

Approval of 2025-26 Hotel Roanoke Conference Center Commission Budget

FINANCE AND RESOURCE MANAGEMENT COMMITTEE

May 16, 2025

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 2025-2026 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 2025-2026.

RECOMMENDATION:

That the Hotel Roanoke Conference Center Commission budget and capital plan for FY2025-2026 be approved.

June 3, 2025

**HOTEL ROANOKE CONFERENCE CENTER COMMISSION
OPERATING BUDGET
JULY 2025 - JUNE 2026**

Revenue from Participating Parties

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

Revenue from Operations

Conference Service	\$4,385,742	
Garage and Parking	\$759,856	
Miscellaneous Income	<u>\$658,940</u>	
Total Revenue from Operations		<u>\$5,804,538</u>

Total Revenue		<u>\$5,964,538</u>
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Expenses – Commission Administrative

Salaries & Fringe Benefits	\$83,255	
Fees for Professional Services	\$72,745	
Administrative Supplies	\$1,500	
Training & Development	\$2,500	
Total Expenses – Commission	<u>\$160,000</u>	

Expenses – Departmental

Conference Services	\$2,157,917	
Garage & Parking	<u>\$336,967</u>	
Total Departmental Expenses		<u>\$2,494,884</u>

Undistributed Operating Expenses

Administrative & General	\$586,322	
Information & Telecommunications Systems	\$94,395	
Sales & Marketing	\$922,832	
Property Operations	\$421,383	
Utilities	<u>\$345,102</u>	
Total Undistributed Expenses		<u>\$2,370,034</u>

Total Expenses		<u>\$4,864,918</u>
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Gross Operating Profit		<u>\$939,620</u>
Management Fees	<u>\$100,000</u>	

Non-Operating Income & Expenses

Commission	\$148,530	
Property & Other Taxes	\$1,930	
Other Expenses	\$5,700	
Insurance	<u>\$34,422</u>	

Total Non-Operating Income & Expenses Total	<u>\$190,582</u>	<u>\$290,582</u>
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Earnings Before Interest, Taxes, Depreciation FF&E Reserve	<u>\$290,227</u>	<u>\$649,038</u>
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Net Income		<u>\$358,811</u>
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Exhibit A

Hotel Roanoke Conference Center Capital Plan Budget FY2025-2026

Designer Fees for Public Space Renovations (Includes: Both Ballrooms, Washington Lecture, Paint, Vinyl, Carpeting, FF&E, Window Treatments, Water Filler Stations, etc.)	\$75,000
Design Fees for Public Space Restrooms	15,000
Designer Fees for Meeting Rooms Renovations/Upgrade (Includes: Carpet/Pad, Wall Vinyl, Planner Kits, Whiteboard, Painting, Doors, Hardware, Artwork, Drapery, Water Filling Stations, and Possible Technology Adjustments.) – Last performed 12/13. *This Item was Held from Last Year.	25,000
Renovation of All Public Space Restrooms	275,000
Acoustical Ceiling Replacement (Phase 2 of 2)	100,000
Patch & Seal Commonwealth Dr. (50/50) \$75k Shared	37,500
Replace Entire Main Service Hallway Flooring & Teammate Locker Rooms (33/67) \$100k Shared	33,000
Elevator #7 Replace Door Operator (32/68) \$52k Shared	16,640
Meeting Room Updates – Replace Carpet, Wall Vinyl, Paint, Tackable Surface, Doors, etc. *See Design Points (Scope) for Exact Listing.	650,000
Replace Service Corridor Floor (Upper & Lower Level) – Last Replaced in 2010.	75,000
Upgrade CCTV Systems Including NVRs (33/67) \$30k Shared	9,900
Lithonia Upgrade (Phase 3 of 3) *Estimate	250,000
Replace Chiller #1 (33/67) \$800k Shared	264,000
Air Handler Units on Kitchen Roof (Phase 3 of 3) (68/32) \$58k Shared	18,560
Electric Car Charging (50/50) \$60k Shared	30,000
Replacement of 17" Meeting Room Digital Signs (Per Count: 31) \$7,500 Shared	7,500
Phone System (PBX and Admin Phone System) (33/67) \$159k Shared	49,500
Parking Lot Lighting Conversion to LED (50/50) \$80k Shared	40,000
Heating Boiler (Phase 3 of 3) (33/67) \$75k Shared	24,750
Admin PC Replacement (33/67) \$10k Shared	3,300
Contingency for Emergency Repairs/Replacement	50,000
Replace (2) Reach-In Coolers (32/68) \$12k Shared	3,840
Replace Large Exterior Doors at Tim Taylor's Office	9,000
Varimixer 80qt. Replacement (32/68) \$25k Shared	8,000
Tilt Skillet – 30gal. / Vario (32/68) \$40k Shared	12,800
Alto Shan Cook / Hold – 2 Units (32/68) Shared	9,600
Double Basket Fryer (New) (32/68) \$3k Shared	960
Replace Glass Washer Bar (32/68) \$5k Shared	1,600
Banquet Mobile Beer Chill Units (4) (Phase 1 of 2) (32/68) \$6k Shared	1,920
Replace Wooden Chiavari Chairs with Cushions	30,000
Replace Risers / Staging (Phase 1 of 2)	30,000
Electric Shuttle (25/75) \$35k Shared	8,750
Convection Oven (1-Stack) (Phase 2 of 4) (32/68) \$50k Shared	16,000
Silver Top Banquet Tables (Including Carts), Tray Jacks (Including Covers), Trays (67/33) \$45k Shared	30,150
Coat Racks – Wheeled	5,000
Easels & Black Covers with HR Logo	4,000
Audio System Modernization (Ex. Amplifiers, Digital Sound System, Network Hardware, In-Room Controls & Speakers) & Video Equipment Upgrades (Recording Rack)	150,000
Replace Exhaust Fans in CC (Phase 1 of 2)	5,000
40' x 40' MityLite Magnattach Dance Floor in Silver Ash with Silver Edging and Carts	40,000
Total	\$2,416,270