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RENO-SPARKS CONVENTION AND VISITORS AUTHORITY
NOTICE OF PUBLIC MEETING
REGULAR MEETING OF THE BOARD OF DIRECTORS
Thursday, May 23, 2019, at 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
Ms. Ann Silver
Mr. Mark Sterbens
Mr. Bill Wood

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)
Reno City Hall
Sparks City Hall
National Bowling Stadium
RSCVA Website: www.rscva.com/public-meetings
Reno-Sparks Convention Center
Washoe County Administration Bldg.
Washoe County Courthouse
Online at http://notice.nv.gov/

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 APRIL 25, 2019 BOARD OF DIRECTORS' REGULAR MEETING

For possible action.

E. PRESENTATIONS

E1. Legislative Update

A representative of the law firm of Fennemore Craig will provide an update on the Legislative Session and issues of interest to the RSCVA. The Board may discuss and provide direction to staff regarding legislative issues as may be deemed by the Chair or Board of Directors to be of critical significance to the RSCVA.

For possible action.

E2. RSCVA Staff Update

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

This is an information item. Not an action item.

E3. RSCVA Annual Plan 2019/20 Fiscal Year

Phil DeLone, President/CEO and RSCVA staff to present the Annual Plan and Goals for the organization for FY19/20 for discussion and approval.

For possible action.

E4. Visitor Origination Analysis Presentation

Erica Olsen of OnStrategy will present highlights from the 2018 Visitor Origination Analysis.

This is an information item. Not an action item.

F. FINANCE DIVISION

F1. Public Hearing: Review and Adoption of the Reno-Sparks Convention and Visitors Authority 2019-2020 Fiscal Year Budget (Resolution 586)

There will be a public hearing on the RSCVA 20198-2020 Fiscal Year Budget. The Board is being requested to review and discuss the budget and approve Resolution #586 to adopt the 2019-2020 Fiscal Year Budget.

For possible action.

F2. Review, discussion and possible approval of an agreement for government affairs representation with Fennemore Craig for a total amount of Eighty Thousand Dollars ($80,000.00)

Staff issued a Request for Proposal (RFP) 2018-03 on November 29, 2017, for Government Affairs for the Authority. In January 2018, the Board awarded an agreement to Fennemore Craig for the period of February 1, 2018 through June 30, 2019. Staff is seeking approval to extend the term of the existing agreement with Fennemore Craig through June 30, 2021, at the same rate and scope as the existing agreement.

For possible action.

F3. **Board review and possible approval to utilize the U.S. Communities Government Purchasing Alliance contract to purchase Herman Miller furniture from Henriksen Butler Nevada for the Reno-Sparks Convention Center in accordance with NRS 332.195 in an amount not to exceed $250,837**

RSCVA staff is requesting approval to utilize the National IPA Contract (Omnia Partners) for furniture for the Reno-Sparks Convention Center (RSCC) to purchase Herman Miller furniture from Henriksen Butler Nevada in accordance with NRS 332.195 in an amount not to exceed $250,837.

For possible action.

F4. **Review, discuss and possible approval of a service agreement with Avalon Geothermal Inc for the purchase, delivery, and service of geothermal hot water service for the Reno-Sparks Convention Center**

RSCVA staff is proposing the Board review, discuss and possibly approve the form of service agreement and direct staff to finalize and execute such agreement work with Avalon Geothermal for the implementation of geothermal hot water for heating the RSCC.

For possible action.

F5. **Review and possible approval of the RSCVA Fiscal Year 2019-20 Property, General Liability, Automobile, Umbrella, Workers' Compensation, Public Officials' Liability, Crime and Internet Liability, and associated Insurance Coverage**

RSCVA staff is recommending the Board of Directors approve of obtaining the following insurance policies: Property, General Liability, Automobile, Umbrella, Workers' Compensation, Public Officials' Liability, Crime and Internet Liability, and associated insurance coverage. The new insurance program recommended premiums are estimated to be $312,841, an increase of $43,760. The Board of Directors will review, discuss and possibly approve the foregoing coverage.

For possible action.

F6. **Public Hearing: Review, discussion and possible action regarding recommendation to the Reno-Sparks Convention and Visitors Authority Board of Directors to adopt proposed amendments to the Authority's Transient Lodging Tax Rules and Regulations**

RSCVA staff is proposing certain updates and proposed changes to the Transient Lodging Tax Rules and Regulations to address changes in credit card numbers used to determine whether certain fees are exempt for transient lodging tax, as well as additional clean-up and other minor clarifications.

For possible action.

F7. **Review, discussion and possible action regarding FY 2019/20 proposal for Strategic Performance Management contract with OnStrategy**

RSCVA staff is seeking board approval of the continuance of work provided by OnStrategy for fiscal year 2019/20 in an amount not to exceed: $148,600, to provide dedicated consulting services to support an effective strategy implementation management process.

For possible action.

G. BOARD MEMBER COMMENTS REGARDING ITEMS FOR FUTURE MEETINGS

This is an information item. Not an action item.

H. 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.

I. 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 filling 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 under 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
April 25, 2019

The Regular Meeting of the Board of Directors of the Reno-Sparks Convention & Visitors Authority met at 9:00 a.m., April 25, 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 Jonathan Seiden, Miss USA

Board Members Present:
Nat Carasali
Lee Dillard
Councilman Ed Lawson
Commissioner Bob Lucey
Rick Murdock
Mark Sterbens
Bill Wood

Board Members Absent:
Mayor Hillary Schieve

RSCVA Executive Staff Present:
Phil DeLone, President/Chief Executive Officer
Jennifer Cunningham, Executive Vice President
Michael Larragueta, Vice President of Sales
Robert Chisel, Director of Finance
Art Jimenez, Executive Director of Tourism Sales
Esther Isaac, Director of Marketing
Sheri Nill, Director of Human Resources
Ben Kennedy, Legal Counsel
Molly Rezac, Legal Counsel

RSCVA Executive Staff Absent:

B. COMMENTS FROM THE FLOOR BY THE PUBLIC

One public comment submitted through email will be added to the minutes.

C. APPROVAL OF THE AGENDA

MOTION: Member Rick Murdock made a motion to approve the April 25, 2019 agenda. Seconded by Member Bill Wood. **Motion carried unanimously.**

D. APPROVAL OF MINUTES OF MARCH 28, 2019 REGULAR BOARD MEETING

Chairman Lucey made a correction to the March 28, 2019, Meeting Minutes. He requested that the "Public Comment" email from Mr. William Mantle be added to the Board Meeting minutes as discussed at the March 28th Board Meeting.

MOTION: Member Ann Silver made a motion to approve the Minutes of March 28, 2019, Regular Meeting with the addition of the letter from Mr. William Mantle. Seconded by Member Rick Murdock. **Motion carried unanimously.**

E. PRESENTATIONS

E1. Legislative Update

Jesse Wadhams, of Fennemore Craig, provided an update on the Legislative Session and issues of interest to the RSCVA. He made the board aware for a few important dates such as the Economic Forum on May 1st, the second committee passage on May 17th and the final house passage on May 24th.

E2. RSCVA Staff Update

Phil DeLone, President/CEO, stated that the leadership of the United States Bowling Congress, visited the destination to review the construction progress on the National Bowling Stadium. He stated that the USBC anticipates 8,000 or more teams for next years' tournament. Mr. DeLone thanked the Capital Projects Manager, Kerrie Koski, for keeping the project on time and within budget. Mr. DeLone announced that the RSCVA had been nominated as one of Reno Tahoe's "Best Places to Work," as identified by the Northern Nevada Human Resources Association and Reno Gazette-Journal. The dinner and award ceremony will be held tonight at the Silver Legacy Hotel and Casino. Mr. DeLone stated that the RSCVA budget process is nearing completion, and a proposed draft will be presented to the board at the May 23rd Board of Directors meeting. Mr. DeLone finished by saying that the Miss USA pageant kicked off with the opening reception last night at the Nevada Museum of Art. He added that the Miss USA live television finale will take place on Thursday, May 2nd at the Grand Sierra Resort showroom.

Jennifer Cunningham, Executive Vice President, stated that February was a strong month for website visits in comparison to the previous month. She added that Christina Erny, Sr. Digital Marketing and Engagement Manager, will present a more in-depth look at what influences these numbers as well as give an overview of our strategy as it relates to digital marketing. Ms. Cunningham went on to say that there was a dip in occupancy, while the ADR continues to increase. She added that February saw an 8.1% decline in visitation with a $12.15 increase in the average daily rate. She reminded the board that the region experienced some major snowstorms over the February weekends, which affected the numbers. Ms. Cunningham finished by saying that the Air Passenger numbers continue to increase, and Marily Mora will explain this further in her presentation.

Christina Erny, Sr. Digital Marketing and Engagement Manager, gave the board an update on the website numbers and Influencer program.

Michael Larragueta, Vice President of Sales, introduced Ms. Denise Bosmans, the RSCVA's new Regional Director of Convention Sales for the Northeast territory based in Washington D.C. Before joining the RSCVA on April 22nd Denise held positions with the National Association of State Development Agencies, Council for Community and Economic Research, Senior Sales Manager for the Chesapeake Beach & Resort and Director of Sales for Visit Annapolis and Anne Arundel County. Mr. Larragueta stated that Gross produced room nights for February equaled 9,919 on a goal of 19,139. He added that year to date through February the sales team is pacing at 92% to goal or 59% to goal with the Interbike cancelation. Mr. Larragueta said that March Gross produced room nights equaled 49,539 on a goal of 42,305 and April's numbers have already exceeded the monthly goal. He touched on March site inspections and other activities the sale team took part in.

Chairman Lucey clarified that the reason for the 53% to goal on the scorecard was due to the Interbike cancellation.

Member Ed Lawson asked Mr. Larragueta how the team factors the loss of a piece of business like Interbike.

Mr. Larragueta answered by saying that the RSCVA booked three of the five years with Interbike. He added that sales could take credit for three consecutive years and since one consumed, sales will take the hit for the two remaining years in this fiscal year. He said that the RSCVA took credit for 67,000 Room Nights last year. However, this year will see a hit of approximately 44,00 Room Night.

Chairman Lucey recommended that Mr. DeLone and Mr. Larragueta take a more in-depth look at the current policy and possible options for the future. He stated that he would like to properly agendize this topic for another board meeting as to not violate Nevada's Open Meeting Law.

Art Jimenez, Executive Director of Tourism Sales, reported on the tourism numbers. He stated that the tourism sector room nights at 49,657, or a decrease of 9,379 from last February. This is 79% of the goal of 62,579 room nights. He added that the YTD room nights are 504,470, which is 32,900 below last year, or 87% of the YTD target of 578,920 room nights and 58% to our annual goal of 863,468 room nights. Mr. Jimenez stated that he believed that there were several factors behind these numbers, such as the California wildfires and the 13 days that the I-80 closed, six of which were over weekends. Mr. Jimenez reported that the tourism team continues to work with Expedia, Hotelbeds, and MailPound. He also discussed several area FAM trips.

Mr. Robert Chisel, Director of Finance, gave the board a brief financial update. He stated that for the month of February 2019, the RSCVA's total room tax collections are at $23M to a budget of $23.1M. He added that tourism surcharge is $3.4M to a budget of $3.6M. He added that is approximately $275,000 below budget, but up $845,000 from last year. Mr. Chisel stated that the RSCVA operating expenditures are $21M, which is $1.4M below budget.

E3. **SMG Update**

Michael Day, General Manager of SMG Reno reported on SMG's activities. He touched on a few of the first quarter facility highlights, including concerts and conventions.

Dante Nicastro, General Manager of SAVOR, discussed the food and beverage for the facilities. Mr. Nicastro stated that gross revenue for the first quarter finished at $1.6M, which is $1.1M higher than budget and gross revenue year-to-date for the fiscal year is $880,000 over budget. Mr. Nicastro said that he is confident that SAVOR will close out the year at $1M over budget forcast for gross revenues.

Renee McGinnis, Director of Sales and Events at SMG Reno, discussed some of the upcoming events at the four facilities. Ms. McGinnis also stated that between the RSCVA and SMG, there are 20 new events booked in the first quarter. She went on to say that SMG launched a new client survey program, and she shared a few of the results.

Chairman Lucey asked how many customer surveys SMG received back in total.

Ms. McGinnis stated that SMG received eight surveys back out of the thirty sent.

Chairman Lucey asked how SMG is handling comments and concerns reported in the customer surveys.

Michael Day responded by saying that the leadership staff was reaching out to the customers directly.

Todd Martin-Jones, Director of Accounting, gave the board a brief update on the SMG Reno Budget FY Forecast as of March 31, 2019. He discussed the year-to-date numbers, projected numbers, and full year rolling forecast.

Rick Murdock stated that he is interested in hearing more about the SMG pipeline. He said that one of the things that SMG said they were going to bring to the table is convention and entertainment business. Mr. Murdock asked if Mr. Day could speak to that.

Mr. Day stated that his team has a conference call every two weeks with SMG's Senior Vice President of Sports and Entertainment out of Philadelphia. He stated that Mr. McCue has been essential in encouraging shows to stop at the Reno Event Center as they pass throw the area. He went on to say that Mr. McCue is responsible for bringing Professional Bull Riding back as well as booking Dierks Bentley and Tim McGraw to the Event Center. Mr. Day added that there is some restriction in capacity at the Event Center, but SMG is continually working to bring more entertainment to the area.

E4. **Reno-Tahoe Airport Authority Update**

Marily Mora, A.A.E., President/CEO delivered an update on the Reno Tahoe Airport Authority (RTAA). Ms. Mora began by again thanking the RSCVA and the board of directors for the continued support and collaboration with the RTAA. She discussed flights to and from Reno-Tahoe International Airport and stated that the airport served 4.2 million passengers in 2018, an increase of 4.8% over 2017. Ms. Mora covered potential growth, domestic target, and international target markets. She talked about the strong partnership with the RSCVA and Regional Air Service Corporation (RASC). Ms. Mora touched on the new master plan charts the future for the airport and asked the board for comments and questions.

F. FINANCE DIVISION

F1. **Board review and authorize to join General Services Administration (GSA) contract pursuant to NRS 332.195 to purchase banquet chairs and equipment from Government Sales, LLC in an amount not to exceed $160,000**

The Board of Directors was asked to review, discuss and approve authorization to join General Services Administration (GSA) contract pursuant to NRS 332.195 to purchase equipment from Government Sales, LLC in an amount not to exceed $160,000.

MOTION: Vice Chairman Ed Lawson made a motion to approve Item F1 as presented. Seconded by Member Rick Murdock. **Motion carried unanimously.**

F2. **Review, discussion and possible action to approve a resolution pertaining to the issuance of the "Washoe County, Nevada, Taxable/Tax-Exempt General Obligation (Limited Tax) Reno-Sparks Convention & Visitors Authority Refunding Bonds**

Mr. Robert Chisel stated that this the seconded reading of the refunding bond resolution authorizing the issuance of the "Washoe County, Nevada, Taxable/Tax-Exempt General Obligation (Limited Tax) Reno-Sparks Convention & Visitors Authority Refunding Bonds (Additionally Secured with Pledged Revenues), Series 2019A" and the "Washoe County, Nevada, Taxable/Tax-Exempt General Obligation (Limited Tax) Reno-Sparks Convention & Visitors Authority Refunding Bonds (Additionally Secured with Pledged Revenues), Series 2019B" in the combined aggregate principal amount not to exceed $70,000,000 for the purpose of refunding certain outstanding bonds; providing the form, terms and conditions of the bonds and the security therefor; and providing the effective date.

MOTION: Vice Chairman Ed Lawson made a motion to approve that the RSCVA seek refunding of the bonds in an amount not to exceed $70M. Seconded by Member Ann Silver. **Motion carried unanimously.**

F3. **Approval to purchase from Automated Temperature Controls, Inc. a system upgrade to the lighting control system at the Reno-Sparks Convention Center in the amount not to exceed $499,584**

The Board of Directors was asked to review, discuss, and approve an upgrade and replacement of the existing lighting control system and management software at the Reno-Sparks Convention Center. The upgraded equipment would be purchased from Automated Temperature Controls, Inc., at a cost not to exceed $499,584.

MOTION: Vice Chairman Ed Lawson made a motion to approve Item F3 as presented. Seconded by Member Rick Murdock. **Motion carried unanimously.**

G. BOARD MEMBER COMMENTS REGARDING ITEMS FOR FUTURE MEETINGS

Vice Chairman Ed Lawson and Chairman Bob Lucey recommended that Mr. DeLone and Mr. Larragueta revisit the RSCVA group cancellation policy and bring it back to the board as an agenda item.

Member Rick Murdock asked if the board could get a Burning Man update at a future board meeting.

H. COMMENTS FROM THE FLOOR BY THE PUBLIC

No public comments were presented.

I. ADJOURNMENT

Meeting adjourned at 11:22 a.m.

RSCVA Monthly Snapshot: March 2019

	Strategic Plan Priority #1: Visitor Growth & Awareness					
	OVERALL VISITOR GROWTH	**March'19**	**March'18**	**Y/Y%**	**Monthly Goal**	
Marketing Goals	Visitor Volume	386,738	422,046	-8.4%	423,207	
	# of Web Sessions - National Overall	211,516	229,994	-8.0%	236,893	
	Number of Partner Referrals	5,718	4,786	19.5%	4,881	
	SF: Web Sessions	37,933	43,117	-12.0%	51,740	
	Seattle: Web Sessions	10,629	18,448	-42.4%	19,001	
	LA Basin: Web Sessions	18,561	46,582	-60.2%	48,445	
	MARKET PERFORMANCE/CASH OCCUPIED ROOMS					
	Washoe County Total					
	Room Inventory	749,932	743,181	0.9%	751,825	
	Cash Room Nights	277,861	310,967	-10.6%	313,333	
	Comp Room Nights	64,427	65,625	-1.8%	-	
	Overall Occupancy	62.9%	68.5%	-8.2%	75.1%	
	Taxable Revenue	$30,258,382	$29,897,187	1.2%	$30,475,326	
	A.D.R.	$108.90	$96.14	13.3%	$97.26	
	Rev Par	$45.57	$45.64	-0.2%	-	
	Gaming Win	$69,854,229	$70,485,600	-0.9%	-	
	Hotel Market Segment					
	Room Inventory	506,759	491,315	3.1%	507,017	
	Cash Room Nights	234,769	266,876	-12.0%	269,127	
	Comp Room Nights	64,221	65,344	-1.7%	-	
	Overall Occupancy	61.2%	69.4%	-11.8%	67.4%	
	Taxable Revenue	$26,446,696	$26,579,216	-0.5%	$27,095,621	
	A.D.R.	$112.65	$99.59	13.1%	$100.68	
	Rev Par	$53.76	$55.65	-3.4%	-	
	AIRLIFT					
	Air Passengers	383,215	356,112	7.6%	-	

	Strategic Plan Priority #2: Direct Room Night Growth					
	TOURISM SALES GOALS	**March'19**	**March'18**	**Y/Y%**	**Monthly Goal**	
Marketing	Travel Wholesaler	882	1,277	-30.9%	1,354	
	International/Domestic Receptive Operators	440	1,458	-69.8%	1,545	
	Online Travel Agent	42,267	42,684	-1.0%	45,245	
	Travel Agent	13,369	17,859	-25.1%	18,931	
	Group Tour/Motorcoach	5,484	2,338	134.6%	2,478	
	Ski and Golf Production	8	61	-86.9%	65	
	TENTATIVE SALES PIPELINE					
Sales Goals	# of Leads Issued	84	64	31.3%	56	
	# of Room Nights for Leads Issued	89,629	66,009	35.8%	-	
	# of Outstanding Leads in Sales Pipeline	319	272	17.3%	-	
	# of Room Nights in Sales Pipeline	583,167	523,129	11.5%	776,000	
	PRODUCED ROOM NIGHTS					
	Gross Produced Room Nights	49,539	52,486	-5.6%	42,305	
	*Net Produced Room Nights	49,539	52,486	-5.6%	42,305	
	Net Produced Room Nights % of Goal	117.1%	124.1%	-5.6%	100%	
	Convention Produced Room Nights	32,075	18,426	74.1%	17,907	
	Sports Produced Room Nights	15,066	34,060	-55.8%	22,358	
	RSLEC Produced Room Nights	2,398	-	+/- 100%	2,040	
	ACTUAL ROOM NIGHTS (RNs Realized This Month)					
	Groups/Conventions Actual Room Nights	10,361	18,450	-43.8%	9,676	
	Sports Actual Room Nights	4,139	3,760	10.1%	-	
	Total Actual Room Nights	14,500	22,210	-34.7%	9,676	
	Number of concert events at REC	4	7	-42.86%	-	

	Strategic Plan Priority #3: Facility Efficiency					
	OPERATING MARGIN	**March'19**	**March'18**	**Y/Y%**	**Monthly Goal**	
GM Goals	Reno-Sparks Convention Center	-$118,882	$30,507	-489.7%	-$321,963	
	Reno Events Center	-$40,890	-$55,986	27.0%	-$33,151	
	National Bowling Stadium	-$164,435	-$170,252	3.4%	-$158,872	
	Reno-Sparks Livestock Events Center	$17,606	-$72,575	124.3%	-$46,137	

Legend:

Comparison of current actual to the monthly goal

Green	**>= 95% of target**
Yellow	**80-95% of target**
Red	**< 80% of target**

***Net reflects the definite cancellations of Interbike 2019 and 2020**

RSCVA Monthly Snapshot: Year-to-Date March 2019

	Strategic Priority #1: Visitor Growth & Awareness						
	OVERALL VISITOR GROWTH	**FY 18-19**	**FY 17-18**	**YTD Target**	**Y/Y%**	**Annual Goal**	
Marketing Goals	Visitor Volume	3,626,549	3,841,635	3,923,946	-5.6%	5,307,864	
	# of Web Sessions - National Overall	2,047,046	2,075,644	2,156,209	-1.4%	3,325,906	
	Number of Partner Referrals	46,216	33,843	38,672	36.6%	52,252	
	SF: Web Sessions	417,122	398,214	413,935	4.7%	635,479	
	Seattle: Web Sessions	132,891	144,464	148,632	-8.0%	233,289	
	LA Basin: Web Sessions	270,048	364,590	380,854	-25.9%	616,857	
	MARKET PERFORMANCE/CASH OCCUPIED ROOMS						
	Washoe County Total						
	Room Inventory	6,436,394	6,466,676	6,475,549	-0.5%	8,637,162	
	Cash Room Nights	2,584,123	2,777,007	2,864,925	-6.9%	3,892,802	
	Comp Room Nights	640,201	655,862	642,791	-2.4%	-	
	Overall Occupancy	67.5%	71.0%	72.5%	-4.9%	73.7%	
	Taxable Revenue	$297,019,452	$285,571,841	$298,220,253	4.0%	$404,375,720	
	A.D.R.	$114.94	$102.83	$104.09	11.8%	$103.88	
	Rev Par	$51.54	$49.10	-	5.0%	-	
	Gaming Win	$644,847,844	$640,848,519	-	0.6%	-	
	Hotel Market Segment						
	Room Inventory	4,350,735	4,299,069	4,370,475	1.2%	5,838,032	
	Cash Room Nights	2,175,957	2,350,195	2,436,709	-7.4%	3,299,555	
	Comp Room Nights	637,961	652,056	639,015	-2.2%	-	
	Overall Occupancy	67.0%	71.9%	72.4%	-6.8%	73.2%	
	Taxable Revenue	$261,045,412	$252,617,693	$264,338,636	3.3%	$359,425,421	
	A.D.R.	$119.97	$107.49	$108.48	11.6%	$108.93	
	Rev Par	$61.85	$60.61	-	2.0%	-	
	AIRLIFT						
	Air Passengers	3,209,971	3,068,205	-	4.6%	-	

	Strategic Priority #2: Direct Room Night Growth						
	TOURISM SALES GOALS	**FY 18-19**	**FY 17-18**	**YTD Target**	**Y/Y%**	**Annual Goal**	
Marketing	Traditional Wholesaler	11,049	15,529	16,462	-28.8%	23,455	
	International/Domestic Receptive Operators	8,925	20,043	21,246	-55.5%	26,111	
	Online Travel Agent	387,575	387,846	411,115	-0.1%	537,617	
	Travel Agent	122,658	139,280	156,939	-11.9%	209,221	
	Group Tour/Motorcoach	26,048	30,327	32,146	-14.1%	50,420	
	Ski and Golf Production	10,665	10,028	10,630	6.4%	16,644	
	TENTATIVE SALES PIPELINE						
Sales Goals	# of Leads Issued	547	543	500	0.7%	668	
	# of Room Nights for Leads Issued	728,500	827,990	-	-12.0%	-	
	# of Outstanding Leads in Sales Pipeline	319	272	-	17.3%	-	
	# of Room Nights in Sales Pipeline	583,167	523,129	776,000	11.5%	776,000	
	PRODUCED ROOM NIGHTS						
	Gross Produced Room Nights	180,510	256,698	184,784	-29.7%	280,000	
	*Net Produced Room Nights	133,991	252,039	184,784	-46.8%	280,000	
	Net Produced Room Nights % of Goal	72.5%	142.2%	100.0%	-49.0%	100%	
	Convention Produced Room Nights	72,149	126,553	124,638	-43.0%	190,695	
	Sports Produced Room Nights	53,053	121,918	51,240	-56.5%	70,779	
	RSLEC Produced Room Nights	8,789	9,828	8,906	-10.6%	18,526	
	ACTUAL ROOM NIGHTS (RNs Realized This Year)						
	Groups/Conventions Actual Room Nights	136,612	139,587	127,803	-2.1%	135,441	
	Sports Actual Room Nights	28,755	22,362	24,130	28.6%	96,611	
	Total Actual Room Nights	165,367	161,949	151,933	2.1%	232,052	
	Number of concert events at REC	23	44	-	-47.7%	-	

	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	-$1,155,885	-$637,175	-$1,492,312	-81.4%	-$1,111,190	
	Reno Events Center	-$223,272	-$252,206	-$192,914	11.5%	-$187,575	
	National Bowling Stadium	-$1,384,201	-$1,324,530	-$1,262,557	-4.5%	-$1,149,766	
	Reno-Sparks Livestock Events Center	-$653,143	-$546,565	-$530,996	-19.5%	-$715,922	

Legend:

Comparison of current actual to the Year to Date Target

Green	**>= 95% of target**
Yellow	**80-95% of target**
Red	**< 80% of target**

***Net reflects the definite cancellations of Interbike 2019 and 2020**

RenoTahoe™

Reno-Sparks Convention & Visitors Authority

Fiscal Year 2018-19
Interim Financial

March 2019

Reno-Sparks Convention and Visitors Authority
Fiscal Year 2018-19 Interim Financial
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Consolidated Summary

Report of Operations

For the Month of March 2019

RENO-SPARKS CONVENTION AND VISITORS AUTHORITY

	Current Month				Prior Year		
			Increase (Decrease)			Increase (Decrease)	
Revenues	Actual	Budget	Amount	%	Actual	Amount	%
Room Tax Collections	$ 2,604,836	$ 2,635,068	$ (30,232)	-1.1%	$ 2,604,648	$ 188	0.0%
Tourism Surcharge	434,053	432,672	1,381	0.3%	465,248	(31,195)	-6.7%
Facility Revenues							
Reno-Sparks Convention Center	362,564	45,650	316,914	694.2%	404,632	(42,068)	-10.4%
National Bowling Stadium	10,959	12,651	(1,692)	-13.4%	18,135	(7,176)	-39.6%
Reno Events Center	155,463	169,150	(13,687)	-8.1%	167,756	(12,293)	-7.3%
Reno-Sparks Livestock Events Cen	164,518	110,900	53,618	48.3%	103,422	61,096	59.1%
RSCVA Facilities	-	-	-	0.0%	-	-	0.0%
Wildcreek Golf Course	-	-	-	0.0%	58,790	(58,790)	-100.0%
Total Facility Revenues	693,504	338,351	355,153	105.0%	752,735	(59,231)	-7.9%
Other Income	182,396	131,671	50,725	38.5%	189,240	(6,844)	-3.6%
Total Revenues	$ 3,914,790	$ 3,537,762	$ 377,028	10.7%	$ 4,011,871	$ (97,082)	-2.4%
Operating Expenses							
Payroll & Related	$ 737,134	$ 702,446	$ 34,688	4.9%	$ 739,560	$ (2,426)	-0.3%
Supplies & Services	1,199,439	1,008,159	191,280	19.0%	1,096,192	103,247	9.4%
Travel & Entertainment	73,065	91,555	(18,490)	-20.2%	58,878	14,188	24.1%
Promotion & Advertising	648,199	564,682	83,517	14.8%	722,051	(73,852)	-10.2%
Special Projects	148,410	116,550	31,860	27.3%	112,579	35,831	31.8%
Capital Outlay	628	11,500	(10,872)	-94.5%	5,379	(4,751)	-88.3%
Total Operating Expenses	$ 2,806,875	$ 2,494,892	$ 311,983	12.5%	$ 2,734,637	$ 72,237	2.6%
Non Operating Expenses							
Debt Service	$ 206	$ 500	(294)	-58.8%	$ -	$ 206	0.0%
Incline Village/Cystal Bay Room Tax	107,451	100,780	6,671	6.6%	94,959	12,492	13.2%
Capital Improvements	41,846	404,955	(363,109)	-89.7%	216,184	(174,338)	-80.6%
Insurance	73,120	77,733	(4,613)	-5.9%	88,805	(15,684)	-17.7%
Contingency	-	-	-	0.0%	-	-	0.0%
Total Non Operating Expenses	$ 222,624	$ 583,968	$ (361,344)	-61.9%	$ 399,947	$ (177,324)	-44.3%
Total Expenses	$ 3,029,499	$ 3,078,860	$ (49,361)	-1.6%	$ 3,134,585	$ (105,086)	-3.4%
Profit/(Loss)	$ 885,291	$ 458,902	$ 426,389	92.9%	$ 877,286	$ 8,005	0.9%

Consolidated Summary

Report of Operations

Nine Months Ended March 2019

RENO-SPARKS CONVENTION AND VISITORS AUTHORITY

	Current Year				Prior Year			Annual			
			Increase (Decrease)			Increase (Decrease)		FY 18-19	FY 18-19	Increase (Decrease)	
Revenues	Actual	Budget	Amount	%	Actual	Amount	%	Outlook	Budget	Amount	%
Room Tax Collections	$ 25,630,948	$ 25,739,323	$ (108,375)	-0.4%	$ 24,660,249	$ 970,698	3.9%	$ 35,083,676	$ 34,918,122	$ 165,554	0.5%
Tourism Surcharge	3,856,481	4,052,383	(195,902)	-4.8%	4,014,213	(157,732)	-3.9%	5,155,491	5,351,393	(195,902)	-3.7%
City Center Tax	-	-	-	0.0%	-	-	0.0%	1,046,972	1,187,195	(140,223)	-11.8%
Facility Revenues											
Reno-Sparks Convention Center	3,277,305	2,294,435	982,870	42.8%	2,263,796	1,013,509	44.8%	4,639,676	3,656,806	982,870	26.9%
National Bowling Stadium	356,032	264,059	91,973	34.8%	338,651	17,381	5.1%	393,985	302,012	91,973	30.5%
Reno Events Center	1,228,280	1,251,507	(23,227)	-1.9%	1,088,438	139,842	12.8%	1,614,540	1,637,767	(23,227)	-1.4%
Reno-Sparks Livestock Events Center	770,143	812,000	(41,857)	-5.2%	740,519	29,624	4.0%	989,443	1,031,300	(41,857)	-4.1%
RSCVA Facilities	2,566	-	2,566	0.0%	-			2,566	-	2,566	0.0%
Wildcreek Golf Course	6,069	-	6,069	0.0%	960,366	(954,297)	-99.4%	984,191	979,707	4,484	0.5%
Total Facility Revenues	5,640,395	4,622,001	1,018,394	22.0%	5,391,770	248,624	4.6%	8,624,401	7,607,591	1,016,809	13.4%
Other Income	1,708,000	1,374,997	333,003	24.2%	1,870,484	(162,484)	-8.7%	2,391,673	2,044,952	346,721	17.0%
Total Revenues	$ 36,835,823	$ 35,788,704	$ 1,047,119	2.9%	$ 35,936,716	$ 899,107	2.5%	$ 52,302,213	$ 51,109,253	$ 1,333,183	2.6%
Operating Expenses											
Payroll & Related	$ 5,143,434	$ 4,873,390	$ 270,044	5.5%	$ 5,020,338	$ 123,096	2.5%	$ 6,955,070	$ 6,690,886	$ 264,184	3.9%
Supplies & Services	10,667,469	9,377,774	1,289,695	13.8%	8,556,002	2,111,467	24.7%	13,688,883	12,347,344	1,341,540	10.9%
Travel & Entertainment	606,009	842,702	(236,693)	-28.1%	564,203	41,806	7.4%	1,141,937	1,149,022	(7,085)	-0.6%
Promotion & Advertising	6,325,604	7,654,529	(1,328,925)	-17.4%	6,119,522	206,081	3.4%	12,388,403	12,258,270	130,133	1.1%
Special Projects	977,569	2,067,820	(1,090,251)	-52.7%	1,489,739	(512,171)	-34.4%	2,425,132	2,969,070	(543,938)	-18.3%
Capital Outlay	76,145	121,100	(44,955)	-37.1%	70,558	5,587	7.9%	134,068	137,600	(3,532)	-2.6%
Total Operating Expenses	$ 23,796,229	$ 24,937,315	$ (1,141,086)	-4.6%	$ 21,820,363	$ 1,975,867	9.1%	$ 36,733,494	$ 35,552,192	$ 1,181,302	3.3%
Non Operating Expenses											
Debt Service	$ 11,371,279	$ 11,402,044	(30,765)	-0.3%	$ 11,067,903	$ 303,376	2.7%	$ 11,407,779	$ 11,403,544	$ 4,235	0.0%
Incline Village/Cystal Bay Room Tax	1,412,967	1,341,933	71,033	5.3%	1,265,262	147,705	11.7%	1,676,956	1,602,757	74,199	4.6%
Capital Improvements	1,840,722	2,912,138	(1,071,416)	-36.8%	1,972,370	(131,649)	-6.7%	3,989,241	4,127,000	(137,759)	-3.3%
Insurance	707,483	687,596	19,887	2.9%	1,055,960	(348,478)	-33.0%	882,712	881,645	1,067	0.1%
Contingency	-	-	-	0.0%	-	-	0.0%	400,000	400,000	-	0.0%
Total Non Operating Expenses	$ 15,332,450	$ 16,343,711	$ (1,011,261)	-6.2%	$ 15,361,495	$ (29,045)	-0.2%	$ 18,356,688	$ 18,414,946	$ (58,258)	-0.3%
Total Expenses	$ 39,128,679	$ 41,281,027	$ (2,152,346)	-5.2%	$ 37,181,858	$ 1,946,822	5.2%	$ 55,090,182	$ 53,967,138	$ 1,123,044	2.1%
Profit/(Loss)	$ (2,292,856)	$ (5,492,323)	$ 3,199,467	58.3%	$ (1,245,141)	$ (1,047,715)	-84.1%	$ (2,787,969)	$ (2,857,885)	$ 210,139	7.4%

Consolidated Summary

Transient Lodging Tax Collections and Statistics

For the Month of March 2019

RENO-SPARKS CONVENTION AND VISITORS AUTHORITY

	Current Year				Prior Year		
			Increase (Decrease)			Increase (Decrease)	
	Actual	Budget	Amount	%	Last Year	Amount	%
Room Tax Collections							
Lodging	2,000,816	2,024,037	(23,221)	-1.1%	2,000,672	144	0.0%
Convention Center	604,020	611,031	(7,011)	-1.1%	603,976	44	0.0%
Tourism Surcharge	434,053	432,672	1,381	0.3%	465,248	(31,195)	-6.7%
Total Tax Collections	**3,038,889**	**3,067,740**	**(28,851)**	**-0.9%**	**3,069,896**	**(31,007)**	**-1.0%**
Room Statistics							
Taxable Room Revenues	**30,205,810**	**30,475,326**	**(269,516)**	**-0.9%**	**29,897,187**	**308,623**	**1.0%**
Occupied Rooms-Cash	**277,652**	**313,333**	**(35,681)**	**-11.4%**	**310,967**	**(33,315)**	**-10.7%**
Average Rate - Cash	**$108.79**	**$97.26**	**$11.53**	**11.9%**	**$96.14**	**$12.65**	**13.2%**
Occupied Rooms							
Cash	277,652	313,333	(35,681)	-11.4%	310,967	(33,315)	-10.7%
Comp	64,427	64,288	139	0.2%	65,625	(1,198)	-1.8%
28 Day	128,825	135,356	(6,531)	-4.8%	132,348	(3,523)	-2.7%
Total Occupied Rooms	**470,904**	**512,977**	**(42,073)**	**-8.2%**	**508,940**	**(38,036)**	**-7.5%**
Percentage of Occupancy							
Cash	37.1%	41.7%	(4.6)	-11.0%	41.8%	(4.7)	-11.2%
Comp	8.6%	8.6%	-	0.0%	8.8%	(0.2)	-2.3%
28 Day	17.2%	18.0%	(0.8)	-4.4%	17.8%	(0.6)	-3.4%
Total Percentage of Occupancy	**62.9%**	**68.3%**	(5.4)	**0.0%**	**68.4%**	**(5.5)**	**-8.0%**

Consolidated Summary

Transient Lodging Tax Collections and Statistics

Nine Months Ended March 2019

RENO-SPARKS CONVENTION AND VISITORS AUTHORITY

	Current Year				Prior Year			Annual			
			Increase (Decrease)			Increase (Decrease)		FY 18-19	FY 18-19	Increase (Decrease)	
	Actual	Budget	Amount	%	Last Year	Amount	%	Outlook	Budget	Amount	%
Room Tax Collections											
Lodging	19,687,540	19,770,784	(83,244)	-0.4%	18,941,931	745,609	3.9%	26,948,331	26,821,166	127,165	0.5%
Convention Center	5,943,408	5,968,539	(25,131)	-0.4%	5,718,319	225,090	3.9%	8,135,345	8,096,956	38,389	0.5%
Tourism Surcharge	3,856,481	4,052,383	(195,902)	-4.8%	4,014,213	(157,732)	-3.9%	5,155,491	5,351,393	(195,902)	-3.7%
City Center Tax	-	-	-	0.0%	-	-	0.0%	1,046,972	1,187,195	(140,223)	-11.8%
Total Tax Collections	**29,487,429**	**29,791,706**	**(304,277)**	**-1.0%**	**28,674,462**	**812,966**	**2.8%**	**41,286,139**	**41,456,710**	**(170,571)**	**-0.4%**
Room Statistics											
Taxable Room Revenues	**296,966,878**	**298,220,254**	**(1,253,376)**	**-0.4%**	**285,571,842**	**11,395,036**	**4.0%**	**406,261,268**	**404,375,720**	**1,885,548**	**0.5%**
Occupied Rooms-Cash	**2,583,914**	**2,864,925**	**(281,011)**	**-9.8%**	**2,777,007**	**(193,093)**	**-7.0%**	**3,569,935**	**3,892,802**	**(322,867)**	**-8.3%**
Average Rate - Cash	**$114.93**	**$104.09**	**$10.84**	**10.4%**	**$102.83**	**$12.10**	**11.8%**	**$113.80**	**$103.88**	**$9.92**	**9.6%**
Occupied Rooms											
Cash	2,583,914	2,864,925	(281,011)	-9.8%	2,777,007	(193,093)	-7.0%	3,569,935	3,892,802	(322,867)	-8.3%
Comp	640,201	642,791	(2,590)	-0.4%	655,862	(15,661)	-2.4%	859,967	863,711	(3,744)	-0.4%
28 Day	1,121,462	1,186,013	(64,551)	-5.4%	1,160,252	(38,790)	-3.3%	1,508,095	1,610,971	(102,876)	-6.4%
Total Occupied Rooms	**4,345,577**	**4,693,729**	**(348,152)**	**-7.4%**	**4,593,121**	**(247,544)**	**-5.4%**	**5,937,997**	**6,367,484**	(429,487)	**-6.7%**
Percentage of Occupancy											
Cash	40.2%	44.2%	(4.0)	-9.0%	42.9%	(2.7)	-6.3%	41.5%	45.1%	(3.5)	-7.9%
Comp	9.9%	9.9%	-	0.0%	10.1%	(0.2)	-2.0%	10.0%	10.0%	0.0	0.0%
28 Day	17.4%	18.3%	(0.9)	-4.9%	17.9%	(0.5)	-2.8%	17.5%	18.7%	(1.1)	-5.9%
Total Percentage of Occupancy	**67.5%**	**72.4%**	**(4.9)**	**-6.8%**	**70.9%**	**(3.4)**	**-4.8%**	**69.1%**	**73.7%**	**(4.6)**	**-6.3%**

Consolidated Summary

Departmental Margins

For the Month of March 2019

RENO-SPARKS CONVENTION AND VISITORS AUTHORITY

	Current Month				Prior Year		
			Increase (Decrease)			Increase (Decrease)	
	Actual	Budget	Amount	%	Actual	Amount	%
Facilities							
Reno-Sparks Convention Center	(118,882)	(321,963)	203,081	63.1%	30,507	(149,389)	-489.7%
National Bowling Stadium	(164,435)	(158,872)	(5,563)	-3.5%	(170,252)	5,817	3.4%
Reno Events Center	(40,890)	(33,151)	(7,739)	-23.3%	(55,986)	15,096	27.0%
Reno-Sparks Livestock Events Center	17,606	(46,137)	63,743	138.2%	(72,575)	90,181	124.3%
RSCVA Facilities	(43,172)	-			-	(43,172)	100.0%
Wildcreek Golf Course	(35,878)	-	(35,878)	#DIV/0!	(85,626)	49,748	58.1%
Total Facilites	**(385,650)**	**(560,122)**	**217,643**	**38.9%**	**(353,932)**	**(31,718)**	**-9.0%**
Sales and Marketing							
Convention Sales	(433,170)	(426,938)	(6,232)	-1.5%	(411,942)	(21,228)	-5.2%
Tourism Sales	(91,385)	(116,361)	24,976	21.5%	(78,816)	(12,569)	-15.9%
Marketing	(861,510)	(708,621)	(152,889)	-21.6%	(881,003)	19,493	2.2%
Total Sales and Marketing	**(1,386,065)**	**(1,251,920)**	**(134,145)**	**-10.7%**	**(1,371,761)**	**(14,304)**	**-1.0%**
General and Administrative	**(266,320)**	**(289,768)**	**23,448**	**8.1%**	**(203,083)**	**(63,237)**	**-31.1%**
Room Tax Revenues	**2,604,836**	**2,635,068**	**(30,232)**	**-1.1%**	**2,604,648**	**188**	**0.0%**
Tourism Surcharge	**434,053**	**432,672**	**1,381**	**0.3%**	**465,248**	**(31,195)**	**-6.7%**
Total Operating Margins	**1,000,854**	**965,930**	**78,095**	**8.1%**	**1,141,120**	**(140,267)**	**-12.3%**
Capital and Debt Service	**(115,563)**	**(507,028)**	**391,465**	**77.2%**	**(263,833)**	**148,270**	**56.2%**
Total Departmental Margins	**885,291**	**458,902**	**426,389**	**92.9%**	**877,288**	**8,003**	**0.9%**

Consolidated Summary

Departmental Margins

Nine Months Ended March 2019

RENO-SPARKS CONVENTION AND VISITORS AUTHORITY

	Current Year				Prior Year			Annual			
			Increase (Decrease)			Increase (Decrease)		FY 18-19	FY 18-19	Increase (Decrease)	
	Actual	Budget	Amount	%	Actual	Amount	%	Outlook	Budget	Amount	%
Facilities											
Reno-Sparks Convention Center	(1,155,885)	(1,492,312)	336,427	22.5%	(637,175)	(518,709)	-81.4%	(929,047)	(1,265,473)	336,427	26.6%
National Bowling Stadium	(1,384,201)	(1,262,556)	(121,645)	-9.6%	(1,324,530)	(59,671)	-4.5%	(1,775,641)	(1,653,996)	(121,645)	-7.4%
Reno Events Center	(223,272)	(192,914)	(30,358)	-15.7%	(252,205)	28,933	11.5%	(360,463)	(330,105)	(30,358)	-9.2%
Reno-Sparks Livestock Events Center	(653,143)	(530,996)	(122,147)	-23.0%	(546,566)	(106,577)	-19.5%	(912,314)	(790,168)	(122,147)	-15.5%
RSCVA Facilities	(239,794)	-	(239,794)	-100.0%	-	(239,794)	-100.0%	(231,947)	-	(231,947)	-100.0%
Wildcreek Golf Course	(252,170)	(262,000)	9,830	3.8%	(251,887)	(284)	-0.1%	722,951	717,707	5,244	0.7%
Total Facilites	**(3,908,464)**	**(3,740,778)**	**(167,686)**	**-4.5%**	**(3,012,363)**	**(896,101)**	**-29.7%**	**(3,486,461)**	**(3,322,035)**	**(164,426)**	**-4.9%**
Sales and Marketing											
Convention Sales	(3,647,078)	(5,042,549)	1,395,471	27.7%	(3,965,483)	318,405	8.0%	(6,583,223)	(6,947,105)	363,882	5.2%
Tourism Sales	(816,164)	(1,078,195)	262,031	24.3%	(624,588)	(191,576)	-30.7%	(1,469,808)	(1,392,896)	(76,912)	-5.5%
Marketing	(6,778,270)	(7,726,940)	948,670	12.3%	(6,377,918)	(400,353)	-6.3%	(12,528,222)	(12,524,773)	(3,449)	0.0%
Total Sales and Marketing	**(11,241,513)**	**(13,847,684)**	**2,606,171**	**18.8%**	**(10,967,989)**	**(273,524)**	**-2.5%**	**(20,581,253)**	**(20,864,774)**	**283,521**	**1.4%**
General and Administrative	**(2,122,870)**	**(2,096,089)**	**(26,781)**	**-1.3%**	**(1,760,759)**	**(362,112)**	**-20.6%**	**(2,710,605)**	**(2,679,387)**	**(31,218)**	**-1.2%**
Room Tax Revenues	**25,630,948**	**25,739,323**	**(108,375)**	**-0.4%**	**24,660,249**	**970,698**	**3.9%**	**36,130,648**	**36,105,317**	**25,331**	**0.1%**
Tourism Surcharge	**3,856,481**	**4,052,383**	**(195,902)**	**-4.8%**	**4,014,213**	**(157,732)**	**3.9%**	**5,155,491**	**5,351,393**	**(195,902)**	**-3.7%**
Total Operating Margins	**12,214,581**	**10,107,155**	**2,107,427**	**20.9%**	**12,933,352**	**(718,771)**	**-5.6%**	**14,507,820**	**14,590,513**	**(82,694)**	**-0.6%**
Capital and Debt Service	**(14,507,437)**	**(15,599,477)**	**1,092,040**	**7.0%**	**(14,178,493)**	**(328,944)**	**-2.3%**	**(17,295,789)**	**(17,448,402)**	**152,613**	**0.9%**
Total Departmental Margins	**(2,292,856)**	**(5,492,323)**	**3,199,467**	**58.3%**	**(1,245,141)**	**(1,047,715)**	**-84.1%**	**(2,787,969)**	**(2,857,889)**	**265,821**	**9.3%**

To: RSCVA Finance Committee

From: Robert Chisel, Director of Finance

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

Date: May 23, 2019

Subject: **Public Hearing: Review and Adoption of the Reno-Sparks Convention and Visitors Authority 2019-2020 Fiscal Year Budget (Resolution 586)**

Executive Summary

Nevada law requires local governments to hold a public hearing on its budget no sooner than the third Monday in May and no later than the last day in May. Final adoption of the budget needs to occur before June 1, 2019, when the budget is due to the Nevada State Department of Taxation.

Staff is presenting to the Finance Committee the proposed budget for discussion and potential direction from the Finance Committee to the Board. The Board is scheduled to review the proposed budget during the public hearing on May 23, 2019, as required by state law and obtain the Board's approval of a resolution adopting the Fiscal Year 2019-20 (FY 19-20) Final Budgets for the Reno-Sparks Convention and Visitors Authority.

Background

Staff has prepared a budget book outlining the proposed budget and capital improvement for the Authority. This budget book is attached.

Fiscal Impact

This budget contains no funds, including Debt Service, that require property tax revenues. This budget contains three (3) governmental type funds with estimated expenditures of $55,563,941 and one (1) proprietary fund with estimated expenses of $913,793.

Recommendation

Staff recommends the Committee recommend the approval of the proposed budget for FY 19-20 for the Reno-Sparks Convention and Visitors Authority to the Board on May 23, 2019.

To: RSCVA Board of Directors

From: Robert Chisel, Director of Finance

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

Date: May 23, 2019

Subject: **Review, discussion and possible approval of an agreement for government affairs representation with Fennemore Craig for a total amount of Eighty Thousand Dollars ($80,000.00)**

Executive Summary

Staff issued a Request for Proposal (RFP) 2018-03 on November 29, 2017, for Government Affairs for the Authority. In January 2018, the Board awarded an agreement to Fennemore Craig for the period of February 1, 2018 through June 30, 2019. Staff recommends extending the agreement to Fennemore Craig through June 30, 2021, at the same rate and scope.

Background

On November 27, 2017, the Authority issued RFP 2018-03 seeking proposals for Government Affairs for the Authority. The Authority, as most local governments, has historically used outside legislative consulting services to support the Authority's Nevada Legislative Team.

Fennemore Craig has been representing the Authority through the current legislative session, and staff recommends extending the agreement through June 30, 2021 to correspond with the next legislative session. The agreement rates will remain the same as the current agreement.

The scope of work will include:

- Advise the Authority of the political and financial feasibility of the legislative platform and develop appropriate strategies in consultation with the Authority staff including, but not limited to, drafting Authority specific legislation, facilitating coalitions to advance any introduced legislation and guiding legislation through the

legislative process, resulting in the adoption of said legislation. Advise on presentation (organization, formatting, etc.) of legislative materials and assist in drafting materials and correspondence to support advocacy for legislative platform.

- Proactively identify and analyze potential impacts of proposals and pending legislation on the Authority and advocate accordingly. Assess legislative bills to determine the key pieces of legislation that should be brought to the Authority's attention and continually monitor and provide updates of any such pieces of legislation that may impact the Authority.

- Represent the Authority in terms of communicating the Authority's legislative platform and position proposals and legislative bills to various stakeholders.

- During the legislative session, participate in weekly conference calls with Authority's CEO/President to review week's activity and plan for upcoming week.

- As requested, create summaries regarding activities.

Fennemore Craig, P.C. brings an experienced team of representatives that have extensive knowledge working with public organizations, such as the Las Vegas Convention and Visitors Authority.

Fiscal Impact

The cost of the Government Affairs agreement is $2,500 per month from July 1, 2019 through October 31, 2020, and $5,000 per month from November 1, 2020 through June 30, 2021. Funding for the agreement is being proposed in the Fiscal Year 2019-20 budget.

Recommendation

Staff recommends an extension of the agreement for Government Affairs Representation for the Reno-Sparks Convention and Visitors Authority and approval of the agreement for 24 months with Fennemore Craig, P.C. for a total amount of Eighty Thousand Dollars ($80,000.00)

FENNEMORE CRAIG
ATTORNEYS

Jesse A. Wadhams
jessew@fclaw.com

300 E. Second Street, Suite 1510
Reno, NV 89501
PH (775) 788-2257 | FX (775) 788-2267
fennemorecraig.com

April 23, 2019

ELECTRONIC MAIL

Robert Chisel, Director of Finance
Reno-Sparks Convention & Visitors Authority
4001 S. Virginia Street
Reno, Nevada 89502
rchisel@renotahoeusa.com

Re: Extension of Fennemore Craig, P.C. Retainer Agreement

Dear Robert:

As always it is great to work with you, a client that both understands and appreciates the legislative and political process.

As discussed, this letter will extend the terms of our engagement dated January 18, 2018 (attached hereto as Exhibit 1), to reflect the following:

Consideration:

Two Thousand Five Hundred Dollars ($2,500.00) per month for the period of July 1, 2019 through October 31, 2020; Five Thousand Dollars ($5,000.00) per month for the period of November 1, 2020 through June 30, 2021. In the event the 2021 Legislative Session or any Special Session convened within seven (7) days of adjournment of the 2019 Legislative Session extends beyond June 30, 2019, the following partial month shall be billed at Five Thousand Dollars ($5,000.00) per month pro rata based on the actual number of days in such month until final adjournment. Extraordinary costs such as non-routine travel would be in addition to the proposed fees.

This Agreement will expire 10 business days following the 2021 Legislative Session or June 30, 2021, whichever is later.

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Please sign and return a copy to my assistant, Diana Wheelen at dwheelen@fclaw.com.

Sincerely,

FENNEMORE CRAIG, P.C.

Jesse A. Wadhams

Read and agreed to this ____ day of April, 2019.

Robert Chisel, Director of Finance
Reno-Sparks Convention & Visitors Authority

EXHIBIT 1

EXHIBIT 1

FENNEMORE CRAIG
ATTORNEYS

Jesse A. Wadhams
jessew@fclaw.com

300 E. Second Street, Suite 1510
Reno, NV 89501
PH (775) 788-2257 | FX (775) 788-2267
fennemorecraig.com

January 18, 2018

ELECTRONIC MAIL

Robert Chisel, Director of Finance
Reno-Sparks Convention & Visitors Authority
4001 S. Virginia Street
Reno, Nevada 89502
rchisel@renotahoeusa.com

Re: Fennemore Craig, P.C. Retainer Agreement

Dear Mr. Chisel:

We appreciate the Reno-Sparks Convention Visitors Authority's ("RSCVA") selection of Fennemore Craig, P.C. of its 2018-19 legislative counsel for government relations representation. We look forward to working with you over the coming year and next legislative session.

This Agreement sets forth proposed terms for representation of RSCVA for the year 2018 and during the 2019 Nevada Legislative Session. This Agreement will expire 5 business days following: (i) the adjournment of the 2019 Legislative Session; or (ii) the adjournment of any Special Session convened within seven (7) days of item (i), whichever is later. Notwithstanding the foregoing, this engagement shall include a legislative recap to the RSCVA Board of Directors upon the conclusion of the Legislative Session (or Special Session, if applicable).

The parties may extend the terms of this Agreement by mutual consent any time before or after the expiration. In such case, the activities contemplated herein will advance to the next applicable dates, and the expiration will follow the next sequential regular legislative session.

Project Specifications:

A) Legislative lobbying and consulting for 2018 and during the 2019 Nevada Legislative Session, including any and all Special Sessions that may occur during the term of the Agreement.

B) Interim regulatory representation and consultation during the term of the Agreement in front of interim legislative committees and certain regulatory agencies on issues of importance to RSCVA.

C) Nevada political consulting and reporting during the term of the Agreement including political outreach, campaign giving recommendations and contact development.

Scope of Work:

A) *Legislative Representation*

1. Become and remain familiar with the legislative issues that may affect or be of importance to RSCVA and work with RSCVA to develop and execute legislative and political strategies.

2. Monitor legislation on subjects that may affect or be of importance or interest to RSCVA.

3. Represent RSCVA on issues of importance to RSCVA or designated by RSCVA through individual contacts with legislators, legislative staff, other government representatives and/or lobbyists.

4. Represent RSCVA during meetings of legislative committees including any subcommittees, select committees and conference committees, as well as testify on matters of interest to RSCVA, as directed.

5. Arrange for RSCVA staff or other experts as needed to attend and/or present testimony at committees or other meetings and legislative visits, as needed.

6. Negotiate on behalf of RSCVA as to the provisions of bills, resolutions, amendments and other legislative matters as appropriate.

7. Answer questions from legislators or help obtain answers and issue resolution to the extent practical on matters of interest or relevant to RSCVA.

8. Coordinate activities with RSCVA through a designated contact or a designated representative and maintain direct communication with RSCVA.

9. Preparation (and presentation, if desired) of an End of Legislative Session report for RSCVA.

B) *Interim Regulatory Matters*

1. Understand the regulatory framework and issues of RSCVA and work with RSCVA to develop and execute any necessary regulatory and administrative strategies.

2. Monitor and report on administrative and regulatory changes including administrative rulemaking, advisory opinions, and agency bulletins that may affect or be of importance to RSCVA.

3. Attend any rulemaking hearings and workshops that may affect or be of importance to RSCVA Development of regulations, advisory opinion letters or position statements as needed and directed as determined by the parties.

4. Answer questions from regulators or help obtain answers and issue resolution to the extent practical on matters of interest or relevant to RSCVA.

C) *Political Consulting*

1. Maintain contact with regulators, legislators and candidates on behalf of RSCVA in order to promote the interests of RSCVA.

2. Monitor election and campaign activity in Nevada and provide to RSCVA political giving and outreach strategies

Termination:

Either party may terminate this Agreement prior to its Expiration Date upon 15 days notice to the other party without cause or reason.

Consideration:

Two Thousand Five Hundred Dollars ($2,500.00) per month for the period of February 1, 2018 through October 31, 2018; Five Thousand Dollars ($5,000.00) per month for the period of November 1, 2018 through June 30, 2019. In the event the 2019 Legislative Session or any Special Session convened within seven (7) days of adjournment of the 2019 Legislative Session extends beyond June 30, 2019, the following partial month shall be billed at Five Thousand Dollars ($5,000.00) per month pro rata based on the actual number of days in such month until final adjournment. Extraordinary costs such as non-routine travel would be in addition to the proposed fees.

If the proposed terms and conditions set forth in this letter and the attached Fennemore Craig terms of engagement are satisfactory to you and accurately summarize and confirm your understanding with respect to our representation of RSCVA, please indicate your approval and acceptance by dating, signing and returning this Agreement via email to my assistance, Diana Wheelen, at dwheelen@fclaw.com.

Please retain a copy of the executed Agreement for your records.

If you have any questions regarding the content of this Agreement or our fee Agreement, please feel free to contact me.

Sincerely,

FENNEMORE CRAIG, P.C.

Jesse A. Wadhams

ACCEPTED ON BEHALF OF RSCVA

Signature

Date 1/25/18

Bob Lucey

Print Name

FENNEMORE CRAIG, P.C.

TERMS OF ENGAGEMENT

TO OUR CLIENTS:

Fennemore Craig's standard terms of engagement for providing legal services are summarized below. These terms are an integral part of our agreement to provide you with legal services. Please contact us promptly after reading these terms if you have any questions.

1. Who is Our Client? It is our policy to represent only the person or entity identified in our engagement letter. Unless specifically stated in that letter, our representation of you does not extend to any of your affiliates. For example, if you are a corporation, our representation does not include any of your parents, subsidiaries, employees, officers, directors, shareholders, or any entities in which you own an interest. If you are a partnership, our representation does not extend to the individual partners of the partnership. If you are a trade association, our representation excludes members of the trade association. If you are an individual, our representation does not include your spouse, siblings, or other family members. In addition, the advice and communications which we render on your behalf are not intended to be disseminated to or relied upon by anyone else without our written consent.

2. Conflicts.

(a) The firm represents many other companies and individuals. It is possible that during the time that we are representing you, some of our present or future clients will have disputes or transactions with you. You agree that we may continue to represent, or may undertake in the future to represent, existing or new clients in any matter that is not substantially related to our work for you even if the interests of such clients in those other matters are directly adverse to your interests, including in litigation. We agree, however, that your prospective consent to conflicting representation contained in the preceding sentence shall not apply in any instance where, as a result of our representation of you, we have obtained proprietary or other confidential information of a nonpublic nature, that if known to such other client, could be used in any such other matter by such client to your material disadvantage. You should know that, in similar engagement letters with many of our other clients, we have asked for similar agreements to preserve our ability to represent you.

(b) In addition to your consent to our representation of existing and new clients described above, you agree that we may disclose the fact of our representation of you to other current or future clients that may be adverse to you for the purpose of obtaining such other clients' consent to any conflict of interest that may be presented by our representation of you and such other client. For example, if we are asked to represent a client on a matter that is adverse to you but which is not substantially related to our representation of you, we may inform that client that we represent you on other unrelated matters, but without disclosing the nature of such matters. Such disclosure is necessary for the other client to consent to the conflict and our

continued representation of you. We will not disclose to the other client any confidential information pertaining to our representation of you.

3. Fees. Experience has shown that the attorney-client relationship works best when there is a mutual understanding about fees and payment terms. We encourage you to discuss with us at any time any questions you might have concerning our billing procedures. We will charge fees that are reasonable based on criteria for reasonableness set forth in the Nevada Rules of Professional Conduct, which include the time, effort and skill required to perform the services properly, the novelty and complexity of the issues, time constraints imposed by the client or by the nature of the matter, the degree of risk imposed on the lawyer, the amount involved and the results achieved. In many cases, the fees billed will be based in substantial part on our standard hourly billing rates. Standard hourly rates may change periodically, and any changes will be reflected in our monthly billing statements.

4. Billing and Costs.

(a) We ordinarily bill monthly. We request that you review any billing statements promptly upon receipt to determine if you have any questions or comments. Our billing statements are due and payable upon receipt. We ask and expect payment of our statements on a current basis, as delayed payment adds to our overall costs of providing services. Interest at the rate of 12 percent per annum will be assessed on all amounts over 30 days past due. We bill for all costs advanced for items such as filing fees, expert witness fees and travel expenses. Bills will also include charges for other costs, such as long distance telephone charges, outgoing telecopier charges ($.75 per page for transmission plus long distance charges), document reproduction costs ($.20 per page), messenger charges, and under certain circumstances, secretarial overtime, including related overhead in appropriate instances. Any changes in these routine charges will be reflected in our monthly billing statements.

(b) We make every effort to include disbursements in the statement for the month in which the disbursements are incurred. However, some disbursements, such as telephone charges, are not available to us until sometime after the month in which the service related to the charge was performed, in which case either a supplemental statement will be prepared, or an estimated amount will be included in the initial billing and an adjustment made when the actual disbursement information is available.

(c) We may request and you agree to pay certain large disbursements, such as appraisal fees and expert witness fees, directly to the third party provider.

(d) We look to the client for payment regardless of whether the client is insured to cover any particular risk. From time to time, we assist clients in pursuing third parties for recovery of attorneys' fees and other charges resulting from our services. These situations include payments under contracts, statutes or insurance policies. However, it remains the client's obligation to pay all amounts due to us upon receiving our statement.

(e) It is the firm's policy that, if an invoice remains unpaid for more than 90 days, then, absent extraordinary circumstances and subject to legal ethics constraints, we reserve the right to terminate representation, and you hereby authorize us to withdraw from all

representation of you. Any unapplied deposits will be applied to outstanding balances. Generally, the firm will not recommence its representation or accept new work from you until your account is brought current and a new deposit for fees and costs, in an amount that the firm determines, is paid to us.

5. Retainers. We frequently obtain an advance retainer from new clients, and from existing clients under certain circumstances, to secure the payment of our fees and recoverable expenses. The amount and terms of the retainer arrangement are determined after consultation with the billing attorney. It occasionally may be appropriate to require an additional retainer after the commencement of the engagement, depending on payment history or on the scope of the work. The retainer will be held in a general firm trust account, with interest payable to the general firm trust account. Although we will typically hold the retainer in trust and apply it to our final invoice, we reserve the right to apply the retainer to our fees and expenses as we earn or incur them from time to time over the course of the engagement, in which case we may ask you to maintain the advance retainer at the amount of the initial retainer or some other amount. Retainer disbursements will be detailed on our billing statements sent to you.

6. Estimates. Any estimates of anticipated fees that we provide, for budgeting purposes or otherwise, are, due to the uncertainties involved, necessarily only an approximation of potential fees. Under no circumstances are such estimates a maximum or minimum fee quotation. Our actual fees will be determined in accordance with the policies described above.

7. Opinions. During the course of our representation of you, we may express opinions or beliefs concerning litigation or various courses of action and the results that might be anticipated. Any such statement made by any attorney or employee of our firm is intended to be an expression of opinion only, based on information available to us at the time, and should not be construed by you as a promise or guarantee.

8. Client Responsibilities. Recognizing that we cannot effectively represent you without your cooperation and assistance, you agree to cooperate fully with us and to provide promptly all information known or available to you that is relevant to the subject matter of our representation or otherwise requested by us. Failure to provide requested information could reduce the effectiveness of our representation of you. Because it is important that we be able to communicate with you at all times in order to consult with you regarding your representation, you agree to inform us of any changes in the name, address, telephone number, contact person, e-mail address, state of domicile or other relevant changes regarding you or your business. It is essential that we be able to reach you when needed. If you affiliate with, acquire, or are acquired by or merge with another company, you agree to provide us with sufficient notice to permit us to determine whether such affiliation, acquisition or merger creates a conflict of interest between any of our clients and the other party to such affiliation, acquisition or merger.

9. Credit Checks. Depending on the nature of our representation of you, we may from time to time request information from credit reporting agencies for the purpose of verifying or considering your credit status. Your engagement of Fennemore Craig will constitute your authorization to perform such credit checks.

10. Representation of Lawyers. We sometimes represent lawyers and law firms, and we are sometimes represented by other lawyers and law firms in matters unrelated to our representation of you. Because we do not believe these representations will materially limit our responsibilities to you or will otherwise adversely affect our representation of you, we do not believe these representations present conflicts of interest, including where any such firm also represents a client whose interests are opposed to yours in either a litigation or transactional setting. If, however, you have any concerns about whether such a relationship exists between this firm and the law firm that represents a client whose interests are adverse to yours in connection with this representation, please ask us whether there is any such relationship and we will attempt to address your concerns. Otherwise, it is agreed that we may represent or be represented by lawyers or law firms that also represent clients whose interests are adverse to yours.

11. Renewals and Updates. We do not undertake to renew or maintain any trademarks, trade names, patents, UCC financing statements, judgments or other filings unless (i) otherwise specifically agreed upon in writing, and (ii) we are currently representing you at the time such renewal is required. As a matter of courtesy only, we may from time to time voluntarily provide you with notices of future events or activity affecting your rights related to such filings or other documentation we have prepared, but any such notices shall not be regarded as evidence of an obligation to provide them to you or any assurance that such notices will be provided in the future.

12. Termination. Either of us may terminate the engagement at any time for any reason by written notice, subject on our part to applicable rules of professional conduct and our obligation to give you reasonable notice to arrange for alternate representation. The engagement shall also terminate on the completion of our services hereunder. We may also consider the relationship to have terminated if no matters are pending and there have been no communications between us for 3 months or more. You will remain obligated to pay for fees and costs incurred prior to termination.

13. Post-Engagement Matters. Unless our engagement is by its nature a continuing one (as when we are initially engaged to handle one of a series of separate matters that will be referred to us in connection with an ongoing project) or unless the engagement letter specifically reflects that our engagement is intended to continue beyond the current matter, our engagement will cease upon completion of the matter for which you have engaged us. After completion of the matter, changes may occur in laws or regulations that are applicable to you that could have an impact upon your future rights and liabilities. Upon conclusion of the tasks we have been asked to perform in connection with this engagement, we will have no duty to inform you of future developments or changes in the law affecting any of your interests including your interests in the matter subject to this engagement. To the extent that we voluntarily provide you with newsletters, documents or information concerning such matters following the conclusion of this engagement, such provision shall be considered a matter of courtesy only and shall not be considered the fulfillment or basis of any duty or the re-establishment of any attorney-client relationship.

14. Retention and Destruction of Documents. Following the conclusion of this engagement, any otherwise nonpublic information you have supplied to us which is retained by

us will be kept confidential in accordance with applicable rules of professional conduct. At your request, your papers and property will be returned to you promptly upon receipt of payment of outstanding fees and costs. Our own files pertaining to the matter will be retained by the firm. These firm files include, for example, firm administrative records, time and expense reports, personnel and staffing materials, credit and accounting records, and internal lawyers' work reports, prepared by or for the internal use of lawyers. If you do not request the return of your records, your records will be destroyed following a set period of time. The period of time for which particular client files will be retained is governed by our document retention / destruction policy and may vary depending on the nature of the engagement involved. In any event, all files may be destroyed 7 years following the conclusion of the engagement.

15. Arbitration. Although we look forward to a mutually enjoyable relationship, in the unlikely event of any dispute regarding the amount or payment of fees, we shall have the right to terminate our legal representation in this matter, subject to our obligation to give you reasonable notice to arrange for alternate representation. In order to avoid litigation in the event of any such dispute concerning any billings submitted by our firm, we mutually agree that any such dispute shall be submitted to mandatory binding arbitration. While arbitration is a faster, less costly and less publicized avenue for resolving disputes, you should know that in agreeing to arbitration, you are waiving your right to a trial by jury. Because of this, you are encouraged to seek the advice of independent counsel before agreeing to these terms. All matters shall be heard in Las Vegas, Clark County, Nevada. The decision of the arbitrator(s) shall be final and binding on the parties. Judgment on any arbitration award may be entered in accordance with the provisions of the Uniform Arbitration Act of 2000, as adopted in Nevada, N.R.S. §§38.206 et seq., and of the Nevada Arbitration Rules. In the event that dispute resolution proceedings are instituted between us in accordance with this paragraph, the prevailing party shall be entitled to an allowance of reasonable attorneys' fees and other costs incurred as a result of the action or proceeding.

16. Mediation. As to any claim or dispute arising out of or connected with our services, other than a fee dispute covered by the preceding paragraph, we mutually agree to attempt in good faith to settle the dispute by non-binding mediation before commencing any legal action or other dispute resolution procedure.

17. Affiliations. Fennemore Craig is a member of The Toledo Group, a national network of independent law firms that seeks to share experiences and best practices in law firm administration, practice management, technology deployment and service delivery, and other similar law firm organizations. Although a member of one or more such organizations, Fennemore Craig is completely independent and does not have common operations, share fees or collaborate on a pre-arranged basis with other member firms. If collaboration with other independent members of organizations is appropriate to serve your needs, Fennemore Craig will discuss the specific engagement with you to assure understanding and agreement of the roles and duties assumed by each involved law firm.

18. Multi-Party Representation.

(a) Under the Rules of Professional Conduct, we are permitted to represent multiple clients in a matter as long as we can adequately represent the interests of each client and

each client knowingly consents to the joint representation. If this matter involves our representation of multiple clients, we believe, based on the information available to us, that there are currently no conflicts of interest among the clients that would prevent us from undertaking their joint representation. Accordingly, we will share all material information relating to the representation with all clients; although our communications with one or more of you are protected by the client-attorney privilege vis-à-vis all third parties, information any one of you shares with us is not protected by the privilege among yourselves. While the interests of the multiple clients may be similar in many respects, they may not be identical and a conflict may develop at some later date. If at any time you become aware of any conflict or potential conflict between your interests and those of another client, we ask that you communicate with us immediately so that we can consult with you and our other clients in this matter for the purpose of considering whether we can continue to represent any of the clients. If the parties disagree on any issue, we will ask you to resolve your differences among yourselves, without our assistance. If you cannot resolve your differences, we will not be able to represent any one of you as to that issue. If the differences are serious enough, we may be required by applicable ethics rules to withdraw from the matter completely.

(b) While our bills may only be sent to one party of the multi-party representation, all parties to the representation shall be jointly and severally responsible for payment of our fees and costs, unless the parties and we have agreed that fewer than all parties shall be responsible for payment of our fees and costs.

(c) If fewer than all parties have agreed to pay our fees and costs for the benefit of all, those clients who will not be responsible for payment of our fees and costs have consented to our joint representation of all clients notwithstanding that our fees and costs will be paid by one or more of the other clients.

19. Local Counsel. If you have engaged us as Nevada counsel to work with lawyers with whom you have had a longstanding relationship outside Nevada or lawyers you have engaged for the specific purpose of having overall responsibility for the matter for which you have engaged us (in either case, "nonresident counsel"), we understand that our responsibility will be limited to consulting with nonresident counsel about matters of Nevada law and procedure. Notwithstanding this limitation, we will undertake any tasks necessary to comply with our obligations under state and federal rules and, pursuant to direction from nonresident counsel, we will undertake other tasks and responsibilities as requested necessary to accomplish the goal of the representation. For the purpose of performing services as local counsel, we will expect to review correspondence and pleadings sufficient to understand the tasks we may be requested to perform, fulfill our obligations under state and federal rules, and respond to inquiries from parties, counsel, courts, and governmental agencies. The reasonable time required for these activities will be billed and paid in accordance with these Terms of Engagement.

20. Representation of Attorneys. Our work on behalf of a law firm and its attorneys will be limited to the work described in the accompanying engagement letter. Because we may represent clients in business and litigation matters where your firm represents a party with interests adverse to those of our other clients, the potential exists that actions taken by Fennemore Craig on behalf of its clients could directly or indirectly impact you and your firm. Examples are claims of conflict of interest, requests for discovery sanctions, and objections to

fee applications. Accordingly, our representation of you and your firm is with the understanding that you consent to any conflict of interest with respect to our representation of other clients with respect to such matters.

21. Representation of Spouses. Spouses can have differing, and sometimes sharply conflicting, interests and objectives regarding matters such as estate plans. If each spouse had their own separate attorney, each would have an "advocate" for their position and each would receive totally independent and confidential advice from their own attorney. All information given to the separate attorney would be confidential, and none of that information could be disclosed to the other spouse without consent. This is not the case when one firm advises both spouses jointly. If we represent both spouses, we cannot be an advocate for one against the other. Information that either spouse gives to us cannot and will not be kept by us from the other spouse. If you have asked us to advise you jointly, our effort will be to assist you jointly and encourage the resolution of any differences of opinion or conflicting interests in an equitable and logical manner. As to those matters on which your individual interests may differ, we will attempt to explain to both of you the interests of each of you, and the effect on each of you of a particular course of action. If at any time during our representation of you either spouse wishes to retain separate counsel, the one desiring separate counsel may terminate our representation and we will be free to continue to represent the other spouse. However, we will be unable to continue to represent either spouse, without the consent of the other, in this or any substantially related matter in which your interests may be adverse. If we conclude that a serious or potentially serious conflict of interest between the spouses has developed, or is likely to develop, and that we should therefore not continue to represent either spouse, we will promptly notify both of you that we can no longer continue to represent either of you. In that event we will not be obligated to disclose to either spouse the precise reason or reasons why we have concluded that we should discontinue the representation.

22. Representation of Employees and Employers. If we are representing both an employer and employee as joint clients, we have formed a judgment that employee's and employer's interests are sufficiently aligned that no conflict of interest is presented by the joint representation. If employer has agreed to pay our fees and expenses for both employer and employee, employee has consented to such payment by employer. We urge employee, however, to consult with another attorney of her or his choice about our representing both employee and employer. Either party has the right to discharge us at any time, for any reason. If we learn something from either employee or employer that is relevant and material to the other concerning this matter, each agrees that we will share such information with the other. Employee and employer agree that we will share such information even if it is something employee or employer would otherwise want to be kept secret. If at some point we believe a conflict exists between employee and employer, employee agrees that we may withdraw from representing employee and continue representing employer. Moreover, employee agrees that we will be permitted to use information gained from employee to defend employer, even if the information is something employee would want to be kept secret. Employee also agree that we will be permitted to use this information if employee discharges us.

23. Insurance Coverage. If the services we are engaged to perform relate to the defense of your intellectual property rights, your comprehensive general liability or other liability insurance may provide some reimbursement for the associated legal fees. We urge you to contact

your insurer or broker to determine the nature and extent of applicable coverage, if any. It is the client's responsibility to pay the firm for services rendered and to obtain reimbursement from the insurer, unless we have otherwise agreed with you and your insurer.

24. Representation of Insureds. If our representation of you arises out of a matter for which you have insurance, and your insurance company has agreed to pay our fees and costs, you consent to our representation of you in such matter notwithstanding the payment of our fees and costs by an insurance company. We have accordingly formed a judgment that such payment will not interfere with our independent professional judgment or our relationship with you, our client. Moreover, except as provided below, information relating to your representation will be kept confidential unless you consent to its disclosure.

Notwithstanding the foregoing, if this matter is covered by insurance in whole or in part, you agree that we will share with your insurance company this engagement letter and the Terms and Conditions of our engagement by you, or your insurance company on your behalf. Your insurance company accordingly agrees that it is not the firm's client and that the firm may represent clients with interests adverse to it in unrelated matters, including litigation.

Although we may share certain information regarding this matter with, and provide periodic reports to, your insurance company, and will comply with guidelines issued by your insurance company to counsel retained on behalf of insureds that are not inconsistent with the Terms and Conditions of this engagement, under the Rules of Professional Conduct our duties run primarily to you, the insured. Should we obtain information in the course of our representation that may relate to a coverage dispute between you and your insurance company, we will not furnish such information to you or your insurance company, except that we shall advise you, and your insurance company hereby consents to such advice, of the existence of a possible coverage dispute and that you may want to consult with separate counsel with respect to that dispute. If a coverage dispute should develop, we will not represent you or your insurance company in such dispute.

25. Federally Regulated Financial Institutions. If you are a federally regulated financial institution, our engagement, unless expressly described otherwise in the accompanying engagement letter, will be limited to assisting you with the structuring, negotiation, documenting and closing of your financing transactions, and conducting a legal review (the scope of which will be defined at the commencement of each separate transaction) of certain due diligence matters pertaining to each prospective borrower's business. In connection with the foregoing, we will also assist you with the federal regulatory aspects of your receipt of equity enhancements (*e.g.*, warrants and success fees) in connection with your financing transaction and the effect on, and applicability to, your financing transaction of federal margin stock laws and regulations; however, if we are not your counsel with respect to general corporate compliance matters, we will not otherwise undertake any responsibility for assuring that, with respect to any of the financing transactions, you will be complying with applicable state or federal laws and regulations because of your legal or regulatory status or because of the general nature of your business, including, without limitation, capital adequacy requirements, lending limits, restrictions on affiliate and insider transactions, rules regarding interlocking boards of directors, governmental reporting and licensing requirements, and federal, state or local tax matters. Of

course, you may limit or expand the scope of our representation from time to time, provided that any such expansion is agreed to by us.

26. Confidentiality. We will maintain all information regarding your representation confidential in accordance with the Nevada Rules of Professional Conduct. Nevertheless, from time to time we may have discussions with other lawyers for the purpose of considering their employment by Fennemore Craig, or law firms for the purpose of considering a potential acquisition of or merger with such law firms. During the course of those discussions it may be necessary to disclose your identity as a client or fee and billing information relating to our representation of you. Such disclosure shall be subject to a confidentiality agreement between us and such other lawyers or law firms, and you agree that we may disclose such limited information for these purposes.

We are pleased to represent you and we look forward to a mutually satisfying relationship. Again, if at any time you have a question or concern, please feel free to bring it to the attention of the attorney or attorneys responsible for your representation at Fennemore Craig.

To: RSCVA Board of Directors

From: Robert Chisel, Director of Finance

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

Date: May 23, 2019

Subject: **Board review and possible approval to utilize the National IPA contract to purchase National Office Furnishings furniture from Henriksen Butler Nevada for the Reno-Sparks Convention Center in accordance with NRS 332.195 in an amount not to exceed $250,837**

Executive Summary

Staff is requesting approval to utilize the National IPA Contract (Omnia Partners) for furniture for the Reno-Sparks Convention Center (RSCC) to purchase National Office Furnishings furniture from Henriksen Butler Nevada in accordance with NRS 332.195 in an amount not to exceed $250,837. The furniture consisting of chairs, couches, tables, benches and stools will be utilized in the pre-function areas of the RSCC. Currently, the only furniture existing for the RSCC is metal benches. This will allow the Authority purchases to be completed in an efficient manner for furniture with the joinder provisions under NRS 332.195.

Background

Staff, with SMG, has reviewed the needs of the RSCC in regards to furniture with the intent to provide a welcoming and professional environment for the attendees. Currently, the RSCC has only metal benches available for attendees to utilize in the pre-function areas. Staff has reviewed various options to provide furniture for the RSCC and has identified Henriksen Butler Nevada as the best option for the furniture, based upon price, durability, and appearance. Utilizing the National IPA Contract utilizes the most cost effective pricing.

The furniture being proposed, as identified in the attached proposal, consists of the following components with some including in furniture power outlets:

- 15 – Three Seat Sofa's
- 12 – Two Seat Settee
- 28 – Single Seat chair
- 72 – Stools
- 47 – Benches
- 9 – Tables
- 15 – 36" Coffee Tables
- 80 – 24" Tables

Fiscal Impact

The purchase is for $250,836.47 from the Capital Fund, which for Fiscal Year 2018/19 has an approve budget for the purchase of RSCC furniture in the amount of $320,000.

Recommendation

Staff recommends the Board authorize to join the National IPA contract to purchase National Office Furnishings furniture from Henriksen Butler Nevada for the Reno-Sparks Convention Center in accordance with NRS 332.195 in an amount not to exceed $263,376.47.

Item	Color	Mfg	Qty	Part Number	Option Group	Part Description	Sell	Ext Sell	Alias 3
1		NOF	9	N32LKM		RENO,3 SEAT BENCH,METAL LEGS	$ 769.50	$ 6,925.50	MAIN ENTRANCE
				MOMA	UPHOLSTERY ...	MOMENTUM GRADE A			
				09178695	PRIMARY UPH...	CANTER GRAPHITE			
✓				501	PAINT	PLATINUM METALLIC			
2		NOF	8	N60STD		TAG,WALLSAVER BAR STOOL,SQUARE UPH ...	$ 351.60	$ 2,812.80	MAIN ENTRANCE
				MOMA	UPHOLSTERY ...	MOMENTUM GRADE A			
				09130515	PRIMARY UPH...	CANTER STORM			
				501	FRAME PAINT ...	PLATINUM METALLIC			
✓				STD	GLIDE	STANDARD GLIDE			
3		NOF	4	N60STDX		TAG,WALLSAVER BAR STOOL,SQUARE UPH ...	$ 432.93	$ 1,731.72	MAIN ENTRANCE
				MOMJ	BACK UPHOLS...	MOMENTUM GRADE J			
				09125323	BACK UPHOLS...	TORQUE TROPICALIA			
				MOMA	SEAT UPHOLS...	MOMENTUM GRADE A			
				09130515	SEAT UPHOLS...	CANTER STORM			
				501	FRAME PAINT ...	PLATINUM METALLIC			
✓				STD	GLIDE	STANDARD GLIDE			
4		NOF	4	N60STDX		TAG,WALLSAVER BAR STOOL,SQUARE UPH ...	$ 432.93	$ 1,731.72	MAIN ENTRANCE
				MOMJ	BACK UPHOLS...	MOMENTUM GRADE J			
				09125290	BACK UPHOLS...	TORQUE EDGE			
				MOMA	SEAT UPHOLS...	MOMENTUM GRADE A			
				09178695	SEAT UPHOLS...	CANTER GRAPHITE			
				501	FRAME PAINT ...	PLATINUM METALLIC			
✓				STD	GLIDE	STANDARD GLIDE			
5		NOF	2	N95AA		SWIFT,1 SEAT,ARMS	$ 1,078.13	$ 2,156.26	MAIN ENTRANCE
				MOMA	UPHOLSTERY ...	MOMENTUM GRADE A			
				09130515	PRIMARY UPH...	CANTER STORM			
				462	FINISH	CINDER			
✓				501	PAINT	PLATINUM METALLIC			
6		NOF	2	N95AA		SWIFT,1 SEAT,ARMS	$ 1,078.13	$ 2,156.26	MAIN ENTRANCE
				MOMA	UPHOLSTERY ...	MOMENTUM GRADE A			
				09178695	PRIMARY UPH...	CANTER GRAPHITE			
				462	FINISH	CINDER			
✓				501	PAINT	PLATINUM METALLIC			
7		NOF	2	N95AAX		SWIFT,1 SEAT,ARMS,CONTRAST	$ 1,298.35	$ 2,596.70	MAIN ENTRANCE
				MOMJ	BACK UPHOLS...	MOMENTUM GRADE J			
				09125323	BACK UPHOLS...	TORQUE TROPICALIA			
				MOMA	EXTREME BA...	MOMENTUM GRADE A			
				09130515	EXTREME BA...	CANTER STORM			
				MOMJ	BACK ACCENT...	MOMENTUM GRADE J			
				09125323	BACK ACNT U...	TORQUE TROPICALIA			
				MOMA	SEAT UPHOLS...	MOMENTUM GRADE A			
				09130515	SEAT UPHOLS...	CANTER STORM			
				MOMA	SEAT ACCENT...	MOMENTUM GRADE A			
				09130515	SEAT ACNT U...	CANTER STORM			
				MOMA	ARM UPHOLS...	MOMENTUM GRADE A			
				09130515	ARM UPH PAT...	CANTER STORM			
				462	FINISH	CINDER			
✓				501	PAINT	PLATINUM METALLIC			

Item	Color	Mfg	Qty	Part Number	Option Group	Part Description	Sell	Ext Sell	Alias 3
8		NOF	2	N95AAX		SWIFT,1 SEAT,ARMS,CONTRAST	$ 1,298.35	$ 2,596.70	MAIN ENTRANCE
				MOMJ	BACK UPHOLS...	MOMENTUM GRADE J			
				09125290	BACK UPHOLS...	TORQUE EDGE			
				MOMA	EXTREME BA...	MOMENTUM GRADE A			
				09178695	EXTREME BA...	CANTER GRAPHITE			
				MOMJ	BACK ACCENT...	MOMENTUM GRADE J			
				09125290	BACK ACNT U...	TORQUE EDGE			
				MOMA	SEAT UPHOLS...	MOMENTUM GRADE A			
				09178695	SEAT UPHOLS...	CANTER GRAPHITE			
				MOMA	SEAT ACCENT...	MOMENTUM GRADE A			
				09178695	SEAT ACNT U...	CANTER GRAPHITE			
				MOMA	ARM UPHOLS...	MOMENTUM GRADE A			
				09178695	ARM UPH PAT...	CANTER GRAPHITE			
				462	FINISH	CINDER			
✓				501	PAINT	PLATINUM METALLIC			
9		NOF	6	N95BBX		SWIFT,2 SEAT,ARMS,CONTRAST	$ 1,715.00	$ 10,290.00	MAIN ENTRANCE
				MOMJ	BACK UPHOLS...	MOMENTUM GRADE J			
				09125323	BACK UPHOLS...	TORQUE TROPICALIA			
				MOMA	EXTREME BA...	MOMENTUM GRADE A			
				09130515	EXTREME BA...	CANTER STORM			
				MOMJ	BACK ACCENT...	MOMENTUM GRADE J			
				09125323	BACK ACNT U...	TORQUE TROPICALIA			
				MOMA	SEAT UPHOLS...	MOMENTUM GRADE A			
				09130515	SEAT UPHOLS...	CANTER STORM			
				MOMA	SEAT ACCENT...	MOMENTUM GRADE A			
				09130515	SEAT ACNT U...	CANTER STORM			
				MOMA	ARM UPHOLS...	MOMENTUM GRADE A			
				09130515	ARM UPH PAT...	CANTER STORM			
				462	FINISH	CINDER			
✓				501	PAINT	PLATINUM METALLIC			
10		NOF	6	N95BBX		SWIFT,2 SEAT,ARMS,CONTRAST	$ 1,715.00	$ 10,290.00	MAIN ENTRANCE
				MOMJ	BACK UPHOLS...	MOMENTUM GRADE J			
				09125290	BACK UPHOLS...	TORQUE EDGE			
				MOMA	EXTREME BA...	MOMENTUM GRADE A			
				09178695	EXTREME BA...	CANTER GRAPHITE			
				MOMJ	BACK ACCENT...	MOMENTUM GRADE J			
				09125290	BACK ACNT U...	TORQUE EDGE			
				MOMA	SEAT UPHOLS...	MOMENTUM GRADE A			
				09178695	SEAT UPHOLS...	CANTER GRAPHITE			
				MOMA	SEAT ACCENT...	MOMENTUM GRADE A			
				09178695	SEAT ACNT U...	CANTER GRAPHITE			
				MOMA	ARM UPHOLS...	MOMENTUM GRADE A			
				09178695	ARM UPH PAT...	CANTER GRAPHITE			
				462	FINISH	CINDER			
✓				501	PAINT	PLATINUM METALLIC			
11		NOF	2	N95CCX		SWIFT,3 SEAT,ARMS,CONTRAST	$ 2,117.90	$ 4,235.80	MAIN ENTRANCE
				MOMJ	BACK UPHOLS...	MOMENTUM GRADE J			
				09125323	BACK UPHOLS...	TORQUE TROPICALIA			
				MOMA	EXTREME BA...	MOMENTUM GRADE A			
				09130515	EXTREME BA...	CANTER STORM			
				MOMJ	BACK ACCENT...	MOMENTUM GRADE J			
				09125323	BACK ACNT U...	TORQUE TROPICALIA			
				MOMA	SEAT UPHOLS...	MOMENTUM GRADE A			
				09130515	SEAT UPHOLS...	CANTER STORM			
				MOMA	SEAT ACCENT...	MOMENTUM GRADE A			
				09130515	SEAT ACNT U...	CANTER STORM			
				MOMA	ARM UPHOLS...	MOMENTUM GRADE A			
				09130515	ARM UPH PAT...	CANTER STORM			
				462	FINISH	CINDER			
✓				501	PAINT	PLATINUM METALLIC			

Item	Color	Mfg	Qty	Part Number	Option Group	Part Description	Sell	Ext Sell	Alias 3
12		NOF	2	N95CCX		SWIFT,3 SEAT,ARMS,CONTRAST	$ 2,117.90	$ 4,235.80	MAIN ENTRANCE
				MOMJ	BACK UPHOLS...	MOMENTUM GRADE J			
				09125290	BACK UPHOLS...	TORQUE EDGE			
				MOMA	EXTREME BA...	MOMENTUM GRADE A			
				09178695	EXTREME BA...	CANTER GRAPHITE			
				MOMJ	BACK ACCENT...	MOMENTUM GRADE J			
				09125290	BACK ACNT U...	TORQUE EDGE			
				MOMA	SEAT UPHOLS...	MOMENTUM GRADE A			
				09178695	SEAT UPHOLS...	CANTER GRAPHITE			
				MOMA	SEAT ACCENT...	MOMENTUM GRADE A			
				09178695	SEAT ACNT U...	CANTER GRAPHITE			
				MOMA	ARM UPHOLS...	MOMENTUM GRADE A			
				09178695	ARM UPH PAT...	CANTER GRAPHITE			
				462	FINISH	CINDER			
✓				501	PAINT	PLATINUM METALLIC			
13		NOF	2	86N4816841WKN1LL		STRASSA,48DX168WX41H,WORK TABLE,NO MODESTY,BAR HT,TFL	$ 2,459.06	$ 4,918.12	MAIN ENTRANCE
				VSM	RIM PROFILE	SOFTENED PVC,SONOMA			
				X	GROMMET	NO SURFACE GROMMET			
				X	END PANEL G...	NO END PANEL GROMMET			
				STD	TOP LAMINAT...	STANDARD LAMINATE			
				SM	LAMINATE CO...	SONOMA			
✓				SM	CHASSIS LAMI...	SONOMA			
14		NOF	14	91NB2424ENL		MYRIAD,24DX24W,END TABLE,LAMINATE	$ 505.91	$ 7,082.74	MAIN ENTRANCE
				X	SURFACE GR...	NO SURFACE GROMMET			
				X	SIDE GROMMET	NO SIDE GROMMET			
				SM	LAMINATE CO...	SONOMA			
✓				501	PAINT COLOR	PLATINUM METALLIC			
15		NOF	14	91NB2424ENL		MYRIAD,24DX24W,END TABLE,LAMINATE	$ 516.34	$ 7,228.76	MAIN ENTRANCE
				CUT-G17C	SURFACE GR...	CUTOUT ONLY-G17C			
				X	SIDE GROMMET	NO SIDE GROMMET			
				SM	LAMINATE CO...	SONOMA			
✓				501	PAINT COLOR	PLATINUM METALLIC			
16		NOF	4	91NB3636MGL		MYRIAD,36DX36W,COFFEE TABLE,LAMINATE	$ 574.73	$ 2,298.92	MAIN ENTRANCE
				X	SURFACE GR...	NO SURFACE GROMMET			
				X	SIDE GROMMET	NO SIDE GROMMET			
				SM	LAMINATE CO...	SONOMA			
✓				501	PAINT COLOR	PLATINUM METALLIC			
17		NOF	14	NACG17BELPGS		ACCESSORIES,G17B PIVOTING POWER/USB GROMMET,SILVER	$ 136.38	$ 1,909.32	MAIN ENTRANCE
✓									
sub						**Subtotal**		**$ 75,197.12**	
18		NOF	7	N32HKM		RENO,2.5 SEAT BENCH,METAL LEGS	$ 662.73	$ 4,639.11	CONCOURSE C
				MOMA	UPHOLSTERY ...	MOMENTUM GRADE A			
				09178695	PRIMARY UPH...	CANTER GRAPHITE			
✓				501	PAINT	PLATINUM METALLIC			
19		NOF	4	N60STD		TAG,WALLSAVER BAR STOOL,SQUARE UPH BACK,ARMLESS	$ 351.60	$ 1,406.40	CONCOURSE C
				MOMA	UPHOLSTERY ...	MOMENTUM GRADE A			
				09178695	PRIMARY UPH...	CANTER GRAPHITE			
				501	FRAME PAINT ...	PLATINUM METALLIC			
✓				STD	GLIDE	STANDARD GLIDE			
20		NOF	8	N60STDX		TAG,WALLSAVER BAR STOOL,SQUARE UPH BACK,ARMLESS,CONTRASTING	$ 432.93	$ 3,463.44	CONCOURSE C
				MOMJ	BACK UPHOLS...	MOMENTUM GRADE J			
				09128370	BACK UPHOLS...	ESTRELLA STONE			
				MOMA	SEAT UPHOLS...	MOMENTUM GRADE A			
				09178695	SEAT UPHOLS...	CANTER GRAPHITE			
				501	FRAME PAINT ...	PLATINUM METALLIC			
✓				STD	GLIDE	STANDARD GLIDE			

Item	Color	Mfg	Qty	Part Number	Option Group	Part Description	Sell	Ext Sell	Alias 3
21		NOF	4	N60STDX		TAG,WALLSAVER BAR STOOL,SQUARE UPH BACK,ARMLESS,CONTRASTING	$ 432.93	$ 1,731.72	CONCOURSE C
				MOMJ	BACK UPHOLS...	MOMENTUM GRADE J			
				09125323	BACK UPHOLS...	TORQUE TROPICALIA			
				MOMA	SEAT UPHOLS...	MOMENTUM GRADE A			
				09130515	SEAT UPHOLS...	CANTER STORM			
				501	FRAME PAINT ...	PLATINUM METALLIC			
✓				STD	GLIDE	STANDARD GLIDE			
22		NOF	4	N95AA		SWIFT,1 SEAT,ARMS	$ 1,078.13	$ 4,312.52	CONCOURSE C
				MOMA	UPHOLSTERY ...	MOMENTUM GRADE A			
				09130515	PRIMARY UPH...	CANTER STORM			
				462	FINISH	CINDER			
✓				501	PAINT	PLATINUM METALLIC			
23		NOF	2	N95BBX		SWIFT,2 SEAT,ARMS,CONTRAST	$ 1,715.00	$ 3,430.00	CONCOURSE C
				MOMJ	BACK UPHOLS...	MOMENTUM GRADE J			
				09128370	BACK UPHOLS...	ESTRELLA STONE			
				MOMA	EXTREME BA...	MOMENTUM GRADE A			
				09178695	EXTREME BA...	CANTER GRAPHITE			
				MOMJ	BACK ACCENT...	MOMENTUM GRADE J			
				09128370	BACK ACNT U...	ESTRELLA STONE			
				MOMA	SEAT UPHOLS...	MOMENTUM GRADE A			
				09178695	SEAT UPHOLS...	CANTER GRAPHITE			
				MOMA	SEAT ACCENT...	MOMENTUM GRADE A			
				09178695	SEAT ACNT U...	CANTER GRAPHITE			
				MOMA	ARM UPHOLS...	MOMENTUM GRADE A			
				09178695	ARM UPH PAT...	CANTER GRAPHITE			
				462	FINISH	CINDER			
✓				501	PAINT	PLATINUM METALLIC			
24		NOF	1	86N4816841W KN1LL		STRASSA,48DX168WX41H,WORK TABLE,NO MODESTY,BAR HT,TFL	$ 2,459.06	$ 2,459.06	CONCOURSE C
				VSM	RIM PROFILE	SOFTENED PVC,SONOMA			
				X	GROMMET	NO SURFACE GROMMET			
				X	END PANEL G...	NO END PANEL GROMMET			
				STD	TOP LAMINAT...	STANDARD LAMINATE			
				SM	LAMINATE CO...	SONOMA			
✓				SM	CHASSIS LAMI...	SONOMA			
25		NOF	1	86N4816841W KN1LL		STRASSA,48DX168WX41H,WORK TABLE,NO MODESTY,BAR HT,TFL	$ 2,479.91	$ 2,479.91	CONCOURSE C
				VSM	RIM PROFILE	SOFTENED PVC,SONOMA			
				CUT-G17LR	GROMMET	CUTOUT-G17,LEFT & RIGHT			
				X	END PANEL G...	NO END PANEL GROMMET			
				STD	TOP LAMINAT...	STANDARD LAMINATE			
				SM	LAMINATE CO...	SONOMA			
✓				SM	CHASSIS LAMI...	SONOMA			
26		NOF	6	91NB2424ENL		MYRIAD,24DX24W,END TABLE,LAMINATE	$ 516.34	$ 3,098.04	CONCOURSE C
				CUT-G17C	SURFACE GR...	CUTOUT ONLY-G17C			
				X	SIDE GROMMET	NO SIDE GROMMET			
				SM	LAMINATE CO...	SONOMA			
✓				501	PAINT COLOR	PLATINUM METALLIC			
27		NOF	2	91NB2424ENL		MYRIAD,24DX24W,END TABLE,LAMINATE	$ 505.91	$ 1,011.82	CONCOURSE C
				X	SURFACE GR...	NO SURFACE GROMMET			
				X	SIDE GROMMET	NO SIDE GROMMET			
				SM	LAMINATE CO...	SONOMA			
✓				501	PAINT COLOR	PLATINUM METALLIC			
28		NOF	2	91NB2448MGL		MYRIAD,24DX48W,MAGAZINE TABLE,LAMINATE	$ 549.71	$ 1,099.42	CONCOURSE C
				X	SURFACE GR...	NO SURFACE GROMMET			
				X	SIDE GROMMET	NO SIDE GROMMET			
				SM	LAMINATE CO...	SONOMA			
✓				501	PAINT COLOR	PLATINUM METALLIC			

Item	Color	Mfg	Qty	Part Number	Option Group	Part Description	Sell	Ext Sell	Alias 3
29 ✓		NOF	6	NACG17BELPGS		ACCESSORIES,G17B PIVOTING POWER/USB GROMMET,SILVER	$ 136.38	$ 818.28	CONCOURSE C
30 ✓		NOF	2	NACG17BELPGS		ACCESSORIES,G17B PIVOTING POWER/USB GROMMET,SILVER	$ 136.38	$ 272.76	CONCOURSE C
sub						**Subtotal**		**$ 30,222.48**	
31		NOF	6	N32HKM		RENO,2.5 SEAT BENCH,METAL LEGS	$ 662.73	$ 3,976.38	BALLROOM LOBBY
				MOMA	UPHOLSTERY ...	MOMENTUM GRADE A			
				09178695	PRIMARY UPH...	CANTER GRAPHITE			
✓				501	PAINT	PLATINUM METALLIC			
32		NOF	4	N95AAX		SWIFT,1 SEAT,ARMS,CONTRAST	$ 1,298.35	$ 5,193.40	BALLROOM LOBBY
				MOMJ	BACK UPHOLS...	MOMENTUM GRADE J			
				09125290	BACK UPHOLS...	TORQUE EDGE			
				MOMA	EXTREME BA...	MOMENTUM GRADE A			
				09178695	EXTREME BA...	CANTER GRAPHITE			
				MOMJ	BACK ACCENT...	MOMENTUM GRADE J			
				09125290	BACK ACNT U...	TORQUE EDGE			
				MOMA	SEAT UPHOLS...	MOMENTUM GRADE A			
				09178695	SEAT UPHOLS...	CANTER GRAPHITE			
				MOMA	SEAT ACCENT...	MOMENTUM GRADE A			
				09178695	SEAT ACNT U...	CANTER GRAPHITE			
				MOMA	ARM UPHOLS...	MOMENTUM GRADE A			
				09178695	ARM UPH PAT...	CANTER GRAPHITE			
				462	FINISH	CINDER			
✓				501	PAINT	PLATINUM METALLIC			
33		NOF	2	N95CCX		SWIFT,3 SEAT,ARMS,CONTRAST	$ 2,117.90	$ 4,235.80	BALLROOM LOBBY
				MOMJ	BACK UPHOLS...	MOMENTUM GRADE J			
				09125290	BACK UPHOLS...	TORQUE EDGE			
				MOMA	EXTREME BA...	MOMENTUM GRADE A			
				09178695	EXTREME BA...	CANTER GRAPHITE			
				MOMJ	BACK ACCENT...	MOMENTUM GRADE J			
				09125290	BACK ACNT U...	TORQUE EDGE			
				MOMA	SEAT UPHOLS...	MOMENTUM GRADE A			
				09178695	SEAT UPHOLS...	CANTER GRAPHITE			
				MOMA	SEAT ACCENT...	MOMENTUM GRADE A			
				09178695	SEAT ACNT U...	CANTER GRAPHITE			
				MOMA	ARM UPHOLS...	MOMENTUM GRADE A			
				09178695	ARM UPH PAT...	CANTER GRAPHITE			
				462	FINISH	CINDER			
✓				501	PAINT	PLATINUM METALLIC			
34		NOF	12	91NB2424ENL		MYRIAD,24DX24W,END TABLE,LAMINATE	$ 516.34	$ 6,196.08	BALLROOM LOBBY
				CUT-G17C	SURFACE GR...	CUTOUT ONLY-G17C			
				X	SIDE GROMMET	NO SIDE GROMMET			
				SM	LAMINATE CO...	SONOMA			
✓				501	PAINT COLOR	PLATINUM METALLIC			
35		NOF	2	91NB2448MGL		MYRIAD,24DX48W,MAGAZINE TABLE,LAMINATE	$ 549.71	$ 1,099.42	BALLROOM LOBBY
				X	SURFACE GR...	NO SURFACE GROMMET			
				X	SIDE GROMMET	NO SIDE GROMMET			
				SM	LAMINATE CO...	SONOMA			
✓				501	PAINT COLOR	PLATINUM METALLIC			
36 ✓		NOF	12	NACG17BELPGS		ACCESSORIES,G17B PIVOTING POWER/USB GROMMET,SILVER	$ 136.38	$ 1,636.56	BALLROOM LOBBY
sub						**Subtotal**		**$ 22,337.64**	
37		NOF	4	N60STD		TAG,WALLSAVER BAR STOOL,SQUARE UPH BACK,ARMLESS	$ 351.60	$ 1,406.40	BALLROOM REGISTRATION
				MOMA	UPHOLSTERY ...	MOMENTUM GRADE A			
				09178695	PRIMARY UPH...	CANTER GRAPHITE			
				501	FRAME PAINT ...	PLATINUM METALLIC			
✓				STD	GLIDE	STANDARD GLIDE			

Item	Color	Mfg	Qty	Part Number	Option Group	Part Description	Sell	Ext Sell	Alias 3
38		NOF	4	N60STDX		TAG,WALLSAVER BAR STOOL,SQUARE UPH BACK,ARMLESS,CONTRASTING	$ 432.93	$ 1,731.72	BALLROOM REGISTRATION
				MOMJ	BACK UPHOLS...	MOMENTUM GRADE J			
				09128370	BACK UPHOLS...	ESTRELLA STONE			
				MOMA	SEAT UPHOLS...	MOMENTUM GRADE A			
				09178695	SEAT UPHOLS...	CANTER GRAPHITE			
				501	FRAME PAINT ...	PLATINUM METALLIC			
✓				STD	GLIDE	STANDARD GLIDE			
39		NOF	2	N95AAX		SWIFT,1 SEAT,ARMS,CONTRAST	$ 1,298.35	$ 2,596.70	BALLROOM REGISTRATION
				MOMJ	BACK UPHOLS...	MOMENTUM GRADE J			
				09128370	BACK UPHOLS...	ESTRELLA STONE			
				MOMA	EXTREME BA...	MOMENTUM GRADE A			
				09178695	EXTREME BA...	CANTER GRAPHITE			
				MOMJ	BACK ACCENT...	MOMENTUM GRADE J			
				09128370	BACK ACNT U...	ESTRELLA STONE			
				MOMA	SEAT UPHOLS...	MOMENTUM GRADE A			
				09178695	SEAT UPHOLS...	CANTER GRAPHITE			
				MOMA	SEAT ACCENT...	MOMENTUM GRADE A			
				09178695	SEAT ACNT U...	CANTER GRAPHITE			
				MOMA	ARM UPHOLS...	MOMENTUM GRADE A			
				09178695	ARM UPH PAT...	CANTER GRAPHITE			
				462	FINISH	CINDER			
✓				501	PAINT	PLATINUM METALLIC			
40		NOF	1	N95CCX		SWIFT,3 SEAT,ARMS,CONTRAST	$ 2,117.90	$ 2,117.90	BALLROOM REGISTRATION
				MOMJ	BACK UPHOLS...	MOMENTUM GRADE J			
				09128370	BACK UPHOLS...	ESTRELLA STONE			
				MOMA	EXTREME BA...	MOMENTUM GRADE A			
				09178695	EXTREME BA...	CANTER GRAPHITE			
				MOMJ	BACK ACCENT...	MOMENTUM GRADE J			
				09128370	BACK ACNT U...	ESTRELLA STONE			
				MOMA	SEAT UPHOLS...	MOMENTUM GRADE A			
				09178695	SEAT UPHOLS...	CANTER GRAPHITE			
				MOMA	SEAT ACCENT...	MOMENTUM GRADE A			
				09178695	SEAT ACNT U...	CANTER GRAPHITE			
				MOMA	ARM UPHOLS...	MOMENTUM GRADE A			
				09178695	ARM UPH PAT...	CANTER GRAPHITE			
				462	FINISH	CINDER			
✓				501	PAINT	PLATINUM METALLIC			
41		NOF	1	86N4816841W KN1LL		STRASSA,48DX168WX41H,WORK TABLE,NO MODESTY,BAR HT,TFL	$ 2,459.06	$ 2,459.06	BALLROOM REGISTRATION
				VSM	RIM PROFILE	SOFTENED PVC,SONOMA			
				X	GROMMET	NO SURFACE GROMMET			
				X	END PANEL G...	NO END PANEL GROMMET			
				STD	TOP LAMINAT...	STANDARD LAMINATE			
				SM	LAMINATE CO...	SONOMA			
✓				SM	CHASSIS LAMI...	SONOMA			
42		NOF	2	91NB2424ENL		MYRIAD,24DX24W,END TABLE,LAMINATE	$ 505.91	$ 1,011.82	BALLROOM REGISTRATION
				X	SURFACE GR...	NO SURFACE GROMMET			
				X	SIDE GROMMET	NO SIDE GROMMET			
				SM	LAMINATE CO...	SONOMA			
✓				501	PAINT COLOR	PLATINUM METALLIC			
43		NOF	1	91NB2448MGL		MYRIAD,24DX48W,MAGAZINE TABLE,LAMINATE	$ 549.71	$ 549.71	BALLROOM REGISTRATION
				X	SURFACE GR...	NO SURFACE GROMMET			
				X	SIDE GROMMET	NO SIDE GROMMET			
				SM	LAMINATE CO...	SONOMA			
✓				501	PAINT COLOR	PLATINUM METALLIC			
sub						**Subtotal**		**$ 11,873.31**	
44		NOF	8	N60STD		TAG,WALLSAVER BAR STOOL,SQUARE UPH ...	$ 351.60	$ 2,812.80	CONCOURSE D
				MOMA	UPHOLSTERY ...	MOMENTUM GRADE A			
				09178695	PRIMARY UPH...	CANTER GRAPHITE			
				501	FRAME PAINT ...	PLATINUM METALLIC			
✓				STD	GLIDE	STANDARD GLIDE			

Item	Color	Mfg	Qty	Part Number	Option Group	Part Description	Sell	Ext Sell	Alias 3
45		NOF	8	N60STDX		TAG,WALLSAVER BAR STOOL,SQUARE UPH ...	$ 432.93	$ 3,463.44	CONCOURSE D
				MOMJ	BACK UPHOLS...	MOMENTUM GRADE J			
				09125290	BACK UPHOLS...	TORQUE EDGE			
				MOMA	SEAT UPHOLS...	MOMENTUM GRADE A			
				09178695	SEAT UPHOLS...	CANTER GRAPHITE			
				501	FRAME PAINT ...	PLATINUM METALLIC			
✓				STD	GLIDE	STANDARD GLIDE			
46		NOF	4	N95AA		SWIFT,1 SEAT,ARMS	$ 1,078.13	$ 4,312.52	CONCOURSE D
				MOMA	UPHOLSTERY ...	MOMENTUM GRADE A			
				09178695	PRIMARY UPH...	CANTER GRAPHITE			
				462	FINISH	CINDER			
✓				501	PAINT	PLATINUM METALLIC			
47		NOF	2	N95CCX		SWIFT,3 SEAT,ARMS,CONTRAST	$ 2,117.90	$ 4,235.80	CONCOURSE D
				MOMJ	BACK UPHOLS...	MOMENTUM GRADE J			
				09125290	BACK UPHOLS...	TORQUE EDGE			
				MOMA	EXTREME BA...	MOMENTUM GRADE A			
				09178695	EXTREME BA...	CANTER GRAPHITE			
				MOMJ	BACK ACCENT...	MOMENTUM GRADE J			
				09125290	BACK ACNT U...	TORQUE EDGE			
				MOMA	SEAT UPHOLS...	MOMENTUM GRADE A			
				09178695	SEAT UPHOLS...	CANTER GRAPHITE			
				MOMA	SEAT ACCENT...	MOMENTUM GRADE A			
				09178695	SEAT ACNT U...	CANTER GRAPHITE			
				MOMA	ARM UPHOLS...	MOMENTUM GRADE A			
				09178695	ARM UPH PAT...	CANTER GRAPHITE			
				462	FINISH	CINDER			
✓				501	PAINT	PLATINUM METALLIC			
48		NOF	1	86N4816841WKN1LL		STRASSA,48DX168WX41H,WORK TABLE,NO MODESTY,BAR HT,TFL	$ 2,459.06	$ 2,459.06	CONCOURSE D
				VSM	RIM PROFILE	SOFTENED PVC,SONOMA			
				X	GROMMET	NO SURFACE GROMMET			
				X	END PANEL G...	NO END PANEL GROMMET			
				STD	TOP LAMINAT...	STANDARD LAMINATE			
				SM	LAMINATE CO...	SONOMA			
✓				SM	CHASSIS LAMI...	SONOMA			
49		NOF	1	86N4816841WKN1LL		STRASSA,48DX168WX41H,WORK TABLE,NO MODESTY,BAR HT,TFL	$ 2,479.91	$ 2,479.91	CONCOURSE D
				VSM	RIM PROFILE	SOFTENED PVC,SONOMA			
				CUT-G17LR	GROMMET	CUTOUT-G17,LEFT & RIGHT			
				X	END PANEL G...	NO END PANEL GROMMET			
				STD	TOP LAMINAT...	STANDARD LAMINATE			
				SM	LAMINATE CO...	SONOMA			
✓				SM	CHASSIS LAMI...	SONOMA			
50		NOF	2	91NB2424ENL		MYRIAD,24DX24W,END TABLE,LAMINATE	$ 516.34	$ 1,032.68	CONCOURSE D
				CUT-G17C	SURFACE GR...	CUTOUT ONLY-G17C			
				X	SIDE GROMMET	NO SIDE GROMMET			
				SM	LAMINATE CO...	SONOMA			
✓				501	PAINT COLOR	PLATINUM METALLIC			
51		NOF	2	91NB2424ENL		MYRIAD,24DX24W,END TABLE,LAMINATE	$ 505.91	$ 1,011.82	CONCOURSE D
				X	SURFACE GR...	NO SURFACE GROMMET			
				X	SIDE GROMMET	NO SIDE GROMMET			
				SM	LAMINATE CO...	SONOMA			
✓				501	PAINT COLOR	PLATINUM METALLIC			
52		NOF	2	91NB2448MGL		MYRIAD,24DX48W,MAGAZINE TABLE,LAMINATE	$ 549.71	$ 1,099.42	CONCOURSE D
				X	SURFACE GR...	NO SURFACE GROMMET			
				X	SIDE GROMMET	NO SIDE GROMMET			
				SM	LAMINATE CO...	SONOMA			
✓				501	PAINT COLOR	PLATINUM METALLIC			
53		NOF	2	NACG17BELPGS		ACCESSORIES,G17B PIVOTING POWER/USB GROMMET,SILVER	$ 136.38	$ 272.76	CONCOURSE D
✓									
54		NOF	2	NACG17BELPGS		ACCESSORIES,G17B PIVOTING POWER/USB GROMMET,SILVER	$ 136.38	$ 272.76	CONCOURSE D
✓									
sub						**Subtotal**		**$ 23,452.97**	

Item	Color	Mfg	Qty	Part Number	Option Group	Part Description	Sell	Ext Sell	Alias 3
55		NOF	15	N32HKM		RENO,2.5 SEAT BENCH,METAL LEGS	$ 662.73	$ 9,940.95	CONCOURSE A
				MOMA	UPHOLSTERY ...	MOMENTUM GRADE A			
				09178695	PRIMARY UPH...	CANTER GRAPHITE			
✓				501	PAINT	PLATINUM METALLIC			
56		NOF	4	N60STD		TAG,WALLSAVER BAR STOOL,SQUARE UPH BACK,ARMLESS	$ 351.60	$ 1,406.40	CONCOURSE A
				MOMA	UPHOLSTERY ...	MOMENTUM GRADE A			
				09178695	PRIMARY UPH...	CANTER GRAPHITE			
				501	FRAME PAINT ...	PLATINUM METALLIC			
✓				STD	GLIDE	STANDARD GLIDE			
57		NOF	4	N60STDX		TAG,WALLSAVER BAR STOOL,SQUARE UPH BACK,ARMLESS,CONTRASTING	$ 432.93	$ 1,731.72	CONCOURSE A
				MOMJ	BACK UPHOLS...	MOMENTUM GRADE J			
				09125290	BACK UPHOLS...	TORQUE EDGE			
				MOMA	SEAT UPHOLS...	MOMENTUM GRADE A			
				09178695	SEAT UPHOLS...	CANTER GRAPHITE			
				501	FRAME PAINT ...	PLATINUM METALLIC			
✓				STD	GLIDE	STANDARD GLIDE			
58		NOF	2	N95AA		SWIFT,1 SEAT,ARMS	$ 1,078.13	$ 2,156.26	CONCOURSE A
				MOMA	UPHOLSTERY ...	MOMENTUM GRADE A			
				09130515	PRIMARY UPH...	CANTER STORM			
				462	FINISH	CINDER			
✓				501	PAINT	PLATINUM METALLIC			
59		NOF	4	N95AAX		SWIFT,1 SEAT,ARMS,CONTRAST	$ 1,298.35	$ 5,193.40	CONCOURSE A
				MOMJ	BACK UPHOLS...	MOMENTUM GRADE J			
				09128370	BACK UPHOLS...	ESTRELLA STONE			
				MOMA	EXTREME BA...	MOMENTUM GRADE A			
				09178695	EXTREME BA...	CANTER GRAPHITE			
				MOMJ	BACK ACCENT...	MOMENTUM GRADE J			
				09128370	BACK ACNT U...	ESTRELLA STONE			
				MOMA	SEAT UPHOLS...	MOMENTUM GRADE A			
				09178695	SEAT UPHOLS...	CANTER GRAPHITE			
				MOMA	SEAT ACCENT...	MOMENTUM GRADE A			
				09178695	SEAT ACNT U...	CANTER GRAPHITE			
				MOMA	ARM UPHOLS...	MOMENTUM GRADE A			
				09178695	ARM UPH PAT...	CANTER GRAPHITE			
				462	FINISH	CINDER			
✓				501	PAINT	PLATINUM METALLIC			
60		NOF	2	N95AAX		SWIFT,1 SEAT,ARMS,CONTRAST	$ 1,298.35	$ 2,596.70	CONCOURSE A
				MOMJ	BACK UPHOLS...	MOMENTUM GRADE J			
				09125323	BACK UPHOLS...	TORQUE TROPICALIA			
				MOMA	EXTREME BA...	MOMENTUM GRADE A			
				09130515	EXTREME BA...	CANTER STORM			
				MOMJ	BACK ACCENT...	MOMENTUM GRADE J			
				09125323	BACK ACNT U...	TORQUE TROPICALIA			
				MOMA	SEAT UPHOLS...	MOMENTUM GRADE A			
				09130515	SEAT UPHOLS...	CANTER STORM			
				MOMA	SEAT ACCENT...	MOMENTUM GRADE A			
				09130515	SEAT ACNT U...	CANTER STORM			
				MOMA	ARM UPHOLS...	MOMENTUM GRADE A			
				09130515	ARM UPH PAT...	CANTER STORM			
				462	FINISH	CINDER			
✓				501	PAINT	PLATINUM METALLIC			

Item	Color	Mfg	Qty	Part Number	Option Group	Part Description	Sell	Ext Sell	Alias 3
61		NOF	2	N95CCX		SWIFT,3 SEAT,ARMS,CONTRAST	$ 2,117.90	$ 4,235.80	CONCOURSE A
				MOMJ	BACK UPHOLS...	MOMENTUM GRADE J			
				09128370	BACK UPHOLS...	ESTRELLA STONE			
				MOMA	EXTREME BA...	MOMENTUM GRADE A			
				09178695	EXTREME BA...	CANTER GRAPHITE			
				MOMJ	BACK ACCENT...	MOMENTUM GRADE J			
				09128370	BACK ACNT U...	ESTRELLA STONE			
				MOMA	SEAT UPHOLS...	MOMENTUM GRADE A			
				09178695	SEAT UPHOLS...	CANTER GRAPHITE			
				MOMA	SEAT ACCENT...	MOMENTUM GRADE A			
				09178695	SEAT ACNT U...	CANTER GRAPHITE			
				MOMA	ARM UPHOLS...	MOMENTUM GRADE A			
				09178695	ARM UPH PAT...	CANTER GRAPHITE			
				462	FINISH	CINDER			
✓				501	PAINT	PLATINUM METALLIC			
62		NOF	2	N95CCX		SWIFT,3 SEAT,ARMS,CONTRAST	$ 2,117.90	$ 4,235.80	CONCOURSE A
				MOMJ	BACK UPHOLS...	MOMENTUM GRADE J			
				09125323	BACK UPHOLS...	TORQUE TROPICALIA			
				MOMA	EXTREME BA...	MOMENTUM GRADE A			
				09130515	EXTREME BA...	CANTER STORM			
				MOMJ	BACK ACCENT...	MOMENTUM GRADE J			
				09125323	BACK ACNT U...	TORQUE TROPICALIA			
				MOMA	SEAT UPHOLS...	MOMENTUM GRADE A			
				09130515	SEAT UPHOLS...	CANTER STORM			
				MOMA	SEAT ACCENT...	MOMENTUM GRADE A			
				09130515	SEAT ACNT U...	CANTER STORM			
				MOMA	ARM UPHOLS...	MOMENTUM GRADE A			
				09130515	ARM UPH PAT...	CANTER STORM			
				462	FINISH	CINDER			
✓				501	PAINT	PLATINUM METALLIC			
63		NOF	1	86N4816841W KN1LL		STRASSA,48DX168WX41H,WORK TABLE,NO MODESTY,BAR HT,TFL	$ 2,459.06	$ 2,459.06	CONCOURSE A
				VSM	RIM PROFILE	SOFTENED PVC,SONOMA			
				X	GROMMET	NO SURFACE GROMMET			
				X	END PANEL G...	NO END PANEL GROMMET			
				STD	TOP LAMINAT...	STANDARD LAMINATE			
				SM	LAMINATE CO...	SONOMA			
✓				SM	CHASSIS LAMI...	SONOMA			
64		NOF	15	91NB2424ENL		MYRIAD,24DX24W,END TABLE,LAMINATE	$ 516.34	$ 7,745.10	CONCOURSE A
				CUT-G17C	SURFACE GR...	CUTOUT ONLY-G17C			
				X	SIDE GROMMET	NO SIDE GROMMET			
				SM	LAMINATE CO...	SONOMA			
✓				501	PAINT COLOR	PLATINUM METALLIC			
65		NOF	4	91NB2424ENL		MYRIAD,24DX24W,END TABLE,LAMINATE	$ 505.91	$ 2,023.64	CONCOURSE A
				X	SURFACE GR...	NO SURFACE GROMMET			
				X	SIDE GROMMET	NO SIDE GROMMET			
				SM	LAMINATE CO...	SONOMA			
✓				501	PAINT COLOR	PLATINUM METALLIC			
66		NOF	4	91NB2448MGL		MYRIAD,24DX48W,MAGAZINE TABLE,LAMINATE	$ 549.71	$ 2,198.84	CONCOURSE A
				X	SURFACE GR...	NO SURFACE GROMMET			
				X	SIDE GROMMET	NO SIDE GROMMET			
				SM	LAMINATE CO...	SONOMA			
✓				501	PAINT COLOR	PLATINUM METALLIC			
67		NOF	15	NACG17BELP GS		ACCESSORIES,G17B PIVOTING POWER/USB GROMMET,SILVER	$ 136.38	$ 2,045.70	CONCOURSE A
✓									
sub						**Subtotal**		**$ 47,969.37**	
68		NOF	9	N32HKM		RENO,2.5 SEAT BENCH,METAL LEGS	$ 662.73	$ 5,964.57	CONCOURSE B
				MOMA	UPHOLSTERY ...	MOMENTUM GRADE A			
				09178695	PRIMARY UPH...	CANTER GRAPHITE			
✓				501	PAINT	PLATINUM METALLIC			

Item	Color	Mfg	Qty	Part Number	Option Group	Part Description	Sell	Ext Sell	Alias 3
69		NOF	8	N60STD		TAG,WALLSAVER BAR STOOL,SQUARE UPH ...	$ 351.60	$ 2,812.80	CONCOURSE B
				MOMA	UPHOLSTERY ...	MOMENTUM GRADE A			
				09130515	PRIMARY UPH...	CANTER STORM			
				501	FRAME PAINT ...	PLATINUM METALLIC			
✓				STD	GLIDE	STANDARD GLIDE			
70		NOF	8	N60STDX		TAG,WALLSAVER BAR STOOL,SQUARE UPH ...	$ 432.93	$ 3,463.44	CONCOURSE B
				MOMJ	BACK UPHOLS...	MOMENTUM GRADE J			
				09125323	BACK UPHOLS...	TORQUE TROPICALIA			
				MOMA	SEAT UPHOLS...	MOMENTUM GRADE A			
				09130515	SEAT UPHOLS...	CANTER STORM			
				501	FRAME PAINT ...	PLATINUM METALLIC			
✓				STD	GLIDE	STANDARD GLIDE			
71		NOF	1	86N4816841W KN1LL		STRASSA,48DX168WX41H,WORK TABLE,NO MODESTY,BAR HT,TFL	$ 2,479.91	$ 2,479.91	CONCOURSE B
				VSM	RIM PROFILE	SOFTENED PVC,SONOMA			
				CUT-G17LR	GROMMET	CUTOUT-G17,LEFT & RIGHT			
				X	END PANEL G...	NO END PANEL GROMMET			
				STD	TOP LAMINAT...	STANDARD LAMINATE			
				SM	LAMINATE CO...	SONOMA			
✓				SM	CHASSIS LAMI...	SONOMA			
72		NOF	1	86N4816841W KN1LL		STRASSA,48DX168WX41H,WORK TABLE,NO MODESTY,BAR HT,TFL	$ 2,459.06	$ 2,459.06	CONCOURSE B
				VSM	RIM PROFILE	SOFTENED PVC,SONOMA			
				X	GROMMET	NO SURFACE GROMMET			
				X	END PANEL G...	NO END PANEL GROMMET			
				STD	TOP LAMINAT...	STANDARD LAMINATE			
				SM	LAMINATE CO...	SONOMA			
✓				SM	CHASSIS LAMI...	SONOMA			
73		NOF	7	91NB2424ENL		MYRIAD,24DX24W,END TABLE,LAMINATE	$ 516.34	$ 3,614.38	CONCOURSE B
				CUT-G17C	SURFACE GR...	CUTOUT ONLY-G17C			
				X	SIDE GROMMET	NO SIDE GROMMET			
				SM	LAMINATE CO...	SONOMA			
✓				501	PAINT COLOR	PLATINUM METALLIC			
74		NOF	2	NACG17BELP GS		ACCESSORIES,G17B PIVOTING POWER/USB GROMMET,SILVER	$ 136.38	$ 272.76	CONCOURSE B
✓									
75		NOF	7	NACG17BELP GS		ACCESSORIES,G17B PIVOTING POWER/USB GROMMET,SILVER	$ 136.38	$ 954.66	CONCOURSE B
✓									
sub						**Subtotal**		**$ 22,021.58**	
76		HB-D ESI...	53	DESIGN FEE TO DATE		Design Fee to Date - Hours	$ 66.00	$ 3,498.00	
77		HB-D ESI...	4	DESIGN FEE TO COMPLETE		Design Fee to Project Completion - Hours	$ 66.00	$ 264.00	
78			1			RDI	$ 14,000.00	$ 14,000.00	
						Grand Total		**$ 250,836.47**	

To: RSCVA Finance Committee

From: Robert Chisel, Director of Finance

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

Date: May 9, 2019

Subject: **Review, discuss and possible approval of a service agreement with Avalon Geothermal Inc for the purchase, delivery, and service of geothermal hot water service for the Reno-Sparks Convention Center**

Executive Summary

A Strategic Priority of the Board adopted Strategic Plan is "Facility Efficiency: Efficiently and effectively operate all RSCVA facilities to support visitor growth and community benefit." The Authority has been approached regarding the use of geothermal hot water to be used to provide heating for the Reno-Sparks Convention Center (RSCC). It is estimated that the Authority would realize savings of approximately $20,000 per year, in addition to being able to use a renewable local energy source. Staff is proposing the Board accept the service agreement as presented and direct staff to work with Avalon Geothermal for the implementation of geothermal hot water for heating the RSCC. In addition, upon final design of the project, an easement agreement for hot water pipe access and storage tank will need to be approved.

Background

Avalon Geothermal, is Nevada's largest regulated geothermal utility. The company provides hot water to customers and is regulated by the Nevada Public Utilities Commission. Avalon has approached the Authority with an interest of providing geothermal hot water for the RSCC. Avalon, with the assistance of Lumos & Associates and MSA Engineering Consultants, have determined that the project is feasible for the RSCC and will provide it lower cost, cleaner, and locally sourced heat supply. Avalon is a subsidiary of Cyrq Energy which also owns and operates commercial geothermal electric generating plants in Nevada.

This hot water will be utilized through a heat exchanger to provide the heating needed to heat the RSCC. This hot water will be a closed loop with the hot water re-injected. A heat exchanger will also be in place to heat the RSCC system and there will be no mixing

of the waters. In addition, the current natural gas system will remain in place if an alternative heat source is ever needed.

Avalon will build and maintain the system up to the heat exchanger at the RSCC. Staff has recommended the use of an above ground route for ease of install, maintenance, and reduced impact on future capital and maintenance projects. Upon approval of the service agreement, Avalon and Staff will work with engineers to determine the appropriate final design and process for hot water heating of the RSCC.

Upon final design of the route for the hot water pipe, which is initially proposed to traverse from Peckham Lane over the RSCC roof (Figure 1 to Exhibit B in Service Agreement), may require an easement agreement between the RSCVA, Washoe County, and Avalon.

Staff has also identified that the use of a renewable energy source, geothermal, would be advantageous in promoting the RSCC to potential clients.

Fiscal Impact

The fiscal impact to the Authority will vary depending upon amount of hot water necessary, which is largely dependent upon the weather. Based upon the historic use of therms it is estimated to have savings of approximately $20,000 per year. The rate of the service is tied to 82.5% of Sierra Pacific Power Company's Large Commercial and Industrial Gas Service rate on file and approved by the Public Utilities Commission. There will also be an additional $250 monthly service fee.

Recommendation

Staff recommends that the Finance Committee recommend to the Board to approve the service agreement with Avalon Geothermal Inc. and direct staff to work with Avalon Geothermal for the implementation of geothermal hot water for heating the RSCC.

AVALON GEOTHERMAL, INC.
SERVICE AGREEMENT

This Service Agreement ("Agreement") is entered into this ___ day of _____ 2019, by and between Avalon Geothermal, Inc. ("Utility") and The Reno Sparks Convention and Visitors Authority ("Customer"), and shall be effective either on the date the Public Utilities Commission of Nevada ("PUCN") approves the form of this Agreement filed in Docket 19-03006 or should the PUCN require the specific approval of this Agreement, the date the PUCN approves this Agreement (the "Effective Date").

WITNESSETH

WHEREAS, Utility is in the business of providing customers with hot water which has been heated by a geothermal resource to be used by customers in non-consumptive heating applications ("Geothermal Heating Service" or "Service");

WHEREAS, Utility has been authorized to provide Geothermal Heating Service within its service area as approved by the Public Utilities Commission of Nevada, and,

WHEREAS, Customer is the owner of the Reno Sparks Convention and Visitors Authority located at 4590 S. Virginia St., Reno, Nevada 89502, which is located within Utility's service area, and Customer desires to purchase the Service for use at these premises.

NOW THEREFORE, in consideration of the mutual promises and conditions contained herein, the parties agree as follows:

1. Utility Service.

A. Utility agrees to sell and deliver the Geothermal Heating Service to Customer upon the terms and conditions set forth in this Agreement. The Service provides customer with heat, measured in British Thermal Units, from municipal water heated using a geothermal energy resource.

B. Customer agrees to purchase from Utility the Service for use on its premises as indicated above upon the terms and conditions set forth in this Agreement.

C. Utility agrees to deliver to Customer, the Service at a pressure commensurate with existing pipes, but no less than ____ psi, and at a temperature ranging between _____ degrees F and _____ degrees F.

2. Term. The term of this Agreement shall be for (select one): *Check One Box.*

- ☐ 5 Years
- ☐ 10 Years
- ☐ 15 years
- ☑ 20 Years
- ☐ Other: _____

3. Conditions of Service. Customer agrees to the following terms regarding its facilities required for Service:

A. Shut-off valve. *Check One Box:*

☑ Applicable
☐ Not Applicable

The Customer shall maintain or provide a shut off valve on its incoming service line in order to be able to discontinue service in any event wherein the Customer can no longer accept service because of a failure of any of its facilities on the Customer's side of the Utility's distribution box. Neither the Customer nor its agents are authorized to use the Utility's shut off valve located within its distribution box.

B. Circulating Pump. *Check One Box:*

☑ Applicable
☐ Not Applicable

If required to maintain Service, the Customer shall have one or more circulating pumps located on its facilities with the necessary protection from outages caused by the discontinuance of Service for any reason from the Utility. The circulating pump shall remain on Utility's side of the heat exchanger.

C. Use of Product. *Check One Box.*

☑ Applicable
☐ Not Applicable

The Customer agrees that it will only draw heat from the Service delivered by the Utility and will not consumptively use the hot water itself. The same volume of water the Utility delivers to the Customer shall be returned to the Utility. The Customer further agrees that if the Customer's facilities leak geothermal hot water at any place within the Customer's premises, it will immediately notify the Utility and close the Customer's shut off valves and/or allow the Utility to shut off the Utility's valves until the leak is repaired.

D. Customer Maintenance Obligations. *Check One Box.*

☑ Applicable
☐ Not Applicable

Customer agrees to keep and maintain its geothermal facilities associated with the Service in a functioning and operational manner to ensure that its facilities are capable of accepting Utility's Service and shall do so at Customer's sole cost. Should the facilities located on the Customer's side of the Service meter cease to function or be rendered in a way where Utility cannot supply Service to Customer, Customer shall immediately notify Utility and shall thereafter coordinate and cooperate with Utility to minimize any downtime in Utility's

Service.

E. Primary Service. *Check One Box.*

☑ Applicable
☐ Not Applicable

Customer shall use Utility's Service as its primary heat and hot water service. Customer agrees that any other fuel or energy, such as electricity or gas, shall only be used by Customer to generate Customer's heat in situations where Utility's geothermal system is not functioning or not producing enough heat for Customer.

F. Back-up Service. *Check One Box.*

☑ Applicable
☐ Not Applicable

Customer agrees that it will have at least one alternative source of heat, such as electric and natural gas service, that will act as a back up to Utility's Service. Customer and Utility recognize that under certain circumstances and in periods of extreme weather conditions, Customer may need to supplement the Service with an alternative source of heat to provide enough heating at Customer's Service location.

G. Utility Access. *Check One Box.*

☑ Applicable
☐ Not Applicable

Except in case of an emergency, Customer agrees to allow Utility, upon no less than 24 hours' notice, on to Customer's property to perform periodic and regular inspections of Utility's and Customer's infrastructure and equipment, which shall include the ability to perform system tests, necessary maintenance, perform system alterations, and make adjustments of operational controls and set points necessary to ensure proper operation at Customer's preferred heating temperatures. Utility may also monitor and review Customer's usage, including performing on-site review of the same, to ensure that Customer is using Utility's service as its primary hot water service. Customer agrees to allow Utility immediate access to its Property in the event of an emergency where immediate action is necessary to prevent endangerment to life or Utility's equipment.

H. Metering.

☑ Utility will install metering on Customer's premises.
☐ Not Applicable

If Utility will install metering on Customer's Premises, Utility's metering requirements shall be applicable to this Agreement and attached hereto and made a part hereof in Exhibit A.

I. Easement Agreement. *Check One Box.*

☑ Applicable
☐ Not Applicable

Customer and Utility have entered into that certain Easement Agreement dated _____, 2019, whereby Customer has granted to Utility certain rights to Customer's property. The provisions of that Easement Agreement are hereby incorporated into this Agreement.

J. Outages. *Check One Box.*

☑ Applicable
☐ Not Applicable

a. Planned Outages. An outage that is scheduled to be taken to maintain or repair the geothermal system or Utility equipment shall be referred to herein as a "Planned Outage." Any Planned Outage scheduled by Utility shall only occur between May 1 and September 30 of any given year (the "Summer Period"). Customer shall be provided no less than fourteen (14) days' notice of any Planned Outage prior to such occurring. No credit or compensation will be provided to Customer by Utility for any Planned Outage.

b. Unplanned Outages. An outage that is unscheduled, or any Planned Outage that occurs between October 1 and April 30 (the "Winter Period"), shall be referred to herein as a "Unplanned Outage." Utility shall take all reasonable measures to avoid Unplanned Outages. Should an Unplanned Outage occur over a period of three (3) separate 24-hour periods in a single billing period, or for a total of over 72 hours in any billing period, utility shall provide Customer with an estimate of the amount of time it will take to rectify the problem and restore Service, and Utility shall also credit Customer with a daily outage amount as follows:

Daily Credit for Unplanned Outage During Summer Period: .0004 x prior calendar year annual Service cost.

Daily Credit Unplanned Outage During Winter Period: .0015 x prior calendar year annual service cost.

Any daily credit provided hereunder shall be applied by Utility in the next billing period. For avoidance of doubt, Utility shall not be obligated to credit Customer for any Planned Outage, nor any Unplanned Outage that lasts less than three separate 24 hour periods in any given billing period or lasts or less than a total of 72 hours in any given billing period.

K. Service Lateral Extensions. *Check One Box.*

☑ Applicable
☐ Not Applicable

As of the Effective Date, and subject to Customer's grant of Easement Agreement identified in Section 3.I above, Utility agrees to construct and build out utility infrastructure necessary to serve Customer with the Service. To accommodate Customer's Service needs, Utility has agreed to construct additional infrastructure capacity and extend a service lateral on to Customer's property, the details and estimated timing of which are more particularly described in Exhibit B (the "Service Lateral"). Once the Service Lateral is completed, Utility will notify Customer of the same in writing and identify the date that Service will be available (the "Commencement Date"). Customer shall begin taking Service on the Commencement Date. If Utility is unable complete the Service Lateral for whatever reason, Utility shall notify Customer of such in writing.

L. Other.

N/A_____

_____

_____

_____.

4. Rates. The Utility agrees to sell to Customer and Customer agrees to purchase from Utility, the geothermal hot water service at the rates herein in Exhibit C.

5. Termination. *Check One Box.*

☑ Applicable
☐ Not Applicable

a. Termination before Commencement Date. Should Utility notice Customer that the Service Lateral cannot be completed, as more particularly described in Section 3.K. above, Customer may terminate this Agreement without the Early Termination Payment described in Section 6 below.

b. Termination for Extended Unplanned Outage. If an Unplanned Outage occurs for 180 consecutive days, Customer may terminate this agreement without the Early Termination Payment described in Section 6 below. If Service is unavailable to Customer for a period of 360 non-consecutive days within any five-year period of the term, excluding all Planned Outages, then Customer may terminate this agreement without the Early Termination Payment described in Section 6 below.

c. Termination for Convenience. Customer may terminate this Agreement for convenience at any time by providing Utility with no less than 180 days prior notice. If customer elects to terminate this Agreement for convenience, Customer shall pay to Utility the Early Termination Payment described in Section 6 below.

d. Termination for Failure to Accept Service. If, for whatever reason and through no fault of Utility, Customer (i) fails to accept Service on the Commencement Date, or (ii) fails to accept Service from Utility, for a total of one hundred eighty (180) days after the Commencement Date, except when such is a result of Utility's inability or

failure to provide Service or for a Planned Outage or Unplanned Outage, such failure to accept Service shall constitute a termination for failure to accept Service, and Customer shall pay to Utility the Early Termination Payment described in Section 6 below.

Early Termination Payment. Except as set forth in Section 5(a) and 5(b) above, in the event that Customer terminates this Agreement, Utility shall be entitled to an Early Termination Payment, which is equal to, on a declining scale over time, the Infrastructure Capacity Charge together with the cost of the Service Lateral described more particularly in the Schedule attached as Exhibit D and made a part hereof, as liquidated damages to Utility. Customer shall pay such amounts to Utility within thirty (30) days after Customer's termination of this Agreement. **THE PARTIES HERETO ACKNOWLEDGE AND AGREE, THAT IT WOULD BE EXTREMELY DIFFICULT, IF NOT IMPOSSIBLE, AT THIS TIME TO SET THE DAMAGES WHICH WOULD BE SUFFERED BY UTILITY AS A RESULT OF AN EARLY TERMINATION OF THIS AGREEMENT, AND THAT THE FOREGOING AMOUNT IS A REASONABLE ESTIMATE OF SUCH DAMAGES, NOT A PENALTY, AND UTILITY SHALL BE ENTITLED TO RETAIN THE SAME.**

7. Default. If Customer (i) fails to use the Service as its primary service pursuant to section 3.E. above (if applicable); (ii) fails to accept Service in accordance with Section 5.d. above, (iii) fails to make any payment due after thirty (30) days' written notice by Utility; (iv) fails to assign the Service to a successor or assign pursuant to Section 10 below (if applicable), (v) commits any other breach of any provision of this Agreement and such breach continues for a period of thirty (30) days following written notice; or (vi) if Customer files a petition for voluntary or involuntary bankruptcy or pursuant to any other insolvency law or makes or seeks to make a general assignment for the benefit of its creditors or applies for or consents to the appointment of a trustee, receiver or custodian for its or a substantial part of its property, then the Early Termination Payment described in Section 6 above will be due to Utility. In addition, Utility may pursue against Customer all rights available to Utility, in law or in equity, including the right of specific performance.

8. Connection and re-connection charge: NONE.

9. NAC 704.782. The Nevada Administrative Code ("NAC") Section 704.782 requires information pertaining to the items listed under NAC 704.780 (1)(a) through (e) be included in an addendum to this Agreement. That information is included in Addendum 1, and is made a part of this Agreement and incorporated herein by reference.

10. Successors and Assigns. This Agreement is germane and specific to the premises noted above and must inure to the benefit of and bind Customer's respective successors and assigns. Should Customer convey, sell or otherwise dispose of the property, or should Customer no longer be the owner of the premises for any reason, Customer shall require the new entity to accept assignment of this Agreement so that the service at the premises continues without interruption. Unless otherwise expressly stated herein, this Agreement shall not create any rights in any person who is not a party to this Agreement.

11. Choice of Law. The validity, construction, interpretation and enforceability of this Agreement shall be determined and governed by the laws of the State of Nevada.

Notwithstanding the foregoing, if any law or set of laws in the State of Nevada requires or otherwise dictates that the laws of another state or jurisdiction must be applied in any proceeding involving this Agreement, such Nevada law or set of laws shall be superseded by this Section and the remaining laws of the State of Nevada nonetheless shall be applied in such proceedings.

12. Jurisdiction and Venue. Any controversy, dispute or litigation arising hereunder shall be commenced or brought in Washoe County, Nevada, and the parties hereby agree to submit to such jurisdiction and venue.

13. Severability. If any sentence, paragraph, clause or combination of the same in this Agreement is held by a court of competent jurisdiction to be unenforceable in any jurisdiction, such sentence, paragraph, clause or combination shall be unenforceable in the jurisdiction where it is invalid, and the remainder of this Agreement shall remain binding in such jurisdiction as if such unenforceable provision had not been contained herein. The enforceability of such sentence, paragraph, clause or combination of the same in this Agreement otherwise shall be unaffected and shall remain enforceable in all other jurisdictions.

14. Time of the Essence. Time is of the essence of this Agreement and all of its terms, provisions, conditions and covenants.

15. Headings and Number. Headings in this Agreement are included herein for the convenience of reference only and shall not define, limit, or otherwise constitute a part of this Agreement for any other purpose. Whenever required by the context of this Agreement, the singular shall include the plural and the plural shall include the singular. All references to a period of days, months or years herein shall refer to calendar days, months or years, respectively, unless otherwise specifically stated.

16. Counterparts. This Agreement may be executed in any number of counterparts and each such counterpart shall for all purposes be deemed an original, and all such counterparts shall together constitute but one and the same instrument. Any signature page of this Agreement may be detached from any counterpart without impairing the legal effect of any signatures, and may be attached to another counterpart, identical in form, but having attached to it one or more additional signature pages. This agreement may be executed by signatures provided by electronic transmission, which electronic signatures shall be as binding and effective as original signatures.

(SIGNATURES ON FOLLOWING PAGE)

The terms and conditions of this contract were approved by the Public Utilities Commission of Nevada on the _____ day of _____, 2019.

In Witness whereof the parties hereby execute this agreement in duplicate.

Dated_____ By _____
(Avalon Geothermal, Inc.)

Dated_____ By _____
(The Reno Sparks Convention and Visitor's Authority)

Dated_____

By _____
(Customer)

EXHIBIT A – METERING

(Insert metering provisions if applicable under Section 3.H.)

AVALON GEOTHERMAL, INC. METERING REQUIREMENTS

A. METERS AND APPLIANCES

1. Unless dedicated to customer by Utility, all meters, regulators, service pipe, appliances, fixtures, etc., installed by Utility upon the customer's premises for the purpose of delivering geothermal hot water to the customer shall continue to be the property of the Utility and may be repaired, replaced or removed by Utility at any time.

2. All meters will be sealed or soldered by Utility and no such seal or solder shall be tampered with or broken except by a representative of Utility appointed for that purpose. The customer shall exercise reasonable care to prevent the meters, regulators, service line, appliances, fixtures, etc., of Utility upon said premises from being injured or destroyed and shall refrain from interfering with the same and, in case any defect therein or damage thereto shall be discovered, the customer shall promptly notify Utility thereof. If damage occurs to Utility's facilities because of the customer's failure to use reasonable care or failure to request from Utility a service line location, the customer will be billed for subsequent repairs.

3. Utility will not be responsible for the loss of geothermal hot water or damage or injury caused by geothermal hot water in or escaping from piping or appliances beyond the Utility's meter.

B. METER INSTALLATION

1. All meters will be installed by Utility in some convenient and safe place approved by Utility upon the customer's premises and so placed as to be at all times accessible for inspection, reading and testing. The Utility will change the meter location on customer's premises for reasonable cause, but when such request is made solely to suit the customer's convenience or to overcome an unsafe condition, a charge to the customer will be made to cover the actual cost of the change.

2. In all buildings in which separate meters are hereafter required to be installed for various floors or groups of rooms in order to measure the service supplied to each tenant, Utility may require all meters to be located at a central point, and each such meter will be clearly marked to indicate the particular location supplied by it.

3. Utility, at its convenience, may install automatic meter reading (AMR) or offsite meter reading (OMR) devices on the customer's premises. When such a request is made solely for the convenience of the customer, a charge will be assessed for the actual cost of the device including installation.

C. UTILITY'S RIGHT OF INGRESS TO AND EGRESS FROM CUSTOMER'S PREMISES

1. Upon application for service and the establishment of service pursuant thereto, the customer shall be deemed to grant to the Utility and its assigns, to whatever extent the customer may be empowered to make such grant, an irrevocable easement upon and through the customer's premises for the location of the facilities of the Utility required to provide service. Any such grant from the owner of the premises serviced shall be deemed to be an easement running with the land and shall bind the owner's heirs and assigns.

2. Utility shall at all times have the right of ingress to and egress from the customer's premises at all reasonable hours for any purpose reasonably connected with the furnishing of service and the exercise of any and all rights secured to it by law or these rules.

3. Utility shall have the right (but not the obligation) to remove any or all of its property installed on the customer's premises at any time after the termination of service.

D. CUSTOMER RESPONSIBLE FOR EQUIPMENT FOR RECEIVING SERVICE

The customer shall, at the customer's own risk and expense, furnish, install and keep in good, safe, and leak free condition all regulators, piping, appliances, fixtures and apparatus of any kind or character located beyond the point of delivery which may be required for receiving service from the Utility and for applying and utilizing geothermal hot water, including all necessary protective appliances and suitable housing therefore; and Utility shall not be responsible for any loss, injury or damage occasioned or caused by the negligence or wrongful act of the customer or any of the customer's agents, employees or licensees in installing, maintaining, using, operating or interfering with any such regulators, piping, appliances, fixtures or apparatus. Utility has the right to refuse service to any customer or discontinue service with or without notice if, in the Utility's opinion, the facilities beyond the point of delivery are unsafe or present a hazardous condition.

E. SERVICE CONNECTIONS MADE BY UTILITY'S EMPLOYEES

Only duly authorized employees or agents of Utility are allowed to connect the service pipe to, or disconnect the same from, Utility's facilities, or to turn on the supply of water from the meter. When connecting the service pipe or when turning on the supply of water, Utility shall perform a safety inspection for the limited purpose of verifying that the customer piping and appliances are leak free at Utility's standard delivery pressure. Utility may refuse to provide service if the customer's piping or appliances are not leak free.

EXHIBIT B – SERVICE LATERAL DESCRIPTION
(Insert metering provisions if applicable under Section 3.K.)

Utility has prepared a conceptual design of running a Service pipeline from the intersection of Virginia Street and Peckham Lane to Customer's service location. The approximate location of which is shown in Figure 1 of this Exhibit B. The pipeline is expected to include the following details:

Diameter

For estimation/comparison purposes, the pipe material was assumed to be ductile iron pipe. According to mechanical narratives for the expansion to the Reno Sparks Convention Center (November 30, 2018), 10-inch internal piping is required. Due to the long lengths of pipe, the supply and return lines are assumed at a 12-inch diameter to provide the required capacity while accounting for head losses.

Surface and Structural Improvements

Peckham Ln. and Virginia St. will require 6" asphalt on 12" aggregate base sections for the permanent patches and 2" grind and overlay for the whole lane width above the trench, per City of Reno standards. The RSCC parking lots/drive aisles are assumed to require 5" asphalt on 12" aggregate base permanent patch sections with no grind and overlay. Small portions of sidewalk and landscaping will be replaced where the pipeline crosses from the public road to the private parking lots/drive aisles. Where the pipelines are routed on the roof of the skywalk and RSCC, additional roof support may be required. Further structural analysis is required to explore the extent and cost.

Construction Timeline

The target in-service date is November 1, 2020.

Figure 1 to Exhibit B

LUMOS & ASSOCIATES
308 N. CURRY ST., STE. 200
CARSON CITY, NV 89703
TEL: 775.883.7077
WWW.LUMOSINC.COM

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AVALON GEOTHERMAL

AVALON GEOTHERMAL SYSTEM
ATLANTIS & RSCC TIE-IN ASSESSMENT
OVERVIEW

RENO WASHOE RENO

REV	DATE	DESCRIPTION	BY

CONCEPTUAL
NOT FOR CONSTRUCTION
DECEMBER 2018

BAR IS 1 INCH ON ORIGINAL DRAWING
0 100'
IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY

FIG 1

DRAWN BY:	MCQ
DESIGNED BY:	MCQ
CHECKED BY:	TR
JOB NO.:	9450.001

L:\LAPro\9450.001 - Atlantis & RSCC Geothermal Tie In Assessment\DWG\Civil3D\9450.001 SITEBASE.dwg,FIG 1, 12/31/2018 09:43 am mquiroga

Figure 2 to Exhibit B

4599 Longley Lane
Reno, NV 89502
T 775.828.4889

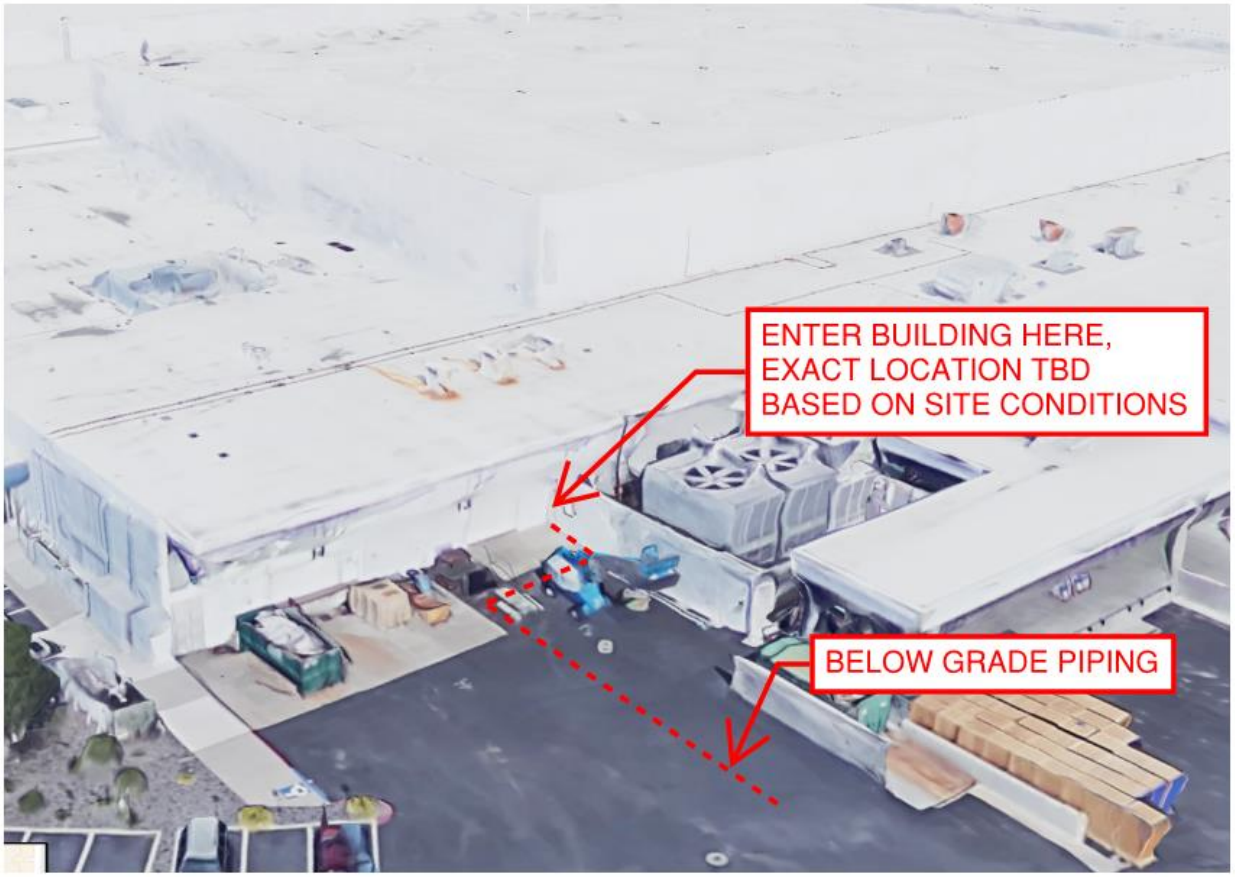

Figure 1 - Proposed Pipe Routing

EXHIBIT C – RATE SCHEDULE

The utility agrees to sell to Customer, and Customer agrees to purchase from Utility, the Service at the rates herein provided in this Exhibit B.

The rate for the Service shall be equal to 82.5% of Sierra Pacific Power Co.'s Large Commercial and Industrial Natural Gas Service rate, "Schedule LCNG," on file and approved by the Public Utilities Commission of Nevada from time to time.

The Monthly Service Fee shall be $250.00.

EXHIBIT D – EARLY TERMINATION PAYMENT SCHEDULE

The following elements are included in the Early Termination Payment:

1. Mechanical Installation Charges for Service Lateral Tie-In, Not to exceed $270,000[1]

2. Civil Installation Charges for Service Lateral Tie-In $700,000-1,098,000, Not to exceed $1,098,000[2]

3. Infrastructure Capacity Charge: 10% of infrastructure costs, not to exceed $1,000,000.00:

Total: Early Termination Payment Amount: Range of $1,970,000 – 2,368,000. Not to exceed $2,368,000

Early Termination Amount Reduction Schedule:

Effective beginning the first day of the calendar year following the first full year of service, the Early Termination Amount will be reduced by 5% (1/20th) of the total amount and reduced the first day of each calendar year thereafter by a like amount.

[1] Cost based on MSA Opinion of Probable Cost, dated November 30, 2018, provided to RSCVA on March 8, 2019

[2] Cost based on range of Preliminary Cost Estimate developed by Lumos & Associates, provided to RSCVA on March 8, 2019.

ADDENDUM 1 – NAC 704.782 INFORMATION

1. Billing: Bills for service shall be issued on the first day of the month following the month that service has been rendered. Bills are due and payable on the 20th day of each month during the term of the contract. Service may be disconnected from any customer who is more than two months in arrears by giving said customer written notice that service will be disconnected unless all arrears are paid within 15 days after notice is mailed.

2. Delinquent charges: All bills that are more than 30 days delinquent shall be assessed a penalty of 2% per month for the time said bills remain unpaid.

3. Applications for service: All customers requesting service from Utility shall submit a written application for service setting forth the following:

a. Name and billing address of applicant;
b. Address of residence to be served;
c. Address for bill if different than service address;
d. Type of service requested; and
e. Signature of applicant.

4. In the event that the Utility is unable to deliver geothermal service, it agrees to submit to arbitration any customer's claim for damages pursuant to NRS Chapter 38, as required by NRS 704.669.

5. Utility agrees to provide the services hereunder for the term specified at the agreed specifications and rates provided that: (A) said hot water is available from the underground source that the Utility has permitted rights to re-inject all geothermal fluids needed to provide service and that the Utility has the required production, transmission and distribution facilities to provide said service, and (B) Delivery may be interrupted for scheduled or emergency repairs to facilities required to provide service or when electricity to operate the necessary pumps is not available from Sierra Pacific Power Company dba NV Energy.

6. Customer complaints should be submitted in writing to Utility's General Manager, Matthew Rosenfeld, at 136 S. Main Street, #600, Salt Lake City, UT, 84101 or by electronic mail to matt.rosenfeld@avalongeothermal.com.

7. Utility will make reasonable efforts to continue operating during an emergency but makes no warranties or guarantees related to such continued operation and shall not be responsible or liable for any interruption in service during an emergency.

To: RSCVA Board of Directors

From: Robert Chisel, Director of Finance

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

Date: June 28, 2018

Subject: **Review and possible approval of the Reno-Sparks Convention and Visitors Authority Fiscal Year 2019-20 Property, General Liability, Automobile, Umbrella, Workers' Compensation, Public Officials' Liability, Crime and Internet Liability, and associated Insurance Coverage**

Executive Summary

The Reno-Sparks Convention and Visitors Authority's current insurance policies are purchased yearly and are scheduled to expire on July 1, 2019. The Authority's insurance broker, USI Insurance Services National, Inc., marketed the various policies with multiple insurers. Based upon the quotes received, staff is recommending the insurance policies as attached. The new insurance program recommended premiums is estimated to be $312,841, an increase of $43,760.

Background

Staff, working with USI, reviewed the insurance coverage programs for risk, cost, and best practices to verify the amounts and types of coverages to seek for the Authority. Based upon this analysis USI sought multiple quotes from insurers, for the various.

The property insurance market has firmed significantly in 2019. The market experienced losses at an all-time high in 2017, due to unprecedented windstorms and flooding with estimated losses of $200 billion. Unprofitability for carriers continued with severe storms in 2018, with estimated losses of around $80 billion (higher than the 20-year average of approximately $55 billion).

Accounts with catastrophe loss exposures and adverse loss histories are facing double-digit rate increases. As of January 2019, the RSCVA"s ratio of insured property losses to premiums paid from 2017-2018 was nearly 70%. The underwriters have cautioned of potential rate increases exceeding 20% for accounts with loss ratios exceeding 51%.

The upcoming renewal is also impacted by insured values, which have increased approximately 4% this year. This increase is mainly due to increases in estimated replacement cost values.

The RSCVA's property insurance program has been placed with the Alliant Property Insurance Program, the largest property placement in the world with nearly 9,000 members and $450 billion in insured values. This program is marketed each year to obtain the most competitive terms and pricing from various insurance markets.

Attached is a summary of the coverages.

Fiscal Impact

Sufficient funds have been budgeted to cover the premium for Fiscal Year 2019-20.

Recommendation

Staff recommends that the Board approve the RSCVA Fiscal Year 2019-20 Property, General Liability, Automobile, Umbrella, Workers' Compensation, Public Officials' Liability, Crime and Internet Liability, and associated Insurance Coverage.

Reno-Sparks Convention & Visitors Authority

Fiscal Year 2019 Property, Casualty and Workers' Compensation Insurance Renewal

Brandon Lewis, CPCU, ARM | Vice President

Jennifer Fryer, CIC | Account Executive

May 13, 2019

Products and services are offered through USI Insurance Services LLC.

This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only. This is a quotation of coverage only. It is not a binder.
This proposal does not amend or alter the insurance contract.
Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.

THE USI ONE ADVANTAGE®

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May 14, 2019

Reno-Sparks Convention & Visitors Authority
Property, Casualty and Workers' Compensation
Fiscal Year 2019 Marketing Summary

Property Insurance Market

The property insurance market has firmed significantly in 2019. The market experienced losses at an all-time high in 2017, due to unprecedented windstorms and flooding with estimated losses of $200 billion. Unprofitability for carriers continued with severe storms in 2018, with estimated losses of around $80 billion (higher than the 20-year average of approximately $55 billion).

Accounts with catastrophe loss exposures and adverse loss histories are facing double-digit rate increases. As of January 2019, the RSCVA's ratio of insured property losses to premiums paid from 2017-2018 was nearly 70%. The underwriters have cautioned of potential rate increases exceeding 20% for accounts with loss ratios exceeding 51%.

Property premiums are also impacted by insured values, which have increased approximately 4% this year. This increase is mainly due to increases in estimated replacement cost values.

The RSCVA's property insurance program has been placed with the Alliant Property Insurance Program, the largest property placement in the world with nearly 9,000 members and $450 billion in insured values. This program is marketed each year to obtain the most competitive terms and pricing from various insurance markets.

Last year, USI submitted the RSCVA to several other insurance markets and programs, which were unable to provide competitive terms and pricing.

Casualty Insurance Market

Although insurance rates have also been firming for other lines of coverage, the RSCVA's casualty premiums have remained stable, within less than 1% of last year's costs.

Last year, USI negotiated a 28% overall premium decrease for the RSCVA's casualty insurance premiums, a savings of over $40,000. The RSCVA also reduced its exposure by converting from self-insurance to full-insurance for workers compensation, saving over $10,000 in premium with this change.

Thank you for the opportunity to serve the RSCVA.

Reno-Sparks Convention & Visitors Authority
Property, Casualty and Workers' Compensation
Fiscal Year 2019 Marketing Summary

Property & Cyber Insurance	
Alliant Property Insurance Program (APIP)	Quoted Renewal

Liability Insurance General Liability, Commercial Auto, & Excess Liability	
Travelers Insurance Companies	Quoted Renewal

Public Entity Management Liability	
Travelers Insurance Companies	Quoted Renewal

Workers Compensation	
Travelers Insurance Companies	Quoted Renewal

Crime Coverage	Renewal Options
Travelers Insurance Companies	Option # 1– Limit $500,000 / Deductible $2,500 = Annual Premium $2,223 Option # 2 – Limit $1,000,000 / Deductible $5,000 = Annual Premium $2,696

Assault Threat and Kidnap & Ransom Coverage	Renewal Options
Great American Insurance Company	Option # 1 – Annual term $2,061 Option # 2 – 3 year prepaid premium $5,389

Reno-Sparks Convention & Visitors Authority
Property, Casualty and Workers' Compensation
Fiscal Year 2019 Renewal Premium Summary

Coverage	FY2019 Insurance Carrier	FY2019 Limits/ Deductibles	FY2018 Expiring Premium	FY2019 Renewal Premium	*$ Change*	*% Change*
Property Boiler & Machinery Earthquake Flood Pollution Liability	Alliant Property Insurance Program (APIP)	Policy Limit: $250,000,000 Total Insured Value $193,706,968 *General Deductible $10,000* Boiler & Machinery $100,000,000 Earthquake $10,000,000 / ded $50,000 Flood $10,000,000 / ded $100,000 Pollution Liability $2,000,000 / $75,000	$140,800	$183,297	*$42,497*	*30%*
Network Security/Privacy	Beazley (APIP)	$1,000,000 / deductible $10,000	$4,117	$5,133	*$1,016*	*25%*
General Liability	Travelers	$1,000,000 / $2,000,000 aggregate	$40,015	$41,679	*$1,664*	*4%*
Public Officials' Liability	Travelers	$1,000,000 / deductible $25,000	$7,733	$7,932	*$199*	*3%*
Employment Practices Liability	Travelers	$1,000,000 / deductible $25,000	$5,026	$4,196	*(831)*	*-17%*
Automobile	Travelers	$1,000,000	$21,127	$16,355	*($4,772)*	*-23%*
Umbrella	Travelers	$10,000,000 occurrence & aggregate	$27,873	$29,224	*$1,351*	*5%*
Workers Compensation Guaranteed Cost – All States	Travelers	Statutory/ $1,000,000	$18,204	$20,741	*$2,537*	*14%*
Crime	Travelers	$500,000 / deductible $2,500	$2,223	$2,223	*$0*	*0%*
Assault / Threat Coverage	Great American	Assault Expense - $500,000 Threat Response - $100,000	$1,963	$2,061	*$98*	*5%*
Total Estimated Premium			**$269,081**	**$312,841**	*$43,760*	*16%*

Please note for the APIP Property & Cyber program the carrier issues indications in May and the formal quotes will be released in June. Renewal premiums are estimated based on information available and will be confirmed with the formal quote.

To: RSCVA Board of Directors

From: Robert Chisel, Director of Finance

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

Date: May 23, 2019

Subject: **Public Hearing: Review, discussion and possible action regarding recommendation to the Reno-Sparks Convention and Visitors Authority Board of Directors to adopt proposed amendments to the Authority's Transient Lodging Tax Rules and Regulations**

Executive Summary

Finance Staff is proposing certain updates and proposed changes to the Transient Lodging Tax Rules and Regulations. In addition, RSCVA staff is proposing additional clean-up and other minor clarifications. All proposed changes are outlined below and are as set forth in the draft Booklet attached to this Staff Report

Background

Attached is a red-lined copy of the proposed Reno-Sparks Convention and Visitors Authority Transient Lodging Tax Rules and Regulations outlining several revisions and clarifications. The change is restricted to 6.4.3 Payment By Government Credit Card, with language being crossed out identified with red font and crossed out, and additional language identified in blue font.

The change is being conducted to properly reference the government SmartPay travel credit card numbers as being acceptable for exemption from transient lodging taxes (as outlined in the GSA SmartPay website). The change will not have any impact on the room tax rates or room tax amounts paid.

Below are the proposed changes to the Transient Lodging Tax Rules and Regulations.

6.4.3. Payment By Government Credit Card (SmartPay Card). The RSCVA recognizes Transient Lodging Tax exemptions on those credit card purchases that are billed directly to the United States government from the approved list from General Services Administration (see www.gsa.com website). Lodging purchases made with ~~the following~~ **approved** United States government travel

credit cards are exempt~~:~~.

~~**Start with 4486 and the sixth digit is 0, 6, 7, 8 or 9 (example: 4486 X6XX XXXX XXXX)**~~
~~**Start with 4614 and the sixth digit is 0, 6, 7, 8 or 9 (example: 4614 X6XX XXXX XXXX)**~~
~~**Start with 4716 and the sixth digit is 0, 6, 7, 8 or 9 (example: 4716 X6XX XXXX XXXX)**~~
~~**Start with 5564 and the sixth digit is 0, 6, 7, 8 or 9 (example: 5564 X6XX XXXX XXXX)**~~
~~**Start with 5565 and the sixth digit is 0, 6, 7, 8 or 9 (example: 5565 X6XX XXXX XXXX)**~~
~~**Start with 5568 and the sixth digit is 0, 6, 7, 8 or 9 (example: 5568 X6XX XXXX XXXX)**~~

The RSCVA will provide an updated and current list of exempt travel credit card numbers on its website.

Centrally Billed: Centrally billed credit card purchases, which are billed directly to and paid by the federal government, are exempt from Transient Lodging Tax. Centrally billed credit cards utilize the account numbers listed above.

Individually Billed: Individually billed credit card purchases, which are billed directly to and paid by the federal employee, are not exempt from Transient Lodging Tax as stated from the General Services Administration (see www.gsa.com website). ~~**The credit card account numbers begin with 4486, 4614, 4716, 5564, 5565 or 5568 and the sixth digit in the account number is 1, 2, 3 or 4.**~~ Purchases made with individually billed credit cards are not exempt regardless of whether the employee has a federal exemption certificate, travel orders, or is subsequently reimbursed by the United States government.

Purchases made with any type of credit card other than centrally billed, are not exempt from Transient Lodging Tax.

Fiscal Impact

None.

Recommendation

Staff recommends that the Board approve the proposed revisions and additions to the RSCVA Transient Lodging Tax Rules and Regulations as presented.

To: RSCVA Board of Directors

From: Phil DeLone, President/CEO

Date: May 23, 2019

Subject: Review, Discussion and Possible Action regarding FY 2019/20 Proposal for Strategic Performance Management and 2019 Visitor Origination Analysis

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Executive Summary

Staff is seeking approval of the continuance of work provided by OnStrategy to provide dedicated consulting services to support an effective strategy implementation management process. The "Scope of Work" covers the fiscal year 2019/20.

Background

In December 2015 OnStrategy was contracted to develop a five-year Strategic Plan for the RSCVA. This plan was developed with direction and input from the Board of Directors, Stakeholders and staff. The RSCVA is in the third year of the plan. OnStrategy has been instrumental with ensuring the Strategic Plan is followed and timely reporting back to the board occurs.

The Visitor Origination Analysis (VOA) was first conducted utilizing 2015 customer data from the major Washoe County lodging properties. This report provides the RSCVA and participating properties with information on origin of visitors to the destination, the effectiveness of the Agency's marketing expenditures and the hotel properties effectiveness in a market. The VOA has been embraced and supported by the properties.

Fiscal Impact

Total Contract not to exceed $148,600 in fiscal year 2019/20. This will be a budgeted item.

Recommendation

Staff recommends the Board authorize the continuance of work provided by OnStrategy under the terms of the proposed scope of work for fiscal year 2019/20 attached hereto.

FY19/20 STRATEGIC PLAN & PERFORMANCE MANAGEMENT & 2019 VOA

Submitted April 16, 2019

OnStrategy is pleased to submit the following proposal to Reno-Sparks Convention and Visitors Authority (RSCVA) to provide dedicated consulting services to support an effective strategy implementation management process. With an updated Strategic Plan leading into FY18/19, the continued aim is to have the long-term plan being implemented, as part of the RSCVA's culture, driving results for the destination. As part of this process, our services will include the activities detailed here in this scope. Project to cover **July 2019 to June 2020.**

COST ESTIMATE

- **Management Activities - $10,000/month** (Can be terminated with a 45-day notice)
  Management activities include the ongoing activities to support strategic implementation, performance management and VOA production.
- **Visitor Origination Analysis Full Report preparation for RSCVA – Included above**
  To include a comprehensive market view of all property data submitted by the 13+ hotel properties, benchmarked against 2015, 2016, 2017, and 2018 results.
- **Visitor Origination Analysis – 13 Hotel Property Reports @ $2,200/per property report**
  Activities to develop the base VOA are included in management activities. This line item covers just the one-time activity of producing confidential property reports and VOA meetings with each property.

KEY ACTIVITIES

Govern and manage the Long-Range Strategic Plan, which includes all activities related to adapting the strategy as needed through the implementation of the plan including:

- Annual Board Retreat planning, facilitation and follow up,
- Annual Sales Retreat & Tourism Department planning, facilitation and follow up,
- Updating the Long-Range plan as needed,
- Develop the FY19/20 Action Plans with the department teams – Sales, Tourism Sales, and Marketing,
- Develop and support the Annual Plan Board Presentation,
- Provide subject matter expertise as needed to support the Executive Team with team meeting facilitation, community outreach, Board relations or other activities that support the implementation of the strategic plan.

Monthly and quarterly performance management to maintain the agility and relevancy of the plan from a data perspective, OnStrategy will support the executive team to manage their teams against the Strategic Plan metrics on a monthly basis, including:

- Supporting the production of a monthly Scorecard, with RSCVA staff, to monitor the progress of the strategy and report to the Board of Directors and present results quarterly,
- Produce the mid-year performance report,
- Product the end-of-year performance report,
- Support CEO communication to all staff regard the progress against the plan.

Annual CEO Goal development, support and reporting in partnership with the Executive Team, legal counsel and the Board Committee:

- Develop the annual goal targets and reporting methodology,
- Support the Board Committee's review and approval process,
- Report on the end-of-year performance against goal.

Manage, analyze, and produce the 2018 Visitor Origination Analysis to include coordination with the 13 properties as well as the production of property-specific reports:

- **RSCVA & OnStrategy to manage project data collection** from 13+ hotel properties listed below, for January 1, 2018 – December 31, 2018.
- **Report preparation for RSCVA** including a comprehensive market view of all property data submitted by the 13+ hotel properties, benchmarked against 2015, 2016 and 2017 results.
- **Data analysis for each property to:**
    - Determine the origination of visitors to Reno-Tahoe during calendar year 2018
    - Provide hotel property comparative data to identify potential market opportunities
- **Confidential property specific report and preparation for 13+ hotel properties including:**
    - **Previously Participating Properties:** Atlantis Casino Resort Spa; Boomtown; Eldorado Resort Casino; Grand Sierra Resort and Casino; Harrah's Casino Hotel Reno; Hyatt Regency Lake Tahoe Resort, Spa and Casino; Nugget Casino Resort; Peppermill Resort Spa Casino; Whitney Peak; Renaissance Reno Downtown Hotel, Sands Regency Casino Hotel; Silver Legacy Resort Casino; and Circus Circus Reno.
    - **Possible Additions to the Analysis:** Western Village (Additional properties to be determined)

COST PROPOSAL & PROJECT AUTHORIZATION

	Frequency	Total Cost
Management Retainer: Lead monthly strategic plan execution and performance management *Management activities can be terminated with a 45-day notice from either party at any time during the contract.*	July 2019-June 2019 Monthly Fee	$10,000/month
2019 VOA RSCVA Report: 2019 RSCVA Full Market Report	One-time fee	Included in monthly above
2019 VOA Confidential Property-Specific Reports: 2019 Visitor Origination Analysis Report (Estimate based on 13 properties – additional properties can be added at a rate of $2,200 per report)	One-time fee per property	$2,200/report per property
Total Estimated Investment		**$148,600**

The following authorizes OnStrategy to execute the project as specified above.
Please Send to: erica@onstrategyhq.com or Fax to: (775) 398-1594

Client:	**Provider**:
Reno-Sparks Convention & Visitors Authority	OnStrategy, Inc.
_____	_____
Signature	Signature
_____	Erica Olsen
Print Name	Print Name
_____	COO/Co-Founder
Title	Title
_____	April 15, 2019
Date	Date

TERMS

The project will be billed monthly based on the proposed pricing schedule. Payment is due Net 30. Any need to expend more than the proposed cost due to additional requested work will be discussed prior to work commencing and shall be in writing.