



**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, February 10th, 2020 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 – January 13, 2020 CTA Board Meeting.
6. **For Possible Action:** Adoption of Agenda.
7. **For Possible Action:** Discussion and possible action regarding approval of a payment up to \$12,500 to Nevada State Prison Preservation Society for site improvements needed to open to the public. – **David Peterson** ([dpeterson@visitcarsoncity.com](mailto:dpeterson@visitcarsoncity.com)). **Staff Summary:** *The CTA Board will review and possibly approve a payment up to \$12,500 to Nevada State Prison Preservation Society for work needed to open the site to the public, specifically to install a safety barrier rail.*
8. **For Possible Action:** Discussion and possible action regarding approval of the CTA Statement of Accounts Payable checks for December 2019. – **David Peterson** ([dpeterson@visitcarsoncity.com](mailto:dpeterson@visitcarsoncity.com)). **Staff Summary:** *The CTA Board will review the invoice listing for Accounts Payable Checks totaling \$86,406.13 for December 2019, for possible approval.*

**9. For Possible Action:** Discussion and possible action regarding approval of the adjusted CTA FY20 budget report. – **David Peterson** ([dpeterson@visitcarsoncity.com](mailto:dpeterson@visitcarsoncity.com)). **Staff Summary:** *The CTA Board will review a comparative statement of adjusted revenue, expenses and fund balance for all CTA Funds, and make a determination whether they approve of the report.*

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

**A. Executive Director Update – David Peterson** ([dpeterson@visitcarsoncity.com](mailto:dpeterson@visitcarsoncity.com)).

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

**B. Transient Occupancy Report – David Peterson** ([dpeterson@visitcarsoncity.com](mailto:dpeterson@visitcarsoncity.com)). *Staff Summary: Report on collected room tax revenue, occupancy, average daily rate and revenue per available room for November 2019.*

**C. Marketing Update – Lydia Bruegge** ([LBruegge@visitcarsoncity.com](mailto:LBruegge@visitcarsoncity.com)). *Staff Summary: The CTA Marketing Manager will provide an update on CTA Marketing.*

**D. Future Agenda Items – David Peterson** ([dpeterson@visitcarsoncity.com](mailto:dpeterson@visitcarsoncity.com)). Requests from board members for future agenda items can be made at this time.

**E. Upcoming Meetings** –March 9, 2020 at **4:00 pm** Culture & Tourism Authority Board of Directors.

**11. 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.

**12. 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.

**13. 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.

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This notice has been posted in the following locations on Wednesday, February 5th, 2020: 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](http://www.visitcarsoncity.com)

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To request a copy of the supporting materials for this meeting, contact Chris Kipp at [CKipp@visitcarsoncity.com](mailto: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](http://www.visitcarsoncity.com) and at the office of the Carson City Culture & Tourism Authority – 716 N. Carson Street, Carson City, Nevada.