



NOTICE OF PUBLIC MEETING
Carson City Culture & Tourism Authority
Board of Directors

MEETING LOCATION:

Carson City Community Center
Sierra Room
851 E. William St.
Carson City, NV 89701

Monday, March 11, 2019 - 4:00 PM

BOARD OF DIRECTORS

Stacey Giomi

Mike Jones

Mike Riggs

Mike Santos

Trish Trenoweth

Agenda Management Notice - Items on the agenda may be taken out of order; the public body may combine two or more agenda items for consideration; and the public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

Notice to persons with disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the Carson City Culture & Tourism Authority in writing at 716 N. Carson Street, Carson City, NV, 89701, or by calling (775) 687-7410 at least 24 hours in advance. If a person willfully disrupts a meeting, to the extent that its orderly conduct is made impractical, the person may be removed from the meeting. NRS 241.030(5)(b) and Nevada Attorney General Open Meeting Law Manual, section 8.06.

AGENDA

- 1. Call to Order**
- 2. Roll Call and Determination of Quorum**
- 3. Pledge of Allegiance**
- 4. Public Comment:**** The public is invited at this time to comment on and discuss any topic that is relevant to or within the authority of this public body.
- 5. For Possible Action:** Approval of Minutes – February 11, 2019 CTA Board Meeting.
- 6. For Possible Action:** Adoption of Agenda – At this time it will be determined whether items on this agenda will be heard in a different order than listed, or whether two or more agenda items will be combined for consideration, with the exception of any matters that are listed at a specific time. Additionally, an item may be removed from this agenda or discussion related to an item on this agenda may be delayed at any time.
- 7. For Possible Action:** To consider accepting the engagement letter from Beth Kohn-Cole, CPA, of Eide Bailly, LLP for the FY 2019 audit and to designate Eide Bailly, LLP as the auditing firm for FY 2019.– **Chris Kipp** (ckipp@visitcarsoncity.com).

Staff Summary: NRS 354.624 requires CCCTA to designate the auditor or audit firm no later than three months prior to the close of the fiscal year (March 31, 2019). CCCTA must notify the Nevada Department of Taxation of the designation.

8. For Possible Action: to select KPS3 and Computer Artistry as the most appropriate bidders as a result of CCCTA Request for Proposal (RFP) 1920-101 for Creative Content-Development & Public Relations-External Communications, and to direct staff to draft agreements with terms consistent with RFP No. 1920-101, and the proposals submitted by the selected bidders. – **David Peterson** (dpeterson@visitcarsoncity.com).

Staff Summary: An RFP was posted seeking firms to provide assistance in developing creative and coordinate content creation for CTA Marketing/Public Relations/Communications. Bidders had the option of submitting proposals for the entire project or just a part of the project. The CTA received five (5) proposals. The CTA's evaluation committee reviewed each proposer's background, experience and proposal as well as interviewed two firms. The committee recommends moving forward with KPS3 and Computer Artistry.

9. For Possible Action: To approve the CTA Statement of Accounts Payable checks and P-Card Report for January 2019 – **David Peterson** (dpeterson@visitcarsoncity.com).

Staff Summary: The CTA Board will review an account activity statement for Accounts Payable Checks for totaling \$59,024.03 and p-card purchases totaling \$12,259.20 for January 2019.

10. For Possible Action: To approve the adjusted CTA FY19 budget report. – **David Peterson** (dpeterson@visitcarsoncity.com).

Staff Summary: The CTA Board will review a comparative statement of adjusted revenue totaling \$1,222,087.91, expenses totaling \$767,812.60 and fund balance for all CTA Fund totaling \$2,080,882.31, and make a determination whether they approve of the report.

11. Monthly Non-Action Items for Presentation and Discussion Only:

A. Executive Director Update – David Peterson (dpeterson@visitcarsoncity.com).

Staff Summary: The CTA Executive Director will provide a monthly update.

B. Grant Update – David Peterson (dpeterson@visitcarsoncity.com).

Staff Summary: The CTA Board will be provided an update on FY19 Grants.

C. Transient Occupancy Report – Chris Kipp (ckipp@visitcarsoncity.com).

Staff Summary: Report on collected room tax revenue, occupancy, average daily rate and revenue per available room for December 2018.

D. Arts & Culture Update – Mark Salinas (msalinas@carson.org).

Staff Summary: The Arts & Culture Coordinator will provide an update on Carson City Arts & Culture.

E. Future Agenda Items – David Peterson (dpeterson@visitcarsoncity.com). Requests for future agenda items can be made at this time.

F. Upcoming Meetings – 04/08/19 4:00 pm Culture & Tourism Authority Board of Directors.

12. Board Comments or Announcements and Requests for Information: No action among the members or with staff will take place during this item of the agenda.

13. Public Comment: The public is invited at this time to comment on any matter that is not specifically included on the agenda as an action item. No action may be taken on a matter raised under this item of the agenda.

14. For Possible Action: To Adjourn

****PUBLIC COMMENT LIMITATIONS** – The CTA will provide at least two public comment periods in compliance with the minimum requirements of the Open Meeting Law prior to adjournment. In addition, it is the CTA’s aspirational goal to also provide for item-specific public comment as follows: In order for members of the public to participate in the public body’s consideration of an agenda item, the public is strongly encouraged to comment on an agenda item when called for by the chair/vice-chair during the item itself. No action may be taken on a matter raised under public comment unless the item has been specifically included on the agenda as an item upon which action may be taken. The chair/vice-chair, also retain discretion to only provide for the Open Meeting Law’s minimum public comment and not call for or allow additional individual-item public comment at the time of the body’s consideration of the item when: 1) it is deemed necessary by the chair/vice-chair to the orderly conduct of the meeting; 2) it involves an off-site non-action facility tour agenda item; or 3) it involves any person’s or entity’s due process appeal or hearing rights provided by statute or the Carson City Municipal Code.

This notice has been posted in the following locations on Wednesday, March 6th, 2019: Office of the Carson City Culture & Tourism Authority– 716 N. Carson St.; Carson City Hall – 201 N. Carson St.; Carson City Community Center – 851 E. William St.; Carson City Community Development 108 E. Proctor St. and on the Carson City Culture & Tourism Authority web site: www.visitcarsoncity.com

To request a copy of the supporting materials for this meeting, contact Chris Kipp at CKipp@visitcarsoncity.com or call (775) 687-7410. The agenda and supporting material are available on the Carson City Culture & Tourism Authority web site: www.visitcarsoncity.com and at the office of the Carson City Culture & Tourism Authority – 716 N. Carson Street, Carson City, Nevada.