

## **NOTICE OF PUBLIC MEETING**

Carson City Culture & Tourism Authority  
Board of Directors

**Day:** Monday  
**Date:** January 10, 2022  
**Time:** 4:00 pm  
**Location:** Carson City Community Center, Robert "Bob" Crowell Board Room  
851 E. William St.,  
Carson City, NV 89701

### **AGENDA**

**The State of Nevada and Carson City are currently in a declared State of Emergency in response to the global pandemic caused by the coronavirus (COVID-19) infectious disease outbreak. In accordance with the applicable Directives issued under authority of the Governor's Declaration of Emergency, including Directive 045 and 047, and subject to any potential changes in state or federal mandates or guidelines, face coverings are required to be worn when attending this meeting in person.**

Members of the public who wish only to view the meeting but do NOT plan to make public comment may watch the livestream meeting of the Board of Directors of the Carson City Culture & Tourism Authority ("CTA") at [www.carson.org/granicus](http://www.carson.org/granicus) and by clicking on "In progress" next to the meeting date, or by tuning in to cable channel 191. Livestream of the meeting is provided solely as a courtesy and convenience to the public. CTA does not give any assurance or guarantee that the livestream or cable channel access will be reliable. Although all reasonable efforts will be made to provide livestream, unanticipated technical difficulties beyond the control of CTA staff may delay, interrupt or render unavailable continuous livestream capability.

The public may provide public comment in advance of a meeting by written submission to the following email address: [ckipp@visitcarsoncity.com](mailto:ckipp@visitcarsoncity.com). For inclusion or reference in the minutes of the meeting, your public comment must include your full name and be submitted via email by not later than 3:00 p.m. the day before the meeting.

Members of the public who wish to provide public comment via telephonic appearance in lieu of physical attendance may do so during the designated public comment periods indicated on the agenda by dialing the numbers listed below. Public comment will be limited to three minutes per person. Please do NOT join by phone if you do not wish to make public comment.

Join by phone:  
Phone Number: +1-408-418-9388  
Meeting Number: 2499 153 4750

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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 – December 13, 2021, CTA Board Meeting.

### **Consent Agenda**

All matters listed under the consent agenda are considered routine and may be acted upon by the CTA Board with one action and without an extensive hearing. Any member of the Board may request that an item be taken from the consent agenda, discussed and acted upon separately during this meeting. The Chairman or the Vice Chairman retains discretion in deciding whether or not an item will be pulled off the consent agenda.

6. **For Possible Action:** Discussion and possible action regarding approval of the CTA Statement of Accounts Payable checks and p-card charges for November 2021. – **David Peterson** ([dpeterson@visitcarsoncity.com](mailto:dpeterson@visitcarsoncity.com)).  
*Staff Summary: The CTA Board will review the invoice listing for Accounts Payable Checks totaling \$32,885.46 and P-card charges totaling \$14,996.11 in November 2021, for possible approval.*
7. **For Possible Action:** Discussion and possible action regarding approval of the adjusted CTA fiscal year (“FY”) 2022 budget report. – **David Peterson** ([dpeterson@visitcarsoncity.com](mailto:dpeterson@visitcarsoncity.com)).  
*Staff Summary: The CTA Board will review a comparative statement of adjusted revenue totaling \$1,323,720.14 expenses totaling \$659,884.77, and fund balance for all CTA Fund totaling \$2,751,917.37, and make a determination whether they approve of the report.*

### **(End of Consent Agenda)**

8. **Item(s) pulled from the Consent Agenda will be heard at this time.**

- 9. For Possible Action:** Discussion and possible action regarding the annual performance review of David Peterson, Culture & Tourism Authority (“CTA”) Executive Director, the review of past objectives and adoption of future objectives for the Executive Director, and approval of an overall rating of his performance over the past year.– **Chris Kipp** ([ckipp@visitcarsoncity.com](mailto:ckipp@visitcarsoncity.com)).

***Staff Summary:** On December 17, 2018, the CTA Board of Directors (“Board”) appointed David Peterson to serve as the Executive Director for CTA. Pursuant to NRS 244A.619, CTA is authorized to hire and retain officers, and as such, any annual performance review of such officers must be done by the Board during a public meeting. Mr. Peterson was provided notice of the annual performance review on December 2, 2021. Per the CTA Employee Policies and Procedures, employees may receive an annual merit increase for work performance upon the recommendation of the appointing authority at a maximum of five percent (5%) per year until the employee reaches the top of the pay range for the position. The Board will consider Mr. Peterson’s performance as the Executive Director from the period of December 17, 2020 to December 16, 2021, and will adopt the performance objectives for the next review period.*

- 10. Monthly Non-Action Items for Presentation and Discussion Only:** Presented by David Peterson.

- A. Executive Director’s Update – David Peterson** ([dpeterson@visitcarsoncity.com](mailto:dpeterson@visitcarsoncity.com)).  
*Staff Summary: The CTA Executive Director will provide a monthly update.*
- B. Transient Occupancy Tax Actual vs Forecast – David Peterson** ([dpeterson@visitcarsoncity.com](mailto:dpeterson@visitcarsoncity.com)).  
*Staff Summary: The CTA Executive Director will provide a monthly update of the actual lodging tax revenue vs the forecasted revenue.*
- C. Events & Sales Update – David Peterson** ([dpeterson@visitcarsoncity.com](mailto:dpeterson@visitcarsoncity.com)).  
*Staff Summary: CTA Executive Director will provide an update on CTA Events & Sales.*
- D. Arts & Culture Update – Debra Soule** ([dsoule@visitcarsoncity.com](mailto:dsoule@visitcarsoncity.com)).  
*Staff Summary: The CTA Arts & Culture Program Manager will provide an update on the CTA Arts & Culture Program.*
- E. Marketing & PR Update – Lydia Beck** ([lbeck@visitcarsoncity.com](mailto:lbeck@visitcarsoncity.com)).  
*Staff Summary: The CTA Marketing & PR Manager will provide an update on CTA Marketing & PR.*
- F. Future Agenda Items – David Peterson** ([dpeterson@visitcarsoncity.com](mailto:dpeterson@visitcarsoncity.com)).  
*Staff Summary: Requests from board members for future agenda items can be made at this time.*
- G. Upcoming Meetings** – The next CTA Board of Directors meeting is tentatively scheduled for Tuesday, February 15, 2022 at 4:00 pm.

- 11. Board Comments or Announcements and Requests for Information:** No action will be taken and no discussion 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 Board of Directors will provide at least two public comment periods in compliance with the minimum requirements of the Open Meeting Law prior to adjournment. **Public comment will be taken at the beginning of the agenda before any action is taken and again at the end before adjournment.** 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 may call for or allow additional individual-item public comment at the time of the body’s consideration of the item when: (1) the comment will be provided from a person who is directly involved with the item, such as CTA staff or an applicant; or (2) it involves any person’s or entity’s due process appeal or hearing rights provided by statute or the Carson City Municipal Code. **Comments will be limited to three minutes per person or topic in order to facilitate the meeting.**

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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.

Titles of agenda items are intended to identify specific matters. If you desire detailed information concerning any subject matter itemized within this agenda, you are encouraged to call the CTA Office. You are encouraged to attend this meeting and participate by commenting on any agenda item.

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 CTA in writing at 716 N. Carson Street, Carson City, NV, 89701, or by calling (775) 687-7410 at least 24 hours in advance.

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 CTA web site: [www.visitcarsoncity.com](http://www.visitcarsoncity.com) and at the office of CTA – 716 N. Carson Street, Suite 100, Carson City, Nevada.

If a person willfully disrupts a meeting, to the extent that its orderly conduct is made impractical, the person may be removed or excluded from the meeting. NRS 241.030(4).

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This notice has been posted at the following locations:  
Office of Visit Carson City NV - 716 North Carson Street  
City Hall - 201 North Carson Street  
[www.visitcarsoncity.com/travel-industry/meetings/](http://www.visitcarsoncity.com/travel-industry/meetings/)  
<http://notice.nv.gov>