

HOTEL ROANOKE CONFERENCE CENTER COMMISSION
VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
OPERATING BUDGET AND CAPITAL PLAN BUDGET

The Hotel Roanoke Conference Center Commission was established by resolutions adopted by Virginia Tech on November 18, 1991 and by the City Council of the City of Roanoke, Virginia on April 13, 1992, pursuant to Chapter 440 of the 1991 Acts of Assembly of the Commonwealth of Virginia, adopted March 20, 1991, and as amended in 1994 and 1997. Section 21 B of the enabling legislation provides that the Commission shall annually, prior to April 1 of each year, prepare and submit to the participating parties (City of Roanoke and Virginia Tech) (i) a proposed operating budget showing its estimated revenues and expenses on an accrual basis for the forthcoming fiscal year, and if such estimated expenses exceed such estimated revenues, the portion of the deficit proposed to be borne by each participating, and (ii) a proposed capital budget showing its estimated expenditures for such fiscal year for assets costing more than \$20,000 (or such higher amount as the Commission and the participating parties may determine) and having an estimated useful life of twenty years or more and the source of funds for such expenditures, including any amount requested from the participating parties.

The Commission has adopted and approved the operating budget and planned capital expenditures for fiscal year 2023-2024 as shown on the following pages. Virginia Tech and the City of Roanoke will make equal contributions of \$80,000 to the Commission for fiscal year 2023-2024.

RECOMMENDATION:

That the Hotel Roanoke Conference Center Commission budget and capital plan for FY2023-2024 be approved.

June 6, 2023

**HOTEL ROANOKE CONFERENCE CENTER COMMISSION
OPERATING BUDGET
JULY 2023 - JUNE 2024**

Revenue from Participating Parties

| | | |
|--|---------------|-----------|
| City of Roanoke | \$ 80,000 | |
| Virginia Tech | <u>80,000</u> | |
| Total Revenue from Participating Parties | | \$160,000 |

Revenue from Operations

| | | |
|-------------------------------|------------------|--------------------|
| Food and Beverage | \$836,421 | |
| Conference Service | \$2,459,108 | |
| Garage and Parking | \$670,400 | |
| Miscellaneous Income | <u>\$526,461</u> | |
| Total Revenue from Operations | | <u>\$4,492,390</u> |

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|---------------|--|-------------|
| Total Revenue | | \$4,652,390 |
|---------------|--|-------------|

Expenses – Commission Administrative

| | | |
|-----------------------------------|------------|--|
| Salaries and Fringe Benefits | \$75,214 | |
| Fees for Professional Services | 80,571 | |
| Administrative Supplies | 1215 | |
| Training and Development | 2500 | |
| Commission Operations – Bank Fees | <u>500</u> | |
| Total Expenses – Commission | | |
| \$160,000 | | |

Expenses – Departmental

| | | |
|---------------------|----------------|-------------|
| Food and Beverage | \$791,089 | |
| Conference Services | 1,007,896 | |
| Garage & Parking | <u>300,452</u> | |
| Total | | \$2,099,437 |

Undistributed Operating Expenses

| | | |
|--|----------------|--------------------|
| Administrative & General | \$485,175 | |
| Information and Telecommunications Systems | 78,743 | |
| Sales & Marketing | 847,491 | |
| Property Operations | 341,715 | |
| Utilities | <u>303,930</u> | |
| Total Undistributed Expenses | | <u>\$2,057,054</u> |

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|----------------|--|--------------------|
| Total Expenses | | <u>\$4,316,491</u> |
|----------------|--|--------------------|

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|------------------------|--|-----------|
| Gross Operating Profit | | \$335,899 |
|------------------------|--|-----------|

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|-----------------|-----------|--|
| Management Fees | \$100,000 | |
|-----------------|-----------|--|

Non-Operating Income & Expenses

| | | |
|---|--------------|------------------|
| Rent | \$107,288 | |
| Property and Other Taxes | 1,000 | |
| Other Income/Expenses | 0 | |
| Insurance | 24,612 | |
| Other | <u>6,000</u> | |
| Total Non-Operating Income and Expenses | | <u>\$138,900</u> |

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|-------|--|------------------|
| Total | | <u>\$238,900</u> |
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|---|--|-----------|
| Earnings Before Interest, Taxes, Depreciation | | \$ 96,999 |
|---|--|-----------|

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|--------------|-----------------|--|
| FF&E Reserve | <u>\$89,850</u> | |
|--------------|-----------------|--|

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|-------|--|-----------------|
| Total | | <u>\$89,850</u> |
|-------|--|-----------------|

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|------------|--|---------|
| Net Income | | \$7,149 |
|------------|--|---------|

Hotel Roanoke Conference Center Capital Plan Budget FY2023-2024

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|---|------------------|
| Designer Fees for Meeting Rooms Renovations/Upgrade (Includes: carpet/pad, wall vinyl, planner kits, tackable surface area, painting doors, hardware, artwork, drapery and possible technology adjustments.) – Last performed 12/13 - \$25,000. Due to current financial discussions, the HRCCC Director recommends that this project be paused or postponed until financial discussions are concluded. | \$ 0 |
| Contingency for Emergency Repairs/Replacements | 50,000 |
| Acoustical Ceiling Replacement (Phase 2 of 3) | 50,000 |
| Upgrade CCTV Systems - \$15,000 total (67%/33%) | 4,950 |
| Air Handler Units on Kitchen Roof – Phase 1 of 3 - \$58,000 total (68%/32%) | 18,560 |
| MUA on Kitchen Roof – Phase 4 of 4 – other 3 have been replaced - \$35,000 (68%/32%) | 11,200 |
| Lithonia Lighting Panel - \$250,000. Due to current financial discussions, the HRCCC Director recommends that this project be paused or postponed until final financial discussions are concluded. | 0 |
| Glass Washing Machine in Banquet Service Area (including breakdown counter space) | 35,000 |
| Podium Replacements – Phase 2 of 2 | 15,000 |
| Replacement of Dry Storage Walk in Refrigerator/Freezers - \$150,000 total (68%/32%) | 48,000 |
| Replacement of 2 Reach In Coolers - \$12,000 total (68%/32%) | 3,840 |
| Laundry Room Lighting and Ceiling – \$25,000 total (30%/10%) | 2,500 |
| Replacement – Mixing Valve (Main) - \$8,000 total (67%/33%) | 2,640 |
| Replacement – Crystal Ballroom doors and hardware | 40,000 |
| Scissor Lift | 26,000 |
| Ice Cream Machine - \$1,500 total (68%/32%) | 480 |
| 4 Delfield CAB2-1200ET Mobile 2 stack heated dish dispensers - \$5,000 total (68%/32%) | 1,600 |
| Plate Warmers Banquet Plateup (3) - \$3,500 total (68%/32%) | 1,120 |
| Spring Cook and Hold Induction Units (7) - \$9,000 total (68%/32%) | 2,880 |
| Spring Integra Dual Heat Warming System (5) - \$6,500 total (68%/32%) | 2,080 |
| Mobile Induction Cooking Station, double range 2600W - \$10,000 total (68%/32%) | 3,200 |
| Spring Volt 1000W Portable Battery - \$1,800 total (68%/32%) | 576 |
| Lakeside 998 Stainless Steel Mobile Glass Rack Dispenser - \$2,300 total (68%/32%) | 736 |
| Rectangular Tables for Conference Sets (6 feet) (0/100%) | 6,000 |
| UPS Central Consolidation Battery Back-ups for IT & AV Networking Platform (67%/33%) | <u>4,950</u> |
| Total | \$331,312 |