

**RENO-SPARKS CONVENTION AND VISITORS AUTHORITY
NOTICE OF PUBLIC MEETING
FINANCE and FACILITIES COMMITTEE MEETING
Tuesday, November 28, 2023, at 12:30 pm
4065 S. Virginia Street
Reno, NV 89502**

FINANCE and FACILITIES COMMITTEE MEMBERS:

Mr. Stephen Ascuaga, Chair

Councilwoman Charlene Bybee
Mr. Rick Murdock

Mr. Richard Jay

Notice is hereby given that a quorum of the Reno-Sparks Convention and Visitors Authority Board of Directors may be present at the Finance and Facilities Committee meeting. The Finance and Facilities Committee meeting is not intended as an official meeting of the Reno-Sparks Convention and Visitors Authority Board of Directors and no deliberation or action by the Reno-Sparks Convention and Visitors Authority Board of Directors will occur.

THIS NOTICE AND AGENDA HAVE BEEN POSTED AT LEAST THREE BUSINESS DAYS BEFORE THE MEETING, IN ACCORDANCE WITH NRS 241.020, AT THE MEETING LOCATION AND AT THE FOLLOWING PUBLIC LOCATIONS:

Evelyn Mount Northeast Community Center
Reno Municipal Court
Reno-Sparks Convention & Visitors Authority (RSCVA)
Washoe County Reno Downtown Library
RSCVA Website: www.rscva.com/public-meetings

Reno City Hall
Sparks City Hall
Washoe County Administration Bldg.
Online at <http://notice.nv.gov/>

This meeting is being livestreamed and may be viewed by the public at the following link: www.rscva.com/public-meetings

Items on the agenda are for possible action by the Finance and Facilities Committee, unless stated otherwise. Items will not necessarily be considered in the order listed. The Finance and Facilities Committee 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.

Supporting Materials

Support materials are made available when they are provided to the Finance and Facilities Committee, 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 Finance and Facilities Committee. Support materials are also available at the RSCVA administrative offices and at the scheduled meeting. The designated contact to obtain support materials is Myrra Estrellado, 4065 South Virginia Street, Suite 100, Reno, NV (775) 827-7737 or mestrellado@renotahoeusa.com.

Public Comment

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.

AGENDA

A. OPENING CEREMONIES

Call to Order
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 FINANCE and FACILITIES COMMITTEE FOR NOVEMBER 28, 2023 MEETING

For Possible Action

D. APPROVAL OF MINUTES OF FINANCE and FACILITIES COMMITTEE MEETING HELD JUNE 6, 2023

For Possible Action

E. COMMITTEE MATTERS

E1. Presentation, Discussion, and Potential Approval of the Administration and Utilization of Dedicated Air Service funds

The Finance and Facilities Committee ("the Committee") is being asked to review and discuss potential changes to how dedicated Air Service Funds are administered and utilized.

The Committee may take action to: (i) identify a portion of the Air Service Fund which is designated for minimum revenue guaranty agreements; (ii) authorize the RSCVA President/CEO to execute and fund minimum revenue guaranty agreements; (iii) identify uses for the Air Service Fund other than minimum revenue guaranty agreements; and (iv) provide other direction to staff regarding the future administration and utilization of the Air Service Fund.

Approval and recommendation by the Committee is advisory only, and changes to the administration and utilization of dedicated Air Service Funds will not be effective until approved by the RSCVA Board of Directors at a duly noticed public meeting.

For possible action.

E2. Presentation, Discussion, and Potential Approval of a Proposed Budget Augmentation in the Amount of up to \$9,000,000.00 for the Reno-Sparks Convention and Visitors Authority

The Finance and Facilities Committee ("the Committee") is being asked to approve and recommend to the RSCVA Board of Directors a budget augmentation in the amount of up to \$9,000,000.00

Approval and recommendation by the Committee is advisory only, and the budget augmentation will not be effective until approved by the RSCVA Board of Directors at a duly noticed public meeting.

For Possible Action

F. COMMITTEE MEMBER ANNOUNCEMENTS, REPORTS, AND UPDATES

Committee Members may share announcements, reports, updates, and requests for information. This item is informational only, and no discussion among Committee Members will take place on this item.

Informational only

G. 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. 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.

H. ADJOURNMENT

For possible action

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

**RENO-SPARKS CONVENTION AND VISITORS AUTHORITY
FINANCE and FACILITIES COMMITTEE MEETING MINUTES
June 6, 2023, at 10:00 am
4065 S. Virginia Street
Reno, NV 89502**

The Finance and Facilities Committee of the Reno-Sparks Convention & Visitors Authority held a meeting on June 6, 2023, at 10:00 am. The meeting was properly noticed and posted in compliance with the Nevada Open Meeting Law.

A. OPENING CEREMONIES

Committee Chairman, Stephan Ascuaga, called the meeting to order at 9:08 am.

Committee Members Present:

Mr. Stephen Ascuaga, Chair
Councilwoman Charlene Bybee
Mr. Andy Chapman
Mr. Rick Murdock

Committee Members Absent:

RSCVA Executive Staff, Legal and Other Counsel Present:

Charles Harris, President & CEO
Courtney Jaeger, Vice President of Finance
Mike Larragueta, Vice President of Sales
Trent LaFerriere, Vice President of Facilities
Jose Martinez, Director of Facilities Operations
Shelli Fine, Director of Sports Development
Ben Kennedy, Legal Counsel
Lisa Farmer, Board Clerk

B. COMMENT FROM THE FLOOR BY THE PUBLIC

Chair Ascuaga opened the floor to public comment, there was none. Public comment was closed.

C. APPROVAL OF THE AGENDA OF THE JUNE 6, 2023, FINANCE AND FACILITIES COMMITTEE MEETING

Motion: Move to approve the May 9, 2023, agenda as presented.

Moved by: Member Murdock

Seconded by: Member Chapman

Aye: Members: Ascuaga, Bybee, Chapman, and Murdock

No:

Absent:

Abstain:

Vote: Motion was approved unanimously, 4-0-0

D. APPROVAL OF THE MINUTES FROM THE MAY 9, 2023, FINANCE and FACILITIES COMMITTEE MEETING

Motion: Move to approve the March 6, 2023 minutes as presented.

Moved by: Member Murdock

Seconded by: Member Bybee

Aye: Members: Ascuaga, Bybee, Chapman, and Murdock

No:

Absent:

Abstain:

Vote: Motion was approved unanimously, 4-0-0

E. COMMITTEE MATTERS

E1. Review, Discussion and Possible Recommendation Regarding Acquisition of a Portable Indoor Track, Indoor Track Equipment and Portable Bleachers ("Indoor Portable Track Project"), and Related Potential Payment Options for the Indoor Portable Track Project

Chair Ascuaga began by saying that there was a lot of information given at the Board Meeting, along with community support for the proposed indoor track but with it being a \$5 million expense he wanted the Committee to vet this expense, since it was not included in the original FY 24 budget proposed by the CEO.

Board Member Charlene Bybee mentioned that she wanted to look deeper into the financial obligations so that this Committee could make a recommendation to the Board for approval.

Ms. Courtney Jaeger began her presentation on potential funding options for the indoor track project. Ms. Jaeger stated that she researched grant funding and state-funding options, but unfortunately due to the planned usage of the track, those options were not available to us at this time, as the track project would not qualify for the options currently available. Ms. Jaeger also discussed that issuing debt to fund this project would be disadvantageous to the RSCVA, given the size of the project and increases to the total cost that issuing debt would cause.

Ms. Jaeger then explained how we could delay or move scheduled projects to make funds available in FY 24 for the indoor track project. Mr. Trent LaFerriere, Vice President of Facilities then listed specific projects that would be delayed or moved in FY 24.

Committee Members had several questions regarding budgeted items and how we could allocate funds towards the indoor track project. The Committee also discussed the indoor track project in more detail.

Discussion continued regarding proposed funding of the indoor track project. The Committee decided to accommodate the FY 24 track payments through Option B, which was presented as delaying certain capital projects and using the Special Events Opportunity Fund. The Committee decided to fund the FY 25 Track Payments through Option A, which was presented as using available resources from FY 24 and FY 25 (room tax revenues in excess of budget, special event opportunity fund, capital budget, reductions in the operating budget).

Motion: To award the contract for the Reno-Sparks Convention & Visitors Authority, RFP 2023-0P02 purchase of a portable indoor track to Truckee Meadows Construction under the terms presented and to award the proposal for the portable bleachers to Flooring Solutions of MD Inc. under the terms presented and to award the proposal of the indoor track equipment to USC Spirits under the terms presented, with staff recommendation of option B for Fiscal Year 24 for the funding of the \$1.86 million and a path forward recommendation to the board for Fiscal Year 25 to share the cost as presented on option A for \$3.18 million.

Moved by: Committee Member Chapman

Seconded by: Committee Member Bybee

Aye: Members: Ascuaga, Bybee, Chapman, and Murdock

No:

Absent:

Abstain:

Vote: Motion was approved unanimously, 4-0-0

E2. Discussion and Possible Direction to Staff Regarding a Request for Sponsorship of the Incline Village Crystal Bay July 4th SkyShow Event

Board Member Andy Chapman presented the request for sponsorship funding of the Incline Village Crystal Bay July 4th SkyShow Event. Mr. Chapman told the committee that this request was originally put through the Special Event Marketing Grant but it didn't really qualify for that program but that it might be an opportunity for the RSCVA to be a sponsor of this important event.

Motion: Move to recommend approval of a request for sponsorship of the Incline Village Crystal Bay Sky Show in the amount of \$20,000 to go forward to the full board of directors.

Moved by: Committee Bybee

Seconded by: Committee Chair Ascuaga

Aye: Members: Ascuaga, Bybee, Chapman, and Murdock

No:

Absent:

Abstain:

Vote: Motion was approved unanimously, 4-0-0

F. COMMITTEE MEMBERS' COMMENTS REGARDING ITEMS FOR FUTURE MEETINGS

There were none.

G. COMMENTS FROM THE FLOOR BY THE PUBLIC

Chair Ascuaga opened the floor to public comment, there was none. Public comment was closed.

H. ADJOURNMENT

Meeting adjourned at 10:51 am.

The meeting may be viewed here: <https://www.youtube.com/watch?v=ivK3zOxmnWA>



To: RSCVA Board of Directors - Finance and Facilities Committee

From: Mike Larragueta, Interim President and CEO
Christina Erny, Vice President of Marketing

Cc: Stephen Ascuaga, Committee Chair

Date: November 28, 2023

Subject: Presentation, Discussion and Potential Approval of the Administration and Utilization of Dedicated Air Service Funds

Executive Summary

The Committee is being asked to review and discuss potential changes to how Air Service Funds are administered and utilized.

Background

The Committee is being asked to designate a portion of the Air Service Fund for minimum revenue guaranty agreements, to authorize the RSCVA President/CEO to execute and fund minimum revenue guaranty agreements, to identify approved uses of the Air Service Fund other than minimum guaranty agreements, and to provide further direction to staff regarding the future administration and utilization of the Air Service Fund.

Staff is recommending authorization for the CEO to direct board-approved Air Service Funds up to \$500,000 toward minimum revenue guaranty agreements and up to \$500,000 toward air service marketing efforts, on an annual basis. Additional funding from the Air Service budget, in excess of \$500,000 specifically approved for either segment, would return to the board of directors for approval.

Fiscal Impact

The recommended measure would impact board-approved Air Service Funding, up to \$1 million on an annual basis.

Recommendation

Staff recommends the following motion: I move to authorize the RSCVA President/CEO to direct allocated Air Service Funds, executing minimum revenue guaranty agreements up to \$500,000 and approving Air Service marketing efforts up to \$500,000 on an annual basis.



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To: RSCVA Board of Directors

From: Courtney Jaeger, CPA - Vice President of Finance

Date: November 28, 2023

Subject: Proposed Budget Augmentation for the Reno-Sparks Convention and Visitors Authority for Fiscal Year 2024.

Summary

A budget augmentation is being proposed for the fiscal year ending June 30, 2024.

Approval and recommendation of the proposed budget augmentation by the Finance and Facilities Committee is advisory only, and the budget augmentation will not be effective until approved by the RSCVA Board of Directors at a duly noticed public meeting.

Budget augmentations are required by Nevada Revised Statutes, if actual expenditures are anticipated to exceed original budget.

Below is a summary of significant items within the proposed budget augmentation.

General Fund

Revenues and Resources:

- Q1 FY 2024 Revenues, in total, have exceeded original budget by \$2,017,379.
 - This is largely driven by room tax revenues and facilities revenues exceeding budget.
- Carry forward resources from the prior fiscal year of \$7,235,132 are available to spend during the current fiscal year.
 - These available resources were largely driven by Q4 FY 2023 room tax revenues, facilities revenues, and other revenues exceeding budget (\$6,838,640) and certain expenses that were under budget.

Expenditures

- The proposed budget augmentation is **\$8,959,685**, and proposed spending is as follows. We are not proposing to spend the entire available amount above, due to reductions in Q2 FY 2024 revenue predictions (See "Other Information" for more detail):

○ *Capital Improvements*

- **\$4,553,617** towards Capital Improvements, consisting of:
 - \$3,183,617 allocated to the Capital Projects Fund, to fully fund the FY 25 Indoor Portable Track Project payments, and to eliminate the need to reduce the FY 25 budget in other areas to accommodate these payments. As a reminder, the track payments schedule is as follows:

Track Purchase and Installation:

Payment Date	Amount	Payment Criteria
July 2023	1,373,690.60	Due upon contract execution
October 2024	679,357.25	Due upon track delivery
November 2024	1,409,342.15	Due upon track assembly/substantial completion
	<u>\$ 3,462,390.00</u>	

Telescopic Bleachers Purchase and Setup:

Payment Date	Amount	Payment Criteria
July 2023	302,157.62	Due upon order
October 2024	453,236.40	Due upon delivery of bleachers
November 2024	453,236.40	Due upon setup/substantial completion
	<u>\$ 1,208,630.42</u>	

Field Equipment and Setup:

Payment Date	Amount	Payment Criteria
July 2023	188,444.91	Due upon order
November 2024	188,444.90	Due upon delivery of equipment
	<u>\$ 376,889.81</u>	

Below is the combined payment schedule for the Indoor Portable Track Project:

Fiscal Year 2023-2024	\$ 1,864,293.13
Fiscal Year 2024-2025	\$ 3,183,617.10
Total Cost	<u>\$ 5,047,910.23</u>

- \$1,370,000 for the FY 24 proposed projects below. This replenishes the amounts from the Capital Fund that were allocated towards the Indoor Track Payments in FY 24.

Facility	Item	Description	Estimated Cost
RSLEC	Parking Lot Resurface	Parking lot of the RSLEC needs to be resurfaced due to wear.	\$ 470,000
RSCC	Purchase/Install New Cam Locks	Install service connectors with cam locks on building electrical disconnects in the Halls 1 through 5 catwalks.	465,000
RSCC	Hot Water Boiler	Upgrade current project to replace the whole system, rather than only the old equipment.	250,000
RSCC	Cooling Tower #3	Upgrade current project to fully demolish and replace the cooling tower that has completely failed and is no longer functioning.	75,000
RSCC	Stucco Replacement	The stucco on the roof wall needs to be repaired and replaced due to deterioration.	75,000
RSCC	New Chain Motor	Purchase of new chain motor.	35,000
			\$ 1,370,000

- *Community Support: Convention and Tourism Promotion*
 - **\$3,361,000** for the Marketing Department, consisting of:
 - \$2,250,000 towards Air Service Funds.
 - Increase of \$2,250,000 to bring available Air Service Funds to \$3,000,000.
 - The administration and utilization of the Air Service Fund is being discussed under a separate agenda item.
 - \$500,000 for BVK Services.
 - These funds will be used towards additional services and deliverables beyond current scope of work with BVK, including:
 - ◆ \$300,000 for a brand photo shoot. These funds will be utilized to create high-quality photo and video assets for both leisure and meetings/conventions initiatives, significantly contributing to the portrayal of the unique experiences and opportunities offered by our destination.
 - ◆ \$200,000 for various services intrinsic to BVK's role as our agency of record. These services include advanced cross-channel reporting, leadership in cross-agency initiatives, creative guidance for key projects (the development of a new website design), and asset development for the comprehensive "No Limits" campaign across all segments.
- Overall, this allocation of funds is intended to enhance competitiveness within the dynamic travel industry by expanding the strategic services provided by BVK.

- \$500,000 for Special Event Funding.
 - FY 24 Special Event Funding was allocated towards funding the Indoor Portable Track Project Payments. This replenishes the Special Event Funding for FY 24.
- \$99,000 for Tourism Economics – SYMPHONY platform.
 - Funds to activate Tourism Economics on a project to develop a reporting structure including access to SYMPHONY (data platform) with dashboards/visualizations/reports. Tourism Economics' SYMPHONY platform offers a fully integrated website widget, providing key visitation statistics related to spend, origin, economic impact, origination, air travel, and more. Tourism Economics has incorporated this platform into the reporting functions of more than 130 partners, including Travel Nevada, with the purpose of monitoring, analyzing, and predicting tourism activity in the destination.
 - At the time of preparation of this staff report, pricing is being negotiated, but is not expected to exceed \$99,000.
- \$12,000 for Tahoe Fund Sponsorship.
 - Tahoe Fund is a nonprofit organization dedicated to the preservation and enhancement of the natural environment and recreational opportunities in the Lake Tahoe Basin. Through community engagement and strategic partnerships, the Tahoe Fund supports projects that improve water clarity, enhance forest health, and promote sustainable recreation, ensuring the long-term ecological and recreational vitality of this iconic region. These amounts are being proposed to support the Tahoe Fund through the sponsorship of a regional billboard promoting messaging in line with the organization's mission.

Community Support: Facilities Operations

- **\$821,338** to be used towards the Facilities Department, consisting of:
 - Q1 revenues for the facilities exceeded budget by 61%. The original budget was prepared based on the Sales and Events team's FY 24 actual and anticipated bookings as of April 2023. As a result of additional events and higher than expected business levels, the facilities experienced higher costs in areas including: personnel costs, such as increased full-time, part-time, and temporary labor costs based on operational needs, security services, utilities, and other services and supplies.
 - The facilities loss figure previously approved by the Board will remain the same.

- *General Government*
 - **\$223,730** to be used towards the Safety Budget:
 - During 2023, the RSCVA hired a dedicated Safety Manager. During the last several months, the Safety Manager has designed several new and enhanced objectives related to safety. See next page for detailed safety budget to support these objectives.

Category	Description	Amount	Category Subtotal
Training	OSHA Training	\$ 11,800	\$ 65,200
	Electrical Training	16,250	
	GBAC/ISSA Training	11,500	
	Safety Training	3,500	
	Information Services	2,000	
	Utility Safety Training	12,950	
	Rigging Training	3,000	
	Emergency Response Training	4,200	
Safety Equipment	CPR Masks (5 pack) (8 Packs)	320	29,350
	Key Chain Pocket Mask (50 Pack)	30	
	Stop the Bleed Kit (10 Kits)	2,000	
	AED Kits (8 Kits)	17,000	
	LOTO Kits	10,000	
Safety Glasses	This is for only employees that may require prescription safety glasses.	28,800	28,800
Safety & Training Platform	BLR Computer Base and EHS Compliance System - Year 1	23,000	23,000
EHS Sampling	Noise Sampling for NBS	6,000	14,000
	Asbestos Testing for RSCC	8,000	
Boot Allowance	The purpose of the boot allowance is to ensure that employees have access to appropriate footwear for their job roles.	10,000	10,000
Safety Committee	Safety Contests	1,000	10,000
	Safety Standdown	5,000	
	Safety Committee Administration Supplies	2,000	
	Employee Safety Service Awards	2,000	
GBAC Testing	Either to purchase a meter to test and analyze biorisk for air quality program (Requirement), or Contract with 3rd party company to perform testing of RSCC to meet requirements.	10,000	10,000
Ergonomic Intervention	Money available for ergonomic options to include keyboards, mice, desks, chairs related to ergonomic and injury mitigation.	10,000	10,000
PIT, MEWP, & FP Trainer	4 Employees selected as company trainer	5,100	7,100
	Training Material	2,000	
Industrial Hygiene Supplies	Purchase testing materials to perform testing by Safety Manager for Occupational Health and Biorisk Programs.	5,000	5,000
Safety Professional Conferences	American Society of Safety Professionals (ASSP) Conference	4,500	4,500
Admin	Supplies	3,000	3,000
NFPA Subscription	NFPA membership will allow access to Washoe County/RFD Fire Codes and additional training for employees. Will help with event planning and customer service.	1,730	1,730
Safety Industry Memberships	ASSP Membership	200	1,050
	National Safety Council	850	
Wellness Programs	Stretch and Flex Program	1,000	1,000
Total		\$ 223,730	\$ 223,730

Other Information

- At the time of preparation of this staff report, October 2023 room tax revenues are still being collected and finalized. However, per preliminary figures, a decrease of approximately 7% in room tax revenues from the prior year is expected. This is the largest decrease, year over year, since the pandemic related shutdowns. Per research and assessments, Q2 revenue predictions are being decreased slightly. This has been factored into the proposed spending. We are proposing a reduction of -\$536,780 (-5.8%) in estimated Q2 revenues in comparison to budget. We will continue to monitor trends and economic conditions to determine if any reductions will be necessary for Q3 or Q4.

Recommended Motion

Management recommends the following motion:

Staff recommends the following motion: The Finance and Facilities Committee approves and recommends to the RSCVA Board of Directors a budget augmentation for Fiscal Year 2024.