



# WASHOE COUNTY

Integrity Communication Service

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## STAFF REPORT

BOARD MEETING DATE: December 10, 2019

**DATE:** November 5, 2019

**TO:** Board of County Commissioners

**FROM:** Colleen Wallace Barnum, Park Operations Superintendent,  
Community Services Dept., 328-2181, [cwallace@washoecounty.us](mailto:cwallace@washoecounty.us),

**THROUGH:** Eric Crump, Acting Director  
Community Services Dept., 328-3625, [ecrump@washoecounty.us](mailto:ecrump@washoecounty.us)

**SUBJECT:** Recommendation to approve the Dragon Lights Reno Agreement between Washoe County, Tianyu Arts & Culture Inc., and the May Arboretum Society for a Dragon Lights Reno event from June 27, 2020 through August 2, 2020 (with possible renewals for calendar years 2021, 2022 and 2023) at the Wilbur D. May Arboretum and Botanical Garden; and authorize Assistant County Manager, Dave Solaro, to execute an Invitation Letter (exhibit C to Agreement) to United States Citizen and Immigration Services requesting P-3 visas for artists. (Commission District 3.)

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### SUMMARY

This item is a request from Tianyu Arts & Culture Inc. and the May Arboretum Society to host Dragon Lights Reno at the May Arboretum and Botanical Garden within Rancho San Rafael Regional Park. The proposed agreement authorizes exclusive use of the Arboretum and sections of Rancho San Rafael Regional Park as designated in the agreement.

Washoe County Strategic Objective supported by this item: Stewardship of our community.

### PREVIOUS ACTION

On October 7, 2019, the Open Space and Regional Park Commission recommended approving an agreement for Dragon Lights Reno event between Washoe County, Tianyu Arts & Culture Inc., and the May Arboretum Society.

On February 27, 2018, the Board of County Commissioners (Board) approved a Chinese Lantern Festival Agreement between Washoe County, Tianyu Arts & Culture Inc., and the May Arboretum Society. The May Arboretum and Botanical Garden within Rancho San Rafael Regional Park will host the Chinese Lantern Festival from June 30, 2018 through August 5, 2018, and authorized the Assistant County Manager to execute an Invitation Letter (exhibit C to Agreement) to United States Citizen and Immigration Services requesting P-3 visas for artists.

AGENDA ITEM # \_\_\_\_\_

## **BACKGROUND**

Dragon Lights Reno, the Chinese Lantern Festival that took place in 2018 was a tremendous success. There were over 62,000 visitors during the five-week festival. The Wilbur D. May Arboretum and Botanical Garden earned roughly \$90,000 from the event from a 90/10 split of gross ticket sales net of credit card fees and local admission tax. Washoe County's share is 10%. These funds were placed in the restricted fund for the Arboretum and used for much needed equipment and irrigation repairs.

The 2020 special event will also focus on Chinese culture and will offer a variety of visually appealing lantern displays and events for the general public to enjoy. The event will require three weeks for setup and three weeks for dismantle. The event will be open daily for five weeks, with start times beginning at 6:00 p.m. During the time of the event, the May Arboretum and Botanical Garden will be closed to the general public to offer this ticketed event. However, the Arboretum will be open from 8:00 a.m. through 5:00 p.m. daily and free of charge throughout the course of the event.

Staff negotiated with Tianyu Arts & Culture, Inc. and the May Arboretum Society regarding schedule, activities and logistics of the event. An agreement (attached) outlines the requirements and responsibilities of the applicant and those of Washoe County. This agreement is similar to those approved and used for other major special events at Washoe County Regional Parks. This agreement details the responsibilities of Tianyu Arts & Culture, Inc. and the May Arboretum Society which include:

- Advertising and promotion
- Event design, layout, setup and dismantle
- Access and parking - traffic and parking plan
- Restrooms and sanitary facilities
- Trash receptacles and dumpsters
- Ticket sales
- Concessions
- Arboretum clean up (during and post event)
- Security
- Electrical power
- Use of staging for performances

The agreement terms are a 90/10 split of gross ticket sales net of credit card fees and local admission tax, if any, with most responsibilities placed upon Tianyu Arts & Culture, Inc.

## **FISCAL IMPACT**

Should the Board approve the agreement, 10% of proceeds received by the County will be dedicated specifically for the May Arboretum and Botanical Garden. At least \$90,000 is estimated to be earned from the event. Funds will be accounted for in the Other Restricted Fund (270-6), May Arboretum (IN20034) and will be included in next Fiscal Year 2021's budget.

During the event, specific gardens within the Wilbur D. May Arboretum and Botanical Gardens will not be available for rent. The loss of rental revenue to the May Arboretum (140514) is estimated to be \$3,000.

### **RECOMMENDATION**

It is recommended the Board of County Commissioners approve the Dragon Lights Reno Agreement between Washoe County, Tianyu Arts & Culture Inc., and the May Arboretum Society for a Dragon Lights Reno event from June 27, 2020 through August 2, 2020 (with possible renewals for calendar years 2021, 2022 and 2023) at the Wilbur D. May Arboretum and Botanical Garden; and authorize Assistant County Manager, Dave Solaro, to execute an Invitation Letter (exhibit C to Agreement) to United States Citizen and Immigration Services requesting P-3 visas for artists.

### **POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be: "Move to approve the Dragon Lights Reno Agreement between Washoe County, Tianyu Arts & Culture Inc., and the May Arboretum Society for a Dragon Lights Reno event from June 27, 2020 through August 2, 2020 (with possible renewals for calendar years 2021, 2022 and 2023) at the Wilbur D. May Arboretum and Botanical Garden; and authorize Assistant County Manager, Dave Solaro, to execute an Invitation Letter (exhibit C to Agreement) to United States Citizen and Immigration Services requesting P-3 visas for artists."