

<p><i>Fran McKay, Chairwoman</i>  <i>Raymond Lacy, Board Member</i>  <i>Stan Lau, Board Member</i>  <i>Albert Torres, Board Member</i>  <i>Shellie Severa, Board Member</i></p>	<p><b>FERNLEY CONVENTION &amp; TOURISM AUTHORITY</b>  <b>AGENDA</b></p> <p><b>Fernley City Hall</b>  595 Silver Lace Blvd. • Fernley, NV 89408  Phone: (775) 784-9830 • Fax: (775) 784-9839</p>
---	---

**You are invited to Fernley Convention & Tourism Authority Meeting**  
**When: Aug 12, 2020 01:00 PM Pacific Time (US and Canada)**  
**Topic: Convention & Tourism Authority Meeting**  
Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84611508144>

Or iPhone one-tap :

US: +12532158782,,84611508144# or +13462487799,,84611508144#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 253 215 8782 or +1 346 248 7799 or +1 669 900 9128 or +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656

Webinar ID: 846 1150 8144

International numbers available: <https://us02web.zoom.us/j/84611508144>

**FCTA Meeting: August 12, 2020**

**Public Notice: Pursuant to Section 3 of the Declaration of Emergency Directive 006 the requirement contained in NRS 241.023 (1)(b) that there be a physical location designated for meetings of public bodies where members of the public are permitted to attend and participate has been suspended until further notice. Also, suspended in Section 3 of the Directive 006, are the requirements contained in NRS 241.020(4)(a) that public notice agenda be posted at physical locations within the State of Nevada. To view the entire Declaration of Emergency Directive 006 please visit [gov.nv.gov](http://gov.nv.gov).**

*The Chairman reserves the right to hear agenda items out of order, combine two or more agenda items for consideration, or remove an item from the agenda or delay discussion relating to an item on the agenda at any time. All items are action items unless otherwise noted.*

**1:00 p.m. OPEN MEETING – PLEDGE OF ALLEGIANCE**

**Chairman’s statement: “To avoid meeting disruptions, please place cell phones and**

**beepers in the silent mode or turn them off during the meeting. All meetings are recorded. When addressing the Board please state your name and speak clearly into the microphone. Thank you for your understanding.”**

1. ROLL CALL

2. Public Forum

This is the first of two portions of the meeting devoted to the Public. The Public may comment on any matter that is not specifically included on the agenda as an action item. Items not specifically included on this agenda cannot be acted upon other than to place them on a future agenda. After completing and submitting a Public Comment card, the Chair will call upon you to come forward to the podium. Please state your name and address for the record. In consideration of other citizens, we ask that you please limit your comments to three (3) minutes and that repetition be avoided. The Chair may, at their discretion, hold the cards until the second Public Forum at the end of the meeting.

Online Public Comments can be submitted by phone prior to 4:00 pm the day of the meeting. Public Comments can also be submitted prior to, and during the meeting at [CITYCLERK@CITYOFFERNLEY.ORG](mailto:CITYCLERK@CITYOFFERNLEY.ORG). All comments received prior to adjournment will be considered and read into record unless the Board has already taken action on the item. All comments received are public record and will be included as part of the permanent record.

3. Approval Of The Agenda

4. (Possible Action) Approval Of Minutes

Documents:

[2020.07.07 FCTA MINUTES1.PDF](#)

5. Discussion And Possible Action To Establish A Second Round Of Local Small Business COVID-19 Grants To Expend The Remaining Funds (\$145,000), Amending The Qualifying Criteria, And Extending The Submission Date For Applications.

Documents:

[2020.08.04 FCTA BOARD MTG STAFF REPORT BUSINESS GRANTS ROUND 2 - DH EDITS.PDF](#)

6. Reports By Staff And Board Members.

7. Address Request(S) For Future Agenda Items

8. Public Forum

This is the portion of the meeting devoted to the Public. The Public may comment on any matter that is not specifically included on the agenda as an action item. Items not specifically included on this agenda cannot be acted upon other than to place them on a future agenda. After completing and submitting a Public Comment card, the Chair will call upon you to come forward to the podium. Please state your name and address for the record. In consideration of other citizens, we ask that you please limit your comments to three (3) minutes and that repetition be avoided.

Online Public Comments can be submitted by phone prior to 4:00 pm the day of

the meeting. Public Comments can also be submitted prior to, and during the meeting at CITYCLERK@CITYOFFERNLEY.ORG. All comments received prior to adjournment will be considered and read into record unless City Council has already taken action on the item. All comments received are public record and will be included as part of the permanent record.

## **ADJOURNMENT**

This notice and agenda is being posted before 9:00 a.m.,08/07/2020 in accordance with NRS 241.020 at the following locations: [www.cityoffernley.org](http://www.cityoffernley.org), <https://notice.nv.gov>, North Lyon County Fire Protection District 195 E Main Street, Senior Citizen's Center at 1170 W. Newlands Drive, Fernley Swimming Pool at 300 Cottonwood Lane, Fernley Post Office at 315 E Main Street, and Fernley City Hall at 595 Silver Lace Blvd. To obtain supporting material for this agenda please visit the City of Fernley website at [www.cityoffernley.org](http://www.cityoffernley.org) or contact Kim Swanson, City Clerk, inside City Hall at 595 Silver Lace Blvd, Fernley, NV 89408, email [cityclerk@cityoffernley.org](mailto:cityclerk@cityoffernley.org) or call (775) 784-9830. 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 Fernley City Hall, at least 24 hours in advance at (775) 784-9830 or email [cityclerk@cityoffernley.org](mailto:cityclerk@cityoffernley.org)

**Meeting Minutes of the  
Fernley Convention and Tourism Authority**

**July 7, 2020**

Chairwoman Fran McKay called the meeting to order at 6:00 pm at Fernley City Hall, 595 Silver Lace Blvd, Fernley, NV.

**1. Roll Call**

**Present:** Board Member Ray Lacy, Board Member Stan Lau, Board Member Albert Torres, Chairwoman Fran McKay, Board Member Shellie Severa, City Manager Daphne Hooper, Administrative Specialist III Trish Conner, Administrative Specialist II April Homme, Deputy City Clerk Brenda Gosser.

**2. Public Forum**

City Manager Daphne Hooper stated that public comment can be sent via email or through the zoom meeting Q&A.

No public comments were received.

**3. Approval Of The Agenda**

**Motion:** MOVE TO APPROVE THE AGENDA., **Action:** Approve, **Moved by** Board Member Stan Lau, **Seconded by** Board Member Ray Lacy. **Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 5). **Yes:** Board Member Stan Lau, Board Member Albert Torres, Board Member Ray Lacy, Chairwoman Fran McKay, Board Member Shellie Severa.

**4. (Possible Action) Approval of Minutes**

**Motion:** MOVE TO APPROVE THE MINUTES., **Action:** Approve, **Moved by** Board Member Stan Lau, **Seconded by** Board Member Ray Lacy. **Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 5). **Yes:** Board Member Stan Lau, Board

Member Albert Torres, Board Member Ray Lacy, Chairwoman Fran McKay, Board Member Shellie Severa.

**5. Discussion and Possible Action to establish grant application, the grant timeline, and select option for the distribution of Transient Lodging Funds and CARES Act Emergency Funding for local businesses affected by the COVID-19 pandemic for the grant period July 1 - December 31, 2020.**

City Manager Hooper stated that during the previous meeting the criteria was set for applicants that would qualify for FCTA grant funds. She stated that the State had distributed funds to local governments to assist with COVID-19 activities and that City Council approved for \$250,000.00 to be distributed to local businesses, which would bring the total amount allocated for the Board to award, to \$289,600.00. Ms. Hooper stated that there were 4 options available:

- A. Award 30 local businesses \$9,600.00 each.
- B. Award 50 local businesses \$5,800.00 each.
- C. Award 50 local businesses with 2 different allocations.
- D. Award 50 local businesses in 2 phases.

Ms. Hooper stated that the State has requirements with regards to these funds, including an application and award process. She noted that justification and verification would have to be done because the receipt of these federal funds would trigger an audit and receipts that prove expenses would be required.

Board Member Severa stated she was concerned over FCTA funding and Care Act funding being combined.

Ms. Hooper noted that it will come down to how the funding is accounted for and what the distribution would look like. She said the challenge is how to distribute and whether two applications would be required. She stated that the Cares Act funding would be ran and be accounted through the general fund. She then explained that the board could choose to spend the funds from the Cares Act first and the FCTA funding second. Ms. Hooper noted that both types of funding have the same criteria and serve the same businesses. She stated that the distribution time frame for Cares Act funding is up in the air and the recommendation is to get everything lined up and distribute after.

Board Member Torres spoke in favor of adding the two funding sources together and recommended option B.

Ms. Hooper recommended that the board vote to use the Cares Act funding first and asked what the board would like to do if 50 applications are not received.

Board Member Lacy spoke against awarding on a first come first serve basis and spoke in favor of choosing option B.

Board Member Torres spoke in favor of requiring applicants to submit receipts.

Ms. Hooper stated the receipts would have to be for expenditures for the period March 15 through December 30 and provided examples of the receipts that qualify.

**Motion:** MOVE TO APPROVE PLAN B DISTRIBUTING \$5,790.00 TO FIFTY SMALL QUALIFYING BUSINESSES USING THE CARES ACT FUNDING FIRST., **Moved by** Board Member Stan Lau, **Seconded by** none. **Action:** Motion failed.

Chairwoman McKay stated she would like to allow applicants to request the amount in case they do not want the whole \$5,000.00.

Ms. Hooper stated that would be highly unlikely since the amount being awarded is not really high.

Board Member Torres proposed that should the full Cares Act funding not be awarded during a first round, home based business be considered during a second round.

Chairwoman McKay proposed option an additional option, E, to award 50 businesses \$5,000.00 and have a second round to distribute any funds that are not awarded.

Ms. Hooper summarized option E, to award 50 applicants \$5,000.00 each, then address FCTA funds later as an additional option during a second round.

Board Member Lacy spoke against awarding home based businesses.

Board Member Torres spoke in favor of option E.

**Motion:** MOVE TO APPROVE OPTION B DISTRIBUTING \$5,000.00 TO 50 SMALL QUALIFYING BUSINESSES USING THE CARES ACT FUNDING FIRST., **Action:** Approve, **Moved by** Board Member Stan Lau.

Ms. Hooper asked for clarification if the motion was to approve option B or E.

**Modified Motion:** MOVE TO APPROVE OPTION E FOR DISTRIBUTING CARES ACT \$4,000,000.00 DISTRIBUTING \$5,000.00 TO 50 SMALL QUALIFYING BUSINESSES USING UP CARES ACT., **Action:** Approve, **Moved by** Board Member Stan Lau; **Second by** Board Member Shellie Severa. **Vote:** Motion passed by unanimous roll call vote (**summary:** Yes = 5). **Yes:** Board Member Stan Lau, Board Member Albert Torres, Board Member Ray Lacy, Chairwoman Fran McKay, Board Member Shellie Severa.

Ms. Hooper stated that the application process was developed with the help of Mindy Elliot and BJ North, to make sure that the requirements of the Cares Act are met. She asked the board for input on any changes that may need to be made and covered the qualification requirements.

Board Member Severa proposed that the amount requested on the application be auto filled for \$5000.

Chairwoman McKay proposed that the minimum amount requested also be removed.

Board Member Lacy proposed adding sales tax/resale tax number on the application.

**Motion:** MOVE TO USE THE FERNLEY CONVENTION AND TOURISM AUTHORITY LOCAL SMALL BUSINESS COVID-19 GRANT PROGRAM APPLICATION WITH THE FOLLOWING CHANGE AMOUNT OF EMERGENCY GRANT MONEY BE REQUESTED AND IT'S AUTO FILLED WITH \$5,000.00 AND THE REMOVAL OF MINIMAL AWARD AMOUNT WITH THE ASTERISK **Action:** Approve, **Moved by** Board Member Albert Torres; **Second by** Board Member Shellie Severa. **Vote:** Motion passed by unanimous roll call vote (**summary:** Yes = 5). **Yes:** Board Member Stan Lau, Board Member Albert Torres, Board Member Ray Lacy, Chairwoman Fran McKay, Board Member Shellie Severa.

Ms. Hooper presented a tentative timeline, advertisement, process and procedure for accepting applications for the grant program.

Board Member Torres asked for confirmation that the Fernley Chamber will advertise, and the City's will advertise the grant program on the reader board.

Board Member Severa suggested that other reader board owners be contacted to advertise the program.

Chairwoman McKay stated that she could Rotary club be contacted as well for potential advertisement and asked if the application would be online.

Ms. Hooper stated that the application will be handled electronically and would be ready after next week.

**Motion:** MOVE TO APPROVE THE FCTA LOCAL BUSINESS GRANT TIMELINE, **Moved by** Board Member Shellie Severa; **Second by** Board Member Albert Torres.

**1<sup>st</sup> Amended Motion 4:** MOVE TO APPROVE THE FCTA LOCAL BUSINESS GRANT TIMELINE WITH A CHANGE ON THE FIRST 50 QUALIFYING APPLICATIONS FOR THE GRANT AWARD. **Moved by** Board Member Shellie Severa; **Second by** Board Member Albert Torres. **Action:** Approve, **Moved by** Board Member Shellie Severa; **Second by** Board Member Albert Torres **Vote:** Motion passed by unanimous roll call vote (**summary:** Yes = 5). **Yes:** Board Member Stan Lau, Board Member Albert Torres, Board Member Ray Lacy, Chairwoman Fran McKay, Board Member Shellie Severa.

## **6. Reports by staff and board members.**

Board Member Lacy covered requirements for the State Sales Tax ID.

Board Member Torres thanked staff, Council and all involved for working on the business grant program.

Chairwoman McKay thanked Mindy Elliot, BJ North, council and staff for working on the grant program.



**7. Address Request(s) For Future Agenda Items**

Chairwoman McKay asked if a future meeting will be required.

Ms. Hooper stated that a future meeting will be scheduled, and additionally a meeting will be scheduled around September to review the general grant guidelines.

**8. Public Forum**

There was none.

There being no further business to come before it, the Fernley Convention and Tourism Authority meeting adjourned at 6:49 pm.

Approved by the Fernley Convention and Tourism Authority on August 12, 2020 by a vote of:

AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_ ABSTENTIONS: \_\_\_\_\_ ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Chairwoman Fran McKay

\_\_\_\_\_  
ATTEST:



# CITY OF FERNLEY

## FERNLEY CONVENTION AND TOURISM AUTHORITY

### AGENDA REPORT

Meeting Date: August 12, 2020

**REPORT TO:** Fernley Convention and Tourism Authority Board

**REPORT FROM:** Daphne Hooper, City Manager

**REVIEWED BY:** Denise Lewis, City Treasurer

**FINANCIAL IMPACT:**

Yes:  No:

**CURRENTLY BUDGETED:**

Yes:  No:

**FUND/ACCOUNT:**

220-480-800

**ACTION REQUESTED:**  Consent  Ordinance  Resolution  Motion  Receive/File

**AGENDA ITEM: Staff Report (For Possible Action): Discussion and Possible Action to establish a second round of local small business COVID-19 grants to expend the remaining funds (\$145,000), amending the qualifying criteria, and extending the submission date for applications**

**Agenda Item Brief:**

The City received (insert total number of applications received) applications. Twenty-one (21) applications met the established qualifying criteria expending \$105,000 of the \$250,000 set aside for the local businesses. Staff recommends opening a second round of grant applications utilizing the remaining \$145,000, and amending the criteria to allow for other businesses to apply.

**Recommended Motion:**

“I move to establish a second round of Local Small Business COVID-19 Grants, utilizing the \$145,000 remaining funds, and amending the criteria to allow for businesses that received Federal Funding to apply for Small Business Grants. The first 29 eligible applicants that did not previously receive funds will be awarded \$5,000.

**Business Impact (per NRS Chapter 237):**

- A Business Impact Statement is Attached.
- A Business Impact Statement is not required because this is not a rule (term excludes vehicles by which legislative powers are exercised under NRS Chapters 271, 278, 278A, or 278B).

**See attached report for background, analysis, alternatives.**

**ALTERNATIVES:**

Council may decide not to provide financial support to local businesses utilizing the existing CARES Act Emergency Funds or direct staff to develop a different plan than what is presented.

**BACKGROUND:**

At the Council Meeting on May 6, 2020, a suggestion was submitted regarding using Transient Lodging Tax to assist local businesses in re-opening and moving forward to “get back on track.” The Fernley Chamber of Commerce and the City of Fernley have been sharing information with the public regarding financial assistance and resources for businesses struggling during this time.

On June 3, 2020 Council directed staff to move forward with identifying a strategy regarding financial assistance to local businesses utilizing Transient Lodging Funds to provide a one-time stimulus to assist businesses that have been negatively impacted by this pandemic.

On June 11th the FCTA Board approved to use the Transient Lodging Funds to provide a one-time stimulus in the amount of \$1320 to assist thirty (30) local businesses that have been negatively impacted by the pandemic. The board decided local businesses who are interested in the financial stimulus must complete an application with the following qualifying criteria:

1. The business must have shut down during the pandemic.
2. The business must be in good standing with the federal, state, and city business licensing and taxes. All business licenses must be current.
3. Home-based business do not qualify for the grant.
4. The business must have been open for at least twelve (12) months prior to the COVID-19 shutdown or date March 15, 2019.
5. Businesses who have received state or federal assistance do not qualify for the grant.
6. The local small business grant will be awarded first come, first serve – 28 grants available.

On July 1st, 2020, City Council approved the CARES Act funding plan of which \$250,000 was set aside for Small Business Grants, in addition to the TLT funds.

On July 7, 2020, the FCTA Board approved to distribute fifty (50) grants in the amount of \$5000 each to local small businesses who were negatively affected by the pandemic utilizing only the CARES Act funding.

**RECOMMENDATIONS:**

**Proposed Grant Criteria for Round Two**

Staff proposes the second round of grants should be open to businesses who have received state or federal assistance. Of the businesses that applied, 45% had received PPP, SBA Loan, and/or EIDL, making them ineligible for the grant.

Staff also recommends businesses who have had to suspend their state and/or Fernley business license due to the financial strain of the pandemic on their business’ qualify for the grant; however, they must renew their business license prior to receiving the funds.

Round 2 Criteria:

1. Local businesses who received \$5000 from the first round of local small business grants do not qualify for the second round.
2. The business must have shut down during the pandemic.
3. The business must be in good standing with the federal, state, and city business licensing and taxes. Business licenses must be current, active.
4. Home-based business do not qualify for the grant.
5. The business must have been open for at least twelve (12) months prior to the COVID-19 shutdown or date March 15, 2019.
6. The local small business grant will be awarded first come, first serve – 29 grants available.

**Proposed Grant Timeline for Round Two**

Proposed FCTA Local Small Business COVID-19 Grant timeline Round Two. Accept grant applications for three weeks.

- August 17 - 21, 2020: staff and the Fernley Chamber of Commerce will advertise on the website and Facebook page.
- August 24 – September 11, 2020: Grant applications will be accepted by email only.
- September 14 – 18, 2020: submitted grant applications will be reviewed for eligibility.
- September 21-25, 2020: awarded businesses will be notified.
- October 7, 2020: Council final approval.
- October 9, 2020: Grant checks will be mailed.

**PRIOR COUNCIL AND FCTA BOARD ACTION:**

**July 7, 2020**, the FCTA Board approved to distribute fifty grants in the amount of \$5000 each to local small businesses who were negatively affected by the pandemic. **Motion Passed**

**June 11, 2020**, FCTA Board approved to establish grant guidelines, amount, and procedures for the distribution of TLT fund to local businesses affected by the COVID-19 pandemic for grant period July 1 – December 31, 2020. **Motion Passed**

**June 3, 2020**, City Council adopted Resolution 20-010 granting the FCTA Board the authority to spend TLT funds for local businesses and to determine grant guidelines on how to distribute the funds. **Motion Passed**

**May 20, 2020**, City Council directed staff to move forward in developing a resolution and application criteria for FCTA funding distribution for July 1, 2020 – December 31, 2020 to local businesses. **Motion Passed**

**LEGAL IMPLICATIONS:**

**FINANCIAL IMPLICATIONS:**

\$250,000 of the CARES Act funding will be used for the local small business grant. As of August 5, 2020, \$145,000 is available for round two.

**ATTACHMENTS:**

None