roof	Replace Hall 3 Roof	End of life cycle for 15 year old EP Roof. Critical	\$650,000
CC20	Carpet Equipment	Replace carpet scrubber and sweeper/extractor for maintenance of carpet.	Beyond normal life.	\$52,000
CC21	Exterior Finishes	Updates to exterior signage and wayfinding.	Signage faded and misleading.	\$75,000
CC22	Lighting Halls	Replacement of current indoor light fixtures in Halls with LED fixtures, to improve lumens and reduce maintenance and energy consumption. Hall 1 & 2 - \$298,100; Hall 3 - \$82,500, and Hall 4 & 5 - \$124,300.	Aging non-energy efficient fixtures may get power company participation. Will improve show and event experience.	\$510,000

Id	Title	Description	Justificaiton	Estimated Cost
CC23	Lighting Meeting Rooms	Replacement of current indoor light fixtures in Lighting Meeting Rooms with LED fixtures, to improve lumens and reduce maintenance and energy consumption. Meeting Rooms A-\$35,000, Meeting Rooms C-\$25,000, Meeting Rooms D-\$20,000, and Meeting Rooms F-\$25,000.	Aging non-energy efficient fixtures may get power company participation. Will improve show and event experience.	\$105,000
CC24	Kitchen	Replacement of equipment in the concession and kitchen areas. Most equipment is approximately 17 years old, or older.	Exceeded useful life.	\$500,000
Total				\$2,412,000

Reno-Sparks Livestock Events Center

LEC7	Main Arena Roof	Repair and maintance of the Main Arena roof to include; joint fasteners, sealant installed between the roof panels, the compression straps, new fasteners installed, and skylights sealed.	Roof is experiencing leaks.	\$310,000
LEC8	Pavilion Roof	Repair and maintance of the Pavilion roof; to include joint, drainage and repairs to the existing modified bitumen roof system.	Roof is experiencing leaks.	\$80,000
LEC9	Exhibit Hall Roof	Replacement of the Exhibit Hall roof to include; removal of the existing metal roof, flashings, and fiberglass batt insulation, followed by a new metal roof system and related falshing and gutters.	Roof is experiencing leaks and has rusted beyond repair.	\$375,000
LEC10	Interior Lighting	Replacement of current indoor light fixtures with LED lighting in the Main Arena.	Aging non-energy efficient fixtures may get power company participation. Will improve show and event experience.	\$250,000
LEC11	Dirt Storage	Creation of a storage location at Wildcreek Golf Course for the storage of excess dirt between uses. Dirt is purchased by the various events to meet their individual needs. Project to include; fencing, grading, and containment.	Requirement for booked events.	\$100,000
LEC26	Armory Demolition	Demolition of "Armory Building" that is unusable and deteriorating. Includes, asbestos, mold, and other environmental mitigation, in addition to the removal of the building.	Abandon building is a visual and environmental distraction.	\$350,000
Total				\$1,465,000



Id	Title	Description	Justificaiton	Estimated Cost
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Reno-Sparks Convention & Visitors Authority

CVA1	Contingent	Contingency for unidentified capital projects that occur during the year, due to maintenance or emergency events.		\$250,000
Total				\$250,000



FUTURE CAPITAL PROJECTS – FISCAL YEAR 2019/20 TO FISCAL YEAR 2021/22

Future identified capital projects for the Fiscal Years 2019/20 through Fiscal Years 2021/22 are identified in the following pages for the RSCC and the RSLEC. As stated earlier, the NBS and the REC are funded from the City of Reno \$2 Surcharge and are not included in this CIP.

Below is the summary of the anticipated projects identified for future years followed by the detail by facility. The projects may change as demands and needs of equipment and assets change over time.

Reno-Sparks Convention Center

Reno-Sparks Convention Center Total	\$152,850,000
FY 2019/20	\$1,530,000
FY 2020/21	\$151,160,000
FY 2021/22	\$160,000

Reno-Sparks Livestock Events Center

Reno-Sparks Livestock Events Center Total	\$6,750,000
FY 2019/20	\$2,650,000
FY 2020/21	\$2,050,000
FY 2021/22	\$2,050,000

Authority Total

Authority Total	\$159,600,000
FY 2019/20	\$4,180,000
FY 2020/21	\$153,210,000
FY 2021/22	\$2,210,000

National Bowling Stadium – City of Reno

Reno-Sparks Livestock Events Center Total	\$3,300,000
FY 2019/20	\$0
FY 2020/21	\$300,000
FY 2021/22	\$0
FY 2022/23	\$3,000,000



Id	Fiscal Year	Title	Description	Justification	Estimated Cost
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Reno-Sparks Convention Center

CC25	2019/20	Portable Bleachers	Support and rails for bleachers	Meet USA Volleyball requirements.	\$400,000
CC26	2019/20	Repaint RSCC Structure	Repaint the metal structure of building on the Virginia Street side of the RSCC at the entrance to the facility.	The blue paint on our west side of the building has turned to a gray color. Nice to have	\$300,000
CC27	2019/20	800 Ton Chiller	Repair and rebuild of main chiller and controls - 800 ton unit.	Oldest least efficient chiller operating at 60% of capacity. critical	\$630,000
CC30	2019/20	Facilities Truck	Replacement of 2001 Chevy pickup truck, also utilized for snow removal.	Exceeded useful life.	\$40,000
CC31	2019/20	Chairs	Replace and update existing red folding chairs, replacement schedule of 2,000 per year (total 12,000 chairs).	This is to replace damaged or missing red chairs in our inventory.	\$160,000
CC28	2020/21	Restroom Refresh	Refresh of remaining restrooms in the RSCC, to include painting, replacement stalls, fixtures, and features. Fourteen restrooms.	Outdated and damaged fixtures, flooring and countertops.	\$700,000
CC29	2020/21	Family Restroom	Creation of two Family Restrooms.	Meet needs of familys.	\$300,000
CC30	2020/21	Expansion	Expansion of the Convention Center	Feasibility Study in process.	\$150,000,000
CC32	2020/21	Chairs	Replace and update existing red folding chairs, replacement schedule of 2,000 per year (total 12,000 chairs).	This is to replace damaged or missing red chairs in our inventory.	\$160,000
CC32	2021/22	Chairs	Replace and update existing red folding chairs, replacement schedule of 2,000 per year (total 12,000 chairs).	This is to replace damaged or missing red chairs in our inventory.	\$160,000
Total					\$152,850,000

FY 2019/20
FY 2020/21
FY 2021/22

\$1,530,000
\$151,160,000
\$160,000

Id	Fiscal Year	Title	Description	Justification	Estimated Cost
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Reno-Sparks Livestock Events Center

LEC12	2019/20	Asphalt Replacement - North parking lot	Replacement of the asphalt that is in the north parking lot (main parking area) for the RSLEC.	Damaged asphalt-high pedestrian traffic area.	\$1,600,000
LEC13	2019/20	Restroom Renovations Main Arena	Restroom renovations for the Main Arena. To include the Main Arena East end and the Main Arena West end.	Outdated and damaged fixtures, flooring and countertops.	\$750,000
LEC14	2019/20	Purge Units	Replace the purge units. These are the fans utilized to exhaust the Main Arena of exhaust (during vehicle shows) and reduce heat.	Aged, inefficient and outdated equipment. Unable to secure repair parts	\$300,000
LEC15	2020/21	New barn/stalls	Repair, maintain, and replace, as needed, the 440 stalls to acceptable standards.	To retain existing and acquire new business.	\$1,400,000
LEC16	2020/21	Security System	Installation of a security system for the structures, gates, and addition of camera monitoring system.	Improve guest and employee security and reduce vandalism.	\$300,000
LEC17	2020/21	Steps and Sidewalks	Repair and replacement of the concrete sidewalks and steps, in particular surrounding the Main Arena and leading to the Main Arena entrance.	Sidewalks and steps have deteriorated and may eventually pose trip and fall hazards.	\$150,000
LEC18	2020/21	Parking Lot Lighting	Replacement of parking light fixtures with LED lighting. Project to be the replacement of current light fixture, poles to remain, with LED lighting.	Aging non-energy efficient fixtures. Will improve parking lot safety.	\$200,000
LEC19	2021/22	Equipment Barn	Addition of a metal barn, non-enclosed, for storage of equipment.	Extends the useful life of equipment to have it covered and protected from the sun and weather.	\$200,000
LEC20	2021/22	Asphalt Replacement - Stalls	Replacement of the asphalt that is between the stalls. Current asphalt has deteriorated.	Damaged, dangerous asphalt around permanent barns - high equestrian/foot traffic	\$100,000
LEC21	2021/22	Stall Restrooms	Restroom renovations for the restrooms located near the stalls and wash rack. These facilities are used by exhibitors and overnight RV guests and include showers.	Outdated and damaged fixtures, flooring and countertops have exceeded their useful life.	\$250,000
LEC22	2021/22	Landscaping	Repair and maintenance of existing landscaping around the facility to xeriscaped and low maintenance landscaping.	Unpleasant appearance to visitors.	\$200,000
LEC23	2021/22	Video Screen/ Scoreboard	Replace current unit with new video screen and scoreboard in the Main Arena.	Unable to secure repair parts. Provide updated technology.	\$600,000
LEC24	2021/22	New multi-purpose barn		New barn based on client input/request.	\$400,000

Id	Fiscal Year	Title	Description	Justification	Estimated Cost
LEC25	2021/22	ADA Enhancements	Addition of ADA access to areas of the Main Arena, in particular the "VIP Lounge".	Improve use of VIP Lounge.	\$300,000
Total					\$6,750,000

FY 2019/20	\$2,650,000
FY 2020/21	\$2,050,000
FY 2021/22	\$2,050,000

National Bowling Stadium – City of Reno

	2020/21	NBS-Fire Alarm System	Replacement of fire alarm system and panels in use at the NBS.	Equipment has reached end of life.	\$ 300,000
	2022/23	Refurbish Exterior	Refurbishment of the exterior of the NBS. Anticipated to include replacement of strip lighting, completion of Plaza Street section, and general appearance.	Required in USBC Contract.	\$3,000,000
Total					\$3,300,000

FY 2019/20	\$0
FY 2020/21	\$300,000
FY 2021/22	\$3,000,000



WILDCREEK GOLF COURSE

Presentation by
Finance Department



To: RSCVA Board of Directors

From: Robert Chisel, Director of Finance

CC: Bob Lucey, Board Chair
Phil DeLone, President/CEO

Date: April 26, 2018

Subject: **Discussion and potential approval of the agreement with Duncan Golf Management for the management and operation of the Wildcreek Golf Course**

Executive Summary

On February 1, 2018, staff issued a Request for Proposal (RFP) 2018-06. RFP 2018-06 is for the management and operation of Wildcreek Golf Course until such time as the Washoe County School District assumes ownership of an estimated seventy-five (75) acres of the parcel. At such time, ownership of Wildcreek will be transferred to Washoe County and Washoe County will be assigned the agreement for the management and operation of Wildcreek.

The Authority received four proposals and all were given full consideration. The Authority established an evaluation committee that included Washoe County staff and independently scored the proposals based upon impartial criteria developed prior to receipt of proposals. Based upon the evaluation, staff recommends approving the agreement to Duncan Golf Management.

Background

Staff prepared and issued an RFP for the management and operation of the Wildcreek on February 1, 2018. The Authority issued the RFP, notified potential bidders, and advertised its issuance in the Reno Gazette-Journal and on the Authority's website.

On March 1, 2018, the Authority received proposals from four proposers; Duncan Golf Management, Golf Links, Mazz Golf Management, and MW Golf. The Authority established a four-person evaluation committee composed of members of the Authority and Washoe County that independently scored the proposals based upon impartial criteria developed prior to receipt of proposals. The evaluation committee also had the top two proposers give a presentation and participate in an interview process on March 23, 2018. Based upon the evaluation, presentations, and references, the evaluation committee



unanimously recommended awarding the bid to Duncan Golf Management. Duncan Golf Management, in addition to other courses outside Washoe County, operates the Lakeridge Golf Course and Wolf Run Golf Course.

Staff, in cooperation with Washoe County and legal counsel, has negotiated the final written agreement for the management and operational services.

The agreement will allow for Duncan Golf Management to begin operation of the Wildcreek on May 1, 2018. Some of the highlights of the agreement are:

- The agreement is for no cost or revenue sharing for the operation of Wildcreek, hence total costs and potential losses will be the responsibility of Duncan Golf Management who will retain all revenues earned from the operation of Wildcreek.
- The equipment currently in Wildcreek remains for use Duncan Golf Management, and the Authority will not guarantee the working condition of the equipment.
- All Pro Shop inventory will be transferred at cost Duncan Golf Management at cost at time of transition.
- The Authority will continue to make payment on the City of Sparks effluent agreement.
- Assignment of the agreement to Washoe County at transition of Wildcreek will be between Washoe County and Duncan Golf Management.
- Major capital costs will still be the responsibility of the Authority.
- During the transition, the Authority and Duncan Golf Management will work to identify options for Wildcreek employees, including potential employment with Duncan Golf Management.

Fiscal Impact

The fiscal impact to the Authority will be a reduction in the potential operating loss experienced by the Wildcreek in Fiscal Year 2018/19. The budget will be prepared as appropriate. During the transition during Fiscal Year 2017/18 it is anticipated the financial impact will be within the amounts budgeted for the Wildcreek for Fiscal Year 2017/18.

Recommendation

Approval of staff's recommendation to award the contract for the management and operation of Wildcreek Golf Course to Duncan Golf Management.



**BID AWARD AND
CONTRACT FOR
RFP 2018-07
FOR CARPET
AT THE RSCC**

Presentation by
Finance Department



To: RSCVA Board of Directors

From: Robert Chisel, Director of Finance

CC: Phil DeLone, President/CEO
Bob Lucey, Board Chair

Date: April 26, 2018

Subject: **Board review and approval of bid award and contract for RFP 2018-07 (PWP WA 2018 112) to Definitive Flooring Solutions for the installation of Carpet at the Reno-Sparks Convention Center in the amount not to exceed Four Hundred Thirteen Thousand Three Hundred Fifty Dollars (\$413,350)**

Executive Summary

Staff issued and advertised bid RFP 2018-07 on March 27, 2018, in accordance with NRS 338. This bid is for services to remove approximately 30,000 square yard of carpet tile, purchase appropriate glue and vinyl base, install approximately 26,600 yards of carpet tile, install approximately 3,350 square yards of broadloom, install 17,000 feet of vinyl base, and make repairs as necessary at the Reno Sparks Convention Center (RSCC). Two contractors submitted a bid, with Definitive Flooring Solutions as the lowest responsive bidder. Staff recommends awarding a contract to Definitive Flooring Solutions in an amount not to exceed \$413,350, which includes a bid of \$393,667 and a contingency amount of \$19,683 (5%).

Background

On February 22, 2018, the Authority awarded a contract to Shaw Contract for carpet design, procurement, and installation at the Reno-Sparks Convention Center.

This bid is for the installation of this carpet at the RSCC and includes the services of removal of existing carpet and installation on new carpet. The new carpet consists of Shaw -Carpet Tile – ColorPoint 30 oz, approximately 26,600 square yards and Shaw – Broadloom 40 oz, approximately 3,350 square yards. In addition, the replacement of vinyl base along the edge of the carpet. Definitive Flooring Solutions is projected to complete the installation by July 31, 2018.



The Authority issued the RFP and advertised its issuance in the Reno Gazette-Journal and on the Authority's website. The Authority received two bids. The bidders were, Contract Flooring & Interior Services, Inc and Definitive Flooring Solutions. Below is the bid summary.

Item	Description	Quantity	Contract Flooring & Interior Service, Inc.	Definitive Flooring Solutions
1	Removal of Existing Carpet	30,000 Yds	\$ 120,000	\$ 108,600
2	Disposal of Existing Carpet	30,000 Yds	28,500	22,500
3	Installation of Carpet Tile	26,600 Yds	280,000	190,190
4	Installation of Broadloom Carpet	3,350 Yds	37,520	25,627
5	Removal of Existing Vinyl Base	17,000 Ft	7,650	4,250
6	Installation of New Vinyl Base	17,000 Ft	42,500	42,500
7	Wall repair from removal of Existing Base	17,000 Ft	3,400	-
Total Bid			\$ 519,570	\$ 393,667
Contingency (5%)			\$ 25,979	\$ 19,683
Total			\$ 545,549	\$ 413,350

The Authority utilized our outside Architectural firm, TSK Architectures to assist in the development of the bid and analysis of the bid submissions.

Fiscal Impact

The cost of the bid for carpet install is \$413,350, funding for the contract has been budgeted in the capital improvement budget for Fiscal Year 2017/18.

Recommendation

Staff recommends award of the bid award and contract for RFP 2018-07 (PWP WA 2018 112) to Definitive Flooring Solutions for the installation of Carpet at the Reno-Sparks



Convention Center in the amount not to exceed Four Hundred Thirteen Thousand Three Hundred Fifty Dollars (\$413,350).



EQUIPMENT PURCHASE FOR RSLEC

Presentation by
Finance Department



To: RSCVA Board of Directors

From: Robert Chisel, Director of Finance

CC: Phil DeLone, President/CEO
Bob Lucey, Board Chair

Date: April 26, 2018

Subject: **Authorization to purchase a 2014 Genie S65 Telescopic Boomlift from H & E Equipment Services for the amount of \$86,000**

Executive Summary

Staff is requesting approval to purchase a 2014 Genie S65 Boomlift for \$86,000 to be used primarily at the Reno-Sparks Livestock and Events Center. The Boomlift is a used lift and in accordance with Nevada Revised Statutes 332.146 staff has determined that the lift will be able to be purchased at a reasonable savings over the cost of like equipment.

Background

The current Boomlift, from 1995, is no longer operational and has been determined to be cost prohibitive to be repaired. Staff has determined that a used Boomlift will be the most economical for the needs of the Reno-Sparks Livestock Events Center.

Staff has identified a 2014 Genie S65 Boomlift for \$86,000 from H & E Equipment Services that would fulfill the needs of the Reno-Sparks Livestock and Events Center. The Boomlift is a used lift and in accordance with Nevada Revised Statutes 332.146 staff has determined that the lift will be able to be purchased at a reasonable savings over the cost of like equipment.

Fiscal Impact

The \$86,000 of funds for the Boomlift are in the fiscal year 2017/18 approved Capital Budget for the Reno-Sparks Livestock Events Center.



Recommendation

Staff recommends approval of the purchase of a 2014 Genie S65 Telescopic Boomlift from H & E Equipment Services for the amount of \$86,000.

845 N Hills Boulevard
Reno NV, 89506

Date: 03/06/2018
Quote Number: S-TW123
Expiration Date: 04/06/2018

Customer

RENO SPARKS CONVENTION & (Acct: 1020320)
PO Box 837
Reno NV, 89504-0837

Cust. Contact: Trent Laferriere

Sales Representative: Travis Wilkey

Cell: (775) 750-5743

Model	Description	Price
2014 GENIE - S65	65 FT TELESCOPIC BOOMLIFT S/N: S6014A-27934 E/N:10137633 Engine Type - DIESEL Tires - FOAM FILLED Generator Platform Height - 65 Oscilating Axle Drive Type - 4WD Horse Power - 48	\$86,000.00
Total:		\$86,000.00

Notes

-TAXES NOT INCLUDED IN ESTIMATE

This quotation reflects present prices, but is subject to adjustment based on manufacturer's price increases and availability. Whether or not specifically set forth, this quotation is subject to any applicable federal, state, and local taxes and freight charges. This quotation is subject to any and all manufacturer's warranties respectively applicable to new equipment and is subject to the limitations and conditions of those warranties. No other warranties are implied or offered by H&E Equipment Services, Inc. unless specifically outlined on the face of this quotation. This quotation is subject to change without notice. This quotation is an invitation to offer and not binding until acceptance by H&E Equipment Services, Inc.'s Branch Manager. Unless otherwise stated, quotation expires on the Expiration Date listed on this quote and may be modified or withdrawn by H&E prior to acceptance.

For sale of rental fleet, Buyer is hereby notified that H&E has assigned its rights (but not its obligations) in this agreement to sell the equipment described herein to H&E Equipment Exchange LLC, a qualified intermediary, as part of a Section 1031 exchange.

Any quoted interest rates and payment are subject to availability and credit approval. Payment Amounts do not include applicable taxes or fees.

H&E Branch Manager Acceptance:

Customer Acceptance of this proposal:

Signed: _____
Date: _____

Signed: _____
Date: _____
Purchase Order: _____



**DRAFT
LEGISLATIVE
PLATFORM
FOR THE 2019
LEGISLATIVE
SESSION**

Presentation by
Fennemore Craig



DRAFT
FOR DISCUSSION PURPOSES ONLY
2019 State Legislative Platform

The Reno-Sparks Convention and Visitors Authority (RSCVA) state priorities for the 80th Legislative Session are focused on maintaining, growing, and enhancing the region's tourism and hospitality industry. In conjunction with the RSCVA's existing efforts, this includes expanding convention facilities to meet increased demand, improving transportation infrastructure in and out of the area, and opposing efforts to divert existing tax revenues away from the promotion of the region.

On behalf of our hotel and allied members, we look forward to engaging with members of the Nevada Senate and Assembly on legislation that will benefit our community, our region, and the State of Nevada.

Legislative Priorities

The RSCVA supports statewide and local efforts to grow the visitor and destination market of the Reno-Sparks and Washoe County regions. The top legislative priorities for the organization are:

- **Support additional revenues that would allow the RSCVA to expand its existing facilities.** Convention and meeting space is at a premium around the country. The RSCVA hopes to improve the attractiveness of the region by modernizing and expanding existing convention space to account for increased demand.
- **Support efforts to increase air lift to the region.** Direct air service to Reno-Sparks remains limited. The RSCVA will collaborate with local and regional partners to improve transportation infrastructure and access by air for potential visitors.
- **Oppose the diversion of existing room tax revenues towards other government expenditures.** The success of the tourism and hospitality industry is critical to the success of our region and state. The promotion of this economic driver should not be compromised due to revenue diversion.
- **Oppose legislation that would place unreasonable burdens on our resort partners that would be costly to implement without sufficient counter-benefits.**
- **Monitor legislation which would impact the governance structure of the RSCVA.** The RSCVA is a governmental agency which is governed by open meeting laws, open records laws, public employee issues, purchasing, and public works, among other issues. Any proposal which affects these statutes will be monitored for potential impact to the organization.