

**RENO-SPARKS CONVENTION AND VISITORS AUTHORITY
NOTICE OF PUBLIC MEETING
REGULAR MEETING OF THE BOARD OF DIRECTORS
Thursday, October 24, 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
Ms. Shannon Keel
Mr. Don Kornstein
Councilman Ed Lawson

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 OF OCTOBER 24, 2019 BOARD OF DIRECTORS' REGULAR MEETING

For possible action.

D. APPROVAL OF MINUTES OF SEPTEMBER 26, 2019 BOARD OF DIRECTORS' REGULAR MEETING

For possible action.

E. PRESENTATIONS

E1. 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.

F. FINANCE DIVISION

F1. Review, discussion and possible approval to purchase from Briggs Electric, Inc a system upgrade to the fire control system at the Reno-Sparks Convention Center in the amount not to exceed \$115,155

The Board of Directors is being asked to review and possibly approve the purchase from Briggs Electric, Inc of a system upgrade to the fire control system at the Reno-Sparks Convention Center in the amount not to exceed \$115,155.

For possible action.

F2. Review, discussion and possible approval of the Fiscal Year 2018-2019 Room Tax Department Performance

The Board of Directors is being asked to review and possibly approve the Fiscal Year 2018-2019 Room Tax Department Performance.

For possible action.

F3. Review, discussion and possible approval of an agreement between the RSCVA and Benchmark Inc. to provide project management and construction observation for a roofing project for the Reno-Sparks Convention Center in an amount not to exceed \$124,200

The Board of Directors is being asked to review and possibly approve an agreement between the Authority and Benchmark Inc in an amount not to exceed \$124,200 to provide project management and construction observation for a roofing project for the Reno-Sparks Convention Center.

For possible action.

F4. Review, discussion and possible approval of a contract between the RSCVA and Olcese Construction Company for the demolition of the Reno-Sparks Livestock Events Center Armory Hall in the amount not to exceed \$71,346

The Board of Directors is being asked to review and possibly approve a contract between the Authority and Olcese Construction Company for the demolition of the Reno-Sparks Livestock Events Center Armory Hall in the amount not to exceed \$71,346.

For possible action.

F5. Review, discussion and possible approval of a contract between the Authority and Merit Electric for the purchase and installation of LED lighting at the Reno-Sparks Convention Center – “A” Meeting Rooms in the amount not to exceed \$59,325

The Board of Directors is being asked to review and possibly approve of a contract between the Authority and Merit Electric for the purchase and installation of LED lighting at the Reno-Sparks Convention Center – “A” Meeting Rooms in the amount not to exceed \$59,325.

For possible action.

G. HUMAN RESOURCES DIVISION

G1. Employee Benefits

Sheri Nill, Director of Human Resource, will present a recommendation to renew the RSCVA Employee Benefit Plan. The Board of Directors is being asked to review and possibly renew the Employment Benefit Plan on the terms presented.

For possible action.

H. MARKETING DIVISION

H1. Review of Digital Marketing and Influencer activity

Christina Erny, Sr. Digital Marketing & Engagement Manager, will give the board an update on the RSCVA Digital Marketing and Influencer programs.

This is an information item. Not an action item.

I. BOARD MEMBER COMMENTS REGARDING ITEMS FOR FUTURE MEETINGS

This is an information item. Not an action item.

J. 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.

K. ADJOURNMENT

For possible action.

Persons are invited to submit written remarks for all matters, both on and off the agenda. Written remarks presented for inclusion in the Board of Directors’ minutes must be flat, unfolded, on paper of standard quality, and 8 ½ by 11 inches in size. Written remarks shall not exceed five (5) pages in length. The RSCVA will not accept for filing any submission that does not comply with this rule. On a case-by-case basis, the Board of Directors may permit the filing of noncomplying written remarks, documents, and related exhibits 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
September 26, 2019**

The Regular Meeting of the Board of Directors of the Reno-Sparks Convention & Visitors Authority met at 9:00 a.m., September 26, 2019, 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

Vice-Chairman Ed Lawson called the meeting to order at 9:00 a.m.

Pledge of Allegiance led by Phil DeLone, President & CEO, RSCVA

Board Members Present:

Nat Carasali
Shannon Keel
Councilman Ed Lawson
Commissioner Bob Lucey (via telephone)
Ann Silver
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
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:

Michael Larragueta, Vice President of Sales

B. COMMENTS FROM THE FLOOR BY THE PUBLIC

None

C. APPROVAL OF THE AGENDA

MOTION: Member Mark Sterbens made a motion to approve the September 26, 2019 agenda with the amendments. Seconded by member Bob Wood. **Motion carried unanimously.**

D. APPROVAL OF MINUTES OF AUGUST 22, 2019 REGULAR BOARD MEETING

MOTION: Member Bill Wood made a motion to approve the Minutes of August 22, 2019, Regular Meeting. Seconded by Member Mark Sterbens. **Motion carried unanimously.**

E. PRESENTATIONS

E1. RSCVA Board Appointment of Nevada Resort Association Board of Directors seat pursuant to NRS 244A.601(1)(d)(4)

Phil DeLone, President/CEO, RSCVA drew the board's attention to the letter contained in the board materials from the Nevada Resort Association (NRA). The NRA nominated Don Kornstein, Board Member at Caesars/Harrah's to serve on the board for the remainder of Mr. Lee Dillard's two-year term. This position will become effective immediately through the end of the term in December 2020.

MOTION: Chairman Bob Lucey made a motion to approve Mr. Don Kornstein, Board Member at Harrah's/Caesars to the RSCVA Board of Directors. Seconded by Vice-Chairman Lawson. **Motion carried unanimously.**

E2. Election of the RSCVA Secretary and Treasurer

Ben Kennedy stated the RSCVA Board of Directors must elect a Secretary and Treasurer from among its members pursuant to NRS 244A.605 to fill the seat vacated by Lee Dillard. He said that the positions of Secretary and Treasurer may be combined if voted on by the board in the form of a motion.

MOTION: Member Mark Sterbens made a motion to combine the position of Secretary and Treasurer on the RSCVA Finance/Facilities committee. Seconded by member Ann Silver. **Motion carried unanimously.**

Chairman Bob Lucey made a motion to nominate Member Bill Wood for the position of Secretary/Treasurer.

Member Bill Wood reminded the board that his term ends in January of 2020.

Member Nat Carasali stated that he would second the nomination realizing that the position would need to be filled at the end of Mr. Wood's term.

MOTION: Chairman Bob Lucey made a motion to nominate Member Bill Wood for the position of Secretary/Treasurer. Seconded by member Nat Carasali. **Motion carried unanimously.**

E3. SMG General Update

Michael Day, General Manager of SMG - Reno, provided an update of the four SMG managed facilities. He began by announcing that SMG and AEG Facilities are combining to create ASM Global. Mr. Day continued with a financial, operation and sales update for July and August. He also included highlights that included confirmed shows at the Reno Event Center, along with event booking at the Livestock Event Center, the Convention Center and the National Bowling Stadium. Mr. Day also discussed the Kingpin Club by Brunswick and the Grand Reopening Gala for the National Bowling Stadium.

This is an information item. Not an action item.

E4. RSCVA Staff Update

Phil DeLone, President/CEO, began by saying that the National Bowling Stadium is nearing the completion of its \$4 million renovations, funded by the downtown \$2.00 fund, and in mid-October will relaunch with a soft opening. New furniture follows in late November and after its receipt, the Stadium will be ready for the USBC and the expected 75,000 room nights the tournament represents. He added that both the RSCVA sales team and SMG have developed sales plans to re-activate the Bowling Stadium with bookings, bowling sweepers, parties, events and more. Mr. DeLone stated that the Kingpin Club will open to the public on a limited weekly schedule next month. Mr. DeLone discussed the Reno Livestock Event Center (RSLEC), saying that work continues with the Armory abatement and demolition and we anticipate the site to be ready, cleared and graded with 100 – 120 days from now. He added that Rhonda Leach, Director of Equestrian & Sports Sales, has booked three new equine events that will be coming to the updated facility including The Ranch Sorting Nat. Championship Western States Finals, The American Heritage West and The Challenge of the Breeds.

Mr. DeLone touched on Convention Sales saying that in the month of July, the department booked 25,012 room nights of future convention business, ahead of their monthly goal of 19,000 room nights. He added that in August, Convention Sales booked 31,646 room nights of future business, ahead of their monthly goal of 23,876. Mr. DeLone said that the RSCVA and our resort partners participated in the American Society of Association Executives (ASAE) annual conference in Columbus, Ohio and IMEX America, one of the largest business to business tourism and convention tradeshow in the world. Mr. DeLone gave the board a brief update on the viability research of the RSCVA constructing offices, rather than renting. He stated that after interviewing firms, the RSCVA has engaged local architecture and engineering company, BJG, to provide a design and estimated building cost for the project. They identified a possible location at the corner of the RSCC's parking lot C and will bring a full scope of the work to the board at a further date. Mr. DeLone touched on the monthly scorecard, saying that cash occupied rooms in Washoe County were 329,772, down 5.1% from the year prior and that Average Daily Rate (ADR) was up by 5.4% from the year prior at \$125.64. He added that the Washoe County Hotel Market Segment, of which 43 properties report statistics, cash occupied room nights were down from the year prior by 6.2% at 273,372 room nights and the ADR of the 43 Hotel Properties was up by 5.3% from the year prior at \$131.25. He finished by saying of the top eleven properties reporting, the market mix in July was 16.9% convention business, 27.8% Tourism driven, 29.7% comp rooms, and 24.8% FIT (Free Independent Traveler).

Jennifer Cunningham, Executive Vice President, stated that with the change in strategy from branding to referrals, overall web sessions were up 19% and partner referrals were up 24%. She discussed the great response from target markets in the Bay Area, Seattle and LA Basin with the change in digital buys and increased the digital spend for July 2019 by 52% over the prior year. Ms. Cunningham stated that the RSCVA is working very closely with our partners at the airport on air service. She said that year-over-year flights for August are up 14.2% and seats are up 16.8%. She added that beginning November 14th, Frontier Airlines will begin non-stop flights between Reno and Vegas four days a week. Ms. Cunningham finished by sharing two mentions in national publications. The first was in the August issue of Men's Journal and the second was an article titled "The Golden Age for Art in the Silver State" in Smart Meetings.

Art Jimenez, Executive Director of Tourism Sales, opened with the July Tourism numbers. He stated that the tourism channel reported were 75,734 room night or a decrease of 481 room nights from last July. Mr. Jimenez went on to say that is just shy of the 97.5% target of 77,739 room nights. Mr. Jimenez reported that the tourism team continues to work with Expedia, MailPound, and GDS Programming with Saber as well as United Airlines Vacations in support of the new air service out of Houston. He finished by sharing a few of the tradeshow the tourism team attended including a Travel Nevada sales mission to Mexico, a new show with Brand USA, a tradeshow in London, and a show in Dallas and Houston. He added that he is proud to report that all client events are sold out.

Esther Isaac, Director of Marketing, stated that the marketing team met with OnStrategy to update the annual marketing plan based on the approved corporate strategic plan. She stated as part of that planning on Sept. 18th, the sales department brought together all of our key vendors for a Marketing Strategy meeting. Ms. Isaac said the RSCVA will hold a marketing committee meeting where we will share the specifics of our annual plan in the near future. She added that Christina Erny, Sr. Digital Marketing and Engagement Manager, will provide a quarterly report on the RSCVA Influencer program at the October board meeting.

Robert Chisel, Director of Finance, brought the board's attention to the July financial found in the board packet. He stated that the RSCVA is on target for the budget. He announced that the RSCVA was awarded the Certificate of Achievement for excellence in financial reporting from the government finance officers association. Mr. Chisel reported that Trent LaFerriere and Jose Martinez have successfully completed the certification as Contract Administrators through the state of Nevada.

This is an information item. Not an action item.

E5. Downtown Reno Partnership Update

Alex Stettinski, Executive Director of the Downtown Reno Partnership (DRP), delivered updates on the Downtown Reno Partnership that included Ambassador highlights, economic & community development, and the Main Street Grant. He also discussed the DRP's current and upcoming marketing campaigns.

This is an information item. Not an action item.

F. FINANCE DIVISION

F1. Review, discussion and possible approval of a wireless network lease with American Tower Corporation for the Reno-Sparks Convention Center

Robert Chisel, Director of Finance, stated that the Board of Directors is being asked to review and approve a Wireless Network Lease for the Reno-Sparks Convention Center (RSCC) for the installation of an indoor distributed antenna system (DAS) for wireless telecommunications and data for ten years with renewal terms.

MOTION: Member Mark Sterbens made a motion to approve a Wireless Network Lease for the Reno-Sparks Convention Center. Seconded by member Ann Silver. **Motion carried unanimously.**

F2. Review, discussion and possible approval of the Reno-Sparks Convention and Visitors Authority's Investment Policy

Robert Chisel, Director of Finance, stated that the Board of Directors is being asked to review and approve the updated Investment Policy for the Reno-Sparks Convention & Visitors Authority.

MOTION: Member Nat Carasali made a motion to approve the updated Investment Policy for the Reno-Sparks Convention and Visitors Authority. Seconded by member Mark Sterbens. **Motion carried unanimously.**

F3. Review, discussion and possible approval of the advance purchase and reimbursement of cost from the City of Reno for carpeting and HVAC for the National Bowling Stadium for an amount not to exceed \$143,573

Robert Chisel, Director of Finance, stated that the Board of Directors is being asked to review and approve the RSCVA purchasing, on behalf of the City of Reno, carpeting for the "Pro Shop" area and the "South Atrium" area of the fourth floor of the National Bowling Stadium for a cost to not exceed \$63,548, and HVAC for the "South Atrium" area for a cost to not exceed \$80,025 (engineers estimate \$72,750 plus 10% contingency of \$7,275), for a total not to exceed \$143,573, subject to reimbursement by the City of Reno as funds become available.

MOTION: Member Nat Carasali made a motion to approve the advance purchase and reimbursement of the cost from the City of Reno for carpeting and HVAC for the National Bowling Stadium. Seconded by member Mark Sterbens. **Motion carried unanimously.**

G. EXECUTIVE/LEGISLATIVE COMMITTEE RECOMMENDATIONS

G1. Phil DeLone, President/CEO Goals & Objectives for FY 2019-2020

Erica Olsen, OnStrategy, presented to the board issues discovered regarding the measurement of room nights relative to Visitation/Destination Awareness and Tourism Sales. In question is **Item #1:** Allowing for flexibility to adjust markets, where the Marketing Department is targeting media, spend; **Item #2:** Adjusting the goal from a year-over-year growth to growth against the overall Washoe County hotel room night market and **Item #3:** Proposed revised goal language. She stated that the Executive/Legislative Committee is recommending modifications to the RSCVA CEO Goal Strategic Priority #1 FY 2019-2020. Ms. Olsen opened the floor for questions.

Nat Carasali, Chairman of the Executive/Legislative, stated that the committee agreed with the information brought forth by OnStrategy to make the changes to the current goals and objectives. Mark Sterbens, a member of the Executive/Legislative Committee, mentioned that the committee

took into consideration how to measure “organic growth or loss” versus the impact of the marketing programs. Based on the suggestion from OnStrategy we thought that this was a fair assessment regarding the question “are the marketing programs creating an impact in the area that we are focusing our marketing dollars.” We as a committee believed that this changed needed to be made.

Member Shannon Keel stated that in her experience based on year-over-year performance, that the goals were not typically changed and asked if this kind of change typical?

Jennifer Cunningham answered by saying that Convention Sales is based on year-over-year results. However, Tourism Sales and Marketing are typically measured by activity in most Convention Bureaus. The RSCVA has enlisted the help of OnStrategy come up with a system to measure real data.

Erica Olsen added that said, the goals were set to reflect the organic growth, but also take into consideration external factors that the RSCVA has no control over. The Visitor Origination Analysis (VOA) gives us a quantitative base to provide this measurable outcome. The reason that OnStrategy and the Executive/Legislative Committee is recommending these changes is due to the lack of dynamism in these two goals that allow for the right decision making that Tourism and Marketing teams being asked to carry forward.

MOTION: Member Nat Carasali made a motion to approve the changes to the Visitation/Destination Awareness and Tourism Sales Goal for FY2019/2010. Seconded by member Ann Sliver. **Motion carried unanimously.**

H. BOARD MEMBER COMMENTS REGARDING ITEMS FOR FUTURE MEETINGS

No items for future meetings.

I. COMMENTS FROM THE FLOOR BY THE PUBLIC

No public comments were presented.

J. ADJOURNMENT

Meeting adjourned at 10:10 a.m.

RSCVA Monthly Snapshot: August 2019

Strategic Plan Priority #1: Visitor Growth & Awareness						
Marketing Goals	OVERALL VISITOR GROWTH		August '19	August '18	Y/Y%	Monthly Goal
	Visitor Volume		474,417	475,362	-0.2%	479,169
	# of Web Sessions - National Overall		346,930	313,911	10.5%	313,911
	Number of Partner Referrals		6,480	5,469	18.5%	5,469
	SF: Web Sessions		74,651	70,281	6.2%	70,281
	Seattle: Web Sessions		25,566	18,947	34.9%	18,947
	LA Basin: Web Sessions		47,460	54,356	-12.7%	54,356
	MARKET PERFORMANCE/CASH OCCUPIED ROOMS					
	Washoe County Total					
	Room Inventory		694,199	717,933	-3.3%	721,950
	Cash Room Nights		335,749	343,719	-2.3%	346,962
	Comp Room Nights		87,512	82,381	6.2%	-
	Overall Occupancy		77.7%	76.8%	1.2%	75.4%
	Taxable Revenue		\$46,663,912	\$44,483,947	4.9%	\$45,497,847
	A.D.R.		\$138.98	\$129.42	7.4%	\$131.13
	Rev Par		\$73.11	\$67.66	8.1%	-
	Gaming Win		\$86,707,924	\$83,082,997	4.4%	-
	Hotel Market Segment					
	Room Inventory		478,028	483,397	-1.1%	499,246
	Cash Room Nights		278,903	288,400	-3.3%	291,735
	Comp Room Nights		87,019	82,050	6.1%	-
	Overall Occupancy		79.6%	79.1%	0.6%	77.3%
	Taxable Revenue		\$40,906,465	\$39,342,778	4.0%	\$40,343,706
	A.D.R.		\$146.67	\$154.60	-5.1%	\$138.29
	Rev Par		\$87.88	\$83.39	5.4%	-
	AIRLIFT					
	Air Passengers		431,640	402,794	7.2%	-
Strategic Plan Priority #2: Direct Room Night Growth						
Marketing	TOURISM SALES GOALS		August '19	August '18	Y/Y%	Monthly Goal
	Travel Wholesaler		1,123	2,238	-49.8%	-
	International/Domestic Receptive Operators		1,527	1,659	-8.0%	-
	Online Travel Agent		54,931	51,093	7.5%	-
	Travel Agent		14,078	16,578	-15.1%	-
	Group Tour/Motorcoach		3,080	3,424	-10.0%	-
	Ski and Golf Production		2,031	3,383	-40.0%	-
Sales Goals	TENTATIVE SALES PIPELINE					
	# of Leads Issued		46	60	-23.3%	54
	# of Room Nights for Leads Issued		50,063	94,219	-46.9%	-
	# of Outstanding Leads in Sales Pipeline		310	298	4.0%	-
	# of Room Nights in Sales Pipeline		508,449	597,779	-14.9%	776,000
	PRODUCED ROOM NIGHTS					
	Gross Produced Room Nights		31,646	23,652	33.8%	23,876
	*Net Produced Room Nights		31,646	23,652	33.8%	23,876
	Net Produced Room Nights % of Goal		132.5%	99.1%	33.8%	100%
	Convention Produced Room Nights		23,489	5,068	363.5%	14,019
	Sports Produced Room Nights		7,820	9,710	-19.5%	3,082
	RSLEC Produced Room Nights		337	163	106.7%	6,775
	ACTUAL ROOM NIGHTS (RNs Realized This Month)					
	Groups/Conventions Actual Room Nights		11,071	6,248	77.2%	11,371
	Sports Actual Room Nights		4,212	1,082	289.3%	4,212
	Total Actual Room Nights		15,283	7,330	108.5%	15,583
Strategic Plan Priority #3: Facility Efficiency						
GM Goals	OPERATING MARGIN		August '19	August '18	Y/Y%	Monthly Goal
	Reno-Sparks Convention Center		-\$99,497	\$26,060	-481.8%	-\$120,535
	Reno Events Center		-\$52,950	-\$109,668	51.7%	-\$63,092
	National Bowling Stadium		-\$204,430	-\$120,953	-69.0%	-\$206,755
	Reno-Sparks Livestock Events Center		-\$139,163	-\$49,477	-181.3%	-\$112,270
Legend:						
Comparison of current actual to the monthly goal						
Green						

RSCVA Monthly Snapshot: Year-to-Date August 2019

Strategic Priority #1: Visitor Growth & Awareness						
Marketing Goals	OVERALL VISITOR GROWTH	FY 19-20	FY 18-19	YTD Target	Y/Y%	Annual Goal
	Visitor Volume	940,434	960,424	958,307	-2.1%	5,195,137
	# of Web Sessions - National Overall	685,194	598,281	598,281	14.5%	2,865,968
	Number of Partner Referrals	13,702	11,280	11,280	21.5%	62,864
	SF: Web Sessions	149,314	127,746	127,746	16.9%	567,741
	Seattle: Web Sessions	47,724	28,879	28,879	65.3%	199,162
	LA Basin: Web Sessions	93,493	82,690	82,690	13.1%	415,614
	MARKET PERFORMANCE/CASH OCCUPIED ROOMS					
	Washoe County Total					
	Room Inventory	1,406,548	1,436,834	1,446,628	-2.1%	8,666,216
Cash Room Nights	665,521	691,120	688,709	-3.7%	3,636,161	
Comp Room Nights	177,896	168,589	170,268	5.5%	-	
Overall Occupancy	76.1%	77.3%	75.2%	-1.6%	67.8%	
Taxable Revenue	\$88,096,504	\$85,908,165	\$86,978,221	2.5%	\$418,607,365	
A.D.R.	\$132.37	\$124.30	\$126.29	6.5%	\$115.12	
Rev Par	\$68.06	\$65.41	-	4.1%	-	
Gaming Win	\$164,789,143	\$161,093,055	-	2.3%	-	
Hotel Market Segment						
Room Inventory	974,098	966,298	998,492	0.8%	5,953,476	
Cash Room Nights	552,275	579,894	577,610	-4.8%	3,084,157	
Comp Room Nights	176,693	167,897	169,576	5.2%	-	
Overall Occupancy	77.4%	79.9%	77.2%	-3.1%	68.4%	
Taxable Revenue	\$76,786,376	\$75,573,797	\$76,608,929	1.6%	\$371,965,854	
A.D.R.	\$139.04	\$130.32	\$132.63	6.7%	\$120.61	
Rev Par	\$80.65	\$80.32	-	0.4%	-	
AIRLIFT						
Air Passengers	863,828	817,323	-	5.7%	-	

Strategic Priority #2: Direct Room Night Growth								
TOURISM SALES GOALS		FY 19-20		FY 18-19	YTD Target	Y/Y%	Annual Goal	
Marketing	Traditional Wholesaler	2,266	4,038	-	-43.9%	-		
	International/Domestic Receptive Operators	2,704	3,283	-	-17.6%	-		
	Online Travel Agent	108,606	103,421	-	5.0%	-		
	Travel Agent	26,372	30,855	-	-14.5%	-		
	Group Tour/Motorcoach	7,110	6,037	-	17.8%	-		
	Ski and Golf Production	5,446	6,956	-	-21.7%	-		
TENTATIVE SALES PIPELINE								
Sales Goals	# of Leads Issued	105	115	108	-8.7%	688		
	# of Room Nights for Leads Issued	121,238	177,780	-	-31.8%	N/A		
	# of Outstanding Leads in Sales Pipeline	310	298	-	4.0%	N/A		
	# of Room Nights in Sales Pipeline	508,449	597,779	776,000	-14.9%	776,000		
	PRODUCED ROOM NIGHTS							
	Gross Produced Room Nights	56,658	39,654	42,991	42.9%	290,000		
	*Net Produced Room Nights	56,658	238,181	42,991	-76.2%	290,000		
	Net Produced Room Nights % of Goal	131.8%	1696.0%	100.0%	-92.2%	100%		
	Convention Produced Room Nights	46,532	166,849	28,032	-72.1%	176,595		
	Sports Produced Room Nights	9,274	11,479	6,164	-19.2%	88,255		
	RSLEC Produced Room Nights	852	759	8,795	12.3%	25,150		
	ACTUAL ROOM NIGHTS (RNs Realized This Year)							
Groups/Conventions Actual Room Nights	19,157	33,534	19,452	-42.9%	159,366			
Sports Actual Room Nights	19,169	16,839	19,169	13.8%	95,988			
Total Actual Room Nights	38,326	50,373	38,621	-23.9%	255,354			

Strategic Priority #3: Facility Efficiency							
OPERATING MARGIN		FY 19-20	FY 18-19	YTD Target	Y/Y%	Annual Goal	
GM Goals	Reno-Sparks Convention Center	-\$460,583	-\$186,517	-\$565,950	-146.9%	-\$1,191,427	
	Reno Events Center	-\$148,663	-\$262,467	-\$102,223	43.4%	\$23,054	
	National Bowling Stadium	-\$362,394	-\$191,070	-\$414,923	-89.7%	-\$1,618,639	
	Reno-Sparks Livestock Events Center	-\$180,416	-\$165,683	-\$211,755	-8.9%	-\$1,038,304	

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	



**Reno-Sparks Convention & Visitors Authority
Fiscal Year 2019-20
Interim Financials**

August 2019-20



Reno-Sparks Convention and Visitors Authority
Fiscal Year 2019-20 Interim Financial
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**Consolidated Summary
Report of Operations
For the Month of August 2019
RENO-SPARKS CONVENTION AND VISITORS AUTHORITY**

	August 2019				August 2018		
	Actual	Budget	Increase (Decrease)		Actual	Increase (Decrease)	
			Amount	%		Amount	%
Revenues							
Room Tax Collections	\$ 4,060,755	\$ 3,924,189	\$ 136,566	3.5%	\$ 3,838,954	\$ 221,802	5.8%
Tourism Surcharge	497,151	492,522	4,629	0.9%	495,672	1,479	0.3%
City Center Tax	-	-	-	0.0%	-	-	0.0%
Facility Revenues							
Reno-Sparks Convention Center	418,425	385,448	32,977	8.6%	402,518	15,907	4.0%
National Bowling Stadium	7,382	8,004	(622)	-7.8%	19,597	(12,215)	-62.3%
Reno Events Center	151,871	112,675	39,196	34.8%	90,450	61,421	67.9%
Reno-Sparks Livestock Events Ctr	113,877	75,690	38,187	50.5%	119,714	(5,837)	-4.9%
RSCVA Facilities	-	-	-	0.0%	4,800	(4,800)	-100.0%
Wildcreek Golf Course	-	-	-	0.0%	2,579	(2,579)	-100.0%
Total Facility Revenues	691,555	581,817	109,738	18.9%	639,658	51,897	8.1%
Other Income	288,891	152,589	136,302	89.3%	217,965	70,926	32.5%
Total Revenues	\$ 5,538,352	\$ 5,151,117	\$ 387,235	7.5%	\$ 5,192,249	\$ 346,103	6.7%
Operating Expenses							
Payroll & Related	\$ 1,008,265	\$ 955,054	\$ 53,211	5.6%	\$ 1,035,077	\$ (26,812)	-2.6%
Supplies & Services	1,299,389	1,241,517	57,872	4.7%	1,092,366	207,023	19.0%
Travel & Entertainment	72,448	148,610	(76,162)	-51.2%	55,012	17,436	31.7%
Promotion & Advertising	840,779	909,898	(69,119)	-7.6%	230,042	610,737	265.5%
Special Projects	58,648	109,400	(50,752)	-46.4%	54,197	4,451	8.2%
Capital Outlay	783	5,653	(4,870)	-86.2%	2,356	(1,574)	-66.8%
Total Operating Expenses	\$ 3,280,312	\$ 3,370,132	\$ (89,821)	-2.7%	\$ 2,469,050	\$ 811,261	32.9%
Non Operating Expenses							
Debt Service	\$ -	\$ 500	(500)	-100.0%	\$ -	\$ -	0.0%
Incline Village/Crystal Bay Room Tax	270,980	253,496	17,484	6.9%	267,565	3,415	1.3%
Capital Improvements	123,193	300,000	(176,807)	-58.9%	77,453	45,740	59.1%
Insurance	68,420	64,836	3,584	5.5%	39,970	28,450	71.2%
Contingency	-	-	-	0.0%	-	-	0.0%
Depreciation and Other	-	-	-	0.0%	-	-	0.0%
Total Non Operating Expenses	\$ 462,592	\$ 618,832	\$ (156,240)	-25.2%	\$ 384,988	\$ 77,604	20.2%
Total Expenses	\$ 3,742,904	\$ 3,988,964	\$ (246,061)	-6.2%	\$ 2,854,038	\$ 888,866	31.1%
Profit/(Loss)	\$ 1,795,448	\$ 1,162,153	\$ 633,296	54.5%	\$ 2,338,211	\$ (542,763)	-23.2%

**Consolidated Summary
Report of Operations
Two Months (16.6%) Ending August 2019
RENO-SPARKS CONVENTION AND VISITORS AUTHORITY**

	Period Ending August 2019				Period Ending August 2018			Annual FY 2019	
	Actual	Budget	Increase (Decrease)		Actual	Increase (Decrease)		Budget	% of Actual
			Amount	%		Amount	%		
Revenues									
Room Tax Collections	\$ 7,658,202	\$ 7,501,871	\$ 156,331	2.1%	\$ 7,412,431	\$ 245,771	3.3%	\$ 36,104,884	21.2%
Tourism Surcharge	979,274	975,469	3,805	0.4%	999,525	(20,251)	-2.0%	5,207,462	18.8%
City Center Tax	-	-	-	0.0%	-	-	0.0%	1,187,195	0.0%
Facility Revenues									
Reno-Sparks Convention Center	516,712	456,466	60,246	13.2%	491,236	25,476	5.2%	4,616,500	11.2%
National Bowling Stadium	17,428	17,508	(80)	-0.5%	52,416	(34,988)	-66.8%	1,201,471	1.5%
Reno Events Center	290,941	275,911	15,031	5.4%	124,500	166,441	133.7%	2,285,652	12.7%
Reno-Sparks Livestock Events Ctr	242,446	169,565	72,881	43.0%	160,010	82,436	51.5%	1,090,873	22.2%
RSCVA Facilities	-	-	-	0.0%	4,800	-	-	-	-
Wildcreek Golf Course	-	-	-	0.0%	2,579	(2,579)	-100.0%	-	0.0%
Total Facility Revenues	1,067,527	919,450	148,078	16.1%	835,541	231,986	27.8%	9,194,497	11.6%
Other Income	400,838	314,159	86,679	27.6%	394,209	6,629	1.7%	2,203,562	18.2%
Total Revenues	\$ 10,105,840	\$ 9,710,949	\$ 394,892	4.1%	\$ 9,641,705	\$ 464,135	4.8%	\$ 53,897,600	18.8%
Operating Expenses									
Payroll & Related	\$ 1,279,456	\$ 1,251,908	\$ 27,548	2.2%	\$ 1,295,508	\$ (16,052)	-1.2%	\$ 7,279,043	17.6%
Supplies & Services	2,437,194	2,526,150	(88,956)	-3.5%	1,904,417	532,777	28.0%	14,649,819	16.6%
Travel & Entertainment	114,958	234,370	(119,412)	-51.0%	95,874	19,084	19.9%	1,104,172	10.4%
Promotion & Advertising	1,728,694	2,277,725	(549,031)	-24.1%	1,878,420	(149,725)	-8.0%	13,109,135	13.2%
Special Projects	124,199	292,100	(167,901)	-57.5%	258,967	(134,768)	-52.0%	2,086,070	6.0%
Capital Outlay	795	11,306	(10,511)	-93.0%	4,704	(3,909)	-83.1%	67,836	1.2%
Total Operating Expenses	\$ 5,685,295	\$ 6,593,559	\$ (908,264)	-13.8%	\$ 5,437,888	\$ 247,407	4.5%	\$ 38,296,074	14.8%
Non Operating Expenses									
Debt Service	\$ 5,895,000	\$ 7,402,522	(1,507,522)	-20.4%	\$ 7,516,397	\$ (1,621,397)	-21.6%	\$ 11,519,694	51.2%
Incline Village/Crystal Bay Room Tax	447,117	462,622	(15,505)	-3.4%	442,505	4,613	1.0%	1,770,841	25.2%
Capital Improvements	178,161	600,000	(421,839)	-70.3%	158,199	19,962	12.6%	3,979,000	4.5%
Insurance	137,038	129,672	7,366	5.7%	139,180	(2,142)	-1.5%	913,793	15.0%
Contingency	-	-	-	0.0%	-	-	0.0%	400,000	0.0%
Total Non Operating Expenses	\$ 6,657,316	\$ 8,594,816	\$ (1,937,500)	-22.5%	\$ 8,256,281	\$ (1,598,965)	-19.4%	\$ 18,583,328	35.8%
Total Expenses	\$ 12,342,611	\$ 15,188,375	\$ (2,845,763)	-18.7%	\$ 13,694,169	\$ (1,351,558)	-9.9%	\$ 56,879,402	21.7%
Profit/(Loss)	\$ (2,236,771)	\$ (5,477,426)	\$ 3,240,656	59.2%	\$ (4,052,464)	\$ 1,815,693	44.8%	\$ (2,981,803)	75.0%

Consolidated Summary
Transient Lodging Tax Collections and Statistics
For the Month of August 2019
RENO-SPARKS CONVENTION AND VISITORS AUTHORITY

	August 2019				August 2018		
	Actual	Budget	Increase (Decrease)		Actual	Increase (Decrease)	
			Amount	%		Amount	%
Room Tax Collections							
Lodging	3,119,131	3,014,232	104,899	3.5%	2,948,761	170,369	5.8%
Convention Center	941,624	909,957	31,667	3.5%	890,192	51,432	5.8%
Tourism Surcharge	497,151	492,522	4,629	0.9%	495,672	1,479	0.3%
Total Tax Collections	4,557,906	4,416,711	141,195	3.2%	4,334,626	223,281	5.2%
Room Statistics							
Taxable Room Revenues	46,663,912	45,497,847	1,166,065	2.6%	44,483,947	2,179,965	4.9%
Occupied Rooms-Cash	335,749	346,962	(11,213)	-3.2%	343,719	(7,970)	-2.3%
Average Rate - Cash	\$138.98	\$131.13	\$7.85	6.0%	\$129.42	\$9.56	7.4%
Occupied Rooms							
Cash	335,749	346,962	(11,213)	-3.2%	343,719	(7,970)	-2.3%
Comp	87,512	83,202	4,310	5.2%	82,381	5,131	6.2%
28 Day	116,188	113,981	2,207	1.9%	125,415	(9,227)	-7.4%
Total Occupied Rooms	539,449	544,145	(4,696)	-0.9%	551,515	(12,066)	-2.2%
Percentage of Occupancy							
Cash	48.4%	48.1%	0.3	0.6%	47.9%	0.5	1.0%
Comp	12.6%	11.5%	1.1	9.6%	11.5%	1.1	9.6%
28 Day	16.7%	15.8%	0.9	5.7%	17.5%	(0.8)	-4.6%
Total Percentage of Occupancy	77.7%	75.4%	2.3	9.6%	76.9%	0.8	1.0%

Consolidated Summary
Transient Lodging Tax Collections and Statistics
Two Months (16.6%) Ending August 2019
RENO-SPARKS CONVENTION AND VISITORS AUTHORITY

	Period Ending August 2019				Period Ending August 2018			Annual FY 2019	
	Actual	Budget	Increase (Decrease)		Actual	Increase (Decrease)		Budget	% of Actual
			Amount	%		Amount	%		
Room Tax Collections									
Lodging	5,882,387	5,762,307	120,080	2.1%	5,693,606	188,781	3.3%	27,732,738	21.2%
Convention Center	1,775,815	1,739,564	36,251	2.1%	1,718,824	56,990	3.3%	8,372,146	21.2%
Tourism Surcharge	979,274	975,469	3,805	0.4%	999,525	(20,251)	-2.0%	5,207,462	18.8%
City Center Tax	-	-	-	0.0%	-	-	0.0%	1,187,195	0.0%
Total Tax Collections	8,637,476	8,477,340	160,136	1.9%	8,411,956	225,520	2.7%	42,499,541	20.3%
Room Statistics									
Taxable Room Revenues	88,096,505	86,978,221	1,118,284	1.3%	85,908,163	2,188,342	2.5%	418,607,365	21.0%
Occupied Rooms-Cash	665,521	688,709	(23,188)	-3.4%	691,120	(25,599)	-3.7%	3,636,161	18.3%
Average Rate - Cash	\$132.37	\$126.29	\$6.08	4.8%	\$124.30	\$8.07	6.5%	\$115.12	115.0%
Occupied Rooms									
Cash	665,521	688,709	(23,188)	-3.4%	691,120	(25,599)	-3.7%	3,636,161	18.3%
Comp	177,896	170,268	7,628	4.5%	168,589	9,307	5.5%	868,533	20.5%
28 Day	227,060	228,766	(1,706)	-0.7%	251,431	(24,371)	-9.7%	1,374,107	16.5%
Total Occupied Rooms	1,070,477	1,087,743	(17,266)	-1.6%	1,111,140	(40,663)	-3.7%	5,878,801	18.2%
Percentage of Occupancy									
Cash	47.3%	47.6%	(0.3)	-0.6%	48.1%	(0.8)	-1.7%	42.0%	112.7%
Comp	12.6%	11.8%	0.8	6.8%	11.7%	0.9	7.7%	10.0%	125.7%
28 Day	16.1%	15.8%	0.3	1.9%	17.5%	(1.4)	-8.0%	15.9%	101.5%
Total Percentage of Occupancy	76.0%	75.2%	0.8	1.1%	77.3%	(1.3)	-1.7%	67.8%	112.0%

**Consolidated Summary
Departmental Margins
For the Month of August 2019
RENO-SPARKS CONVENTION AND VISITORS AUTHORITY**

	August 2019				August 2018		
	Actual	Budget	Increase (Decrease)		Actual	Increase (Decrease)	
			Amount	%		Amount	%
Facilities							
Reno-Sparks Convention Center	(99,497)	(120,535)	21,038	17.5%	26,060	(125,557)	-481.8%
National Bowling Stadium	(204,430)	(206,755)	2,325	1.1%	(120,953)	(83,477)	-69.0%
Reno Events Center	(52,950)	(63,092)	10,142	16.1%	(109,668)	56,718	51.7%
Reno-Sparks Livestock Events Ctr	(139,163)	(112,270)	(26,893)	-24.0%	(49,477)	(89,686)	-181.3%
RSCVA Facilities	-	-	-	0.0%	(24,119)	24,119	0.0%
Wildcreek Golf Course	-	-	-	0.0%	(34,264)	34,264	100.0%
Total Facilities	(496,040)	(502,651)	6,611	1.3%	(312,422)	(183,618)	-58.8%
Sales and Marketing							
Convention Sales	(583,849)	(716,083)	132,234	18.5%	(668,354)	84,505	12.6%
Tourism Sales	(107,161)	(103,629)	(3,532)	-3.4%	(132,069)	24,908	18.9%
Marketing	(894,830)	(952,595)	57,765	6.1%	(210,470)	(684,360)	-325.2%
Total Sales and Marketing	(1,585,839)	(1,772,307)	186,468	10.5%	(1,010,892)	(574,947)	-56.9%
General and Administrative	(320,009)	(436,885)	116,876	26.8%	(374,066)	54,057	14.5%
Room Tax Revenues	4,060,755	3,924,189	136,566	3.5%	3,838,954	221,802	5.8%
Tourism Surcharge	497,151	492,522	4,629	0.9%	495,672	1,479	0.3%
Total Operating Margins	2,156,017	1,704,868	451,150	26.5%	2,637,244	(481,227)	-18.2%
Capital and Debt Service	(360,569)	(542,715)	182,146	33.6%	(299,032)	(61,537)	-20.6%
Total Departmental Margins	1,795,448	1,162,153	633,296	54.5%	2,338,213	(542,764)	-23.2%

**Consolidated Summary
Departmental Margins
Two Months (16.6%) Ending August 2019
RENO-SPARKS CONVENTION AND VISITORS AUTHORITY**

	Period Ending August 2019				Period Ending August 2018			Annual FY 2019	
	Actual	Budget	Increase (Decrease)		Actual	Increase (Decrease)		Budget	% of Actual
			Amount	%		Amount	%		
Facilities									
Reno-Sparks Convention Center	(460,583)	(565,950)	105,367	18.6%	(186,517)	(274,066)	-146.9%	(1,191,427)	38.7%
National Bowling Stadium	(362,394)	(414,924)	52,530	12.7%	(191,070)	(171,324)	-89.7%	(1,618,639)	22.4%
Reno Events Center	(148,663)	(102,223)	(46,440)	-45.4%	(262,467)	113,804	43.4%	23,054	-644.8%
Reno-Sparks Livestock Events Center	(180,416)	(211,755)	31,339	14.8%	(165,683)	(14,733)	-8.9%	(1,038,304)	17.4%
RSCVA Facilities	-	-	-	0.0%	(24,119)	24,119	0.0%	-	0.0%
Wildcreek Golf Course	-	-	-	0.0%	(33,829)	33,829	100.0%	-	0.0%
Total Facilities	(1,152,056)	(1,294,851)	142,795	11.0%	(863,684)	(288,372)	-33.4%	(3,825,315)	30.1%
Sales and Marketing									
Convention Sales	(889,031)	(1,315,170)	426,139	32.4%	(984,734)	95,702	9.7%	(6,464,273)	13.8%
Tourism Sales	(215,435)	(290,660)	75,225	25.9%	(214,125)	(1,310)	-0.6%	(1,451,138)	14.8%
Marketing	(1,665,924)	(2,051,457)	385,533	18.8%	(1,837,279)	171,355	9.3%	(13,345,062)	12.5%
Total Sales and Marketing	(2,770,391)	(3,657,287)	886,896	24.3%	(3,036,138)	265,747	8.8%	(21,260,472)	13.0%
General and Administrative	(438,657)	(554,262)	115,605	20.9%	(425,590)	(13,067)	-3.1%	(2,842,388)	15.4%
Room Tax Revenues	7,658,202	7,501,871	156,331	2.1%	7,412,431	245,771	3.3%	37,292,079	20.5%
Tourism Surcharge	979,274	975,469	3,805	0.4%	999,525	(20,251)	-2.0%	5,207,462	18.8%
Total Operating Margins	4,276,372	2,970,940	1,305,432	43.9%	4,086,544	189,828	4.6%	14,571,366	29.3%
Capital and Debt Service	(6,513,143)	(8,448,366)	1,935,223	22.9%	(8,139,008)	1,625,865	20.0%	(17,553,170)	37.1%
Total Departmental Margins	(2,236,771)	(5,477,426)	3,240,656	59.2%	(4,052,464)	1,815,693	44.8%	(2,981,804)	75.0%



To: RSCVA Board of Directors

From: Robert Chisel, Director of Finance

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

Date: October 24, 2019

Subject: **Discussion and potential approval to purchase from Briggs Electric, Inc a system upgrade to the fire control system at the Reno-Sparks Convention Center in the amount not to exceed \$115,155**

Executive Summary

Staff is requesting approval to purchase from Briggs Electric, Inc (Briggs) and upgrade and component replacement of the existing fire control system at the Reno-Sparks Convention Center. The current system is no longer supported and is at end of life. The vendor selected is the authorized vendor for the current system.

Background

The current fire control system was installed prior to 2000. Currently, the system has components that have failed as a result of the age of the technology and the system. The system is a proprietary system that has limited vendors who are available to service and upgrade the system.

Staff has reviewed the options of the system to ensure functionality into the future. The costs of a complete replacement are extensive so staff is recommending an upgrade of the current system utilizing non-proprietary components and technology, allowing for improved and reliable operations today, and future options for maintenance. Attached is the proposal that staff has developed with Briggs.

Contracts of this nature (i.e., sole source and software contracts) are not subject to the requirements of NRS Chapter 332 for award by competitive bidding. (NRS 332.115.)



Fiscal Impact

The Fiscal Year 2018/19 has an approved budget for the fire control system in the amount of \$100,000. Additional funds will come from the delay in the chair replacement capital fund.

Recommendation

Staff recommends the Board approve purchase from Briggs Electric, Inc a system upgrade to the fire control system at the Reno-Sparks Convention Center in the amount not to exceed \$115,155.



Briggs Electric, Inc.

5111 Convair Drive, Carson City, Nevada 89706 (775) 887-9901 Fax 887-9454 NV C2-41943, B2-57351, C5-78260, CA C10-297836

FIRE ALARM PROPOSAL

August 27, 2019

Estimator: Benjamin Hernandez

Company Name: Reno-Sparks Convention & Visitors Authority

Company Street Address: 4590 South Virginia St, Reno, NV 89502

Proposal No. 19-S-369

ATTN: Trent LaFerriere

Briggs Electric Inc is pleased to submit its proposal for the Reno-Sparks Convention Center Building.

This proposal is based on the following:

1. Customer provided drawings
2. Multiple site walks with customer

Scope of Work:

1. Install and provide (1) E3 motherboard
2. Install and provide (3) E3 supplemental motherboard
3. Install and provide (1) display panel
4. Install and provide (1) E3 power supply
5. Install and provide (1) dialer communicator
6. Install and provide (2) speaker select switch
7. Install and provide (1) LED driver module
8. Install and provide (1) network annunciator
9. Install and provide (1) C size inner door command center
10. Install and provide (1) C size inner door command center, 7
11. Install and provide (1) C size command center module
12. Install and provide (1) C size intelligent loop module
13. Install and provide (18) blank filler pack
14. Install and provide (1) 7200 retrofit kit



15. Install and provide (14) 6 output multi output module
16. Install and provide (10) MMO 6SF chassis
17. Install and provide (10) AMP battery charger
18. Install and provide (1) command center voice gateway twisted pair
19. Install and provide (1) INCC mic paging mic
20. Install and provide (30) 100 watt amplifier
21. Install and provide (10) auto coupler transformer
22. Install and provide (10) blank door cabinet D size
23. Install and provide (11) cabinet mounting hardware
24. Install and provide (11) 26 amp hour battery
25. Install and provide (1) document box

Inclusions:

1. Sales Tax
2. Project Management
3. 1 year workmanship warranty
4. 2 year material warranty
5. Wiring, labor, and programming of system
6. Pretest and commission, circuit investigation and tone out
7. Testing of system with county officials
8. County permits and fees with Reno Fire Department
9. Engineered drawings
10. Retrieve existing print-out panel database

EXCLUSIONS:

- Overtime, shift work, accelerated schedule
- Temporary power, heating and lighting
- Providing trash container, hauling, and dump fees
- Trenching, backfill, compaction or compaction testing
- Testing, handling, containment and hauling of hazardous material



- **Exclusions continued.....**
- Cutting, patching and painting
- Demolition
- Roof Penetrations, fire caulking
- Dust control, lift for high work
- Any conduit or raceways
- Patch Cables, Modems, Hubs, Data Switches, POE Switches, etc.

Material Bid.....\$70,936.00

Labor Bid NTE.....\$44,219.00

Total Bid\$115,155.00

Thank you for giving Briggs Electric the opportunity to work with you on this project. If there are any questions, please contact me.

Briggs Electric has an Unlimited License.

This proposal is valid for ten (30) days.

Sincerely,
Benjamin Hernandez
Systems Estimator/Project Manager
775-300-5046
benjaminh@briggselectric.com

Customer Signature: _____

Date: _____

Payment terms are net 30.



To: RSCVA Board of Directors

From: Robert Chisel, Director of Finance

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

Date: October 24, 2019

Subject: **Review of Fiscal Year 2018-2019 Room Tax Department Performance**

Executive Summary

The Room Tax Department of the RSCVA reviews itself on an annual basis to analyze its auditing performance. The Room Tax Department completed 19 audits for fiscal year 2018/2019, which resulted in findings of \$156,981.14 in taxable revenues, and collected assessments totaling \$56,329.67.

Background

The Room Tax Department's goal to perform audits on all the Hotel/Casino properties within a 3-year cycle is being maintained. Schedules have been set in place so that all other licensees in Washoe County are audited at least once every five years. The annual review of the audits completed helps in summarizing the overall deficiencies regarding compliance with the RSCVA Transient Lodging Tax Regulations.

The following exhibits show various statistical data resulting from the completed audits for the current and prior fiscal year.

Exhibit A: Audited Properties by Market Segment
Exhibit B: Taxable Revenue by Market Segment
Exhibit C: Audit Findings – Taxable Revenue
Exhibit D: Revenue Collections by Market Segment
Exhibit E: Taxable Audit Revenue by District
Exhibit F: Audit Assessment Collections by District

Fiscal Impact

No impact.



Recommendation

Staff recommends that the Board of Directors approve this report and direct staff to provide the cities and county with the yearly summary of its audit collections.

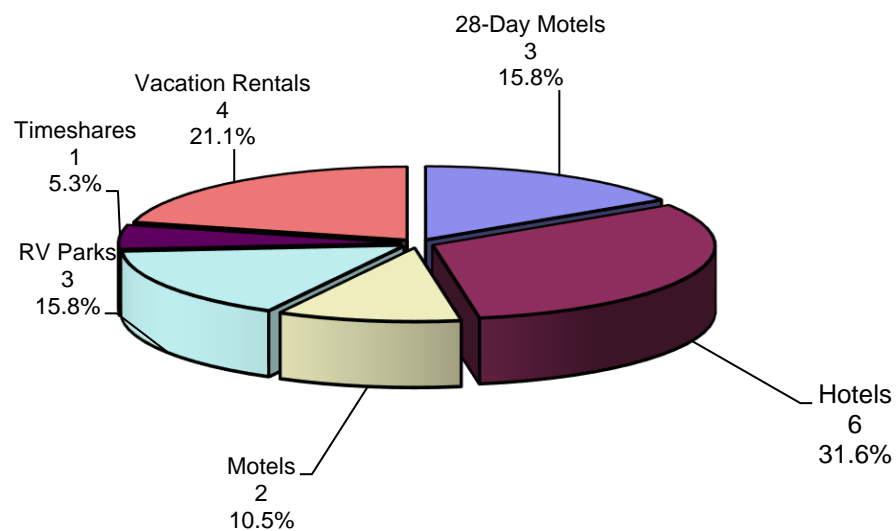


Fiscal 2018-2019 Room Tax Audit Summaries

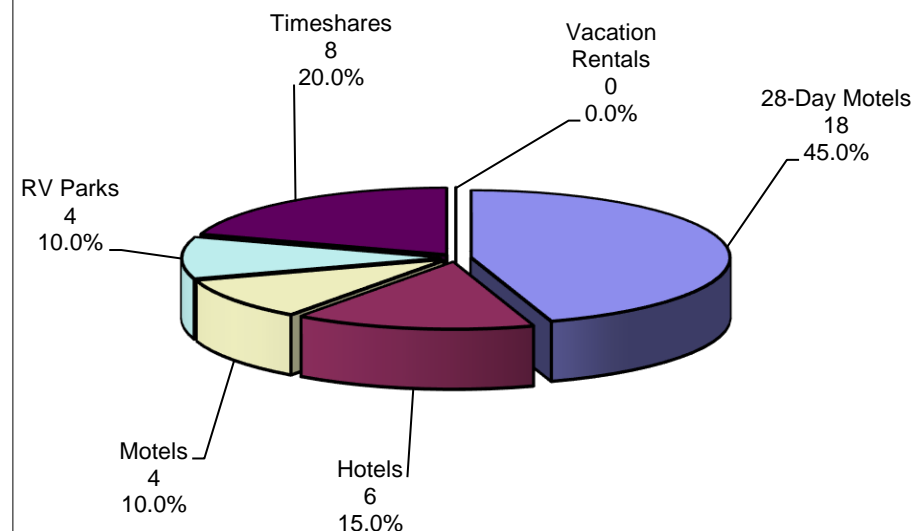
Exhibit A

Audited Properties by Market Segment				
	<u>FY 18-19</u>	<u>FY 17-18</u>	<u>FY 16-17</u>	<u>FY 15-16</u>
28-Day Motels	3	18	17	9
Hotels	6	6	11	14
Motels	2	4	2	7
RV Parks	3	4	4	2
Timeshares	1	8	4	1
Vacation Rentals	4	0	4	3
Total	19	40	42	36
# of Auditors	2	2	2	2
Avg per Auditor	9.5	20.0	21.0	18.0

Audited Properties by Market Segment FY 18-19



Audited Properties by Market Segment FY 17-18



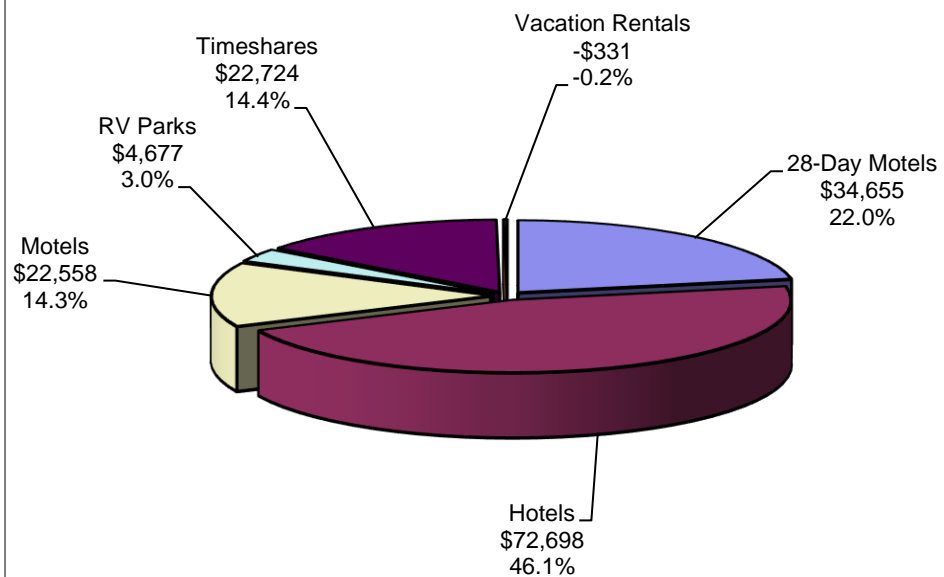


Fiscal 2018-2019 Room Tax Audit Summaries

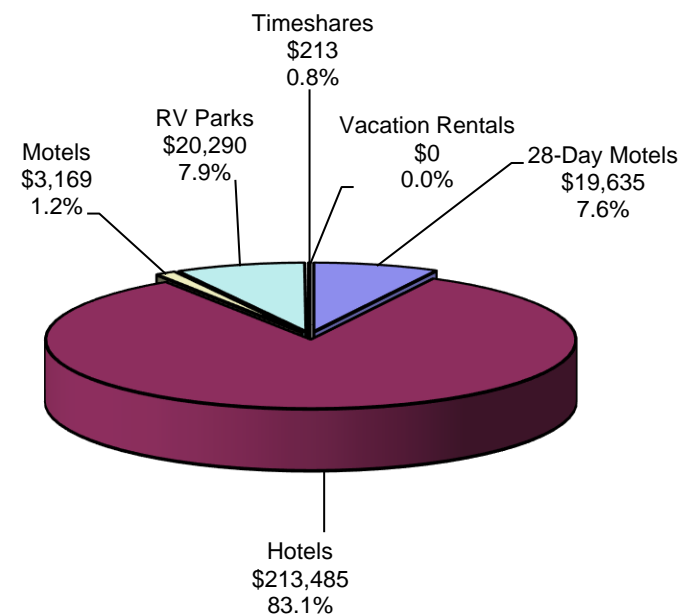
Exhibit B

Taxable Revenue by Market Segment from Audit Findings				
	<u>FY 18-19</u>	<u>FY 17-18</u>	<u>FY 16-17</u>	<u>FY 15-16</u>
28-Day Motels	\$34,655	\$19,635	\$40,773	\$5,227
Hotels	\$72,698	\$213,485	\$145,871	\$129,159
Motels	\$22,558	\$3,169	\$2,239	\$129,944
RV Parks	\$4,677	\$20,290	(\$7,319)	\$742
Timeshares	\$22,724	\$213	\$5,316	\$0
Vacation Rentals	-\$331	\$0	\$2,420	\$174,101
Total	\$156,981	\$256,792	\$189,301	\$439,173
Capital/Tourism Surcharge	\$8,403	\$3,738	\$9,631	\$7,355

Taxable Revenue by Market Segment FY 18-19



Taxable Revenue by Market Segment FY 17-18

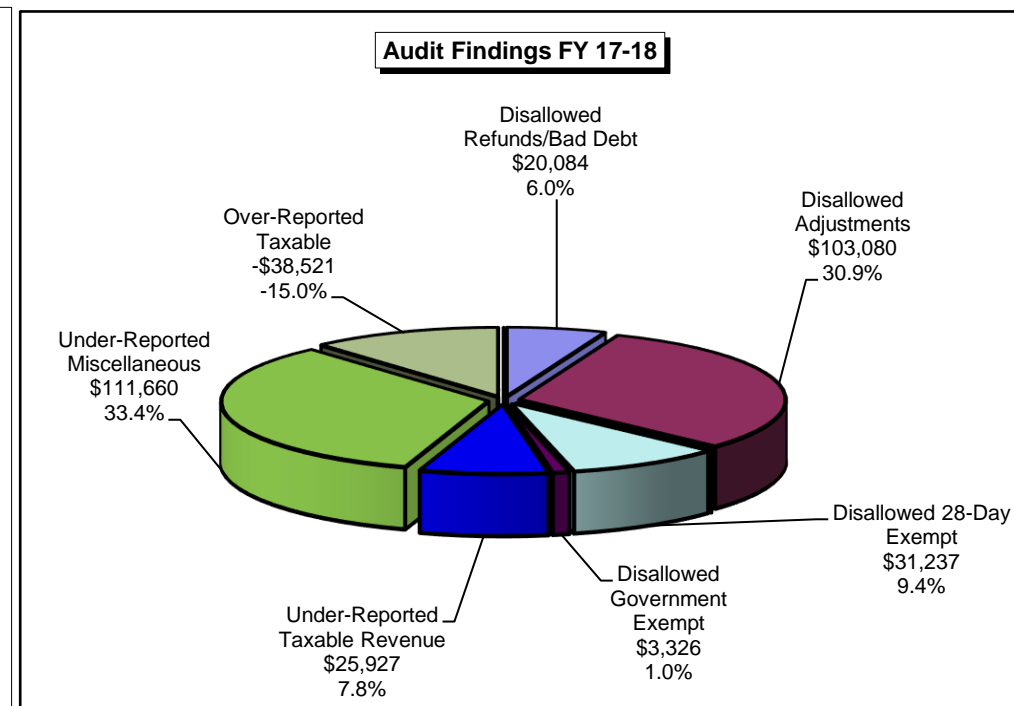
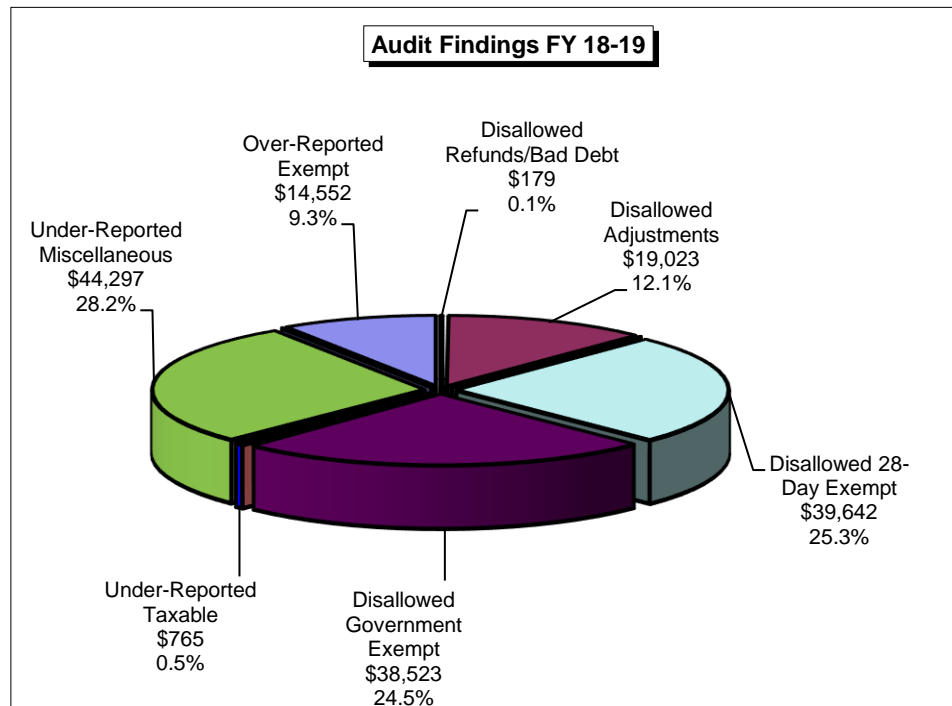




Fiscal 2018-2019 Room Tax Audit Summaries

Exhibit C

Audit Findings				
	FY 18-19	FY 17-18	FY 16-17	FY 15-16
Disallowed Refunds/Bad Debt	\$179	\$20,084	\$0	\$68,951
Disallowed Adjustments	\$19,023	\$103,080	\$33,038	\$24,854
Disallowed Comp Revenue	\$0	\$0	\$5,385	\$7,330
Disallowed 28-Day Exempt	\$39,642	\$31,237	\$40,804	\$33,991
Disallowed Government Exempt	\$38,523	\$3,326	\$10,755	\$10,352
Over-Reported Gross Revenue	\$0	\$0	\$0	(\$11,672)
Under-Reported Taxable Revenue	\$765	\$25,927	\$1,119	\$102,728
Under-Reported Miscellaneous Revenue	\$44,297	\$111,660	\$59,526	\$202,640
Over-Reported Taxable Revenue	\$0	-\$38,521	\$0	\$0
Over-Reported Exempt Revenue	\$14,552	\$0	\$0	\$0
Disallowed Group Rebates	\$0	\$0	\$38,675	\$0
Total	\$156,981	\$256,792	\$189,301	\$439,173
Under-Remitted Capital/Tourism Surcharge Funds	\$8,403	\$3,738	\$9,631	\$7,355



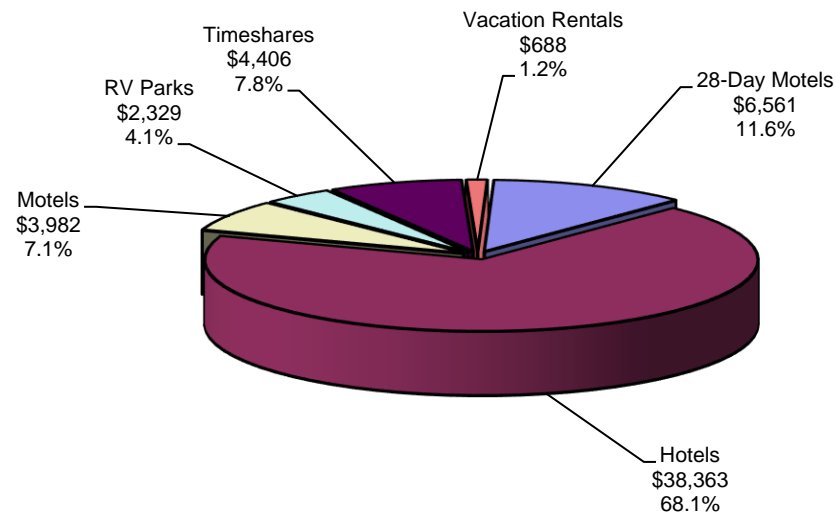


Fiscal 2018-2019 Room Tax Audit Summaries

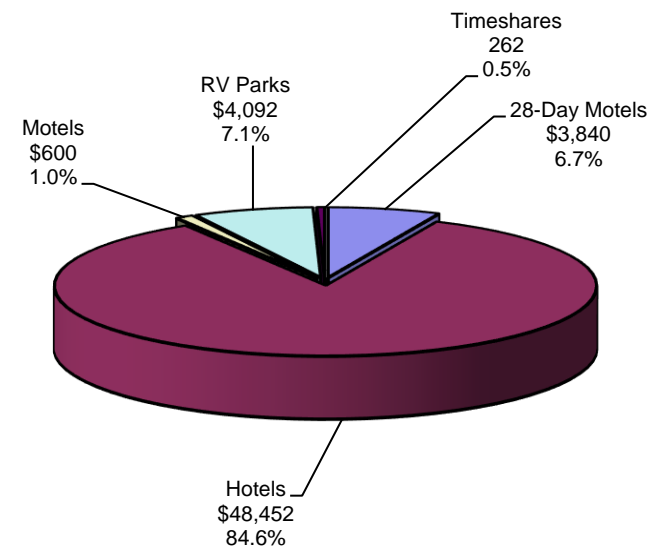
Exhibit D

Revenue Collections by Market Segment from Audit Findings				
	<u>FY 18-19</u>	<u>FY 17-18</u>	<u>FY 16-17</u>	<u>FY 15-16</u>
28-Day Motels	\$6,561	\$3,840	\$7,997	\$956
Hotels	\$38,363	\$48,452	\$56,107	\$33,624
Motels	\$3,982	\$600	\$349	\$25,618
RV Parks	\$2,329	\$4,092	-\$633	\$117
Timeshares	\$4,406	\$262	\$945	\$0
Vacation Rentals	\$688	\$0	\$473	\$7,014
Total	\$56,330	\$57,246	\$65,240	\$67,330

Revenue Collections by Market Segment FY 18-19



Revenue Collections by Market Segment FY 17-18



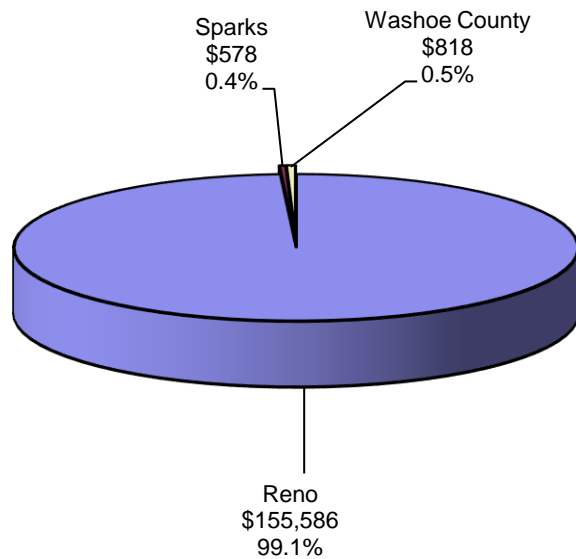


Fiscal 2018-2019 Room Tax Audit Summaries

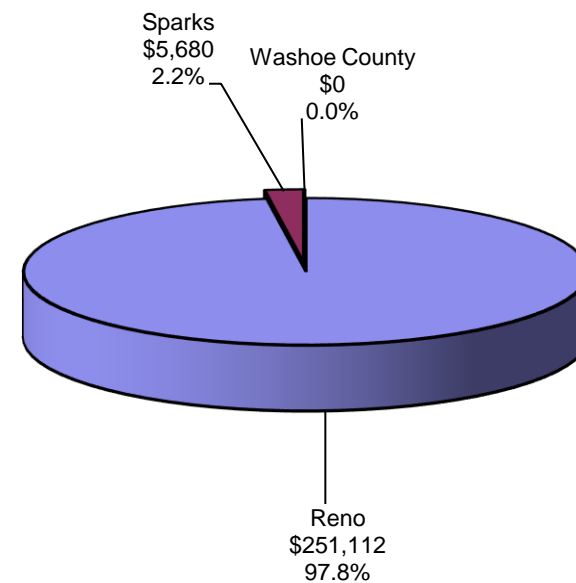
Exhibit E

Taxable Audit Revenue by District from Audit Findings				
	<u>FY 18-19</u>	<u>FY 17-18</u>	<u>FY 16-17</u>	<u>FY 15-16</u>
Reno	\$155,586	\$251,112	\$113,434	\$296,780
Sparks	\$578	\$5,680	\$68,131	\$0
Washoe County	\$818	\$0	\$7,736	\$142,393
Total	\$156,981	\$256,792	\$189,301	\$439,173
Capital Surcharge	\$8,403	\$3,738	\$9,631	\$7,355

Taxable Audit Revenue by District FY 18-19



Taxable Audit Revenue by District FY 17-18



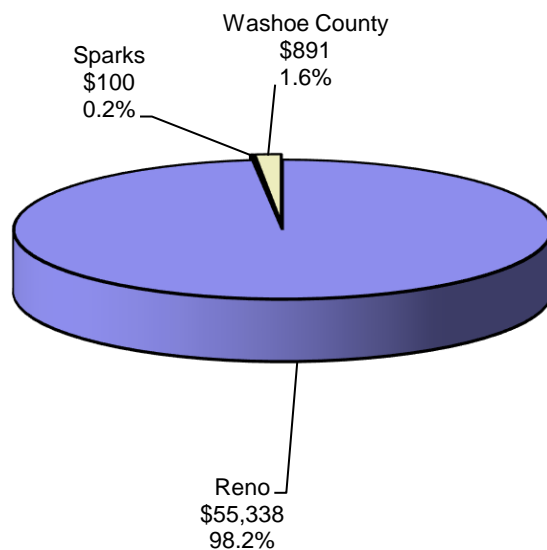


Fiscal 2018-2019 Room Tax Audit Summaries

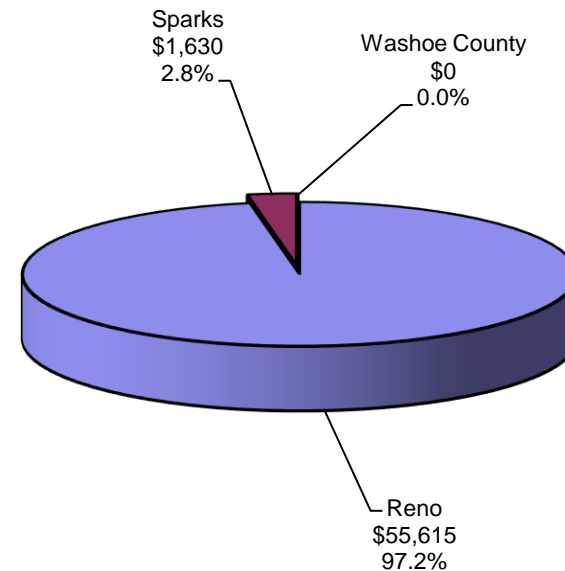
Exhibit F

	Audit Assessment Collections by District			
	<u>FY 18-19</u>	<u>FY 17-18</u>	<u>FY 16-17</u>	<u>FY 15-16</u>
Reno	\$55,338	\$55,615	\$50,959	\$296,780
Sparks	\$100	\$1,630	\$12,862	\$0
Washoe County	\$891	\$0	\$1,419	\$142,393
Total	\$56,330	\$57,246	\$65,240	\$439,173

Audit Assessment Collections by District FY 18-19



Audit Assessment Collections by District FY 17-18





To: RSCVA Board of Directors

From: Robert Chisel, Director of Finance

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

Date: October 24, 2019

Subject: **Discussion and possible approval of an agreement between the Authority and Benchmark Inc. to provide project management and construction observation for a roofing project for the Reno-Sparks Convention Center in an amount not to exceed \$124,200**

Executive Summary

Staff is requesting approval of an agreement between the Authority and Benchmark Inc. to provide project management and construction observation for a roofing project at the Reno-Sparks Convention Center (RSCC). These services are to provide the general construction management for a roofing project to the Hall 3 roof. On August 22, 2019, the Board approved the project with Kodiak Roofing and Waterproofing. The total estimated cost is to not exceed \$124,200.

Background

On August 22, 2019, the Board approved a contract with the project with Kodiak Roofing and Waterproofing for \$1,220,015 to replace the RSCC Hall 3 roof.

Benchmark Inc. provided the design specifications for the roofing project and as a professional service a bid for these services are not required. Staff believes it's in the best interest of the Authority to have full time construction management of the roofing project to ensure the quality of the project. The Authority does not have staff available to provide the construction management required for the roofing project.

This agreement is to provide:

- Review of shop drawings, product samples, bonds, certificates of insurance, and other submittals;
- Schedule and conduct preconstruction meeting to review and discuss the project work, procedures, and scheduling;
- Review and assist in negotiating any change orders;



- Prepare a closeout file;
- Coordinating the work of Kodiak with the facility operations;
- Schedule and conduct weekly progress meeting to review the project;
- Observe the work to determine if the work is proceeding in accordance with the contract documents;
- Consult with the Authority, if any requests for interpretation of the Drawings and Specifications;
- Record the progress of the work and submit written progress reports (including photographs); and
- Conduct a final inspection of the work and submit any punch list requirements.

The attachment includes the agreement and proposed fee schedule. The services for Benchmark will be managed by staff to ensure the services are only as needed and are not to exceed \$124,200 for the services.

Fiscal Impact

Funds for these services, are available in the approved fiscal year 2019-20 Capital Improvement budget for the Reno-Sparks Convention Center.

Recommendation

Staff recommends approval of the agreement between the Authority and Benchmark Inc to project management and construction observation for a roofing project for the Reno-Sparks Convention Center in an amount not to exceed \$124,200



SERVICE AGREEMENT

CLIENT: Reno-Sparks Convention Center **DATE:** October 8, 2019
ATTN: Trent LaFerriere **PROPOSAL NO.:** 0962193REV1
ADDRESS: 4590 S. Virginia Street **PHONE:** 775.827.7709
Reno, NV 89502 **E-MAIL:** tLaFerriere@renotahoeusa.com

PROJECT IDENTIFICATION AND PROPOSED SERVICE

CONSTRUCTION PHASE SERVICES

Reno-Sparks Convention Center - Hall 3
4590 S. Virginia Street
Reno, Nevada 89502
(Approximately 70,601 Square Feet)

GENERAL ASSUMPTIONS

Benchmark, Inc. (Benchmark) consulting services presented herein are offered under the assumption that **Reno-Sparks Convention Center** (Client) will participate in the process as follows:

- Client will provide access to the designated roofs and make Benchmark aware of safety and security requirements.

SCOPE OF SERVICES

For the fees herein established, Benchmark will provide roof management and consulting services as set forth below, provided that Client authorizes work to commence within **30** days from the date of this proposal. Please note any modifications/exclusions and initial.

I. CONSTRUCTION PHASE SERVICES

A. Project Administration

If requested, Benchmark will provide the following services:

1. Review preconstruction shop drawings, product samples, bonds, certificates of insurance, and other submittals.
2. Schedule and conduct a preconstruction meeting to review and discuss the project work, procedures, and scheduling.
3. Review and assist in negotiating and processing any change orders or field orders, if requested by Client.

4. Prepare a Project Closeout File containing all relevant project correspondence, roof maintenance instructions, project documentation, and progress photographs.

B. Construction Observation

If requested, Benchmark will provide the following on-site quality assurance measures:

1. Assist Client in coordinating the work of the Contractor with facility operations and other activities to complete the work in accordance with the contract documents.
2. Schedule and conduct weekly progress meetings to review and discuss the project work, procedures, and scheduling.
3. Observe the work by visiting the site on a full-time basis, as agreed to by Client. Benchmark's personnel will familiarize themselves with the progress of the work to endeavor to determine if the work is proceeding in accordance with the contract documents.
4. Consult with Client if any Contractor requests interpretation of the intent of the Drawings and Specifications, giving interpretations in writing and assisting in the resolution of questions that may arise.
5. Record the progress of the work and submit written progress reports to Client. Documentation will include field reports and photographs.
6. When the Contractor considers the work ready for final inspection, Benchmark will conduct a final inspection to evaluate the completion of the work of the Contractor, and submit to the Contractor a completion punch list.

PROVEN.

FEE SCHEDULE

I. CONSTRUCTION PHASE SERVICES

A. Project Administration \$6,800.00
Time and Expense
Per Attached Fee Schedule – Exhibit B

B. Construction Observation Time and Expense
Per Attached Fee Schedule – Exhibit B

Estimated weekly fee for full-time construction observation \$6,900.00*

Estimated 18 week(s) (90 days) \$124,200.00

* 40 hours of construction observation per week.

If Benchmark provides only part-time construction observation services, Client agrees to the fullest extent permitted by law, to indemnify and hold harmless Benchmark, it's officers, directors, and employees against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with the performance of such services, or lack thereof, by other persons or entities and from any and all claims arising from modifications, clarifications, interpretations, adjustments or changes made to the Contract Documents to reflect changed field or other conditions, except for claims arising from the sole negligence or willful misconduct of Benchmark, Inc.

AUTHORIZATION TO PROCEED

Benchmark, Inc., is hereby authorized to proceed with services described in this proposal subject to the attached Terms and Conditions, Exhibit A, of this Services Agreement.

Reno-Sparks Convention Center
Client

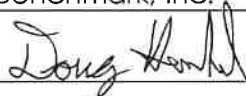
Signature

Name

Title

Date

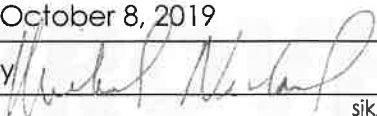
Benchmark, Inc.

Signature 

Name Doug Henkel

Title Senior Consultant

Date October 8, 2019

Reviewed by 

sjk/bg

EXHIBIT A
ROOF CONSULTING TERMS AND CONDITIONS

This AGREEMENT (which includes the attached Services Agreement and these Terms and Conditions) represents the entire and integrated AGREEMENT between the CLIENT and the CONSULTANT and supersedes all prior written or oral negotiations, representations, or AGREEMENTS. This AGREEMENT may be amended only by written instrument signed by both the CLIENT and the CONSULTANT.

1. Benchmark, Inc. (CONSULTANT) will be provided immediate access to the building, roof area, and other areas within the scope of the work, for inspection at all times during regular business hours.
2. CONSULTANT represents, and CLIENT agrees, that:
 - a. CONSULTANT intends to render services under this AGREEMENT in accordance with the generally accepted roof consulting practices, for the intended use of the PROJECT. CONSULTANT will not be a guarantor of the project to which its services are directed, and its responsibility shall be limited to work specifically performed by CONSULTANT for the CLIENT. CONSULTANT shall not be responsible for acts or omissions of the CLIENT, Contractors, subcontractors, or other third parties;
 - b. CONSULTANT's Investigative and Roof Survey Reports will be suitable to provide CLIENT with accurate information as to the existing make-up and condition of the present roof system;
 - c. CONSULTANT's recommendations and specifications for repair of an existing roof system will be in accordance with the current "state-of-the-art" standards. No representation is made as to the efficacy or duration of repairs to existing roofing systems;
 - d. CONSULTANT's roofing system recommendations and specifications are based upon current published standards and practices accepted in the trade, or published standards and practices of roofing system manufacturers, and are subject to final confirmation by the manufacturer of the roofing system selected, as to unpublished or new specifications or requirements; and assume installation by an experienced, licensed contractor in strict accordance with the specifications of CONSULTANT and the manufacturer's specifications;
 - e. Any opinion of the construction cost prepared by the CONSULTANT represents CONSULTANT's judgment and is supplied for the general guidance of the CLIENT. It is recognized that the CONSULTANT has no control over the cost of labor and material or over competitive bidding or market conditions, and the CONSULTANT does not guarantee the accuracy of such opinions as compared to contractor bids or actual cost to the CLIENT;
 - f. If in the event that any on-site observation of Contractors' work shall be included as a part of the work under the AGREEMENT and a specific schedule of observations is agreed to, then the CONSULTANT shall comply with the schedule. If on-site observation of Contractors' work is included as a part of the work under the AGREEMENT but no specific schedule is agreed to, then the CONSULTANT shall visit the site at intervals appropriate to the stage of Contractor's progress on the PROJECT. However, CONSULTANT shall not be required to make exhaustive or continuous on-site observations to check the quality or quantity of the work. CONSULTANT shall neither have control over or charge of, nor be responsible for, the construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the work since these are solely the Contractor's rights and responsibilities. CONSULTANT does not guarantee or warrant the performance of the Contractor, subcontractors, or other third parties;
 - g. CONSULTANT shall have no responsibility for unauthorized changes in the work or design by the contractor or CLIENT, unless notification of proposed changes is given to and approved in writing by CONSULTANT, prior to the changes being made;
 - h. CONSULTANT makes no representations as to the structural adequacy of the building to support the roofing repairs or replacement recommended except upon the basis of written opinion of an independent structural engineer, provided by the CLIENT;
 - i. No other representations or warranties, expressed or implied, are given. No action arising from this AGREEMENT or the services performed thereunder, including those based on latent defects, may be maintained by either party unless commenced within one year from the date of substantial completion of services rendered by CONSULTANT under this AGREEMENT;
 - j. CONSULTANT and CLIENT waive consequential damages for claims, disputes, or other matters arising out of or relating to this AGREEMENT, or termination of this AGREEMENT.
3. The CLIENT agrees to limit the CONSULTANT's liability to the CLIENT for each Project, and to limit CONSULTANT's liability by appropriate written agreement to all Contractors and Subcontractors on each project, due to the CONSULTANT's professional negligent acts, errors, or omissions, such that the total aggregate liability of the CONSULTANT to all those named shall not exceed \$25,000.00 for each Project.
4. The CLIENT shall require any Contractor or Subcontractor performing work in connection with drawings and specifications produced under this AGREEMENT to hold harmless, indemnify and defend the CLIENT and the CONSULTANT and each of their officers, agents and employees from any and all liability claims, losses, or damage arising out of or alleged to arise from the Contractor's (or subcontractor's or other third party's) negligence in the performance of the work described in the construction contract documents, but not

including liability that is due to the sole negligence of the CLIENT, the CONSULTANT, or their officers, agents and employees.

5. All drawings, specifications and other work product of the CONSULTANT for this project are instruments of service for this project only, and the CONSULTANT shall retain ownership and property interest therein whether the project is completed or not. Reuse of any of the instruments of service of the CONSULTANT by the CLIENT on extensions of this project or on any other project without the written permission of the CONSULTANT shall be at the CLIENT's risk, and the CLIENT agrees to defend, indemnify and hold harmless the CONSULTANT from all claims, damages, and expenses including attorney's fees arising out of such unauthorized reuse of the CONSULTANT's instruments of service by the CLIENT or by others acting through the CLIENT.
6. Copies of documents that may be relied upon by CLIENT are limited to the printed copies (also known as hard copies) that are signed by CONSULTANT, files in electronic media format or text, data, graphic or other types that are furnished by CONSULTANT to CLIENT are only for convenience of CLIENT. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. When transferring documents in electronic media format, CONSULTANT makes no representations as to long-term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems or computer hardware differing from those in use by CONSULTANT at the beginning of this assignment.
7. Neither the CLIENT nor the CONSULTANT shall delegate, assign, or otherwise transfer his duties under this AGREEMENT without the written consent of the other. In the event any provisions of this AGREEMENT shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties.
8. Execution of this AGREEMENT by CLIENT, or issuance of a purchase order by CLIENT, will constitute acceptance of each and every term and condition of this AGREEMENT. Any additional terms or conditions stated in CLIENT's purchase order, or other written communication accepting this AGREEMENT, or contained in any general or special conditions issued by CLIENT, or by alteration by CLIENT of this contract form, shall not be valid under any circumstances unless specifically adopted or approved by written response of CONSULTANT. Failure to respond by CONSULTANT shall be deemed a denial of any additional terms or conditions stated in CLIENT's acceptance or counter-proposal of CLIENT.
9. One or more waivers by either party of any provision, term, condition or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.
10. Neither party shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, walkouts, accidents, government acts, or other events beyond the control of the other or the other's employees and agents.
11. CLIENT agrees that the balance of all sums due under this AGREEMENT shall be immediately due and payable for services completed by CONSULTANT. CONSULTANT may charge interest at the rate of 1% per month, or the legal rate (whichever is higher) upon any sum due under this AGREEMENT, which is not paid within 30 days of its due date. CLIENT agrees to pay CONSULTANT's reasonable attorney fees and costs incurred in collecting overdue accounts or incurred otherwise enforcing the terms of this AGREEMENT. If CLIENT fails to make payments to CONSULTANT in accordance with this AGREEMENT such failure shall be considered substantial nonperformance and cause for termination or suspension of services under this AGREEMENT.
12. The CONSULTANT shall have no responsibility for the discovery, presence, handling, removal, or disposal of or exposure of persons to hazardous materials or toxic substances, including but not limited to asbestos or asbestos products, in any form.
13. Nothing contained in this AGREEMENT shall create a contractual relationship with or a cause of action in favor of a third party against either the CLIENT or CONSULTANT.
14. The duties and obligations imposed upon the parties under this AGREEMENT, and the rights and remedies available hereunder are specific, and are limited to the duties, obligations and remedies specifically set forth in this AGREEMENT. The parties hereto do not intend to create any duties, obligations or remedies not specifically set forth herein.
15. Unless otherwise specified within this AGREEMENT, this AGREEMENT shall be governed by the laws of the State of Iowa.
16. Any claim, dispute or other matter in question arising out of or relating to this AGREEMENT shall be subject to arbitration pursuant to the Construction Industry Arbitration Rules of the American Arbitration Association. Prior to arbitration, the parties shall endeavor to resolve disputes by mediation. The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.



Exhibit B

Benchmark, Inc. 2019 Fee Schedule

Consulting Services

Rate

Senior Consultant	\$190.00/Hour
Staff Consultant	\$140.00/Hour
Safety Director	\$140.00/Hour
Field Consultant	\$120.00/Hour

Support Staff Services

IT Consultant	\$105.00/Hour
Drafting Technician	\$85.00/Hour
Account Manager	\$85.00/Hour
Administrative Assistant	\$75.00/Hour

Expert Witness Service

Preparing for or providing expert witness testimony	\$300.00/Hour
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Reimbursable Expenses

Reimbursement to Benchmark, Inc. of reasonable travel expenses shall include the cost of transportation and lodging expenses, job supplies, document reproduction, shipping costs, equipment rental, etc., as incurred in the direct performance of services authorized by the Client.	At Cost
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Meals	Benchmark's employee per diem not-to-exceed allowable federal standard rate
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Benchmark, Inc. Owned Vehicle Fee	\$65.00/Day
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Subcontracted Services

At Cost, Plus 10%

Effective: June 4, 2019



To: Authority Personnel/Finance Committee

From: Robert Chisel, Director of Finance

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

Date: October 24, 2019

Subject: **Discussion and possible approval of a contract between the Authority and Olcese Construction Co. Inc. for the demolition of the Reno-Sparks Livestock Events Center Armory Hall in the amount not to exceed \$71,346**

Executive Summary

Pursuant to an Interlocal Agreement between Washoe County and the Reno-Sparks Convention and Visitors' Authority dated May 13, 2003 the Authority is to raze the building and improvements located on the Armory Site located at the Reno-Sparks Livestock Events Center (RSLEC) and develop a parking lot. Staff has bid out the demolition of the building and improvements of the Armory Site and responses to the bid were received. Olcese Construction Co. Inc. was the lowest responsive bidder, and staff recommends awarding a contract to Olcese in an amount not to exceed \$71,346, which includes a bid of \$59,455 and a contingency amount of \$11,891 (20%).

Background

On May 13, 2003 Washoe County and the Authority entered into an Agreement about the RSLEC. Section 3.2 of that Agreement outlines that the Authority will develop the site as a parking lot for passenger vehicles. On March 6, 2019, the Authority provided notice and plans for the demolition of the site and intent to construct a parking lot. Washoe County approved the proposal on April 19, 2019.

Staff engaged Lisa Monroe and Associates, Inc. to conduct an environmental survey of the Armory, in accordance with Washoe County Air Quality. The survey was complete and the environmental abatement was bid, awarded and performed, with completion anticipated by October 31, 2019.

This bid is for the demolition and removal of the entire structure and appurtenances on the property to grade level with no remaining safety issues present.



The Authority proceeded through the informal bid process, contacting vendors that bid on the demolition of the Exhibit Hall in February 2019. The Authority received three bids, Olcese is the lowest responsive bidder.

Olcese was the lowest responsive bidder, and staff recommends awarding a contract to Olcese in an amount not to exceed \$71,346, which includes a bid of \$59,455 and a contingency amount of \$11,891 (20%). The 20% contingency is based upon the number of unknown factors that may arise during the demolition of the building.

After demolition of the building the site will be graded and paved for use as a parking lot. In addition, new fencing and lighting will be placed in conformance with the Agreement with Washoe County.

Fiscal Impact

The Fiscal Year 2018-19 has an approved budget for the demolition of the Armory of \$350,000. Funds expended and committed to date total approximately \$70,000 for the project, primarily for environmental abatement and engineering.

Recommendation

Staff recommends to the Board that a contract be awarded to Olcese Construction Co. Inc. in an amount not to exceed \$71,346, which includes a bid of \$59,455 and a contingency amount of \$11,891 (20%).

PROPOSAL / CONTRACT**Date:** 10/14/2019**Client:** Reno Livestock GR
Address: 4590 S. Virginia St.
Reno, Nv 89502**Attn:** Trent Laferriere**Telephone:** 775-827-7709**Facsimile:****Cell Phone:****E-Mail:** tLaFerriere@renotahoeusa.com**Project:** 1350 Wells, Armory**Job Description:** Demolition/Tank removal

Scope of Work: Remove 18,666 sq. ft building and slab. Fill and level out site as required.
Remove 3000gallon oil tank, dispose of tank and fill hole. Compact with excavator.
Provide all permits and air quality
Remove all other loose debris

Add Item(s): Tillio Olcese carries license for Nevada Tank removal.

Notes: Price is firm fixed. Price is void after 30 days. One mobilization is included in base bid. Extra mobilization is \$2,000 per unit. Estimated time to complete is 2 weeks. Bid limit 900k. Site visit made.

Exclusion (s) (not included in Total Contract Price): Retention, SWPP plan, safe off/disconnect, layout surveying, elevations, compaction testing, off hour and Saturday/Sunday work, union participation. Owner to provide All asbestos removal and clearance documents. Owner to provide water on site. Owner to remove all utilities. Owner responsible for 3rd party inspection and testing of soil around tank. If soil is contaminated, Olcese Construction will remove at Cost + 20%.

Base Bid: \$ 59,455

Please sign below in acceptance of this contract and fax same back to our office at (775) 246-3511. Any additional work involving extra cost will be executed only by a written change order and will become an extra charge over and above the Total Contract Price. Terms net thirty (30) days with no retention to be withheld.

Signature in acceptance_____
Date

Respectfully Submitted,


Greg Fisher



To: RSCVA Board of Directors

From: Robert Chisel, Director of Finance

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

Date: October 24, 2019

Subject: **Discussion and possible approval of a contract between the Authority and Merit Electric for the purchase and installation of LED lighting at the Reno-Sparks Convention Center – “A” Meeting Rooms in the amount not to exceed \$59,325**

Executive Summary

Staff performed an informal bid for the replacement of 390 fluorescent lights with LED lights at the Reno-Sparks Convention Center – “A” Meeting Rooms. Three bids were received and the lowest responsive bidder was selected. The new lighting will reduce operating costs and improve the visitor experience with improved lighting at a reduced operational cost. Merit Electric was the lowest responsive bidder, and staff recommends awarding a contract to Merit Electric in an amount not to exceed \$59,325, which includes a bid of \$56,500 and a contingency amount of \$2,825 (5%).

Background

Improved lighting has been a customer request for the Reno-Sparks Convention Center. In the past year the lighting of the Halls and most of the exterior lighting, has been converted to LED. As part of the approved Capital Plan the lighting in the Meeting Halls is scheduled to be replaced. The “A” Meeting Rooms are the most used of the meeting rooms and this project is proposing to replace the 390 fluorescent lights with energy efficient LED lights, that also have increased lumens.

The new lighting will reduce operating costs and improve the visitor experience with improved lighting at a reduced operational cost. Merit Electric was the lowest responsive bidder, and staff recommends awarding a contract to Merit Electric in an amount not to exceed \$59,325, which includes a bid of \$56,500 and a contingency amount of \$2,825 (5%).



Fiscal Impact

The cost of the bid for lighting retrofit and contingency is \$59,325, funding for the contract has been budgeted in the capital improvement budget for Fiscal Year 2018-19.

Recommendation

Staff recommends to the Board that the award of the bid to Merit Electric for the purchase and installation of LED lighting at the Reno-Sparks Convention Center – “A” Meeting Rooms in the amount not to exceed \$59,325



7785 White Fir
Reno, NV 89523
T: 775 853 3444
F: 775 853 3441
www.meritelectricreno.com

**LED Lighting Retro
"A" Meeting Rooms
SE19-250
October 16, 2019**

To: RSCVA
Attention: Trent LeFerriere

SCOPE OF WORK:

Provide labor, materials and equipment for the installation of LED Flat Panel light fixtures in meeting rooms A1 thru A6 and A7 thru A20.
Removal of the old light fixtures and disposal.

General Conditions & Clarifications:

1. This proposal is based on standard construction wages utilizing a 40 hr, dayshift work week Monday thru Fridays.
2. Uninstall (390) fluorescent light fixtures.
3. Provide and install (390) 2X4 LED Flat Panel light fixtures.
4. Provide and install T-Bar runner as needed for all 4X4 areas.
5. Utilize the existing circuitry.
6. All lift equipment included.

EXCLUSIONS:

- Overtime, Shift Pay, Acceleration and Escalation costs.
- Cut, patch, and/or painting.
- Asbestos and Lead Abatement.
- Concrete, Asphalt Cutting Removal and Patch.
- Temporary Power, lighting, and utilities.
- Permits, Bonds and fees.

AMOUNT OF THIS PROPOSAL: \$56,500.00

(Fifty-Six Thousand Five Hundred and 00/100 US Dollars)



Payments shall be made every thirty days as the work progresses. The entire amount of the contract shall be paid within thirty days after completion.

Service and Finance Charges are applicable on past due accounts at the rate of 1 ½ percent per month on amounts thirty (30) days past due, which is equal to an annual percentage rate of 18 percent. Such charges are shown as "service charge".

Any alteration or deviation from the above specifications involving extra cost of material and/or labor will only be executed upon written orders for same and will become an extra charge over the sum mentioned in this contract. All agreements must be made in writing.

Respectfully submitted,

Signed: Rick Jackson

Note: This proposal may be withdrawn by us if not accepted within ten days of proposal date.

Acceptance

You are hereby authorized to furnish all materials and labor required to complete the work mentioned in the above proposal, for which the undersigned agrees to pay the amount mentioned in said proposal, and according to the terms thereof. I also agree to pay all reasonable costs, charges and attorney's fees that may accrue hereon after any default in payments.

Signed: _____	Signed: _____
Title: _____	Title: _____
Date: _____ 20____	Date: _____ 20____

Merit Electric

General Contractor/ Client



Item#: **55432** **LED 2X4 PANEL**

**2X4 LUMINAIRES FOR AMBIENT LIGHTING OF
INTERIOR COMMERCIAL SPACES**

FEATURES

- High Efficiency, Energy Saving
- Up to 36% Savings vs. T8 Fluorescent
- Low glare, bright consistent lighting
- For covered ceilings only
- Earthquake proof hooks included

APPLICATION

Ideal for retrofitting inefficient fixtures in malls, hospitals, airports, offices, lobbies and other residential and commercial applications.



ELECTRICAL

Wattage	50W
Voltage	100-277V
Current	1100mA
Power Factor	0.9
Total Harmonic Distortion (THD)	20

LIGHTING PERFORMANCE

Lumens	5200
Lumens Per Watt (Lm/W)	104
Color Temperature (CCT)	4000K
Color Rendering (CRI)	83
R9 (Red Value)	N/A
R13 (Skin Tones)	N/A
Beam Angle	120°
Light Distribution	Type VS
Dimmable Lighting Control	<i>Dimmable</i> 1-10V, Range 10% - 100%

ENVIRONMENT

Operating Temperature	-4 ~ 113°F
Suitable Location	DAMP
Ingress Protection Rating	IP40

LIFESPAN

Average Life (Hours)	50,000
Warranty (Years)	5

COMPONENTS

LED Light Source	Samsung
Driver	554336

CONSTRUCTION

Housing	Aluminum
Lens	--
Base / Power Supply	Hard Wired
Finish	White

QUALIFICATIONS



Visit www.designlights.org/search to confirm qualification. • Published lumens on LED products are approximate and may vary slightly.

Item#: **55432**
LED 2X4 PANEL



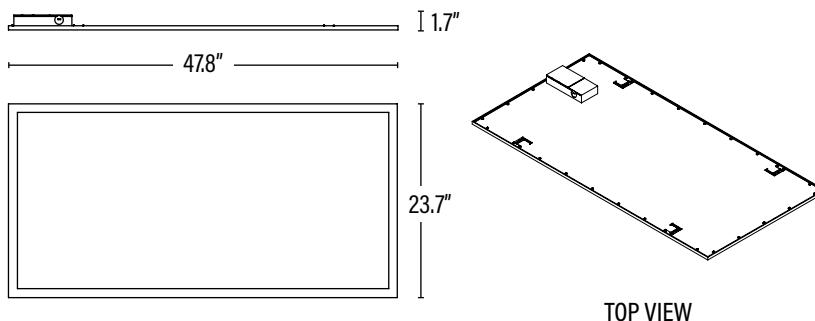
DIMENSIONS (Inches)

Length	47.8"
Width/Diameter	23.7"
Height	1.7"
Weight (Lbs)	13.7

Line drawings may not be to scale and are for general reference only.

SUPPORTING DOCUMENTS (Grey = not available at this time.)

Product Sheet	VIEW
Install Instructions	VIEW
IES Download from Web Item	VIEW
Photometric	VIEW
LM79	VIEW
LM80	VIEW



PACKAGING

		UPC	DIMENSIONS (LxWxH)	GROSS WEIGHT (Lbs)
Master Carton	2	10899645001957	49.5" x 25.6" x 4.5"	32.9
Individual Box	1	899645001950	--	16.5
Country of Origin	China			
HS Tariff	9405.10.6020			

ORDERING

ITEM#	DESCRIPTION	CASE
55432	LED 2X4 PANEL - 50W/40K/120-277V/DIMM/V6 - SUPERIOR LIFE® DLC	2

ACCESSORIES/REPLACEMENT PARTS

55442	2X4 SURFACE MOUNTED KIT FOR LED PANEL/WHITE - SUPERIOR LIFE®	1
55445	2X2 1X4 or 2X4 SUSPENDED CABLE MOUNTING KIT FOR LED PANEL - SUPERIOR LIFE®	1
55449	EMERGENCY PACK FOR LED PANEL 15W/90 MIN - SUPERIOR LIFE®	1
55450	EMERGENCY PACK FOR LED PANEL 25W/90 MIN - SUPERIOR LIFE®	1
554336	50W REPLACEMENT DRIVER FOR LED PANELS	1

ADDITIONAL INFORMATION:

Family Item: 55431/3500K - 55433/5000K

PERFORMANCE DATA

PACKAGING



To: RSCVA Board of Directors

From: Sheri Nill, Director Human Resources

Cc: Phil DeLone, President & CEO
Bob Lucey, Board Chair

Date: October 24, 2019

Subject: **RSCVA Employee Benefit Plans for 2020 Plan Year**

Executive Summary

The RSCVA provides employee health benefits to its employees, dependents, and retirees. Each year the RSCVA, through its broker LP Insurance, reviews and analyzes the cost and benefits offered. The broker and staff believe that a continuation of the current health plan and carriers is in the best interest and most cost-effective approach, therefore, we are recommending a continuation of the current employee health benefits.

Background

The RSCVA staff has anticipated and budgeted for a significant rate increase to insurance premiums for the 2020 Benefit Plan year. Due to the successful management of our Medical Loss Ratio (MLR), United Healthcare has offered the RSCVA a renewal with no annual premium increase and a rebate to the employer of \$7,321.62.

Kansas City Life (KCL) has offered a renewal of our current dental plan with a 12% premium increase. This increase is in part due to increased utilization for regular and preventative dental care. Increased utilization of preventative dental care is a component of our wellness program as regular and preventative dental care has been shown to increase general health and wellbeing. (Dental Health Foundation; Links Between Oral & General Health).

The staff believes the dental premium increase is reasonable and is included in the 2020 approved budget. Below is an impact of the health insurance changes:



Medical Premium (United Health Care)	no increase
Vision Service Plan (VSP)	no increase
LTD and STD (Kansas City Life)	no increase
Life (United Health Care)	no increase
Dental (Kansas City Life)	Increase: \$8,146.00
<u>Medical Loss Ratio</u>	<u>Rebate: (\$7,321.62)</u>
Total annual increase	\$824.38

Fiscal Impact

Funding for the employee benefits plan is available through June 30, 2020 in the approved Fiscal Year 2019-20 budget. Funds for the period July 1, 2020 to December 31, 2020 will be budgeted for in the Fiscal Year 2020-21 budget.

Recommendation

Staff recommends that the Board of Directors approve the renewal of the employee health benefits plan for the 2020 Plan year.

Market Survey Analysis

Prepared for

RSCVA

Presented By:

LP Insurance Services
Employee Benefits Division



Effective: January 1, 2020

LP Insurance Services, Inc.

License #710906

INSURANCE BROKERS * EMPLOYEE BENEFIT CONSULTANTS

RSCVA
Medical Benefits & Cost Comparison

Carrier		United Healthcare HSA-\$2,800 80%	
Network		PPO	OON
Individual Calendar Year Deductible		\$2,800	\$5,400
Family Calendar Year Deductible		\$5,600	\$10,800
Individual Calendar Year Out of Pocket Max.		\$5,000	\$10,000
Family Calendar Year Out of Pocket Max.		\$10,000	\$20,000
Primary Physician Copay		20% (d)	50% (d)
Specialist Physician Copay		20% (d)	50% (d)
Emergency Room		20% (d)	20% (d)
Urgent Care Center		20% (d)	50% (d)
Lab, X-Ray (Non-Hospital)		20% (d)	50% (d)
MRI, PET, CT Scans (Non-Hospital)		20% (d)	50% (d)
Outpatient Surgery		20% (d)	50% (d)
Inpatient Hospitalization		20% (d)	50% (d)
In Network Prescription Benefit:			
Tier I			\$10 (d)
Tier II			\$35 (d)
Tier III			\$60 (d)
Rates:		Current	Renewal
Employee	56	\$331.77	\$331.77
Employee + Spouse	9	\$676.81	\$676.81
Employee + Children	3	\$912.37	\$912.37
Family	9	\$1,376.85	\$1,376.85
RATES - RETIRED WITH MEDICARE			
Retiree w/ Medicare (A&B)	12	\$265.32	\$265.32
Retiree + Spouse, both w/ Medicare (A&B)	2	\$529.81	\$529.81
Retiree + Spouse, one w/ Medicare (A&B)	0	\$678.77	\$678.77
Retiree + Child(ren), w/ Medicare (A&B)	0	\$846.04	\$846.04
Retiree + Family, both w/ Medicare (A&B)	0	\$1,161.24	\$1,161.24
Retiree + Family, one w/ Medicare (A&B)	0	\$1,310.49	\$1,310.49
	91		
Monthly Premium		\$44,043	\$44,043
Annual Premium		\$528,512	\$528,512
\$ over/(under) current		-	\$0
% over/(under) current		-	0.0%

RSCVA

Dental Benefits & Cost Comparison

Carrier	Kansas City Life	
Network	DDS	
Reimbursement	<u>PPO</u> Neg. Fee	<u>OON</u> MAC
Individual Calendar Year Deductible	\$50	\$50
Family Calendar Year Deductible	\$150	\$150
Coverage Level:		
Preventive	0%	20%
Basic	20% (d)	40% (d)
Major	50% (d)	50% (d)
Orthodontia (child only)	50%	50%
Coverage:		
Cleaning Frequency	4 per year	
Composite Fillings	Anterior and Posterior	
Crowns	Major	
Endo and Perio	Basic	
Oral Surgery	Basic	
Implants	Not Covered	
Calendar Year Maximum	\$1,500	
Orthodontia Lifetime Maximum	\$1,000	
Roll-Over Benefits	Yes	
Waiting Periods (timely applicants):		
Basic	None	
Major	None	
Rates:	Current	Renewal
Employee 67	\$39.97	\$45.13
Employee + Spouse 11	\$93.68	\$105.76
Employee + Children 4	\$85.87	\$96.95
Family 9	\$134.25	\$151.57
91	.	
Monthly Premium	\$5,260	\$5,939
Annual Premium	\$63,122	\$71,268
\$ over/(under) current	-	\$8,146
% over/(under) current	-	12.90%
Rate Guarantee	12 months	

RSCVA

Vision Benefits & Cost Comparison

Carrier	VSP	
Network	Signature	
	<u>PPO</u>	<u>OON</u>
Frequency:		
Eye Exam	Every 12 months	
Lenses	Every 12 months	
Frames	Every 24 months	
Copayments:		
Exam	\$15	
Materials	\$0	
Schedule of Benefits:		
Vision Exam	covered in full after copay	Up to \$50
Single Vision Lenses	covered in full after copay	Up to \$50
Bifocal Lenses	covered in full after copay	Up to \$75
Trifocal Lenses	covered in full after copay	Up to \$100
Frames	Up to \$120	Up to \$70
Contact Lenses - Elective	Up to \$350	Up to \$105
Rates:	Current	
Employee	30	\$13.01
Employee + Spouse	6	\$23.72
Employee + Children	4	\$23.72
Family	9	\$32.24
	49	
Monthly Premium	\$918	
Annual Premium	\$11,012	
\$ above/(below) current	-	
% above/(below) current	-	
Rate Guarantee	Renews 7/1/2022	

RSCVA

Life/AD&D Benefits & Cost Comparison

Carrier	United Healthcare	
Eligibility		
Benefit Amount:		
Class 1- Executive, VPs,GMs, and Directors	2x Annual Earnings	
Class 2-EE's Earning \$30,000+/year	\$50,000	
Class 3-EE's Earning <\$30,000/year	\$30,000	
Class 4*-Retirees who Retired Prior to 1/1/99	\$15,000	
Class 5*-All other Eligible Retirees	\$50,000	
Dependents:		
Spouse	\$5,000	
Child	\$1,000	
Plan Features:		
Accelerated Death Benefit	Included	
Portability	Not Included	
Waiver of Premium	Included	
Travel Assistance	Included	
Benefit Reduces To:		
at age 65	None	
at age 70	50%	
at age 75	50%	
Rates:	Current	Renewal
Volume	\$6,509,500	\$6,509,500
Life/AD&D per \$1,000	\$0.370	\$0.370
Dep Life per Unit	\$1.75	\$1.750
Est. Monthly Premium	\$2,409	\$2,409
Est. Annual Premium	\$28,902	\$28,902
\$ over/(under) current	-	\$0
% over/(under) current	-	0.0%
Rate Guarantee	Renews 1/1/2022	

RSCVA

STD Benefits & Cost Comparison

Carrier	Kansas City Life	
Class Definition		
Class 1	Executives, VPs, GMs, Directors	
Class 2	EE's Earning \$30,000 +/-year	
Class 3	EE's Earning <\$30,000/ year	
Elimination Period		
Class 1	7 days	
Class 2	7 days	
Class 3	7 days	
Benefit Duration		
Class 1	13 weeks	
Class 2	26 weeks	
Class 3	26 weeks	
Replacement Ratio		
Class 1	67%	
Class 2	60%	
Class 3	60%	
Maximums		
Class 1	\$1,250	
Class 2	\$600	
Class 3	\$600	
Earnings Definition	Excludes bonuses, commissions, OT	
Earnings Loss Requirement	20%	
Occupational	Non-Occupational	
FICA Paid By	Carrier	
W-2 Preparation	Carrier	
Pre-existing Condition	None	
Rates:	Current	Renewal
Volume	\$33,265	\$33,265
Monthly Rate (per \$10 of benefit)	\$0.31	\$0.31
Est. Monthly Premium	\$1,031	\$1,031
Est. Annual Premium	\$12,375	\$12,375
% over/(under) current	-	0%
\$ over/(under) current	-	\$0
Rate Guarantee	Renews 1/1/2021	

RSCVA
LTD Benefits & Cost Comparison

Carrier	Kansas City Life	
Class Definition		
Class 1	Executives, VPs, GMs, Directors	
Class 2	EE's Earning \$30,000 +/-year	
Class 3	EE's Earning <\$30,000/year	
Elimination Period		
Class 1	90 days	
Class 2	180 days	
Class 3	180 days	
Replacement Ratio		
Class 1	67%	
Class 2	60%	
Class 3	60%	
Maximum Monthly Benefit	Benefit	Eligible Earnings
Class 1	\$6,000	\$107,463
Class 2	\$5,000	\$89,552
Class 3	\$5,000	\$89,552
Earnings Definition	Excludes bonuses, commissions, OT	
Own Occupation Timeframe		
Class 1	5 years	
Class 2, Class 3	5 years	
Earnings Loss Requirement	20%	
Any Occupation Timeframe		
Class 1	SSNRA	
Class 2, Class 3	SSNRA	
Earnings Loss Requirement	40%	
Limitations:		
Self Reporting	24 Months	
Mental Nervous/Drug & Alcohol	24 Months	
Occupational	Non-Occupational	
FICA Paid By	Carrier	
W-2 Preparation	Carrier	
Pre-existing Condition	3/12	
Rates:	Current	Renewal
Volume	\$328,820	\$328,820
Monthly Rate (per \$100 of payroll)	\$0.35	\$0.35
Est. Monthly Premium	\$1,151	\$1,151
Est. Annual Premium	\$13,810	\$13,810
\$ over/(under) current	-	\$0
% over/(under) current	-	0%
Rate Guarantee	Renews 1/1/2020	